



## **ACTION EVENT GUIDELINE FOR FACILITATORS** **COP 22**

**Thematic area:** WATER

**Facilitator:** International Network of Basin Organizations (Paris Pact on Water and Adaptation)

**Partners:** Government of France, Moroccan Ministry delegate in charge of Water, Conseil Mondial de l'Eau, Business Alliance, Megacities Alliance

### **1. Purpose**

The purpose of this note is to outline the approach and general guideline that you will need to follow when planning, organizing, conducting, and reporting on your action event.

### **2. Action event background and context**

At the twenty-first session of the Conference of the Parties (COP 21) in Paris, it was agreed that mobilizing stronger and more ambitious climate action by all Parties and non-Party stakeholders is urgently required to achieve the goals of the Paris Agreement. To ensure a durable connection between the Convention and the many voluntary and collaborative actions, Parties decided to appoint two high-level champions.

Parties also agreed to convene an annual high-level event (HLE) on enhancing implementation of climate action. This will be an opportunity to showcase action, to open a dialogue between high-level Party representatives and high-level non-Party stakeholders on how both can contribute to increase ambition to address climate change and to set out a roadmap for the year(s) ahead.

At COP 21, a sequence of 12 thematic events (focus events) and the Action Day were organized to present commitments from the initiatives involved in the Lima Paris Action Agenda, a process aiming at inspiring, structuring, and showcasing climate action.

The COP 22 will aim to pursue and amplify this global climate action; it will be the COP of "action and solutions". For that, the high-level climate champions have planned a series of events during the two weeks of the COP where a variety of topics on climate action will be addressed.

The action events will start on the second day of COP 22, 8 November 2016, with an introductory event where the high-level champions will explain their plans for the two weeks of the COP.<sup>1</sup> The focus of this event will be the relationship between climate action by non-Party stakeholders, the Paris Agreement, the Sustainable Development Goals (SDGs) and nationally determined contributions (NDCs).

All action events have been grouped around thematic areas, which include a variety of topics. Each action event will have a selected topic as the subject for the discussion. The content of the high-level event that will take place on 17 November will be shaped by the outcomes of the action events.

The objective of the high-level champions for the action events is to ensure an opportunity to provide a space of dialogue between non-Party stakeholders and Party representatives.

### 3. The role of facilitators and partners

You have been asked to act as a facilitator and organize with other partners the action event and the dialogue on water that will be held at COP 22 on 9 November 2016.

As a facilitator, you would be asked to plan, organize, manage and report on your event. In order to have a fair representation of the state of play of climate action and water, we would like you to work in partnership with the Government of France<sup>2</sup>, the Moroccan Ministry delegate in charge of Water<sup>3</sup>, the Conseil Mondial de l'Eau, the Business Alliance<sup>4</sup> and the Megacities Alliance<sup>5</sup>. Partners can assist you in the definition of the concept note for the event, the mobilization of initiatives and speakers and in the preparation of the outcome document (see section 6.2 below).

### 4. Planning your event

The event you have been invited to organize will be one of a coherent and integrated sequence of action events and should aim to **deliver results**.

The events will aim to:

- Showcase the most effective initiatives: the ones that are progressing and delivering (tangible and measurable results) and can represent a best case that can inspire and be replicated;
- Provide a space of dialogue between non-Party stakeholders and Party representatives;
- Scale up the level of ambition, by promoting major deliveries and attracting other actors;

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<sup>1</sup> A provisory schedule of the action events at COP can be found [here: <https://unfccc.int/files/meetings/marrakech\\_nov\\_2016/application/pdf/overview\\_schedule\\_marrakech.pdf>](https://unfccc.int/files/meetings/marrakech_nov_2016/application/pdf/overview_schedule_marrakech.pdf).

<sup>2</sup> Focal points: Ms. Lucie Auteroche and Ms. Mélissa Dumont (eau@cop21.gouv.fr).

<sup>3</sup> Focal point: Mr. Bennis (bennis@environnement.gov.ma).

<sup>4</sup> Focal point: Ms. Cate Lamb ([cate.lamb@cdp.net](mailto:cate.lamb@cdp.net)).

<sup>5</sup> Focal points: Mr. Joakim Giacomoni ([joakin.giacomoni@siaap.fr](mailto:joakin.giacomoni@siaap.fr)) and Bruno Nguyen (b.nguyen@unesco.org).

- Identify challenges and possible solutions, including what is needed from Parties to raise ambition;
- Provide an opportunity to identify suitable policy options that can be implemented for the sector;
- Defining a plan for the thematic area for the next year and beyond, which include specific milestones and allow progress to be tracked.

Your event should be developed under the following two-segment approach:

- Showcase segment: in the morning of Wednesday, 9 November 2016, between 10:00 and 12:30, your showcase event will be held. You will decide on its duration and format. Innovative ideas on how to develop the event are welcome. For your reference, traditionally this type of event includes:
  - Showcasing those initiatives that represent examples to be followed or best practices. Specific attention should be given to reporting the progress made by initiatives launched or highlighted during the 2014 Secretary General New York Climate Summit and COP 21. Such initiatives need to demonstrate the following characteristics:
    - Transformational: Defined ambitious goals with credible, science-based plans that would make a significant, quantifiable impact on mitigation, adaptation and/or finance;
    - Delivery: Concrete progress and results achieved against targets;
    - Replicable: Articulated best practices which can be applied by other actors and initiatives;
    - Innovative: Developed new and unique implementation approaches that can inspire bolder action;
    - Linkage with NDCs: Demonstrated how the initiative has been considered or can be directly linked to national policy making and driving higher ambition.
  - Discussion around challenges;
  - Senior Party representatives to share their vision on the topic and to know first-hand what it is expected from them to unlock ambition;
  - High-level representatives as ministers, mayors or CEOs.
- Dialogue segment: in the afternoon of the same day from 13:30 to 16:00, a facilitated dialogue will take place in which selected invitees will discuss the priority topics on water. The dialogue should also discuss cross cutting issues applicable to all thematic areas such as gender, finance, poverty eradication and health. As a dialogue, it should ensure opportunities for questions and answers (specific questions for the dialogue will have to be designed to obtain the desirable outcomes).

