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/Workshop
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MESSAGE TO PARTIES AND OBSERVERS

Technical workshop to facilitate the design of gender action plan activities 6 - 7 September 2025 Addis Ababa, Ethiopia

Pursuant to the gender and climate change decision adopted at the twenty-ninth session of the Conference of the Parties ([7/CP.29](#)) and the conclusions adopted under the gender and climate change agenda item at the sixty-second session of the Subsidiary Body for Implementation ([FCCC/SBI/2025/L.3](#)), I am pleased to inform Parties and observer States to the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the Paris Agreement, United Nations system and specialized agencies and other relevant organizations, and intergovernmental organizations admitted as observers and non-governmental organizations admitted as observers that the technical workshop to facilitate the design of gender action plan activities will be held in a hybrid format **in Addis Ababa, Ethiopia, on 6 and 7 September 2025.**

Due to capacity restrictions for in-person participants, and to ensure inclusiveness, under the guidance of the SBI Chair, National Focal Points are invited to nominate two participants to the workshop. Considering the focus of the workshop, the Women and Gender Constituency is invited to nominate five participants, and other constituencies are invited to nominate one participant. In-person participation will be confirmed considering regional, Party, observer and gender balance, as well as role played in workshop delivery and in implementing the enhanced Lima work programme on gender and its gender action plan. Confirmations will be on a first come, first served basis.

Distribution: To Parties and observer States through their national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany, United Nations system and specialized agencies and other relevant organizations, and intergovernmental and non-governmental organizations admitted by the Conference of the Parties.



The nomination and registration process will be conducted as follows:

- Party nominations should be communicated to the secretariat in response to this message (e-mail to Gender-Team@unfccc.int indicating name, job title, and email address of the nominees). The nominated participants must register for [in-person](#) or [virtual participation](#) using the respective online registration forms. In-person participation will be confirmed considering the abovementioned criteria.
- The secretariat is not in a position to fund participants (travel and daily subsistence allowance) to the workshop. The secretariat is working with partners to mobilize travel and subsistence support for nominated Party representatives from developing countries. However, any support that may become available would be administered directly by the donating partner. The partner will decide to whom support will be administered and will draw on Party nominations received by the secretariat, taking into account regional balance.
- Further information will be communicated if funding possibilities become available.
- NGO observer nominations should be communicated to the secretariat by constituency focal points. Representatives of admitted NGOs nominated by constituency focal points must register for [in-person](#) or [virtual participation](#) using the respective online registration forms.

All nominations should be submitted **no later than 25 July 2025 at 23:59 CEST**.

Registration for virtual participation is open to all, using the registration link available on the [workshop webpage](#). Details on broadcasting for other interested participants will be shared on the workshop webpage in due course.

Details regarding in-person and virtual participation will be communicated directly to registered participants. Updated information on the workshop, including the concept note, detailed agenda and background material will be made available on the event website¹ as they become available.

In accordance with [decision 7/CP.29](#), para. 17, Parties are encouraged to consider nominating their [national gender and climate change focal points](#) and provide the necessary support for them to actively take part in the mentioned workshop.

For any further questions, please contact Gender-Team@unfccc.int.

Yours sincerely,

(Signed by)

Ina Parvanova
Director

Communications and Engagement division

¹ Available at <https://unfccc.int/event/additional-technical-workshop-to-facilitate-the-design-of-gender-action-plan-activities>