



Project report Process to strengthen observer engagement in the UNFCCC

Table of Contents

1.	Executive summary	4
2.	Introduction	6
3.	Phase One	8
3.1	Concept note	8
3.2	Background note and Agenda	8
3.3	Surveys	9
4.	Phase Two	10
4.1	Focus groups and written submissions.....	10
4.1.1	Agenda item 1: Observer organizations	11
4.1.2	Agenda item 2: Representation and equitable access.....	13
4.1.3	Agenda item 3: Admission and registration.....	15
4.1.4	Agenda item 4: Current modes of observer engagement.....	16
4.1.5	Agenda item 5: Constituted bodies and support team.....	18
4.1.6	Agenda item 6: Administrative and operational arrangements and financial support	19
5.	Phase Three.....	21
5.1	Spin-off workshops.....	21
6.	Monitoring and Evaluation.....	22
6.1	Implementation of Action Points.....	22
6.2	Review and Adaptation	22
6.3	Reporting and Accountability	23
6.4	Continuous Improvement	23
7.	Way forward	24
7.1	Reflections on the outcomes of the review process	24
7.1.1	Quality of Engagement.....	25
7.1.2	Access, inclusion and representation	26
7.1.3	Financial and logistical constraints.....	28



7.1.4	Observers' understanding of the processes, actors and engagement opportunities	28
7.2	Implementing the action points – maximizing impact.....	29
8.	Action points.....	33
9.	Annexes.....	37
9.1	Annex I: Expression of Interest – Survey questions	37
9.2	Annex II Registration to focus groups - Survey questions	41



List of figures

- Figure 1:** Gender Representation Agenda Item 1
- Figure 2:** Regional Representation Agenda Item 1
- Figure 3:** Constituency Representation Agenda Item 1
- Figure 4:** NGO and IGO distribution Agenda item 1
- Figure 5:** Gender Representation Agenda Item 2
- Figure 6:** Regional Representation Agenda Item 2
- Figure 7:** Constituency Representation Agenda Item 2
- Figure 8:** NGO and IGO distribution Agenda item 2
- Figure 9:** Gender Representation Agenda Item 3
- Figure 10:** Regional Representation Agenda Item 3
- Figure 11:** Constituency Representation Agenda Item 3
- Figure 12:** NGO and IGO distribution Agenda item 3
- Figure 13:** Gender Representation Agenda Item 4
- Figure 14:** Regional Representation Agenda Item 4
- Figure 15:** Constituency Representation Agenda Item 4
- Figure 16:** NGO and IGO distribution Agenda item 4
- Figure 17:** Gender Representation Agenda Item 5
- Figure 18:** Regional Representation Agenda Item 5
- Figure 19:** Constituency Representation Agenda Item 5
- Figure 20:** NGO and IGO distribution Agenda item 5
- Figure 21:** Gender Representation Agenda Item 6
- Figure 22:** Regional Representation Agenda Item 6
- Figure 23:** Constituency Representation Agenda Item 6
- Figure 24:** NGO and IGO distribution Agenda item 6

List of tables

- Table 1:** Summary of focus group meetings and written submissions
- Table 2:** Action points implemented by COP27
- Table 3:** Feasible action points proposed to be implemented in the short, mid and long-term
- Table 4:** Unfeasible proposed actions and shared understanding on limiting circumstances
- Table 5:** Main challenges, shared understanding and potential concrete ways forward



1. Executive summary

The review process to strengthen observer engagement in the UNFCCC was launched by the Executive Secretary after COP 26. The objective of this process was to collectively find solutions to address the challenges faced in ensuring meaningful, inclusive, fair and transparent observer engagement in the UNFCCC process within their respective responsibilities and mandates. As such, the expected outcomes included a shared understanding of these challenges, opportunities, and evolving contexts, as well as concrete ways to address them moving forward.

Phase one of the review process entailed a co-creative process with observer representatives, in which known issues regarding observers' engagement were identified, grouped and organized under six agenda items. Phase two comprised a series of substantive discussions on these agenda items through focus groups, consultations with stakeholders and submission of written inputs. In total, 20 focus group meetings were held between July and September 2022, with the participation of 157 representatives from admitted observer organizations, and 72 written submissions were received, including four stand-alone submissions addressing specific issues.

Outcome summaries were produced for each of the six agenda items discussions, outlining the key concerns, shared understanding, and proposed solutions brought up in focus groups and written submissions, together with suggested ownership and timelines. These were the basis of the list of about 300 action points drafted during phase three, which represent feasible solutions in the short-, mid- and long-term. Some of these action points were successfully implemented in time for COP 27 or in time for SB 58; others are met with caveats, or require a shift in paradigm and more robust resources to be executed while some were deemed as falling outside of the scope of the review process or the remit of observer organizations, the secretariat or of the presiding officers. Phase three also comprised a number of spin-off workshops to further develop specific solutions, and the establishment of a monitoring & evaluation process.

In mapping out the way forward, a reflection on the outcomes of the review process brought forth four major interconnected aspects of observer engagement on which to focus attention for improvement: (1) quality of engagement; (2) access, inclusion and representation; (3) financial and logistical constraints; and (4) observers' understanding of the processes, actors and engagement opportunities. This exercise also pinpointed three high-impact solutions proposed across discussions and submissions worth directing resources into by all actors involved, as they can potentially address a number of interrelated issues identified throughout the process.

The first is to **expand and enhance virtual participation**, which can help widen access and participation of groups and individuals beyond the constraints imposed by the COP venue's capacity. This can also enable the inclusion of a greater number of participants in various engagement opportunities throughout the year. The second is to **establish an intermediate zone** aimed at concentrating pavilions, exhibits and events, as well as fostering interaction, which would not only enable a more streamlined participation by admitted observers, by assembling attendees in different areas according to their needs and purposes of participation, but also allow for enhanced interaction for observers amongst themselves as well as with decision-makers. A differentiated badge system - either combined with the intermediate zone or in and of itself - can result in more efficient badge distribution. And finally, **implementing or pooling existing capacity building** initiatives can provide observers with a better understanding of the wide range of opportunities to meaningfully engage in UNFCCC process beyond the COP throughout the year, help raise



awareness of the existing ways for non-structured stakeholders to engage, and provide clarity on NGO Constituencies' different operating and governance systems.

Timeline of Review Process





2. Introduction

At COP 26, observers reported facing logistical difficulties and limited access to engagement opportunities. Some were due to technical issues, such as problems with the COP 26 Platform, but others were inherent to the process, such as the large number of observer participants and limited engagement opportunities. In response, the Executive Secretary decided that the secretariat would initiate in 2022 a holistic review process of observer engagement in UNFCCC process, in light of various challenges arising from the linear increase of observer participation and the diversified engagement channels in the UNFCCC sessions.

Recent years have seen a steady increase in the number of observers participating in UNFCCC meetings. The number of registered observers at COP 26 was 10,270 and rose to 13,981 at COP 27 and more than 17,500 at COP 28. This level of observer participation is the highest of any UN process and yet COPs are still perceived as exclusive, with many observers reporting feeling shut out and unable to meaningfully engage with the process. When considering observer engagement in the UNFCCC, there is a need to move beyond mere quantity of participation to quality of participation.

However, a high quantity of observers attending the COP does not guarantee quality participation, and may even result in thinning the engagement opportunities available to observers within the finite physical constraints of the COP venue. With an ever-increasing number of participants, securing a meeting room or side-event slot becomes more difficult, for example. Although a record level of observer participation can help make the process bring in a greater diversity of voices, in the absence of safeguards for equitable representation, it results in a smaller, and ultimately unsatisfactory, sliver of the pie when it comes to in-session engagement. It also allows better-resourced categories of stakeholders to dominate the participation, which in turn, leads to skewed distribution of engagement opportunities as the distribution is often prorated according to the size of stakeholder categories.

The adoption of the Paris Agreement brought in a new context of stakeholder engagement, where Parties invited non-Party stakeholders to scale up climate action. Parties also “reaffirmed the value of contributions from observer organizations to deliberations on substantive issues and acknowledged the need to further enhance the effective engagement of observer organizations as the UNFCCC process moves forward into the implementation and operationalization of the Paris Agreement”¹. With the Paris Agreement Work Programme concluded in Glasgow, the moment was opportune to conduct consultations and reviews for a possible recalibration of observer engagement specifically, and the UNFCCC process more broadly, to reflect and identify observer engagement that better supports the implementation of the Paris Agreement, assessment of collective progress and scaling up of ambition.

With this in mind, the objective of the review process was to collectively find solutions to address inherent challenges that the secretariat, observer organizations, and presiding officers face in ensuring meaningful, inclusive, fair and transparent observer engagement in the UNFCCC process within their respective responsibilities and mandates. As such, the expected outcomes are: 1. a shared understanding of the challenges, opportunities and the evolving contexts in which the UNFCCC operates relating to the engagement of observer organizations and 2. concrete action points to address challenges and facilitate opportunities in enhanced manners.

In recognition of the importance of non-Party stakeholders’ engagement and the significant role they play in the UNFCCC process, the entirety of the review process was conducted in a co-creative manner by

¹ FCCC/SBI/2016/8, paragraph 162.



holding in-depth discussions with various stakeholders. However, it is important to note that, due to the Party-driven nature of the UNFCCC process, this review has no direct bearing on the negotiations, as it would require the formal participation of Parties.

In order to systematize the work, the review process was broadly phased into three parts, reported in detail in the next chapters. During phase one, the issues relating to observer engagement under the purview of the secretariat, observer organizations and presiding officers were identified collaboratively with the focal points of NGO constituencies. The second phase consisted of a series of substantive discussions through focus groups, consultations with stakeholders and submission of written inputs, in order to align expectations, share an understanding of the challenges, opportunities and evolving contexts – including constraints and limitations faced by observers, the secretariat and presiding officers in resolving some of these issues – and identify potential ways forward through proposed solutions. The third phase primarily entailed the definition of tangible action points that can be taken forward by all actors involved, as well as the assessment of additional work necessary for the successful completion of the review process.

As the final step of the review process, the objective of this project report is threefold: (1) to document the procedural steps taken throughout the review process in order to ensure the registry of timelines, statistical data and relevant information; (2) to highlight key points brought forward during phase two, including challenges, limitations and potential solutions²; and (3) to analyze these contributions and lay out a way **forward to improve** and strengthen observer engagement in UNFCCC process moving forward.

² These were identified and reported in more detail in the outcomes summaries produced for each of the agenda item and, as such, the report should be read in tandem with these documents for a better understanding of the process. Summaries can be found here: <https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/non-party-stakeholders/overview/process-to-strengthen-observer-engagement-in-the-unfccc-0#Summary>



3. Phase One

3.1 Concept note

Phase one of the process to strengthen observer engagement in the UNFCCC process started in December 2021, with the secretariat drafting a [concept note](#) that was circulated among all NGO Constituency Focal Points (CFPs) and five IGOs that had shown interest in participation and process issues in the past for comments in February 2022. This concept note provided a brief background to the process, outlined the objective, expected outcomes, the methodology to be employed (including the guiding principles, governance and phases), and issues to be discussed. These points were further detailed in a separate document, the background note (see below).

