



2024 REGIONAL CLIMATE WEEKS MASTER INFORMATION NOTE

WHAT ARE REGIONAL CLIMATE WEEKS?

Today, the **regional climate weeks** act as a platform for stakeholders to meet, share experiences and best practices, as well as identify mutually beneficial climate action and policymaking related to implementing and achieving the Paris Agreement. The regional climate weeks also provide an opportunity for co-organizing several regional UN events at the same time in the same location, enhancing the possibility to interact and share knowledge.

The regional climate weeks (RCWs) are gaining momentum as unique platforms to support the common goal of advancing more ambitious action, enhancing the nationally determined contributions (NDCs) and national adaptation plans (NAPs) through the provision of adequate means of implementation and the generation of an all-of-society engagement. They are annual events that evolved from the Carbon Forums organized by the Nairobi Framework Partnership (NFP) since 2006 and which have grown to cover all topics related to the implementation of the Paris Agreement. The **RCWs** also build momentum towards the COP and hold dialogues to boost ambitious climate action from a regional perspective. COP26 and COP27 adopted decisions that further enhanced the role of regional climate weeks, both for catalyzing and accelerating concrete regional collaboration and for facilitating mandated work under UNFCCC.

The most recent regional climate weeks were held in 2021 and 2022:

- The **Asia-Pacific Climate Week** (APCW 2021) Virtual Thematic Sessions were held from 6 to 9 July 2021, hosted by the Government of Japan. [Explore the output report.](#)
- The **Middle East and North Africa Climate Week** (MENACW 2022) was held from 28 to 31 March 2022 in Dubai, United Arab Emirates. [Explore the output report.](#)
- The **Latin America and Caribbean Climate Week** (LACCW 2022) was held from 18 to 22 July 2022 in Santo Domingo, Dominican Republic. [Explore the output report.](#)
- The **Africa Climate Week** (ACW 2022) was held from 29 August to 2 September 2022 in Libreville, Gabon. [Explore the output report.](#)

Additional information on past RCWs can be found [here](#).

1. ORGANIZERS

All RCWs are organized by the UN Climate Change secretariat (UNFCCC) and the host country. UNFCCC and the host will develop and deliver the event in collaboration with **global partners**, UN Environment Programme (UNEP), UN Development Programme (UNDP) and the World Bank Group (WBG), and with the **Regional Partners**.

ACW Regional Partners: Africa Development Bank (ADB), the UN Social and Economic Commission for Africa (UNECA), and the African Union.

MENACW Regional Partners: Islamic Development Bank (IDB), International Renewable Energy Agency (IRENA), League of Arab States, UN ESCWA

LACCW Regional Partners: Banco Interamericano de Desarrollo (BID), UN ECLAC, Inter-American Development Bank (IDB)

APCW Regional Partners: Institute for Global Environmental Strategies (IGES), UN ESCAP, Asian Development Bank (ADB)

Current COP and incoming COP Presidencies, as well as the UNFCCC high-level climate champions, are also engaged in the organization of the event, as are often the local UN offices in the host country.

To achieve the objectives of each RCW, the support of the host country is critical. The organizing partners wish therefore to select a Host that will give prominence to the current challenges and opportunities for addressing climate change in the region. A successful RCW will require the participation of Parties, negotiators, ministers, businesses, academia, youth and civil society.



WHY HOST A REGIONAL CLIMATE WEEK?

Hosting a regional climate week is a unique opportunity to bring governments, the private sector, and other non-Party stakeholders together to advance cooperation and collaboration in the region to address the climate change crisis. It is also an excellent opportunity to:

- a) Raise the **host city's profile**, which can lead to short and medium-term economic benefits, whilst ultimately bringing innovative pathways for climate action in the region;
- b) Raise the profile of your region's specific climate change discussions through **ministerial segment**;
- c) Increase your **regional recognition** by showcasing your country's demonstration projects;
- d) Facilitate the **understanding of climate change** policies and negotiations;
- e) Provide an important platform **for discussing issues that are relevant to the upcoming COP** including through meetings with negotiators and regional groups. For example, in 2023, the RCWs are important platforms for elaborating the regional context for the global stocktake that is a key element of COP28 in Dubai (UAE);
- f) Take stock of the progress in implementing nationally determined contributions (NDCs) and **share experience**, good practices and initial lessons learned in the execution phase;
- g) Act as an **enabler** of low-carbon, climate-resilient development in your region;
- h) **Promote collaboration** between several organizations, including UN organizations, other IGOs, subnational authorities, civil society, and the private sector, including finance and industry;
- i) **Engage** youth leaders in climate action;
- j) Secure **worldwide media coverage** that showcases the efforts taken by your country and in the region to address climate change.

