



Date: 21 October 2021  
Reference: SBSTA/COP Presidencies/Oct.  
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Page 1 of: 2

## INFORMATION NOTE

### **Invitation to the SBSTA informal technical workshop on development of common reporting tables and formats related to the enhanced transparency framework 31 October 2021, Glasgow**

The UNFCCC secretariat wishes to inform national focal points and admitted observer organizations to the United Nations Framework Convention on Climate Change (UNFCCC), the Kyoto Protocol and the Paris Agreement of the technical and procedural information about the upcoming *SBSTA informal technical workshop on development of common reporting tables and formats related to the enhanced transparency framework*, which will take place on 31 October 2021 in Glasgow, the United Kingdom with the support of the COP Presidencies.

The informal technical workshop will be conducted in-person and will be divided into three parts, each part focusing on one set of the tables or formats:

Time	Discussion
11:00–11:10	Opening remarks by the SBSTA Chair and the COP Presidencies
11:10–12:35	CRT for the electronic reporting of GHG inventories
12:35-12:50	<i>Break</i>
12:50-14:15	CTF for the electronic reporting of information for tracking progress made in implementing and achieving NDCs
14:15-15:00	<i>Lunch</i>
15:00-16:30	CTF for the electronic reporting of information on FTC
16:30-16:45	Closing remarks

The informal technical workshop will be open to participation by Parties and observer States and admitted observer organisations. Owing to limitations due to COVID-19 hygiene measures, the number of participants will be limited to two participants per Party at any one time, with an option for virtual participation for a limited number of delegates unable to attend in-person.



Page 2

Please note that as showed in the agenda included above, the workshop is divided in three parts, therefore nomination of different Party experts for each session is allowed. Admitted observer organisations will be able to follow but not actively participate in the informal technical workshop via a broadcast link.

The links for active participation of Party experts and the broadcast link will be made available on the COP26 platform.<sup>1</sup>

Parties and observer States may nominate delegates to attend the technical workshop by completing the [online registration form](#).

To allow sufficient time for planning and preparation for the informal technical workshop, please nominate participants to attend the workshop as early as possible, but at the latest by **Wednesday, 27 October 2021**. Nominated delegates will receive further details regarding the venue for the workshop and/or the links to join remotely this meeting directly from the COP 26 platform schedule. The secretariat encourages participants to review the provided training materials for using the COP 26 platform before joining the meeting. Training materials can be found on the COP 26 platform.<sup>2</sup>

For further information regarding registration for this event, please contact the secretariat at [JHelleberg@unfccc.int](mailto:JHelleberg@unfccc.int).

For technical support related to this meeting, or other questions related to the COP 26 platform, please contact the COP 26 support team directly via the chat box on the platform.



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<sup>1</sup> Access to this meeting is restricted to invited users. All delegates interested in joining remotely **must** have completed the Virtual ID check or have acquired a COP 26 badge at the venue in Glasgow. To find and join their meetings they will need to login to the COP 26 platform <https://cop26platform.unfccc.int>.

<sup>2</sup> <https://unfccc.int/process-and-meetings/conferences/glasgow-climate-change-conference/get-cop-ready>.