The concept note stressed that the review process should be anchored in the spirit of open and collaborative co-creation with stakeholders to constructively and collectively find solutions based on a mutual understanding of their respective responsibilities and constraints. It furthermore recommended including discussions on the engagement of non-structured stakeholders, such as citizens and climate movements who wish to attend COPs, as their work contributes to the full implementation of the Paris Agreement. Finally, the document noted that all outcomes resulting from the process would be shared with Parties, admitted observer organizations, the UNFCCC secretariat staff and relevant stakeholders.

After reviewing the concept note to account for comments by representatives from NGO Constituencies and IGOs, the secretariat shared the document with admitted observer organizations, also in February 2022.

3.2 Background note and Agenda

In parallel with the development of the concept note, the secretariat prepared an extensive draft [background note](#) aimed at assisting observers to better prepare for and engage in the review process. In addition to outlining the issues of concern in observers' engagement known to the secretariat, the background note provided information on relevant statistics, reference documents and mandates as an *aide-mémoire* for readers to contextualize the issues, trigger their thinking and deepen their understanding of the mandates surrounding observer engagement in the UNFCCC. The background note also provided a list of agenda items under which the issues to be discussed were grouped and organized to facilitate discussions.

These agenda items were developed through a co-creative process that included representatives from NGO Constituencies and IGOs. To facilitate the process, the background note with the agenda items was circulated to allow everyone to comment and build on each other's ideas. The agenda items were defined as such:

- Agenda item 1: Observer organizations
- Agenda item 2: Representation and equitable access
- Agenda item 3: Admission and registration
- Agenda item 4: Current modes of observer engagement
- Agenda item 5: Constituted bodies and support team
- Agenda item 6: Administrative and operational arrangements and financial support



3.3 Surveys

In order to assess the level of interest and engagement in the process, two surveys were conducted:

- 1) Expression of interest survey, launched Tuesday 19 April 2022
- 2) Registration to focus groups, launched Tuesday 17 May 2022

The first survey was sent out to over 3,000 admitted observer organizations and the total number of respondents amounted to 304. The second survey was subsequently sent to the respondents of the first survey and the final number of respondents amounted to 283. For the questions asked in both surveys, refer to Annexes 1 and 2.

Some of the responses provided by observers in the first survey were used as inputs in the development of the information sheets prepared for the focus group meetings to help frame the issues and proposed solutions (more details in the next chapter).



4. Phase Two

Phase two started in July 2022 with the preparation of focus groups meetings and written submissions. Information sheets and infographics were drafted for each of the agenda items in order to provide a more structured outline and guidance for discussions. These documents were uploaded to the webpage and sent out with email invitations to stakeholders ahead of the meetings. Similarly, questionnaires were made available on the website to structure written submissions for each of the agenda items. Stakeholders were informed of the opportunity to provide written inputs by email and the submission portal remained open for several weeks on each agenda item to allow sufficient time to respond.

In parallel, a series of bilateral meetings were held with secretariat staff and other stakeholders (e.g., representatives from COP Presidencies and the High-Level Champions team) to collect information on their expectations and ensure their understanding of the review process in advance of the focus groups. For greater inclusivity, the need for interpretation and translation services was addressed by securing volunteers (through the UN-Volunteers website) for all relevant documents and sessions that would benefit from interpretation, and logistical arrangements were made to ensure the widest participation possible and the most efficient use of time for all participants. These arrangements included the decision to use Zoom as the video conferencing application and the Miro board as a visual collaboration support platform.

During the preparation phase, responding to a request by various stakeholders, the intention was to hold regional and global focus group meetings to cater to different time zones and languages. However, the response to the secretariat's initial offer was lukewarm, and due to the lack of interest and quorum for regional meetings, global meetings were scheduled instead at different times according to the interest expressed by observers, with interpreters being secured for Arabic, French, and Spanish when participants identified the need for it in advance. Thirteen out of 20 focus group meetings required interpretation and these services were provided in full in 11 meetings. In the other two instances, interpretation could not be provided due to technical issues, mostly related with the interpreter's internet connectivity.

4.1 Focus groups and written submissions

A total of 20 focus group meetings were held between July and September 2022 (see summarized table below), with the total participation of 157 representatives from admitted observer organizations in total. While all were invited to attend any and all sessions that were of interest, some took part in only one meeting, while others participated in a number of focus groups, according to their specific interests. Written submissions were also welcome on any topics of the review process. A total of 72 written submissions were received, including four stand-alone submissions addressing specific issues. A total of 195 observers participated in phase two of the review process - accounting for participants that either took part in meetings or submitted written inputs.



Table 1. Summary of focus group meetings and written submissions

Agenda Item	Number of meetings:	Timeline of focus group meetings:	Total: Number of participants	Total: written submissions
1. Observer organizations	5	26 July – 4 August	46	14
2. Representation and equitable access	5	12 – 16 September	48	8
3. Admission and registration	4	27 July – 8 August	40	10
4. Current modes of observer engagement	2	10 – 12 August	32	9
5. Constituted bodies and support team	2	9 – 11 August	27	5
6. Administrative and operational arrangements and financial support	2	13 – 15 July	20	26

As noted in the introduction, discussions and inputs were organized around the six agenda items co-created during phase one to provide for more structured conversations, focusing on groups of similar issues identified in the review process. Agenda item 6 (administrative and operational arrangements and financial support) was prioritized, in light of the possibility that inputs and discussions under this topic could potentially feed into the ongoing preparations of the secretariat, observer organizations and the COP 27 Presidency for the organization of the conference. Conversely, agenda item 2 (representation and equitable access) was scheduled to take place after the mid-year holiday season to ensure full participation of interested observers. The statistics and key aspects of discussions under each of these agenda items are provided below. For a more detailed overview of these discussions, please refer to the respective outcome summaries (links can be found under each agenda item).

Some of the potential solutions identified in focus group discussions required more dedicated time to develop feasible modalities. Spin-off workshops were suggested, with a number of participants expressing interest in taking part. The spin-off workshops are referenced below in the respective agenda item in which they originated, and more detailed information about the workshops and their outcomes can be found in chapter IV.

4.1.1 Agenda item 1: Observer organizations

Between 26 July and 4 August, there were five focus groups scheduled for agenda item 1 and 89 individuals from admitted observer organizations registered interest in participating.

The first focus group was held on 26 July and had nine participants from admitted observer organizations. The second, on 28 July, also had nine participants. The third focus group was held on 1 August, with seven observer participants, while the fourth, held on 2 August, had ten participants. The last focus group under agenda item 1, held on 4 August, had 12 participants. A total of 46 observers participated in the focus groups, while one individual participated in two different meetings. The breakdown of participants under agenda item 1 by gender, regional and constituency representation can be found in figures 1-4 below. In addition to the focus groups, a total of 14 written submissions were received for this agenda item, including one stand-alone submission.



Figure 1: Gender Representation Agenda Item 1

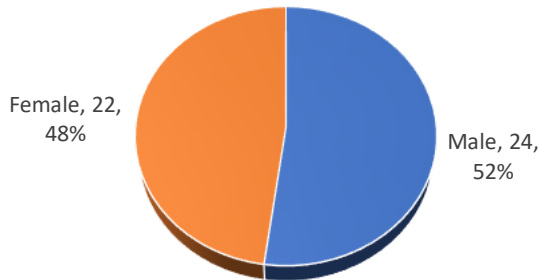


Figure 2: Regional Representation Agenda Item 1

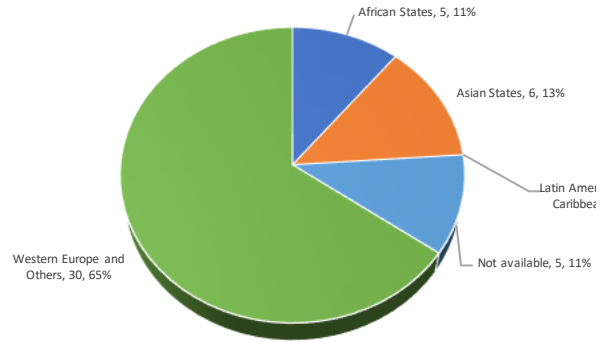


Figure 3: Constituency Representation Agenda Item 1

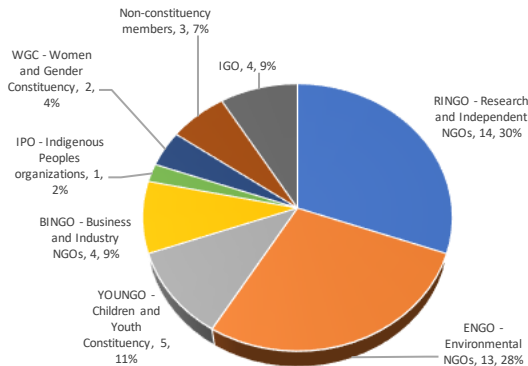
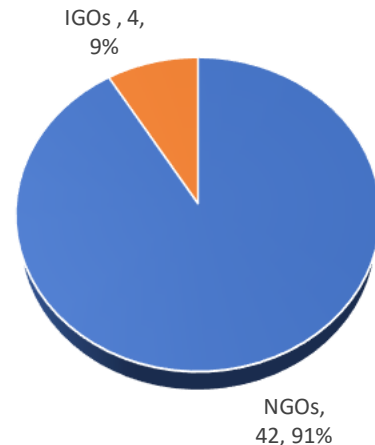


Figure 4: NGO and IGO distribution Agenda Item 1



Key concerns raised during these focus groups and in written submissions included the difficulty in navigating the complex nature of both the UNFCCC process and the system of NGO Constituencies, especially for newcomers; the need for observers to have their voices heard and proper access to decision-makers; and issues around the high number of individuals attending COPs without prior engagement with NGO Constituencies, potentially overwhelming CFPs during sessions.

Through the discussions, a shared understanding was held around: the different roles NGO Constituencies play (e.g., providing scientific inputs to negotiations, assisting in the implementation of the Paris Agreement goals and monitoring progress) and how they are organized (self-formed and self-governed without interference from secretariat), as well as the challenges they face and good practices they adopt; the extra level of complexity entailed in including informal groups; and the need for a more thorough and multifaceted discussion on whether and how to differentiate groups within NGO Constituencies (such as rights holders vs. stake holders) and what that would entail in terms of access and participation in UNFCCC process. A spin-off workshop to address potential ways to coordinate ENGO who are not affiliated either



to Climate Action Network (CAN) or to Demand Climate Justice (DCJ) was suggested during this agenda item discussion.

A more thorough outline of key concerns, shared understandings and secretariat clarifications and proposed solutions per sub-item on agenda item 1 can be found in the [outcome summary](#).

4.1.2 Agenda item 2: Representation and equitable access

Five focus groups were held under agenda item 2 in the week of 12-16 September, with a total of 88 individuals from admitted observer organizations registering interest in participating. The first meeting, held on 12 September, had 12 participants on the observers' side. The second (held on 13 September), third (14 September) and fourth (15 September) meetings had: 14, seven, and seven participants, respectively. The last meeting, held on 16 September, had eight participants. A total of 48 observers participated in the focus groups, while two individuals participated in two different meetings. The breakdown of participants under agenda item 2 by gender, regional and constituency representation can be found in figures 5-8 below. In addition to the focus groups, a total of nine written submissions were received on this agenda item, including three stand-alone submissions on conflict of interest/purpose of participation.

