

Internship Report

**Capacity strengthening of multi-actors
to limit climate change and enhance
resilience (CAP-RES) project**

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A brief overview of UNFCCC as an Organization

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Declaration

I, Osman Goni Raju, hereby affirm that, the internship report titled 'A brief overview of UNFCCC as an Organization', was exclusively prepared by myself following the end of six month Internship under the Capacity strengthening of multi-actors to limit climate change and enhance resilience (CAP-RES) project at ICCCAD- IUB.

I further affirm that the report was created solely to meet this project's requirements and for no other reason. This report may not be utilized in any way that could be detrimental to ICCCAD- IUB and the CAP-RES project.

Regards,

Osman Goni Raju

Research Intern

Capacity strengthening of multi-actors to limit climate change and enhance resilience (CAP-RES)

International Centre for Climate Change and Development (ICCCAD), Independent University, Bangladesh (IUB)

Acknowledgement

The debts that I have accumulated during the course of my internship are never simple to acknowledge. To begin with, I am immensely appreciative of Almighty Allah. I would like to convey my sincere gratitude and profound appreciation to the Individuals who have directly or indirectly contributed to the completion of the internship in a variety of methods are listed below.

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I am also extremely grateful of the CAP-RES project team for their unwavering support and collaboration during my internship. Especially Mr. Savio Rousseau Rozario, Programme Coordinator of Locally-Led Adaptation (LLA) team, Ms. Afsara Binte Mirza, Senior Research Officer of LLA team, Rownak Jahan Khan Ranon, Research Officer from LLA team, Mr. S.M. Saify Iqbal, Programme Coordinator of Capacity Building (CB) team, Md. Habibur Rahman, Research Officer of CB team, and all the members from youth team and management team. The experience at ICCCAD is genuinely beneficial for because of the positive and inclusive work environment. I have gained a wealth of knowledge from my colleagues, and their commitment to their work has served as an inspiration to me.

Lastly, I would like to extend my heartfelt gratitude to the entire ICCCAD team for their unwavering support, generosity, and unforgettable experience. My future endeavors will unquestionably be influenced by the skills and knowledge I have acquired during my internship. The fellowship at ICCCAD has afforded me a distinctive opportunity to contribute to research and various initiatives in the field of climate change and resilience. The work being conducted here is essential in addressing the climatic challenges we are currently facing, and I am grateful for the opportunity to have contributed to it.

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Executive Summary

The International Centre for Climate Change and Development (ICCCAD)-Independent University, Bangladesh (IUB), is a prominent research and capacity-building organization in Bangladesh that focuses on climate change and development. ICCCAD's objective is to establish a world-class institution that is closely connected to local knowledge, experience, and research in one of the countries that is most impacted by climate change.

Consequently, this organization has been implementing a multitude of programmes, each with its own unique set of activities. However, their primary objective remains the mitigation of climate change. One of those programmes is the Capacity Strengthening of Multi-Actors to Limit Climate Change Impacts and Enhance Resilience (CAP-RES) project, which aims to improve the capacity of multi-actors at the local, national, and regional levels to mitigate the effects of climate change and enhance resilience.

One of the project's activities is to provide a six-month internship program to graduate students in order to achieve the project's objective. Consequently, interns can enhance their capabilities by utilizing the ICCCAD in-house research program. I participated in this endeavor as a result of this programme. I was employed by the Management Department. I was assigned to write a brief report on the proceedings and overview of UNFCCC as an Organization for my internship assignment. Besides that, I was also engaged in a variety of organizational responsibilities across multiple teams. I assisted the LLA team in the formulation of a concept note for research, and I have participated in two field surveys of the LLA team in Sunamganj and Cox's Bazar District of Bangladesh. Additionally, I have assisted in the collection of research data and the writing of reports. I have collaborated closely with the CB team and have attended workshops and seminars. I also had the chance to participate in a variety of workshops, field tours, and meetings, which supported my ability to think extensively and expanded my knowledge. In general, my apprenticeship was a valuable learning experience that enabled me to acquire practical experience in the field of research and develop new skills.

Assessment of the implications and susceptibility to climate change was one of the primary areas in which I focused. This entails the analysis of climatic data, the investigation of the impact of climate change on various sectors and regions, and the assessment of the vulnerability of communities and ecosystems. I gained a more comprehensive understanding of the challenges posed by climate change and the necessity of effective adaptation and resilience solutions as a result of this research.

In general, the CAP-RES project internship I undertook at ICCCAD was advantageous. It provided me with a comprehensive understanding of climate change-related topics, including empirical research, policy analysis, and community engagement. I acquired practical skills, knowledge, and exposure to real-world scenarios in order to address the consequences of climate change and enhance my resilience. The experience has fortified my aspiration to work in the field of climate change and has provided me with valuable knowledge that will be beneficial if I choose to pursue a career in this field.

About the Organization

The International Centre for Climate Change was established in 2009 as a result of a collaborative endeavour between the Independent University Bangladesh (IUB), the Bangladesh Centre for Advanced Studies, and IIED (UK).

The International Centre for Climate Change Analysis and Development (ICCCAD)-Independent University, Bangladesh (IUB), is an environmental research institute. Its primary goal is to establish a world-class institution that is closely connected to local knowledge, experiences, and research in a country that has been substantially affected by climate change. The institution is located on the IUB campus in Dhaka.

The mission of ICCCAD- IUB is to acquire and disseminate knowledge on climate change, with a particular focus on adaptation. The organization's objective is to aid individuals in their adaptation to climate change, with a particular emphasis on the global south. ICCCAD- IUB is able to provide international participants with a direct perspective on the real-world challenges associated with climate change by focusing its efforts in Bangladesh, a country that has been significantly impacted by the phenomenon. The expertise of ICCCAD and its local partners will provide international organisations with access to pertinent and well-founded knowledge that can be disseminated and transmitted globally to benefit other Least Development Countries (LDCs), their governments, donors, and international NGOs.

Bangladesh is evolving into a "living laboratory" for climate change adaptation. The objective of ICCCAD- IUB is to enhance the capacity of stakeholders in Bangladesh and to provide opportunities for individuals from other countries to participate in training in Bangladesh, where they can acquire direct knowledge of real-world issues.

Objectives of the Internship

The main objective of the internship programme is to assist in the programmes implementation of the project. Intern work with the management department as well as other departments of the project if needed. The specific objectives of the internship are given below:

- To enhance capabilities through the utilisation of the ICCCAD internal research programme.
- Engage in study into the matters concerning climate-induced Loss and Damage (L&D) and Long-Lasting Adaptation (LLA).
- Create various knowledge products such as research articles, policy briefs, and blogs.
- To facilitate the organisation, implementation, and supervision of the CAP-RES project.
- Acquire practical experience and cultivate expertise in project management.

Duties and Responsibilities during the tenure

As per the Terms of Reference (ToR) of Research Intern Under CAP-RES project, the duties and responsibilities were,

- Providing support to the project manager or team leader in the process of planning, executing, and completing projects,
- Engaging in research and collecting data to substantiate project objectives,
- Assisting in the development of project timeframes and schedules,
- Facilitating project documentation and communication,
- Attending team meetings and delivering progress reports on given assignments,
- Assisting in the identification and handling of project risks and problems,
- Providing support in the creation and execution of project deliverables,
- Assisting the project manager in ensuring that projects are finished promptly, within the allocated funds, and to the contentment of all parties involved.

Subject to these obligations and responsibilities, the assignments I executed during my apprenticeship were as follows:

- 1. Assist in organizing events and workshops:** Besides my major assignment, I got the opportunity to participate in diverse tasks in different teams of CAP-RES project. My daily responsibilities were established by the project manager. I provided him with assistance in the following areas: recruitment, documentation, reporting, and event management. The following are a few examples:
 - **Workshop on Locally Led Adaptation and Building Community Resilience, Rangamati:** A capacity building workshop titled 'Exploring Challenges of Locally Led Adaptation and Scope of Project Development' was organized by the capacity building team at Parjatan Holiday Complex in Kaptai, Rangamati dated 28th and 29th February, 2024. I have assisted in preparing some training modules for the workshop. I have also helped with the logistic gathering for the workshop and attended the workshop for taking concise meeting minutes. I was in charge of coordinating with the workshop participants. Moreover, I have assisted in preparing the report on the workshop later.
 - **Capacity Building Workshop on Responses to Address Loss and Damage:** A forthcoming capacity building workshop aimed to equip participants with a thorough understanding of the fundamental concepts and responses to address loss and damage titled 'Capacity Building Workshop on Response to Address Loss and Damage', emphasizing the importance of active engagement and strategic action in this evolving field was organized on 30-31 march at Six Seasons Hotel, Gulshan-2, Dhaka. I was associated with preparing meeting minutes and writing a report later for this workshop. Also, I was responsible for welcoming the participants and get their attendance. Moreover, I took some snaps of the workshop for reporting purpose.
 - **Project Launch of PARIBARTAN:** Besides the CAP-RES project, I have participated in other projects under the banner of ICCCAD with different teams. I have assisted in organizing and coordinating the project Launch of PARIBARTAN project and took the meeting minutes of the launching project.

