

MODULE 3

Managing the Negotiation Process



Presentation content

- UNFCCC as a convener
- Parties, non-Parties stakeholders and Party groupings
- COP Programming
- Scheduling negotiations
- Co-chairs and co-facilitators
- Drafting texts – process and challenges
- Preparing for sessions
- Information management



UNFCCC as convener

2 sessional periods per year

- May/June sessions (subsidiary Bodies only to advance technical work)
- November/December sessions (all Bodies, to adopt COP/CMP/CMA decisions)
- Belem, November 2025 = COP 30 (CMP/20 and CMA 7) and SB 63.



UNFCCC as convener (2)

COP venues

- COPs have been convened in 21 countries!
- COP 1 - 1995, was held in Berlin/Germany.
- The 2 treaties are named after the cities that hosted the COPs in which they were adopted: The Kyoto Protocol (COP 3 in Kyoto/Japan) and the Paris Agreement (COP 21 in Paris/France).



UNFCCC as convener (3)



Angela Merkel, COP 1 President



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UNFCCC as convener (4)



COP 21 – Laurent Fabius
with Gavel



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UNFCCC as convener (5)

How is the host country of the COP selected?

Rules of procedures: “The COP sessions shall take place at the seat of the secretariat, unless the Conference of the Parties decides otherwise or other appropriate arrangements are made by the secretariat in consultation with the Parties.”



UNFCCC as convener (6)

How is the Presidency of the COP selected?

- Rotation among the 5 regional groups
- Consultations between group members to determine which country from their region will make an offer to Preside (and often host) a conference
- The COP considers the offer and adopts a decision accepting the offer.
- COP 28 decided on COP 30 (Brazil)



Parties

The Convention divides countries into three main groups according to differing commitments:

Annex I Parties - industrialized countries that were members of the OECD in 1992, plus countries with economies in transition

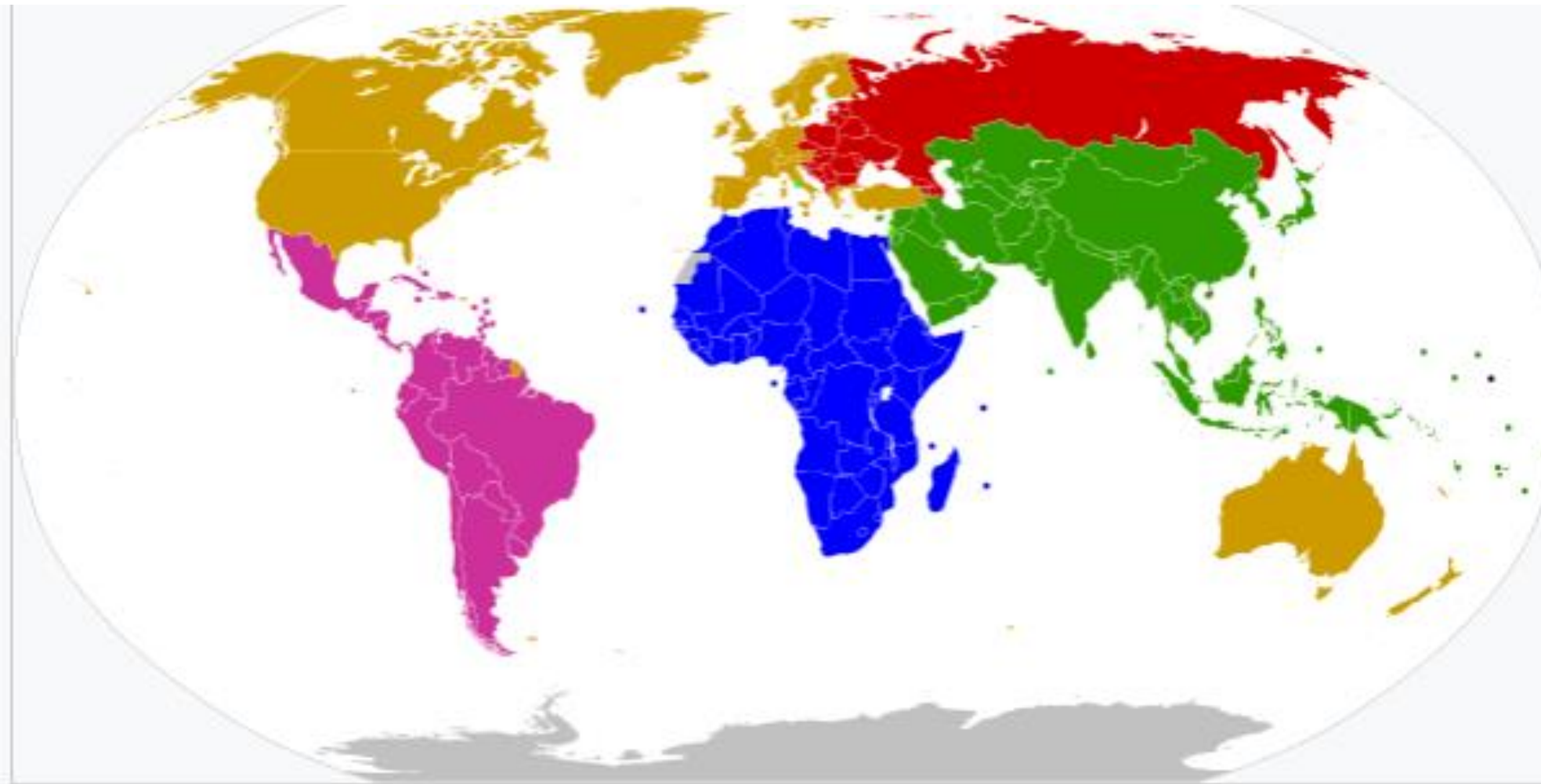
Annex II Parties consist of the OECD members of Annex I, but not the EIT Parties.






