

we need to be specifically
clear on what this
involves

Informal report on the in-session
workshop on the role of NGCCFPs
and annex

GCC/2022/1

UNFCCC secretariat

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Background and Mandates

At COP 25 Parties adopted the 5-year enhanced Lima work programme on gender and its gender action plan ([Decision 3/CP.25](#)), encouraging Parties to appoint and provide support for national gender and climate change focal points (NGCCFP) for climate negotiations, implementation and monitoring. The COP also requested the secretariat, with the contribution of the NGCCFPs, Parties and relevant organizations, to organize an in-session workshop at SB 52 to discuss and clarify the role and the work of the NGCCFP, that was to lead to the formulation of recommendations on the role.¹

Due to the COVID-19 pandemic, the secretariat organized a virtual workshop series² in 2020, which concluded with the in-person workshop at COP26. In Decision [20/CP.26](#) Parties requested the secretariat to prepare an informal summary report prior to the fifty-sixth session of the Subsidiary Body for Implementation reflecting clearly the proposed responsibilities of and support for national gender and climate change focal points to enable them to perform their role, taking into account the multifarious, evolving and Party-driven nature of the work and role of such focal points.

Agenda and format

The objective of the workshop was to allow NGCCFPs and Parties to reflect on and develop and finalize recommendations on the role of NGCCFPs. The focus was therefore on the sharing of experiences to inspire collaborative reflections.

The workshop was held in English with French and Spanish interpretation in plenary and group discussions. The workshop was in-person and plenary presentations, including report backs were streamed on the COP26 platform.

DAY 1, 1 NOVEMBER 2022, 10:00-13:00 (UK TIME) DAY 2, 2 NOVEMBER 2022, 10:00-13:00 (UK TIME)

<i>Time</i>	<i>Topic</i>	<i>Speaker(s)</i>	<i>Time</i>	<i>Topic</i>	<i>Speaker(s)</i>
10 min	Welcome	SBI Chair, Marianne Karlsen Moderator, Olivia Urbanski, NGCCFP USA	5 min	Welcome	Moderator, Olivia Urbanski, NGCCFP USA
15 min	Secretariat presentation on NGCCFPs	Fleur Newman, Action Empowerment Lead, Secretariat	10 min	Presentation	Fleur Newman, Action Empowerment Lead, Secretariat
10 min	Reflection exercise for NGCCFPs		10 min	Reflection exercise for NGCCFPs	
110 min	World Café		10 min	Presentation on examples of support provided to NGCCFPs	Tara Daniels, Senior Program Manager, WEDO

¹ GAP Activity A.2.

² <https://unfccc.int/topics/gender/events-meetings/workshops-dialogues/virtual-workshops-role-of-the-national-gender-and-climate-change-focal-points-0>

<i>30 min</i>	<i>Report back</i>	Anne-Lise Koch Lavisse, NGCCFP Germany Eneida Rabdishta, NGCCFP Albania Johanna Arriagada, NGCCFP Chile Winifred Masiko, NGCCFP Uganda		<i>Working groups</i>	Anne-Lise Koch Lavisse, NGCCFP Germany Eneida Rabdishta, NGCCFP Albania Johanna Arriagada, NGCCFP Chile Winifred Masiko, NGCCFP Uganda
<i>5 min</i>	<i>Close</i>		<i>25 min</i>	<i>Report back</i>	
			<i>10 min</i>	<i>Close</i>	

Table 1: Agenda

The workshop was opened by Marianne Karlsen, Chair of the Subsidiary Body for Implementation, who commended NGCCFPs for their active engagement in virtual capacity building workshops, workshops on their role and in informal meetings and reminded participants of the Party driven nature of the UNFCCC process, and moderated by Olivia Urbanski. Working groups were facilitated by NGCCFPs from Albania, Chile, Germany and Uganda.

Following a secretariat presentation providing background on mandates and information on the outcomes of past activities in relation to NGCCFPs and their role, participants split into four groups. Using the world café method, whilst ensuring social distancing, a comprehensive list of possible activities for NGCCFPs within their delegation, at the international level, linking international and national level, or at the national level was compiled and completed with concrete examples. As a starting point to the discussions, the groups were provided with an informal compilation of inputs received on possible activities of NGCCFP through previous activities, including surveys, questionnaires, and virtual preparatory workshops.

Following the report back, participants were advised that their work would be captured and an updated list of activities, including concrete examples, would be shared on the event webpage. Participants were then invited to take part in an individual reflective exercise contemplating questions related to the role including specific activities and structure of the role. In-person and virtual participants were given the opportunity to share their reflections via an online survey tool, with submissions being accessible to all. Participants were encouraged to consider these reflections and the updated document to prepare for day two of the workshop, which was going to focus on enablers and on how to present the recommendations.

On the second day of the workshop participants were given time to return to the reflective exercise and, keeping in mind the list of activities and concrete examples that were workshopped, reconsider the last two question related to enabling aspects in the structure of the role of NGCCFPs. Then, the Women's Environment and Development Organization (WEDO) presented on gaps and needs identified as well as examples of support provided to NGCCFPs. In particular, WEDO shared their experience in supporting four countries through a tailored collaborative process, working with NGCCFPs, their supervisors and colleagues within their Ministry to better understand institutional arrangements, their priorities for the role and priorities on gender and climate change generally, which has led to the development, validation and recognition of individual and tailored terms of reference.

Following the presentation and group work focused on the identification and prioritization of enablers, participants were asked to identify enablers such as specific capacities, skills, experience, financial resources, and structure of the role, that would enable NGCCFPs to more effectively carry out their role. In discussions

participants identified political will and support as a complementary and key enabler, which could not be captured under the existing categories of enablers.

Keeping their reflections and the presentation in mind, in-person participants split into four groups. All groups identified and prioritized enablers related to structure (e.g. institutional set up, line of command, etc.), finance, capacity/skills/experience. Participants individually prioritized enablers using different coloured sticky points to identify those they thought of as “good to have”, “important” and “must have”. Subsequently, groups were asked to discuss if, why, or why not, they were able to agree on the priority of the enablers. NGCCFPs engaged in fruitful discussions about each other’s challenges in carrying out their respective role of NGCCFP as well as enablers that had proven to be or were believed to be key.

Finally, groups were given time to discuss how recommendations on the role of the NGCCFPs could be presented. The workshop ended with a report back and plenary discussion.

Outcomes

NGCCFP activities and examples

During the workshop, participants shared their varied experiences and completed a list of informal possible NGCCFP activities. Participants also discussed what the list of activities means in practice. The outcome of this work is set out in **Table 2** below offering insight into the spectrum of activities that NGCCFPs may engage in depending on their national circumstances, grouped by the level at which the activity is undertaken (e.g. international, national). The worksheet provides a **table of activities and examples**, which Parties and individuals can consider when developing and shaping the role and responsibilities of a National Gender and Climate Change Focal Point.

Enablers for the role of NGCCFP

The prioritization of enablers exercise demonstrated that views differed widely because of different understandings, definitions and focus of the NGCCFP role in different countries. It became clear that depending on which activities are part of the role of a NGCCFP, and depending on national context, different enablers will take priority. The outcome of the work on enablers is set out in the **Table 3** below, which clusters enablers by theme (e.g. political support; structure etc.).

Possible next steps

Parties and respective relevant individuals such as NGCCFPs, Heads of Delegation, other members of the delegation, relevant line Ministry or agency colleagues, may wish to use the worksheets to discuss, consider, develop or determine the following in their national context:

- The purpose of the NGCCFP role;
- Appointing a NGCCFP or NGCCFPs;
- Steps and processes for developing the NGCCFP role, taking into account inter alia;
 - A terms of reference or other governance document;
 - The most conducive structure for the role;
 - Addressing challenges and enablers for the role, including appropriate support.

1.1 Worksheet: Possible NGCCFP activities with examples or elaborations

POSSIBLE NGCCFP ACTIVITIES WITH EXAMPLES OR ELABORATIONS		
WITHIN THE DELEGATION	a. Coordination of the delegation's position on gender within the gender and climate change agenda item and other thematic areas <input type="checkbox"/> Consider national policies, departments, international, including non-Party, stakeholders, youth, local communities and indigenous peoples and dissent groups	<input type="checkbox"/>
	b. Awareness-raising and capacity-building within the respective delegation on gender and climate change issues <input type="checkbox"/> Create communication plans and campaigns, e.g. prior to, during and after COPs <input type="checkbox"/> Stay in touch with the delegation or others e.g. using instant messenger groups <input type="checkbox"/> Prompt or engage in person to person briefings <input type="checkbox"/> Provide or organize capacity building <input type="checkbox"/> Identify relevance of proposed negotiation text <input type="checkbox"/> Collect and compile expertise and inputs <input type="checkbox"/> Continuously strengthen own expertise on gender and climate change <input type="checkbox"/> Raise awareness on the role of national gender and climate change focal points	<input type="checkbox"/>
	c. Point-of-contact within your delegation for questions on thematic issues e.g. climate finance and gender <input type="checkbox"/> Provide expert advice and analysis and share relevant knowledge on gender and climate change <input type="checkbox"/> Be present in the delegation, ensure visibility and use social media, website (external) or intranet <input type="checkbox"/> Advise during the negotiations, including beyond the gender agenda item, e.g. on thematic areas such as climate finance, means of implementation, etc.	<input type="checkbox"/>
	d. Advocating for meaningful participation and gender balance in your delegation's or group's nomination to constituted bodies and Bureaux <input type="checkbox"/> Publicly communicate on the importance of or developments on gender balance, e.g. outside of the respective own delegation and through interviews with the media <input type="checkbox"/> Build strong relationships with the national UNFCCC Focal Point and other key contacts <input type="checkbox"/> Empower other (young) women delegates and share relevant knowledge and expertise <input type="checkbox"/> Encourage the respective delegation to track and review the gender composition, support tracking and analysis, make recommendations for improving gender balance <input type="checkbox"/> Encourage the respective delegation to reflect on meaningful participation of different groups (e.g. by gender) in their delegation	<input type="checkbox"/>
	e. Other: ____	<input type="checkbox"/>
AT THE INTERNATIONAL LEVEL AND LINKING THE INT. AND NATIONAL LEVEL	f. Point-of contact for the UNFCCC secretariat (and others) to communicate about relevant events, information, training, call for submissions, etc.	<input type="checkbox"/>
AT THE INTERNATIONAL LEVEL AND AT THE NATIONAL LEVEL	g. Communicate and present advances of gender mainstreaming to international and national fora <input type="checkbox"/> Support the dissemination at the international and national level of the initiatives/projects (on gender and cc) of NGOs and civil society organizations	<input type="checkbox"/>
AT THE INTERNATIONAL LEVEL	h. Provision of technical inputs to climate reports and other communications to UNFCCC <input type="checkbox"/> Coordinate with regional group colleagues e.g. for sharing information and when drafting submissions <input type="checkbox"/> Include civil society expertise in reporting <input type="checkbox"/> Lead or support data collection and analysis to inform technical inputs and reporting	<input type="checkbox"/>

	<input type="checkbox"/> Ensure national submissions, beyond those made under the gender agenda item, address gender considerations	
	i. Broader participation in other international fora to support capacity building and further exchanges and networking <input type="checkbox"/> Identify spaces that allow for impactful engagement <input type="checkbox"/> Map gender initiatives, e.g. Generation Equality Forum <input type="checkbox"/> Communicate and coordinate with focal points and negotiators or specialists working on gender and climate change in other related fora like CBD, deforestation, etc. <input type="checkbox"/> Enhance engagement with complementary international processes, e.g. CSW, ILO on green jobs, etc. <input type="checkbox"/> Engage in knowledge exchange and share/learn about good practices	<input type="checkbox"/>
	j. Establish, support or participate in a regional focal point network and build own network with different stakeholders including CSOs, IGOs etc. to engage in knowledge exchange and share/learn about good practices	<input type="checkbox"/>
	k. Other: ____	<input type="checkbox"/>
LINKING THE INT. AND NATIONAL LEVEL	l. Awareness-raising, capacity-building and sharing of experiences on gender and climate change issues <input type="checkbox"/> Development and implementation of a communication plan before, during and after the COP <input type="checkbox"/> Raising awareness and tracking progress on gender-responsive climate plans and communication (NDCs, NAPs, national communications etc.) <input type="checkbox"/> Participation in networking and capacity-building events organized by other entities in support of the UNFCCC process e.g. WEDO, UN Women, IUCN, etc. <input type="checkbox"/> Participate and exchange information in regional NGCCFP's networks (ex: regional workshops) <input type="checkbox"/> Use monitoring systems and online platforms to share information (to make it more accessible than through national reports).	<input type="checkbox"/>
	m. Make use of international gender decisions to develop national policy on gender and climate <input type="checkbox"/> Example: Ministry of Forestry working with the national gender and climate change focal point to ensure that gender was included in decisions around REDD +	<input type="checkbox"/>
	n. Encourage own and other Parties to appoint NGCCFP with clear role description or TOR	<input type="checkbox"/>
	o. Establish a close working relationship with the National Focal Point and ensure continued communication to ensure gender is systematically considered	<input type="checkbox"/>
	p. Other: ____	<input type="checkbox"/>
	LINKING THE INT. AND NATIONAL LEVEL AND AT THE NATIONAL LEVEL	q. Conduit information between international fora and national agencies <input type="checkbox"/> Coordinating with international cooperation entities and development agencies ensure training, projects, investments adequately address gender and climate change nexus and gaps
r. Ensure views of civil society are represented and that civil society is informed about the relevance of developments at the international level <input type="checkbox"/> Encourage the participation of youth at the national level and ensure their voices are heard at the international level <input type="checkbox"/> Disseminate information from the international (policy) level to the national and local context <input type="checkbox"/> Support the dissemination at the international level of the initiatives/projects (on gender and cc) of NGOs and civil society organizations <input type="checkbox"/> Connect with the realities of different communities and people at the national level to bring their voices to the international level		<input type="checkbox"/>