2. Transcript/ reports development:

- **Management team meetings:** I have participated in several meeting during the tenure with CAP-RES project team and ICCCAD wide meetings and actively engaged myself in team meetings and assumed the position of a narrator. Following the meeting, I delivered the meeting minutes to my supervisor. During the project meetings, team leaders analyzed the activities and identified the risks **and challenges associated with their implementation. Every member of the team actively engaged in this conversation to identify the most viable ideas. I participated in the debates and documented them.**

3. Assist to prepare documentation and communication:

- ICCCAD staff recruitment: As a member of the management team, I was responsible for overseeing the formal documentation of the recently hired CAP-RES staff. I gathered all the documents from them and posted them onto a shared platform, including the job circular, list of applicants, shortlisted candidates, answer script, evaluation sheet, and offer letter.
- Vendor Communication: During my tenure I have participated in Two workshops and 2 field visit. During the field visit design, I have communicated with the vendors for accommodation and food purpose. I have also supported the team with logistics.

4. Research Works:

- CAP-RES Yearly research: I have assisted in the yearly research work of CAP-RES project titled 'From Risk to Resilience: Engaging Educational Institutions to Reduce Disaster Risk and Strengthen Community Resilience in The Haor Region'. I have contributed in literature review of the study for this study.
- LLA research: I have actively participated in a study of Locally Led Adaptation team, titled '360 accountability scorecards for Locally Led Adaptation'. I have visited two field sites of this study Sunamganj and Cox's Bazar respectively. I worked closely with the LLA team in data collection in 2 Upazilla's of Sunamganj and 4 wards of Jalaipalong Upazilla in Cox's Bazar.

5. Other Assignments:

In addition to the designated tasks of the CAP-RES project, I actively participated in other ICCCAD projects to augment my expertise and cultivate my professional aptitude. Below are several descriptions:

- I have prepared an Info-book (Directory) of all the beneficiaries of CAP-RES (Project year-2023)
- I have prepared Some Digital Maps for the Annual Report of CAP-RES project.
- I have attended the NAP-EXPO-2024 with the ICCCAD team.

- I have prepared a report of COP side event session titled 'Inclusive City Development: The role of Young people'.
- Also, I joined some meetings and workshops as a volunteer of ICCCAD and provided logistic support.

Challenges of the Internship

Obstacles are an inherent component of the process of acquiring knowledge. The most significant challenges that I have faced during my tenure is keeping up the pace with the different teams as I have contributed to other teams besides the management team. However, I took it as an opportunity to upgrade my multi-tasking skill and the co-workers of ICCCAD-IUB was very welcoming to overcome this challenge.

Overview of the Internship

My internship at the International Centre for Climate Change and Development ICCCAD-IUB for the CAP-RES project was quite positive. I had the opportunity to personally engage in project management, which greatly benefitted me Enhance my interpersonal abilities, innovative thinking, efficiency, analytical thinking, and critical decision-making.

As a research intern, my primary responsibility entailed collecting data and conducting analysis on various facets of climate change and its impacts. I collaborated closely with a team of researchers and specialists who provided me with valuable information and direction.

I conducted research on the Locally Led Adaptation in relation to climate change. This involved assessing the effectiveness of current climate change policies and frameworks and identifying any areas that require enhancement. My research revealed the correlation between climate science and policy and emphasized the importance of robust governance structures in combating climate change.

Furthermore, I had the opportunity to contribute to the development of individuals' abilities. I assisted in developing training modules aimed at enhancing the knowledge and skills of individuals engaged in climate change adaptation and resilience. I actively participated in workshops and training sessions, which not only expanded my own comprehension but also allowed me to enhance the learning experiences of others.

Last but not least, I got the opportunity to engage with some host communities and carry out sociological investigations. This involved engaging with local populations, administering surveys and conducting interviews, and acquiring a deep understanding of their perspectives, firsthand encounters, and expertise on the effects of climate change. This aspect of the internship allowed me to see the need of incorporating local knowledge and engaging people in initiatives pertaining to climate change adaptation.

Skills Developed During the Tenure

Throughout my internship at ICCCAD- IUB, I had the privilege of acquiring a wide range of skills that have proven to be extremely helpful for both my personal and professional development. Below are few essential talents that I cultivated during my tenure at ICCCAD- IUB:

- **Communications and writing:** Throughout the internship, I had numerous opportunities to enhance my written and spoken communication skills. I frequently made contributions to research reports, training manuals, and presentations, which enhanced my ability to communicate difficult information to diverse audiences by improving clarity, conciseness, and explanatory skills. I actively engaged in workshops and debates, which enhanced my ability to articulate my ideas and engage in meaningful dialogues.
- **Research skill:** My experience in a research-oriented environment really enhanced my research skills. I acquired the skill of efficiently sifting through plenty of information, selecting the appropriate data, engaging in rigorous analysis of the findings, and formulating significant conclusions. Collaborating with the LLA team enhanced my expertise in adaptation research. I also developed proficiency in utilizing tools and computer programs to efficiently gather data.
- **Project Management:** I had the opportunity to acquire and refine my project management skills under the supervision of the CAP-RES project's management team while serving as an intern. Over the course of the entire period, I provided support in the planning and organization of tasks, as well as the establishment of objectives and the efficient utilization of resources. In addition, I was able to enhance my communication skills in logistics support and vendor administration by participating in the planning of field trips or workshops.

Flexibility and Problem-solving skills: The internship was constantly evolving, which facilitated my development as a problem-solver and adaptability. I encountered numerous obstacles that necessitated rapid pondering, adaptability, and the development of innovative and inventive solutions. This experience has enhanced my resilience and ability to manage unforeseen circumstances.

- **Ability to Multitask:** My capacity to multitask was significantly enhanced during my internship at the CAP-RES initiative. Each day, I was required to balance a variety of responsibilities, including the management of project resources, the management of project documents, and the timely completion of deadlines. While it was difficult, it also taught me the importance of selecting priorities carefully, adapting to changes, and maintaining focus in the face of conflicting demands. The capacity to operate in an ever-evolving environment has been immensely beneficial to my professional development.
- **Canva Infographics:** With Canva, I have acquired a highly valuable skill: the ability to generate visually enticing infographics. I have adopted infographics as my preferable method of effectively communicating information, whether it be by summarizing key points, illustrating data, or showcasing research findings. The straightforward process of integrating symbols, graphs, and charts enables me to create informative and captivating visualizations that captivate and sustain the viewer's interest.
- **Intercultural Aptitude:** ICCCAD- IUB provided me with the opportunity to participate in a multicultural and diverse environment while employed at ICCCAD- IUB. I had the opportunity to engage with colleagues from a variety of backgrounds and countries, which improved my comprehension of diverse perspectives and experiences. This experience enhanced my abilities in cross-cultural communication, empathy, and comprehension, thereby broadening my perspective.

Future consideration

Throughout my apprenticeship with the CAP-RES team at ICCCAD-IUB, I acquired a wealth of knowledge and experience. In spite of this, I recognize that there is always more to learn in the realm of resilience and climate change. However, I may not have been able to delve as deeply into certain areas as I would have preferred due to time constraints. Innovative approaches and new research findings are continuously emerging in the field of climate change, which is both complex and evolving. Given additional time, I would have preferred to broaden my expertise in particular fields, such as climate finance, gender and climate change adaptation, or community-based adaptation strategies. After this apprenticeship, I intend to continue my professional development and education by pursuing opportunities to improve my comprehension of climate change science, policy, and implementation strategies.

As I continue on my journey, I am dedicated to pursuing additional research, embracing new experiences, and seizing collaborative opportunities. This ongoing commitment is designed to promote continuous learning and make a significant contribution to the complex challenges presented by climate change. The CAP-RES team has provided me with invaluable guidance and support, for which I am thankful. With an eye toward the future, I am enthusiastic about utilizing the knowledge and skills I have obtained during this internship to positively influence my future endeavors.

A brief overview of UNFCCC as an Organization

Introduction

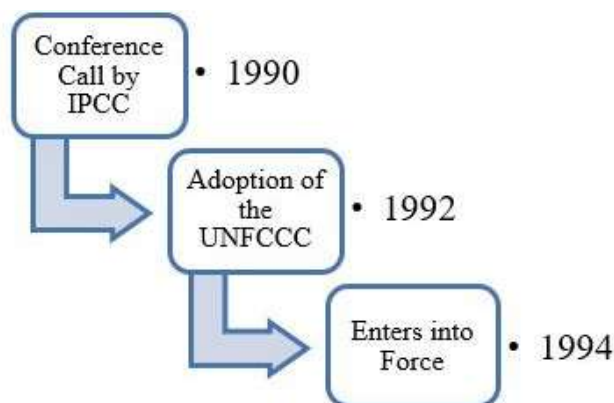
An internship assignment was to write a brief report on the UNFCCC and its proceedings. The goal was to conduct a thorough examination of all available sources in order to determine the organizational structure of the UNFCCC and its ongoing operations. The report contains essential information primarily from the UNFCCC's verified website and a few journal articles detailing its events, meetings, and proceedings.

The United Nations Framework Convention on Climate Change (UNFCCC) was enacted in 1992, more than a quarter of a century ago, and now includes 196 countries. This report assesses its evolution and processes over time through a study of relevant current scholarly research. Major milestones in this history include the 1997 adoption of the Kyoto Protocol, the 2009 Copenhagen negotiating impasse, and the 2015 approval of the Paris Agreement. Despite significant progress in the UNFCCC's orientation, institutional architecture, and operational settings, international efforts to mitigate climate change have not resulted in a corresponding reduction in global greenhouse gas (GHG) emissions. As we cannot expect a single framework treaty to achieve this Herculean task, climate change governance is increasingly taking place in other international organizations, at the regional, national, and subnational levels, and through a complex mix of commercial and public efforts. What are the new roles of non-state players under the Paris Agreement, why have they emerged, and what do they mean for the UNFCCC? Where do these changes leave assessments of the Paris Agreement going forward? Each of these shifts represents the breakdown of a binary feature central to the 1992 UNFCCC: developed versus developing (Annex I versus non-Annex I) countries, states (parties) versus nonstate actors (observer organizations), and climate change versus other global sustainable development issues. This paper explores what it means for the UNFCCC since these basic structures have collapsed. We contend that these transformations, as well as the emerging Paris Agreement, have solidified the UNFCCC's role as the primary coordinator of global climate action, overseeing a broader range of interactions between states, nonstate actors, and issue areas. We discuss what these shifts entail for the UNFCCC's goal of limiting global emissions to avoid "dangerous anthropogenic interference with the climate system".