Non-Annex I Parties are mostly developing countries.

The 46 Parties classified as least developed countries (LDCs) by the United Nations are given special consideration under the Convention on account of their limited capacity to respond to climate change and adapt to its adverse effects.



Party Grouping – Regional Groups



-  African Group
-  Asia and the Pacific Group
-  Eastern European Group
-  Latin American and Caribbean Group (GRULAC)
-  Western European and Others Group (WEOG)



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Party Grouping – Negotiating Groups

Non overlapping

- **G77 & China**
- **European Union (EU)** – all EU member states
- **Environmental Integrity Group (EIG)** – Mexico, Liechtenstein, Monaco, the Republic of Korea, and Switzerland
- **The Umbrella Group (UG)** – Australia, Canada, Iceland, Israel, Japan, New Zealand, Kazakhstan, Norway, Ukraine, the United States, and the United Kingdom



Party Grouping – Negotiating Groups (2)

G77 includes overlapping groups

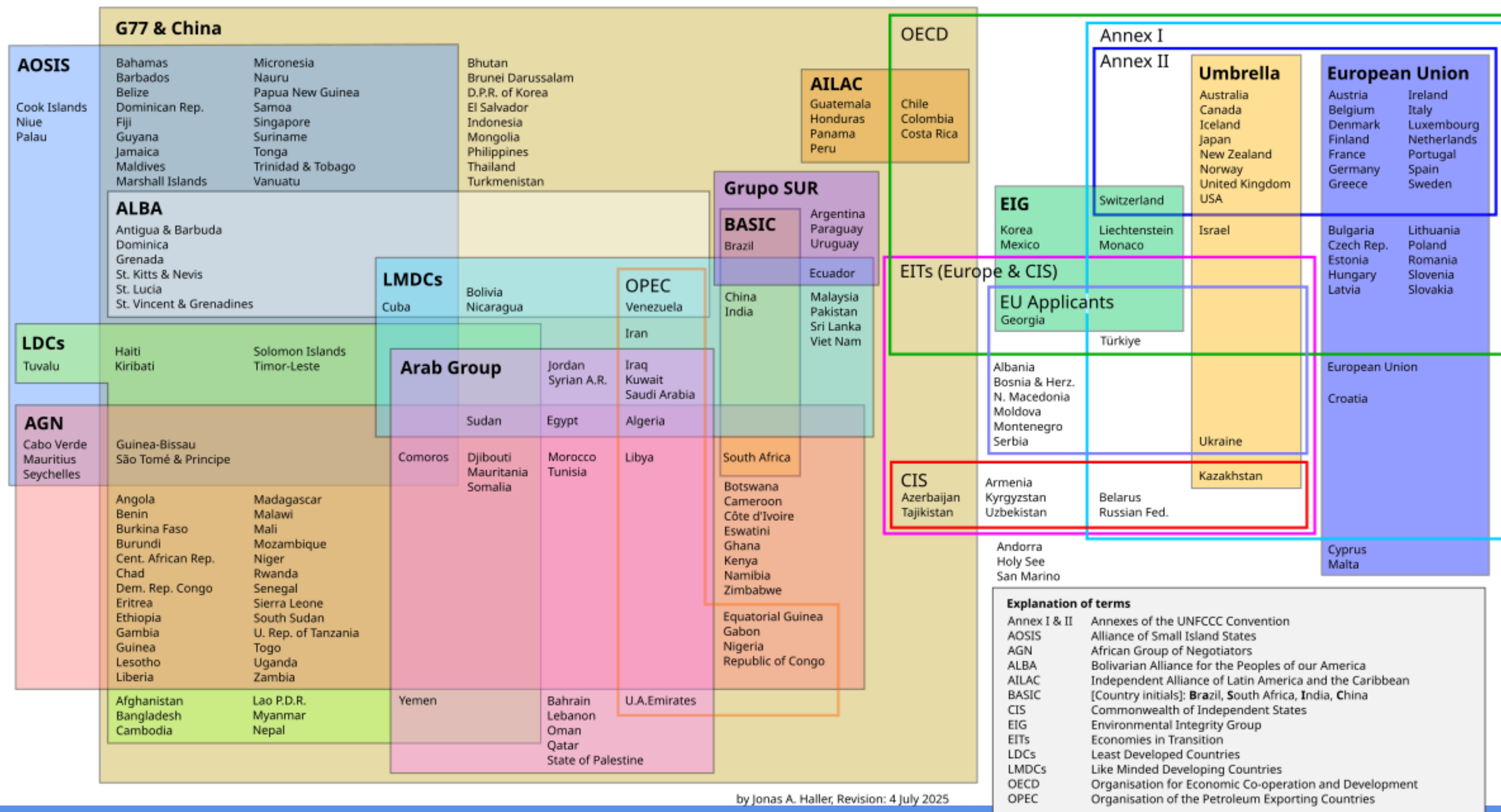
(e.g. AILAC, AGN, ALBA, BASIC, AOSIS, Arab States, LDCs, LMDC, Rainforest Coalition, SUR, etc...)



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Party Grouping – Negotiating Groups (3)



by Jonas A. Haller, Revision: 4 July 2025



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Non-Party stakeholders

Observer constituencies

- BINGO
- ENGO
- RINGO
- TUNGO
- Local Communities and Municipal Authorities (LGMA)
- Farmers
- Women and Gender (WGC)
- YOUNGO
- Indigenous Peoples (IPO)

IGOs & UN agencies

- Admitted intergovernmental organizations
- UN system agencies and programmes

Media

- Media is present at COP and SB sessions
- Press conferences by the Presiding Officers, Parties & ES
- Special accreditation for media



Non-Party stakeholders (2)

Other non-Party stakeholders

In recognition of the need for catalyzing stronger and more ambitious climate action by non-Party stakeholders, and mobilizing all levels of society, there are different channels through which non-Party stakeholders, **including those without observer status**, can engage in the UNFCCC process and contribute to the effective implementation of the Paris Agreement.