AT THE NATIONAL LEVEL	<p>s. Awareness-raising and capacity-building at a national level on gender and climate change issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage, provide or organize capacity building to enable incorporation of gender in NDCs and national priority areas <input type="checkbox"/> Develop a capacity building plan <input type="checkbox"/> Build gender capacity for climate experts <input type="checkbox"/> Build capacity of local communities and women <input type="checkbox"/> Raise awareness of the importance, relevance and benefits of and advocate for a higher prioritization of gender in climate policy <input type="checkbox"/> Contextualize gender gaps and goals for the respective country, regions, sectors, communities <input type="checkbox"/> Take an intersectional approach, acknowledging that people's social identities intersect, creating compounding and context specific experiences of privilege and discrimination <p>See also under b.</p>	<input type="checkbox"/>
	t. Encourage and support gender mainstreaming	<input type="checkbox"/>
	<p>u. Coordination and coherence of related activities at the national level, e.g. between relevant ministries, government and non-governmental stakeholders, other multilateral agreements etc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify good practices in other countries <input type="checkbox"/> Develop tools and guidelines for mainstreaming gender into climate change policies and action (e.g. in cooperation with ministries) Seek to improve coordination with other Ministries involved in international climate change processes to ensure gender is considered 	<input type="checkbox"/>
	<p>v. Lead, coordinate or support the implementation of national gender and climate change policies and action and support the integration of gender into national plans such as e.g. NDCs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the implementation of the Lima Work Programme on Gender and its Gender Action Plan at the national level <input type="checkbox"/> Advocacy with financial partners to support the development of a national gender and climate action plan <input type="checkbox"/> Monitor the implementation of the gender action plan at the national level <input type="checkbox"/> Facilitate dialogue on gender-responsive climate actions <input type="checkbox"/> Establish a platform of gender focal points (e.g. of the priority sectors of the NDC) <input type="checkbox"/> Leverage funding to work on climate-gender gaps in the country 	<input type="checkbox"/>
	w. Tracking progress on your delegation's goals on gender balance at UNFCCC and other meetings	<input type="checkbox"/>
	x. Data collection, analysis for baseline gender reporting on gender and climate change and capturing of best practices	<input type="checkbox"/>
	y. Facilitation of letters to women's civil society organizations and relevant ministries	<input type="checkbox"/>
	<p>z. Expanding partnerships including NGOs, CSOs and the private sector (partnerships for action and scale)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish key linkages including with economic and employment policymakers at the national level 	<input type="checkbox"/>
	aa. Conducting Environmental Social and Gender Assessments for adaptation and mitigation projects	<input type="checkbox"/>
	bb. Other: ____	<input type="checkbox"/>

Table 2: Worksheet of possible NGCCFP activities with examples or elaborations

1.2 Worksheet: Summary of enablers

ENABLERS	COMMON THEME * enablers that were seen to be a “must have” by at least one NGCCFP are shown in bold font	INDIVIDUAL INPUT AND PRIORITIZATION △ represents “must have” rating ⊖ represents “important” rating □ represents “good” rating		Notes
POLITICAL SUPPORT	Clear expectation setting with senior hierarchies and support from leadership including Head of Delegation*	Clear expectation setting with senior hierarchies and Head of Delegation (HoD)	△ △ △	
		Support from HoD	△ △ △ △ △	
		Political support and ownership	⊖	
	Alignment of narrative/discourse and investments made	National funding linked with institutional arrangements	⊖ □	
	Establish a consistent narrative on the benefits of gender mainstreaming and recognition and promotion of gender policies	Establish narrative on the benefits of gender mainstreaming policies	⊖	
		Human rights and gender policies are recognized and promoted (at national level)	⊖	
		NGCCFP Position within the government/administration	△ △	
		Office positioned at the ministry of foreign affairs and enough staff, resources and legal mandate	△ ⊖	
Institutional recognition at national, regional and international level		△ △ △		
Other: ___	Open, transparent sharing of information	□		
STRUCTURE	The NGCCFP role can be split between different individuals, e.g. specializing in negotiations and in implementation, the role can straddle international and national level	Have 2 NGCCFP per country – one specialized in negotiations and one in implementation	△ △	
		Position should straddle international and national level, be of seniority	□	
	Clarify the role of the NGCCFP, ensuring buy in, and have clear understanding of how the NGCCFP role interacts with other roles e.g. across the government, different ministries, the UNFCCC national focal point	Clarify roles of the national focal points and NGCCFP as well as institutional responsibilities	△	
		Co-ordination with national level	⊖	
		Co-ordination with sub-national level	△	
	Institutionalised structures/frameworks in support of ensuring gender integration in climate change planning at the national and international level – including negotiations – that involve the NGCCFPs or support them in their role	Support in establishing a network of experts, desk officers and civil society	△ ⊖ ⊖ ⊖ ⊖ □	
		Informal exchange with other departments at national level – establish who does what	△ ⊖	
		Monthly round table with formal governance, with representatives from all relevant governmental departments	△ ⊖ ⊖	
		Official structure for implementation and review of implementation	△ △ △ △ ⊖	
		A steering committee on climate change and gender including climate change and gender focal points appointed in line institutions	⊖ ⊖	
Establishment of a national structure dedicated to gender and climate change that brings together civil society, private sector and public sector		△ △		
Formal and informal structures to engage with civil society and bring together civil society, private sector and public sector	Align with international organizations on faith, women and marginalized communities, Co-ordination and communication with human rights institutions	△		
	Co-ordination and communication with grassroots and women’s organizations at local levels	⊖		
	Co-ordination with national level	□		
	Co-ordination with sub-national level	△		
Other: ___				

FINANCE	Mapping and an understanding of the funding landscape for gender mainstreaming in climate policy and action as well as possible gaps e.g. in national budgets	Mapping of financial programmes on gender mainstreaming	⊖	
		Identify the financial gap and plan in national budget	△	
	Availability and clear allocation of financial resources for e.g. NGCCFP role and position, other adequate staffing, related activities and for the implementation of projects	Adequate national funding to ensure human resources are directed towards NGCCFP role	△ △ △ △ △ ⊖	
		National funding (linked with institutional arrangements)	□	
		International financial support to implement projects	△ △ △ ⊖	
		Specific item on gender allocated in budgets of agencies where NGCCFP works	□	
	Financial resources to ensure NGCCFPs' participation at e.g. COPs, SBs or other relevant meetings	Must get finance to undertake their work	△	
International financial support for participation at COPs and SBs		△		
Gender budgeting to ensure national climate budgets take gender into account	Secretariat financing for delegates to participate in COPs and other general support	⊖		
	Gender Responsive Budgeting	△ △ △ △		
Ensure adequate resources for the role, including time	Focus on gender budget at the national level to improve gender mainstreaming, gender budgeting in climate related budgets, gender and climate budget coding system, dedicated budget with authority to NGCCFPs	△		
	Time	□		
Other: ____				
CAPACITY SKILLS EXPERIENCE	Educational background, technical knowledge and accredited qualification in gender and climate change, negotiations, including in relation to relevant sectors/themes/agencies etc.	Education/background in gender and climate change	△	
		Education/background in gender and negotiations	⊖	
		Technical knowledge on gender in related sectors/themes/agencies relevant to climate change	△ ⊖ □	
		Focused capacity development for gender focal point including accredited qualification on gender and climate change	△ △	
	Knowledge and experience in policy, UN and other international processes and normative frameworks including e.g. CEDAW and an understanding of international mandates and intersectionality	Policy experience	□ □	
	Development, establishment, curation and management of tools and other offers that can support NGCCFPs in acquiring and strengthening relevant expertise and to ensure effective knowledge management	Hand over and knowledge retention in case of a change in NGCCFP	⊖	
		Experience sharing and networking forums	△	
		Toolkit for new NGCCFP by UNFCCC secretariat/ resources on website	△ △ △ ⊖ ⊖	
		International best practice exchange	△	
		Knowledge sharing between NGCCFP & peer to peer learning	△	
Training on development of gender responsive indicators for MRV, NDC, AP and other climate change tools		△		
Listening, leadership, public speaking, coordination skills and resilience	Equipment and materials to document what has been done	△		
	Listening skills	⊖ □		
Mapping of experts on gender and climate change		⊖ ⊖		
Other: ____				

Table 3: Worksheet of summary of enablers

Annex to the informal report on the in-session workshop on the role of NGCCFPs

No.	Document	Weblink	Bookmark
1. Workshop outcomes and worksheets			
1.1	Table 2: Worksheet of possible NGCCFP activities with examples or elaborations	Weblink	
1.2	Table 3: Worksheet summary of enablers	Weblink	
2. Workshop resources			
2.1	Additional information on the workshop format		Link
2.2	Preparatory document for discussion on the role and work of NGCCFPs during the in-session workshop at COP 26 – List of activities	Weblink	Link
2.3	Self-reflective exercise for NGCCFPs	Weblink	Link
2.4	Alternative exercise for newly appointed NGCCFPs or those who are not NGCCFPs	Weblink	Link
2.5	Secretariat presentation day one	Weblink	
2.6	Secretariat presentation day two	Weblink	
2.7	Post workshop day 1 preparatory document for discussion on the role and work of NGCCFPs during the in-session workshop at COP 26 –Updated list of activities shared with participants on the second day	Weblink	Link
2.8	WEDO presentation	Weblink	
2.9	Table 4: Possible NGCCFP activities with examples or elaborations including those from the preparatory document and additions		Link
2.10	Table 5: Full summary of enablers including those without a priority rating		Link
3. Group work			
3.1	Photos of group work – Day 1		Link
3.2	Photos of group work – Day 2		Link
3.3	Enabler exercise information from flip-charts as presented		Link
3.4	Online survey results	Weblink	Link

2.1 Additional information on the workshop format

Who talks/participates

The workshop is open to Parties and Observers. Observers are welcome to share their views, however when experiences and views on the role of NGCCFPs are discussed, Parties' views are a priority. Suggestions by observers can be considered by Party delegates.

How to speak and engage in the group (COVID)

As four groups will be working in parallel, there will be no possibility to use microphones. Facilitators are asked to invite those speaking, if they feel comfortable and able, to stand when making their comment. Those speaking are given the option to remove their mask.

Using the flip chart or pinboard

Please use the provided post-its to make notes and to capture discussions on the flip-chart or pinboard. You can also involve participants in writing post-its, although due to COVID we are keen to limit movement in the room and only one participant at a time would be able to get up to pin their post-it.

WORLD CAFÉ

Participants will be split into four groups. Groups will be seated around the flip-charts or pinboards. We ask participants not to move Chairs to ensure social distancing. Groups will be adjusted to ensure each group includes some NGCCFPs, a balance of Annex-I and non-Annex I Parties, Parties and observers and to ensure whisper facilitation is possible.

There will be four rounds of discussions. After the first round of discussion, the facilitators, together with the flip-charts or pinboards will rotate clockwise. The groups will remain seated.

The facilitators will ask participants to consider a list of activities (available on the web and facilitator will be given a printout) and to complement the list with further activities. "Which activities are missing here?" Facilitators are asked to document this on the flip chart or pinboard (post-its will be provided).

As the next step, facilitators will ask participants to provide examples of what such activities would look like in practice. "Let us move from the more abstract description of activities to concrete examples. When we say "Advocating for gender balance in your delegation's nomination", what does this look like for you?"

After the first round, facilitators, together with the flip-charts or pinboards, will rotate clockwise. In the new group, they will introduce the activities and concrete examples developed by the previous group and ask the new group to build on these.

This will continue until all groups have worked on all flip-charts.

Flip-chart

1. Considers activities WITHIN THE DELEGATION
2. Considers activities AT THE INTERNATIONAL LEVEL
3. Considers activities LINKING THE INTERNATIONAL AND NATIONAL LEVEL
4. Considers activities AT THE NATIONAL LEVEL

WORKING GROUPS

Participants will be split into four groups that will all be asked to work on the same questions. Groups will be seated around the flip-charts or pinboards. We ask participants not to move chairs to ensure social distancing. Groups will be adjusted to ensure each group includes some NGCCFPs, a balance of Annex-I and non-Annex I Parties, Parties and observers and to ensure whisper facilitation is possible.

Facilitators are asked to moderate the discussions, present the respective questions and to take notes on post-its to capture discussions.

Participants will be split into four groups that will all be asked to work on the same questions. Facilitators will not be asked to move between groups.

STEP 1 – ENABLERS (20 MIN)

The secretariat, based on the previous day of work will have made an updated document with a list of activities and concrete examples available to all workshop participants. Groups are asked to consider this updated list and the last two questions of a reflection exercise they took part in on day one to identify enablers for the role of NGCCFPs on:

Structure	Finance	Capacity/Skills/Experience

Facilitators will be provided with different coloured post-its to capture the discussions.

STEP 2 – CONSIDERING OTHER GROUPS' WORK (10 MIN)

Flip-charts or pinboards will be rotated through the room to allow each group to consider the other groups' work. All flip-charts or pinboards will be rotated until they reach their original location.

Groups are asked to complete their flip charts with any enablers they have spotted on other boards that they think should be added.

STEP 3 – REVIEWING WORK (10 MIN)

Facilitators will be given time to, with the help of their group, organize the work. Are there duplications, can enablers be groups?

STEP 4 – PRIORITIZATION (10 MIN)

Facilitators will inform the group that the next exercise will involve prioritization of enablers.

Only NGCCFPs and those Party delegates that are performing the role of NGCCFP without having been nominated will be asked to participate in this exercise.

Facilitators are asked to identify the respective relevant individuals and to brief them that after a short reflection time they will be asked to mark their prioritization with sticky points. For COVID safety this will need to happen one by one or they will need to direct the facilitator. They can but do not need to provide comments as a discussion is planned as the next step.

Kindly ask the group to keep in mind that the purpose of the exercise is to prioritize.

