

SB 64 Briefing Session for Observers:

Navigating the UNFCCC Process as an Observer



1. Welcome and introduction
2. Observer engagement opportunities during SB 64
3. Q&A



Observer Handbook ([link](#))

- Information to prepare
- Code of conduct
- Engagement opportunities



Source: UNFCCC secretariat

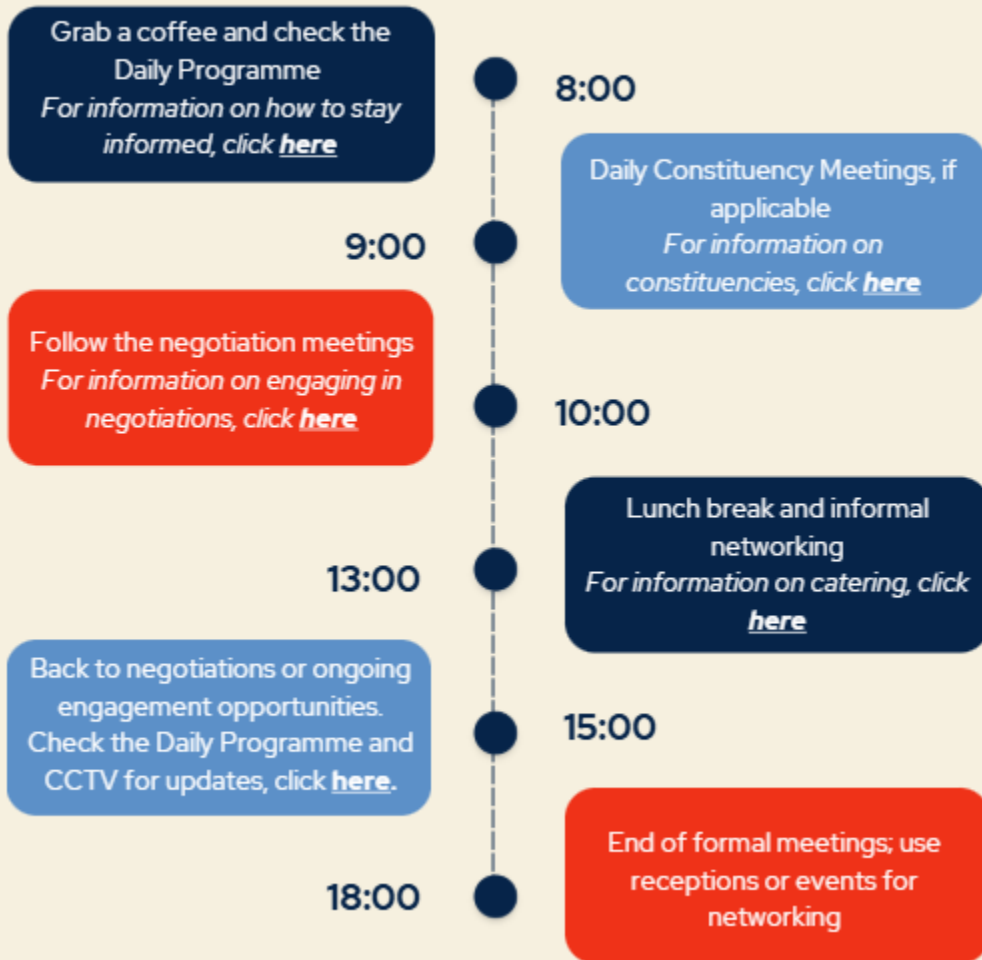
Code of conduct for UNFCCC and events ([link](#))

- Guidelines for NGO participation
- Use of cameras and audio/video recording devices
- UN security guidelines
- Press conference guidelines

Observers' Guide to Advocacy Actions ([link](#))



A typical day at SB64 may look like this, but stay flexible!



Use ongoing opportunities to maximize your engagement.

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- **Side events:** attend side events based on your interests. For more information, [click here](#).
 - **Advocacy actions:** organize or join authorized actions. For more information, [click here](#).
 - **Bilateral meetings:** arrange meetings with Party delegates.
 - **Townhalls and Briefings:** join dialogues with the UNFCCC Executive Secretary, SB Chairs, or COP President. Check Daily Programme and CCTV for timings.



