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Page 1 of: 7

## **MESSAGE TO PARTIES AND OBSERVER STATES**

### **Mandated ETF events at the sixtieth session of the Subsidiary Body for Implementation**

In accordance as per paragraphs 14 and 15 of decision 18/CMA.5, the secretariat has been requested to organize two events at the sixtieth session of the Subsidiary Body for Implementations (SBI 60). The two events will be held during SBI 60 as follows:

- In-person workshop, with relevant stakeholders, such as the Global Environment Facility and its implementing agencies, as appropriate, on support available to developing country Parties for preparing their biennial transparency reports and enhancing sustainable institutional capacity and national reporting systems within their governments for implementing the enhanced transparency framework, and in providing guidance on the application process for transparency-related projects. The in-person workshop will be held on **Tuesday, 4 June 2024**.
- In-session facilitative dialogue to facilitate the sharing of experience in gathering, analysing and managing data, in particular by developed country Parties, that may be helpful for developing country Parties in enhancing their institutional capacity and national reporting systems for implementing the enhanced transparency framework. The in-session facilitative dialogue will be organized on **Monday, 10 June 2024**.

The concept notes and further details including information on the registration for both events are contained in the annex to this message. Further information will be posted on this [UNFCCC website](#) as they become available.

Please consult the SB 60 daily programme and CCTV for the exact schedule of these events. For any further questions, please contact [ETFSupport@unfccc.int](mailto:ETFSupport@unfccc.int).

Yours sincerely,

*(Signed by)*

Donald Cooper  
Director, Transparency division

Distribution: To Parties and observer States through their national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany



## Annex

### Concept Note

**In-person workshop on support available to developing country Parties for preparing their biennial transparency reports and enhancing sustainable institutional capacity and national reporting systems within their governments for implementing the ETF, and in providing guidance on the application process for transparency-related projects**

*Tuesday, 4 June 2024, 15:00-18:00*

*AAH Upper Conference Room, UN Campus, Bonn*

*(Please consult the SB 60 daily programme and CCTV for the exact schedule)*

**Registration:** <https://forms.office.com/e/WyGh6jTmH7>

### **Background and mandate**

The enhanced transparency framework (ETF) for action and support is established by Article 13 of the Paris Agreement. Decision 18/CMA.1 and its annex, as well as decision 5/CMA.3 and its annexes constitute the basis for the modalities, procedures and guidelines (MPGs) for the ETF. In accordance with the MPGs, Parties shall submit their first biennial transparency reports (BTRs) and national inventory reports, if submitted as a stand-alone report, at the latest by **31 December 2024**<sup>1</sup>, and no less frequently than on a biennial basis.<sup>2</sup> Least developed countries (LDCs) and small island developing States (SIDS) may submit the information referred to in Article 13, paragraphs 7, 8, 9 and 10, of the Paris Agreement at their discretion.<sup>3, 4</sup>

Decision 18/CMA.5<sup>5</sup> recalled that support shall be provided to developing country Parties for the implementation of Article 13 of the Paris Agreement, as well as that support shall also be provided for the building of transparency-related capacity of developing country Parties on a continuous basis.

Among other provisions, decision 18/CMA.5 acknowledged the existing financial, technical and capacity-building support for developing country Parties to address challenges in implementing the ETF; recognized the challenges that developing country Parties, in particular the LDCs and SIDS, face in implementing ETF in a sustainable manner, including establishment and enhancement of their national reporting systems within their respective national governments; underscored the importance of the adequacy, predictability and timeliness of the support provided to developing country Parties, recognizing the special circumstances of the LDCs and SIDS, for building and enhancing their institutional and technical capacity for implementing the ETF; also underscored the importance of the Global Environment Facility (GEF) continuing its efforts to provide adequate and timely support to developing country Parties for implementing the ETF, to further simplify the existing processes for approving projects under the GEF

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<sup>1</sup> Decision 18/CMA.1, para 3.

<sup>2</sup> Decision 1/CP.21, para 90.

<sup>3</sup> Decision 18/CMA.1, para 4.

<sup>4</sup> Decision 1/CP.21, para 90.

<sup>5</sup> [https://unfccc.int/sites/default/files/resource/cma2023\\_16a03\\_adv.pdf#page=5](https://unfccc.int/sites/default/files/resource/cma2023_16a03_adv.pdf#page=5)



and its implementing agencies, and exploring alternative programming modalities, procedures and processes for facilitating and expediting access to financial resources for enabling activities for supporting developing country Parties in meeting their requirements under the ETF and for building and enhancing their institutional and technical capacity for reporting under the Paris Agreement on a continuous basis.

Furthermore, the CMA, at its fifth session, requested the secretariat to organize an in-person workshop, to be held at SBI 60 (June 2024), as well as regional online workshops to be held prior to that session, with the relevant stakeholders, such as the GEF and its implementing agencies, as appropriate, on support available to developing country Parties for preparing their BTRs and enhancing sustainable institutional capacity and national reporting systems within their Governments for implementing the ETF, and in providing guidance on the application process for transparency-related projects. The CMA also requested the secretariat to organize an in-session facilitative dialogue, to be held at SBI 60, to facilitate the sharing of experience in gathering, analysing and managing data, in particular by developed country Parties, that may be helpful for developing country Parties in enhancing their institutional capacity and national reporting systems for implementing the ETF.