Figure 5: Gender Representation Agenda Item 2

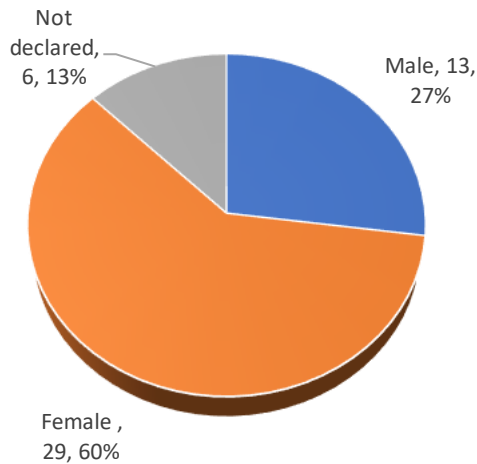


Figure 6: Regional Representation Agenda Item 2

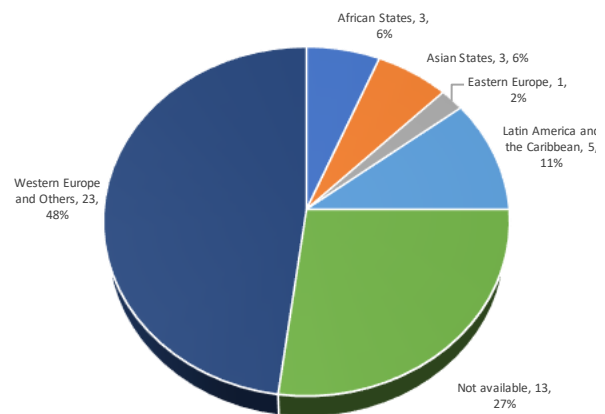




Figure 7: Constituency Representation Agenda Item 2

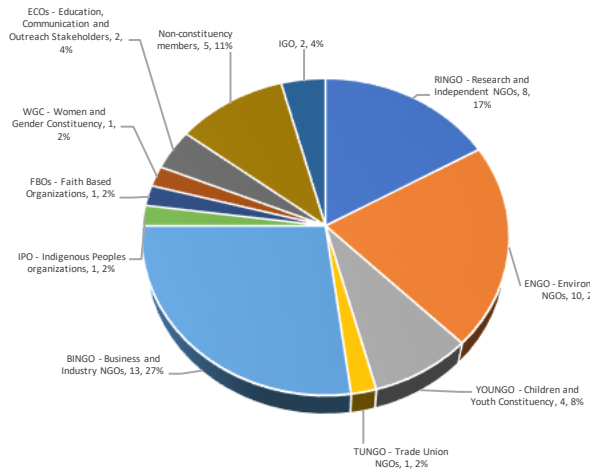
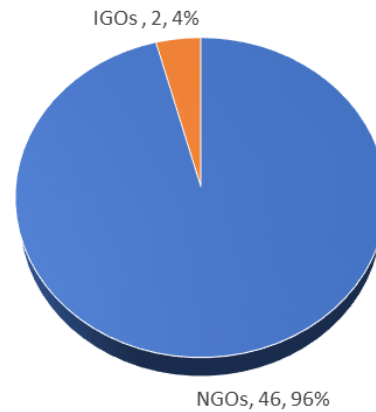


Figure 8: NGO and IGO distribution Agenda Item 2



Key concerns raised in the focus groups and written submissions included representational deficits in observer participation, including the limited participation of stakeholders from developing countries; the representativeness of the NGO Constituency system; and the possibility of establishing principles of participation to address, among other issues, potential conflicts of interest. While some observers feel that the participation of non-Party stakeholders with interests that run counter to the Convention’s ultimate objective should be flagged and/or somehow restricted, other observers believe restricting the participation of observer organizations that are admissible under the current procedures goes against the agreed upon principle of inclusiveness, especially as the UNFCCC process progresses towards implementation.

Discussions were polarized at times, but a shared understanding was reached on the fact that any change to the current admissions procedure in place for observer organizations requires formal approval by Parties, and that any policy, mechanism or framework agreed upon in discussions is to be defined, implemented and enforced by observer organizations themselves. Additionally, the principles of openness, transparency and inclusiveness established by SBI should be the guiding principles for any changes to the 2017 guidelines for the participation of NGOs and the code of conduct at UNFCCC events revised in 2019. A more thorough outline of key concerns, shared understandings and secretariat clarifications and proposed solutions per sub-item on agenda item 2 can be found in the [outcome summary](#).

After the focus group meetings, bilateral conversations were held, as well as two meetings with CFPs from different NGO Constituencies to try and reach a consensus on the development of a form of transparency declaration as a result of discussions on the principles of participation. A series of spin-off workshops on the subject (transparency of participation) took place in the beginning of December 2022, the outcomes of which can be found [here](#).



4.1.3 Agenda item 3: Admission and registration

Concomitantly with agenda item 1, there were five focus groups scheduled for agenda item 3 between 27 July and 8 August and 154 individuals from admitted observer organizations registered interest in participating.

The first focus group, held on 27 July, had seven participants from admitted observer organizations. The focus group scheduled for 29 July was cancelled as there was only one attendant, who agreed to join one of the subsequent meetings on the same agenda item. The focus group held on 3 August had seven participants in addition to COP 26 Presidency representatives, while the focus group held on 5 August had 13 participants from observer organizations. The final focus group, held on 8 August, had 13 participants. A total of 40 observers participated in the focus groups. The breakdown of participants in agenda item 3 by gender, regional and constituency representation can be found in figures 9-12 below. In addition to the focus groups, a total of 10 written submissions were received for this agenda item.

Figure 9: Gender Representation Agenda Item 3

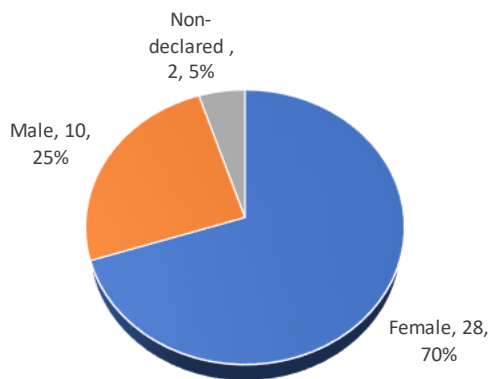


Figure 10: Regional Representation Agenda Item 3

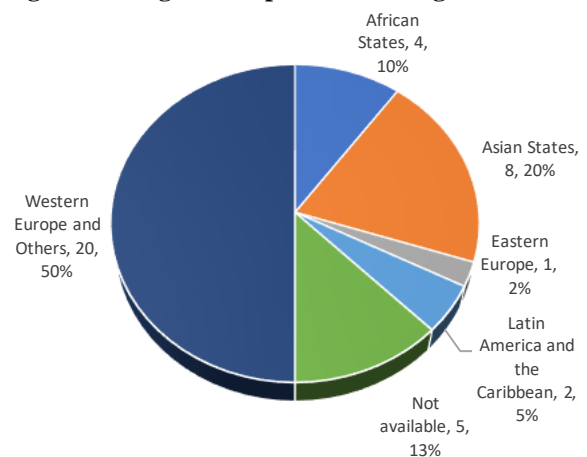


Figure 11: Constituency Representation Agenda Item 3

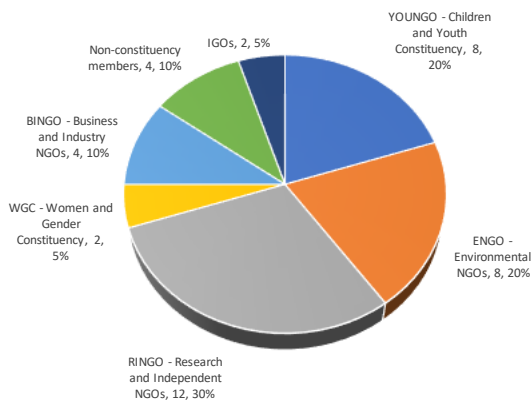
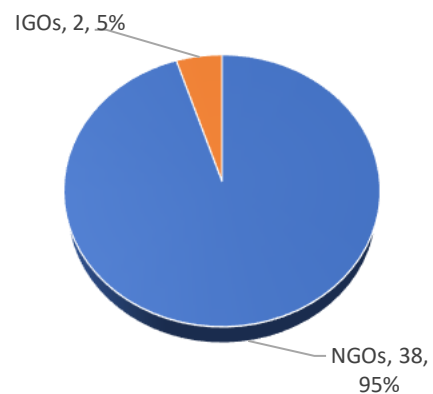


Figure 12: NGO and IGO distribution Agenda Item 3





Key concerns raised in the focus groups and written submissions included how to ensure the participation of wider categories of stakeholders (including non-structured stakeholders) considering (a) the difficulties in monitoring who is actually attending and (b) the physical limitations of the process/venues (e.g., how to ensure inclusiveness without expanding the Blue Zone).

During the discussions, participants proposed the potential creation of an intermediate zone within the Blue Zone to improve quota distribution for wider participation in non-negotiation activities without interfering with the quota for observers who follow the negotiations. There was also support for: creating a differentiated badging system to provide observers access in line with their purposes of participation at sessions; establishing a mechanism to revoke the admitted status of observer organizations that are no longer active in the process or that have engaged in unethical or criminal activity; and redistributing unused quota to others who need them or penalizing organizations who ‘waste’ precious quota (resulting in thousands of unused potential badges each year).

To address these issues in more detail, four spin-off workshops were suggested during focus group discussions under this agenda item on: best practices of capacity-building for non-structured stakeholders in observer delegations; non-structured stakeholder participation in the green zone; the taxonomy of differentiated observer badges by purpose of participation; and to develop modalities for a revocation mechanism. A spin-off workshop on venue design also originated from discussions under this agenda item.

A more thorough outline of key concerns, shared understandings and secretariat clarifications and proposed solutions per sub-item on agenda item 3 can be found in the [outcome summary](#).

4.1.4 Agenda item 4: Current modes of observer engagement

Two focus groups were scheduled between 10-12 August under agenda item 4 and 67 individuals from admitted observer organizations registered interest in participating.

The first focus group took place on 10 August, and had 15 observer organization participants, while the second was held on 12 August, with 17 participants. A total of 32 observers participated in the focus groups. The breakdown of participants under agenda items 4 by gender, regional and constituency representation can be found in figures 13-16 below. In addition to the focus groups, a total of nine written submissions were received for agenda item 4.



