



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
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## MESSAGE TO PARTIES

### Facilitative sharing of views at SBI 44 in Bonn, Germany

I wish to draw the attention of Parties to the United Nations Framework Convention on Climate Change to the first workshop of the facilitative sharing of views (FSV) under the international consultation and analysis (ICA) process for non-Annex I Parties, which will be convened during the forty-fourth session of the Subsidiary Body for Implementation (SBI) in Bonn, Germany in May 2016.

The FSV process is the second step in the ICA process established through decision 2/CP.17. Modalities and guidelines for ICA, contained in paragraphs 56–62 of decision 2/CP.17 and annex IV of the same decision, serve as the basis for the implementation of the ICA process which includes two steps:

- (1) Technical analysis of biennial update reports;
- (2) Facilitative sharing of views among Parties in the form of a workshop under the SBI.

In accordance with the modalities and guidelines for ICA adopted by the Conference of the Parties (see Annex I to this message), the SBI shall, at regular intervals, convene a workshop for the FSV, open to all Parties, for all non-Annex I Parties for which there is a biennial update report and a final summary report. The first round of FSV will be conducted from 20 to 21 May 2016 in the margins of the 44<sup>th</sup> session of the SBI.

Parties will be allowed to submit written questions in advance of the workshop. Further details on the process and timeline for submitting such questions are provided in annex II to this message.

**Distribution:** To Parties and observer States through their National Focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



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Annex II also describes the operational details of the FSV workshop, including information on the format and duration of the session as well as other organizational matters. These were developed after extensive informal consultation undertaken by the SBI Chair with Parties in the margins of the last two sessions of the SBI.

It is hoped that the information provided in this message and its annexes will assist Parties in their preparation for, and participation in, the FSV process in Bonn. Questions or requests for clarification can be addressed to the secretariat <ica@unfccc.int>.

The FSV under the ICA process provides a unique opportunity to developing country Parties to enhance their national capacities to prepare and report information on their actions to implement the Convention and showcase it in a transparent manner to other Parties. The timing of the implementation of this process will also allow a solid foundation to be built for the transparency of action and support under the Paris Agreement. The secretariat is committed to supporting Parties in the implementation of the ICA process.

Yours faithfully,

*(Signed by)*

Christiana Figueres



## **Annex I**

### **Modalities and guidelines for international consultation and analysis contained in paragraphs 56–62 of decision 2/CP.17 and its annex IV**

#### **A. Paragraphs 56–62 of decision 2/CP.17**

56. *Adopts* the modalities and guidelines for international consultation and analysis as contained in annex IV;

57. *Recognizes* that the extent to which developing country Parties will effectively implement their commitments under the Convention will depend on the effective implementation by developed country Parties of their commitments under the Convention related to financial resources and transfer of technology;

58. *Decides:*

(a) That the first rounds of international consultation and analysis will be conducted for developing country Parties, commencing within six months of the submission of the first round of biennial update reports by developing country Parties;

(b) That the frequency of participation in subsequent rounds of international consultation and analysis by developing country Parties, based on their respective capabilities and national circumstances, and special flexibility for small island developing States and the least developed country Parties, will be determined by the frequency of the submission of biennial update reports;

(c) To revise the modalities and guidelines prescribed herein based on experiences gained in the first round of international consultation and analysis, no later than 2017;

(d) That small island developing States and the least developed country Parties may undergo international consultation and analysis as a group of Parties at their discretion;

59. *Urges* developed country Parties and other developed Parties included in Annex II to the Convention to provide new and additional financial resources at the agreed full cost in accordance with Article 4, paragraph 3, of the Convention with a view to supporting any reporting needed for international consultations and analysis;

60. *Aims* to facilitate the universal participation of developing country Parties in the international consultation and analysis process;

61. *Invites* Parties to submit to the secretariat, by 5 March 2012, their views on the composition, modalities and procedures of the team of technical experts referred to in annex IV, paragraph 1;

62. *Requests* the secretariat to compile these submissions into a miscellaneous document for consideration by the Subsidiary Body for Implementation at its thirty-sixth session, with a view to adopting a decision on the matter referred to in paragraph 61 above at the eighteenth session of the Conference of the Parties;



## **B. Annex IV of decision 2/CP.17**

### **I. Objectives**

1. International consultation and analysis (ICA) of biennial update reports under the Subsidiary Body for Implementation (SBI) will be conducted in a manner that is nonintrusive, non-punitive and respectful of national sovereignty; ICA will aim to increase the transparency of mitigation actions and their effects, through analysis by technical experts in consultation with the Party concerned and through a facilitative sharing of views, and will result in a summary report.
2. Discussion on the appropriateness of such domestic policies and measures is not part of the process.