The secretariat organized [four online regional workshops](#) between 15 and 18 April 2024, attended by 378 national experts from 111 Parties and 14 support providers. This note provides information on the organization of the in-person workshop at SBI 60 (June 2024).

### **Overall approach**

In-person workshop will be convened in-person, on Tuesday, 4 June 2024, from 3pm to 6 pm, in the AHH upper conference room, UN Campus. Please consult daily programme and CCTV for the exact schedule of the event. The workshop is open to all SB 60 participants. National transparency experts and national focal points, who are involved in transparency-related activities are strongly encouraged to attend the workshop.



## Programme

Tuesday, 4 June 2024, 15:00-18:00, AAH Upper Conference Room, UN Campus, Bonn

Moderator: TBC

Time	Item
<b>Opening</b>	
15:00-15:30	<p><b>Welcome remarks</b></p> <ul style="list-style-type: none"> <li>• Nabeel Munir, SBI Chair (tbc)</li> <li>• Incoming Presidency (tbc)</li> <li>• UNFCCC secretariat</li> </ul>
<b>Session 1 – Background and recap of regional online workshops</b>	
15:30-15:45	<p><u>Scene setting presentation by the secretariat:</u> Overview of the outcome from Dubai and efforts to enhance coordination, collaboration in delivering support for implementation of the ETF, and key takeaways from the regional online workshops</p>
<b>Session 2 – Discussion on support available to developing country Parties for preparing their biennial transparency reports and enhancing sustainable institutional capacity and national reporting systems within their governments for implementing the ETF, and in providing guidance on the application process for transparency-related projects</b>	
15:45-17:45	<p><b><u>Icebreaker interventions (40 min)</u></b></p> <ul style="list-style-type: none"> <li>• GEF and implementing agencies (<i>providing an overview of the application processes and good practice.</i>)</li> </ul> <p><b><u>Breakout group discussion (30 min):</u></b></p> <p>At the regional online workshops organized prior to SBI 60, participants shared their experiences and reflections on support available and on application process for transparency-related projects. The group discussions during the in-person workshop will focus on the key areas raised at the regional online workshops and aim to facilitate exchange of views and suggestions. (<i>Groups will be arranged at the event. Each group will identify a moderator to facilitate the discussion and a rapporteur to take notes and report back to the plenary.</i>)</p> <ul style="list-style-type: none"> <li>• <b><u>Group 1 – Support available to developing countries</u></b> Guiding question: How is the support made available to date addressing the needs and priorities of developing countries? What are the remaining gaps and specific anticipated future needs, and what enhancements may be needed to address them?</li> <li>• <b><u>Group 2 – Project development and application process</u></b> Guiding question: What are the key success factors in developing and submitting project proposals to avoid funding gaps between reporting cycles?</li> <li>• <b><u>Group 3 – Capacity-building and institutional arrangements</u></b> Guiding question: What are the lessons learned and best practices in using transparency-related projects for impactful capacity-building for national teams and enhancing institutional arrangements and national systems for transparency?</li> </ul> <p><b><u>Report back by the groups and moderated discussion</u></b> (report backs: 10 min per each group, discussion: 20 min) (<i>Rapporteurs from break-out groups will share a summary of the group discussions and reflections. Participants will be invited to share additional reflections in response to the reports from the break-out groups.</i>)</p>
17:45-18:00	<b>Key takeaways and closing</b>



## Concept Note

**In-person facilitative dialogue on sharing of experience in gathering, analyzing and managing data, in particular by developed country Parties, that may be helpful for developing country Parties in enhancing their institutional capacity and national reporting systems for implementing the enhanced transparency framework**

*Monday, 10 June 2024, 10:00-18:00*

*WCCB room: (Will be announced on CCTV and Daily Schedule)*

*Registration Link: <https://forms.office.com/e/MLUDk3fdUu>*

### Background and mandate

The enhanced transparency framework (ETF) for action and support is established by Article 13 of the Paris Agreement. Decision 18/CMA.1 and its annex, as well as decision 5/CMA.3 and its annexes constitute the basis for the modalities, procedures and guidelines (MPGs) for the ETF. In accordance with the MPGs, Parties shall submit their first biennial transparency reports (BTRs) and national inventory reports, if submitted as a stand-alone report, at the latest by 31 December 2024<sup>6</sup>, and no less frequently than on an biennial basis.<sup>7</sup> Least developed countries (LDCs) and small island developing States (SIDS) may submit the information referred to in Article 13, paragraphs 7, 8, 9 and 10, of the Paris Agreement at their discretion.<sup>8, 9</sup>

Decision 18/CMA.5<sup>10</sup> recalled that support shall be provided to developing country Parties for the implementation of Article 13 of the Paris Agreement, as well as that support shall also be provided for the building of transparency-related capacity of developing country Parties on a continuous basis.

