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Item 16 of the provisional agenda

Arrangements for intergovernmental meetings

Arrangements for intergovernmental meetings

Note by the Executive Secretary

Summary

This document primarily provides information on:

- (a) The twenty-second session of the Conference of the Parties (COP) and the twelfth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP). An organizational scenario and possible elements of the provisional agendas are presented;
- (b) Future sessional periods. When discussing the plans for future sessions, consideration should also be given to the implications for the intergovernmental process of the entry into force of the Paris Agreement and convening of the first session of the Conference of the Parties serving as the meeting of the Parties to this Agreement, including for the frequency and organization of sessions. Guidance is sought from the Subsidiary Body for Implementation regarding the dates for the sessional periods in 2021;
- (c) Organization of the intergovernmental process, including an indicative 10-year calendar and the engagement of observer organizations.

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I. Introduction

A. Mandate

1. Article 8, paragraph 2, of the Convention and Article 14, paragraph 2, of the Kyoto Protocol provide that the functions of the secretariat shall be, inter alia, to make arrangements for sessions of the Conference of the Parties (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the subsidiary bodies under the Convention, and to provide them with services as required. In order to make the necessary arrangements for intergovernmental meetings, the secretariat periodically seeks guidance from the Subsidiary Body for Implementation (SBI).

2. This document builds on previous mandates and documents prepared at the request of the SBI¹ on arrangements for intergovernmental meetings.

B. Possible action by the Subsidiary Body for Implementation

3. The SBI is invited to:

(a) Provide advice or recommendations to the COP and the CMP on the organization of their work during the 2016 United Nations Climate Change Conference, to be held in Marrakech, Morocco, as well as advice and guidance to the COP 22/CMP 12 Bureau, the incoming presidency and the secretariat on the planning of the sessions;

(b) Provide advice to the secretariat on possible elements of the provisional agendas for COP 22 and CMP 12;

(c) Recommend dates for the sessional periods in 2021 for adoption at COP 22;

(d) Exchange views and provide guidance on the organization of the intergovernmental process, including by considering the update on participation of observer organizations and providing guidance on ways to further enhance their engagement.

II. Twenty-second session of the Conference of the Parties and twelfth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

A. Introduction

4. The 2016 United Nations Climate Change Conference will be held in Marrakech from Monday, 7 November, to Friday, 18 November 2016.² The Marrakech Conference is expected to include sessions of the COP, the CMP, the Subsidiary Body for Scientific and Technological Advice (SBSTA), the SBI and the Ad Hoc Working Group on the Paris Agreement (APA) during the two-week sessional period. It will also include a joint high-level segment of the COP and the CMP, during the second week, to hear national statements and statements of representatives of intergovernmental organizations and non-governmental organizations. No decisions will be taken at the joint meetings.

¹ FCCC/SBI/2013/4, FCCC/SBI/2014/6, FCCC/SBI/2014/11, FCCC/SBI/2014/12 and FCCC/SBI/2015/2.

² Decision 23/CP.21, paragraph 1.

5. The Marrakech Conference will build on the historic achievement of the 2015 United Nations Climate Change Conference, held in Paris. The conference will be an important step towards implementation of the Paris Agreement as well as the further implementation of other mandates and activities under the COP, the CMP, the SBSTA, the SBI and the APA.

B. Preparations for the sessions

6. COP 21 accepted with appreciation the offer of the Kingdom of Morocco to host COP 22 and CMP 12, subject to the successful conclusion of a Host Country Agreement.³ In accordance with decision 23/CP.21, the Executive Secretary is continuing consultations with the Kingdom of Morocco to negotiate and finalize a Host Country Agreement no later than at SBSTA 44 and SBI 44.

7. At its meeting of 11 February 2016, the Bureau of COP 21 and CMP 11 confirmed that the logistical, technical and financial elements for hosting the sessions of the Marrakech Conference are in place. The secretariat also reported on the results of its technical mission report and confirmed to the Bureau that the process of preparing for the conference is advancing well. Given that the conference facility is to be purpose-built, it will be important to respect deadlines and closely monitor progress. Further information on the preparations for the Marrakech Conference will be provided during SBI 44.

C. Organization of the sessions

8. The Marrakech Conference will open on Monday, 7 November. In the opening meeting of the COP, the President of COP 21 and CMP 11 would open COP 22 and propose the election of the President of COP 22 and CMP 12. The COP would then take up some of the organizational and procedural agenda items, including the adoption of the agenda and the organization of work. The COP would refer items of its agenda to the subsidiary bodies as appropriate. The opening meeting of the COP would then be adjourned.

9. Next, CMP 12 would be opened and the CMP would take up some of the organizational and procedural items on its agenda, including the adoption of the agenda and the organization of work. The CMP would refer items of its agenda to the subsidiary bodies as appropriate. The opening meeting of the CMP would then be adjourned.

10. This would be followed by the COP and the CMP convening in a joint plenary meeting to hear concise statements on behalf of groups of Parties. The COP and the CMP would again convene in plenary meetings later in the week to take up the items on their agendas not referred by the subsidiary bodies. The COP would also convene three mandated events⁴ during the Marrakech Conference, including the facilitative dialogue to assess the progress in implementing paragraphs 3 and 4 of decision 1/CP.19.⁵

11. The SBSTA, the SBI and the APA will be considering numerous issues, including those relating to ongoing work and mandates arising from COP 21 and CMP 11, such as new items under the work programme for the preparation for the entry into force of the Paris Agreement. In this regard, the presiding officers of these bodies may wish to ensure coherence in the implementation of mandates across the bodies. The SBSTA, the SBI and the APA would report on the results of their work for consideration by the COP and the

³ As footnote 2 above.

