

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	The date and venue (city) of RCW are 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 the 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 RCW.