COP Programming - Blue Zone vs. Green Zone

- **Blue Zone**

- Formal conference and negotiation space managed by UNFCCC
- Hosts World Leaders Summit, Mandated events, Presidency events, High-level events, Side events, Delegations pavillons
- Only Parties, admitted observers, accredited media can enter

- **Green Zone**

- Usually managed by the host country
- Offers space for civil society, businesses, regional and local decision-makers to discuss ideas and solutions for a net-zero future in a more informal setting



COP Programming – Overview schedule

COP 30 Pre-sessionals: 04-09 November 2025
 COP 30: 10-21 November 2025



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04-09 Nov	Week 1: 10-15 Nov		Rest day 16 Nov	Week 2: 17-21 Nov	
Leaders Summit 6-7 Nov		Presidency and SB Chairs shuttle diplomacy		Presidency shuttle diplomacy	
Negotiating groups coordination meetings 5-9 Nov	COP/ CMP/ CMA Opening	Governing/subsidiary bodies negotiations	Presidency/ SB Chairs/ secretariat 2nd week negotiations end-game planning, including Ministerial engagement	HLS	Governing body negotiations and Ministerial engagement
Presidency shuttle diplomacy/groups meetings/HoDs	SBs Opening				
SB Chairs shuttle diplomacy/groups meetings	10 Nov	Mandated and Global Climate Action events			Mandated and Global Climate Action events
		Negotiating groups coordination meetings			Negotiating groups coordination meetings
					COP/ CMP/ CMA Closing 21 Nov



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Types of negotiation meetings

Formal

- Plenary meetings (public webcast, media allowed)
- Heads of Delegations consultations (closed meetings, HoDs only)
- Contact groups (CGs - open to Parties & Observers)
- Informal consultations (ICs - Same as CG but can be closed to observers)

Informal

- Informal Party consultations (also called inf inf, Parties only)
- Friends of the Chair
- Shuttle diplomacy



Types of negotiating meetings (2)



COP24 President Michal Kurtyka celebrates at the end of the final session of the COP24 summit on climate change in Katowice | Janek Skarzynski/AFP via Getty Images



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Types of negotiating meetings (3)



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Types of negotiating meetings (4)



Informal consultations at SBI 62
on Capacity-Building



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Scheduling negotiations

SBI recommendations:

- One-hour meetings, from 10-13 and 15-18
- No more than 6 meetings in parallel (including max 2 CGs in parallel)
- If no CG established, then at least the first and last IC open to observers

Avoid clashes to the extent possible:

- Thematic clashes
- Clashes for facilitators



Scheduling negotiations (2)