⁴ See also paragraph 13 below.

⁵ Decision 1/CP.21, paragraph 115.

CMP. The SBI will also be organizing a multilateral assessment working group session and a facilitative sharing of views workshop.

12. In keeping with the principles established at previous conferences and reinforced during the Paris Conference, the Marrakech Conference will be guided by the principles of openness, transparency and inclusiveness. Efforts to those ends will therefore continue to be made through the use of informal plenary meetings, the electronic availability of documentation and plenary statements, timely meeting announcements and the broadcasting of meeting information on closed-circuit television and the UNFCCC website.

D. High-level segment

13. The high-level segment of COP 22 and CMP 12 is planned to be organized in line with the positive experiences of previous sessions, especially in relation to ensuring efficient time management. The inauguration of the high-level segment could take place on the morning of Tuesday, 15 November, and include the participation of high-level representatives of the host country. Statements would also be made by high-level dignitaries and on behalf of groups of Parties, as appropriate. Two high-level events would be convened: (1) the second ministerial dialogue on climate finance⁶ and (2) the high-level event on climate action.⁷ Further information on these events would be provided in due course and prior to the Marrakech Conference.

14. The COP and the CMP could convene in joint plenary meetings in the afternoon of Tuesday, 15 November, and on Wednesday, 16 November, to hear national statements made by ministers and other heads of delegation. There would be one speakers' list, including for statements on behalf of Parties to both the Convention and its Kyoto Protocol. The recommended time limit for each statement, as at previous sessions, would be three minutes. A bell system would be put in place to make the best use of the limited time available. The full texts of the official statements would be posted on the UNFCCC website.

15. A further joint meeting of the COP and the CMP would be convened to hear statements of observer organizations. As at previous sessions, the recommended time limit would be two minutes. Separate meetings of the COP and the CMP would be held for the adoption of decisions and conclusions emerging from the sessions.

E. Possible elements of the provisional agendas

16. Rule 9 of the draft rules of procedure being applied provides that "in agreement with the President, the secretariat shall draft the provisional agenda of each session".⁸ Possible elements of the provisional agendas for COP 22 and CMP 12 have been prepared by the secretariat, following consultations with the President and the Bureau, and are contained in annexes I and II. The possible elements closely follow recent agendas and also reflect the important new outcomes of COP 21 and CMP 11. In addition, they include organizational and procedural elements, as well as the high-level segment for ministers and other heads of delegation.

17. Parties will be invited to present their views on the possible elements of the provisional agendas for COP 22 and CMP 12. Taking into account those views, the secretariat will finalize the provisional agendas, in agreement with the President, and make

⁶ Decision 3/CP.19, paragraph 13.

⁷ Decision 1/CP.21, paragraph 120.

⁸ FCCC/CP/1996/2.

them available in the official United Nations languages at least six weeks before the opening of the sessions, in accordance with rule 11 of the draft rules of procedure being applied.

III. Future sessional periods

A. Future sessional periods of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

18. COP 21 noted that, in keeping with the principle of rotation among regional groups, the President of COP 23 and CMP 13 would come from the Asia-Pacific States and that the President of COP 24 and CMP 14 would come from the Eastern European States.⁹

19. In this context, the SBI may wish to encourage the Asia-Pacific States to present an offer by SBI 44 to host COP 23 and CMP 13, which would be forwarded for consideration at COP 22.

20. The SBI may also wish to invite the Eastern European States to come forward with offers to host COP 24 and CMP 14.

B. Calendar of meetings of the Convention bodies

21. SBI 44 will be invited to recommend dates for the sessional periods in 2021, as follows:

- (a) First sessional period: Monday, 31 May, to Thursday, 10 June;
- (b) Second sessional period: Monday, 8 November, to Friday, 19 November.

22. The SBI may wish to consider the proposed dates for these sessional periods and provide guidance on the dates of future sessional periods with a view to recommending them for consideration and adoption at COP 22.

IV. Organization of the intergovernmental process

23. The SBI periodically provides Parties with an opportunity to discuss the organization of the intergovernmental process and to exchange views on relevant matters.¹⁰ Such consideration is particularly timely at SBI 44 now that Parties have been able to reflect on the breadth and significance of the outcomes of the Paris Conference. A third supreme body, the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), has been established by the Paris Agreement. Parties are invited to share their initial assessment of the implications for the intergovernmental process of: this new supreme body and other new bodies that have been created; the new and enhanced processes (e.g. for transparency, capacity-building and support); and the expanded roles of the constituted bodies.

24. SBI 42 considered the issue of frequency and organization of sessions of the COP, the CMP and their subsidiary bodies. The SBI also recognized the need to take into account the important role of implementation after 2015 as well as the implications of any change in

⁹ Decision 23/CP.21.

¹⁰ FCCC/SBI/2014/8, paragraph 216(a).

the frequency and organization of sessions for post-2015 work programmes and mandates. Parties may wish to consider, given the significant workload arising from the outcomes of the Paris Conference, whether a change in frequency of sessions would be practical in the pre-2020 period.