Colour TBC - Must have to be able to perform the role

Colour TBC - Important to have to be able to perform the role

Colour TBC - Good but not that important to have to be able to perform the role

STEP 5 – GROUP DISCUSSION (40 MIN)

Facilitators are asked to briefly speak to the picture for those who are seated in the back. Which enablers are unanimously ranked as must have? Which ones unanimously ranked as good to have but not important? Which enablers are ranked very differently?

Allow the relevant people (NGCCFPs and those performing this role without having been nominated) to share their views. Can the group agree on how to rank (some of the) enablers?

While the objective of this exercise is to allow the exchanging of views, kindly make sure to capture if the group agrees on ranking of enablers.

STEP 6 – FORMAT TO PRESENT RECOMMENDATIONS (20 MIN)

Facilitators are asked to invite the group to, considering the work of the past days, and taking into account the different contexts in which NGCCFPs work, reflect on how and in what format recommendations on the role of the NGCCFPs could be presented to be most useful.

Each group is asked to develop a joint proposal.

Kindly, try to motivate your group to make as concrete suggestions as possible.

Who?, what?, how?, when?

REPORT BACK

Facilitators are asked to provide a **2 minute** presentation of their groups proposal for how and in what format to best present recommendations on the role of the NGCCFPs.

2.2 Preparatory document for discussion on the role and work of NGCCFPs during the in-session workshop at COP 26 – list of activities

The present document is an informal compilation of inputs received on possible activities of National Gender and Climate Change Focal Points (NGCCFP) through:

- Q1 2020: Survey on needs, challenges and priorities for the NGCCFPs
- Q3 - Q4 2020: Questionnaire on the role of the NGCCFPs
- Q4 2020: Virtual preparatory workshop to discuss the role and work of the NGCCFPs

WITHIN THE DELEGATION

- Coordination of the delegation's position on gender within the gender and climate change agenda item and other thematic areas
- Awareness-raising and capacity-building within the respective delegation on gender and climate change issues
- Point-of-contact within your delegation for questions on thematic issues e.g. climate finance and gender
- Advocating for gender balance in your delegation's or group's nomination to constituted bodies and Bureaux

AT THE INTERNATIONAL LEVEL

- Point-of contact for the UNFCCC secretariat (and others) to communicate about relevant events, information, training, call for submissions, etc.
- Communicate and present advances of gender mainstreaming to international fora
- Provision of technical inputs to climate reports and other communications to UNFCCC

LINKING THE INTERNATIONAL AND NATIONAL LEVEL

- Point-of contact for the UNFCCC secretariat (and others) to communicate about relevant events, information, training, call for submissions, etc.
- Development and implementation of a communication plan before, during and after the COP
- Raising awareness and tracking progress on gender-responsive climate plans and communication (NDCs, NAPs, national communications etc.)
- Participation in networking and capacity-building events organized by other entities in support of the UNFCCC process e.g. WEDO, UN Women, IUCN, etc.
- Participate in regional NGCCFP's networks
- Conduit information between international fora and national agencies

AT THE NATIONAL LEVEL

- Awareness-raising and capacity-building at a national level on gender and climate change issues
- Coordination and coherence related activities at the national level, e.g. between relevant ministries, government and non-governmental stakeholders, other multilateral agreements etc.
- Tracking progress on your delegation's goals on gender balance at UNFCCC and other meetings
- Coordinate the implementation of the Lima Work Programme on Gender and its Gender Action Plan at the national level
- Advocacy with financial partners to support the development of a national gender and climate action plan
- Communicate and present advances of gender mainstreaming to national fora

- Data collection and analysis for baseline gender reporting
- Facilitation on letters to women's civil society organizations and relevant ministries
- Expanding partnerships including NGOs, CSOs and the private sector (partnerships for action and scale)
- Monitor the implementation of the gender action plan at the national level
- Facilitate dialogue on gender-responsive climate actions
- Conducting Environmental Social and Gender Assessments for adaptation and mitigation projects
- Animation of the platform of gender focal points of the priority sectors of the NDC
- Communicate and present advances of gender mainstreaming to national for a

2.3 Self-reflective exercise for NGCCFPs

(keep for day one and day two)

This document is for yourself only and you will not be asked to share these notes.

We will give you the opportunity to share your reflections separately and anonymously.

Looking at your current role, what are the top 5 responsibilities?

1.

2.

3.

4.

5.

Please explain to us the structure of your role.

Looking at your current role, what aspects in its structure have been key in enabling you to successfully carry out your role?

Looking at your current role, what aspects in its structure could be improved to better carry out your role?

2.4 Alternative exercise for newly appointed NGCCFPs that have not yet defined their role or those who are not NGCCFPs

(keep for day one and day two)

This document is for yourself only and you will not be asked to share these notes.

We will give you the opportunity to share your reflections separately and anonymously.

In your view, what are the top 5 responsibilities of NGCCFPs?

1.

2.

3.

4.

5.

Please explain to us the ideal structure of the role.

What would be key in the structure of the role enable the NGCCFP to successfully carry out their role?

2.7 Post workshop day 1 preparatory document for discussion on the role and work of NGCCFPs during the in-session workshop at COP 26 –Updated list of activities

The present document is an informal compilation of inputs received on possible activities of National Gender and Climate Change Focal Points (NGCCFP) through:

- Q1 2020: Survey on needs, challenges and priorities for the NGCCFPs
- Q3 - Q4 2020: Questionnaire on the role of the NGCCFPs
- Q4 2020: Virtual preparatory workshop to discuss the role and work of the NGCCFPs

And inputs received during the in-session workshop on the role of NGCCFP at COP26.

WITHIN THE DELEGATION

- Coordination of the delegation's position on gender within the gender and climate change agenda item and other thematic areas
- Awareness-raising and capacity-building within the respective delegation on gender and climate change issues
- Awareness-raising on the role of national gender and climate change focal points
- Point-of-contact within your delegation for questions on thematic issues e.g. climate finance and gender
- Advocating for gender balance in your delegation's or group's nomination to constituted bodies and Bureaux

AT THE INTERNATIONAL LEVEL

- Point-of contact for the UNFCCC secretariat (and others) to communicate about relevant events, information, training, call for submissions, etc.
- Communicate and present advances of gender mainstreaming to international fora
- Provision of technical inputs to climate reports and other communications to UNFCCC
- Seek to improve coordination with other Ministries involved in international climate change processes to ensure gender is also considered
- Broader participation in other international fora to support capacity building and further exchanges and networking

LINKING THE INTERNATIONAL AND NATIONAL LEVEL

- Point-of contact for the UNFCCC secretariat (and others) to communicate about relevant events, information, training, call for submissions, etc.
- Development and implementation of a communication plan before, during and after the COP
- Raising awareness and tracking progress on gender-responsive climate plans and communication (NDCs, NAPs, national communications etc.)
- Participation in networking and capacity-building events organized by other entities in support of the UNFCCC process e.g. WEDO, UN Women, IUCN, etc.
- Participate and exchange information in regional NGCCFP's networks (ex: regional workshops)
- Conduit information between international fora and national agencies
- Use monitoring systems and online platforms to share information. Information is currently shared in the NRs.
- Make use of international gender decisions to develop national policy on gender and climate

- *Example:* Ministry of Forestry working with the national gender and climate change focal point to ensure that gender was included in decisions around REDD +
- Coordinating with international cooperation entities and development agencies to adequately orient training and projects and investments
- Encourage the participation of youth
- Ensure views of civil society are represented

AT THE NATIONAL LEVEL

- Awareness-raising and capacity-building at a national level on gender and climate change issues
- Encourage and provide capacity building to enable incorporation of gender in NDCs
- Coordination and coherence related activities at the national level, e.g. between relevant ministries, government and non-governmental stakeholders, other multilateral agreements etc.
- Tracking progress on your delegation's goals on gender balance at UNFCCC and other meetings
- Coordinate the implementation of the Lima Work Programme on Gender and its Gender Action Plan at the national level
- Advocacy with financial partners to support the development of a national gender and climate action plan
- Communicate and present advances of gender mainstreaming to national fora
- Data collection and analysis for baseline gender reporting
- Facilitation on letters to women's civil society organizations and relevant ministries
- Expanding partnerships including NGOs, CSOs and the private sector (partnerships for action and scale)
- Monitor the implementation of the gender action plan at the national level
- Facilitate dialogue on gender-responsive climate actions
- Conducting Environmental Social and Gender Assessments for adaptation and mitigation projects
- Animation of the platform of gender focal points of the priority sectors of the NDC
- Establish key linkages including with economic and employment policymakers at the national level
- Connect with the realities of different communities and people at the national level in order to bring their voices to the international level
- Advocate for a higher prioritization of gender in climate policy
- Leverage funding to work on climate-gender gaps in the country

2.9 Table 4: Possible NGCCFP activities with examples of elaborations including those from the preparatory document and additions

POSSIBLE NGCCFP ACTIVITIES WITH EXAMPLES OR ELABORATIONS	
<small>*Italic font represents activities that were included in the preparatory document provided to workshop participants **normal font represents additional activities as well as examples and elaborations</small>	
WITHIN THE DELEGATION	<p><i>a. Coordination of the delegation's position on gender within the gender and climate change agenda item and other thematic areas*</i></p> <ul style="list-style-type: none"> - Consider national policies, departments, international, including non-Party, stakeholders, youth, local communities and indigenous peoples and dissent groups** <p><i>b. Awareness-raising and capacity-building within the respective delegation on gender and climate change issues</i></p> <ul style="list-style-type: none"> - Create communication plans and campaigns, e.g. prior to, during and after COPs - Stay in touch with the delegation or others e.g. using instant messenger groups - Prompt or engage in person to person briefings - Provide or organize capacity building - Identify relevance of proposed negotiation text - Collect and compile expertise and inputs - Continuously strengthen own expertise on gender and climate change - Raise awareness on the role of national gender and climate change focal points <p><i>c. Point-of-contact within your delegation for questions on thematic issues e.g. climate finance and gender</i></p> <ul style="list-style-type: none"> - Provide expert advice and analysis and share relevant knowledge on gender and climate change - Be present in the delegation, ensure visibility and use social media, website (external) or intranet - Advise during the negotiations, including beyond the gender agenda item, e.g. on thematic areas such as climate finance, means of implementation, etc. <p><i>d. Advocating for meaningful participation and gender balance in your delegation's or group's nomination to constituted bodies and Bureaux</i></p> <ul style="list-style-type: none"> - Publicly communicate on the importance of or developments on gender balance, e.g. outside of the respective own delegation and through interviews with the media - Build strong relationships with the national UNFCCC Focal Point and other key contacts - Empower other (young) women delegates and share relevant knowledge and expertise - Encourage the respective delegation to track and review the gender composition, support tracking and analysis, make recommendations for improving gender balance - Encourage the respective delegation to reflect on meaningful participation of different groups (e.g. by gender) in their delegation
AT THE INTERNATIONAL LEVEL AND LINKING THE INT. AND NATIONAL LEVEL	<p><i>e. Point-of contact for the UNFCCC secretariat (and others) to communicate about relevant events, information, training, call for submissions, etc.</i></p>
AT THE INTERNATIONAL LEVEL AND AT THE NATIONAL LEVEL	<p><i>f. Communicate and present advances of gender mainstreaming to international and national fora</i></p> <ul style="list-style-type: none"> - Support the dissemination at the international and national level of the initiatives/projects (on gender and cc) of NGOs and civil society organizations
AT THE INTERNATIONAL LEVEL	<p><i>g. Provision of technical inputs to climate reports and other communications to UNFCCC</i></p> <ul style="list-style-type: none"> - Coordinate with regional group colleagues e.g. for sharing information and when drafting submissions - Include civil society expertise in reporting - Lead or support data collection and analysis to inform technical inputs and reporting - Ensure national submissions, beyond those made under the gender agenda item, address gender considerations <p>h. Broader participation in other international fora to support capacity building and further exchanges and networking</p>

	<ul style="list-style-type: none"> - Identify spaces that allow for impactful engagement - Map gender initiatives, e.g. Generation Equality Forum - Communicate and coordinate with focal points and negotiators or specialists working on gender and climate change in other related fora like CBD, deforestation, etc. - Enhance engagement with complementary international processes, e.g. CSW, ILO on green jobs, etc. - Engage in knowledge exchange and share/learn about good practices
	i. Establish, support or participate in a regional focal point network and build own network with different stakeholders including CSOs, IGOs etc. to engage in knowledge exchange and share/learn about good practices
LINKING THE INT. AND NATIONAL LEVEL	<p><i>j. Awareness-raising, capacity-building and sharing of experiences on gender and climate change issues</i></p> <ul style="list-style-type: none"> - Development and implementation of a communication plan before, during and after the COP - Raising awareness and tracking progress on gender-responsive climate plans and communication (NDCs, NAPs, national communications etc.) - Participation in networking and capacity-building events organized by other entities in support of the UNFCCC process e.g. WEDO, UN Women, IUCN, etc. - Participate and exchange information in regional NGCCFP's networks (ex: regional workshops) - Use monitoring systems and online platforms to share information (to make it more accessible than through national reports).
	<p>k. Make use of international gender decisions to develop national policy on gender and climate</p> <ul style="list-style-type: none"> - Example: Ministry of Forestry working with the national gender and climate change focal point to ensure that gender was included in decisions around REDD +
	l. Encourage own and other Parties to appoint NGCCFP with clear role description or TOR
	m. Establish a close working relationship with the National Focal Point and ensure continued communication to ensure gender is systematically considered
LINKING THE INT. AND NATIONAL LEVEL AND AT THE NATIONAL LEVEL	<p><i>n. Conduit information between international fora and national agencies</i></p> <ul style="list-style-type: none"> - Coordinating with international cooperation entities and development agencies ensure training, projects, investments adequately address gender and climate change nexus and gaps
	<p>o. Ensure views of civil society are represented and that civil society is informed about the relevance of developments at the international level</p> <ul style="list-style-type: none"> - Encourage the participation of youth at the national level and ensure their voices are heard at the international level - Disseminate information from the international (policy) level to the national and local context - Support the dissemination at the international level of the initiatives/projects (on gender and cc) of NGOs and civil society organizations - Connect with the realities of different communities and people at the national level to bring their voices to the international level
AT THE NATIONAL LEVEL	<p><i>p. Awareness-raising and capacity-building at a national level on gender and climate change issues</i></p> <ul style="list-style-type: none"> - Also see b. - Encourage, provide or organize capacity building to enable incorporation of gender in NDCs and national priority areas - Develop a capacity building plan - Build gender capacity for climate experts - Build capacity of local communities and women - Raise awareness of the importance, relevance and benefits of and advocate for a higher prioritization of gender in climate policy - Contextualize gender gaps and goals for the respective country, regions, sectors, communities - Take an intersectional approach, acknowledging that people's social identities intersect, creating compounding and context specific experiences of privilege and discrimination
	q. Encourage and support gender mainstreaming