Figure 13: Gender Representation Agenda Item 4

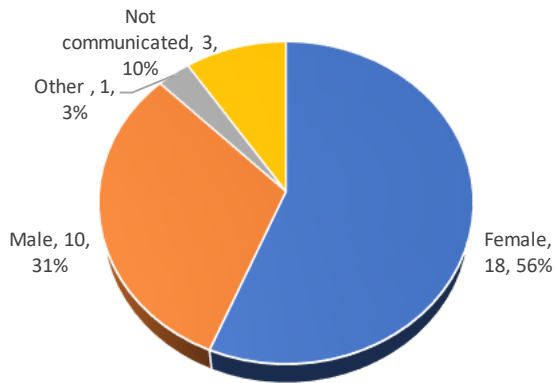


Figure 14: Regional Representation Agenda Item 4

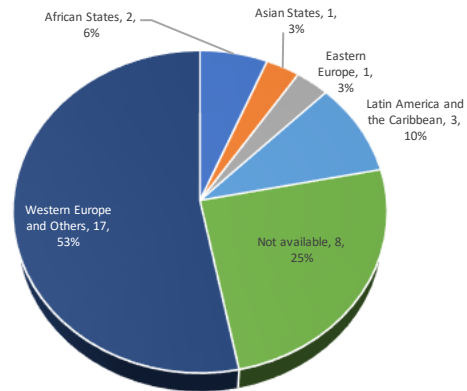


Figure 15: Constituency Representation Agenda Item 4

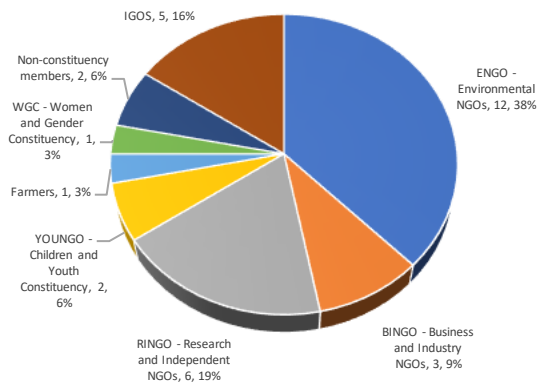
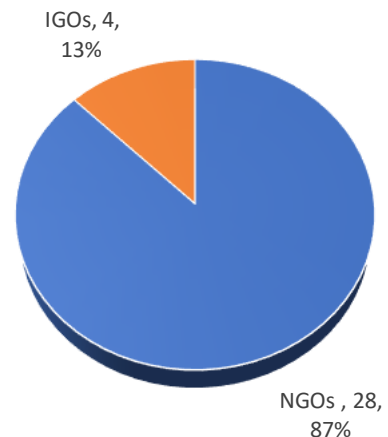


Figure 16: NGO and IGO distribution Agenda Item 4



Similar to agenda item 1 discussions, the focus group discussions and submissions identified the lack or limited understanding of the process and ways to engage (especially for newcomers) as a main obstacle to meaningful engagement. Other key concerns included limited interaction with decision-makers during formal sessions of the UNFCCC and the need for timely and clear information about engagement opportunities throughout the year.

Through the discussions, participants shared the understanding about potential enablers for a more meaningful participation of observers (capacity building, multidisciplinary approaches, wider access to the process, e.g., through virtual participation), and the many advantages offered by other structured



engagement opportunities throughout the year (e.g., Regional Climate Weeks), such as greater opportunities to interact with decision-makers, a more tailored and participatory approach, and less strict participation/admission criteria than formal sessions of the UNFCCC. A spin-off workshop to develop tailored capacity-building for observers was suggested during this agenda item discussion.

A more thorough outline of key concerns, shared understandings and secretariat clarifications and proposed solutions per sub-item on agenda item 4 can be found in the [outcome summary](#).

4.1.5 Agenda item 5: Constituted bodies and support team

Two focus groups on agenda item 5 were scheduled for the same week as agenda item 4 and 46 individuals from admitted observer organizations registered interest in participating.

The first focus group took place on 9 August (ten participants) and the second on 11 August (17 participants). A total of 27 observers participated in the focus groups. The breakdown of participants under agenda item 5 by gender, regional and constituency representation can be found in figures 17-20 below. In addition to the focus groups, a total of five written submissions were received for this agenda item.

Figure 17: Gender Representation Agenda Item 5

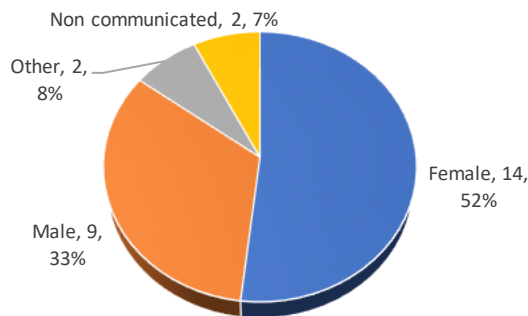


Figure 18: Regional Representation Agenda Item 5

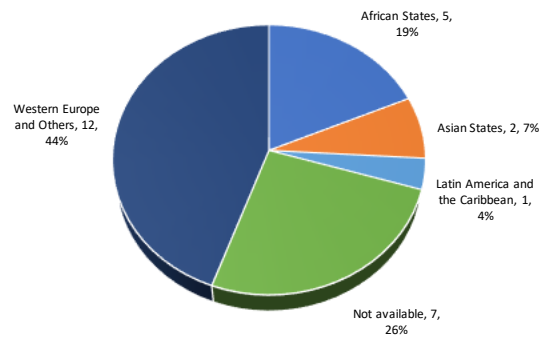


Figure 19: Constituency Representation Agenda Item 5

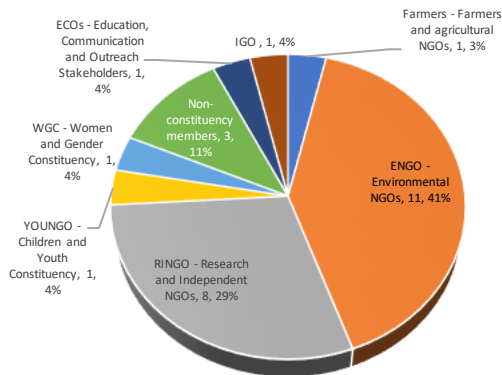
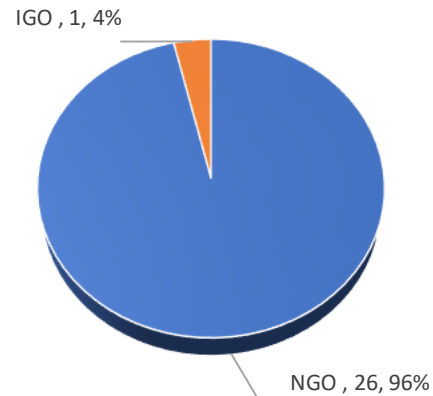


Figure 20: NGO and IGO distribution Agenda Item 5





Key concerns included the lack of clarity or information around the constituted bodies in terms of observer engagement, and the high level of technical expertise and understanding of the processes required to be able to effectively engage. Capacity building, cross-constituency cooperation, and more clarity/transparency on the flow of information among stakeholders were identified as potential enablers for better engagement.

A more thorough outline of key concerns, shared understandings and secretariat clarifications and proposed solutions per sub-item on agenda item 5 can be found in the [outcome summary](#).

4.1.6 Agenda item 6: Administrative and operational arrangements and financial support

A total of 26 representatives from admitted observer organizations registered for the two scheduled focus group meetings under agenda item 6, and a total of 20 representatives participated. The first meeting, held on 13 July, had seven participants from admitted observer organizations, while the second, held on 15 July, had 13 participating observers. Representatives from COP 26 and COP 27 Presidencies also took part in the meetings. The breakdown of participants under agenda item 6 by gender, regional and constituency representation can be found on figures 21-24 below. In addition to the focus groups, a total of 26 written submissions were received for this agenda item.

Figure 21: Gender Representation Agenda Item 6

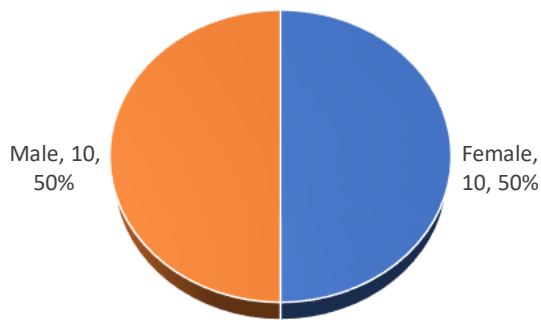


Figure 22: Regional Representation Agenda Item 6

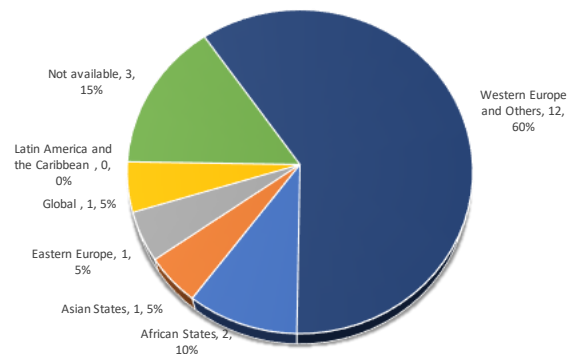




Figure 23: Constituency Representation Agenda Item 6

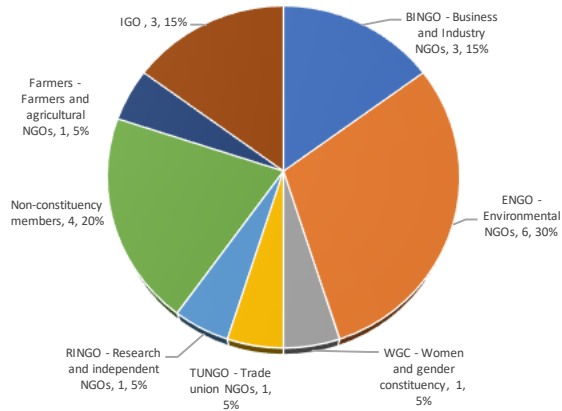
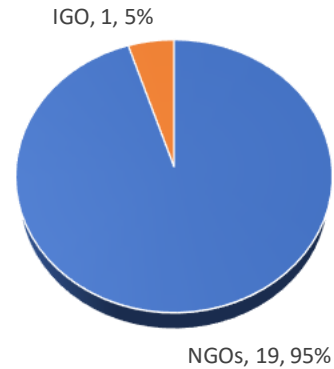


Figure 24: NGO and IGO distribution Agenda item 6



Key concerns raised during these focus groups and in written submissions included: constraints around meeting spaces for observers; the diversity and price ranges of food in COP premises; aspects concerning the COP venue (layout, difference between Green/Blue zones); the timely provision of specific information needed for observers to plan and prepare for their attendance; the high cost of participation in COPs; and difficulties in obtaining visas. Discussions also considered how to strengthen virtual/hybrid participation and how to ensure the safe and equitable participation of people with disabilities.

A shared understanding was reached on certain limitations around COP arrangements, such as host country circumstances and discretion concerning the venue, services provided (e.g., catering) and visas, and the lack of a trust fund for observer participation within UNFCCC, as well as good practices in disability inclusion and opportunities for improvement in virtual/hybrid participation. Two spin-off workshops originated from these focus group discussions on resource mobilization and the potential creation of a disability caucus.

A more thorough outline of key concerns, shared understandings and secretariat clarifications and proposed solutions per sub-item discussed under agenda item 6 can be found in the [outcome summary](#).



5. Phase Three

Phase three consisted primarily of the refinement of action points and other relevant outputs based on phase two discussions. The action points represent the tangible solutions proposed during focus group discussions and through written submissions to address the challenges identified in phase one. These proposed solutions, collected throughout phase two, were compiled and listed under the [outcome summaries](#) produced for each agenda item, together with suggested ownership and time frames. Additionally, a monitoring and evaluation process was established during phase three for the implementation of these action points and the definition of potential ways forward.

Some of the proposed solutions were further developed during spin-off workshops derived from suggestions made during the focus group meetings in phase two. The section below provides the context and a list of these spin-off workshops, while section 2 of this chapter sets out the measures for monitoring and evaluating the implementation of the action points. The action points and proposed ways forward are presented in the next chapter.