25. SBI 42 requested the secretariat to provide information for consideration at this session on a 10-year calendar for the organization of the intergovernmental process¹¹ and also agreed to further consider the issue of the frequency and organization of sessions and the issue of adjusting the timing of the election of the President at this session.¹²

26. SBI 42 also requested the secretariat to include information on any budgetary considerations and implications that may be associated with the scenarios of (1) annual COP/CMP sessions alternating between a host country and the seat of the secretariat and (2) biennial COP/CMP sessions, including the option of alternating between a host country and the seat of the secretariat in Bonn, Germany.

27. Table 1 presents an indicative 10-year calendar for sessions of the COP and the CMP on an annual cycle and a biennial cycle for the period 2017–2026, based on a scenario where the rotation and cycles begin in 2017. It also highlights the option of alternating the venues of sessions of the COP and the CMP between a host country and the seat of the secretariat, which was discussed at SBI 42. The budgetary and logistical constraints of convening a session in Bonn are contained in document FCCC/SBI/2015/2. The table is purely illustrative and intended to facilitate discussions.

Table 1

Ten-year calendar for the organization of the UNFCCC intergovernmental process

<i>Year</i>	<i>Presidency (annual rotation)</i>	<i>Venue (annual rotation)</i>	<i>Presidency (biennial rotation)</i>	<i>Venue (biennial rotation)</i>
2017	Asia-Pacific States	Seat of secretariat (Bonn, Germany)	Asia-Pacific States	Seat of secretariat
2018	Eastern European States	Host country	n/a	n/a
2019	Latin American and Caribbean States	Seat of secretariat	Eastern European States	Host country
2020	Western European and other States	Host country	n/a	n/a
2021	African States	Seat of secretariat	Latin American and Caribbean States	Seat of secretariat (Bonn)
2022	Asia-Pacific States	Host country	n/a	n/a
2023	Eastern European States	Seat of secretariat	Western European and other States	Host country
2024	Latin American and Caribbean	Host country	n/a	n/a

¹¹ FCCC/SBI/2015/10, paragraph 128.

¹² FCCC/SBI/2015/10, paragraph 129.

<i>Year</i>	<i>Presidency (annual rotation)</i>	<i>Venue (annual rotation)</i>	<i>Presidency (biennial rotation)</i>	<i>Venue (biennial rotation)</i>
	States			
2025	Western European and other States	Seat of secretariat	African States	Seat of secretariat
2026	African States	Host country	n/a	n/a

Notes: (1) In keeping with the principle of rotation among regional groups, the rotation for President will apply in accordance with rule 22, paragraph 1, of the draft rules of procedure, even when sessions are held at the seat of the secretariat and for biennial sessions; (2) The pre-sessional meetings of negotiating groups will continue to be convened prior to each session. For sessions of the Conference of the Parties (COP)/Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) convened away from the seat of the secretariat, the host government will make arrangements for the venue for such pre-sessional meetings; (3) Costs include the pre-sessional meetings of negotiating groups, the two-week conference and a high-level segment during the COP/CMP, among other assumptions; (4) This schedule includes the sessions of the COP and the CMP and the subsidiary bodies until the Paris Agreement enters into force and thereafter the sessions of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) convened in conjunction with the sessions of the COP and the CMP; (5) The assumption of costs will remain the same when the CMA is convened in conjunction with the COP and the CMP, as standard requirements for a conference would be maintained.

Abbreviation: n/a = not applicable.

A. Implications of shifting from an annual cycle to a biennial cycle of sessions of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

28. Shifting from an annual cycle to a biennial cycle of sessions of the COP and the CMP would have implications for the UNFCCC process. Parties may therefore wish to consider the following budgetary, process-related and substantive considerations.

1. Indicative budgetary considerations

29. In the scenario of biennial COP/CMP sessions (with three intersessional subsidiary body sessions convened during the cycle), Parties would need to cover the costs of one session of the subsidiary bodies per biennium, which, in the current model, are borne by a host country; this would mean an increase in the core budget of the order of EUR 4 million per biennium.¹³

30. Some savings in participation funding could be envisaged, as fewer delegates receive financial support for sessions of the subsidiary bodies than for COP/CMP sessions. The impact on secretariat staff costs can be considered to be neutral, as any reduction in workload due to less support of negotiation sessions being required would be offset by the enhanced demand for technical inputs arising in a process oriented more towards implementation (e.g. measurement, reporting and verification of mitigation, adaptation and finance). It could also be envisaged that additional meetings of the constituted bodies would be required to support the implementation agenda.

31. Currently, the core budget of the secretariat does not include funding for the organizational and logistics costs of COP/CMP sessions. For budgetary purposes, these

¹³ FCCC/SBI/2015/2.

costs have, to date, been fully covered by the government of the host country in cases where COP/CMP sessions were not held at the seat of the secretariat. The secretariat does not have access to official figures for the costs of hosting a COP session. However, unofficial information indicates that host country expenditures have been in the EUR 35–185 million range for recent COP/CMP sessions. The lowest figure in this range would mean an increase of approximately 70 per cent in the secretariat’s core budget for a biennium. Alternatively, the costs of a session of the SBSTA, the SBI and the APA could be extrapolated to a minimalistic, non-ministerial COP/CMP session held in Bonn. Assuming a scale, and therefore a cost, of two to four times that of a subsidiary body session, funding of the order of EUR 6–8 million would be required.

32. In addition, other components that may have budgetary implications include changes in the volume of documentation processed by the secretariat, whose three-year annual average is 453 documents. Other costs for consideration include secretariat travel, webcasting and shipment managed by the secretariat (approximately EUR 5 million per annum).

