



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

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## MESSAGE TO PARTIES

### Facilitative sharing of views at SBI 49 in Katowice, Poland

I wish to draw the attention of Parties to the United Nations Framework Convention on Climate Change to the workshop of the facilitative sharing of views (FSV) under the international consultation and analysis (ICA) process for non-Annex I Parties, which will be convened during the forty-ninth session of the Subsidiary Body for Implementation (SBI) in Katowice, Poland in December 2018.

The FSV process is the second step in the ICA process established through decision 2/CP.17. Modalities and guidelines for ICA, contained in paragraphs 56–62 of decision 2/CP.17 and annex IV of the same decision, serve as the basis for the implementation of the ICA process which includes two steps:

- (1) Technical analysis of biennial update reports;
- (2) Facilitative sharing of views among Parties in the form of a workshop under the SBI.

In accordance with the modalities and guidelines for ICA adopted by the Conference of the Parties (see Paragraphs 56-62 of decision [2/CP.17](#)), the SBI shall, at regular intervals, convene a workshop for the FSV, open to all Parties, for all non-Annex I Parties for which there is a biennial update report and a final summary report of the technical analysis. The next round of FSV will be conducted in December 2018 during the forty-ninth session of the SBI. The final list of Parties that will be the focus of this FSV session will be announced soon at the FSV website:

<<https://unfccc.int/process/transparency-and-reporting/reporting-and-review-under-the-convention/biennial-update-reportsand-international-consultation-and-analysis/facilitative-sharing-of-views>>.

**Distribution:** To Parties and observer States through their National Focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



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Parties will be allowed to submit written questions in advance of the workshop. Further details on the process and timeline for submitting such questions are provided in Annex I to this message. Annex I also describes the operational details of the FSV workshop, including information on the format and duration of the session as well as other organizational matters.

It is hoped that the information provided in this message and its annex will assist Parties in their preparation for, and participation in, the FSV process in Katowice. Questions or requests for clarification can be addressed to the secretariat <[ica@unfccc.int](mailto:ica@unfccc.int)>.

The FSV under the ICA process provides a unique opportunity to developing country Parties to enhance their national capacities to prepare and report information on their actions to implement the Convention and showcase it in a transparent manner to other Parties. The implementation of this process will lay a solid foundation for the operationalization of the enhanced transparency of action and support under the Paris Agreement. The secretariat is committed to supporting Parties in the implementation of the ICA process.

Should you have any questions or require any further information, please contact Ms. Karen Ortega ([ica@unfccc.int](mailto:ica@unfccc.int)), direct line: +49 228 815 1692.

Yours sincerely,

*(Signed by)*

Ovais Sarmad  
Deputy Executive Secretary



## **Annex I**

### **Operational details for the workshop on the facilitative sharing of views in Katowice, Poland**

#### **I. Background of and mandate for facilitative sharing of views under international consultation and analysis**

1. **International consultation and analysis** (ICA) of biennial update reports (BURs) is a process under the Subsidiary Body of Implementation (SBI) that aims to increase the transparency of mitigation actions and their effects, through the technical analysis of BURs by a team of technical experts in consultation with the Party concerned followed by a facilitative sharing of views. Modalities and guidelines for ICA are elaborated in paragraphs 56 – 62 of decision 2/CP.17 and annex IV of the same decision.
2. A technical analysis of the biennial update reports submitted by Parties not included in Annex I to the Convention will have as main outcome the summary report of the technical analysis.
3. The FSV workshop, with the biennial update report and summary report as input, will consist of a one-to three-hour session for each Party or group of Parties. The session will consist of a brief presentation by the Party or Parties concerned on their biennial update report, followed by questions and answers. Other interested Parties will be allowed to submit written questions in advance.
4. The **outputs** of the ICA process for each Party includes:
  - (i) A final summary report resulting from the technical analysis of BUR;
  - (ii) A record of the facilitative sharing of views summarizing the proceedings of the facilitative sharing of views session for the Party.

#### **II. Date of the workshop for the facilitative sharing of views**

5. The workshop for the facilitative sharing of views will be convened in December 2018 during the forty-ninth session of the SBI in Katowice, Poland. The exact date will be announced soon.

#### **III. Parties for FSV during SBI 49**

6. The Parties that have submitted BUR and have a final summary report will be the focus for FSV at SBI 49. The final list of Parties will be available soon at the FSV website.

#### **IV. Written questions in advance**

7. As provided in paragraph 6 of annex IV to decision 2/CP 16, Parties will be allowed to submit written questions in advance of the FSV workshop using an online platform. The secretariat will be in contact with all Parties (via nominated users to the FSV Portal) to inform them of the steps for submitting such written questions in advance.



8. The timeline for submitting questions in advance is outlined in table 1 below. The working language for the question and answer process will be English and the questions should be raised within the scope of the ICA process.

**Table 1: Timeline for written questions**

<b>Timeline</b>	<b>Action</b>	
01-31 October 2018	<b>Other interested Parties</b> may submit, through a <b>dedicated on-line portal</b> , questions to the Parties that are the focus of FSV at SBI 49.	Further communication will be shared with All Parties on the submission of questions.
01-30 November 2018	Parties concerned may provide written responses to the questions received, through <b>the dedicated portal</b> .	Information on the FSV process is available <a href="#">here</a> :
1 <sup>st</sup> week of December 2018	The FSV Workshop will be held in Katowice, Poland. <b>Parties</b> will make a presentation on their BURs, followed by a question and answer session	Session will be broadcasted and made publicly available on the secretariat's website.

## **V. Format, duration and other organizational matters**

1. **Chairing arrangement.** The SBI Chair will preside over the proceedings of the workshop. In the event, that the SBI Chair is not available, the Vice-Chair or the Rapporteur of the SBI may, on his/her behalf, preside over the workshop.
2. **Time allocation:** Each Party will be allocated 40 minutes on average as follows:
  - a. Presentation –20 minutes per Party on average to present their BUR;
  - b. Question and answer –20 minutes per Party on average after each presentation.

In the event that the Party undergoing FSV receives none or very few questions, the total time allocated to that Party can be shortened. Upon completion of the question and answer session for one Party, the next Party will be invited to begin its presentation.

3. **Representation of Parties:** It is expected that a representative with competencies in both policy and technical issues will speak on behalf of the Party.
4. **Order of participation and placement of speakers and seating arrangements:** The order of Parties making presentations will be alphabetical.
5. **Workshop participants:** The workshop will be open to Parties and observers. However, only Parties can pose questions and seek clarification.
6. **Output of the FSV:** A record of the FSV, summarizing the presentation by the Party and proceedings, will be prepared, under the guidance of the SBI Chair, for each Party undergoing the FSV.

**Questions about the FSV process can be addressed to the secretariat using the email address:**  
<ica@unfccc.int>.

**Questions about the FSV Portal can be addressed to the secretariat using the email address:**  
FSVPortal@unfccc.int.