



Date: 27 May 2025  
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/Workshop  
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## MESSAGE TO PARTIES AND OBSERVERS

### **In-session technical workshop to facilitate the design of gender action plan activities 16 - 19 June 2025**

Following the gender and climate change decision adopted at the twenty-ninth session of the Conference of the Parties ([7/CP.29](#)), I am pleased to inform Parties and observer States to the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the Paris Agreement, United Nations organizations and related organizations and specialized agencies and intergovernmental and non-governmental organizations admitted as observer that the in-session technical workshop to facilitate the design of gender action plan activities at the sixty-second session of the Subsidiary Body for Implementation (SBI 62) will be held in a hybrid format, from **16 - 19 June 2025**.

In accordance with paragraph 14 of [decision 7/CP.29](#), the Chair of the Subsidiary Body for Implementation, with the support of the secretariat, has been requested to organize the technical workshop to facilitate the design of gender action plan activities, taking into account, inter alia, the progress, challenges, gaps and priorities identified by Parties and observers during the review<sup>1</sup> held in 2024 and the information presented in the synthesis report on progress, challenges, gaps and priorities in implementing the gender action plan, and future work to be undertaken on gender and climate change<sup>2</sup>, with a view to informing the development of the new gender action plan.

Parties and observers were invited to submit views on the format and scope of the in-session technical workshop.<sup>3</sup> Considering the submissions received and the indicated mandate, the three-day workshop will be spread across four days, including a day for coordination in a self-organized manner (17 June 2025).

**Distribution:** To Parties and observer States through their national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany, United Nations and related organizations and specialized agencies and inter-governmental and non- governmental organizations admitted by the Conference of the Parties.

<sup>1</sup> Review information available at <https://unfccc.int/gender/final-review>.

<sup>2</sup> [FCCC/SBI/2024/11](#).

<sup>3</sup> Submissions are available at <https://www4.unfccc.int/sites/submissionsstaging/Pages/Home.aspx>



Due to capacity restrictions for in-person participants, and to ensure inclusiveness, under the guidance of the SBI Chair, National Focal Points are invited to nominate one participant to the workshop. Considering the focus of the workshop, the Women and Gender Constituency is invited to nominate five participants and other constituencies are invited to nominate one participant. In-person participation will be confirmed considering regional, Party, observer and gender balance, as well as role played in implementing the Lima work programme on gender and its gender action plan, and will be done on a first come, first served basis. The nomination and registration process will be conducted as follows:

- Party nominations should be communicated to the secretariat via Indico, using the link received by NFPs via e-mail. Party representatives nominated by their NFPs must register using the online registration form, which will be communicated to the nominated participants.
- NGO observer nominations should be communicated to the secretariat by constituency focal points. Representatives of admitted NGOs nominated by constituency focal points must register using the online registration form, which will be communicated to the nominated participants.

Nominations should be submitted **by 2 June 2025 at 23:59 CEST**.

Registration for virtual participation is open to all registered for virtually attending SB 62, using the registration link available in the [workshop webpage](#). Details on broadcasting for other interested participants will be shared on the workshop webpage in due time.

Details regarding in-person and virtual participation will be communicated directly to registered participants. Details on the workshop, including the concept note, detailed agenda and background material will be made available on the event website<sup>4</sup> as they become available. During SB 62, please consult the daily programme and CCTV for the exact schedule of these events.

In accordance with [decision 7/CP.29](#), para. 17, Parties are encouraged to consider nominating their [national gender and climate change focal points](#) and provide the necessary support for them to actively take part in the mentioned workshop.

For any further questions, please contact [Gender-Team@unfccc.int](mailto:Gender-Team@unfccc.int).

Yours sincerely,

  
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Director

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<sup>4</sup> Available at [https://unfccc.int/gender\\_workshop\\_sb62](https://unfccc.int/gender_workshop_sb62).