33. With respect to the logistical aspect, holding a COP/CMP session at the seat of the secretariat¹⁴ would mean that the following procurement activities would increase in cost, as these are currently being carried out by the host countries:

- (a) Hiring, administration and payment of local and technical staff;
- (b) Renting and refurbishing facilities;
- (c) Providing technical requirements, including furniture and information technology equipment;
- (d) Catering;
- (e) Transportation;
- (f) Professional local security (non United Nations component);
- (g) Safety and basic services (including fire brigade and first aid).

2. Process-related considerations

34. Some of the implications for the intergovernmental process include:

(a) **Timing of the election of the President:** the timing of the election and the term in office of the President, as well as the Bureaux of the COP/CMP, the SBSTA and the SBI, would need to be considered;

(b) **Election of members of constituted bodies:** the cycle for annual election of members and alternate members of some constituted bodies would also require further consideration. A shift to a biennial cycle may require the changes in the timing of elections by the COP and the CMP, and consequently the term of office of members and alternate members of those bodies affected. The SBI may wish to consider whether the COP/CMP could mandate the subsidiary bodies to undertake those elections to maintain the annual cycle or whether the terms of office should be adjusted to accommodate a biennial cycle of elections by the COP and the CMP.

3. Substantive considerations

35. Some of the implications related to the substantive issues under consideration in the negotiations include:

¹⁴ It is conceivable that a small COP/CMP session could be held at World Conference Center Bonn, but a larger COP/CMP session would have to take place at another facility in the host country.

(a) **Implications for agendas and current workplans:** current timelines for the delivery of activities under the COP and the CMP, as well as those under the subsidiary bodies, may need to be adjusted. In particular, the schedule for the review and the extension of the mandates of some bodies. For example, the Financial Mechanism is reviewed every four years, and therefore the timing of the reviews may need to be adjusted to take into account a shift to a biennial cycle. Further arrangements may be required to address any gap in the extension of the mandates of some bodies in view of any adjustments in the timing of the review, for example the mandate of the Least Developed Countries Expert Group which is to be reviewed at COP 26 (in 2020). Many COP and CMP decisions prescribe deadlines in terms of sessions of these bodies, but assume an annual periodicity. All such decisions would need to be reviewed;

(b) **Annual reporting of institutions and constituted bodies to the COP and the CMP:** the annual reporting requirements of the operating entities of the Financial Mechanism and of the constituted bodies to the COP and the CMP would need to be adjusted to a biennial cycle. Consequently, the workplans of these bodies would need to be adjusted and arrangements put in place to address this shift.

B. Observer organizations in the intergovernmental process

36. SBI 40 recalled the conclusions adopted at SBI 34 on various ways to engage observer organizations in the intergovernmental process,¹⁵ and requested the secretariat to provide, subject to the availability of resources, a report every two years on the implementation of these conclusions.¹⁶

37. An update on the implementation of the above-mentioned SBI conclusions in the period 2014–2015 is summarized in table 2.

38. As part of the successful outcomes of the Paris Conference, Parties welcomed the efforts of all non-Party stakeholders to address and respond to climate change and invited them to scale up their efforts and support actions to reduce emissions and/or to build resilience and decrease vulnerability to the adverse effects of climate change.¹⁷ It is opportune at this juncture to take stock of more than 20 years of observer engagement in the intergovernmental process with a view to facilitating such efforts.

39. As at the time of COP 21 and CMP 11, the cumulative number of observer organizations admitted to the UNFCCC process reached a total of 2,064, almost doubling since 2008. The increase in participation of observer organizations also represents diversification of non-Party stakeholders active in the matters relating to the Convention.

40. In this context, the SBI has repeatedly reaffirmed the fundamental value of effective participation by observers and the value of contributions from observer organizations to deliberations on substantive issues.¹⁸ The SBI has also taken various steps to enhance observer engagement in the intergovernmental process. As evidenced in table 2, qualitative input into the process by observer organizations through submissions, technical and background papers, workshop presentations, etc., has increased so much that it is almost impossible to quantify all of it. Since 2009, the number of requests for registration in COP/CMP sessions from intergovernmental organizations and non-governmental organizations has consistently surpassed 10,000, except in 2012, when the number of

¹⁵ FCCC/SBI/2011/7, paragraphs 175–178.

¹⁶ FCCC/SBI/2014/8, paragraph 225.

¹⁷ Decision 1/CP.21, paragraphs 133 and 134.

¹⁸ FCCC/SBI/2004/10, paragraph 98, FCCC/SBI/2010/27, paragraph 140, and FCCC/SBI/2011/7, paragraph 171.

requests was 9,053. For COP 21/CMP 11, the number of requests exceeded 24,500. The average annual number of side event applications over the last decade quadrupled compared with the preceding decade. These developments are a testimony to Parties' successful efforts to welcome and engage non-Party stakeholders in the advancement of the UNFCCC process, as well as to stakeholders' successful advocacy work, over these two decades.