HR of LA/Advisors/Conference	8:00-9:00	9:00-10:00	10:00-11:00	11:00 - 12:00	12:00 - 13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00 - 17:00	17:00-18:00	18:00-19:00	19:00-20:00	20:00-21:00	21:00-22:00
Planning I, parliamentary Zone B 536/536/402 - 1,334		G77&China Coord. Meeting					G77&China Coord. Meeting							
Planning II, parliamentary Zone B 534/534/112 - 311	The Business, Investment and Philanthropy Climate Platform (BIPCP) for CA/MMT to book 8:00 - 18:00hrs											UAE JTWP (3) CG SBSTA 8/SBI 8	UAE JTWP Spillover	
HR 26, afternoon / Zone B 126/126/148 - 311 SI	Os Coord. Meeting		GST (3) SBSTA 3/SBI 5(a)	GST Spillover SBSTA 3/SBI 5(a)	UAE Dialogue (3) SBI 5 (b)	UAE Dialogue Spillover SBI 5 (b)	GST INF INF SBSTA 3/SBI 5(a)	UAE Dialogue Inf-Inf (2) SBI 5 (b)		RSO (2) SBSTA 4	SIDs Coord. Meeting		LDCs (4) SBI 12	LDC spillover
HR 93, afternoon / Zone C 108/108/152 - 331 SI	IN Coord. Meeting		WIM (3) SBSTA 6 (a)/ SBI 13 (a)	WIM Review (2) SBSTA 6 (b)/ SBI 13 (b)	AC report (3) SBSTA 5 (b)/SBI 11 (b)	Gender inf inf SBI 17	Gender inf inf SBI 17	AC Review (2) SBSTA 5 (c)/SBI 11 (c)	NAPS (3) SBI 11 (d)	not available	AGN Coord. Meeting			
HR 84, afternoon / Zone C 108/108/152 - 331 SI		MWP prep	NCRG (4) CMA 11 (a) overflow room MR01 and MR02	UAE JTWP (3) CG SBSTA 8/SBI 8	UAE JTWP Spillover	MWP on Monitoring, evaluation and learning systems for adaptation and support - TBC Mandated event		Gender (3) SBI 17	NDCs (2) CMA 7	MWP (2) SBSTA 7/SBI 7	MWP spillover	MWP (3) continuation SBSTA 7/SBI 7	MWP spillover	
HR 14, afternoon / Zone C 108/108/152 - 331 SI		SI 30 mins prep SP, FR, RU, AR, CH	preparations for ME	6th high-level ministerial dialogue on Climate finance Mandated event		LCIPP Annual Gathering of Knowledge Holders- Part II Mandated event		CMA11(a) NCRG/inf-inf	COP8(a) LTF IC in MR12 (overflow MR06 and MR21)	17 - 18: COP8(a) LTF IC in MR12 (overflow MR06 and MR21)		13:30 - 19:30 COP8(c) GCF IC in MR12 (overflow MR06) 19:30 - 20:15 COP8(c) GCF IC in MR12 (overflow MR06) 20:15 - 20:30 CMA11(d) GEF CG in MR12 (overflow MR06)	spillover	
HR 42, afternoon / Zone C 108/108/152 - 331 SI			PSP (4) SBI 14 (c)	TEC JAR Inf-Inf (4) SBSTA 11/ SBI 14 (a)	TEC JAR (3) SBSTA 11/ SBI 14 (a)			PSP (4) SBI 14 (c)	TM-FM linkages (2) SBI 14 (b)	TIP Inf-Inf (1) CMA 12 (b)	RSO inf-inf			
