

Note by the Presiding Officers on Planning and Process Management

30 November 2014

SBI 40 affirmed the urgent need to improve the organization of the intergovernmental process. In response to the call from Parties, "Arrangements for Intergovernmental Meetings", Parties have called for greater efforts to conclude negotiations and conferences in a timely manner (FCCC/SBI/2014/8, paragraphs 218-221.)

We have consulted with the Bureau and the main negotiating Groups in response to this call, and we are committed to lead joint actions to strengthen inclusivity, discipline, respect and fairness to all in working practices.

Our commitment to change is not limited to time management challenges, but reflects our resolve to build good practice and improve the intergovernmental process. Proper planning, process and time management is essential for good management and implementation of the UNFCCC process, and thus should be applied throughout all activities of the Convention in a systematic and fair manner.

In Lima, we, the Presiding Officers, supported by Groups, Parties and the secretariat, will implement the following actions in response to guidance from the SBI and the strong encouragement from Parties. The objective is to transition to a new mode of work, keeping in mind at all times the principles of openness, transparency and inclusiveness as well as the importance of efficiency, effectiveness, credibility and legitimacy. The cooperation and commitment from all participants will be welcomed, in order to transition to this new mode of work and thereby ensure a more orderly process, timely completion of negotiations and closure of the Lima Conference on Friday, 12 December as scheduled.

1. The 6 pm rule will be strictly applied to all meetings. In accordance with guidance from the SBI, any exceptions to meet after 6 pm will be considered on a case-by-case basis by presiding officers, in consultation with Parties.
2. Presiding officers and our respective co-chairs/co-facilitators will start and end all meetings promptly, including those at 10 am and 3 pm.
3. SBSTA 41 will open on Monday, 1 December at 11.30 a.m. (following the completion of the "organization of work" of the COP) to adopt its agenda and to launch all issues.
4. Plenary meetings needing additional time will not automatically be scheduled in the subsequent timeslot, but scheduled so as not to delay the previously scheduled meetings of other bodies.
5. Thematic issues will be clustered for contact groups and informal consultations to use time efficiently.
6. Agenda items will be allocated sufficient negotiating time to complete consideration during the sessions. If consideration of an item is not completed within the allocated negotiating time, the presiding officer will propose and the body may agree that consideration of the item be continued at the next ordinary session of the body or some other future session in accordance with rule 16 of the draft rules of procedure being applied. Last minute extensions of negotiations will not be possible so best use of available time must be made.

7. Presiding Officers will, in plenary meetings of all bodies, request concise three minute executive summary statements time permitting, with full versions of all statements posted on the web. This will ensure that plenary meetings start/end on time and ensure that all statements are available keeping in mind the principles of openness, transparency and inclusiveness.