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MESSAGE TO PARTIES

Facilitative sharing of views at SBI 57 in Sharm el-Sheikh

I wish to draw the attention of Parties to the Convention, the Kyoto Protocol and the Paris Agreement to the **thirteenth facilitative sharing of views (FSV) workshop** under the international consultation and analysis (ICA) process for Parties not included in Annex I to the Convention (non-Annex I Parties), which will be convened during SBI 57 in Sharm el-Sheikh, on 11 and 12 November 2022. The ICA process provides a unique opportunity to non-Annex I Parties to enhance their national capacities to prepare and report information on their actions to implement the Convention.

In accordance with the modalities and guidelines for ICA, contained in decision 2/CP.17, paragraphs 56–62 and annex IV, the SBI convenes, at regular intervals, an FSV workshop, 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. FSV workshops provide a unique opportunity for non-Annex I Parties to inform the international community of their needs and transparently showcase their climate action.

The secretariat is committed to supporting Parties in the implementation of the ICA process, which will lay a foundation for the operationalization of the enhanced transparency framework under the Paris Agreement.

The final list of those non-Annex I Parties that will be the focus of the thirteenth FSV workshop will soon be published on the FSV [web page](#).

Parties may submit written questions in advance of the workshop. Further details on the process and timeline for submitting such questions, as well as other organizational matters, are provided in the annex.

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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I hope that the information provided in this message and its annex will assist Parties in their preparation for, and participation in, the FSV workshop.

For substantive questions on FSV, please contact Sohel Pasha (spasha@unfccc.int). For questions regarding logistical issues, please contact Edith Ondieki (eondieki@unfccc.int).

Yours sincerely,

(Signed by)

Ovais Sarmad
Deputy Executive Secretary



Annex

Operational details of the 13th facilitative sharing of views workshop

I. Date

1. The thirteenth FSV workshop will be convened during SBI 57, on 11 and 12 November 2022, in Sharm el-Sheikh, Egypt.

II. Parties

2. Non-Annex I Parties that submitted a biennial update report and for which a summary report was finalized by 24 August 2022 will be the focus for the thirteenth FSV workshop. The final list of such Parties will soon be published on the FSV [web page](#).

III. Written questions in advance

3. As provided for in decision 2/CP.1, annex IV, paragraph 6, Parties will be allowed to submit written questions in advance of the workshop using an online platform. The secretariat will be in contact with all Parties, via individuals nominated to use the FSV portal, to inform them of the procedure for submitting such written questions in advance.

4. The timeline for submitting questions in advance is outlined in table 1. Any questions submitted should be within the scope of the ICA process. The working language for the question-and-answer process will be English.

Table 1

Timeline for written questions

Timeline	Action	Note
9 September to 9 October 2022	All Parties may submit, through the dedicated online portal , questions to those Parties that are the focus of the thirteenth FSV workshop.	Further information will be shared with all Parties on the procedure for submitting questions.
10 October to 10 November 2022	Parties concerned may provide written responses to the questions received through the dedicated online portal .	Information on the FSV process is available on the FSV web page .
11 and 12 November 2022	The thirteenth FSV workshop will be held in person during SBI 57 in Sharm el-Sheikh.	The thirteenth FSV workshop will be broadcast live and the recording will be made available on the UNFCCC website.



IV. Other organizational matters

5. In line with the procedures applied at previous FSV workshops, the thirteenth FSV workshop will be conducted in person for each of the participating non-Annex I Parties. As per the established practice for in-person sessions, the FSV will be conducted in English and interpretation into other languages will not be provided. The time allocated for each workshop session and the order in which Parties will participate will be announced on the FSV [web page](#).

6. Each Party will be allocated 30 minutes:
 - a. 3 minutes to deliver a statement;
 - b. 10 minutes to deliver a pre-recorded presentation on its biennial update report;
 - c. 17 minutes for questions and answers.

Once the question-and-answer session for one Party is complete, the next Party will be invited to begin. In the event that a Party receives very few or no questions, the 17-minute period allocated for questions and answers can be shortened accordingly.

7. Owing to time constraints, Parties are asked to pre-record their presentations. These recordings will be made available by the secretariat on the FSV [web page](#) before the workshop. The secretariat will assist Parties in recording their presentations, if requested. In the pre-recorded presentations, Parties are invited to showcase their climate action and share success stories, innovative approaches, and experience and lessons learned from participating in the ICA process.

8. With a view to facilitating full responses to questions from the audience, a representative with a technical background and competencies in policy issues will be invited to give a brief introduction on each Party's pre-recorded presentation before it is played. One or more representatives are welcome to intervene during the question and answer session on behalf of the Party presenting at the FSV.

9. 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 preside over the workshop on behalf of the Chair.

10. The workshop will be open to Parties, observer States and observer organizations on the basis of confirmed attendance. The secretariat will contact focal points in due course regarding the procedure for confirming attendance. In line with decision 2/CP.17, annex IV, paragraph 7, the question-and-answer session will take place among Parties only.

11. A record of the FSV will be prepared under the guidance of the SBI Chair for each Party participating in the FSV. The record will include a summary of proceedings, as well as a summary of the Party's presentation.

12. The secretariat will liaise with those Parties participating in the FSV to provide further detailed guidance on the organization of the workshop.



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Questions regarding the FSV under the ICA process can be communicated to the secretariat at ica@unfccc.int.

Questions regarding the FSV portal can be communicated to the secretariat at FSVPortal@unfccc.int.