HR 25, afternoon / Zone B 288/288/258 - 331 SI	Cs Coord. Meeting		CDM (2) CMP5	Art 6.8 (3) CG SBSTA 13 (c)		DCs Coord. Meeting		CDM (4) SBSTA 12	Art 6.8 (4) CG SBSTA 13 (c)	Art 6.4 (2) SBSTA 13 (b)		Art 6.2 (3) SBSTA 13 (a)	Art 6.2 Spillover	
HR 28, afternoon / Zone B 152/152/152 - 121 SI		WIM prep	Calum gave room to Ivett	MAI NCs / BURs (3) SBI 4 (a)/ SBI 4 (c)	NCs BRs/BRs C&S/GHG Inventory (3) SBI 3b/SBI 3c	Unpacking the loss and damage landscape - WIM ExCom and COP 23 Presidency event		Tech Review (3) SBSTA 15 c	Tech Review Spillover			GHG DI (2) SBSTA 14 (a)	ETF software (2) SBSTA 14 (c)	
HR 85, afternoon / Zone C 68/68/128 - 121 SI			slot for Inf-Inf	BUNKERS (2) SBSTA 14 (b)	Bankers spillover	30 mins prep	Youth-led Climate Forum-Dialogue II Mandated event	BUDGET (2) SBI 13	CMA11(a) NCRG Bilaterals	LDCs (3) SBI 12	Chairs Daily Coordination meeting with CFs 18:30-19:30	NAPs Inf-Inf		
HR 87, afternoon / Zone C 68/68/128 - 121 SI		SI test 30 mins prep on FR, CH		ACE (2) SBI 18	Gender (3) SBI 17			CMA11(a) NCRG Bilaterals	RM (3) SBSTA 9/SBI 9 possible overflow MR	RM spillover Spillover	Technology items Inf-Inf	Technology items Inf-Inf		
HR 24, afternoon / Zone B 68/68/128 - 121 SI			SB Chairs mtng w/observers	preparations		Bureau		spillover/dismantling	CMA11(a) NCRG Inf-Inf					
HR 22, afternoon / Zone B 68/68/128 - 121 SI		Gender Inf-Inf			MR to be used for Inf-Inf	SJWA -Inf-Inf (2) SBSTA 10/SBI 10	High level dialogue on Catalysing Investment for Just Transition - to be booked by	CDM - OVERFLOW ROOM	Art 6.2 - OVERFLOW ROOM SBSTA 13 a			CB (2) SBI 16	CB Spillover	
HR 84, afternoon / Zone C 68/68/128 - 121 SI			30 mins prep	High-level ministerial dialogue on Climate Finance - Overflow Mandated event				NCRG Spillover						
HR 82, afternoon / Zone C 68/68/128 - 121 SI			30 mins prep	High-level ministerial dialogue on Climate Finance - Overflow Mandated event							Gender Inf-Inf	Gender Inf-Inf	Gender Inf-Inf	
HR 86, afternoon / Zone C 68/68/128 - 121 SI				ACE overflow MR	Gender overflow MR	NCRG Inf-Inf		Overflow room finance items						
HR 23, afternoon / Zone B 68/68/128 - 121 SI				Art 6.8 - OVERFLOW ROOM SBSTA 13 c				Overflow room for Art 6.2						
HR 88, afternoon / Zone C 32/32/16 - 64			PAICC (2) CMA 16	PAICC Spillover				ACE Inf-Inf	ACE Inf-Inf					
HR 89, afternoon / Zone C 32/32/16 - 64														
HR 90, afternoon / Zone C 32/32/16 - 64														



