

Organization of the work of a session

Information note

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. We will also continue to follow 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. Groups will take place between 10:00 a.m. and 1 p.m. and 3:00 and 6:00 p.m. Party consultations post 6:00 p.m. are possible with invitation of facilitators at the discretion of Parties, but without the presence of the secretariat. More information on deadlines for the closure of the groups and submission and translation of L-documents will be provided by the respective Body Chair at meetings with facilitators.

As per previous sessions, the preliminary scheduling has been organized around thematic clusters within and across all bodies meeting at this session. This will facilitate the work of 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 be alerted of any changes that may occur.

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.

Plenary statements

Group of Parties/Parties are encouraged to deliver a short version of their statements , subject to time constraints, and to upload their full statements on the submission portal at <<http://unfccc.int/5900.php>>, and observers to send them to the secretariat – they will be uploaded together with Parties statements on the submission platform.

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>>.

Following are the deadlines for submissions from Parties, 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	Other submissions
SB 46	25 January 2017	8 April 2017
SB 47	16 August 2017	6 October 2017

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, including from non-state stakeholders, are made available on the UNFCCC website. This approach gives Parties additional time to submit their views while ensuring full transparency and fair and consistent treatment across all agenda items. Parties are invited to use the submissions portal to upload their information, views and statements. Observers and other stakeholders should e-mail their submissions to <secretariat@unfccc.int>. For more information on access rights or other related matters, please contact secretariat@unfccc.int.

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

Any request to hold pre-sessional events before SB 46 should be discouraged so that the sessional period is not extended. Any request to hold in-session events at SB 46 should be discouraged so that negotiation time is not limited. Any request to hold a workshop before SB 46 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.

Contacts

Please contact the relevant Body Focal Point for additional information:

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