HOST COUNTRY ROLE AND SCOPE OF TASKS

***Important:** When signing the Expression of Interest letter, the host agrees to the basic responsibilities of the host and UNFCCC, as contained in this information note. Furthermore, the host may be requested to sign an agreement with UNFCCC to acknowledge privileges and immunities for staff and individuals serving on constituted bodies established under the UNFCCC Convention, its Kyoto Protocol, or its Paris Agreement*

While UNFCCC is the main organizer of the regional climate weeks, in partnership with the global and regional partners, the host country and host city fill a critical role by providing the logistics, services and support required for delivering the climate week.

Specifically, the host is expected to provide and pay for the following:

- A **conference venue** that can accommodate
 - Up to 10 parallel tracks of meetings of the 10 meeting rooms:
 - one should be a large (500+ persons) plenary room;
 - three should be able to host 150 - 200 persons, flexible for different set-up styles;
 - the rest should host 30 - 100 people, also flexible for different set-up styles.

- In addition, one Action Hub: a small open stage with a screen located centrally within the venue. The Action Hub is a place where participants can move freely through, network and be inspired by informal talks, pitches, and presentations. As it should be open to the area surrounding it, seating is optional but can consist of a few chairs around the stage.
- 1 registration area, where at least 5 registration stations can be set up.
- 2 - 3 bilateral meeting rooms.
- 1 UNFCCC office for ~30 persons where UNFCCC staff can work.
- 1 partners' office where global and regional partner staff can host meetings or print documents.
- 1 DSA (per diem) room where participants can collect their DSA.
- 3 - 4 VIP offices for COP presidents, the Executive Secretary of UNFCCC, and principals of other UN organizations.
- 1 catering area for coffee breaks and lunches, either in one place or at dedicated serving stations throughout the venue.
- 1 rest area for volunteers.
- Optional: 1 exhibition area. This would be managed by the host directly.
- 1 plenary and 3 larger meeting rooms that can be equipped with interpretation booths in each (optional for APCW).
- In case temporary spaces (e.g., tents) need to be set up to meet the above requirements, the temporary areas need to be designed and confirmed at the time of selecting the venue.
- Decoration of the venue is the responsibility of the host.
- Free water in all rooms.

- **Accommodation** is not part of the responsibilities of the host. However:

The host is requested to secure 70 hotel rooms for staff from UNFCCC and partners at, or very close to, the conference venue. UNFCCC and organizations will cover the costs for the rooms, but the host is requested to negotiate favourable rates and secure a block booking.

There needs to be enough hotel rooms available at the venue or in close proximity to the venue to accommodate staff and participants at reasonable rates.

The host may want to ensure that enough VIP guest rooms are available for ministers, UN principals and other VIPs.

- **ICT services are the responsibility of the host.** The host is expected to:
 - Provide free stable Internet (Wi-Fi) for all participants throughout the venue.
 - Enable virtual participation in all meeting rooms, including the provision of both equipment and technicians.
 - Set up ICT services in the registration area, including printers, scanners, and cameras.
 - Ensure broadcasting through YouTube channels of key events: Opening, high-level events and closing.
 - Provide information screens at strategic points in the venue, displaying the daily program.
- **Facilitation of travel and transport are the responsibility of the host.** The host is expected to:
 - Support participants' travel to the host country by facilitating visa applications and entry permits before their travel, ideally through online means, and by supporting fast processing at border control. Considering that the regional climate week is a United Nations event, all nationalities are welcome to attend.
 - Set up a welcome desk for participants at the airport, providing advice and

instructions.

- Arrange for shuttle transport between the venue and major hotels, if it is difficult to provide accommodation close to the venue.
- Please note that since the regional climate weeks are UNFCCC events that also includes mandated UNFCCC events, representatives from all UNFCCC parties must be granted access to the host country so they can attend the climate week.

- **High-level segment: VIP invitation and participation**

Each regional climate week has a high-level segment generally lasting one day which includes an opening ceremony, a series of ministerial roundtables and possibly closed events with negotiators and other VIPs. The host country is responsible for inviting Heads of State and Government, Ministers, and other VIPs as well as a master of ceremonies or moderators as needed for the high-level events. UNFCCC may support the preparation of invitations as needed. The host provides protocol services, including catering, a lounge and rooms for bilaterals, transport and security for VIPs.

