



OFFICIAL INVITATION

EMPOWRING CLIMATE DEMOCRACY: MULTILATERAL CLIMATE NEGOTIATIONS WORKSHOP

NEW YORK CITY, USA

5 - 7 July



CPA SMALL BRANCHES / UNDP MULTILATERAL CLIMATE NEGOTIATIONS WORKSHOP

UNITED NATIONS SECRETARIAT, NEW YORK, USA
5 - 7 JULY 2022

It gives us great pleasure to announce that the Commonwealth Parliamentary Association (CPA) Small Branches Network and the United Nations Development Programme (UNDP) will be convening a **Workshop for Parliamentarians from Small Jurisdictions on Multilateral Climate Negotiations**, at the **United Nations Secretariat in New York, USA**, from **5 - 7 July 2022**.

I, therefore, take this opportunity to invite all CPA Small Branches to **nominate up to two Members of Parliament** to attend this Workshop, using a first and second preference selection process.

Despite their limited contribution to the world's greenhouse gas emissions levels, small jurisdictions are among the most disproportionately affected by the impacts of climate change. Due to their size, they have also been forced to operate with fewer resources and limited political leverage during multilateral negotiations. As such, the CPA Small Branches Network have identified both climate change and the role of parliamentarians within international fora, as thematic priorities in its Strategic Plan 2021-2023. In its 2022-2025 Strategic Plan, UNDP emphasizes the critical links between climate action, inclusive governance and sustainable human development for all.

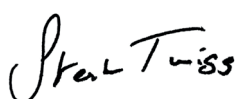
The Workshop will help parliamentarians develop the soft skills required to navigate the multilateral climate change landscape, including in negotiation, communication and networking. It will also seek to explore the role of representative and inclusive institutions in addressing the mounting insecurity caused through climate change by engaging in multilateral climate efforts. It will examine the multilateral landscape where climate negotiations take place and address the issues most pressing for small jurisdictions.

Please kindly follow the application procedure as outlined in the following pages and submit your Branch/Legislature's nomination by **MONDAY 23 MAY 2022**.

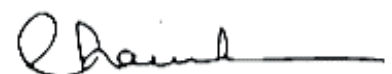
We hope that your Branch/Legislature will be able to participate in this Workshop which will give participants the opportunity to deepen their understanding on issues, and skills relating to climate change and navigating multilateral negotiations, whilst sharing knowledge with peers from other small jurisdictions.

Please do not hesitate to contact Jack Hardcastle (jack.hardcastle@cpahq.org) at the CPA Secretariat should you require any further information.

Yours sincerely



Stephen Twigg
Secretary-General
Commonwealth Parliamentary Association



Charles Chauvel
Global Lead
Inclusive Processes and Institutions
United Nations Development Programme

1. APPLICATION PROCESS

PLACES PER CPA BRANCH/LEGISLATURE

Branches may apply for a maximum of **TWO places**. A total of approx. **25 spaces** are available for the Workshop. When completing nominations, Branches will be asked to select a **first and second preference** among their nominees. The second preference nominee will only be able to attend in the event that there are sufficient spaces available.

NOMINATION PROCESS

To apply for a place on the Workshop, please complete this [NOMINATION FORM](#) and submit it to the CPA Headquarters Secretariat by no later than **Monday 23 May 2022**. Due to a high demand for limited places, any applications received after the stated deadline may be held as a reserve.

Should Members enquire directly with the CPA Secretariat for places, they will be instructed to formally apply through their respective CPA Branch Secretary.

Once the Nomination Form has been received and reviewed, Branch Secretaries will be issued with a notification of the places which have been accepted. Branch Secretaries will be issued with login details to the [CPA Portal](#) and should then complete the Event Registration Form which will include travel itineraries and biographical information by no later than **Monday 6 June 2022**. Should there be any difficulties in registering online, please contact the CPA Secretariat.