Year-long interministerial consultations to develop one national position (x 198 Parties).



Negotiators come to sessions with instructions from their national governments with little leeway to deviate from.



Contentious issues forwarded to the ministerial consultations (at COPs).



Most of the work happens in the capitals, where the national positions are made.



Observers' intersessional work back home includes: advocacy, campaigns, grassroots efforts, and engagement with local governments and municipal authorities, etc.

Engaging at SB 64

Use your voice, network, and knowledge to shape the process.



Follow negotiations



Showcase work and findings via side events and advocacy actions



Meet with delegates



Develop position papers and make formal submissions



Attend Townhalls with the SB Chairs, COP President and UNFCCC Executive Secretary



Hold press conferences



Source: UNFCCC secretariat



Source: UNFCCC secretariat

Engaging through constituencies

Stay connected, amplify your voice



Join daily constituency coordination meetings



Contribute to constituency joint statements



Nominate speakers



Source: UNFCCC secretariat



Source: UNFCCC secretariat

In-session engagement: Access to meetings

Meeting Type	Access	Notes	Documents to Consult
Plenary	O	Open to observers. NGO Constituency statements, time permitting.	Pre-sessional documents
Contact Groups (CG)	O/X	Usually open; can be closed by Parties.	Pre-sessional documents/ Deliberations/ Draft text
Informal Consultations (ICs)	O/X	Open if decided by Chair/Parties, often restricted. NGO Constituency statements "if time and Parties allow"	Deliberations/ Draft text
Informal Informals (Inf-Inf)	X	Not open to observers, used for drafting/small group negotiations.	Draft text
Contact Group Conclusions	O	Summarize outcomes of contact group discussions.	L Documents
Closing Plenary	O	Adoption of conclusions and final decisions.	Adoption of L documents

Access Protocol:

- Observers have **priority over Party overflow** (unless accompanied by a Party delegate).
- Meeting access is **capacity-limited** and may change during sessions.
- Closed meetings can be opened and open meetings can be closed **should Parties decide** to do so during the meetings.



Meeting Room Access:



Parties have priority for room access

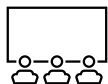


If a Party meeting runs over and delay yours, contact the MRA counter — do not interrupt



Rooms may be reassigned at short notice; alternatives will be provided by MRA team

Seating Arrangements:



Party representatives must sit at the table



Observers sit in back rows by default; **If allowed to speak**, use a free mic seat



Exceptions possible after all Parties are seated (based on co-facilitators & agenda)



In-session engagement: side events

Side events are popular modes of observer engagement at SBs. Organized by observer organizations and Parties partnering with observers

130+

joint side events selected,
particularly those from
developing countries

from

570+

applications received

Rooms Berlin · Bonn · Kaminzimmer

Topics covered

Mitigation

Adaptation and Resilience

Means of implementation and support

Transparency

Other topics related to the UNFCCC process

Did you know?

The SBI recognized side events as an **essential part of the UNFCCC process** and an important tool for engaging observers in knowledge-sharing, networking and the exploring of actionable options for meeting the climate challenge. (FCCC/SBI/2014/8, paragraph 224).

More information:

[SB62 Side Events schedule](#)

[How to attend SB64 side events](#)

[Handbook for side event organizers](#)



In-session engagement: Advocacy Actions



Observers may organize advocacy actions to **contribute meaningfully to the process**



Made possible by a **mutual trust and collaboration** between observers, the secretariat and UNDSS



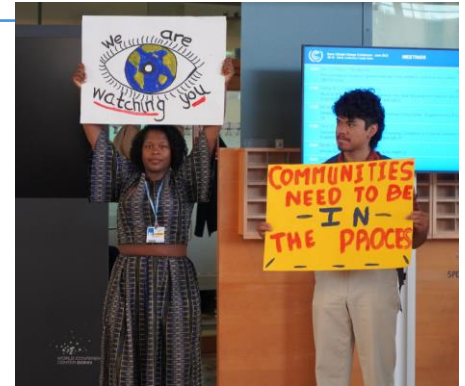
Though not usually allowed on UN premises, **advocacy actions are supported at UNFCCC** thanks to mutual trust and collaboration