- **On-site arrangements** are to be provided by the host. These include:

- Approximately 30 **volunteers**, who can support registration, room management, crowd control, information desk etc. Volunteers should be equipped with conference T-shirts, provided by the host, for making them easily identifiable and be provided with the same catering as conference participants. Volunteers should receive benefits including free meals, coffee/tea and water as well as sufficient breaks. Volunteers should be able to speak the national language and English.
- **Interpreters including interpretation equipment** – French-English for ACW, Arabic-English for MENA, Spanish-English for LACCW and none required for APCW.
- **Catering**, including coffee/tea and optionally lunch. In the case that lunch cannot be provided for free, it should be available for affordable purchase at or nearby the venue.
- Optional, but suggested: **A welcome reception** with a cultural program to welcome delegates, subject to the preferences of the host.
- The host is responsible for ensuring that protocol for **medical services** is put in place, this may include Covid-19 testing and first aid in case of emergencies.
- Optional: **Field trips** to visit relevant projects and areas may be organized by the host.
- Optional, but suggested: A **conference sign/symbol** may be made available as a backdrop for photo opportunities. This could be a hashtag sign or similar.
- In case the **press and media** are expected to attend in numbers, the host country should provide a dedicated area where they can set up cameras, conduct interviews, etc.
- The host is responsible for providing **security** at the venue.
- The host is responsible for naming the meeting rooms and areas and **providing venue signage and maps** so that each can easily be identified, and participants can find their way around.
- **Security arrangements** must be agreed upon and coordinated with UNFCCC.
- Optional: Setting up and managing **an exhibition space**. Typically, many companies and organizations wish to show their work and products at the regional climate weeks. This can be offered on a commercial basis and can serve as a source of income for the host. Exhibitors need to be approved by UNFCCC from a due diligence perspective, but all other arrangements are made directly between the host and the exhibitor. One common exhibition table/booth should be reserved for UNFCCC and organizing global and regional partners free of charge.

- **Sponsorships** may be offered by different companies and organizations. As this helps offset the costs for the host, this is in principle welcome. However, the following requirements apply:

- Sponsors must be cleared by UNFCCC before they are approved.

- The RCW is a UNFCCC event. This must be always made clear in the branding of the week.
- Commercial messages and logos may be accepted on a limited scale but may not convey the impression that the sponsor and UNFCCC are working together.
- Any financial transactions must take place directly between the sponsor and the host, the sponsor, and the hotel, or between the sponsor and the service provider. *UNFCCC will not be a part of sponsor-related financial transactions in any way.*

UNFCCC & PARTNERS' ROLE AND SCOPE OF TASKS

All the tasks described below are led by UNFCCC with support from global and regional partners and in coordination with the host country.

- **Agenda**
 - **Development of thematic focus areas.** This is done for all regional climate weeks and is developed together with partners, with input from the host and the COP presidency
 - **Expression of Interest (EOI) process for events on the RCW agenda.** This is a managed process for inviting, receiving, reviewing, and accepting/rejecting/merging events. The host will be requested to support sharing invitations to submit an EOI in their networks.
 - **Development of the detailed program.** This includes the opening, high-level segment, thematic areas, affiliated events, side events and action hub events. This will be done in consultation with the host.
 - **The host may propose sessions and topics for sessions** that the host country would like to conduct as part of the program.
- **Participants' information and online registration**
 - UNFCCC will create and maintain **the primary, dedicated website** for each RCW. This website will provide information about the program, the venue, recommendations for hotels, transport, general information about the host city and country, safety, and security tips etc.
 - Registration to each RCW will be free and open but moderated to ensure that we stay within the capacity of the venue. **UNFCCC will manage all registration and confirmation issues** (recordings and broadcasting of events can also be accessed through this website.). VIP delegates invited by the host should also be registered and UNFCCC will register them once confirmed by the host.
- **On-site organization of events and daily flow**
 - While each event organizer is responsible for their own event, UNFCCC will ensure adequate on-site support, facilitation, and troubleshooting.
 - UNFCCC also coordinates the practical arrangements for the opening, the high-level segments and closing events. Security and protocol for these events needs to be carefully coordinated between the host and UNFCCC.
 - UNFCCC will also manage the on-site registration of participants.
 - Crowd control and security are to be provided – as needed – by the host.
- **Press releases and reporting** will be managed by UNFCCC in collaboration with the host and partners. Summary reports from each thematic track as well as an overall RCW summary will be prepared by UNFCCC and posted on the UNFCCC RCW webpage.
- **Production of videos and footage from the RCW** that can be used for reporting and promotional purposes will be organized by UNFCCC and partners.