41. Decision 1/CP.21 also contains provisions that specifically mandate or broadly inspire non-Party stakeholders to engage in various aspects of the implementation of the outcomes of the Paris conference, inter alia:

(a) Provision of support by organizations in a position to do so to Parties in the preparation and communication of the intended nationally determined contributions of Parties that may need such support (paragraph 15);

(b) Development of recommendations by relevant organizations and expert bodies outside the Convention for integrated approaches to avert, minimize and address displacement related to the adverse impacts of climate change (paragraph 49);

(c) Voluntary cancellations by non-Party stakeholders, without double counting of units issued under the Kyoto Protocol, including certified emission reductions that are valid for the second commitment period (paragraph 106);

(d) Registration of their climate actions in the Non-State Actor Zone for Climate Action platform (paragraph 117);

(e) Encouragement to Parties to work closely with non-Party stakeholders to catalyse efforts to strengthen mitigation and adaptation action (paragraph 118);

(f) Engagement in the technical examination processes on mitigation and adaptation (paragraph 119);

(g) Contribution to Lima–Paris Action Agenda high-level events (paragraph 120(d));

(h) Engagement by high-level champions of non-Party stakeholders for the furtherance of the voluntary initiatives of the Lima–Paris Action Agenda (paragraph 121(b)) and provision of support to the champions by relevant organizations (paragraph 123);

(i) The establishment of a platform for exchange of experiences and sharing of best practices on mitigation and adaptation in a holistic and integrated manner, concerning local communities and indigenous peoples (paragraph 135).

42. Furthermore, the Paris Agreement itself specifically encourages United Nations specialized organizations and agencies to support efforts of Parties to implement the actions on adaptation,¹⁹ and states that the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts shall collaborate with existing bodies and expert groups under the Agreement, as well as relevant organizations and expert bodies outside the Agreement.²⁰

43. There are many non-Party stakeholders who are already advancing climate action, and its acceleration is required at all levels in all countries and across all issues relating to the implementation of the Convention and the Paris Agreement. This is an exciting time and opens new possibilities for ways to engage non-Party stakeholders in the UNFCCC

¹⁹ Article 7, paragraph 8, of the Paris Agreement.

²⁰ Article 8, paragraph 5, of the Paris Agreement.

process and new opportunities to track, demonstrate and recognize climate action being undertaken by non-Party stakeholders.

44. The number of applications for admission to the UNFCCC process is therefore expected to remain high. In order to be able to continue ensuring the effective participation of more than 2,000 admitted organizations, the secretariat will take necessary administrative measures. They include requesting regular updates from these organizations of the contact details and registration certificates that indicate their interest and eligibility to remain admitted. To improve efficiency, the secretariat may remove contacts from the database whose information is no longer valid.

45. Table 2 provides an update on the implementation of the SBI conclusions in the period 2014–2015 where the secretariat is in a position to report. The SBI may wish to take note, reflect on the evolution of stakeholder engagement in the UNFCCC process and provide guidance on new ways to enhance engagement of non-Party stakeholders in the light of the outcomes of the Paris Conference.

Table 2

Update on participation in the period 2014–2015 by observer organizations in the UNFCCC process, including on the implementation of the conclusions adopted on this issue by the Subsidiary Body for Implementation at its thirty-fourth session

Conclusions of the SBI^a

Update

A. Inviting presiding officers of various bodies, as relevant, subject to the availability of funding, time and space, to:

1. Seek intervention opportunities for observer organizations	<p>Observers continue to make use of intervention opportunities at formal sessions. In the period 2014–2015, there were 226 such opportunities. During COP 20/CMP 10, there were 64 opportunities in which NGO constituencies and representatives of IGOs made plenary interventions across seven negotiating bodies. During the fortieth sessions of the subsidiary bodies, there were 27 intervention opportunities. During the ADP sessions in March and October 2014, there were 18 intervention opportunities in total.</p> <p>In 2015, during COP 21/CMP 11, there were 87 opportunities in which NGO constituencies and representatives of IGOs made plenary interventions across four negotiating bodies. During the forty-second sessions of the subsidiary bodies, there were 30 intervention opportunities. During the ADP sessions in February, August–September and October 2015, there were 9 intervention opportunities in total.</p>
2. Make greater use of observer inputs and presentations at workshops and meetings	<p>In the reporting period, 86 workshops and meetings (including in-session workshops) were open to observers. Of these, 54 provided opportunities to observers to make presentations, and 331 observer presentations were made.</p> <p>It is particularly noteworthy that the task forces under the TEC have NGO representatives as members, duly nominated by constituencies, who are actively involved in the work of the task forces. It has also become the norm that during the regular meetings of the SCF, which take place three times a year, as well as at the regular meetings and workshops of the Least Developed Countries Expert Group, representatives of observer organizations actively participate and contribute to such a degree that it is no longer statistically quantifiable.</p>
3. Increase opportunities for regular briefings	<p>As a means for observers to engage in dialogue with the presiding officers, the secretariat organized 13 briefings in 2014 and 2015. In 2014: two briefings during the ADP sessions; two briefings during the fortieth sessions of the subsidiary bodies; and two briefings during COP 20 and CMP 10. In 2015: three briefings during the ADP sessions; two briefings during the forty-second sessions of the subsidiary bodies; and two briefings during COP 21 and CMP 11. In addition, the Executive Secretary held nine briefings during the reporting period and the Special Envoy to Observers held two briefings at COP 21/CMP 11.</p>

B. Encouraging the hosts of future sessions of the COP and the CMP to:

1. Consider venue size The Government of Peru kept the momentum of facilitating a parallel climate fair, called Voices for Climate, which hosted side events, exhibits and various awareness-raising programmes during COP 20 and CMP 10, connecting the fair with the conference venue by means of regular shuttle services. The Government of France chose Paris–Le Bourget as the venue for its capacity to accommodate the expected 40 000 participants in the conference including the climate fair called Climate Generations Areas. It is noteworthy that the Government of France was the first host country to locate such a fair adjacent to the main conference venue, enabling accredited conference participants to access it on foot.