Background of UNFCCC:

In 1988, the United Nations Environment Programme (UNEP) and the World Meteorological Organization (WMO) formed the Intergovernmental Panel on Climate Change (IPCC). The United Nations General Assembly supported the establishment of the IPCC. (IPCC WGII - TGICA19 Meeting, n.d.)

In 1990, the IPCC released its first Assessment Report (Working Group I: IPCC Scientific Assessment, Working Group II: IPCC Impacts Assessment, and Working Group III: IPCC Response Strategies). The UN General Assembly acknowledges the report conclusions and resolves to begin negotiations for a framework agreement on climate change. (IPCC WGII - TGICA19 Meeting, n.d.)



In 1992, the IPCC released three supplementary reports: Working Group I's "Climate Change 1992: The Supplementary Report to the IPCC Scientific Assessment," Working Group II's "Climate Change 1992: The Supplementary Report to the IPCC Impacts Assessment," and Climate Change 1990 and 1992 Assessments. The United Nations Framework Convention on Climate Change (UNFCCC) is available for signing during the UN Conference on Environment and Development in Rio de Janeiro. (IPCC WGII - TGICA19 Meeting, n.d.)

Countries began negotiating to enhance the global response to climate change in 1995, and the Kyoto Protocol was adopted two years later. The Kyoto Protocol legally commits developed country Parties to emission-reduction targets. The Protocol's first commitment period began in 2008 and concluded in 2012. The second commitment period began on January 1, 2013 and ends in 2020. (UN Framework Convention on Climate Change – UNFCCC | IISD Earth Negotiations Bulletin, n.d.) The 2015 Paris Agreement, enacted in Paris on December 12, 2015, is the most recent step in the growth of the UN climate change framework, building on the work done under the Convention. The Paris Agreement sets a new route for the global effort to address climate change. To achieve these ambitious goals, appropriate financial flows will be established, including a new goal of providing finance from the

USD 100 billion floor by 2025, as well as an enhanced capacity building framework, including an Initiative for Capacity Building, to support action by developing and most vulnerable countries in line with their own national objectives. The Agreement will also improve transparency in action and support by establishing a more comprehensive transparency structure.(UN Framework Convention on Climate Change – UNFCCC | IISD Earth Negotiations Bulletin, n.d.)

The UNFCCC secretariat assists all institutions involved in international climate change negotiations, particularly the Conference of the Parties (COP), the Conference of the Parties serving as the Meeting of the Parties (CMP), the subsidiary bodies (which advise the COP/CMP), and the COP/CMP Bureau (which primarily deals with procedural and organizational issues arising from the COP/CMP but also has technical functions). Bodies provides a basic overview of how these distinct bodies are related to one another. (UN Framework Convention on Climate Change – UNFCCC | IISD Earth Negotiations Bulletin, n.d.)

Objective of the UNFCCC

Article 2 of the UNFCCC describes the Convention's ultimate objective and states:

"The ultimate goal of this Convention and any related legal instruments that the Conference of the Parties may adopt is to achieve, in accordance with the Convention's relevant provisions, stabilization of greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system. Such a threshold should be reached within a time period that allows ecosystems to naturally adjust to climate change, ensures food supply is not jeopardized, and allows economic development to proceed in a sustainable manner (UN, 1992)".

The criterion for allowing economic development to proceed in a sustainable manner is a two-edged sword. Anthropogenic climate change is expected to have a negative impact on sustainable development, with negative consequences increasing as climate change and GHG concentrations rise (IPCC, 2007b, SPM, and Chapter 19). Conversely, costly mitigation measures may have a negative impact on economic development. This conundrum confronting policymakers causes (different degrees of) friction, as evidenced by the debate over the extent of interventions and the appropriate balance between climate policy (mitigation and adaptation) and economic development (1.2 Ultimate Objective of the UNFCCC - AR4 WGIII Chapter 1: Introduction, n.d.).

The assessment of impacts, vulnerability and adaptation potentials is likely to be important for determining the levels and rates of climate change which would result in ecosystems, food production or economic development being threatened to a level sufficient to be defined as dangerous. Vulnerabilities to anthropogenic climate change are strongly regionally differentiated, with often those in the weakest economic and political position being the most susceptible to damages (IPCC, 2007b, Chapter 19, Tables 19.1 and 19.3.3).

UNFCCC Secretariat

Purpose of The Secretariat:

The UNFCCC secretariat (UN Climate Change) is the United Nations agency entrusted with assisting the worldwide response to the threat of climate change. UNFCCC stands for the United Nations Framework Convention on Climate Change. The Convention has nearly universal membership (198 Parties) and is the parent instrument of the 2015 Paris Agreement. The Paris Agreement's major goal is to limit global average temperature rise this century to 1.5 degrees Celsius over pre-industrial levels. The United Nations Framework Convention on Climate Change is also the parent treaty of the 1997 Kyoto Protocol. The ultimate goal of all three UNFCCC agreements is to stabilize greenhouse gas concentrations in the atmosphere at a level that prevents dangerous human interference with the climate system while allowing ecosystems to adapt naturally and enabling sustainable development (About the Secretariat | UNFCCC, n.d.).

Responsibilities of the Secretariate

The Secretariat Initially focused on supporting intergovernmental climate change negotiations, the secretariat now supports a complex infrastructure of bodies that promote the implementation of the Convention, the Kyoto Protocol, and the Paris Agreement. (About the Secretariat | UNFCCC, n.d.)

The secretariat provides technical assistance in analyzing and reviewing climate change information supplied by Parties, as well as implementing the Kyoto processes. It also administers the registry for Nationally Determined Contributions (NDC) created under the Paris Agreement, which is an important part of its implementation.

The secretariat organizes and supports two to four negotiating sessions per year. The largest and most important is the Conference of the Parties, which is held yearly and hosted in various cities throughout the world. It is the largest annual United

Nations conference, with an average of 25,000 participants. In addition to these major conferences, the secretariat holds yearly sessions of the so-called subsidiary bodies, as well as other meetings and workshops throughout the year. In recent years, the secretariat has also supported the Marrakech Partnership for Global Climate Action, which was established by countries to signal that successful climate action required strong support from a diverse range of actors, including regions, cities, businesses, investors, and all segments of civil society. A wide range of events at UN Climate Change Conferences show how non-Party stakeholders are collaborating with governments and the UN system to put the Paris Agreement into action. In addition, the secretariat coordinates regional Climate Weeks. The significant events aim to accelerate regional implementation of the Paris Agreement and foster new climate action collaborations (About the Secretariat | UNFCCC, n.d.).

About The Secretariat

Secretariat Structure

Executive Secretary: On August 15, 2022, United Nations Secretary-General António Guterres appointed Mr. Simon Stiell of Grenada to the position of Executive Secretary of the United Nations Framework Convention on Climate Change. The appointment was made following consultation with the Conference of the Parties and its Bureau. (About the Secretariat | UNFCCC, n.d.).

- Former Executive Secretaries:
- Mr. Ibrahim Thiaw Acting Executive Secretary (July - August 2022)
- Ms. Patricia Espinosa (2016 - 2022)
- Ms. Christiana Figueres (2010 - 2016)
- Mr. Yvo de Boer (2006 - 2010)
- Ms. Joke Waller-Hunter (2002 - 2005)
- Mr. Michael Zammit Cutajar (1991 - 2002)



Mr. Simon Stiell, Executive Secretary, UNFCCC (Source: [UN Climate Image](#))

Divisions and senior staff of the Secretariat

Programmes Coordination: Programmes Coordination provides strategic direction and control for the Programmes department's four sections (Adaptation, Means of Implementation, Mitigation, and Transparency). It promises strategic, substantive, and administrative coherence and synergy in the implementation of respective work plans, notably in reference to established international procedures and bodies. As a result, Parties get consistent support for undertaking mitigation and adaptation actions, which are enabled by the availability and mobilization of implementation means, while ensuring action and support transparency. (Divisions and Senior Staff | UNFCCC, n.d.)

Operations Coordination: By working with Programs Coordination and Executive to take and review decisions on the strategic direction and priorities of the secretariat and the corresponding allocation of resources, Operations Coordination guarantees the strategic focus, effective coordination, and operational improvement of the Operations department (Divisions and Senior Staff | UNFCCC, n.d.).

By fostering an organizational culture and values of innovation, agility, and flexibility for the accomplishment of its goals and mandates, it makes sure that every department division contributes to the secretariat's aspiration to remain a strategically agile and effective organization. It also guarantee that the department as a whole takes a cogent approach to resource mobilization and partnerships through processes, policy support, capacity-building, and the development of the necessary intelligence, tools, resources, and services. (Divisions and Senior Staff | UNFCCC, n.d.).