5.1 Spin-off workshops

As mentioned in the previous chapter, the solutions proposed under different focus groups during phase two brought forth specific sub-issues which needed to be more thoroughly developed in order for the solutions to be viable. Several participants volunteered both their time and expertise to expand on these sub-issues through targeted ‘spin-off’ workshops, in which participants identified and laid out the technical details for solutions to be operational, to provide the secretariat with a starting point for implementation. For reference, these spin-off workshops – carried out throughout December 2022 and January 2023 – are listed below:

- 1) Venue design
- 2) Badge taxonomy
- 3) Revocation mechanism
- 4) Resource mobilization
- 5) Capacity building (collecting and sharing useful resources)
- 6) Buddy system
- 7) Disability Inclusion
- 8) Constituency governance (ENGO non-CAN/DCJ affiliated organizations + rights holder vs stakeholders differentiation)
- 9) Research on purpose of participation (and potentially other topics as identified by the review process)
- 10) Transparency of participation



6. Monitoring and Evaluation

The effectiveness of the review process aimed at strengthening observer engagement in the UNFCCC process hinges on a robust monitoring and evaluation framework. This framework is designed to ensure that the proposed solutions, known as action points, are effectively implemented and that the process remains transparent and adaptable to evolving needs.

6.1 Implementation of Action Points

The core of the monitoring and evaluation process is the implementation of action points. These action points are practical solutions that emerged from collaborative efforts during the three phases of the review process. They have been refined based on insights gained from stakeholder discussions in phase two, the outcomes of subsequent spin-off workshops as well as internal discussions within the UNFCCC secretariat.

- **Baseline Assessment:** To establish a benchmark for observer engagement, a comprehensive baseline assessment was conducted at the outset of the review process. This assessment encompassed the state of observer engagement, identified challenges, and assessed the initial understanding of key issues. The findings of this assessment have been used as a reference point for measuring progress.
- **Tracking of Action Points:** A list of approximately 300 action points emerged during phase three of the review process. These action points represent concrete solutions proposed by stakeholders for various actors to implement. A dedicated tracking mechanism will be put in place to monitor the implementation status of each action point, identifying successful execution, those met with challenges, and those falling outside the scope of the process. The action points in the tracking mechanism will be categorized by indicators such as nature of work, requirements to achieve the action point, material resources needed, and expected time of completion. These indicators will facilitate effective monitoring, evaluation, and adjustment of each task, ensuring that project goals are met efficiently and on schedule.
- **Implementation Tracking:** Responsible parties, including the UNFCCC secretariat, observer organizations, and other relevant stakeholders, will be accountable for carrying out specific action points. A dedicated tracking system will be established to closely monitor progress and ensure that action points are executed.

6.2 Review and Adaptation

Continuous review and adaptation are integral to ensuring the relevance and effectiveness of the monitoring and evaluation framework. This dynamic process involves:

- **Annual Budget and Reviews:** annual review of action points will be conducted to assess progress and identify areas for improvement so that the identified actions can be incorporated for the secretariat's biennium work programme and budget discussions with Parties.
- **Stakeholder Feedback:** Stakeholder input is paramount. It includes feedback from observer organizations and other participants in the UNFCCC process. Active solicitation of feedback through mechanisms such as surveys and consultation sessions will be employed to gauge the effectiveness of action points.



- **Adaptive Management:** An adaptive management approach will be embraced. This approach allows for timely adjustments to action points and strategies in response to changing circumstances or emerging challenges. The post-conference surveys from participants, lessons learned from Constituency Focal Points, Parties' guidance through SBI AIM agenda item and any other feedback will inform adaptive changes aimed at improving observer engagement.

6.3 Reporting and Accountability

Transparency and accountability are foundational principles of the monitoring and evaluation framework:

- **Annual Reporting:** the secretariat will provide an annual update on the progress of action point implementation and will be available on the UNFCCC official website. These reports will provide an account of achievements, challenges, and any necessary adjustments.
- **Stakeholder Engagement:** The engagement of observer organizations through NGO Constituencies will remain a top priority throughout the monitoring and evaluation process.
- **Accountability Mechanisms:** Clear lines of accountability will be established to ensure that responsible parties are clearly assigned for the execution of action points. Reporting by the secretariat will be on the action points that it is responsible for.

6.4 Continuous Improvement

The monitoring and evaluation framework will undergo iterative refinement based on feedback and experiences. This iterative approach aims to enhance the efficiency and effectiveness of the framework. The lessons learned will be applied to future phases of the review process.

By implementing this rigorous monitoring and evaluation framework, the review process for strengthening observer engagement in the UNFCCC process is committed to ensuring the effective implementation of action points. It also emphasizes transparency in reporting, accountability in execution, and continuous improvement in the pursuit of meaningful, inclusive, fair, and transparent observer engagement within the UNFCCC process.



7. Way forward

Although the engagement of observers in the review process was less robust in numbers than initially anticipated by the secretariat, the discussions proved to be lively and dynamic. Participants were eloquent in their views and eager to find solutions, while pondering the constraints all stakeholders faced, mainly in terms of limited resources and time. The wealth and diversity of solutions proposed reflected the richness of discussions, and the resourcefulness that comes out of solution-oriented debates.

About 300 proposed solutions were compiled throughout phase two, between suggestions made in focus groups and captured from written submissions. Due to the cross-cutting nature of the topics, some of these suggestions were repeated across different focus groups and submissions, or brought up under a different agenda item than the topic initially allocated. As mentioned previously, the development of co-identified main issues of concern into agenda items, topics and sub-topics was aimed at structuring and facilitating the conversations, and it was therefore only natural for some of these topics to intersect and for specific challenges and potential solutions to come up more than once and under different discussions.

While the outcomes summaries produced for each of the agenda items provide a recapitulation of the specific discussions held under the topics and sub-topics defined during phase one, and respective proposed solutions, this chapter aims at reviewing and reflecting on the outcomes in a holistic manner. The purpose of this chapter is to propose a more streamlined way forward to help the secretariat assess where to focus efforts and direct resources into. A reflection on the outcomes of the review process is therefore presented below under section 1, on the understanding that it provides the key elements to strengthen observers' engagement in the UNFCCC, with a summary laid out in Table 2.

Section 2 of this chapter presents the action points resulting from the review process. As expected, some of the solutions proposed are low-hanging fruit that can be implemented with few resources in the short-term, while other suggestions are met with caveats, or need a shift in paradigm and more robust resources to be executed. Table 3 shows the action points that were successfully implemented by COP 27 or by SB 58, while Table 4 presents the final list of solutions that are subject to additional funding or action by stakeholders other than the secretariat.

Conversely, a number of proposed solutions listed in the outcomes summaries were deemed as falling outside of the scope of the review process or the remit of observer organizations, the secretariat or of the presiding officers. The reasoning behind it was highlighted, mainly in the form of shared understanding. For ease of reference, Table 5 provides a summarized version of the type of actions that is outside the scope of the observer review process.

7.1 Reflections on the outcomes of the review process

Again, this review process intended to collectively and constructively find solutions to the challenges actors face in ensuring meaningful, inclusive, fair and transparent observer engagement in the UNFCCC process, based on a mutual understanding of stakeholders' mandates, responsibilities and constraints. Therefore, the discussions were structured in such a way so as to ponder these challenges, foster a mutual understanding of constraints and opportunities and explore potential solutions. As a result, four major clusters of cross-cutting aspects of observer engagement emerged from focus group discussions and inputs provided through written submissions as areas on which the UNFCCC secretariat considers pertinent to focus attention and direct resources to in order to optimize results. These clusters were identified by the UNFCCC secretariat



as (1) quality of engagement; (2) access, inclusion and representation; (3) financial and logistical constraints; and (4) observers' understanding of the processes, actors and engagement opportunities.

7.1.1 Quality of Engagement

Through focus groups and written submissions, participants highlighted that simply registering for and attending the COP does not constitute meaningful engagement. Meaningful engagement was collectively defined as the possibility to inform and influence decision-making, to establish two-way conversations with Parties, convey concerns and contribute to the process with their expertise and experience, as well as to forge alliances with relevant stakeholders in the process and work collaboratively towards solutions.

Participants noted that the difficulties they experience trying to contribute inputs to the UNFCCC meetings is compounded by a feeling that their contributions fail to take shape and result in real impact and influence. It was flagged that access to Parties is challenging to secure at the COP on account of the multiple competing in-session pressures faced by Parties, which leaves little time to take in a diversity of proposed observer views. Even when observers are able to interact with Parties, national positions and group positions are mostly already formed ahead of the sessions.

While this limitation of access was perceived as a main challenge, participants also concluded that other engagement opportunities throughout the year offered the possibility of more structured and better interaction with Party representatives and acknowledged making limited use of these opportunities. Engaging with Parties intersessionally, for example during the domestic policy-setting process and particularly when governments are developing national climate targets and plans, offers observers a more meaningful opportunity to inform and influence both domestic policy and international negotiating positions.

It was also noted that the UNFCCC process itself offers multiple engagement opportunities, such as Regional Climate Weeks (RCWs), the Marrakech Partnership for Global Climate Action (MPGCA) and the meetings of the various constituted bodies that carry forward the work of the UNFCCC on a number of areas, including adaptation, climate finance, capacity-building and loss and damage. A number of focus group participants reported that these other modes of engagement offered more meaningful opportunities for interaction with Parties in a less pressured environment. Furthermore, each of these alternative modes of engagement operates with different rules of procedure to those that govern formal UNFCCC sessions, generally with fewer restrictions on non-Party stakeholders' participation.

While participants of the review process expressed concerns and frustrations that stem from these rules of procedure at formal UNFCCC sessions, there is also an understanding that it is a Party-driven process, and therefore it falls on Parties to change these rules. Observers can, however, approach Parties that are willing to listen to their concerns and advocate for the changes.

As mentioned in the introduction, while a large number of participants in COPs can enhance representation and inclusiveness among observers, it can also lead to the "engagement opportunity pie" being divided into smaller and smaller slivers, making it difficult to reconcile with quality engagement for those who follow the negotiation meetings. Considering that most observers reported participating more actively in areas outside the negotiation meetings, it was suggested that the secretariat considers creating an intermediate zone within Blue Zone that enable greater access to non-negotiation activities. Concentrating on non-negotiation activities was deemed a potential solution to help streamline and optimize observers'



participation during COPs by providing a centralized hub for meaningful engagement for those who do not follow the negotiation meetings.

As regards the technical means of participation, enhancing the virtual component throughout the events and meetings mentioned above was considered as enabling a wider range of observers to follow the UNFCCC process without putting a strain on physical limitations of venues.

7.1.2 Access, inclusion and representation

A heightened focus on the quality of observer participation does not preclude consideration of the quantity of different groups of observers that participate in the UNFCCC process. As mentioned previously, a higher number of participants does not necessarily mean more inclusive or representative participation. Discussions under different focus group meetings highlighted the importance of addressing these aspects of participation in tandem.

Access and quotas

Some of the most frequently voiced concerns were of insufficient quotas being assigned to observer organizations as well as a lack of predictability surrounding observer quota allocation that prevents effective planning and preparation.