Among other provisions, decision 18/CMA.5 acknowledged the existing financial, technical and capacity-building support for developing country Parties to address challenges in implementing the ETF; recognized the challenges that developing country Parties, in particular the LDCs and SIDS, face in implementing ETF in a sustainable manner, including establishment and enhancement of their national reporting systems within their respective national governments; underscored the importance of the adequacy, predictability and timeliness of the support provided to developing country Parties, recognizing the special circumstances of the LDCs and SIDS, for building and enhancing their institutional and technical capacity for implementing the ETF; also underscored the importance of the Global Environment Facility (GEF) continuing its efforts to provide adequate and timely support to developing country Parties for implementing the ETF, to further simplify the existing processes for approving projects under the GEF and its implementing agencies, and exploring alternative programming modalities, procedures and processes for facilitating and expediting access to financial resources for enabling activities for supporting

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<sup>6</sup> Decision 18/CMA.1, para 3.

<sup>7</sup> Decision 1/CP.21, para 90.

<sup>8</sup> Decision 18/CMA.1, para 4.

<sup>9</sup> Decision 1/CP.21, para 90.

<sup>10</sup> [https://unfccc.int/sites/default/files/resource/cma2023\\_16a03\\_adv.pdf#page=5](https://unfccc.int/sites/default/files/resource/cma2023_16a03_adv.pdf#page=5)



developing country Parties in meeting their requirements under the ETF and for building and enhancing their institutional and technical capacity for reporting under the Paris Agreement on a continuous basis.

Furthermore, the CMA, at its fifth session, requested the secretariat to organize an in-person workshop, to be held at SB 60 (June 2024), as well as regional online workshops to be held prior to that session, with the relevant stakeholders, such as the GEF and its implementing agencies, as appropriate, on support available to developing country Parties for preparing their BTRs and enhancing sustainable institutional capacity and national reporting systems within their government for implementing the ETF, and in providing guidance on the application process for transparency-related projects.

The CMA also requested the secretariat to organize an in-person facilitative dialogue on sharing of experience in gathering, analyzing, and managing data, in particular by developed country Parties, that may be helpful for developing country Parties in enhancing their institutional capacity and national reporting systems for implementing the ETF. This note provides information on the organization of the in-session facilitative dialogue to be held at SBI 60 (June 2024).

### **Overall approach**

The in-session facilitative dialogue will be convened in-person on Monday, 10 June 2024. While the event is open to all participants, especially national transparency experts and national focal points, who are involved in transparency-related activities are strongly encouraged to attend the facilitative dialogue. It is encouraged that participants engage in an open and constructive discussion and exchange of views and ideas.



## Programme

Monday, 10 June 2024, 10:00-18:00, WCCB room: (Will be announced on CCTV and Daily Schedule)

Event moderators (tbc)

Time	Item
<b>Opening session</b>	
10:00-10:30	<ul style="list-style-type: none"><li>• Welcome remarks by SBI Chair and Incoming COP Presidency (tbc)</li><li>• Opening remarks by UNFCCC secretariat</li><li>• Scene setting presentation on the overview of the outcome from Dubai and the mandate of the facilitative dialogue, by the moderators</li></ul>
<b>Session 1: Sharing of experience in gathering, analyzing, and managing data, in particular by developed country Parties, that may be helpful for developing country Parties in enhancing their institutional capacity and national reporting systems for implementing the enhanced transparency framework</b>	
10:30-11:40	<b>Presentations by representatives of:</b> <ul style="list-style-type: none"><li>• European Union</li><li>• Japan</li><li>• United States of America</li><li>• Republic of Moldova</li><li>• Costa Rica</li></ul> <b>Question and answer session</b>
11:40-11:50	<b>Health break</b>
11:50-13:00	<b>Presentations by representatives of:</b> <ul style="list-style-type: none"><li>• United Kingdom of Great Britain and Northern Ireland</li><li>• Australia</li><li>• Canada</li><li>• South Africa</li><li>• China</li></ul> <b>Question and answer session</b>
<b>Lunchbreak</b>	
<b>Session 2: Roundtable moderated discussion on how the experiences shared may be helpful for developing country Parties in enhancing their institutional capacity and national reporting systems for implementing the enhanced transparency framework</b>	
15:00-17:30	<b>Break-out group discussion guided by the following questions (50 min):</b> (Groups will be arranged at the event. Each group will identify a moderator to moderate the discussion and a rapporteur to take notes and report back to the plenary.) <ul style="list-style-type: none"><li>• What are the best practices, key points and takeaways from the sharing of experience?</li><li>• What key steps could be taken by developing country Parties to enhance institutional capacity and national reporting systems to implement the ETF?</li></ul> <b>Report back by the break-out groups and moderated plenary discussion (100 min):</b> (Rapporteurs from break-out groups will share a summary of the group discussions and reflections. Participants will be invited to share additional reflections on the discussions.)
<b>Session 3: Key takeaways and closing remarks</b>	
17:30-18:00	Key takeaways by the moderators Closing remarks by the UNFCCC secretariat