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MESSAGE TO PARTIES

Facilitative sharing of views workshop and multilateral assessment working group session at the sixty-first session of the Subsidiary Body for Implementation

I am writing to inform Parties to the Convention, the Kyoto Protocol and the Paris Agreement that the seventeenth facilitative sharing of views (FSV) workshop under the international consultation and analysis (ICA) process and the third multilateral assessment (MA) working group session under the fifth cycle of the international assessment and review process (IAR) will take place on **14–15 and 15–16 November 2024** respectively at SBI 61 in Baku.

The FSV and the MA are integral parts of the ICA and IAR processes, which were established by decision 1/CP.16 and fleshed out in decision 2/CP.17. These processes lay a solid foundation for operationalizing the enhanced transparency framework under the Paris Agreement and are important for building trust and confidence among countries and showing that countries are progressing towards more ambitious climate action.

In accordance with the modalities and guidelines for ICA, contained in decision 2/CP.17, annex IV, the SBI shall convene, at regular intervals, an FSV workshop, open to all Parties, for all Parties for which there is a biennial update report and a final summary report. FSV workshops provide a unique opportunity for developing country Parties to inform the international community of their needs and transparently showcase their climate action.

In accordance with the modalities and procedures for IAR, contained in decision 2/CP.17, annex II, a MA of developed countries' progress in implementation towards the achievement of emission reductions and removals related to their quantified economy-wide emission reduction targets will be carried out for each developed country Party, during an SBI session, on the basis of the technical review report referred to in paragraph 7 of annex II to decision 2/CP.17 and any other relevant review reports of the annual greenhouse gas inventory and national communication; the biennial report, the national greenhouse gas inventory, including the national inventory report, and the national communication; and supplementary information on the achievement of the Party's quantified economy-wide emission reduction target, including on the role of land use, land-use change and forestry, and carbon credits from market-based mechanisms.

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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The Parties that will undergo the FSV workshop and MA working group session at SBI 61 can be found at <https://unfccc.int/seventeenth-workshop-of-the-facilitative-sharing-of-views-fsv> and [https://unfccc.int/Third MA fifth IAR cycle](https://unfccc.int/Third_MA_fifth_IAR_cycle) respectively.

Information on the process and timeline for submitting written questions pertaining to the session and the workshop, as well as details on other organizational matters, can be found in annexes I–II.

All questions regarding the FSV workshop and MA working group session should be sent to ica@unfccc.int and ma-portal@unfccc.int respectively.

Yours sincerely,

(Signed by)

Donald Cooper
Director
Transparency Division



Annex I

Seventeenth facilitative sharing of views workshop

1. The seventeenth facilitative sharing of views (FSV) workshop will be convened on **14–15 November 2024** at SBI 61 in Baku.
2. Parties not included in Annex I to the Convention that submitted a biennial update report and for which a summary report was finalized and published by 3 September 2024 will undergo the seventeenth FSV workshop. The list of such Parties will be made available at <https://unfccc.int/seventeenth-workshop-of-the-facilitative-sharing-of-views-fsv>.
3. Consistently with decision 2/CP.17, annex IV, paragraph 6, Parties may submit written questions in advance of the workshop; to do so, they are invited to use the [FSV portal](#).
4. The timeline for submitting questions is outlined in the table below. Consistently with decision 2/CP.17, annex IV, paragraph 3(a), any questions submitted should be within the scope of the information considered during the technical analysis of the biennial update report. The working language for the question and answer process will be English.

Timeline for written questions

Timeline	Action	Note
11 September – 11 October 2024	All Parties may submit questions to Parties taking part in the seventeenth FSV workshop	Further information on the procedure for submitting questions will be shared in advance with all Parties via email
12 October – 12 November 2024	The Parties concerned may provide written responses to questions	Information on the FSV process is available at http://unfccc.int/fsv

5. Consistently with previous FSV practices, the seventeenth FSV workshop will be conducted in person. English will be the working language; interpretation into the other official United Nations languages will not be provided. The time allocated to each session of the workshop and the sequence of Party presentations will be announced by 5 September 2024 at <https://unfccc.int/seventeenth-workshop-of-the-facilitative-sharing-of-views-fsv>.
6. During the workshop, each Party involved will be allocated 30 minutes:
 - a. Two minutes to deliver an introduction to the pre-recorded presentation;
 - b. Ten minutes to show a pre-recorded presentation on the Party's biennial update report;
 - c. Eighteen minutes for questions and answers.



7. To facilitate better time management, Parties are asked to pre-record their presentations, which will be made available <https://unfccc.int/seventeenth-workshop-of-the-facilitative-sharing-of-views-fsv> prior to the workshop. In the pre-recorded presentations, Parties are invited to showcase their climate action and share their success stories, innovative approaches, experiences and lessons learned in relation to participating in the ICA process. Parties are also invited to share, to the extent possible, their ongoing initiatives and preparations for implementing the enhanced transparency framework and submitting their first biennial transparency report. The secretariat will assist Parties in recording their presentations if requested.

8. Prior to the pre-recorded presentation being shown, a senior representative of the Party presenting at the FSV workshop will be invited to deliver a two-minute introduction. After the presentation, a question and answer session will take place. The Party presenting is welcome to nominate representatives with a technical background and competencies in policy issues to take part in the session virtually and respond to questions on its behalf. If needed, the secretariat can provide technical support in this regard.

