

A6.4-PROC-GOV-002

Procedure

Consideration of unsolicited letters to the Supervisory Body

Version 01.0



United Nations
Framework Convention on
Climate Change

1. Background

1. The Supervisory Body of the mechanism established by Article 6, paragraph 4, of the Paris Agreement (hereinafter referred to as “the Supervisory Body”) at its first meeting discussed the treatment of letters sent to the Supervisory Body and requested the secretariat to provide a proposal on the treatment based on the existing practices of other UNFCCC constituted bodies.

2. Objectives

2. This procedure sets out the modalities by which the Supervisory Body will consider and process unsolicited letters sent by the stakeholders.

3. Scope and entry into force

3.1. Scope

3. This procedure covers unsolicited letters sent to the Supervisory Body.
4. This procedure may be revised in the future based on the experience gained.

3.2. Entry into force

5. This procedure enters into force on 10 March 2023.

4. Modalities for consideration of unsolicited letters to the Supervisory Body

6. Unsolicited letters sent to the Supervisory Body shall be submitted and processed in the following manner:
 - (a) Any stakeholder may submit a letter to the Supervisory Body through a dedicated interface on the UNFCCC website;
 - (b) Unless the submitter requests the letter to be confidential, the secretariat shall make the letter publicly available on the UNFCCC website;
 - (c) The secretariat shall prepare a draft response, while providing relevant information on and an analysis of the content of the letter to the Chair and the Vice-Chair of the Supervisory Body. Based on the information and analysis, the Chair and the Vice-Chair shall jointly decide on one of the following courses of action for each letter:
 - (i) The Chair and the Vice-Chair respond to the submitter on behalf of the Supervisory Body;
 - (ii) The Chair and the Vice-Chair forward the letter for consideration by the Supervisory Body;
 - (d) If the course of action decided by the Chair and the Vice-Chair is that in paragraph 6(c)(ii) above, the letter shall be considered by the Supervisory Body

through electronic means or at a meeting depending on the proximity of the next meeting. If a letter is received more than 28 days prior to the next meeting, the case shall be placed on the agenda of the next meeting; otherwise it shall be placed on the agenda of the subsequent meeting unless otherwise decided by the Chair of the Supervisory Body. If a letter is placed on the agenda of a meeting, the Supervisory Body should aim to finalize the consideration of the letter in that meeting;

- (e) The secretariat shall respond to the submitter on behalf of the Supervisory Body after the response has been cleared by the Chair and the Vice-Chair of the Supervisory Body or by the Supervisory Body.

- - - - -

Document information

<i>Version</i>	<i>Date</i>	<i>Description</i>
01.0	10 March 2023	SB 004 Annex 6 Initial adoption.

Decision Class: Operational
Document Type: Procedure
Business Function: Governance
Keywords: Article 6.4 Supervisory Body, communications, non-Party stakeholders, transparency, unsolicited submissions