Legal Affairs Division: In order to ensure that the governing and subsidiary bodies function and operate in accordance with legal, procedural, and institutional requirements, the Legal Affairs division provides legal and procedural support and services. This includes the Katowice outcomes of the Paris Agreement Work Programme (PAWP). Additionally, the division makes sure that chairs, facilitators, presiding officers, Bureau members, regional and negotiating groups, Parties, and secretariat teams receive timely and effective legal, procedural, and, where relevant, substantive support and services in relation to all agenda items under negotiation. Additionally, it minimizes the secretariat's legal liabilities and safeguards the secretariat's legal interests. It also makes sure that the secretariat's management, operations, and administration are carried out in compliance with applicable UN regulations, rules, and policy as well as decisions made by the COP, CMP, and CMA (Divisions and Senior Staff | UNFCCC, n.d.).

Administrative Services, Human Resources and Information and Communication

Technology Division: A wide range of operational services are provided by the divisions of Administrative Services, Human Resources, and Information and Communication Technology to support the intergovernmental process, associated institutions, bodies, and mechanisms, such as conferences and meetings, the Kyoto Protocol's regulatory systems, and the secretariat's and its divisions' day-to-day operations (Divisions and Senior Staff | UNFCCC, n.d.).

Conference Affairs Division: One of the main components of the secretariat support system is the Conference Affairs division, which offers the best conference services for the sessions of the governing and subsidiary bodies, as well as for a variety of seminars and other events. The division helps Parties and other stakeholders prepare for UNFCCC events by setting up the ideal atmosphere for them. In addition to providing top-notch conference services, the division will organize and manage conferences. This will include handling the Participation Fund, paperwork, meetings, and participant registration and accreditation (Divisions and Senior Staff | UNFCCC, n.d.).

Adaptation Division: In order to increase adaptive capacity, build resilience, and lessen vulnerability to climate change, the Adaptation division assists Parties. Facilitating the provision of comprehensive technical guidance and advice to Parties on all elements of adaptation and resilience is made easier by it. This includes sharing knowledge and assessing the risks associated with climate change, developing responses to effects and vulnerabilities, improving implementation, and monitoring progress (Divisions and Senior Staff | UNFCCC, n.d.).

In addition to four formed entities, the division supports other processes, such as the NAP process and the Glasgow-Sharm el-Sheikh work programme on the global goal on adaptation.

Means of Implementation Division: The Means of Implementation division supports the climate finance architecture, international cooperation on climate technology development and transfer, and the implementation of capacity-building arrangements and processes, all of which are vital to Parties in their efforts to improve access to, mobilize, and scale up support for, the implementation of the Convention, the Kyoto Protocol, and the Paris Agreement. Via the Paris Committee on Capacity Building, the division promotes knowledge exchange on capacity-building requirements and initiatives while supporting the work of the Standing Committee on Finance and the Technology Executive Committee (Divisions and Senior Staff | UNFCCC, n.d.).

Mitigation Division: The division of mitigation provides assistance to the Parties in order to help them execute ambitious climate action that is in line with international efforts to keep global temperature increases well below 2 °C and to pursue efforts to keep increases to 1.5 °C over pre-industrial levels. Parties receive assistance in creating, articulating, and executing ambitious Nationally Determined Contributions (NDCs) in a way that promotes comprehension, clarity, and accounting. This assistance includes the application of cooperative strategies, framework engagements, mechanisms, and financial tools that expand mitigation efforts and advance sustainable development (Divisions and Senior Staff | UNFCCC, n.d.).

Transparency Division: In order to support the intergovernmental process of Monitoring, Reporting, and Verification under the Convention and the Kyoto Protocol, as well as the Enhanced Transparency Framework (ETF) under the Paris Agreement, the Transparency division offers training to experts involved in the reporting, review, and analysis processes and technical assistance to developing country Parties (Divisions and Senior Staff | UNFCCC, n.d.).

In respect to GHG inventories, REDD-plus, agriculture, and Koronivia joint work on agriculture, Land Use, Land-Use Change, and Forestry (LULUCF), IPCC recommendations, and common metrics, among other pertinent methodological issues, the division supports work in this area. Additionally, the division maintains a transparency data hub that includes data and information management and analysis, and it supports and enables the Consultative Group of Experts' work relating to transparency.

Communications and Engagement Division: With a focus on proactively gaining support from all stakeholders to encourage climate action and raise ambition, the Communications and Engagement division serves a number of cross-cutting goals, such as informing Parties, non-Party stakeholders, and the public about the secretariat's process and actions on climate change in a timely, authoritative, and relevant manner. Additionally, it guarantees that the results of all procedures and bodies serve as the foundation for the secretariat's communications efforts and engagement initiatives (Divisions and Senior Staff | UNFCCC, n.d.).

Intergovernmental Support and Collective Progress Division: The division responsible for collective progress and intergovernmental support works with the governing and subsidiary bodies of the Paris Agreement, the Kyoto Protocol, and the Convention to support and advance the climate process. The division facilitates and supports overarching procedures, such as the periodic evaluation of the adequacy of the long-term global aim under the Convention and the global stocktake under the Paris Agreement, and assures the coherence, consistency, and timeliness of the organizations' work (Divisions and Senior Staff | UNFCCC, n.d.).

Review of the structure and Operatoins

In 2018 the UN Climate Change secretariat conducted a thorough assessment to ascertain the best and most economical approach to assist Parties and non-Party stakeholders in the global transformation required to accomplish the objectives of the Convention, Kyoto Protocol, and Paris Agreement. Supported by outside consulting, the evaluation looked at three related areas: administrative services, distribution of core and additional resources, and organizational structures and operations. 2019 saw the conclusion of the five-stage process, which included over 340 employees in surveys, meetings, seminars, and focus group discussions and produced suggestions for both structural and non-structural change (Review of the Secretariat Structure and Operations | UNFCCC, n.d.-a).

In 2019 and ending in late 2020, the secretariat undertook a major organizational reform project that concentrated on a new organizational structure and non-structural projects to enhance organizational culture, performance management, and leadership. Coherence around required activities, cooperation across several areas of competence, adjustment to shifting political circumstances, and successful interactions with a variety of stakeholders are made possible by the new organization. To map staff to the new organization, the secretariat formed an inventive Staff Management Group (SMG) and a network of transition focal points. Ninety-four percent of fixed-term employees were successfully mapped into the new framework, while the secretariat established alternate arrangements for those who were not (Review of the Secretariat Structure and Operations | UNFCCC, n.d.-b).

Change management and supervisory skills courses were part of a new leadership development program. Additionally developed was a parallel staff development program that included training for non-supervisors. To create suggestions for improvements to the secretariat's performance management system, a working group on performance management was formed.

A major component of the execution process was the creation of Network4Change, a large network of colleagues aimed at improving the collaborative and knowledge-sharing culture of the secretariat through active working groups. The N4C shows how efficient support of hierarchical systems and cultural and behavioral change may be achieved by flexible and agile internal networking projects.

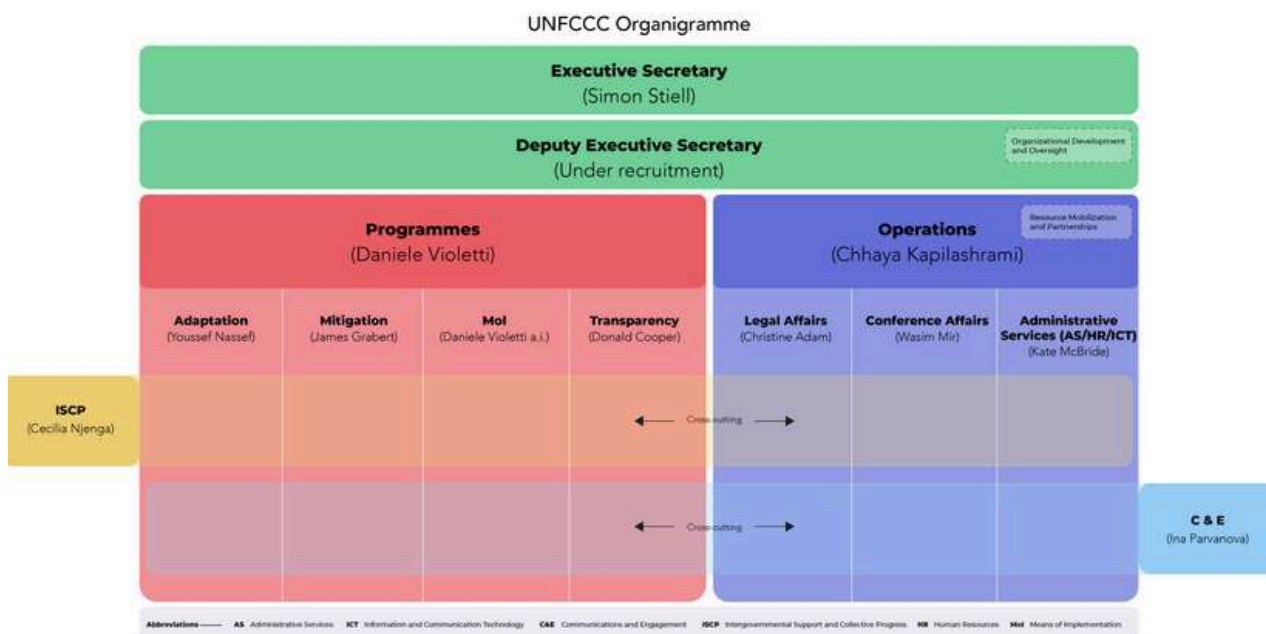


Figure: Key interlinkages of UNFCCC workstreams and secretariat organizational structure
(Source: [UNFCCC](#))

Governing and Subsidiary bodies

The Convention, the Kyoto Protocol, and the Paris Agreement established three governing bodies: the COP for the Convention, the CMP for the Kyoto Protocol and the CMA for the Paris Agreement. The Bureau of the COP, the CMP and the CMA supports the work of the governing bodies. The UNFCCC secretariat provides organizational support and technical expertise (UNFCCC).