Requires **adherence to the Code of Conduct and clearance process**



Further information can be found in the [Observers' Guide to Advocacy Actions](#)

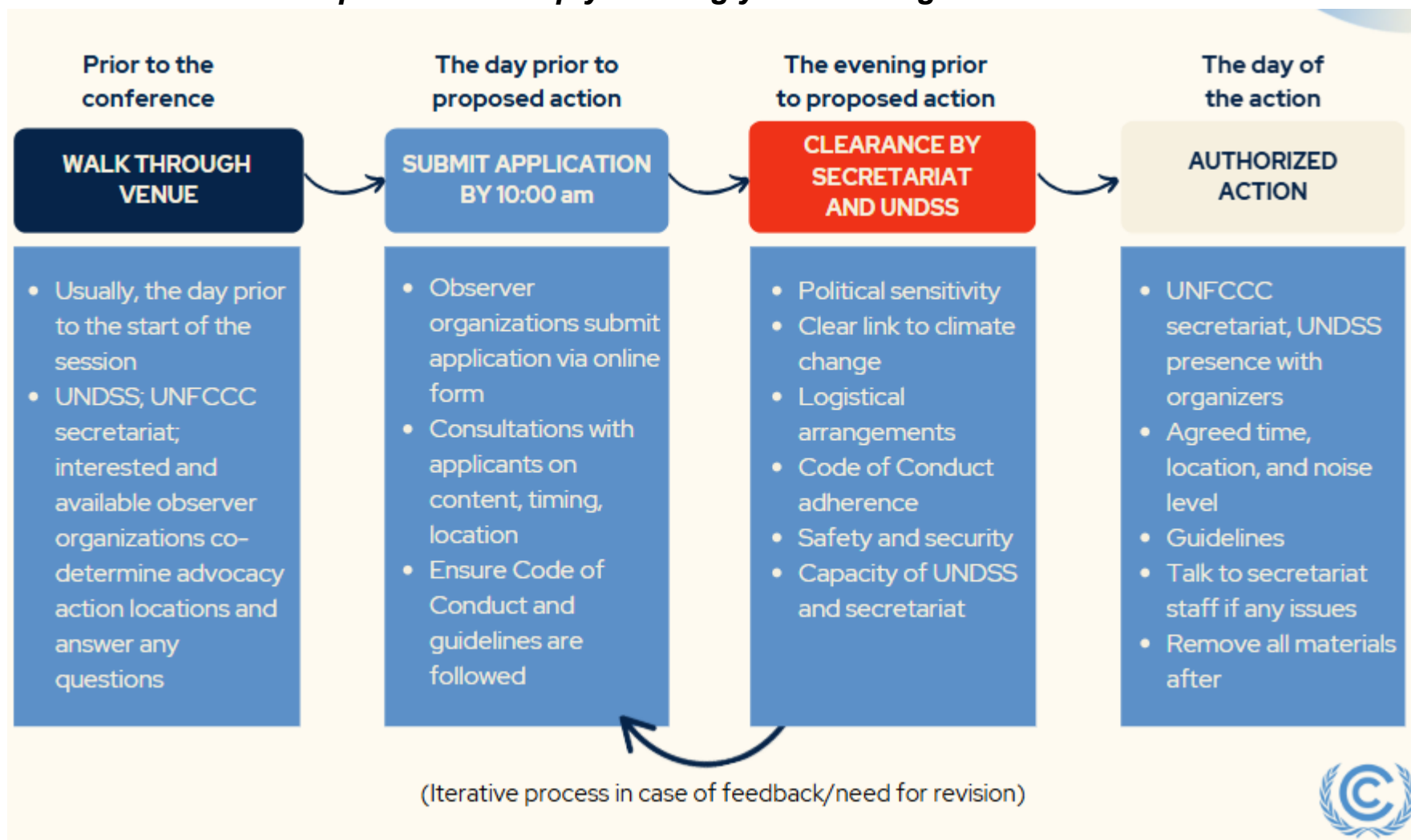


Source: UNFCCC secretariat



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The UNFCCC secretariat has established a clear and supportive clearance process to help you bring your message forward.



We wish you a productive SB 64!

For any questions, please reach out to
cool@unfccc.int.