	<p><i>r. Coordination and coherence of related activities at the national level, e.g. between relevant ministries, government and non-governmental stakeholders, other multilateral agreements etc.</i></p> <ul style="list-style-type: none"> - Identify good practices in other countries - Develop tools and guidelines for mainstreaming gender into climate change policies and action (e.g. in cooperation with ministries) Seek to improve coordination with other Ministries involved in international climate change processes to ensure gender is considered
	<p><i>s. Lead, coordinate or support the implementation of national gender and climate change policies and action and support the integration of gender into national plans such as e.g. NDCs</i></p> <ul style="list-style-type: none"> - Coordinate the implementation of the Lima Work Programme on Gender and its Gender Action Plan at the national level - Advocacy with financial partners to support the development of a national gender and climate action plan - Monitor the implementation of the gender action plan at the national level - Facilitate dialogue on gender-responsive climate actions - Establish a platform of gender focal points (e.g. of the priority sectors of the NDC) - Leverage funding to work on climate-gender gaps in the country
	<p><i>t. Tracking progress on your delegation's goals on gender balance at UNFCCC and other meetings</i></p>
	<p><i>u. Data collection, analysis for baseline gender reporting on gender and climate change and capturing of best practices</i></p>
	<p><i>v. Facilitation of letters to women's civil society organizations and relevant ministries</i></p>
	<p><i>w. Expanding partnerships including NGOs, CSOs and the private sector (partnerships for action and scale)</i></p> <ul style="list-style-type: none"> - Establish key linkages including with economic and employment policymakers at the national level
	<p><i>x. Conducting Environmental Social and Gender Assessments for adaptation and mitigation projects</i></p>

Table 4: Possible NGCCFP activities with examples of elaborations including those from the preparatory document and additions

2.10 Table 5: Full summary of enablers including those without a priority rating

ENABLERS	COMMON THEME <small>*enablers that were seen to be a "must have" by at least one NGCCFP are shown in bold font</small>	INDIVIDUAL INPUT AND PRIORITIZATION <small>△ represents "must have" rating ⊖ represents "important" rating □ represents "good" rating</small>
POLITICAL SUPPORT	Clear expectation setting with senior hierarchies and support from leadership including Head of Delegation*	Clear expectation setting with senior hierarchies and Head of Delegation (HoD) △ △ △ Support from HoD △ △ △ △ △ Support from authorities Political support and ownership ⊖
	Alignment of narrative/discourse and investments made	National funding linked with institutional arrangements ⊖ □
	Establish a consistent narrative on the benefits of gender mainstreaming and recognition and promotion of gender policies	Establish narrative on the benefits of gender mainstreaming policies ⊖ Human rights and gender policies are recognized and promoted (at national level) ⊖
	STRUCTURE	The NGCCFP position could be located within a government entity, should be adequately resources, have a clear mandate, be of adequate seniority, hold authority and be recognized and supported and benefit from transparent sharing of information
The NGCCFP role can be split between different individuals, e.g. specializing in negotiations and in implementation, the role can straddle international and national level		Have 2 NGCCFP per country – one specialized in negotiations and one in implementation △ △ At least one person that can give technical support Position should straddle international and national level, be of seniority □
Clarify the role of the NGCCFP, ensuring buy in, and have clear understanding of how the NGCCFP role interacts with other roles e.g. across the government, different ministries, the UNFCCC national focal point		Clarify roles of the national focal points and NGCCFP as well as institutional responsibilities △ Other gender focal points within the national structure (e.g. ministries, agencies, etc.) Must be accountable to the national UNFCCC focal point NGCCFP needs to work closely with all ministry structures that are relevant to climate change NFP and NGCCFP need to work in coordinated manner Awareness of the ministries of the importance of implementation of GAP Co-ordination with national level ⊖ Co-ordination with sub-national level △
Institutionalised structures/frameworks in support of ensuring gender integration in climate change planning at the national and international level – including negotiations – that involve the NGCCFPs or support them in their role		Support in establishing a network of experts, desk officers and civil society △ ⊖ ⊖ ⊖ ⊖ □ Informal exchange with other departments at national level – establish who does what △ ⊖ Monthly round table with formal governance, with representatives from all relevant governmental departments △ ⊖ ⊖ Official structure for implementation and review of implementation △ △ △ △ ⊖ A steering committee on climate change and gender including climate change and gender focal points appointed in line institutions ⊖ ⊖ Establishment of a national structure dedicated to gender and climate change that brings together civil society, private sector and public sector △ △ Gender climate desk officers in national government departments that then reports to the NGCCFP NGCCFPs being involved in national level preparations e.g. for COPs

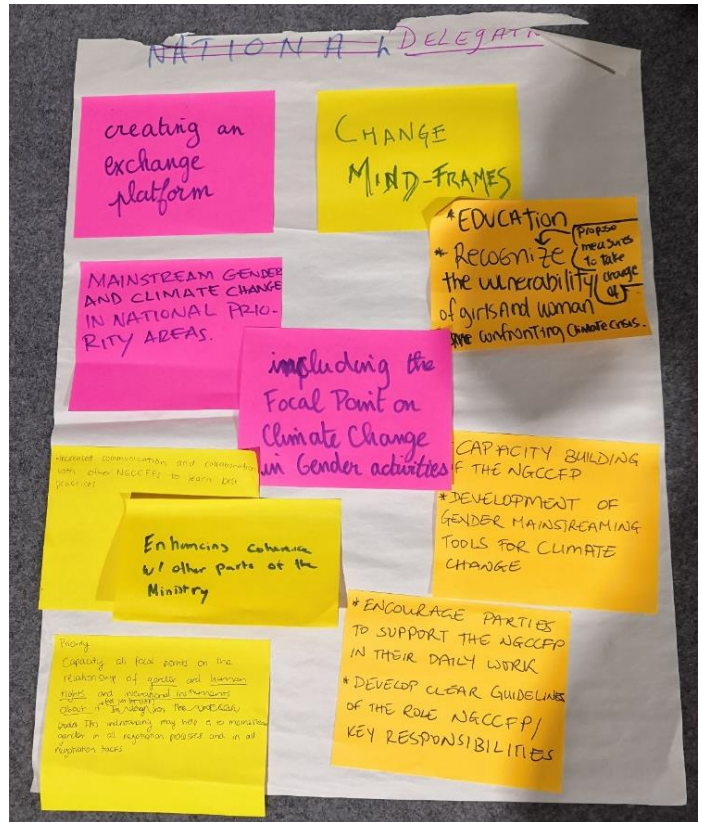
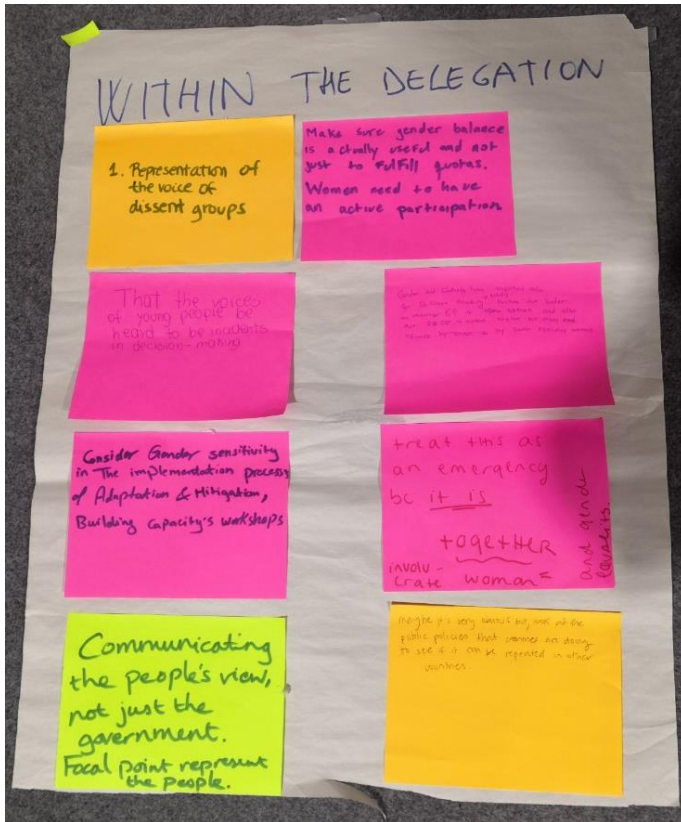
		Strategic alliance with the gender ministry to gain visibility of their work	
	Formal and informal structures to engage with civil society and bring together civil society, private sector and public sector	Align with international organizations on faith, women and marginalized communities, Co-ordination and communication with human rights institutions	△
		Co-ordination and communication with grassroots and women's organisations at local levels	⊖
		Co-ordination with national level	□
		Co-ordination with sub-national level	△
FINANCE	Mapping and an understanding of the funding landscape for gender mainstreaming in climate policy and action as well as possible gaps e.g. in national budgets	Mapping of financial programmes on gender mainstreaming	⊖
		Identify the financial gap and plan in national budget	△
	Resources (and capacity) to negotiate and attract international funding for implementation		
	Availability and clear allocation of financial resources for e.g. NGCCFP role and position, other adequate staffing, related activities and for the implementation of projects	Adequate national funding to ensure human resources are directed towards NGCCFP role	△△△△△⊖
		National funding (linked with institutional arrangements)	□
		International financial support to implement projects	△△△⊖
		Specific item on gender allocated in budgets of agencies where NGCCFP works	□
		Must get finance to undertake their work	△
		Budget for activities	
	Financial resources to ensure NGCCFPs' participation at e.g. COPs, SBs or other relevant meetings	Resources to carry on capacity building workshops with other national focal points from different ministries	
		International financial support for participation at COPs and SBs	△
	Gender budgeting to ensure national climate budgets take gender into account	Secretariat financing for delegates to participate in COPs and other general support	⊖
Gender Responsive Budgeting		△△△△△	
Ensure adequate resources for the role, including time	Focus on gender budget at the national level to improve gender mainstreaming, gender budgeting in climate related budgets, gender and climate budget coding system, dedicated budget with authority to NGCCFPs	△	
	Time	□	
CAPACITY SKILLS EXPERIENCE	Educational background, technical knowledge and accredited qualification in gender and climate change, negotiations, including in relation to relevant sectors/themes/agencies etc.	Education/background in gender and climate change	△
		Education/background in gender and negotiations	⊖
		Technical knowledge on gender in related sectors/themes/agencies relevant to climate change	△⊖□
		Focused capacity development for gender focal point including accredited qualification on gender and climate change	△△
		Build capacity of negotiators to understand gender and climate	
		Capacity for negotiations needs to be increased	
	Knowledge and experience in policy, UN and other international processes and normative frameworks including e.g. CEDAW and an understanding of international mandates and intersectionality	Policy experience	□□
		Knowledge and experience in climate change area, practical work, sharing of knowledge	
		Improved technical understanding about other UN processes like the ILO to better engage with other int. processes and have better coherence at the national level	
		Understanding of international mandates	
	(Resources and) capacity to negotiate and attract funding for implementation	Expertise in normative frameworks CEDAW human rights law & intersectionality	
		Resources and capacity to negotiate and attract international funding for implementation	
	Development, establishment, curation and management of tools and other offers that can support NGCCFPs in acquiring and strengthening relevant expertise and to ensure effective knowledge management	Hand over and knowledge retention in case of a change in NGCCFP	⊖
		Experience sharing and networking forums	△
		Toolkit for new NGCCFP by UNFCCC secretariat/ resources on website	△△△⊖⊖
International best practice exchange		△	
Knowledge sharing between NGCCFP & peer to peer learning		△	
Training on development of gender responsive indicators for MRV, NDC, AP and other climate change tools		△	

		Equipment and materials to document what has been done	△
Listening, leadership, public speaking, coordination skills and resilience		Leadership skills	
		Coordination skills and resilience	
		Listening skills	⊖ □
Experience of working in government and problem solving			
Mapping of experts on gender and climate change			⊖ ⊖

Table 5: Full summary of enablers including those without a priority rating

3.1 Photos of group work – Day 1

Activities WITHIN THE DELEGATION



→ personal network

① COORDINATION*
 Departments → International level
 National level (policies) → Non-Party Stakeholders

② AWARENESS*
 → to be continued
 → prior COP communication plan.
 → WhatsApp Group
 → 1 to 1 briefing.

③ POINT OF CONTACT
 → Be in the delegation**
 → Be visible
 → Use of social media
 → Website (within delegation)

④ ADVOCACY
 → mediator for nomination of ♀
 → quotas of ♀ at delegation
 → National ♀ strategy to frame
 → advocate to UNFCCC
 → more for outreach outside the delegation
 → interviews with media

⑤ EXPERTISE/ANALYSIS*
 → Advise during negotiations.
 → Relevance of texts (negotiating)
 → KNOWLEDGE CC & ♀ → expert in climate justice
 → capacity building provided**
 → collecting expertise/inputs.
 → be expert in ♀ & CC + human rights.