2. Engage stakeholders in the lead-up to and during sessions With regard to observer engagement by the hosts in the lead-up to sessions of the COP and the CMP, the Government of Peru brought non-Party stakeholders closer to the climate debate and developed a set of parallel events inside and outside the venue. It set up a stakeholder engagement team composed of seven focal points dedicated to various segments of stakeholders. The Government of Peru held a series of events and campaigns to raise awareness among the general public on climate change issues, as well as during COP 20/CMP 10. As a major milestone in the lead-up to COP 20/CMP 10, the Peruvian Presidency held a three-day Global Stakeholders Dialogue in October 2014 in Lima, inviting international and national stakeholders to discuss new opportunities in climate finance. The Voices for Climate fair engaged approximately 100 000 people in climate change discussions, and raised awareness of the public. In addition, the stakeholder engagement team concluded a memorandum of understanding with an alliance of indigenous peoples to ensure that they would have a space at the Voices for Climate fair and in the Peruvian Pavilion in the main conference venue. Finally, the Government of Peru hosted an Indigenous Day at the Voices for Climate fair and engaged with various observer organizations through briefings and by providing opportunities to speak at the plenary meetings of COP 20/CMP 10.

Similarly, the Government of France attached great importance to stakeholder engagement and public awareness in the preparation for the conference and made extensive efforts in this regard. It had a stakeholder engagement team for both substantive and organizational issues, covering a wide range of stakeholders and modes of engagement. In 2014, a consultation process was launched with stakeholders including the public in the design of the Climate Generations Areas. In early 2015, a labelling project to certify events or projects by civil society to be in association with COP 21/CMP 11 was also launched, and in mid-2015, an online awareness programme was launched to engage visitors with interactive games and a virtual tour of the site. The Government of France also supported various activities by civil society, including the Conference of the Youth. The COP 21/CMP 11 Presidency's team held regular meetings with representatives of civil society and the private sector throughout the year specifically on the substantive issues under negotiation, and supported events organized by them. The COP 21/CMP 11 President also dedicated half a day during the pre-session period engaging representatives of all NGO constituencies. At the conference site in Le Bourget–Paris, having the Climate Generations Areas and the Gallerie des Solutions (a private initiative) adjacent to the main venue was also testimony to the commitment of the Government of France to enabling the widest possible participation of stakeholders. The Climate Generations Areas alone recorded 100 000 entries over two weeks. The Climate Generations Areas housed various pavilions run by NGO constituencies including indigenous peoples, cities and regions, trade unions and research and academics. Overall, the Climate Generations Areas provided space for 100 exhibits, 360 side events, 60 movies and 20 cultural exhibits.

C. Suggesting that the hosts of future sessions of the COP and the CMP and the secretariat explore the possibility, subject to the availability of financial resources, of:

1. Holding high-level events At COP 20 and CMP 10, there were a few high-level events that engaged observer

with observer organizations during the high-level segment

organizations. An event on Gender Day discussed gender equality and climate change with a speaker from the women and gender constituency as well as from the youth NGO constituency.

The Peruvian Presidency used the Lima Climate Action Day to convene an innovative high-level dialogue between Parties, UNFCCC bodies and non-Party stakeholders, to accelerate climate action and to give recognition to all stakeholders of their role in combating climate change.

A few high-level events featured structured dialogue between representatives of governments and leading non-Party stakeholders to identify methods and approaches for scaling up action. Several representatives of observer organizations actively participated in the events where the Government of Peru sought to strengthen the global message on the need to increase both ambition and multi-stakeholder collaboration on climate change. As a result of the Lima Climate Action Day, the Peruvian Presidency, the then-incoming French Presidency, the Office of the Secretary-General of the United Nations and the UNFCCC secretariat jointly launched the LPAA to build momentum in support of a universal climate agreement at COP 21/CMP 11 in Paris. Alongside the LPAA, the Peruvian Presidency launched the NAZCA portal.

During COP 21 and CMP 11, a series of events took place over seven days under the framework of the LPAA partnership. The LPAA Thematic Focus events were official high-level thematic events where non-Party stakeholders had the opportunity to present issues in their action areas and solutions to address these issues. Action Day at the end of the first week featured a high-level meeting on climate action with the participation of speakers including observer organizations. There were a few other high-level events organized by the Government of France, but they were of an informal nature and without the involvement of the secretariat, including a round table that discussed women's leadership in addressing climate change, with speakers from gender-related observer organizations. Similarly, the events of Momentum for Change, a secretariat initiative, were held in parallel with the high-level segment, also with the participation of observer organizations.

D. Requesting the secretariat, where feasible and appropriate, to:

1. Facilitate Parties' accessibility to observer submissions

Parties are able to directly access submissions from NGOs and IGOs via the Party submission page at <<http://unfccc.int/5900.php>>.

In addition, the secretariat is currently working on an online submission portal that will enable observer organizations to make submissions electronically. The progress of this is subject to the availability of resources.