Two permanent subsidiary bodies – the SBSTA and the SBI – assist the governing bodies. The COP, the CMP and the CMA furthermore establish other ad hoc subsidiary bodies as deemed necessary to address specific issues (UNFCCC).

Governing Bodies



Conference of the parties to the convention (COP)

The Convention's highest decision-making body is the COP. Every State that has ratified the Convention is represented at the Conference of Parties (COP), where decisions regarding institutional and administrative arrangements, as well as the implementation of the Convention and any other adopted legal instruments, are made (Conference of the Parties (COP) | UNFCCC, n.d.).

Meeting of the parties to the Kyoto Protocol (CMP)

The Kyoto Protocol's Parties convene under the auspices of the Conference of the Parties (COP). The Conference of the Parties acting as the Kyoto Protocol Parties' conference is known as this (CMP) (Kyoto Protocol Bodies | UNFCCC, n.d.).

Every year, the CMP and COP have the same time for meetings. Non-Protocol Parties to the Convention may participate in the CMP as observers, but they will not have decision-making authority. The CMP's responsibilities for the Protocol are comparable to those of the COP for the Convention.

Meeting of the parties to the Paris Agreement (PA)

The Paris Agreement is a legally binding international treaty on climate change. It was adopted by 196 Parties at the UN Climate Change Conference (COP21) in Paris, France, on 12 December 2015. It entered into force on 4 November 2016 (The Paris Agreement | UNFCCC, n.d.).

Process management body and secretariat

Bureau of the COP, CMP, and CMA

The Bureau is a key supporter of the COP, CMP, and CMA, providing advice and guidance on ongoing work under the Convention, Kyoto Protocol, and Paris Agreement. It is elected from representatives of Parties nominated by United Nations regional groups and Small Island Developing States. The Bureau primarily handles process management, assists the President in their duties, examines Party credentials, reviews accreditation lists, and submits reports to the Conference. It is not a forum for political negotiations and often consults with regional groups on issues.

Meetings of the Bureau are convened by the President and are usually held:

1. On a regular basis during COPs;
2. Once during the sessions of the SBs, and
3. Between sessional periods as needed (typically once or twice per year).

The agendas for Bureau meetings are prepared by the Executive Secretary under the guidance of the President (UNFCCC).

Subsidiary bodies

Subsidiary Body for Scientific and Technological Advice (SBSTA)

The SBSTA is a subsidiary body to the Convention established by the COP/CMP, providing information and advice on scientific and technological matters related to the Convention, its Kyoto Protocol, and the Paris Agreement. It focuses on climate change impacts, vulnerability, adaptation, and promoting environmentally-sound technologies. The SBSTA also conducts methodological work under the Convention, the Kyoto Protocol, and the Paris Agreement, and collaborates with other international organizations for sustainable development. They work on cross-cutting issues, such as developing country vulnerability and response measures (Subsidiary Body for Scientific and Technological Advice (SBSTA) | UNFCCC, n.d.).

Subsidiary Body for Implementation (SBI)

The Subsidiary Body for Implementation (SBI) is responsible for implementing treaties and instruments under the Convention, Kyoto Protocol, and Paris Agreement. Its agenda focuses on transparency, mitigation, adaptation, finance, technology, and capacity-building. The SBI has launched processes to advance the MRV issues, such as the international assessment and review process (IAR) and the international consultations and analysis process (ICA). It also monitors GHG emission trends of developed countries and reports on policies and actions by both developed and developing countries. The SBI also provides guidance on mitigation, finance, and technology transfer, ensuring transparency and decision-making. It monitors the Least Developed Countries (LDCs) work programme, identifying priority activities and assessing progress in formulating and implementing national adaptation plans. The SBI works with the SBSTA on cross-cutting issues, fostering international cooperation and elevating global responses. The SBI also monitors and reviews capacity-building in developing countries and countries with economies in transition, promoting gender-sensitive and participatory education, training, public awareness, and regional and international cooperation.

Negotiation Process under the convention

Each year, climate change negotiators gather in various locations across the world to discuss and make decisions on how to best address climate change. Negotiating texts, which are based on written proposals given by governments, serve as the working instruments for discussions. At the conclusion of a negotiation, the Chair of a meeting will knock his or her gavel to signal that a decision or a new treaty has been adopted.

The Conference of the Parties (COP) is the primary decision-making body in the climate change process. It brings together all of the UNFCCC's "Parties" (governments that have formally accepted the treaty) to decide how to implement the treaty and encourage climate action. Climate change negotiators meet at least twice a year, in various locations across the world, to discuss and make decisions on how to best address climate change, as well as to review previous progress. By the end of 2019, the Parties had made more than 763 formal decisions to implement the UNFCCC, the Kyoto Protocol, and the Paris Agreement.

- One intersessional meeting is held every year organized by the SBI & SBSTA – 1st Intersessional usually held in late May/June in Bonn, at the UNFCCC Secretariat; Second SBI & SBSTA meetings held during the 1st week of COP; 58th & 59th SB meetings held in 2023
- Purpose of these meetings are to prepare draft decision texts, negotiated by the technical negotiators; then these texts are forwarded to the COP/MOP/CMA for consideration at the political level
- For each agenda two-Co-chairs are selected – one from developed & one from developing countries – who establish contact groups & hold informal consultations to finalize the decision text.
- COP deliberates on the UNFCCC agendas; MOP on Kyoto Protocol Agendas & CMA on PA agendas; This year it was COP28; NOP18 & CMA5;
- Often there are overlapping agendas
- Almost in every COP – at least a day is extended for solving the most intractable issues – this year 13th Dec was the extra day to paper out the decision on fossil fuels, GST, climate finance, etc.

Negotiation Blocks under the Convention

The EU, LDCs, SIDS, G77, OPEC and ALBA operate as negotiating blocs in many other intergovernmental fora because they did not originate within the UNFCCC process and the common interests of their members extend well beyond the issue of climate change. It is entirely up to the group itself as to whether it wishes to operate only under the UNFCCC process or in other international negotiations as well.



Figure: Negotiation Blocks Under the Convention

Parties and Non-party Stakeholders to the convention

Parties: The Convention divides countries into three main groups according to differing commitments

Annex I Parties include the industrialized countries that were members of the OECD (Organisation for Economic Co-operation and Development) in 1992, plus countries with economies in transition (the EIT Parties), including the Russian Federation, the Baltic States, and several Central and Eastern European States (What Are Parties & Non-Party Stakeholders? | UNFCCC, n.d.).

Annex II Parties consist of the OECD members of Annex I, but not the EIT Parties. They are required to provide financial resources to enable developing countries to undertake emissions reduction activities under the Convention and to help them adapt to adverse effects of climate change. In addition, they have to "take all practicable steps" to promote the development and transfer of environmentally friendly technologies to EIT Parties and developing countries. Funding provided by Annex II Parties is channeled mostly through the Convention's financial mechanism (What Are Parties & Non-Party Stakeholders? | UNFCCC, n.d.).

Non-Annex I Parties are mostly developing countries. Certain groups of developing countries are recognized by the Convention as being especially vulnerable to the adverse impacts of climate change, including countries with low-lying coastal areas and those prone to desertification and drought. Others (such as countries that rely heavily on income from fossil fuel production and commerce)

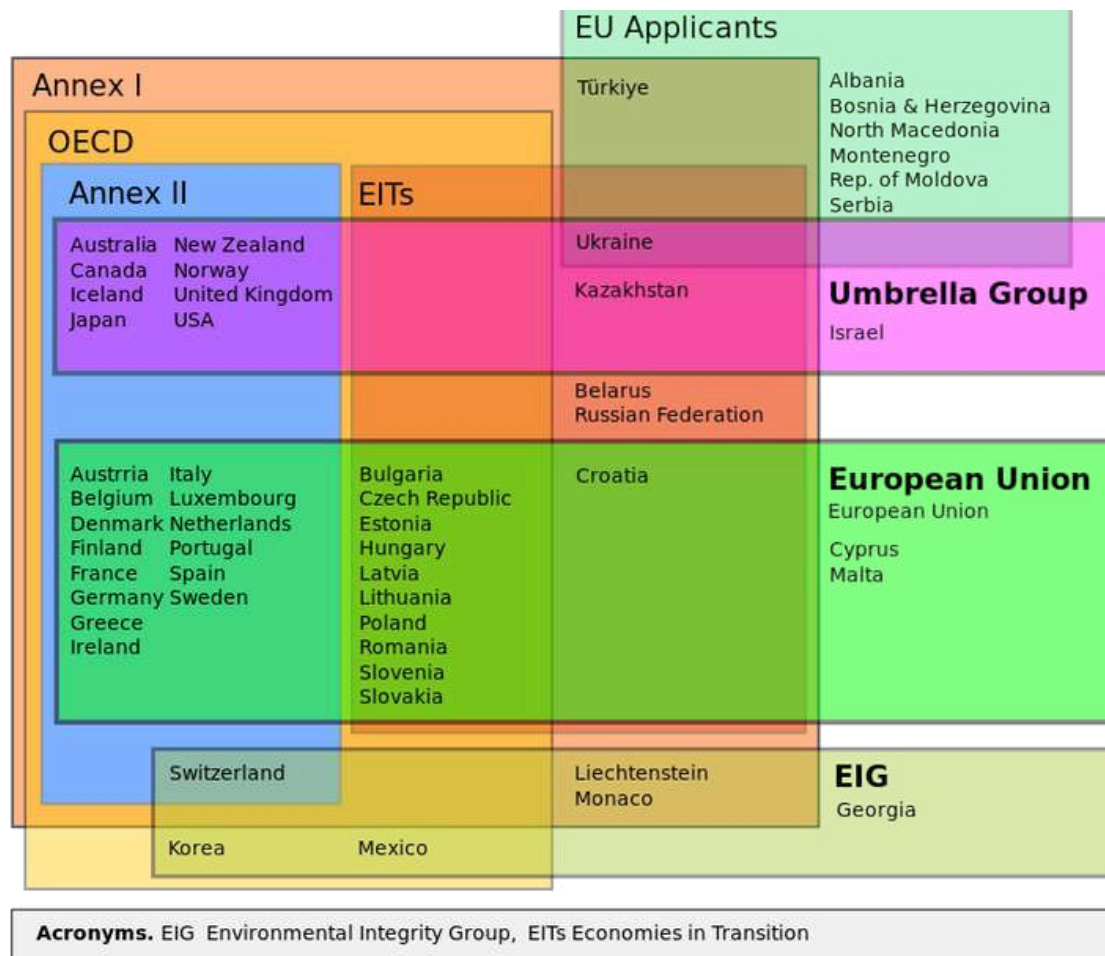


Figure: Parties and Non-party Stakeholders to the convention (Source: UNFCCC)