WITHIN THE DELEGATION

⑥ Empowering young women delegates
 → empowering UNFCCC press ♀ aspects

Encourage delegates to compare Gender Composition Reporting within their delegates & recommend recommendations for greater gender balance
 + ADVISE DATA [expertise]

DELEGATION #National LEVEL enough

- Gender not given a high/priority in national climate processes.
 rather than coordination
- Competition/betwix different climate change departments eg gender & national FPs.
- Good example - a gender approach in each agenda item } Nigeria
 - women are up to 80% in delegations (obs 50% in full govt. -) → allows gender to be considered in all policy matters. } Nicaragua
 also in Niger they have to have the deleg also as women - helped by Niqo support. Niger.
 COP26 (10 women / 15 delegates)
- Lack of CB within many delegations on gender/CC issues. Germany

Activities AT THE INTERNATIONAL LEVEL

International level

- appoint NGCCFP (Countries that don't have)
- Empower NGCCFP line institutions on CC policy
- Coordination of National NGCCFP
- Platform to exchange best practices
- Document best practices
- Diversification of stakeholders
- Make NGCCFP visible ~ NFCCC
- Development of a national Gender & CC Plan
- Capacity building for NGCCFP
- Coordination of NGCCFP & gender & job creation
- Capacity building for data analyses
- Collaboration of Gender and Climate Change focal Bints
- include inputs of civil society

INTERNATIONAL

- participation in international workshops
- Have instances to share and represent the different views of nation in order to build an accurate agenda and international interest
- Nations must report and recognize flaws in national measures and do not hide the difficulties according to the agenda and HED's.
- Link with UNDAF (D.A.S. objectives) LINK WITH BROADER DEVELOPMENT, ECONOMIC, EMPLOYMENT POLICY MAKING.
- International Monitoring for Gender Participation in the International Projects, workshops and events
- To create networks that benefit the fight against climate change and support women and kids in the most affected communities.
- That what they say don't stay in ideas without complying.
- That it is not a weakness to demand climate action that it be part of a road map to be continue including people

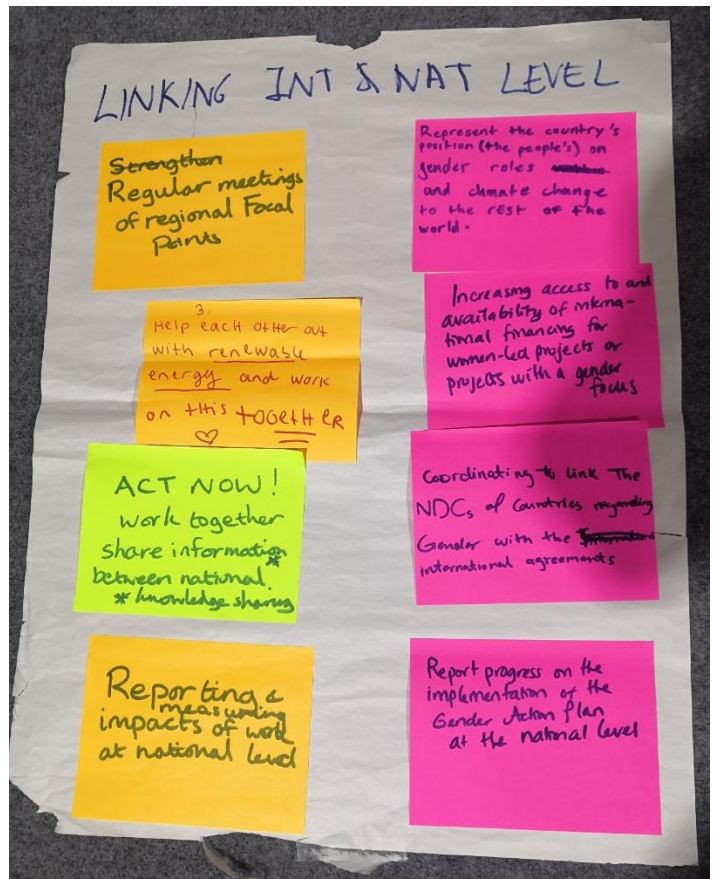
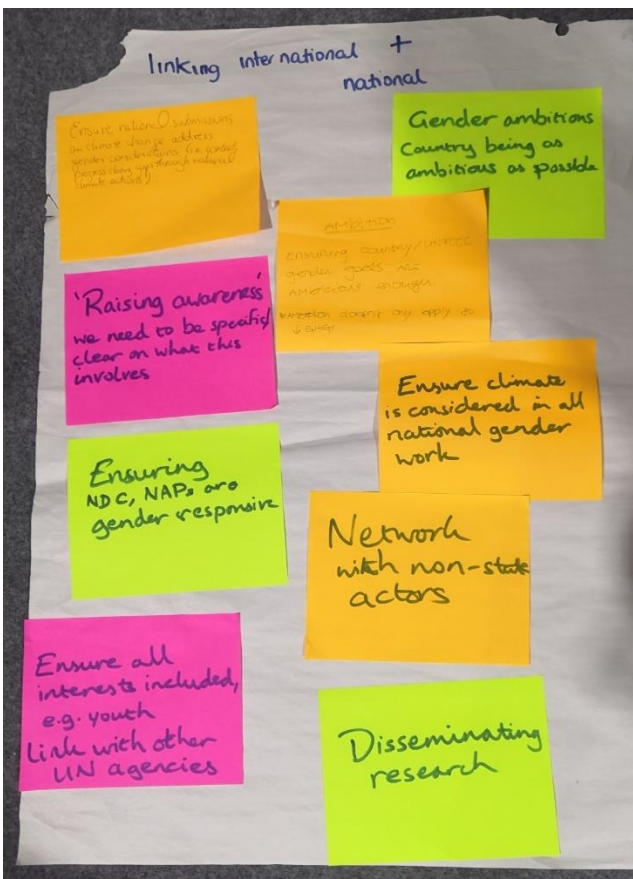
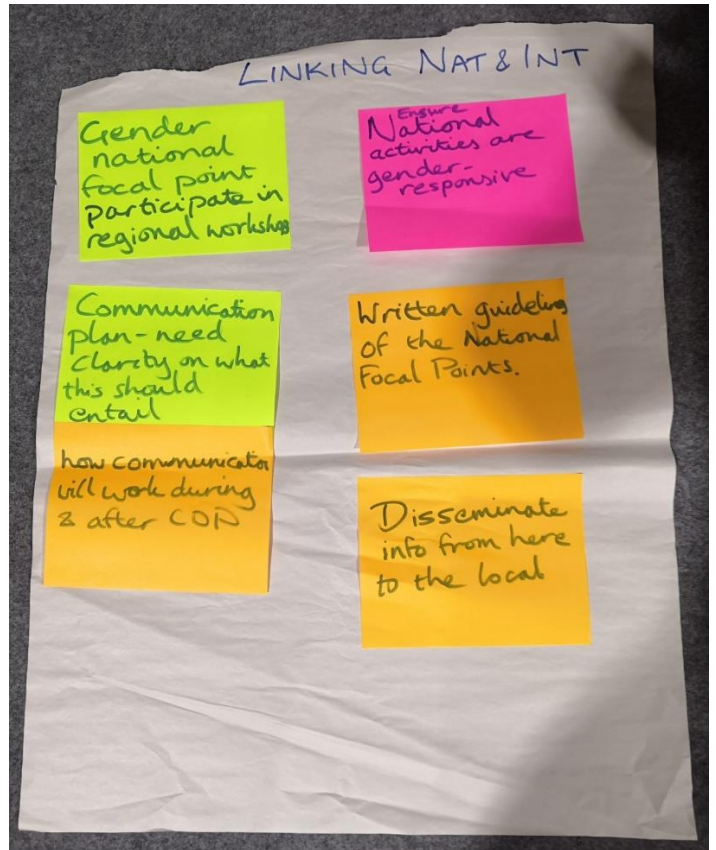
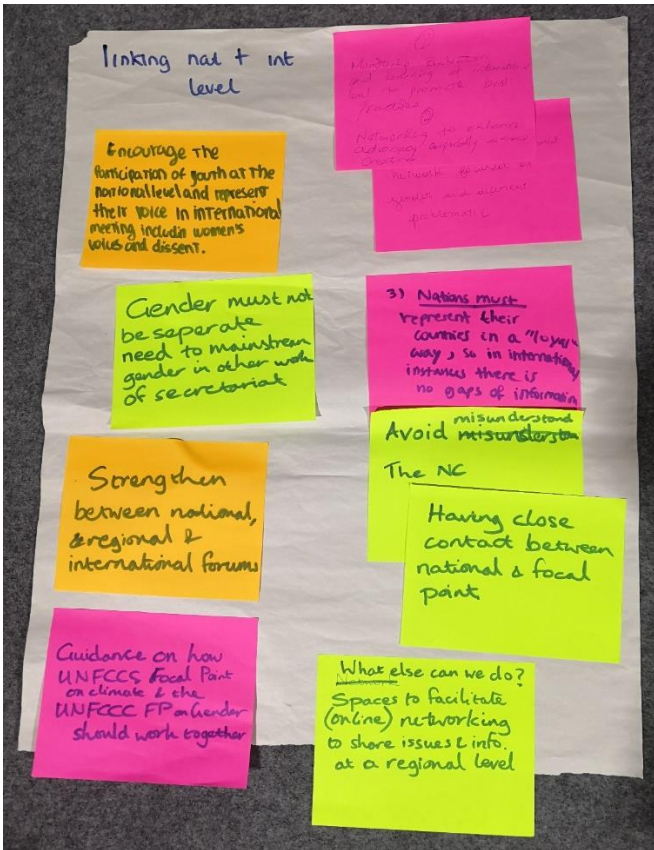
INTERNATIONAL

- being a bridge between local & international levels - advocacy -
- Listen to the voice of indigenous communities around the world!
- Work with vulnerable communities women
- Coordinate with regional group colleagues in co-sharing and drafting submissions
- Empowerment women by local groups by region
- Being there, consultative and coordinate with local parties, meetings or forums with the working on gender in climate talks (CBT, facilitation, etc.)
- Include the perspective of women who live in sacrificial areas of Chile
- Use many good top decisions and forge international relation via the UNFCCC and cooperate in areas that would promote gender at local levels - Experience
- Make sure that governments are held accountable when they don't respect the international agreements they've signed.
- Achieve a balance between the ecosystem for the people and the economic character.

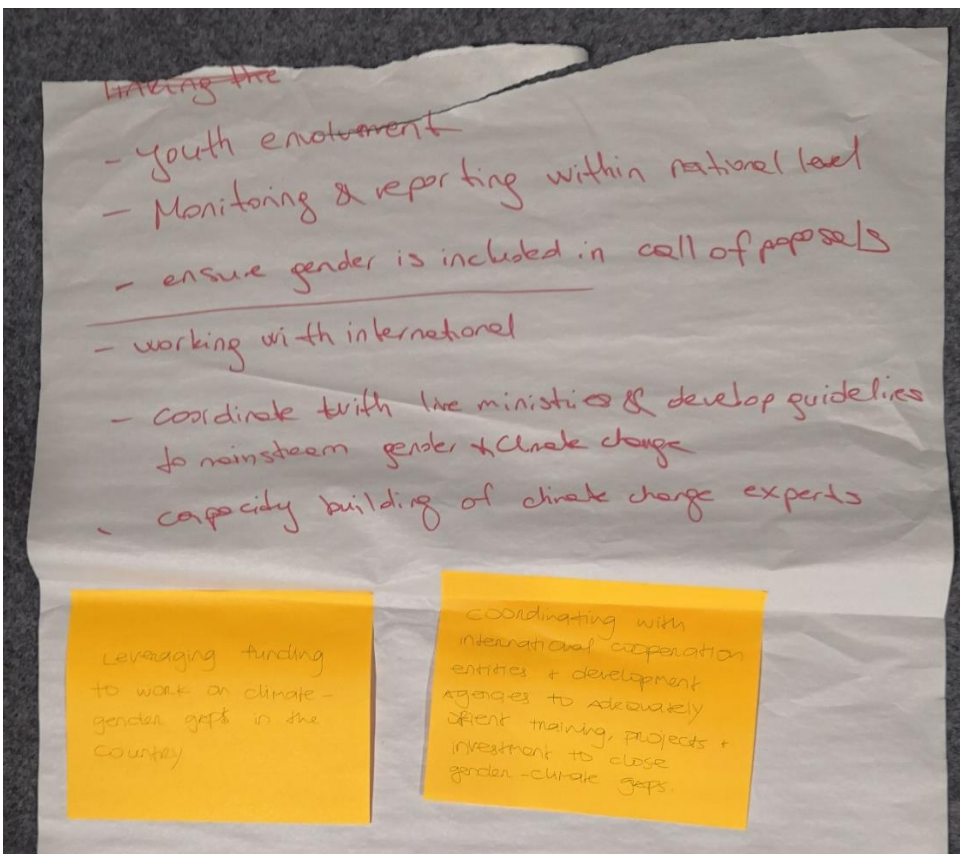
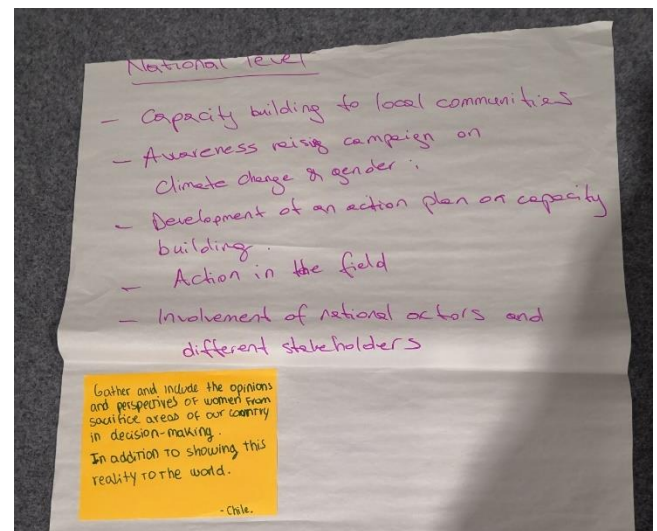
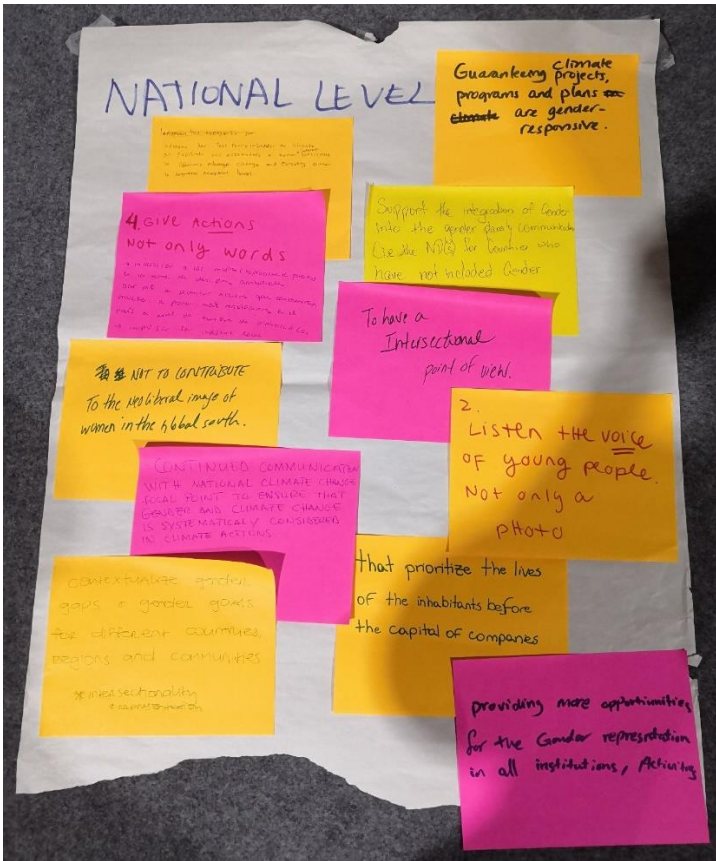
INTERNATIONAL