NOMINATION CRITERIA

When selecting participants for nomination, you are requested to consider the following criteria:

- a.** It is CPA policy to encourage broad participation in its events. We encourage Branches/Legislatures to consider nominating women and young Members of Parliament. If submitting two nominations, both should not, where possible, be from the same political party, grouping, coalition or caucus and make consideration to gender balance.
- b.** The nominees should be able to demonstrate:
 - Current, previous experience or aspirations to be a Minister, Committee Member, or hold a relevant portfolio in an area related to **climate change, the environment, or foreign affairs**.
 - An interest in the Commonwealth.
 - Familiarity with the international climate change agenda and sustainable development issues facing small jurisdictions.
- c.** Places will only be accepted for Members from CPA Small Branches/Legislatures with paid-up subscriptions (**please refer to Annex 1 for a list of eligible Small Branches**)
- d.** Participants are expected to arrive for the start of the Workshop and to participate fully through to its conclusion. They must also be conscious of the intensive nature of the Workshop and be willing to engage in all elements of the agenda.
- e.** Participants should be willing to engage in all Monitoring and Evaluation, including post-Workshop follow up.

Due to the limited places for the Workshop, there is a likelihood that it will be oversubscribed. Therefore, it is important to note that nominations that meet the above criteria and submitted at

the earliest opportunity, are more likely to be selected.

Furthermore, Branches/Legislatures whose nominations do not meet the stated criteria may be asked to reconsider. Please ensure that the above criteria are disseminated to the nominated participant to ensure that they understand the criteria.

3. PROVISIONAL PROGRAMME

Please note the below agenda is only provisional and is subject to changes. All participants will receive a finalised agenda and briefing materials in advance of the Workshop.

<p>Monday 4 July ALL DAY</p>	<p>Arrival</p>			
<p>Tuesday 5 July 09:00 - 17:00</p>	<p>Opening Remarks <i>Speeches from CPA / UNDP Representatives</i></p>	<p>Introduction to Multilateral Climate Negotiations and Parliamentary Action</p>	<p>Mock Negotiation Round (1) <i>Participants will negotiate a relevant theme through a mock draft text</i></p>	
<p>Wednesday 6 July 09:00 - 17:00</p>	<p>Skill-building Workshops <i>Practical methods on negotiation, communication, and advocacy</i></p>		<p>Breakaway Group Sessions <i>Groups will discuss climate diplomacy for sub-national jurisdictions, climate democracy and climate justice and gender-sensitive climate action</i></p>	<p>Mock Negotiation Round (2) <i>Participants will continue negotiations on the mock draft text</i></p>
<p>Thursday 7 July 09:00 - 17:00</p>	<p>Networking Sessions</p>		<p>Parliamentary Support and Action</p>	<p>Mock Negotiation Round (3) <i>Participants approve draft outcome document</i></p>
<p>Friday 8 ALL DAY</p>	<p>Departure</p>			

4. PARTICIPATION COSTS

FUNDING

Branches/Legislatures (and or participants) will be responsible for the following:

- a. Costs and booking arrangements for return flights to New York, USA
- b. Airport transfers in New York and country of origin
- c. Visa fees
- d. Covid testing (pre-departure from home country and re-entry testing, if required)
- e. Travel insurance
- f. Meals except those annotated as part of the official Workshop
- g. Personal expenses incurred by participants (laundry, telephone, room service, mini bar, etc).

The CPA Headquarters Secretariat will be responsible for accommodation (standard room only), and meals included within the official Workshop programme only.

Details of the official hotel will be issued to all participants shortly after they are notified of their places.

The CPA Headquarters Secretariat strongly discourages the inclusion of any accompanying officials due to lack of space and resources. Participants/Branches insisting on including any accompanying official will be responsible for all costs and logistical arrangements associated with their involvement in the Workshop, including all meals. Furthermore, there may be elements of the programme that will be closed to any accompanying persons.

Please note, the CPA Headquarters Secretariat do not provide Per Diems or other allowances. Therefore, Branches/Legislatures are strongly encouraged to provide financial support to their participants for the duration of the Workshop.

LIMITED FUNDING ASSISTANCE

Limited funding to cover flights may be available to Branches/Legislatures that do not have sufficient finances. Branches are required to contact the CPA Headquarters Secretariat in writing for funding support, outlining their circumstances and financial requirements. Such applications will be treated on a case-by-case basis and in an objective manner.

