## Table for SIC

Activities, actors, and responsibilities

Step	#	Activities	Purpose / Description	Output	Executive Secretariat	STC	Bureau	Task Force Leader & Regional representative	Project Team leaders	Timing
Consolid ate Task Forces (TF)	1	Call for joining Task Forces (TF)	The Executive Secretariat (ExSec) asks Task Force Members (TFM) to review their membership and encourages all other members to join them. When joining, partners indicate their preferred role (Task Force Leader (TFL); Task Force Regional Representative (TFRR); ordinary Task Force Member (TFM) and provide information about their relevant expertise and experience.	Consoli dated list of Task Force Membe rs with a link to their person al and organiz ational profiles. List of Task Force Leader s and Region al Repres entativ es aspiran ts	<ul> <li>Adjust the 24 Task Force registration forms</li> <li>Prepare all the documents</li> <li>Launch the call</li> <li>4p1000 Join our Task Forces"</li> <li>Update the list of TF Members according to feedback (e.g., A1-Members)</li> <li>Adjust the group settings of TF Members on the collaborative platform</li> </ul>					September 2022
	2	Nominate TF Leaders (TFL) and Regional Representativ es (TFRR)	The ExSec will ask Task Force Leader candidates and TF Regional Representatives to a) update their profiles, b) list critical global and regional players, and c) explain why they believe they are qualified for the role. The ExSec will use the feedback to propose TFLs and TFRRs for each Task Force for approval by the Bureau.	<ul> <li>Update d profiles of TFL and TFRR aspiran ts</li> <li>Official List of Task Force Leader s and Regres entativ es</li> <li>Overvie w of relevan t regiona l and global players</li> </ul>	<ul> <li>Prepare documents and forms</li> <li>Launch call</li> <li>Evaluate feedback</li> <li>Elaborate on a list of people to be nominated</li> <li>Publish the list of nominated TFLs and TFLRs</li> <li>Adjust the group settings of TFL and TFRR on the collaborative platform</li> </ul>		<ul> <li>Valid ate the list and offici ally nomi nate d TFLs and TFR Rs</li> </ul>			November 2022 (after COP27)
	3	1st Task Force Leaders Meeting	Task Force Leaders will be briefed regarding their roles and responsibilities and the structure and expected outcome of the SIC.	<ul> <li>A shared underst anding of the SIC</li> <li>Empow ered Task Force Leader s and Region al Repres entativ es</li> <li>A tentativ e agenda for the TF meetin gs</li> <li>List of expect ed results</li> </ul>	<ul> <li>Present and discuss the SIC (procedure, outputs //deliverables, modalities)</li> <li>Propose an agenda for the TF Meetings</li> <li>Share results with TF members</li> <li>Publish SIC Strategy Implementation Cycle</li> <li>Provide templates to facilitate documentation by Task Forces</li> <li>Give impulse to individual meetings between TFL and TFRR</li> <li>Present concept note template and tips/rules for project development</li> </ul>		• Valid ation of SIC	<ul> <li>Participate in the TFL Meeting</li> <li>Elaborate on an action plan for subsequent activities with TFRR</li> </ul>		December 2022 (after COP27)

I. Stocktaki ng & Planning	4	Planning of Task Force activities	The TFLs exchange and meet virtually with the TFRR to share the results of the TFL planning meeting (see activity 3) and review the implementation strategy and list of members. Together, they draft a TF-specific action plan that includes (a) a brief description of the general approach explaining how the TF will be organized to achieve the 2030 and 2050 targets, (b) a list of indicators, and an overview of the modalities for monitoring progress, and (c) a work plan for the first cycle indicating TFL and TFRR responsibilities for successful execution of subsequent activities.	<ul> <li>Draft approa ch for reachin g the objective</li> <li>Propos e a roadma p for reachin g the targets 2030 and 2050</li> <li>Task Force specific Action Plan baseline</li> <li>List of indicat ors for trackin g progress</li> </ul>	<ul> <li>Provide an action plan template on the wiki</li> </ul>	<ul> <li>Revi ew the impl eme ntati on strat egy and prop ose indic ator s for track ing prog ress</li> </ul>	<ul> <li>The TFL shares information with the TFRR and organizes a TF planning meeting</li> <li>TFL &amp; TFRR meet to develop a Task Force- specific action plan</li> <li>Elaborate on a list of appropriate indicators for monitoring progress</li> </ul>		December 2022
	5	Inventory of project and sponsors	Based on the information resulting from activities 1 and 2, the TFL and TFRR will exchange with their members to compile information on relevant past and ongoing activities (title, region, sponsor,).	<ul> <li>Baselin e about relevan t activitie s and sponso rs (1st cycle)</li> <li>Progre ss reports about relevan t activitie s and sponso rs (2nd cycle and sponso</li> </ul>	<ul> <li>Provide a simple online form for creating a list with essential information about past and ongoing projects /activities (name, owner, URL, supporting institution,)</li> </ul>		<ul> <li>Exchange with TF Members and compile information about ongoing activities and sponsors on the wiki</li> </ul>		November 2022 - January 2023
II. Ideation & Team Building	6	Task Forces meeting(s)	The Task Forces hold one or more meetings to review the status (implementation strategy, list of past and ongoing projects, funding opportunities,), identify gaps, exchange project ideas, and form Project Teams. A single idea may lead to forming several Project Teams covering different regions or thematic areas that are part of concerted action. This might be an option for more significant actions requiring the support of multiple donors.	<ul> <li>Report         <ul> <li>(s) of             the TF             meetin             g(s)</li> <li>Gaps             analysis</li> <li>List of             project             ideas             and             corresp             onding             teams</li> </ul> </li> </ul>	<ul> <li>Provide templates facilitating systematic reporting</li> </ul>		<ul> <li>Invite TF Members to join the meeting</li> <li>Moderate the meeting</li> <li>Present results of stocktaking &amp; planning</li> <li>Analise gaps</li> <li>Discussion</li> <li>to gather project ideas</li> <li>Formation of Project Teams</li> <li>Prepare minutes of the meeting and share them with the ExSec</li> </ul>		February tr May 2023
III. Project Concepti on	7	Project Team meeting	The Project Team meets to start completing the 4p1000 - Project Concept Note Template and to define an action plan for the completion.	<ul> <li>List of draft concep t notes</li> <li>Action plans for concep t note comple tion</li> <li>Meetin g reports</li> </ul>	<ul> <li>Provide a concept note template on the wiki for the various project teams and ensure correct permission settings</li> <li>Provide a technical help desk to assist Project Teams</li> <li>Follow up with TFL to monitor progress</li> </ul>		<ul> <li>Assist Project Team Leaders</li> <li>If required, help find suitable partners to complete the Project Teams</li> </ul>	<ul> <li>Orga nize Proje ct Team meeti ngs</li> <li>Start compl eting the 4 p100 0 - Proje ct Conc ept Conc ept Note Temp late</li> <li>Defin e an action plan for compl etion</li> </ul>	March to August 2023

