

## Organization of the work of a session

### Information note<sup>1</sup>

#### Time management and scheduling

As recommended per earlier SBI conclusions, no official meeting will be held after 6 p.m., plenary meetings and meetings of negotiating groups should therefore start and finish punctually. The practice set by previous SBI recommendations of holding no more than two meetings of plenary and/or contact groups concurrently, with the total number of meetings held concurrently, including informal meetings, not exceeding six will be continued. Groups will take place between 10:00 a.m. and 1 p.m. and 3:00 and 6:00 p.m. Party consultations after 6:00 p.m. are possible with invitation of facilitators at the discretion of Parties, but without the presence of the secretariat.

As per previous sessions, the preliminary scheduling has been organized around thematic clusters within and across body meetings at this session. This will facilitate the work of the Parties, ensure coherence and avoid clashes, to the extent possible. The overview of the sessions is posted on the UNFCCC website, and participants are encouraged to regularly consult the Daily Programme and CCTV for detailed information on the schedule and venue of the meetings, and to be alerted of any changes that may occur.

The Presiding Officers of the SBSTA, SBI and APA will, in close coordination, facilitate the work of all negotiation groups in a balanced, transparent and inclusive manner. A deadline for all negotiations to be completed of Wednesday 17 May at 1 p.m. has been suggested to have L-documents available in all six UN languages for their adoption at the closing plenary meetings. More information will be provided during the pre-session meetings with groups and during coordination meetings with facilitators of the groups.

#### Attendance of intergovernmental and non-governmental organizations

In accordance with decision 18/CP.4 on the attendance of intergovernmental (IGO) and non-governmental organizations (NGO) at **contact groups**, representatives of IGOs and NGOs may be invited to attend as observers, unless at least one-third of the Parties present at the setting up of that contact group object and on the understanding that the co-chairs of the contact group may determine, at any time, that the contact group should be closed. Participation by observers in the proceedings of the contact group is at the discretion of the co-chairs and should at all times be supportive of the smooth and efficient functioning of the contact group.

Furthermore, delegates are reminded of the SBI 34 recommendation stating that – in the event that there is no contact group for an agenda item – **the first and last meetings of informal consultations** may be open to observer organizations, recognizing the right of Parties to keep informal meetings closed.

In accordance with the decision by the COP 21/CMP 11 Presidency and the presiding officers of the SBSTA and SBI during SB 44, the UNFCCC process will make efforts to increase the number of **informals** that are open to observers. The co-facilitators are therefore encouraged to ask Parties inside the room of “an informal that has been announced as closed” whether Parties would object to opening the meeting.

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<sup>1</sup> This version 21 April 2017.

## Plenary statements

Group of Parties, Parties and observers are requested not to exceed the time limit set for delivering statements, and are encouraged to upload their statements, including a longer version, as necessary, on the submission portal at <<http://unfccc.int/5900.php>>.

In order to assure the quality of interpretation, interventions should be delivered at a reasonable speed and a copy of the interventions should be provided to the Conference Officers well in advance to facilitate the work of the interpreters.

## Submissions of views

Submissions are a very important element of sharing information, building understanding and advancing work intersessionally in a transparent and inclusive manner. The submission portal on the UNFCCC website enhances the user-friendliness and efficiency of submitting and viewing the information and views from Parties. Parties are invited to use the portal to upload their information and views at <<http://unfccc.int/5900.php>>. Non-Party stakeholders are invited to send submissions to [secretariat@unfccc.int](mailto:secretariat@unfccc.int).<sup>2</sup>

Following are the deadlines for submissions from Parties and observers, to ensure that documents are available in a timely manner for the next sessions, as appropriate:

Session	Submissions that will be the basis for REG/INF documents	On-line submissions
SB 47	21 July 2017	As in conclusions
SB 48	12 January 2018	As in conclusions

The secretariat continues to make efforts to save resources spent on document preparation and production and to save paper and thereby make climate conferences and its operations more sustainable. As part of these efforts, miscellaneous documents, in which the secretariat has in the past compiled mandated submissions from Parties and, in certain cases, from intergovernmental organizations, will no longer be issued. All submissions are made available on the UNFCCC website at <<http://unfccc.int/5900.php>>. This approach gives additional time to submit views while ensuring full transparency and fair and consistent treatment across all agenda items.

## Pre-sessional, in-session and intra-session events

Any request to hold pre-sessional events before SB 47 should be discouraged so that the sessional period is not extended. Any request to hold in-session events at SB 47 should be discouraged so that negotiation time is not limited. Any request to hold a workshop before SB 47 should also be discouraged, as there will be insufficient time to organize it.

## Administrative and budgetary implications

In accordance with decision 16/CP.9, paragraph 20, at the time of adoption of relevant conclusions, the Executive Secretary will inform the SBs of any administrative and budgetary implications that cannot be met from existing resources within the core budget. In the absence of adequate additional funding, the secretariat may not be in a position to undertake the requested activities.

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<sup>2</sup> The portal will be made accessible to non-Party stakeholders in the course of this year (timing to be communicated).