### **II. Scope and process**

3. The ICA process will consist of the following two steps:
  - (a) A technical analysis of the biennial update reports submitted by Parties not included in Annex I to the Convention either, as a summary of parts of their national communication in the year in which the national communication is presented or as a standalone update report, by a team of technical experts in consultation with the Party, and will result in a summary report. The information considered should include the national greenhouse gas inventory report, information on mitigation actions, including a description of such actions, an analysis of their impacts and the associated methodologies and assumptions, the progress made in their implementation and information on domestic measurement, reporting and verification, and on support received.
  - (b) A facilitative sharing of views, which will have as input the biennial update report and summary report referred to in paragraph 3(a) above.
4. The information referred to in paragraph 3(a) above shall be the input for the technical analysis by a team of technical experts. Additional technical information may be provided by the Party concerned. Prior to finalizing the report, the draft summary report prepared by the team of technical experts will be shared with the Party concerned for review and comment over the following three months, in order to respond to and incorporate Party comments in the report. The summary report, incorporating comments from the Party, shall be finalized in consultation with the Party concerned and be presented to the SBI.
5. The summary report referred to in paragraph 4 above will be noted by the SBI in its conclusions and shall be made publicly available on the UNFCCC website.
6. The SBI shall, at regular intervals, convene a workshop for the facilitative exchange of views, open to all Parties, for all Parties for which there is a biennial update report and a final summary report. Parties will be allowed to submit written questions in advance.
7. The facilitative exchange of views among Parties will consist of a one- to three-hour session for each Party or group of Parties. Parties may request to go individually or in a group of up to five Parties. The session will consist of a brief presentation by the Party or Parties concerned on their biennial update report, followed by oral questions and answers among Parties.



## Annex II

### Operational details for the first workshop on the facilitative sharing of views in Bonn, Germany

#### I. Background of and mandate for facilitative sharing of views under international consultation and analysis

1. **International consultation and analysis** (ICA) of biennial update reports (BURs) is a process under the Subsidiary Body of Implementation (SBI) that aims to increase the transparency of mitigation actions and their effects, through the technical analysis of BURs by a team of technical experts in consultation with the Party concerned followed by a facilitative sharing of views. The ICA is to be conducted in a manner that is nonintrusive, non-punitive and respectful of national sovereignty. Further, discussion on the appropriateness of national domestic policies and measures is not part of the process. Modalities and guidelines for ICA are elaborated in paragraphs 56 – 62 of decision 2/CP.17 and annex IV of the same decision.
2. The ICA process consists of the following two steps, following the submission of biennial update report by a developing country Party:
  - (i) A **technical analysis**;
  - (ii) A **facilitative sharing of views** (FSV).
3. A technical analysis of the biennial update reports submitted by Parties not included in Annex I to the Convention entails:
  - (i) Identifying the extent to which the elements of information listed in paragraph 3(a) of the guidelines contained in decision 2/CP.17, annex IV, are included in the BUR of the Party concerned;
  - (ii) Undertaking a technical analysis of information contained in the BUR, and any additional technical information that may be provided by the Party concerned;
  - (iii) Identifying, in consultation with the Party concerned, capacity-building needs in order to facilitate reporting in accordance with annex III to decision 2/CP.17, and participating in international consultation and analysis in accordance with annex IV to decision 2/CP.17, taking into account Article 4, paragraph 3, of the Convention.

This results in the summary report of the technical analysis.
4. The FSV, with the biennial update report and summary report as input, will consist of a one-to three-hour session for each Party or group of Parties. The session will consist of a brief presentation by the Party or Parties concerned on their biennial update report, followed by oral questions and answer among Parties.
5. Other interested Parties will be allowed to submit written questions in advance to Parties that will undergo the FSV.
6. The **outputs** of the ICA process for each Party includes:
  - (i) A final summary report resulting from the technical analysis of BUR;
  - (ii) A record of the facilitative sharing of views summarizing the proceedings of the facilitative sharing of views session for the Party.