- Discussion of NDCs & CBDR Society experience when reporting or submit technical input into climate reports
- Enhance engagement with complementary international processes such as with the ILO on Green Jobs.
- Support for data collection & analysis to inform technical input and climate reports; other communications
- Development of communication consistency document best practice Experience sharing
- Encourage parties that haven't done so yet to appoint a NGCCFP
- Use the gaps b/w NGCCFP & CC focal points by increased co-operation + sharing of technical resources with NGCCFP
- Bring NGCCFP also into thematic negotiation discussions to avoid sidelining (such as on climate finance, capacity building, technology) focus a HIGHER OF IMPLEMENTATION
- Link between NGCCFP and National Gender mechanism
- Request Cooperation on Gender & CC
- Empowerment Women and young leaders in global negotiations climate talks

Activities LINKING THE INTERNATIONAL AND NATIONAL LEVEL



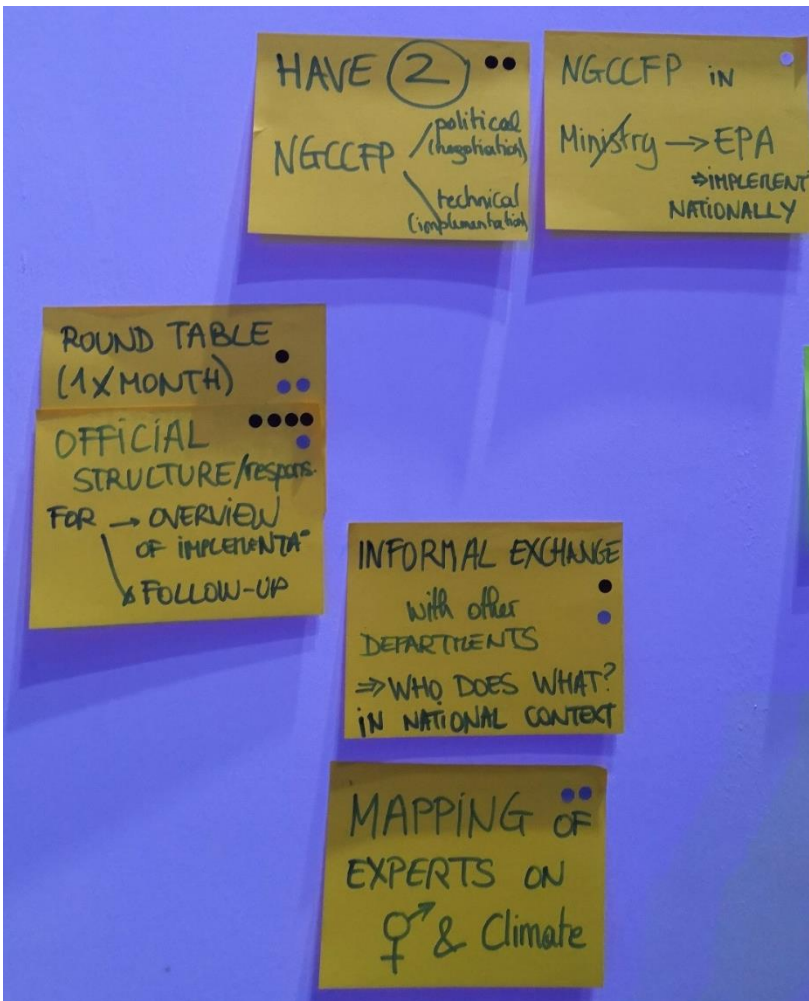
Activities AT THE NATIONAL LEVEL



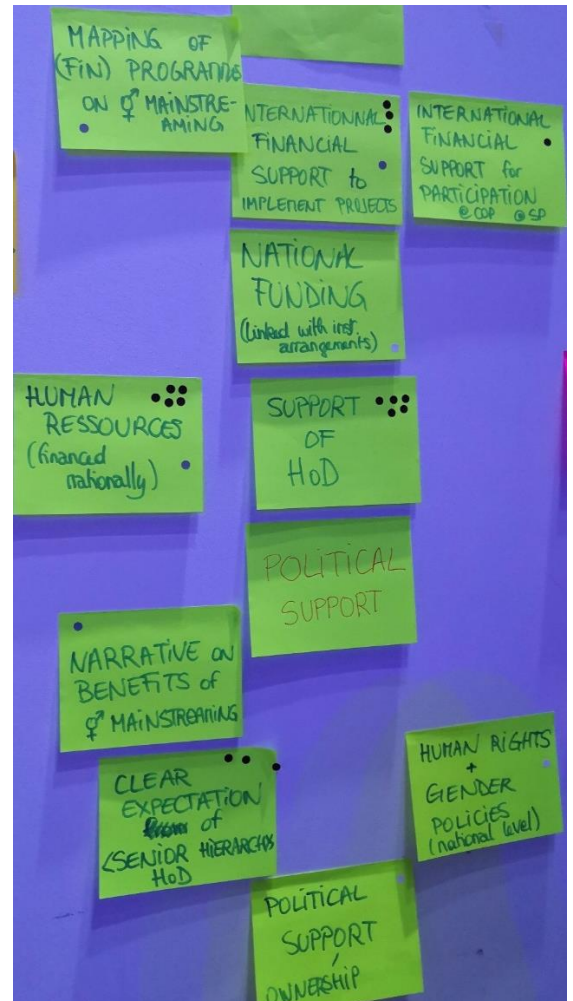
3.2 Photos of group work – Day 2

Enablers exercise – Group 1

STRUCTURE

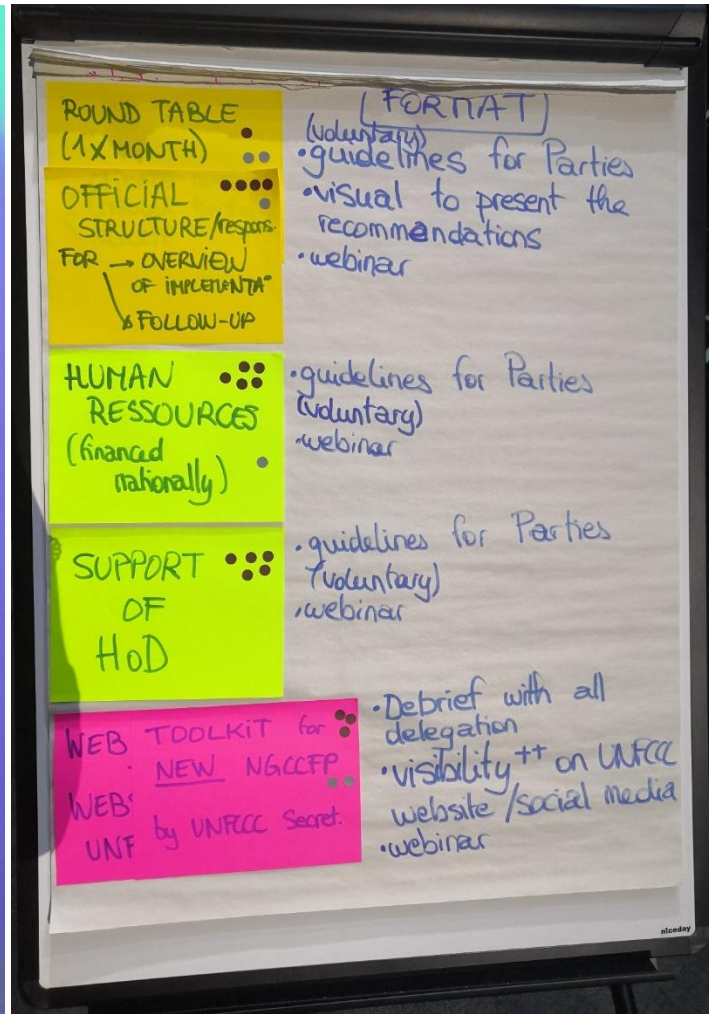
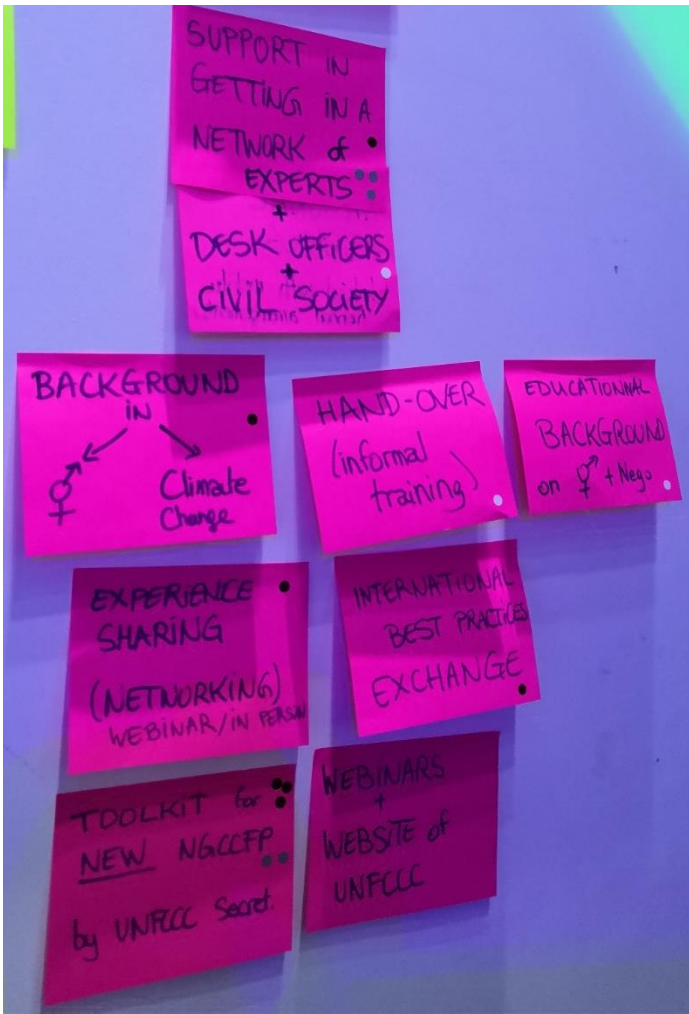