Non-Party stakeholders

Observer organizations are categorized into three types:

- United Nations System and its Specialized Agencies
- Intergovernmental Organizations (IGOs) admitted by the COP
- Non-governmental organizations (NGOs) admitted by the COP
- Other non-Party stakeholders

Conferences

The United Nations climate change conferences have grown significantly over the past two decades, becoming among the largest international meetings in the world. These conferences, which rotate annually among the five United Nations regional groups, serve as the formal meetings of the Conference of the Parties (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA). They also include sessions of subsidiary bodies (SBSTA and SBI) and any ad hoc negotiating groups. The UNFCCC secretariat supports all institutions involved in the negotiations, as well as the Bureau of the COP/CMP/CMA, which advises the President of the conference (What Are United Nations Climate Change Conferences? | UNFCCC, n.d.).

Conference of the Parties (COP/CMP/CMA) meetings

There are two primary objectives of the Conference of the Parties, which meets as COP, CMP, and CMA:

1. To assess how the Convention, Kyoto Protocol, and Paris Agreement are being implemented, in that order; and
2. To make judgments about how to use and develop these three tools going forward.

The latter may involve the creation of any subsidiary organizations that are thought to be required. Parties may also engage in negotiations and the adoption of new laws, such as the Doha Amendment to the Kyoto Protocol, which was accepted by the CMP in 2012, or the Paris Agreement, which was adopted by the COP in 2015.

The COP, CMP, CMA, and its subsidiary bodies apply the so-called UNFCCC draft rules of procedure, which set forth guidelines for meeting conduct. However, brokering agreed outcomes within the framework of collective decision-making of the COP/CMP/CMA is frequently an extremely complicated process involving compromise and negotiation.

Therefore, compromise and negotiation are necessary for the smooth running of meetings and agreement-brokering within the framework of the COP for collective decision-making (What Are United Nations Climate Change Conferences? | UNFCCC, n.d.).

Conference of the parties (COP)

Reviewing the national communications and emission inventories submitted by Parties is a critical responsibility of the COP. Using this data, the COP evaluates the effectiveness of the measures implemented by the Parties and the advancements made in the pursuit of the Convention's ultimate goal.

The COP gathers annually, unless the Parties determine otherwise. The initial COP meeting was conducted in Berlin, Germany in March 1995. The secretariat is located in Bonn, where the COP convenes, unless a Party volunteers to host the session. Similar to the manner in which the COP Presidency is rotated among the five recognized UN regions - Africa, Asia, Latin America and the Caribbean, Central and Eastern Europe, and Western Europe and Others - the venue of the COP is also prone to fluctuation among these groups (Conference of the Parties (COP) | UNFCCC, n.d.).

Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)

The CMP convenes annually during the same time frame as the COP. Parties to the Convention who are not Parties to the Protocol are permitted to participate in the

CMP as observers; however, they are not permitted to make decisions. The functions of the CMP in relation to the Protocol are comparable to those of the COP in relation to the Convention.

The eleventh session of the Conference of the Parties (COP 11) was convened in Montreal, Canada in December 2005, and the first meeting of the Parties to the Kyoto Protocol was held there.

The Marrakesh accords, also known as the "rulebook" of the 1997 Kyoto Protocol, were formally enacted by the Kyoto Protocol Parties. These accords establish the framework for the Protocol's implementation (Conference of the Parties Serving as the Meeting of the Parties to the Kyoto Protocol (CMP) | UNFCCC, n.d.).

Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA)

The CMA convenes annually during the same time frame as the COP. Parties to the Convention who are not Parties to the Paris Agreement are permitted to participate in the CMA as observers; however, they are not permitted to make decisions. The CMA's responsibilities regarding the Paris Agreement are comparable to those of the COP with respect to the Convention.

Transparency and Reporting

Transparency

Transparency in the context of climate change refers to the reporting and examination of pertinent climatic data and information. The UNFCCC's transparency provisions make frequent data on greenhouse gas emissions, policies and measures, target progress, adaptation to climate change, assistance levels, and capacity-building requirements available.

Building mutual trust and confidence among Parties requires transparency in climate action and support. The MRV system implementation experience of the Parties demonstrates that when progress is consistently monitored and openly shared information is made available to the public, the Parties endeavor to achieve and surpass their objectives.

Openness makes it possible to have a global dialogue about the areas in which we are progressing and the effects that our activities are having. Additionally, openness enables the world community to determine whether investments and group efforts are living up to expectations; if not, it motivates everyone to step up their efforts (What Is Transparency? | UNFCCC, n.d.).

A comprehensive measurement, reporting, and verification (MRV) system was established to facilitate the periodic submission of pertinent climate information and data from countries. This endeavor spanned approximately three decades. Parties are obligated, in accordance with the Kyoto Protocol and the Convention, to consistently furnish climate-related information and data via the submission of designated transparency reports. In accordance with the Paris Agreement, the MRV system is undergoing a phased transition to be replaced by the Enhanced Transparency Framework (ETF), which is scheduled to be entirely operational by the conclusion of 2024 (What Is Transparency? | UNFCCC, n.d.).

Enhanced Transparency Framework

The establishment of the Enhanced Transparency Framework for action and support (ETF) coincided with the 2015 adoption of the Paris Agreement. The Paris Agreement ultimately acknowledged that the experiences gained by countries through their participation in the MRV system serve as a crucial foundation for the development and implementation of the ETF. These experiences form the basis of the new system.

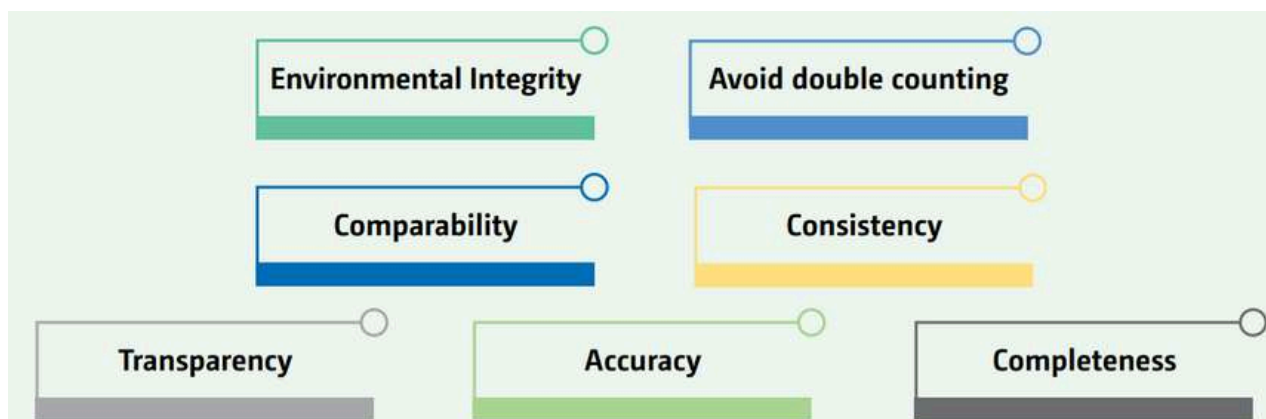


Figure: ETF Guiding Principles

At COP24 in Katowice in 2018, nations reached an agreement on the modalities, procedures, and guidelines (MPGs), which are the regulations used to implement the ETF. The MPGs define the reporting information to be provided, the technical expert review, transitional arrangements, and a facilitative multilateral consideration of progress in accordance with a set of governing principles.

