



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

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 <i>* enablers that were seen to be a “must have” by at least one NGCCFP are shown in bold font</i>	INDIVIDUAL INPUT AND PRIORITIZATION <i>△ represents “must have” rating ⊖ represents “important” rating □ represents “good” rating</i>		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	□	
		Must get finance to undertake their work	△	
	Financial resources to ensure NGCCFPs' participation at e.g. COPs, SBs or other relevant meetings	International financial support for participation at COPs and SBs	△	
		Secretariat financing for delegates to participate in COPs and other general support	⊖	
	Gender budgeting to ensure national climate budgets take gender into account	Gender Responsive Budgeting	△ △ △ △	
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		△		
Ensure adequate resources for the role, including time	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		△		
Equipment and materials to document what has been done	△			
Listening, leadership, public speaking, coordination skills and resilience	Listening skills	⊖ □		
Mapping of experts on gender and climate change		⊖ ⊖		
Other: ____				

Table 3: Worksheet of summary of enablers