During focus groups, it was clarified that there are two main factors determining the allocation of quota to observer organizations. The first is the physical capacity of the COP venue, which sets limits to the number of participants that can attend COPs in person. Since the venue rotates every year across the five UN regions, the capacity is unpredictable until well into the planning. The second factor is the aforementioned Party-driven nature of the UNFCCC process. When allocating quota for observers, the secretariat must operate with a buffer that is sufficient to allow for Parties to accommodate their delegates, who may continue to be nominated until the end of the session. Based on the venue size and the expected number of Party delegates, the secretariat must estimate the remaining quota that can be allocated to observers and distribute it in the most equitable manner possible. As for predictability, it was noted that the secretariat announces quota for observers soon after the deadline for nominations, which is mid-year, and takes aspects such as past participation and diversity into consideration to ensure equal opportunities. That timeframe allows participants reasonable time to plan their attendance.

Observers, however, often face difficulties in securing resources to attend COP and sometimes cannot confirm attendance of a number of participants until shortly before the COP. While some NGO constituencies and organizations are capable of identifying issues and re-assigning badges within their quota in time, others do not manage to do so, resulting in a high number of badges being unused. Focus groups included discussions on how addressing waste of quotas is critical to ensure a more equitable distribution of observer quota and, in that sense, providing suggestions on how to optimize or improve the system. For example, streamlining nominations in the Online Registration System – ORS (e.g., by only allowing entry of participants with full details) or reducing the quota of organizations that systematically underuse their assigned share.

Another issue that can somehow affect the quota for observers is the fact that the current system does not provide for a periodical assessment of inactive admitted organizations, or even those that cease to exist. Not only does this put a strain on the secretariat's limited resources, but it also allows for non-accredited individuals requesting badges through 'ghost' organizations. In addition, a small minority of admitted observer organizations have engaged in unethical or illegal practices such as selling badges. Devising and



establishing a process to revoke the admitted status of observer organizations under these circumstances is a potential solution to address these issues. Whatever revocation mechanism that is adopted, however, must take into consideration the often-limited resources that some organizations have, and which could prevent them from responding promptly. Another caveat is that this mechanism should not put any additional or undue burden on the secretariat or on observer organizations.

The creation of a differentiated badge system according to purpose of participation, especially if combined with the establishment of an intermediate zone, was perceived as another potential solution to enable a better quota distribution, and potentially a wider participation in non-negotiation activities.

Inclusion – non-structured stakeholders

Observers' admission to the UNFCCC is provided by Article 7, paragraph 6 of the Convention. Those wishing to attend must be affiliated with an admitted observer organization. To gain admitted observer status, an organization must demonstrate that it: i) has legal personality; ii) has non-profit status; and iii) is competent in matters relating to the Convention. The current admission mechanism therefore poses a barrier to individuals not affiliated to an admitted observer organization, such as those who participate in citizen movements that do not have legal personality (e.g. Fridays for Future).

To circumvent the limitations imposed by the current admission mechanism, some NGO Constituencies have encourage its member organizations and friendly Parties to nominate non-affiliated individuals as part of their delegations. This situation poses an administrative and capacity-building burden on observer organizations, who are responsible for ensuring the good conduct of all members of their delegations, regardless of whether they are affiliated with their organization. Furthermore, it means that individuals are participating in UNFCCC sessions without undergoing the formal admission process, which in turn draws into question the resources invested by the secretariat in assessing applications for admission based on Parties' guidance. It also creates a lack of transparency around who is actually participating in sessions and is, by extension, open to abuse. Some observers also complained that power dynamics in NGO constituencies may favor those who are already well-connected and with a good understanding of the system.

Focus group discussions brought to light a number of alternative modes of engagement mentioned before that allow for the participation of non-structured stakeholders in the UNFCCC process, including RCWs, MPGCA and the COP Green Zone, all of which are often open for members of the public to register. Encouraging the participation of non-structured stakeholders in these spaces provides multiple benefits, offering a better quality of participation and the opportunity for more meaningful interaction and deeper influence whilst simultaneously addressing the problems that arise when the Blue Zone reaches (or is pushed beyond) its physical capacity limitations. However, in light of the numerous possibilities that already exist for the participation of non-structured stakeholders, and cognizant of the finite space available at the COPs, a majority of focus group participants were not in favor of developing a mechanism for the registration of non-structured stakeholders in the Blue Zone.

Representation

In spite of the record level of observer participation, a closer examination of the figures provided in the background note reveals a number of underrepresented groups, often times those that are most affected by decisions taken in UNFCCC process. A key driver of this problem identified by observers is the lack of, or more limited, access to resources in comparison with other groups, such as high-quality internet connection, the ability to speak/understand English or the financial means to participate in person in the process. In some instances, observers expressed the desire to form a specific caucus to assist in better providing



representation, such as people with a disability. Although progress has been made in making UNFCCC sessions more disabled-accessible, work remains to be done, for example to make the COPs more inclusive for those whose disability is not visible, and observers recommended the active engagement of this group in the planning by the host country as a way forward.

During discussions, observers noted that some NGO Constituencies have measures in place to address representational gaps by encouraging diversification in their delegations, and suggested other Constituencies and organizations to assess whether their internal governance structures allow for a replication of such measures. Some participants in the review process also recommended devising ways to prioritize underrepresented groups in quota setting or specific spaces (e.g., side events, pavilions). The secretariat clarified that it takes diversity aspects into consideration when assessing side event requests, but commercial spaces at COPs such as pavilions, depend on host country decisions. Observers can, however, advocate for more representation in these spaces through Parties and host country representatives.

7.1.3 Financial and logistical constraints

Financial and logistical barriers to observer participation were another key concern that was raised in almost all focus group meetings and written submissions, with some observers asking for the secretariat's assistance in providing financial resources to help observers with the increasing costs associated with attending the COPs, or for host countries to cap travel, accommodation and food prices. The secretariat clarified that Parties decided against setting up a trust fund for observers' participation in UNFCCC process when the issue was raised during SBI meetings. Further, although the provision of reliable and affordable accommodation, transportation and catering during COPs is recommended in host country agreements, it ultimately falls under the host country's responsibility to implement accordingly. Though it is acknowledged that visa barriers hinder the participation of a number of observers in UNFCCC sessions, it is also a sovereign matter under the discretion of host countries. The secretariat does, however, recommend the visa process to be expedited and visas provided free of charge in host country agreements. It also provides participants' details to the host country and produces visa support letters for participants to download from the website to facilitate the visa process.

With these limitations in mind, observers made a number of suggestions on how to pool resources together, such as organizing or establishing partnerships with existing networks and platforms to finance other participants (e.g., crowdfunding) or assist with affordable accommodation (e.g., human hotel, etc.), as well as setting up partner platforms, matching potential donors with participants in need of resources to participate in sessions.

The possibility of virtual/hybrid participation was mentioned many times across all groups and written inputs as a very positive progression. Enhancing all forms of remote participation was highlighted as a potential enabler for better access, representation and inclusion of observers, with the caveat that it should not be viewed as a "silver bullet" and does not replace in-person participation. Finally, it was also noted that it is important to make information clearly accessible on what modalities/opportunities of virtual engagement are available, and to further discuss expanded quota allocation for remote participation.

7.1.4 Observers' understanding of the processes, actors and engagement opportunities

Observers noted that the complexity of UNFCCC process and terminology pose challenges to identify how and when to engage, and what to expect as outcomes of engagement, particularly for newcomers. Directing



efforts at improving observers' understanding of the process and opportunities for engagement was therefore identified as paramount to facilitate more meaningful engagement and managing expectations in almost all focus groups and in many written submissions.

The system of NGO Constituencies can likewise appear confusing to observers who have recently joined the process. In that sense, cross-constituency collaboration was perceived as bringing many benefits. Participants recommended finding ways to strengthen this type of collaboration, both to help Constituencies work towards their shared objectives in implementing the Paris Agreement and furthering the goals of the Convention, and also to help them navigate their shared challenges, for example by pooling their resources and dividing labor.

Capacity-building for new members was proposed as one of the solutions – some NGO Constituencies, observer organizations and other external actors already provide workshops, training sessions, explanatory materials and other resources to help newcomers understand UNFCCC process, terminology, actors and opportunities for engagement. It was suggested that these resources are pooled into a centralized platform to facilitate access to information for newcomers and seasoned observers alike; to make a more extensive set of capacity-building materials available; and to avoid potential duplication of labor among heads of observer organizations and Constituency Focal Points (CFPs), who are often overworked as they generally perform their functions on a voluntary basis. Particularly ahead of COP meetings, capacity-building efforts would help alleviate this situation and enhance observers' ability to effectively engage in the process.

Finally, pairing different admitted organizations together in a 'buddy system' (e.g., developing and developed country organizations, smaller and bigger/more structured organizations, etc.) for specific amounts of time could offer the opportunity not only for information and resource-sharing, but for improving, interconnecting and scaling up observer networks.

7.2 Implementing the action points – maximizing impact

As mentioned, a host of promising solutions were proposed throughout phase two of the review process aimed at strengthening observers' engagement in UNFCCC process. Some are easier to implement than others, and some will require redirecting resources within the secretariat and NGO Constituencies. The exercise of reflecting on the key outcomes of the review process in order to streamline a way forward not only helped identify some areas into which to direct efforts, but also three major action points worthy of additional or shifted resources in order to optimize results: (1) enhancing virtual participation; (2) establishing an intermediate zone at COPs, potentially coupled with a differentiated badge system; and (3) devising a way to pool together capacity-building initiatives.

Expanding **virtual participation** can help widen access and participation of groups and individuals beyond the constraints imposed by the limitations of COP venue capacity. By enhancing virtual participation, more observers can also participate remotely in various engagement opportunities throughout the year, such as events, workshops and working groups – some of which are open to individuals without formal accreditation to the UNFCCC process. Finally, looking into ways to improve virtual communication options (e.g., allowing virtual participants to comment or ask questions) can further improve the quality of remote engagement.

An **intermediate zone** aimed at concentrating pavilions, exhibits and events, as well as fostering interaction for networking, combined with a differentiated badge system, would enable more streamlined participation for observers according to their needs and purposes of participation. It enables a higher number of badges



for those observers who identify their purposes as non-negotiation related activities, and a predictable access to negotiation meeting rooms for those observers who identify their purposes as following the negotiations. Because such an intermediate zone also allows for greater predictability of access, it also eases the burden of the secretariat managing the quota as well as the conference services.

Implementing or pooling existing **capacity building** initiatives can not only provide a better understanding of the wide range of opportunities for observers to meaningfully engage in UNFCCC process beyond the COP and throughout the year, but also help raise awareness of the existing ways for non-structured stakeholders to engage and provide clarity on NGO Constituencies' different operating systems and governances. Potential options include: creating a platform to bring together existing capacity-building initiatives; creating a cross-constituency network to share best practices on engaging in the UNFCCC process and on capacity-building; providing cross-constituency training sessions for newcomers; developing "How to" guides; creating a resources page for observers to share events & connect with each other; organizing pre-COP, national-level Constituency coordination and inductions to newcomers; and organizing biannual webinars with CFPs to introduce the work of their Constituencies to newcomers.

Table 2 below provides a summarized version of sections 1 and 2 above for ease of reference.



