



Date: 24 February 2025  
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## MESSAGE TO PARTIES AND OBSERVERS

### Call for submissions and expression of interest relating to the new gender action plan and related workshops

I am pleased to inform Parties and observer States to the Convention, the Kyoto Protocol and the Paris Agreement (UNFCCC), United Nations and related organizations, specialized agencies and intergovernmental and nongovernmental organizations admitted as observers by the Conference of the Parties, that the call for submission on the format and scope of the in-session technical workshop to facilitate the design of activities under the new gender action plan is open.

At the twenty-ninth sessions of the Conference of the Parties (COP 29), Parties decided to extend the Enhanced Lima Work Programme on Gender for 10 years and develop a new gender action plan in a process that will be initiated at the sixty-second session of the Subsidiary Body for Implementation (SBI 62) in June 2025, with a view to recommend a decision for consideration and adoption at COP 30, in November 2025.<sup>1</sup>

The COP requested the Chair of the SBI to organize, with the support of the UNFCCC secretariat, a **technical workshop**, to be held at SBI 62, to facilitate the design of gender action plan activities<sup>2</sup>, taking into account, inter alia, the progress, challenges, gaps and priorities identified by Parties and observers during the review of the enhanced Lima work programme on gender and its gender action plan in 2024, and the information presented in the synthesis report on progress, challenges, gaps and priorities in implementing the gender action plan, and future work to be undertaken on gender and climate change.<sup>3</sup>

The deadline for submissions is **31 March 2025**. Submission must be made via the [submission portal](#) (in the search field, type “Gender”). Guidelines for submissions, including for non-Party stakeholders without observer status can be found [here](#).

**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 and related organizations and specialized agencies and inter-governmental and non- governmental organizations admitted by the Conference of the Parties.

<sup>1</sup> [Decision -/CP.29 \(AUV\)](#), paras. 11 and 13.

<sup>2</sup> [Decision -/CP.29 \(AUV\)](#), para. 14.

<sup>3</sup> See FCCC/SBI/2024/11 and FCCC/SBI/2024/INF.6.



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Parties are reminded that in the same decision, the COP decided that, at the discretion of the Chair of the SBI, other in-person or hybrid technical workshops on the above-mentioned topic may be held during 2025 in conjunction with existing events, such as the regional climate weeks, upon receiving an **expression of interest** from a Party to host such a workshop, while aiming to ensure inclusive and balanced geographical representation at the workshops.<sup>4</sup>

I take this opportunity to highlight that the extended Enhanced Lima Work Programme on Gender encourages Parties to appoint and support their national gender and climate change focal points for climate negotiations, implementation, and monitoring.<sup>5</sup>

The secretariat looks forward to continuing to facilitate support for building and strengthening the skills and capacities of all appointed national gender and climate change focal points, as well as their attendance at relevant mandated UNFCCC meetings, upon request and subject to available resources.<sup>6</sup>

For further information, please contact [gender-team@unfccc.int](mailto:gender-team@unfccc.int).

Yours sincerely,

*(Signed by)*

Ina Parvanova  
Director  
Communications and Engagement division

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<sup>4</sup> [Decision -/CP.29 \(AUV\)](#), para. 16.

<sup>5</sup> [Decision -/CP.29 \(AUV\)](#), para. 17.

<sup>6</sup> [Decision -/CP.29 \(AUV\)](#), para. 22 (e) and (f)