Reporting

Following the mandate from decision 5/CMA.3, the secretariat is developing the ETF reporting tools for use by Parties for reporting the information as required by the modalities, procedures and guidelines for the enhanced transparency framework (decision 18/CMA.1)

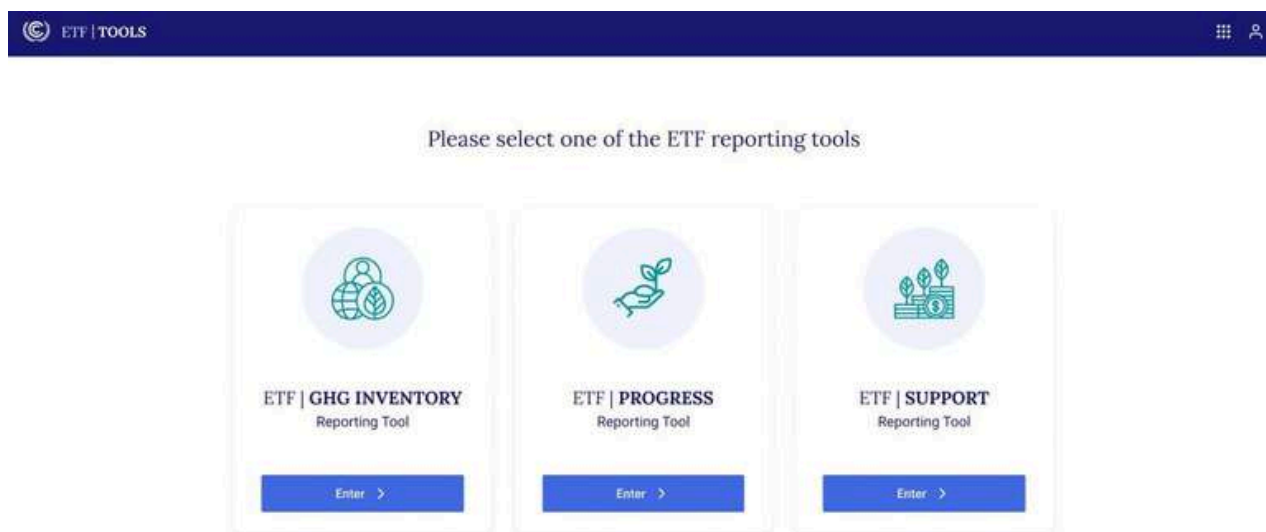


Figure: ETF Reporting tools - prototype version as of May 2023

ETF | GHG INVENTORY Reporting Tool – Generates the common reporting tables (CRTs) for the electronic reporting of the information in the national inventory reports (NIRs) of anthropogenic emissions by sources and removals by sinks of GHG as contained in annex I to decision 5/CMA.3 (ETF Reporting Tools | UNFCCC, n.d.)

ETF | PROGRESS Reporting Tool - Generates the common tabular formats (CTFs) for the electronic reporting of the information necessary to track progress made in implementing and achieving nationally determined contributions (NDCs) under Article 4 of the Paris Agreement, as contained in Annex II to decision 5.CMA.3 (ETF Reporting Tools | UNFCCC, n.d.)

ETF | SUPPORT Reporting Tool - Generates the common tabular formats (CTFs) for the electronic reporting of the information on financial, technology development and transfer and capacity-building (FTC) support provided and mobilized, as well as support needed and received, under Articles 9–11 of the Paris Agreement, as contained in annex III to the decision 5/CMA.3. (ETF Reporting Tools | UNFCCC, n.d.)

Code of Conduct (COC) for UNFCCC events

The UNFCCC secretariat is committed to enabling events at which everyone can participate in an inclusive, respectful, healthy and safe environment and be treated with fairness and dignity. (Code of Conduct for UNFCCC Events | UNFCCC, n.d.)

Applicability of COC

The Code of Conduct is applicable to all UNFCCC events, including but not limited to conferences, receptions, scientific and technical gatherings, expert conferences, workshops, exhibits, side events, and any other forum that the UNFCCC organizes, hosts, or sponsors in whole or in part. Additionally, it applies to any event or gathering that occurs on UNFCCC premises, regardless of whether the UNFCCC is the organizer, host, or sponsor.

The Code of Conduct is applicable to all individuals who are present or involved in any way at a UNFCCC event, including those who are attending in person or virtually, as well as those who are involved in its setup or delivery. Participants who attend a UNFCCC event or participate in any capacity thereunder consent to abide by its Code of Conduct.

The Code of Conduct serves as a supplement to other pertinent policies, regulations, rules, and laws; it does not have any bearing on the enforcement of laws governing the venue where the UNFCCC event is conducted or any host country agreements that may be applicable. It is the responsibility of participants to abide by the local laws and regulations.

The UNFCCC is dedicated to ensuring equitable and nondiscriminatory implementation of the Code of Conduct (Code of Conduct for UNFCCC Events | UNFCCC, n.d.).

Guiding Principles and Scope of the Code of Conduct

Maintaining the basic human rights, dignity and worth of the human person, and equal human rights for all participants in a UNFCCC event is a commitment of the UNFCCC. Highest ethical and professional standards govern UNFCCC activities, and all participants are expected to behave honorably and with consideration for one another (Code of Conduct for UNFCCC Events | UNFCCC, n.d.).

All the participants must:

- Treat all other participants with respect and dignity. Any form of harassment, including sexual harassment, is prohibited.
- Follow all applicable rules and procedures of the event, including any relevant health protocols.

- Cooperate and comply with requests and instructions from United Nations officials and security staff issued in their official capacity regarding the use of facilities and access to and conduct within the venues of the UNFCCC event.
- Treat flags, name plates, and any officially recognized symbols of the United Nations and of its member States with respect.
- The Participants can take still photographs and make audio or video recordings only in accordance with specific guidelines.
- Refrain from using the UNFCCC venues for unauthorized demonstrations.
- Any non-compliant behaviour is prohibited.

Accountability:

Parties and observing organizations bear responsibility for the actions of their agents, subcontractors, and other support personnel. Any conduct that is against this Code of Conduct may affect the contract or participation of the relevant Party or observer organization at present or future UNFCCC events, as well as the concerned individual or individuals.

This Code of Conduct may be implemented by the Executive Secretary taking whatever required measures.

Examples of such behavior could be, but are not restricted to:

launching an investigation, asking the concerned person or persons to cease the disruptive behavior right away, suspending or ending the concerned person's access to the UNFCCC event; in the case of Party representatives, consulting with their Head of Delegation where appropriate; reviewing the observer organization's admission status; reporting the matter to any investigative or disciplinary authority having jurisdiction over the concerned person or persons; reporting the matter to the employer or other entity having jurisdiction over the concerned person or persons for suitable follow-up action (Code of Conduct for UNFCCC Events | UNFCCC, n.d.)

Complaint Process

Any participant may report harassment they believe they have experienced at a UNFCCC event. Anyone seeing such harassment should report it right once. For every particular event, reports can be sent to the UNFCCC-designated office or offices or email address. About the progress of the report, the complainant will be notified.

Considering the relevant legal framework, the victim of claimed harassment may also contact other pertinent authorities, such the local police.

Never should a participant purposefully state anything that is illegal or misleadingly false.

Financial and Budgetary Matters of The Convention

The Kyoto Protocol and the Paris Agreement have been subject to financial procedures adopted by COP in accordance with Article 7.2(k) of the Convention. These rules provide for a two-year financial period, with the first year being an even-numbered year. The Executive Secretary proposes a programme budget for consideration by the Subsidiary Body for Implementation (SBI), which forwards the recommended budget to the Conference of the Parties (COP) for approval and endorsement.

The COP and CMP adopt scales of contributions that indicate the contributions by each Party to the Convention and the Kyoto Protocol, respectively. Contributions are due on January 1, each calendar year. The COP authorizes the Executive Secretary to make transfers between appropriation lines of the core budget, up to an aggregate limit of 15% of total estimated expenditure.

The UNFCCC accounts and financial management of funds are subject to internal and external audit processes of the United Nations. The financial procedures include the request to the United Nations Secretary-General to establish two trust funds, the Trust Fund for the Core Budget of the Convention and the Trust Fund for Participation in the UNFCCC process. Additional trust funds, subject to the approval of the COP, may be established, such as the Trust Fund for Supplementary Activities, the Special Annual Contribution of Germany, the Clean Development Mechanism, and the International Transaction Log.

UNFCCC classifies specific financial activities into special accounts, including program support costs, conferences and other recoverable costs, cost recovery related activities, and end-of-service and post-service employee benefits fund.

Funds and financial Entities Under the Convention

The Convention established a financial mechanism to provide financial resources to developing country Parties for activities, programmes and measures relating to climate change. The mechanism includes a number of special funds and its operating entities: the Global Environment Facility (GEF) and the Green Climate Fund (GCF). The financial mechanism also serves the Kyoto Protocol and the Paris Agreement (Funds and Financial Entities | UNFCCC, n.d.).

Global Environment Facility

The Global Environment Facility (GEF) operates under the Financial Mechanism under the Convention, with the relationship between the Conference of Parties (COP) and the GEF Council established through a memorandum of understanding. The COP provides guidance to the GEF on policies, program priorities, and funding eligibility criteria. The GEF, along with the Least Developed Countries Fund (LDCF) and Special Climate Change Fund (SCCF), serve the Paris Agreement, as per Article 9, paragraph 8, and decision 3/CMA.1 paragraph 7. The COP decides that guidance to entities entrusted with the operations of the Convention in relevant decisions shall apply *mutatis mutandis*. Article 9, paragraph 9, of the Paris Agreement mandates institutions serving this Agreement to ensure efficient access to financial resources and enhanced readiness support for developing country Parties, particularly least developed countries and small island developing states, in the context of their national climate strategies and plans (Global Environment Facility | UNFCCC, n.d.).

Green Climate Fund

As an operational component of the Convention's Financial Mechanism, the Parties established the Green Climate Fund (GCF) at COP 16. Under COP direction, the GCF is managed by the GCF Board and supports projects, programs, policies, and activities in developing country Parties. Serving the Paris Agreement in compliance with Article 9, paragraph 8, the GCF receives instructions from the Conference of the Parties and is transmitted by the COP on policies, program priorities, and eligibility requirements. The Convention's Financial Mechanism will operate under the same guidelines, the COP agreed. The Paris Agreement's Article 9, paragraph 9 seeks to provide developing nation Parties, especially least developed countries and small island developing states, effective access to financial resources (Green Climate Fund | UNFCCC, n.d.).