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 will preside over the proceedings on behalf of the Chair.

10. Following SBI practice for similar events, the workshop will be open to Parties, observer States and observer organizations. 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 workshop 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 workshop to provide further detailed guidance on the organization of the workshop.

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



Annex II

Multilateral assessment working group session

1. The third multilateral assessment (MA) working group session under the fifth cycle of the international assessment and review (IAR) process will be convened on **15–16 November 2024** at SBI 61 in Baku.
2. A list of Parties included in Annex I to the Convention that will undergo MA at SBI 61 is available https://unfccc.int/Third_MA_fifth_IAR_cycle.
3. In preparation for the upcoming MA working group session, the following Party-specific documents and information will be made available on each Party's individual MA web page:¹
 - a. Fifth biennial report, latest national greenhouse gas inventory, including national inventory review report, and latest national communication;
 - b. Technical review report on the fifth biennial report and any other relevant review reports of the GHG inventory and national communication;
 - c. Supplementary information on the achievement of the 2020 quantified economy-wide emission reduction target, including on the role of land use, land-use change and forestry and on the use of units from market-based mechanisms.
4. In accordance with the modalities and procedures for IAR², there will be a three-month written question and answer period prior to the working group session; in the first month, any Party may submit questions to the Parties that will be multilaterally assessed at the upcoming session, and those Parties should provide their answers within the following two months.
5. To facilitate the exchange of questions and answers, Parties are invited to use the MA portal,³ which can be accessed by means of login credentials, which will be provided by the secretariat to representatives nominated by the Parties' national focal points.
6. The timeline for the question and answer period for the upcoming working group session is outlined in the table below. The working language for the questions and answer process is English.

¹ The individual web pages can be accessed via https://unfccc.int/Third_MA_fifth_IAR_cycle.

² As per decision 2/CP.17, annex II, paragraph 10.

³ <https://process.unfccc.int/sites/ma>.



Timeline for the multilateral assessment question and answer period

Timeline	Action	Note
8 August – 7 September 2024	Any Party may submit written questions to the Parties being multilaterally assessed. Questions should address the following elements: ⁴ <ul style="list-style-type: none">• Emissions and removals related to the Party’s quantified economy-wide emission reduction target• Assumptions, conditions, and methodologies related to the attainment of the Party’s quantified economy-wide emission reduction target• Progress towards the achievement of the Party’s quantified economy-wide emission reduction target	Questions may be submitted by nominated users via the MA portal and should be based on the documents and information provided on each Party’s individual MA web page.
8 September – 7 November 2024	The Parties being assessed are required to answer all questions that were submitted by 7 September 2024. They may answer questions submitted after that date if they wish but they are not obligated to do so.	Responses will be made available on the MA portal.
By 11 November 2024	The secretariat will compile the questions and answers for each Party.	The compiled questions and answers will be made available on the Party’s individual web page.

7. The MA will be conducted in person for each of the Parties concerned. In line with the procedures applied at the previous MA working group session, a flexible approach will be taken in terms of the time allocated to each Party. In this regard, the number of written questions submitted in advance of the session to a particular Party will provide an indication of the time needed for the assessment.

8. The Parties undergoing MA are asked to record their presentations in advance to facilitate time-management during the working group session; the secretariat will provide assistance if requested. In the pre-recorded presentations, Parties are invited to focus on the highlights of their climate change policy development and implementation and share their success stories, innovative approaches, experience and lessons learned in relation to participating in the IAR process and achieving their 2020 quantified economy-wide emission reduction target.

9. To facilitate constructive dialogue during the in-person MA session, the Parties undergoing the MA may wish to choose a representative with competencies in climate change policy, assisted by representatives with competencies in technical climate change matters. If needed during the in-person MA session, national experts will have the possibility to respond to the questions virtually.

⁴ As per decision 2/CP.17, annex II, paragraph 5.



10. The envisaged flow of each Party session is as follows:
 - a. The representative of the Party will be invited to deliver introductory remarks in-person;
 - b. The pre-recorded presentation on the Party's biennial report will be shown;
 - c. The floor to questions and answers by Parties will be opened.

11. Parties will have an opportunity to briefly summarize their views on the MA process at the end of the working group session. Parties wishing to provide a brief summary should inform the secretariat before the MA session.

12. Details regarding the scheduling of the session, including the order in which Parties will undergo the assessment and time allocated to each part of the session, will be available at https://unfccc.int/Third_MA_fifth_IAR_cycle.

13. The secretariat will liaise with the Parties undergoing the MA to provide detailed guidance on the organization of the working group session.

14. The session will be chaired by the SBI Chair or a designated member of the SBI Bureau. In the event that the SBI Chair is not available, the Vice-Chair or the Rapporteur of the SBI will preside over the proceedings on behalf of the Chair.

15. The MA working group session will be conducted in English and are open to Parties, observers and the media. However, the oral questions and answers will be among Parties only⁵. The working group session will be broadcast live⁶ and the recording will be made available on the respective Party's MA web page after the session.

⁵ Paragraph 10 of annex II to decision 2/CP.17.

⁶ The link to the broadcast will be available at <https://unfccc.int/MA>.