2. Make use of observer inputs in the preparation of background documentation

The secretariat continues to take into account input from observer organizations in the preparation of background documents and, when appropriate, in the design of mandated activities across a wide range of thematic bodies such as the SCF, the TEC, the Adaptation Committee, the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts, the Durban Forum on capacity-building and Action for Climate Empowerment (implementation of Article 6 of the Convention). Examples from the reporting period include inputs from observers considered through a call for input on the design of the third forum of the SCF, focused on enhancing the coherence and coordination of forest financing^b and in the preparation of guidance on how the results of technology needs assessments can be developed into projects that can be ultimately implemented.^c The technical paper on land use, land-use change and forestry in early 2014 benefited from NGO/IGO submissions,^d and such submissions also provided useful input for the organization of the 2nd and 3rd Dialogues on Article 6 of the Convention.^{e,f} Furthermore, the TEC specifically acknowledged the input and contributions made by representatives of observer organizations in the development of five TEC briefs.^g In particular, it is noteworthy that data and technical inputs provided by observer organizations were also used in a technical report, namely, the "2014

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biennial assessment and overview of climate finance flows report” prepared by the SCF^h and the “Report on good practices of stakeholder participation in implementing Article 6 of the Convention”.ⁱ On matters pertaining to REDD-plus,^j the Lima REDD+ information hub, launched in December 2015, is a result of an expert meeting in 2014^k where IGO/NGO representatives provided input, in addition to views from Parties. Input from observer organizations was also incorporated into the Durban Forum in the debates during the 3rd and 4th meetings of the Durban Forum and into the Nairobi work programme on impacts, vulnerability and adaptation to climate change documents in the last biennium. For the workplan of the Warsaw International Mechanism, 17 inputs with over 150 proposals for activities were received and considered.

E. Requesting the secretariat, subject to the availability of resources and where appropriate, to:

1. Allow the replacement of names in the ORS in exceptional circumstances
The ORS allows the designated contact points of observer organizations to replace names of participants as many times as required before a deadline or when a participant is confirmed. This enables visa applications to be made for the participants. In accordance with the conclusion of the SBI,^l the secretariat enables the replacement of names of nominated representatives of admitted observer organizations in the ORS before and during sessions in exceptional circumstances, subject to the availability of resources.
2. Increase the number of meetings that are webcast
All plenary meetings, informal stocktaking plenary meetings, meetings of the high-level segment, press briefings and media training sessions at large meetings (COP, CMP, SBI, SBSTA and ADP) are webcast. Selected special events and secretariat side events are also webcast, subject to the availability of resources and where appropriate. In addition, meetings of the Compliance Committee, the Executive Board of the clean development mechanism, the Joint Implementation Supervisory Committee and the SCF are regularly webcast. Meetings of the TEC, workshops on long-term finance, the Designated National Authorities Forum, the Transitional Committee for the design of the Green Climate Fund, the Adaptation Committee and the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts have also been webcast when resources allowed. The number of events webcast per day during COP/CMP sessions has likewise experienced an increase: from 101 at COP 18/CMP 8 to 209 events at COP 20/CMP 10 and 302 events at COP 21/CMP 11.

Abbreviations: ADP = Ad Hoc Working Group on the Durban Platform for Enhanced Action, CMP = Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, COP = Conference of the Parties, IGO = intergovernmental organization, LPAA = Lima–Paris Action Agenda, NAZCA = Non-State Actor Zone for Climate Action, NGO = non-governmental organization, ORS = online registration system, SBI = Subsidiary Body for Implementation, SBSTA = Subsidiary Body for Scientific and Technological Advice, SCF = Standing Committee on Finance, TEC = Technology Executive Committee.

^a FCCC/SBI/2011/7, paragraph 178, and FCCC/SBI/2012/15, paragraph 241.

^b See <http://unfccc.int/cooperation_and_support/financial_mechanism/standing_committee/items/9053.php>.

^c See <http://unfccc.int/ttclear/templates/ttclear/templates/render_cms_page?s=TEM_tec_cfi_tna>.

^d See paragraphs 6 and 8 of the technical paper at <<http://unfccc.int/resource/docs/2014/tp/02.pdf>>.

^e See <http://unfccc.int/cooperation_and_support/education_and_outreach/items/8210.php>.

^f See <http://unfccc.int/cooperation_and_support/education_and_outreach/dialogues/items/8938.php>.

^g See TEC brief numbers 4–8 and the “Acknowledgements” sections therein, available at <http://unfccc.int/ttclear/templates/render_cms_page?TEC_documents>.

^h See <http://unfccc.int/cooperation_and_support/financial_mechanism/standing_committee/items/8034.php>.

ⁱ FCCC/SBI/2014/3.

^j In decision 1/CP.16, paragraph 70, the COP encouraged developing country Parties to contribute to mitigation actions in the forest sector by undertaking the following activities: reducing emissions from deforestation; reducing emissions from forest degradation; conservation of forest carbon stocks; sustainable management of forests; and enhancement of forest carbon stocks.

^k Decision 9/CP.19, paragraph 15; see also <http://unfccc.int/land_use_and_climate_change/redd/items/8458.php>.

^l FCCC/SBI/2011/7, paragraph 178(e)(i).