FINANCE

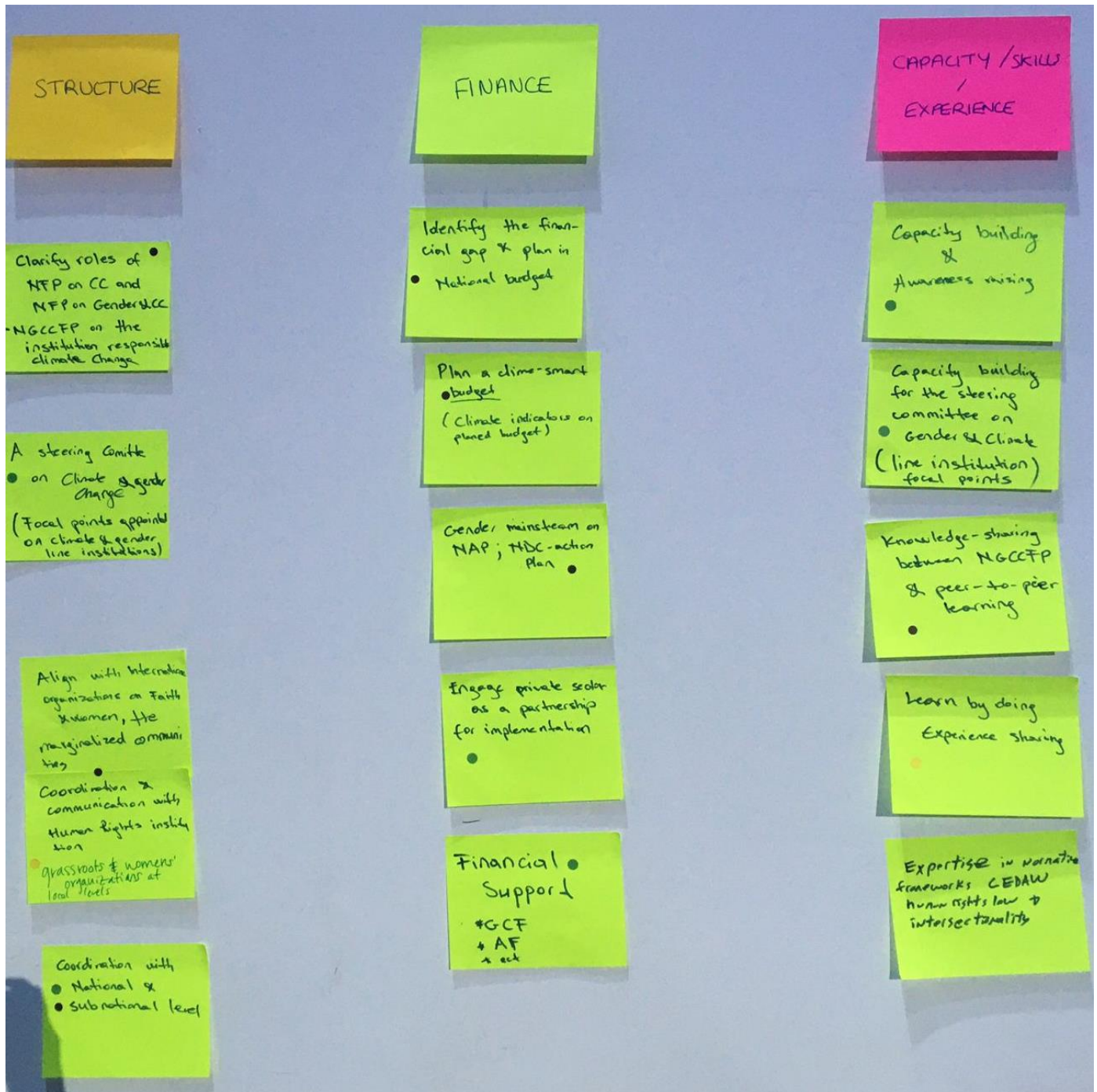


CAPACITY/SKILLS/EXPERIENCE

FORMAT

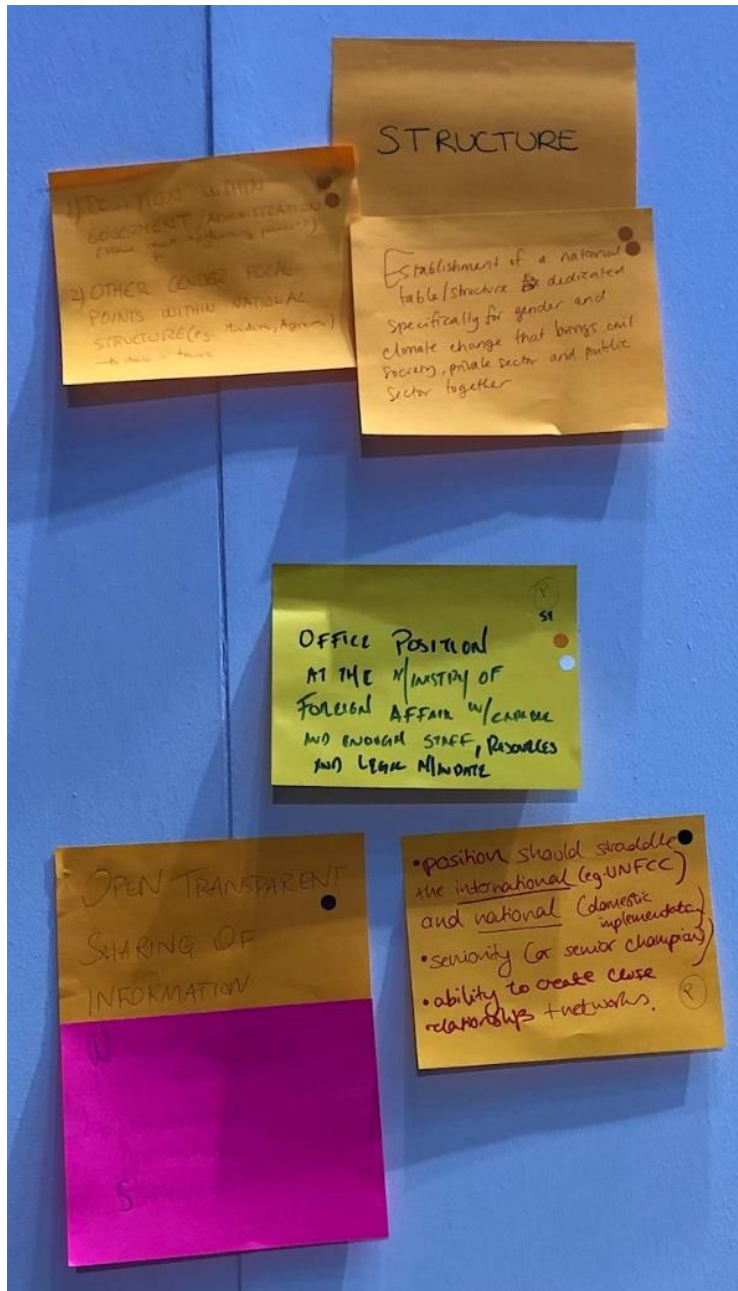


Enablers exercise – Group 2

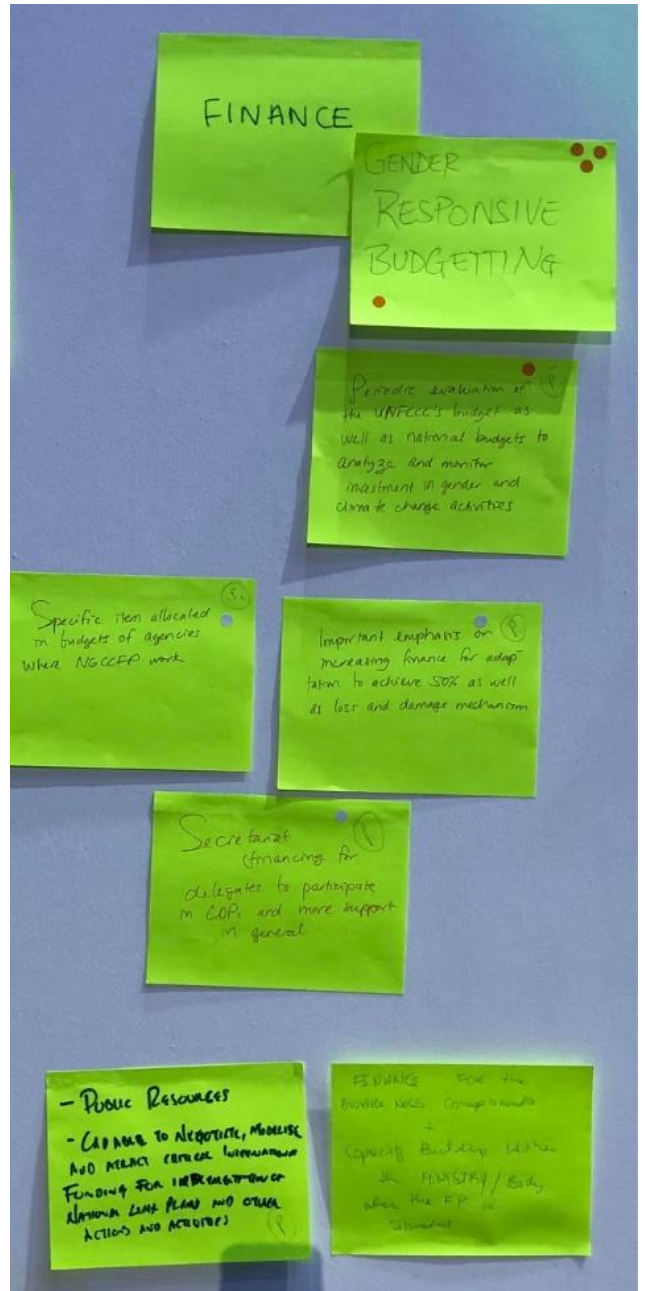


Enablers exercise – Group 3

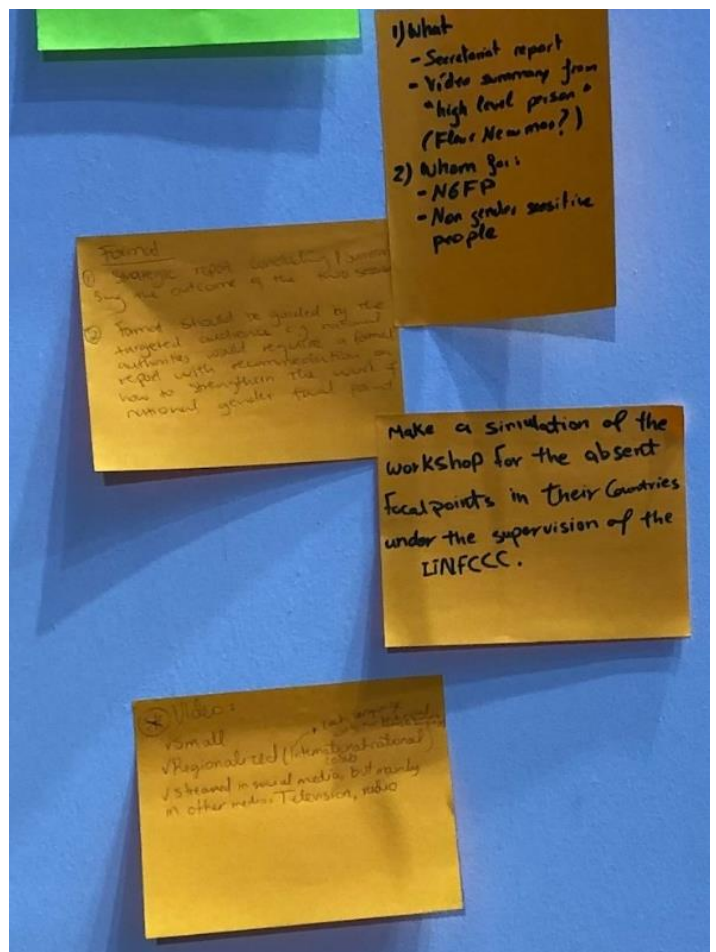
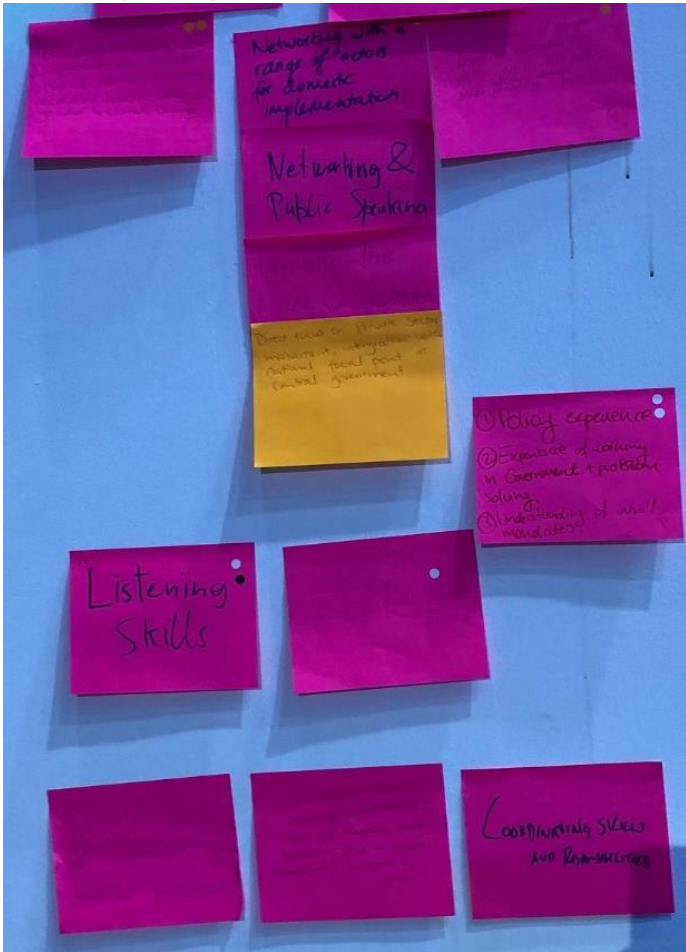
STRUCTURE