Table 2. Main challenges, shared understanding and potential concrete ways forward

I. MAIN CHALLENGE	II. SHARED UNDERSTANDING	III. POTENTIAL CONCRETE WAYS FORWARD
<p>(I) 2.1. How to improve the quality of engagement of observers in the process.</p>	<p>(II) 2.1.1. Observers engage most actively at the COPs, where quality of engagement is more challenging, while underutilizing alternative modes of engagement that offer greater opportunities for engaging meaningfully & influencing decision-making, including various constituted bodies, RCWs and MP/GCA. Also, Parties generally arrive at the COP with their positions already formulated, which makes it difficult for observers to influence outcomes.</p> <p>(II) 2.1.2. Various constituted bodies have systems in place which provide the observers with the opportunity for direct engagement, through participation in meetings, participation in task forces or working groups, as well as requests for inputs and open collaboration, but there is a lack of clarity on the observers' part on their work and opportunities offered.</p> <p>(II) 2.1.3. Only the Parties have the power to make changes to the rules of procedure (e.g., to allow more time for observer interventions or open/close contact groups).</p> <p>(II) 2.1.4. While large numbers of participants in sessions can enhance representation & inclusiveness, it also leads to the "participatory pie" being divided into smaller and smaller pieces. It is difficult to reconcile the current quantity of observer participation in person with quality engagement.</p>	<p>(III) 2.1.1. Observers can share information about opportunities to participate in national/ regional processes (e.g., NDCs, NAPs) and within the UNFCCC process itself, and coordinate participation for more meaningful engagement and outcomes before COPs. Engaging with Parties during the pre-negotiation stage, for example, would allow observers to inform & influence these positions more effectively.</p> <p>(III) 2.1.2. Capacity building/information-sharing initiatives can provide a better understanding of the wide range of opportunities for observers to meaningful engage in the UNFCCC process beyond COP throughout the year.</p> <p>(III) 2.1.3. Observers can join forces and advocate for Parties to allow them more speaking time & for opening up more contact groups.</p> <p>(III) 2.1.4. An intermediate zone during COPs would enable a more streamlined participation by admitted observers and allow for a better interaction among observers and between them and decision-makers. Enhancing virtual participation, on the other hand, can not only enable the remote participation of a higher number of observers in some sections during sessions, but also in various events, workshops and working groups throughout the year.</p>
<p>(I) 2.2. How to improve access, inclusion & representation of observers to COP sessions.</p>	<p>(II) 2.2.1. UNFCCC already accommodates the largest number of observers in any UN process. Observer quota allocation for COP Blue Zones depends on a number of factors, including Party quota and venue limitations. In addition to that, issues concerning quota waste at the nomination stage thwarts a more equitable badge distribution. Finally, the current admission system, whereby observer organizations are effectively admitted 'for life', can also affect the secretariat's efficiency in allocating badges.</p> <p>(II) 2.2.2. Considering the current physical limitations of venues, the participation of non-structured stakeholders in UN-accredited spaces can come at the expense of admitted observer organizations. However, these stakeholders can participate in the Green Zone (at the discretion of the host country), and in other events linked to UNFCCC, such as those organized under the MP/GCA and in RCWs, for example.</p> <p>(II) 2.2.3. Encouraging a broader and more diversified representation in UNFCCC process is vital. Oftentimes, representational deficits are linked to</p>	<p>(III) 2.2.1.(a) Optimizing the ORS and/or establishing rules in the nomination stage in order to avoid quota waste and implementing a revocation mechanism can help provide a better badge distribution.</p> <p>(III) 2.2.1.(b) A potential way to enable broader participation is to work on a smarter venue design (i.e., an intermediate zone, as mentioned above). Additionally, a differentiated badge access would allow for more flexibility in badges.</p> <p>(III) 2.2.2. Expanding remote participation can help widen access and participation of non-structured stakeholders in some events where accreditation is not required. Information-sharing modules or platforms can also help raise awareness of the existing ways for non-structured stakeholders to engage.</p> <p>(III) 2.2.3. NGO Constituencies and admitted organizations can help bridge representational gaps by encouraging and ensuring diversity of participants within their delegations.</p>



	<p>lack of resources and limited access to more structured spaces, but measures aimed at prioritizing underrepresented groups can also help bridging those gaps.</p> <p>(II) 2.2.4. The standard venue design ensures that all areas of the conference venue are accessible, and the secretariat is working on improving it. When developing solutions, however, it is important to note that not all disabilities are visible.</p>	<p>(III) 2.2.4. Working with disability-oriented organizations and individuals to find adequate solutions has proven to be useful in the past, and is encouraged whenever possible. Developing guidelines together with disability organizations can help improve COP venues by taking different types of disability into consideration.</p>
<p>(I) 2.3. How to address financial/ logistical constraints, especially for groups and individuals with fewer resources.</p>	<p>(II) 2.3.1. Parties decided against setting up a trust fund for observers' participation in the UNFCCC process. Though recommended in host country agreements, some logistical aspects such as the provision of visas and the provision of reliable and affordable accommodation, transportation and catering is ultimately under the host country's responsibility and discretion, depending on the existing possibilities and constraints.</p>	<p>(III) 2.3.1.(a) Collective initiatives (crowdfunding, human hotel) and partnering platforms can assist observers in helping each other and 'matchmaking' potential donors with participants in need of resources to participate in sessions.</p> <p>(III) 2.3.1.(b) As mentioned, improved virtual/ hybrid participation can help widen access and participation from groups that cannot attend sessions.</p>
<p>(I) 2.4. Improving Observers understanding of the processes, actors and engagement opportunities.</p>	<p>(II) 2.4.1. Many constituencies have resources (workshops, training sessions, explanatory material) that can be shared; cross-constituency collaboration brings many benefits and should be encouraged.</p>	<p>(III) 2.4.1.(a) Capacity building initiatives can help enhance understanding of UNFCCC process, identify the best modes of engagement for each observer, and manage expectations. Cross-constituency collaboration can also help observers navigate their shared challenges by pooling resources and dividing labor. Pooling the different existing resources and sources of information into a centralized platform could also facilitate access to information to both newcomers and seasoned observers.</p> <p>(III) 2.4.1.(b) Observer partnering initiatives, such as a voluntary 'buddy system' can help observers exchange information, experience and resources, in addition to building bonds and bridges and improving observer networks.</p>



8. Action points

Table 3. Action points implemented in time for COP27

SUGGESTED IN AGENDA ITEM:	ACTION POINT	ACTOR (Ownership)	TIMELINE
6	3.1. Encourage COVID-19 guidance to be issued as soon as possible, so delegates can make their travel plans and include costs of COVID tests etc.	Secretariat + Host country	Already implemented
6	3.2. Stagger scan-in stations so when masks have to be lifted there is still adequate distance between others who are unmasking.	Secretariat + Host country	
6	3.3. Keep seating spaced out in public areas (not only meeting rooms) and discourage moving furniture too close to each other.	Secretariat + Host country	
1	3.4. Presentation of code of conduct and harassment ahead of COP27.	Secretariat	
6	3.5. Improve system of ticketing for limited-attendance events.	Secretariat	
1	3.6. Improve and simplify the COP27 Platform.	COP Presidency + Secretariat	
6	3.7. Provide more livestreaming options; an integrated channel for livestreaming will help organizers promote their events better.	Secretariat	
6	3.8. Provide 'light' versions of broadcasts, or just audio versions, to address the issues around wi-fi.	Secretariat	
4	3.9. Provide improved and more widely available translation services, including at UNFCCC side events.	Host country + Secretariat	
4	3.10. Provide capacity building sessions.	Secretariat	
4	3.11. Provide an observer handbook prior to COP27, with translated versions and mobile-friendly.	Secretariat	Already implemented: https://unfccc.int/documents/619169



Table 4. Feasible action points proposed to be implemented in the short, mid and long-term subject to the availability of funding

SUGGESTED IN AGENDA ITEM:	ACTION POINT	ACTOR (Ownership)	TIMELINE	Comments
1	Improve UNFCCC's website readability and usability to facilitate that level of outreach (e.g., flag where/who newcomers can turn to for advice), maybe through tailored platform. Possible dedicated "concierge" support for on-line participation.	Secretariat	Mid-term	
1	Ensure harmonized treatment of all constituencies through creation of platforms for each of constituencies unlike present system.	Secretariat	Mid-term	
1	Ensure the timely receipt of documents from UNFCCC and provide clearer timelines for observers' action.	Secretariat	Short-term	
1	Provide constituencies with an updated and easy-to-use email mailing list to encourage communication exchanges.	Secretariat	Short-term	
1	Standardize collaboration with CFPs and standardize outreach action on their part especially to newly admitted organizations (eg, development of manuals, guides, induction material in collaboration with constituencies).	Secretariat + Observers	Mid-term	
1	Ensure transparency on agreements reached between secretariat and constituencies on what can be provided, so that all observers can be aware of options and engage properly, seeing that needs differ among groups/ organizations/ constituencies.	Secretariat	Mid-term	
1	Display on its website the list of initiatives taken by the UNFCCC on the coordination of observers before the start of COPs and send regular updates to observers.	Secretariat	Short-term	Capacity building meetings were added to the website (depending on whether they were publicly available).
1	Gather all relevant and useful information about UNFCCC meetings and webinars for their groups to achieve a more efficient and fruitful decision-making process, and share findings with UNFCCC, reporting obstacles in the way for better coordination in the long run.	NGO CFPs	Long-term	
1	Provide clarity on the internal organization of NGO Constituencies, and how to actively engage even if not fitting in with constituency.	NGO CFPs	Short-term	
1	Explore the possibility of creating full-time positions for CFPs.	Secretariat + observers	Mid-term	
1	Organize/improve cross-constituency conversations/engagement in advance of sessions.	NGO CFPs	Mid-term	
1	Hold regular dialogues with the national focal point to know your governments position on various items on the agenda or status of implementation of COP decisions.	Observers	Mid-term	



1	Host consultative sessions at local level in various countries for non-observer civil society organizations and mobilize them to take part in it.	CFPs and NGOs	Mid-term	
1	Organize outreach and coordination meetings throughout the year.	CFPs	Mid-term	
1	Help facilitate awareness about UNFCCC participation, the approval process etc on the ground in underrepresented geographies (intersects with agenda item 2).	Observers or Secretariat	Mid-term	
1	Provide financial support to organize consultative sessions for non-observer status organizations from global south.	Observers or Secretariat	Short-term	
1	Identify potential observer organizations from underrepresented geographies, and communities and work with them to help them get admission as UNFCCC observer organizations (intersects with agenda item 2).	CFPs	Mid-term	
1	Ensure consistent message is delivered about the importance of role of constituencies in the process (CFPs), and discuss with governments the current unbalanced situation (NGOs).	CFPs and NGOs	Short-term	
1	Ensure adequate representation of the views of various observer organizations, particularly in cases where there are limitations to observers participating in negotiations (e.g., conduct consultations with various observer groups in the run up to negotiations and then reflect those views in interventions). Make sure the composition of focal points/planning committees is more diverse and include representatives from the global south (intersects with agenda item 2).	NGO CFPs	Mid-term	
1	Rethink the composition of steering committee members to ensure diversity (intersects with agenda item 2).	CFPs	Mid-term	
1	[To Indigenous organizations and NGOs]: Improve role as information and resource centers and do more to disseminate information, raise public awareness and mobilize the various public and private actors to take concrete action to preserve nature, develop in a sustainable manner and increase the number of actions that reduce the ecological footprint of everyone. To achieve this, the capacities of indigenous organizations and NGOs must be constantly strengthened.	CFPs and NGOs	Short-term	
1	Transparency of participation at COPs.	Secretariat	Short-term	