	8	Complete project concept notes	Members of the Project Team complete the 4p1000 - Project Concept Note Template	Completed     concep     t notes			<ul> <li>Check concept notes of different Task Forces and identify potential overlaps /synergies and accordingly connect Project Teams</li> </ul>	Coor dinat e compl etion of proje ct conce pt notes with proje ct partn ers	May to August 2023
	9	2nd Task Force Leaders Meeting	Evaluate progress and prepare a list of concept notes for the assessment by the STC and validation of the bureau	<ul> <li>Batch of concep t notes</li> <li>report on progress</li> </ul>	<ul> <li>Organize the meeting</li> <li>Elaborate on a meeting report</li> </ul>		<ul> <li>Report on progress (present list of concept notes and teams)</li> </ul>		June to July 2023
IV. Scouting for funding	10	Assess the relevance of concept notes	Verify the relevance of the project for the Initiative's strategy and the quality and completeness of the concept note	<ul> <li>Letter of support for relevan t and validat ed concep t notes</li> </ul>	<ul> <li>Organize the assessment</li> <li>Organize the validation</li> <li>Issue letters of support to Project Team Leaders</li> </ul>	Ass ess the relev ance of conc ept notes	Validate relevant concept notes		September 2023
	11	Search and advocate for financial support	Exchange of concept papers with funding bodies (call for investment interest). The aim is to get an expression of interest to invest and to convince funding bodies to request the submission of a complete proposal following their guidelines.	• Expres sion of interest and call for the submis sion of a full propos al by funding / support ing agency	<ul> <li>Support in the identification of funding opportunities</li> </ul>		<ul> <li>Help to convince donors to invest in Project Teams</li> </ul>		June to November 2023
	12	3rd Task Force Leaders Meeting	Evaluate progress and formulate recommendations for improvement of the SIC	<ul> <li>Report on progress</li> <li>Recom mendations for improv ement of the SIC</li> </ul>	<ul> <li>Organize meeting</li> <li>Report about progress at the 7th "4p1000" Day / COP28 in 2023</li> </ul>		Report on progress     Share experience and ideas for improvement		announce at COP 28 / 4p1000 Day
V. Securing funding	13	Develop and submit a full proposal	Preparation of full proposals following the guidelines of the funding agencies.	<ul> <li>Submis sion of full project propos als</li> </ul>				<ul> <li>Liaise with donors</li> <li>Devel op and submi t a full propo sal with Proje ct Team</li> </ul>	July to December 2023
VI. Impleme ntation	14	Implement projects	Projects that work toward the objectives of the strategy are implemented	<ul> <li>Implem ented projects</li> </ul>				<ul> <li>Imple ment proje cts</li> </ul>	Permanent
Support & Monitorin g	15	Support	Exchange regularly with TFL and TFRR and assist them if required	<ul> <li>Task Forces are succes sful</li> </ul>	Assist Task Forces				Permanent

16	Monitoring	Document progress and prepare an annual progress report on the SIC and the projects that are underway and ongoing. How far have they progressed? To what extent do they contribute to achieving the strategic objectives?	<ul> <li>Annual progres s report</li> </ul>	<ul> <li>Monitor progress</li> <li>Prepare the annual report</li> </ul>	<ul> <li>Provide an annual TF progress report</li> <li>Report on progress at the 4p1000 Day</li> </ul>	<ul> <li>Report</li> <li>back</li> <li>to</li> <li>TFL</li> </ul>	Permanent
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