Information Note for Roundtable exchange:
"Getting ready for the ETF: support opportunities"
#Together4Transparency (T4T) at COP28

Date: Wednesday 6th December from 17.00 to 18.45.
Location: Meeting Room 36, located in Mobility Zone 2, Blue Zone.

Description: Within the #Together4Transparency series of events at COP28, this event will provide a space for open conversation on the financial and technical assistance available for and needed by developing countries which is key for the preparation of their national reports under the Convention and the Paris Agreement.

Objectives:
Offer an informal setting for exchange between support providers and developing country Parties with the aim of matching offers to the needs in the transition to the ETF.

Anticipated number of in-person attendees: Based on last year's event and the high level of interest in #T4T activities, we expect the event to be fully attended.

Target Audience:
- UNFCCC NFPs
- Support providers
- Party delegates.

Format: MR 36 standard setup for the event space will have 10 roundtables with a capacity of up to 100 participants and a podium facing the attendees where the plenary report back will take place. If there are not enough participants to fill a table, tables might be merged.

Each roundtable will be hosted by one or two Table Leads who will promote and guide the conversation at the table using the 3 guiding questions proposed. Each question will have an allocated amount of time for discussion followed by a report back to the plenary instance.

Moderation: The event will be moderated by Xuehong Wang (Manager, Transparency Division, MRV/ ETF Reporting and Review sub-division).

- Guidance for Moderator
    - At the beginning, the moderator will introduce the event explaining the purpose and the housekeeping rules (the event won't be recorded and Chatham House rules will apply to promote honest conversation). Also, the moderator will explain the roundtable dynamics:

- o Discussion will be organized in three rounds; each table will have an allocated amount of time (10 to 20 minutes) to discuss the three guiding questions which will be displayed on the screen.
- o After the time is over, the moderator will call two Table Leads per round to summarize the discussions and share them with the plenary.
- o The moderator should invite different tables to report back after each round.
- o After the three rounds are done, the moderator will summarize key messages coming from the report back and the notes taken by table leads.

Table Leads:
1. CBIT-GSP: Fatima Zahra Taibi (Confirmed)
2. UNDP: Richmond Assie (Confirmed)
3. FAO: Amy Duchelle (Confirmed)
4. GIZ PEEB: Antje Wemhöner (Confirmed)
5. IGES: Temuulen Murun (Confirmed)
6. CEEW: Sumit Prasad (Confirmed)
7. ICAT: Oleg Bulanyi & Eleni Prata (Confirmed)
8. Papua New Guinea: Debra Sungi (Confirmed)
9. Malawi: Yamikani Idriss (Confirmed)
10. Colombia: Laura Aranguren (Confirmed)
11. Jordan: Ruba Ajjour (Confirmed)

- Guidance for Table Leads:
  - o Table leads should try to engage with all participants of the table and take notes to report back to the plenary on the key discussion points. If possible, Table Leads should try to include in the conversation not only traditional support opportunities but also invite participants to share experiences and opportunities related to bilateral and south-to-south cooperation.
  - o Table leads will guide the conversation and will take notes in order to report back to the plenary. The notes will be shared with the secretariat and the moderator for the closing remarks.

The three guiding questions are:
- *Question for Round 1:* [*Notes for Moderator: Ice breaker – keep discussion time short*] **How can momentum be built amongst Parties and support providers towards ensuring universal participation in the ETF?**
- *Question for Round 2:* [*Notes for Moderator: this question aims to provide a space for parties to bring up any issues that they have experienced during the reporting process under the Convention. They should mention both the good and bad experiences as well as their needs for the ETF*]. **What were the challenges addressed and lessons learned from the Convention reporting process that can be applied to reporting process under the Paris Agreement in order to facilitate universal participation in the ETF?**

- *Question for Round 3:* [*Notes for Moderator: Please mention that the options can include the traditional technical and financial support options available by support providers, but they could also refer to bilateral or south-to-south cooperation opportunities.*] **What support options are available for developing country Parties to participate in the ETF and improve their national reporting over time?**

Length: The Roundtable exchange is scheduled to last 105 minutes. Please see the proposed detailed schedule below, subject to changes depending on Table Leads availability.

Agenda

Time	Description	Speaker
17:00 – 17:05	Welcome remarks	Jigme (Manager MRV/ ETF Support sub-division)
17:05 – 17:10	Introduction and overview of Roundtable format & dynamics	Xuehong Wang (Moderator)
17:10 – 17:20	Round 1 - Guiding question 1 (10 minutes)	
17:20 – 17:30	Round 1 – Report back	2 Rapporteurs
17.30 – 17.50	Round 2 - Guiding question 2 (20 minutes)	
17.50 – 18.05	Round 2 – Report back	2 Rapporteurs
18.05 – 18.25	Round 3 - Guiding question 3 (20 minutes)	
18.25 – 18.35	Round 3 – Report back	2 Rapporteurs
18:35 – 18:45	Wrap up and summary	Xuehong Wang (Moderator)

Table Leads Gender and Geographical Balance: As with all T4T events at COP28, we will strive to have a balance of table leads representing diverse views and from different backgrounds.

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Meeting room 36 set up