Loss & Damage Fund

To help underdeveloped nations most vulnerable to the negative impacts of climate change, the Conference of the Parties (COP) and the Meeting of the Parties to the Paris Agreement (CMA) have set up new financing arrangements. A new body charged with running the Convention's Financial Mechanism, the Loss and Damage Fund will answer to and be guided by the COP and CMA. Extreme weather events and gradual onset occurrences are among the economic and non-economic loss and harm linked to climate change that the fund seeks to remedy (Fund for Responding to Loss and Damage | UNFCCC, n.d.).

The Special Climate Change Fund (SCCF)

Established in 2001, the Special Climate Change Fund (SCCF) funds initiatives pertaining to energy, transportation, industry, agriculture, forestry, waste management, economic diversification, and adaptation as well as technology transfer. Operating the SCCF is the Global Environment Facility (GEF), for which the GEF Council approved a programming agreement in 2004 (The Special Climate Change Fund (SCCF) | UNFCCC, n.d.).

Least Developed Countries (LDC) Fund

A work plan to support Least Developed Country Parties (LDCs) in carrying out, among other things, the formulation and execution of national adaptation programmes of action (NAPAs) was formed under the Least Developed Countries Fund (LDCF).

By decision 27/CP.7, the Global Environment Facility (GEF) has been given responsibility for managing this Fund as an operating entity of the Convention's Financial Mechanism.

The Conference of the Parties (COP) decided at its eleventh session to operationalize the LDCF to assist the execution of NAPAs, offering direction on priority areas and full-cost funding and a co-financing scale (Decision 3/CP.11).

Adaptation Fund

The 2001 creation of the Adaptation Fund was intended to support adaptation initiatives and programmes in developing country Parties to the Kyoto Protocol, especially those most susceptible to the negative impacts of climate change. Serving all Paris Agreement issues under the CMA, it will no longer serve the Kyoto Protocol once the share of revenues is made available under Article 6, paragraph 4. Initial funding for the Fund came from 2% of certified emission reductions (CERs) produced under Kyoto Protocol clean development mechanism (CDM) operations.

The Parties agreed, in decision 1/CMP.8, to increase the Fund by levying a 2% share of the earnings from the first international transfers of allocated amount units (AAUs) and emission reduction units (ERUs) for projects covered by Article 6 of the Kyoto Protocol. The Fund still gets its portion of earnings from Kyoto Protocol Articles 6, 12, and 17.

An ever large portion of the Fund's revenues come from voluntary contributions. Cumulative revenues into the AF Trust Fund as of 30 June 2023 were USD 69.31 million from investment income gained on the Trust Fund balance, USD 1,232.96 million from contributions, and USD 214.92 million from the monetization of CERs. Comprising 16 members and 16 alternates, the Adaptation Fund Board (AFB) meets at least twice a year to oversee and operate the Adaptation Fund (Adaptation Fund | UNFCCC, n.d.).

Climate Actions by UNFCCC

Governments decided at the United Nations Climate Change Conference in Paris, COP 21, that achieving the objectives of the Paris Agreement will urgently need organizing bolder and more ambitious climate action. Governments, cities, regions, companies and investors all need to take action. Everybody has a part to play in carrying out the Paris Agreement successfully.

Governments should aim even higher as the Paris Agreement publicly recognizes the pressing need to intensify our global response to climate change. All parties' commitments—including those made through the Lima-Paris Action Agenda—are acknowledged in the decision text of the Paris Agreement (Introduction to Climate Action | UNFCCC, n.d.).

Action for Climate Empowerment (ACE)

The UN Framework Convention on Climate Change has designated action falling under Articles 6 and 12 of the Convention as Action for Climate Empowerment (ACE). With the help of the six ACE components—public engagement, training, education and public awareness, public access to information, and international collaboration on these issues—all members of society are to be empowered to take climate action (Action for Climate Empowerment | UNFCCC, n.d.).



Figure: *Elements of ACE* (UNFCCC).

Consultation on Net Zero Recognition and Accountability Framework

While working toward net-zero emissions, companies, towns, and regions encounter roadblocks. To pinpoint these obstacles, polish transparency strategies, encourage ambition, and facilitate uniformity, an independent consultation is being carried out. The primary product, co-chaired by Dr. Bing Leng and Sarah Bloom Raskin, is a report due in early 2024. Building upon the report of the UN Secretary-General's High Level Expert Group on the Net Zero Pledges of Non-State Entities, which established a clear course for credible net zero pledges, is the consultation. Through written comments, public surveys, and virtual town hall meetings, a variety of stakeholders will be consulted.

Climate Neutral Now

In order to encourage non-Party stakeholders to take voluntary action on climate change, the UNFCCC developed the Climate Neutral Now Initiative in 2015. It motivates organizations to take immediate action in order to fulfill the Paris Agreement's goal of having a carbon-neutral planet by 2050. The program does not have a certification program, but anybody can join by making the Climate Neutral Now Pledge, doing the three stages (Measure, Reduce, Contribute), and submitting an annual report on their accomplishments (Climate Neutral Now | UNFCCC, n.d.).

Marrakech Partnership for Global Climate Action

The Marrakech Partnership for Global Climate Action, under the leadership of the High-Level Champions, facilitates collaboration between governments and the localities, regions, businesses, and investors that are required to address climate change in order to support the implementation of the Paris Agreement.

Our objective is to enhance the level of collaboration between governments and critical stakeholders in order to immediately reduce emissions and enhance resilience to climate impacts. These actions are implemented in accordance with the 2030 Agenda for Sustainable Development and are motivated by the Paris Agreement's long-term objectives. The emphasis is on the transformation of the environmental, economic, and social systems, with the objective of encouraging all stakeholders to increase their ambition in order to work together to achieve the 1.5°C temperature target and a climate-neutral and resilient world (Marrakech Partnership for Global Climate Action | UNFCCC, n.d.).

High-Level Champions

At the twenty-first session of the Conference of the Parties (COP 21) in Paris, it was determined that the Paris Agreement's objectives must be achieved by mobilizing more ambitious and robust climate action by all Parties and non-Party stakeholders. In order to guarantee an enduring connection between the Convention and the numerous voluntary and collaborative initiatives, the Parties determined that two high-level champions would be appointed.

At the COP 21 United Nations climate change conference in Paris, governments concurred that the Paris Agreement's objectives necessitate the urgent mobilization of more ambitious and robust climate action. In order to establish a connection between the work of governments and the numerous voluntary and collaborative actions undertaken by cities, regions, businesses, and investors, nations elected to designate two high-level champions (Meet the Champions | UNFCCC, n.d.).

The champions work focuses on two crucial areas:

1. Engage with interested parties and non-party stakeholders. This work expands upon extant initiatives and encourages the development of new, more geographically diverse initiatives. The primary objective is to establish a connection between initiatives and coalitions and national action plans, including nationally determined contributions (NDCs) to the Paris Agreement. This contributes to the transparency of climate action by enabling the monitoring of results and establishing demonstrable credibility.
2. The secretariat organizes technical expert meetings and, in collaboration with the Executive Secretary and the current and incoming Presidents of the Conference of the Parties, coordinates annual high-level events to spur even greater ambition and action, with input from the champions' efforts to mobilize action.

Strategic Engagement in Climate Action

The Regional Climate Weeks: The Regional Climate Weeks (RCWs) serve as an incentive for organizations and individuals to participate in the momentum generated by the Paris climate agreement. It is a distinctive collaborative platform that unites stakeholders from both governments and non-governmental organizations to resolve a wide range of pertinent climate issues under a single umbrella.

The primary objective of the RCWs is to unite a variety of stakeholders from both the public and private sectors in order to address climate change. The RCWs consist of a series of events that facilitate the exchange of knowledge and best practices at the grassroots level throughout the region. These events focus on the following topics: the implementation of Nationally Determined Contributions (NDCs), National Adaptation Plans (NAPs), Sustainable Development Goals (SDGs), and Global Climate Action (GCA).

Every year, RCWs are conducted in one or more of the following regions: African, Latin American and Caribbean, Asia-Pacific, Middle East, and Northern Africa (Regional Climate Weeks | UNFCCC, n.d.).

Conclusion

It brings me great pleasure to inform you that my internship has concluded, marking the end of a journey. My supervisor's guidance and support were instrumental in my success. the crew. My involvement in this report has provided me with a comprehensive understanding of the UNFCCC and its proceedings, which has only served to intensify my enthusiasm for environmental advocacy. The opportunity to contribute to such significant work is greatly appreciated, and I am eager to implement the knowledge I have acquired in future endeavors.

It is with gratitude that I acknowledge the knowledge I have obtained during this period functioning in a collaborative manner with the team. I remain dedicated to maintaining I am actively involved in the field of climate change and adaptation. actively seeking out new educational opportunities. My commitment applies to to provide support for global initiatives that are designed to reduce the effects of climate change changing and improving resilience initiatives on a global scale. I acquired remarkable educational experiences while working with the The team at CAP-RES and ICCCAD has established a strong foundation for my future. aspiration. I am profoundly inspired to actively participate in the endeavors to increasing resilience and mitigating climate change. I am driven by a strong yearning this motivates me to investigate novel educational opportunities and provide active assistance there are international initiatives that are dedicated to mitigating the effects of this phenomenon and the improvement of global resilience.

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Appendix : Some memorable snapshots from the whole tenure



With ICCCAD team at NAP-EXPO 2024



Field Survey at Sunamganj with LLA