Annex I

Possible elements of the provisional agenda for the twenty-second session of the Conference of the Parties

- (a) Opening of the session.
- (b) Organizational matters:
 - (i) Election of the President of the Conference of the Parties at its twenty-second session;
 - (ii) Adoption of the rules of procedure;
 - (iii) Adoption of the agenda;
 - (iv) Election of officers other than the President;
 - (v) Admission of organizations as observers;
 - (vi) Organization of work, including the sessions of the subsidiary bodies;¹
 - (vii) Dates and venues of future sessions;
 - (viii) Adoption of the report on credentials.
- (c) Reports of the subsidiary bodies:
 - (i) Report of the Subsidiary Body for Scientific and Technological Advice;
 - (ii) Report of the Subsidiary Body for Implementation;
 - (iii) Report of the Ad Hoc Working Group on the Paris Agreement.
- (d) Preparations for the entry into force of the Paris Agreement and the first session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement.
- (e) Consideration of proposals by Parties for amendments to the Convention under Article 15:
 - (i) Proposal from the Russian Federation to amend Article 4, paragraph 2(f), of the Convention;
 - (ii) Proposal from Papua New Guinea and Mexico to amend Articles 7 and 18 of the Convention.
- (f) Report of the Adaptation Committee.
- (g) Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.
- (h) Development and transfer of technologies and implementation of the Technology Mechanism:
 - (i) Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network;

¹ In keeping with the mandate contained in decision 1/CMP 11, paragraph 9, the Conference of the Parties (COP) would invite the Ad Hoc Working Group on the Paris Agreement to undertake the necessary preparatory work concerning the issue referred to in paragraph 8 of the same decision.

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- (ii) Linkages between the Technology Mechanism and the Financial Mechanism of the Convention.
 - (i) Second review of the adequacy of Article 4, paragraph 2(a) and (b), of the Convention.²
 - (j) Matters relating to finance:
 - (i) Long-term climate finance;
 - (ii) Matters relating to the Standing Committee on Finance:
 - a. Report of the Standing Committee on Finance;
 - b. Review of the functions of the Standing Committee on Finance.
 - (iii) Report of the Green Climate Fund to the Conference of the Parties and guidance to the Green Climate Fund;
 - (iv) Report of the Global Environment Facility to the Conference of the Parties and guidance to the Global Environment Facility;
 - (v) Sixth review of the Financial Mechanism;
 - (vi) Initiation of a process to identify the information to be provided by Parties in accordance with Article 9, paragraph 5, of the Paris Agreement.³
 - (k) Reporting from and review of Parties included in Annex I to the Convention.⁴
 - (l) Reporting from Parties not included in Annex I to the Convention.
 - (m) Capacity-building under the Convention.
 - (n) Implementation of Article 4, paragraphs 8 and 9, of the Convention:
 - (i) Implementation of the Buenos Aires programme of work on adaptation and response measures (decision 1/CP.10);
 - (ii) Matters relating to the least developed countries.
 - (o) Gender and climate change.
 - (p) Other matters referred to the Conference of the Parties by the subsidiary bodies.
 - (q) Administrative, financial and institutional matters:
 - (i) Audit report and financial statements for 2015;
 - (ii) Budget performance for the biennium 2016–2017;
 - (iii) Decision-making in the UNFCCC process.
 - (r) High-level segment:
 - (i) Statements by Parties;
 - (ii) Statements by observer organizations.
 - (s) Other matters.
 - (t) Conclusion of the session:

² It is proposed to omit this item from the provisional agenda of COP 22 in view of the adoption of the Paris Agreement.

³ See decision 1/CP.21, paragraph 55.

⁴ The COP may request SBI 45 to assist in revising the modalities and procedures for international assessment and review in accordance with decision 2/CP.17, paragraph 26.

- (i) Adoption of the report of the Conference of the Parties on its twenty-second session;
- (ii) Closure of the session.

Annex II

Possible elements of the provisional agenda for the twelfth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

- (a) Opening of the session.
- (b) Organizational matters:
 - (i) Adoption of the agenda;
 - (ii) Election of replacement officers;
 - (iii) Organization of work, including the sessions of the subsidiary bodies;
 - (iv) Approval of the report on credentials;
 - (v) Status of ratification of the Doha Amendment to the Kyoto Protocol.
- (c) Reports of the subsidiary bodies:
 - (i) Report of the Subsidiary Body for Scientific and Technological Advice;
 - (ii) Report of the Subsidiary Body for Implementation.
- (d) Matters relating to the clean development mechanism.
- (e) Matters relating to joint implementation.
- (f) Report of the Compliance Committee.
- (g) Matters relating to the Adaptation Fund:
 - (i) Report of the Adaptation Fund Board;
 - (ii) Third review of the Adaptation Fund.
- (h) Report on the high-level ministerial round table on increased ambition of Kyoto Protocol commitments.
- (i) Reporting from and review of Parties included in Annex I:¹
 - (i) National communications;
 - (ii) Final compilation and accounting reports for the first commitment period for Parties to the Convention that are also Parties to the Kyoto Protocol with commitments inscribed in Annex B to the Kyoto Protocol (Annex B Parties) under the Kyoto Protocol;
 - (iii) Annual compilation and accounting report for the second commitment period for Annex B Parties under the Kyoto Protocol.
- (j) Capacity-building under the Kyoto Protocol.
- (k) Matters relating to:
 - (i) Article 2, paragraph 3, of the Kyoto Protocol;
 - (ii) Article 3, paragraph 14, of the Kyoto Protocol.

¹ The term "Party included in Annex I" is defined in Article 1, paragraph 7, of the Kyoto Protocol.

- (l) Other matters referred to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol by the subsidiary bodies.
 - (m) Administrative, financial and institutional matters:
 - (i) Audit report and financial statements for 2015;
 - (ii) Budget performance for the biennium 2016–2017.
 - (n) High-level segment:
 - (i) Statements by Parties;
 - (ii) Statements by observer organizations.
 - (o) Other matters.
 - (p) Conclusion of the session:
 - (i) Adoption of the report of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol on its twelfth session;
 - (ii) Closure of the session.
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