## II. Date of the first workshop for the facilitative sharing of views

7. The first-ever workshop for the facilitative sharing of views will be convened from 20 to 21 May 2016 during the forty-fourth session of the Subsidiary Body for Implementation (SBI) in Bonn, Germany.

## III. Parties underdoing FSV during SBI 44

8. As of February 2016, 24 non-Annex I Parties submitted their BUR, out of these, 14 BURs were subjected to technical analysis in 2015. 6 BURs will undergo technical analysis from 29 February to 04 March 2016. The remainder will be included in the technical analysis session to be held from 13 to 17 June 2016. For information of the status of final summary reports, please see: <<http://www.unfccc.int/8722.php>>.
9. In the first FSV session, non-Annex I Parties that have submitted BUR and have a final summary report by 29 February 2016 will be subjected to FSV. The Parties will be presenting in alphabetical order.

## IV. Written questions in advance

10. As provided in paragraph 6 of annex IV to decision 2/CP 16, Parties will be allowed to submit written questions in advance of the FSV workshop. The secretariat will be in contact with all Parties (via National Focal Points) to inform them of the steps for submitting such written questions in advance.
11. For the first workshop of FSV in Bonn, the timeline for submitting questions in advance is outlined in table 2 below. The working language for the question and answer process will be English. Questions or requests for clarification can be addressed to the secretariat using the email address: <[ica@unfccc.int](mailto:ica@unfccc.int)>.

Table 2

**Timeline for written questions**

| Timeline                | Action  | Note  |
|-------------------------|---|---|
| 1 March–<br>19 May 2016 | <b>Other interested Parties</b> may submit, through the secretariat, questions to the 13 non-Annex I Parties undergoing FSV. The 13 non-Annex I Parties undergoing FSV may provide responses to the questions received, through the secretariat | Further communication will be shared with All Parties on the submission of questions. Information on the FSV process is available at: < <a href="http://unfccc.int/9382.php">http://unfccc.int/9382.php</a> > |
| 20–21 May 2016          | Workshop for the FSV where <b>13 non-Annex I Parties</b> listed in Table 1 above will make a presentation on their BURs, followed by a question and answer session among Parties  | Further communication will be shared with All Parties on the submission of answers. Information on FSV process is available at: < <a href="http://unfccc.int/9382.php">http://unfccc.int/9382.php</a> >       |
| 30 June 2016            | The secretariat, under the guidance of the SBI Chair, will prepare the record of FSV for each Party, compile all questions and answers, and publish them on the UNFCCC website  | The compiled questions and answers as well as the record of the FSV can be accessed through the individual Party page at < <a href="http://www.unfccc.int/9382.php">www.unfccc.int/9382.php</a> >             |



## V. Format, duration and other organizational matters

1. **Chairing arrangement.** The SBI Chair will preside over the proceedings of the workshop. In the event, that the SBI Chair is not available, the Vice-Chair or the Rapporteur of the SBI may, on his/her behalf, preside over the workshop.
2. **Time allocation:** 5 Parties will be covered in each three-hour session. Each Party, following the alphabetical order of the country name, will be allocated 35 minutes on average as follows:
  - a. Opening –1 minute each to introduce each Party;
  - b. Presentation –15 minutes per Party on average to present their BUR);
  - c. Question and answer –20 minutes per Party on average after each presentation.

In the event that the Party undergoing FSV receives none or very few questions, the total time allocated to that Party can be shortened. Upon completion of the question and answer session for one Party, the next Party will be invited to begin its presentation.

3. **Total duration of the workshop.** For the first FSV workshop, SBI will need 3 sessions of 3 hours each.
4. **Representation of Parties:** Based on the anticipated nature of the potential questions, it is expected that a representative with competencies in both policy and technical issues will speak on behalf of the Party.
5. **Order of participation and placement of speakers and seating arrangements:** The order of the participation during the workshop will be alphabetical. The Parties undergoing FSV will be requested make a presentation and address any questions from other Parties from the respective Party's seat on the floor.
6. **Workshop participants:** Following the practice of the SBI for similar events, the workshop will be open to Parties and observers. However, only Parties can pose questions and seek clarification.

**Output of the FSV:** A record of the FSV, summarizing the presentation by the Party and corresponding questions and answers, will be prepared, under the guidance of the SBI Chair, for each Party undergoing the FSV. This, together with the summary report will constitute the final output of the ICA for each Party. The sessions will also be webcasted and made publicly available on the secretariat's website.