5. ADMINISTRATION AND LOGISTICS

COVID-19 & VISAS

Please note participants will likely require a visa to enter the US. Should your participant require a supporting letter from the UNDP or CPA Headquarters Secretariat for his/her visa application, please make the necessary request in good time.

All Branches/Legislatures and participants are strongly advised to ensure they comply with all entry requirements to enter New York and the US. Further information can be found at the following link or respective embassies: <https://travel.state.gov/content/travel/en/traveladvisories/COVID-19-Country-Specific-Information.html>

Participants are strongly encouraged to be fully vaccinated before travelling, both to comply with travel requirements and the safety and wellbeing of other participants and resource people.

Branches/Legislatures and participants will be responsible for their own travel insurance which

must comply with COVID regulations.

WITHDRAWALS / CANCELLATIONS

Branches are kindly asked to inform the CPA Headquarters Secretariat immediately if a participant cancels, or if for any reason they will not arrive in New York as scheduled.

Please be informed that the rules set out in the CPA Mitigating Circumstances Policy and Guidelines will apply to this Workshop. The guidelines set out what are justifiable and what are not justifiable reasons for withdrawing from a CPA Programme at short notice and also contain guidelines on how to submit a Mitigating Circumstances claim.

Any last-minute withdrawal from the Workshop by a participant for unjustifiable reasons will result in the participant's Branch/Legislature being held accountable for reimbursing costs associated with hotel accommodation.

6. ABOUT THE CPA

The Commonwealth Parliamentary Association (CPA) connects, develops, promotes and supports parliamentarians and their staff to identify benchmarks of good governance and the implementation of the enduring values of the Commonwealth. The CPA collaborates with parliaments and other organisations, including the intergovernmental community, to achieve its statement of purpose. It brings parliamentarians and parliamentary staff together to exchange ideas among themselves and with experts in various fields, to identify benchmarks of good practices and new policy options they can adopt or adapt in the governance of their societies.

To learn more, visit our website here: www.cpahq.org

CPA Small Branches

Established in 1981, the network represents Commonwealth jurisdictions with populations under 500,000 and operates within the framework of the CPA. The CPA Small Branches network seeks to empower small parliaments to overcome national and global challenges through cooperation, advocacy and the strengthening of parliamentary democracy and good governance. Find out more here: <https://www.cpahq.org/our-networks/cpa-small-branches/>

7. ABOUT UNDP

UNDP is the largest single global implementer of parliamentary development programmes, currently working in some 60 countries including many small jurisdictions. Present in some 170 UN countries through a global network of country and representation offices; regional hubs; global policy centres, and its Headquarters, it is uniquely positioned to deliver South-South parliamentary knowledge exchanges while offering global innovation and solutions to climate- and nature-sensitive development.

In its 2022-2025 Strategic Plan, UNDP emphasizes the critical links between climate action, inclusive governance centered on empowerment, inclusion, equity, human agency, and the delivery of sustainable human development for all. Recognizing the opportunities presented by the nature of the mandate for across-the board impact, UNDP's programming helps parliaments to better ensure gender equality; nature-sensitive development; equitable energy access and transition; risk management for resilience; and reduced poverty and inequality.

To learn more, visit our website here: <https://www.undp.org/>

ANNEX 1: CPA SMALL BRANCHES

AUSTRALIA

Australian Capital Territory

Northern Territory

Tasmania

AFRICA

Seychelles

BRITISH ISLES AND THE MEDITERRANEAN

Alderney

Falkland Islands

Gibraltar

Guernsey

Isle of Man

Jersey

St Helena

CANADA

Northwest Territories

Nunavut

Prince Edward Island

Yukon

CARIBBEAN, AMERICAS AND THE ATLANTIC

Anguilla

Antigua & Barbuda

The Bahamas

Barbados

Belize

Bermuda

British Virgin Islands

Cayman Islands

Dominica

Grenada

Montserrat

St Christopher & Nevis

Nevis Island

St Lucia

St Vincent & the Grenadines

Turks & Caicos Islands

PACIFIC

Bougainville

Cook Islands

Kiribati

Nauru

Niue

Samoa

Solomon Islands

Tonga

Tuvalu

Vanuatu

SOUTH EAST ASIA

Perlis

**CPA Secretariat / UNDP
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