



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Naciones Unidas**  
Secretaría de Cambio Climático

Secretaria Ejecutiva

Date: 4 March 2021  
Reference: ISCP/MTP/O/MARCH.2021  
Page 1 of 2

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

### **Outcomes of the meeting of the Bureau on 25 February 2021**

I would like to inform Parties and observer States to the Convention, the Kyoto Protocol and the Paris Agreement and observer organizations that the Bureau of the COP, the CMP and the CMA met on Thursday, 25 February 2021, to provide guidance on advancing work in the intergovernmental process in the light of the ongoing COVID-19 pandemic.

The Bureau thanked the COP Presidency teams and the Chairs of the subsidiary bodies for their initial plans. It encouraged the Presidency teams and the presiding officers to continue updating their plans and to periodically present them to the Bureau for further feedback and guidance, as needed.

The Bureau requested the presiding officers, taking into account the opinions and concerns expressed by Parties in their consultations, and with the support of the secretariat, to make available a calendar of upcoming activities, including informal consultations and technical expert meetings, in preparation for a successful COP 26 in November 2021. In preparing the calendar, they will:

1. Identify mandated and non-mandated work that can be advanced with virtual and/or remote participation, and work to be conducted in session;
2. Organize planned activities to take place as soon as possible, and schedule work throughout the coming months and up to COP 26, including during the period originally planned for the June sessions, as it is not yet feasible to hold in-person meetings;
3. Identify issues on which submissions from Parties will be invited;
4. Identify preparatory work that will require substantive secretariat support.

**Distribution:** To Parties and observer States through their national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany, as well as United Nations organizations and admitted observer organizations.



To avoid overlap and allow Parties to prepare adequately for their participation, the presiding officers, assisted by the secretariat, will coordinate the scheduling of all consultations and activities.

The Bureau confirmed that the following criteria agreed at its meeting on 25 August 2020 for the organization of work in 2020 and 2021, under the overarching principle of maximizing progress and minimizing delay, will continue to apply and guide the presiding officers in planning work in 2021:

1. Maintaining the original timelines for mandates and submission deadlines to the extent possible, and informally advancing work mandated to be initiated in 2020, particularly if it was mandated to conclude in 2020 or 2021;
2. Maintaining the mandated number of meetings and delivering reports of the constituted bodies as originally planned in 2020 and 2021;
3. Extending the current membership of the Convention, Kyoto Protocol and Paris Agreement bodies as needed until successors can be appointed or elected;
4. Holding events in the year that they were scheduled to be held, to the extent possible.

Additionally, the Bureau agreed on the following guidance for remote participation:

1. Transparency and inclusiveness must be ensured in all virtual meetings;
2. Meetings should be scheduled on the basis of a rotating roster so that no region is disproportionately positively or negatively affected;
3. As soon as conditions allow, all efforts should be made to deliver work through in-person meetings. In-person formal sessions will be organized once all Parties have the possibility to participate on an equal footing with respect to physical presence.

As work advances remotely, the secretariat will make all efforts to provide support for the effective participation of Party representatives, as well as to the chairs and coordinators of groups and constituencies in their efforts to facilitate coordination.

The secretariat is committed to ensuring transparent and inclusive participation of all Parties in the UNFCCC intergovernmental process during these challenging times. We trust that we can count on your continued support.

Yours sincerely,

A handwritten signature in blue ink that reads "Patricia Espinosa" followed by a stylized flourish.

Patricia Espinosa