

# 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
Consolidate 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.	<ul style="list-style-type: none"> <li>Consolidated list of Task Force Members with a link to their personal and organizational profiles.</li> <li>List of Task Force Leaders and Regional Representatives aspirants</li> </ul>	<ul style="list-style-type: none"> <li>Adjust the 24 Task Force registration forms</li> <li>Prepare all the documents</li> <li>Launch the call "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 Representatives (TFRR)	<p>The ExSec will ask Task Force Leader candidates and TF Regional Representatives to</p> <p>a) update their profiles,</p> <p>b) list critical global and regional players, and</p> <p>c) explain why they believe they are qualified for the role.</p> <p>The ExSec will use the feedback to propose TFLs and TFRRs for each Task Force for approval by the Bureau.</p>	<ul style="list-style-type: none"> <li>Updated profiles of TFL and TFRR aspirants</li> <li>Official List of Task Force Leaders and Regional Representatives</li> <li>Overview of relevant regional and global players</li> </ul>	<ul style="list-style-type: none"> <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 TFRRs</li> <li>Adjust the group settings of TFL and TFRR on the collaborative platform</li> </ul>		<ul style="list-style-type: none"> <li>Validate the list and officially nominate TFLs and TFRRs</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 style="list-style-type: none"> <li>A shared understanding of the SIC</li> <li>Empowered Task Force Leaders and Regional Representatives</li> <li>A tentative agenda for the TF meetings</li> <li>List of expected results</li> </ul>	<ul style="list-style-type: none"> <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>		<ul style="list-style-type: none"> <li>Validation of SIC</li> </ul>	<ul style="list-style-type: none"> <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. Stocktaking & Planning	4	Planning of Task Force activities	<p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>Draft approach for reaching the objective</li> <li>Propose a roadmap for reaching the targets 2030 and 2050</li> <li>Task Force specific Action Plan baseline</li> <li>List of indicators for tracking progress</li> </ul>	<ul style="list-style-type: none"> <li>Provide an action plan template on the wiki</li> </ul>	<ul style="list-style-type: none"> <li>Review the implementation strategy and propose indicators for tracking progress</li> </ul>	<ul style="list-style-type: none"> <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	<p>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, ...).</p>	<ul style="list-style-type: none"> <li>Baseline about relevant activities and sponsors (1st cycle)</li> <li>Progress reports about relevant activities and sponsors (2nd cycle and following)</li> </ul>	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <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)	<p>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.</p>	<ul style="list-style-type: none"> <li>Report(s) of the TF meeting(s)</li> <li>Gaps analysis</li> <li>List of project ideas and corresponding teams</li> </ul>	<ul style="list-style-type: none"> <li>Provide templates facilitating systematic reporting</li> </ul>		<ul style="list-style-type: none"> <li>Invite TF Members to join the meeting</li> <li>Moderate the meeting</li> <li>Present results of stocktaking &amp; planning</li> <li>Analyse gaps</li> <li>Discussion 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 to May 2023
III. Project Conception	7	Project Team meeting	<p>The Project Team meets to start completing the <a href="#">4p1000 - Project Concept Note Template</a> and to define an action plan for the completion.</p>	<ul style="list-style-type: none"> <li>List of draft concept notes</li> <li>Action plans for concept note completion</li> <li>Meeting reports</li> </ul>	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>Assist Project Team Leaders</li> <li>If required, help find suitable partners to complete the Project Teams</li> </ul>	<ul style="list-style-type: none"> <li>Organize Project Team meetings</li> <li>Start completing the <a href="#">4p1000 - Project Concept Note Template</a></li> <li>Define an action plan for completion</li> </ul>	March to August 2023



	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 style="list-style-type: none"><li>• Annual progress report</li></ul>	<ul style="list-style-type: none"><li>• Monitor progress</li><li>• Prepare the annual report</li></ul>			<ul style="list-style-type: none"><li>• Provide an annual TF progress report</li><li>• Report on progress at the 4p1000 Day</li></ul>	<ul style="list-style-type: none"><li>• Report back to TFL</li></ul>	Permanent
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