FINANCE

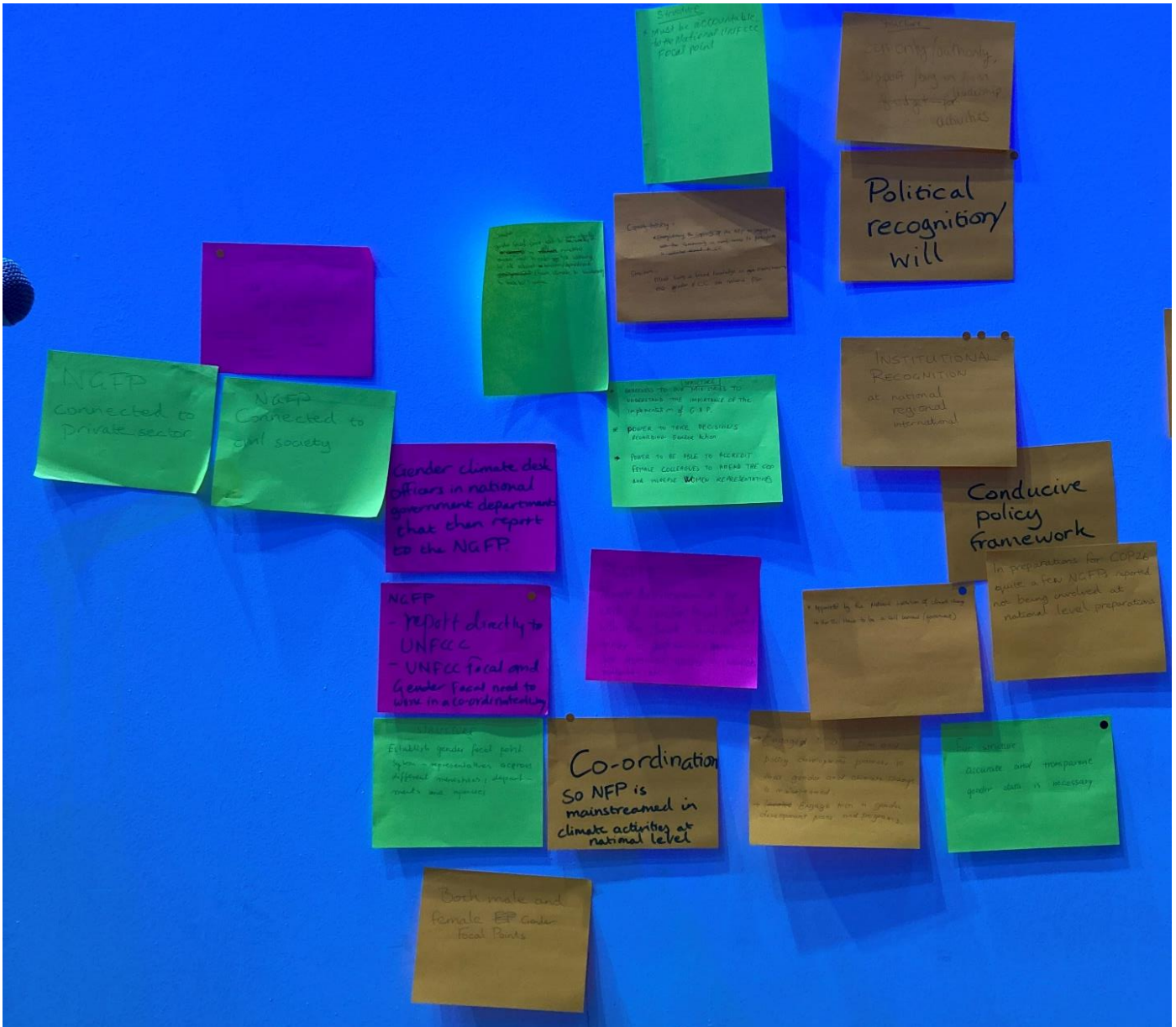


CAPACITY/SKILLS/EXPERIENCE



Enablers exercise – Group 4

STRUCTURE



3.3 Enabler exercise information from flip-charts as presented

POLITICAL SUPPORT		
Support from HoD △△△△△	Clear expectation setting with senior hierarchies and Head of Delegation (HoD) △△△	National funding linked with institutional arrangements ⊖ □
Human rights and gender policies are recognized and promoted (at national level) ⊖	Establish narrative on the benefits of gender mainstreaming policies ⊖	Political support and ownership ⊖

CAPACITY/SKILLS/EXPERIENCE		
Toolkit for new NGCCFP by UNFCCC secretariat/ resources on website △△△⊖⊖	Focused capacity development for gender focal point including accredited qualification on gender and climate change △△	Support in establishing a network of experts, desk officers and civil society △⊖⊖⊖□
Technical knowledge on gender in related sectors/themes/agencies relevant to climate change △⊖□	International best practice exchange △	Development of gender responsive indicators for NRV, NDC, AP and other climate change planning tools △
Experience sharing and networking forums △	Education/background in gender and climate change △	All NGCCFPs to be trained/qualified to the same level △
Knowledge sharing between NGCCFP & peer to peer learning △	Equipment and materials to document what has been done △	Listening skills ⊖ □
Capacity building and awareness raising ⊖	Education/background in gender and negotiations ⊖	Capacity building for steering committee on gender & climate (line institutions focal points) ⊖
Hand over and informal training from former NGCCFP ⊖	Policy experience □□	Learn by doing, experience sharing □
Time □	Strengthen capacity of the gender focal points to have a systemized coordination with the capacities, knowledge on climate change	Improved technical understanding about other UN processes like the ILO to better engage with other int. processes and have better coherence at the national level
Knowledge and experience in climate change area, practical work, sharing of knowledge	Improved capacity on promoting green jobs for women through a just transition	Actively engage in awareness raising with rural communities
Build capacity of negotiators to understand gender and climate	Experience of working in government and problem solving	Capacity for negotiations needs to be increased
Leadership skills	Understanding of international mandates	Coordination skills and resilience
Networking and public speaking: network with a range of actors for domestic implementation, partner	Expertise in normative frameworks CEDAW human rights law & intersectionality	

with local organizations, focus on private sector, integration with national focal point at the central government level		
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FINANCE		
Adequate national funding to ensure human resources are directed towards NGCCFP role △ △ △ △ △ ⊖	International financial support to implement projects △ △ △ ⊖	Periodic evaluation of the UNFCCC budget as well as national budgets to analyze and monitor investment in gender and climate change activities △ ⊖
Gender Responsive Budgeting △ △ △ △	Identify the financial gap and plan in national budget △	Gender mainstreamed in NAP, NDC and action plan △
International financial support for participation at COPs and SBs △	Must get finance to undertake their work △	Need to access climate finance e.g. for adaptation green climate fund △
Plan a climate-smart budget (climate indicators on planned budget) △	Focus on gender budget at the national level to improve gender mainstreaming, gender budgeting in climate related budgets, gender and climate budget coding system, dedicated budget with authority to NGCCFPs △	Secretariat financing for delegates to participate in COPs and other general support ⊖
Financial support – GCF, AF, etc. ⊖	Mapping of financial programmes on gender mainstreaming ⊖	Engage private sector as a partnership for implementation ⊖
Important emphasis on increasing finance for adaptation to achieve 50% as well as loss and damage mechanism ⊖	National funding (linked with institutional arrangements) □	Specific item on gender allocated in budgets of agencies where NGCCFP works □
Resources and capacity to negotiate and attract international funding for implementation	Resources to carry on capacity building workshops with other national focal points from different ministries	Financial mechanism for allocation of resources to address the vulnerable groups (including women and children)
Budget for activities		

STRUCTURE		
Official structure for implementation and review of implementation △ △ △ △ ⊖	Institutional recognition at national, regional and international level △ △ △	NGCCFP Position within the government/administration △ △
Have 2 NGCCFP per country – one specialized in negotiations and one in implementation △ △	Establishment of a national structure dedicated to gender and climate change that brings together civil society, private sector and public sector △ △	Monthly round table with formal governance, with representatives from all relevant governmental departments △ ⊖ ⊖

Office positioned at the ministry of foreign affairs and enough staff, resources and legal mandate △ ⊖	Informal exchange with other departments at national level – establish who does what △ ⊖	Align with international organisations on faith, women and marginalized communities, Co-ordination and communication with human rights institutions △
NGCCFP report directly to UNFCCC △	Partnerships at national level △	Co-ordination with sub-national level △
Clarify roles of the national focal points and NGCCFP as well as institutional responsibilities △	Mapping of experts on gender and climate change ⊖ ⊖	A steering committee on climate change and gender including climate change and gender focal points appointed in line institutions ⊖
Co-ordination and communication with grassroots and women's organizations at local levels ⊖	Co-ordination with national level ⊖	Move NGCCFP role from Ministry/department to national agency (implement nationally) □
Open, transparent sharing of information □	Position should straddle international and national level, be of seniority □	Accurate and transparent gender data is necessary □
Other gender focal points within the national structure (e.g. ministries, agencies, etc.)	NGCCFP needs to work closely with all ministry structures that are relevant to climate change	NFP and NGCCFP need to work in coordinated manner
Must be accountable to the national UNFCC focal point	Awareness of the ministries of the importance of implementation of GAP	Seniority and authority of NGCCFP and support and buy in from leadership
At least one person that can give technical support	Power to take decision regarding gender action	Engage men in gender development programmes
Support from authorities	Power to be able to accredit female colleagues to attend the COP and increase women representatives	Being involved in national level preparations e.g. for COPs
Strategic alliance with the gender ministry to gain visibility of their work	Gender climate desk officers in national government departments that then reports to the NGCCFP	Appointed by the national climate change institution and be a civil servant
Must have broad knowledge on gender and climate change	NGCCFP connected to civil society	

3.4 Online survey results

I am:



10
NGCCFP



23
Party Delegate



17
Other



Looking at your current role, what are the top 5 responsibilities? [In your view, what are the top 5 responsibilities of NGCCFPs?]

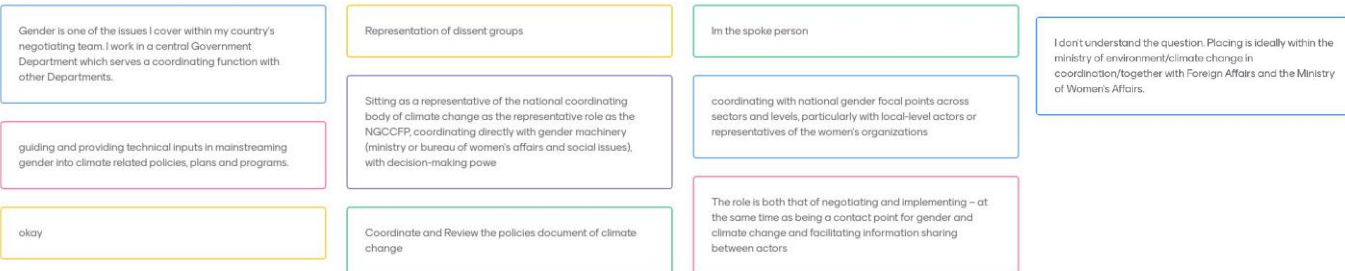


Ensure that gender balance isn't only to fulfill quotas, but to actually ensure the participation of women within the delegation	Coordinating departments through organisation of regular meetings information sharing i.e. international mandates Facilitating link ups between different teams Driving action/advocating for greater inclusion of gender equality in climate Analysis	Represent the voice of the people and not the government	Gather and include the opinions and perspectives of women from sacrifice areas of our country in decision-making, in addition to showing this reality to the world.	Communicate, personal growth, Herad people opinion, call to action	Coordination, advocate for gender mainstreaming, equity, awareness raising, advocate for an active participation of women, advice their country in gender and CC
Communicate, listen, collaborate	Report back to their countries what is going on at an international level to ensure people around the world are informed about what is going on at an international level	Encourage the participation of youths at the national level and represent their voices in international meetings including women's voices and dissent.	Coordination, representation, empowerment, mediation and awareness	-Advise the national delegation on the need for gender balance- Ensuring that gender is mainstreamed into the Zimbabwe revised NDC- LIAISING WITH secretariat Gender Team on activities and upcoming events on Gender and Climate Change	Coordinate national position on gender, act as a contact point on gender, attend negotiations the gender item, promote activities on gender and CC, coordinate with other delegates
Coordination skills and expert enhancement gender mainstreaming advocacy and call to action	To create networks that benefit the fight against climate change and support women in the most affected communities.	Coordinate gender activities Provide training on gender for staff, involving gender experts initiate, coordinate gender strategy	Justice, equality in all issues, will listen to women who are directly affected by CC, perseverance, changes in the current unequal system.	Ensuing gender is integrated into the climate plans and actions at the national level and in commitments and communications to the unfccc	Darle seguimiento a al grupo de género en ALC Respuesta 2 Velar por el cumplimiento de los acuerdos. Ser protagonistas en cuanto al impulso que se le debe dar a los que se encuentran atrás. Impulsar programas de acuerdo a las necesidades

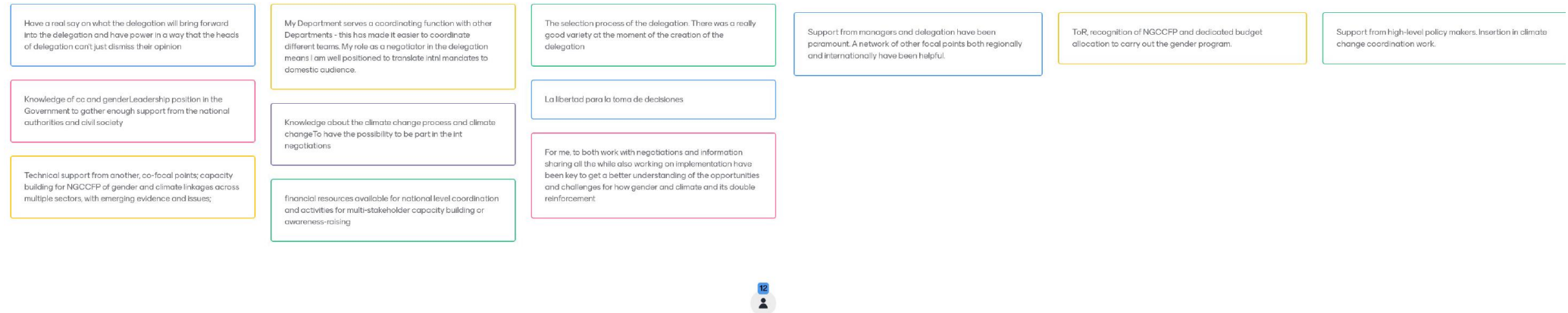




Please explain to us the structure of your role. [Please explain to us the ideal structure of the role.]



Looking at your current role, what aspects in its structure have been key in enabling you to successfully carry out your role?



Looking at your current role, what aspects in its structure could be improved to better carry out your role?