Co-chairs and co-facilitators

- Negotiation groups are established at the opening plenary (As CGs or ICS, with co-chairs and co-facilitators)
- Co-chairs and co-facilitators identified by President/SB Chairs from within Party delegations based on their technical and soft skills
- Balanced geographical and gender pair of co-chairs/co-facilitators
- Under the guidance of the President and/or SB Chairs promote consensus-building to reach agreement and achieve progress
- Suggested reading: [We are in your hands](#) – A co-facilitator Handbook.



Speaking order of speakers in meetings

According to the draft rules of procedures being applied *“no one may speak at a meeting [...] without having previously obtained the permission of the President. [...] the President shall call upon speakers in the order in which they signify their desire to speak.”*

- In plenary meetings, the 4 non-overlapping groups are given the floor before any other group or Party, starting with The G77 & China
- In negotiation meetings, as per the DROP, or as established by the meeting itself.



Drafting text - process

- Negotiation groups meet 3 - 6 times during the session
- At the first meeting, Parties state their positions
- Co-chairs/co- facilitators draft text to be tabled at next meeting
- New iteration/s of draft text based on negotiations, published as co-chairs/co-facilitators informal notes
- Final text agreed at last negotiation group
- Final text published as L. document to be presented at closing plenary for adoption



Drafting texts – challenges

- Keeping texts clear and consistent with previous conclusions/decision
- Understanding legal and procedural implications
- Time pressure in-session (difficult negotiations and late-night drafting sessions by exhausted negotiators)
- “But they want it that way”: When political considerations override readability
- Keeping realistic timelines



Preparing for sessions

Importance of preparation

- Complex process – substance/procedures
- Frequency of sessions/mandated activities and need to stay up to date with developments
- Long agendas and heavy session schedules
- Limited negotiation time
- Complicated geopolitics
- Language barrier (negotiations in English)



Preparing for sessions (2)

Mandatory documents pre-session

- Treaties texts (Convention, Kyoto Protocol, Paris Agreement)
- IPCC reports
- [Draft] Rules of procedure
- Provisional agendas and annotations
- Technical documents
- Submissions by Parties/observers and synthesis reports, as appropriate
- Previous decisions and conclusions

National and Group coordination



Preparing for sessions (3)

In-session documents and information

- Daily programme
- Latest iteration of draft texts
- Observers assessment of progress (e.g. ECO, IISD, C2ES)
- Coordination meetings, mentoring

Post-session

- Reports and decisions
- Informal summaries (UNFCCC, IISD, C2ES, etc)
- Reflect



Information management

- www.unfccc.int
- [UN Climate Change Conference Baku - November 2024 | UNFCCC](#) (Latest decisions)
- [June Climate Meetings \(SB 62\) | UNFCCC](#) (reports)
- [UN Climate Change Conference - Belém, November 2025 | UNFCCC](#) (Agendas, official documents)



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Thank you



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