The outcomes of this day will need to be summarized according to the outcome document (see an unedited template for the outcome document in Annex 1) to this note (maximum of two pages) and submitted to the focal points (see Annex 2) by 10 November 2016 at 9:00.

You are encouraged to share the template of the outcome document in advance, so participants can be prepared to contribute meaningfully.

For both the showcase event and the dialogue event, we strongly encourage you to keep a balance between geographical origin and gender in your invitations to participate.

Information on the expected times that you will be asked to meet is included in Annex 3 to this note.

## 5. Logistic

We will provide you with detailed information on the logistics of the event. Please note that logistical organization and the management of the event is within your hands.

At the moment, we can already confirm that:

- You will be allocated a room with 300 person capacity (classroom style) for the showcase event and a room “square table shape” for 50 persons at the table in the blue zone of the COP 22.
- The showcase event room will have a Davos style setting with a lectern. Microphones will be provided.
- The room is provided with two interpretation booths (interpretation only feasible in two languages). However, no interpreters will be provided.
- Accreditation: invitees need to be accredited to attend the COP.
- No food or drinks are allowed in the rooms.

## 6. Next steps

### 6.1 Preparation of a concept note for each event

You are invited to develop a concept note for your action event and to submit it to the focal points (see Annex 2) by **30 September**. The concept note should include the following sections:

#### I. The showcase event

There are no fix guidelines for the format of the event; however, it has to make sure that the selected topics are well represented and that the discussions therein lead to the expected outcome of the event. In order to agree on the final format, you are invited to submit:

- (i) The purpose and expected outcomes of the event;
- (ii) A draft agenda, including an explanation on the selection on speakers and topics and the format of each slot;
- (iii) A list of initiatives to be presented;
- (iv) An explanation on how the expected outcomes are going to be achieved, results so far and, in particular, how the progress and impact of initiatives can be tracked in the year ahead.

## **II. Proposed script of the dialogue event:**

You are invited to submit:

- (i) A list of topics to be discussed, including the contribution of non-Party stakeholders to the aim of the Paris Agreement and adaptation. You may need to make sure that gender, finance, poverty eradication and health, as cross cutting issues are analyzed by the invitees;
- (ii) A list of questions around each topic;
- (iii) The name of the proposed moderator;
- (iv) The names of proposed invitees for the showcase segment and the dialogue. The format of this dialogue allows for a maximum of 50 persons at the table. You may want to specifically invite up to such a number. Other participants will still be able to join the dialogue as seats will be available behind the table. In case of smaller number of invitees for the table, participants could also be free to sit at the table.

## **6.2 Post-event activities**

### **I. Outcome document:**

You will need to prepare an outcome document of the event for potential featuring in the high-level dialogue and will be posted online. This document submitted to the focal points (Annex 2) by 9:00 on 10 November 2016.

### **II. Press release**

At the end of the dialogue event a press release should be prepared to be published on the same day on the UNFCCC webpage/COP webpage. You will receive the contacts of the responsible communications officers during the month of October so that you can liaise with them in advance in order to meet the publication deadline.

## **Annex 1 – Template of the document for the outcome of the action event**

[LOGO OF ORGANIZER]

[LOGO OF ACTION AGENDA]

### **OUTCOME DOCUMENT OF THE ACTION EVENT ON**

#### **WATER**

- I. Identify a maximum of three initiatives in the water sector for potential featuring at the high-level event. Describe each initiative in maximum five lines, including the rationale for their selection.
- II. Identify headlines messages and examples on progress and implementation made since COP 21.
- III. Identify suitable policy option(s) that were recommended during the dialogue event, to be adopted immediately for water. Describe in five lines why the implementation of the policy(ies) would help to unlock ambition in the sector or address a specific challenge.
- IV. Identify one short-term (2017-COP 23) and one mid-term (2020) objective that particularly emerged from the whole day and how progress towards these objectives could be tracked. In this context, identify a challenge of the sector (one for topic) and formulate, if applicable, a specific request to negotiators to address it.

## **Annex 2 – List of focal points**

### **Minister Delegate El Haite's team:**

Ms. Nouzha Bouchareb ([nouzha.bouchareb@gmail.com](mailto:nouzha.bouchareb@gmail.com))  
Mr. Omar ZEMRAG ([zemrag@environnement.gov.ma](mailto:zemrag@environnement.gov.ma))  
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### **Ambassador Tubiana's team:**

Ms. Anne-Sophie Cerisola ([anne-sophie.cerisola@diplomatie.gouv.fr](mailto:anne-sophie.cerisola@diplomatie.gouv.fr))  
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### **UNFCCC:**

Mr. Conor Barry ([CBarry@unfccc.int](mailto:CBarry@unfccc.int))  
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Ms. Danielle Magalhaes ([DMagalhaes@unfccc.it](mailto:DMagalhaes@unfccc.it))

### **Annex 3 – Expected timelines**

- **September:**

- ✓ 30 Sept: Deadline to send the concept note according to section 6 of these guidelines.

- **October:**

- ✓ 15 Oct: Finalisation of the programmes.
- ✓ 24 Oct: Submission of the final information on each of the events to focal points.
- ✓ 30 Oct: Publication of the final thematic calendar of the UNFCCC website.