Table 5. Proposed actions and shared understanding on limiting circumstances

PROPOSED ACTION	SHARED UNDERSTANDING ON UNFEASIBILITY OF PROPOSED ACTION
<p>5.1. Requests specifically made to Parties or that require Party action (e.g., introducing caps on Party delegation sizes; mandating rotation in plenary interventions).</p>	<p>5.1 (i). As mentioned in the concept note, the review process focuses only on the issues that are within the responsibilities and mandates of observer organizations, the secretariat and the presiding officers, since there is a formal process for Parties to discuss observer engagement in the UNFCCC process. Therefore, all requests made to Parties were deemed ‘not under the purview of the review process’.</p>
<p>5.2. Requests for the secretariat to assist observers with visa-granting processes or financial means to participate in sessions.</p>	<p>5.2 (i). As clarified during focus groups discussions, on the subject of visas and the provision of affordable accommodation, transportation and catering for UNFCCC participants, the secretariat is only able to make recommendations to the host country. The visa application process and the cost of visas are sovereign matters that can only be decided by the host government, and there is no trust fund for observers’ participation at COPs. This issue in particular was formally raised with Parties numerous times, but neither developed nor developing countries supported the idea. As such, all proposed solutions requesting action from the secretariat regarding visas and financial assistance were deemed ‘not under the purview of the secretariat’.</p>
<p>5.3. Requests for secretariat to interfere with admitted observer organizations’ governance.</p>	<p>5.3 (i) As clarified during focus groups discussions, NGO Constituencies were self-formed and are self-governing, with no standardized procedure agreed upon. The secretariat has, therefore, no remit over how constituencies choose to organize themselves or engage with their members.</p>
<p>5.4. Requests for unlimited or higher quotas to participate in sessions.</p>	<p>5.4 (i) As clarified during focus groups discussions, observer quota allocation for the Blue Zone depends on a number of factors, including the physical capacity of the COP venue, and the need to account for changes in Party sizes (buffer for potential last-minute increases). Considering these limitations, the secretariat cannot commit to increasing quotas for admitted observer organizations during sessions.</p>



9. Annexes

9.1 Annex I: Expression of Interest – Survey questions

As detailed in the concept note, separately shared, this review process aims to address issues of concern under the purview of the secretariat, observer organizations and the presiding officers with a view to ensuring a meaningful, inclusive, fair and transparent engagement. Your proposals for solutions will contribute to the discussions on the wide range of diverse issues relating to observer engagement in the UNFCCC.

In order for the secretariat to plan focus group discussions, a call for expression of interest is launched. If your organization is interested in engaging in this process, please respond to the following questions.

Please read the background note carefully to have the contextual data about the UNFCCC process before responding. This call for expression of interest closes on Tuesday, **3 May 2022**. We thank you for taking the time to support the process.

1. Name
2. Email

3-9. Organization (dropdown box with list of organizations)

10. If you chose 'individual', please specify which NGO Constituency you belong to.

11. For NGOs only, please specify which Constituency you belong to.

12. What is the region your organization is primarily active in, if different from the registered country?

- African States
- Asian States
- Eastern European States
- Latin America and Caribbean States
- Western European
- Others
-

13. How many times has your Organization made submissions within the process?

- Never
- 1-5
- 6-15
- 16-30
- More than 30

14. Has your organization been selected to organize an official side event at SBs or COPs? If so, how many times?



- No
- Yes, once
- Yes, up to 5 times
- Yes, more than 6 times

15. Has your organization been selected to organize an official exhibit at SBs or COPs? If so, how many times?

- No
- Yes, once
- Yes, up to 5 times
- Yes, more than 6 times

16. Has your organization been facilitated to organize demonstrations at SBs or COPs? If so, how many times?

- No
- Yes, once
- Yes, up to 5 times
- Yes, more than 6 times

17. For NGOs only, is your organization active in your Constituency?

- No
- Yes- with statements during formal proceedings
- Yes – with showcasing in side events and exhibits
- Yes -with submissions in response to calls for information and views
- Yes- participating in workshops and intersessional meetings
- Other (please specify)

18. What is the primary goal of your organization's engagement at COPs? – only one choice

- Follow the negotiation to promote accountability and bring transparency to the workings of a complex intergovernmental process
- Follow the negotiation to disseminate the outcomes to the public and to raise public awareness and public access to information
- Facilitate inputs from geographically diverse sources and from a wide range of expertise and perspectives to ensure reflection of stakeholder voices in the outcomes of the COP



- Identify complementarity with other related intergovernmental process and aid in delivering alignment with other established objectives, in particular, the SDGs and other multilateral environmental agreements
- To put pressure on Governments to work towards more ambitious outcomes
- Bilateral meetings with Parties
- Networking with other observers and non-Party stakeholders
- Showcasing climate action at pavilion events
- Showcasing climate action at UNFCCC official side events
- Attending side events and exhibits to learn about climate change issues
- Other – please elaborate:

19. What are the secondary goals of your organization’s engagement at COPs? – multiple answers possible.

- Follow the negotiation to promote accountability and bring transparency to the workings of a complex intergovernmental process
- Follow the negotiation to disseminate the outcomes to the public and to raise public awareness and public access to information
- Facilitate inputs from geographically diverse sources and from a wide range of expertise and perspectives to ensure reflection of stakeholder voices in the outcomes of the COP
- Identify complementarity with other related intergovernmental process and aid in delivering alignment with other established objectives, in particular, the SDGs and other multilateral environmental agreements
- To put pressure on Governments to work towards more ambitious outcomes
- Bilateral meetings with Parties
- Networking with other observers and non-Party stakeholders
- Showcasing climate action at pavilion events
- Showcasing climate action at UNFCCC official side events
- Attending side events and exhibits to learn about climate change issues
- Other – please elaborate:

20. What are the issues of access that you/your organisation has faced?

- Quota
- Visa by host country
- Hotel availability – distance from the venue (by host country)
- Transport network by host country
- Negotiation room – being full /overflow
- Side event entry to rooms



- Pavilion accessibility
 - Access to information – negotiation text, schedules of the negotiation (open/closed), side event schedules, site map
 - Access to Virtual Meetings – Platform, Connection
 - Other – please elaborate:
21. What are the concrete ways to facilitate “high quality/meaningful” engagement of observers, especially from the developing countries? Given the number of observer representatives (8,000 people on average in the last few COPs) and the constraints of space, time and staff resources
22. Do you see value in attending the year around engagements ahead of COP?
- Yes
 - No
 - Other (please specify)
23. If yes, which process have you attended last year?
- (SBs,
 - Regional Climate Weeks – Africa, Latin America and the Caribbean , Middle East, North Africa, Asia and the Pacific
 - Meetings of various Constituted Bodies
24. If not, why don't you find value in the processes listed above?
- Not interested in the substantive process
 - No sufficient funding to travel
 - Not having enough technical expertise to contribute to technical discussions at SBs, Constituted Bodies or regional climate weeks
 - Not having enough information on the SBs, Constituted Bodies or regional climate weeks
 - Prioritizing networking opportunities with a larger number of participants at bigger convening
 - Other (please specify)
25. What can be done to support and promote meaningful engagement in the SBs, Constituted Bodies, and regional climate weeks meetings that happen throughout the year? (Open-ended)
26. We would like to learn from other intergovernmental processes about good practices. Could you tell us which processes offer these good practices?
27. Where have you experienced the most increase in travelling expenditure relating to SBs/COPs? We are interested in trends in terms of change over time not the proportions of expenditure



- Accommodation
 - Food at the venue
 - Transportation to venue
 - Other (please specify)
28. Given that the Parties agreed not to set up a trust fund for participation for observers in the UNFCCC process, what can be done to support participation and capacity building of groups with less financial resources? (Open-ended)
29. Given the fact that a limited number of selected applications for side events/exhibits from observers in developing countries are successful, what more could be done to better facilitate developing country observers in the platform of side events and exhibits? (Open-ended)
30. Observer contributions are going to be an integral part of the process. Majority of the input from observers will be received in written form in a second survey that will be circulated in the upcoming month. Alongside the survey, the secretariat will host a number of focus groups for observers to further discuss and find solutions to the agenda items, that are now in process of being finalized, from May to July. Due to limited time and space, and in order to ensure the widest representation possible, NGOs selection will be ensured through Constituency nomination. Acknowledging that it may not be possible to accommodate all the observers based on the number of expressions of interest, would your organization be interested in actively participating to the focus groups?
- Yes, if time and space allow
 - No, we would like to contribute through written submissions
31. If we are to organize a hybrid session during SB 56, in Bonn Germany, would you be interested in attending?
- Yes
 - No

9.2 Annex II Registration to focus groups - Survey questions

Thank you for your favorable response to the EOI. The focus groups will be divided by agenda items and this survey will allow to assess your priority item (for more information, please refer to the background note and the preliminary agenda here). Please note that we cannot ensure participation in all the focus groups, therefore your stated preference will be used in the registration process to allocate a position in the focus group of your choice. While focus groups will be based on individual agenda items, you will be able to submit inputs on all agenda items through a questionnaire that will be circulated at a later stage.

1. Name



2. Email

3. Organization (similarly to the previous survey, this will be divided into IGOs and NGOs)

4. If you chose 'individual', please specify which Constituency you belong to. (dropdown list)

- ENGO –CAN
- ENGO – DCJ
- BINGO – Business and Industry NGOs
- Farmers
- IPO – Indigenous Peoples organizations
- LGMA – Local government and municipal authorities
- RINGO – Research and Independent NGOs
- TUNGO – Trade Union NGOs
- WGC – Women and gender constituency
- YOUNGO – Children and youth constituency
- FBOs – Faith Based organizations
- ECOs – Education, Communication and Outreach stakeholders
- Parliamentarians

5. For NGOs only, please specify which Constituency you belong to. (dropdown list)

- ENGO –CAN
- ENGO – DCJ
- BINGO – Business and Industry NGOs
- Farmers
- IPO – Indigenous Peoples organizations
- LGMA – Local government and municipal authorities
- RINGO – Research and Independent NGOs
- TUNGO – Trade Union NGOs
- WGC – Women and gender constituency
- YOUNGO – Children and youth constituency
- FBOs – Faith Based organizations
- ECOs – Education, Communication and Outreach stakeholders
- Parliamentarians

6. Please rank (1- highest priority to 6 – lower priority) the following agenda items from the one you would like to attend the most to the least (for more information refer back to the background note and agenda here)

- Observer organizations
- Access
- Admission
- Current modes of observer engagement



- Constituted bodies and support team
 - Financial Support and logistical arrangements
7. When participating in the focus group, what would be your preferred language? (dropdown list)
- English
 - French
 - Spanish
 - Chinese
 - Arabic
 - Russian
8. What timezone are you currently in?
9. If you are an NGO participant, has there been adequate internal consultation within your constituency?
- Yes
 - No
 - Not aware
 - Other
10. If this is not the case, will you allocate time to conduct or engage in internal consultations within your constituency?
- Yes, I'm planning to
 - No, not planning to
 - Other
- 11.a As part of this process, would you be willing to play an active role in realizing the collective objectives, including and not limited to, following up on action points ahead of COP27?
- Yes
 - No
- 11.b If you answered no to the previous question, could you briefly explain why? (short open-ended question)

Thank you for submitting your responses and engaging in the survey. Since this is a collaborative and co-creative process, whether you answered the previous survey in an individual or representative capacity we highly encourage you to consult your colleagues ahead of focus groups. Gathering holistic perspectives of observers will be imperative to render the review process transparent, inclusive and robust. We thank you in advance for your active participation.