- **An outcome report** will be prepared by the UNFCCC in consultation with the host country. The report will be published approximately one month after the conclusion of the event on the RCW website.
- **The outputs from each RCW will be presented at COP** an event organized by UNFCCC. The host will be invited to present the outcome from their respective RCW at that event.
- **Travel of participants** is normally the responsibility of each participant. However, for several meetings, the participants are invited and financially supported by UNFCCC and partners. UNFCCC will work to coordinate that support and help key participants attend if they can't pay their own way.
- **Travel of ministers** is normally expected to be covered by themselves, but UNFCCC and partners will seek opportunities to financially support such participation.

TIMELINE

The preparation time for RCWs is normally up to six months. This is to allow proper planning, preparation of information and organization of all aspects of the event.

Here is an example of the preparation timeline with milestones:

By COP28	Date and venue (city) of RCW is confirmed as part of a successful EOI with the host.
By January 2024	Thematic focus areas are confirmed.
Latest 4 months before RCW	The exact location of RCW is confirmed, and a venue layout is provided. This is done in conjunction with a technical visit from UNFCCC.
4 months before RCW	An invitation for expression of interest to host an event at the RCW is sent out.
3-4 months before RCW	The host has developed and approved the RCW budget, including an indication of major costs.
2 months before RCW	The RCW program is finalized. Hosts of approved events are informed.
2 months before RCW	The information for participants, including information about travel, hotels, visa requirements, local transport, etc. is published on the RCW website.
2 months before RCW	Registration of participants is open.
2 months before RCW	VIP invitations are sent.
1 month before RCW	All logistical arrangements are finalized and confirmed.
2-3 weeks before RCW	UNFCCC advance team arrives. A dedicated staff office at the venue is provided.
2 days before RCW	The registration area is set up and open for early registration.
1 day before RCW	All meeting rooms, offices and other areas are ready.
1 week after RCW	All materials, videos and photos are shared online.
2 weeks after RCW	UNFCCC coordinates post-mortem/feedback from host and partners.
1 month after RCW	Official RCW report released.
At COP29	RCW event held at COP to present the outcomes of the 2024 RCWs.

The timeline for delivery of RCWs should also consider regional and international holiday seasons as well as major UNFCCC meetings (COP and SBs) to avoid interfering with them. For example, the winter and summer holiday periods should be avoided, as should Chinese New Year and Eid. RCWs should also be planned to avoid requiring staff to spend these periods preparing for the RCWs.



Selection criteria

The UNFCCC generally considers the following criteria when selecting the host country of an RCW:

Sustainability measures

The selection will consider the measures the host country will take to minimize the overall climate and environmental impact of the RCW.

Visa requirements

As regional climate weeks are UN events, each week should be accessible to all. The selection will consider how the host country will facilitate easy access into the country for participants.

Travel connections

Easy access to the country, city and venue is strongly desired. The selection will consider how the host country will ensure easy international, regional, and local access to the venue and will look at the host country's elaboration on the best ways to travel to the country internationally, as well as from the region (including air, road, train, or boat), and local transport options to get from the airport and hotels to the venue (including bus, train, subway, taxi, bikes, etc.).

Safety and security

Safety and security are critical. The selection will consider the host country's assessment of 1) safety for participants to move around the city including by foot, public transportation, taxis, biking, etc., 2) access to emergency healthcare 3) accessibility and 4) security measures proposed (if any) at the venue.

Geographic location

The principle of alternating among sub-regions within a region is to be applied. This is to facilitate the travelling of participants within their sub-regions.

Overall suitability of the proposed venue and time

The selection will consider the overall suitability of the proposed venue and the proposed time of the week.

Past climate weeks

Africa Climate Weeks:

ACW 2017 – Cotonou, Benin

ACW 2018 – Nairobi, Kenya

ACW 2019 – Accra, Ghana

ACW 2020 – Postponed to 2021

ACW 2021 – Uganda (virtual)

ACW 2022 – Libreville, Gabon

ACW 2023 – Nairobi, Kenya

Middle East and North Africa Climate Weeks:

MENACW 2022 – Dubai, UAE

MENACW 2023 – Riyadh, Saudi Arabia

Latin America and Caribbean Climate Weeks:

LACCW 2018 – Montevideo, Uruguay

LACCW 2019 – Salvador da Bahia, Brazil

LACCW 2021 – Dominican Republic (virtual)

LACCW 2022 – Santo Domingo, Dominican Republic

LACCW 2023 – Panama City, Panama

Asia- Pacific Climate Weeks:

APCW 2017 – Bangkok, Thailand

APCW 2018 – Sentosa Island, Singapore

APCW 2019 – Bangkok (Krung Thep), Thailand

APCW 2021 – Japan (virtual)

APCW 2023 – Johor, Malaysia