

**A6.4-SB003-AA-A07**

## Concept note

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# Consideration of unsolicited letters to the Supervisory Body

Version 01.0



**United Nations**  
Framework Convention on  
Climate Change

## 1. Procedural background

1. The Supervisory Body of the mechanism established by Article 6, paragraph 4, of the Paris Agreement (hereinafter referred to as “the Supervisory Body”) at its first meeting discussed the treatment of letters sent to the Supervisory Body and requested the secretariat to provide a proposal on the treatment based on the existing practices of other UNFCCC constituted bodies.<sup>1</sup>

## 2. Purpose

2. The purpose of this concept note is to present process for the treatment of unsolicited letters sent from stakeholders to the Supervisory Body.

## 3. Key Issues and proposed solutions

3. The below modalities are proposed for the treatment of unsolicited letters sent to the Supervisory Body.
4. Stakeholders may submit letters to the Supervisory Body through a dedicated interface on the UNFCCC website.
5. Unless the submitter requests the letter to be confidential, the secretariat shall make the letter publicly available on the UNFCCC website.
6. The secretariat shall provide relevant information to and analysis of the content of each submitted letter to the Chair and the Vice-Chair of the Supervisory Body for each submitted letter. Based on the information and analysis, the Chair and the Vice-Chair shall decide on one of the following courses of action for each letter:
  - (a) The Chair and the Vice-Chair respond to the submitter on behalf of the Supervisory Body;
  - (b) The Chair and the Vice-Chair forward the letter for consideration by the Supervisory Body.
7. With regard to the proposed course of action in paragraph 6(a) above, the letter shall be considered by the Supervisory Body, depending on the proximity of the next meeting, through electronic means or at a meeting. If a letter is received more than 28 days prior to the next meeting, the case shall be placed on the agenda of the next meeting; otherwise it shall be placed on the agenda of the subsequent meeting unless otherwise decided by the Chair of the Supervisory Body. If a letter is placed on the agenda of a meeting, the Supervisory Body should aim to finalize the consideration of the letter in that meeting.
8. The secretariat shall respond to the submitter on behalf of the Supervisory Body after the response has been cleared by the Chair and the Vice-Chair of the Supervisory Body or by the Supervisory Body.

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<sup>1</sup> See document A6.4-SB001 (paragraph 25) available at:  
<https://unfccc.int/sites/default/files/resource/a64-sb001.pdf>.

## 4. Subsequent work and timelines

9. The agreed modalities of treatment of unsolicited letters to the Supervisory Body will be reflected in the meeting report of the Supervisory Body and be implemented immediately after the publication of the report.

## 5. Recommendations to the Supervisory Body

10. The secretariat recommends that the Supervisory Body:
- (a) Agree to the modalities of treatment of unsolicited letters sent from stakeholders to the Supervisory Body as contained in section 3 above, to be made effective immediately;
  - (b) Request the secretariat to prepare a dedicated interface on the UNFCCC website for submission of letters from stakeholders, as referred to in paragraph 4; and
  - (c) Agree that it may revise these modalities as appropriate in the future based on the experience gained.

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### Document information

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