

Local Communities and Indigenous Peoples Platform

Facilitative Working Group

Working modalities

I. Scope

1. The Facilitative Working Group of the Local Communities and Indigenous Peoples Platform (LCIPP) reports to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) through the Subsidiary Body on Science and Technological Advice (SBSTA).
2. The mandated reports of the Facilitative Working Group (FWG) to the SBSTA inform negotiations on the LCIPP at designated sessions of the SBSTA and the COP.
3. These working modalities apply to the FWG of the LCIPP and are agreed upon on a no-objections basis by FWG members.

II. Definitions

4. For the purpose of these working modalities:
 - a. The “Convention” means the UNFCCC.
 - b. The “Conference of the Parties” means the Conference of the Parties to the Convention.
 - c. The “FWG” means the constituted body under the UNFCCC established to further operationalize the LCIPP and facilitate the implementation of its three functions related to knowledge, capacity for engagement, and climate change policies and actions.¹
 - d. The “LCIPP” means the Local Communities and Indigenous Peoples Platform;
 - e. The “Co-Chairs” means the members of the FWG elected as Co-Chairs of the FWG;
 - f. The “secretariat” means the secretariat referred to in Article 8 of the Convention.

III. Overriding authority of the Convention

5. In the event of any conflict between any provisions of these working modalities and any provisions of the Convention, the Convention shall take precedence.

IV. Membership

6. The FWG shall be composed of representatives, as follows, as per 2/CP.24;
 - a. One representative of a Party from each of the five United Nations regional groups;
 - b. One representative of a Party from a small island developing State;
 - c. One representative of a least developed country Party;
 - d. Seven representatives from indigenous peoples organizations, one from each of the seven United Nations indigenous sociocultural regions.

V. Member election^{2,3}

7. Party representatives shall be appointed by their respective regional groups and constituencies, and that the Chair of the Subsidiary Body for Scientific and Technological Advice shall be notified of these appointments.
8. Indigenous peoples representatives shall be appointed by the indigenous peoples,⁴ through the

¹ See decision 2/CP.23, paragraph 6

² Decision 2/CP.24

³ Decision 16/CP.26, paragraph 12

⁴ Per decision 2/CP.23, paragraph 8 “self-selection of indigenous peoples representatives in accordance with indigenous peoples’ own procedures”

focal points of the UNFCCC Indigenous Peoples Organization constituency, and the Chair of the Subsidiary Body of Scientific Technological Advice shall be notified of these appointments.

9. In relation to the representation of local communities, the COP requested the SBSTA to consider, in the context of the review of the FWG, and taking into account progress related to the representation of local communities, the addition of at least three additional representatives to represent local communities, as well as a process for the appointment of such representatives, and an equal number of Party representatives, with a view to recommending a draft decision on the representation of local communities on the Local Communities and Indigenous Peoples Platform for consideration and adoption by the COP.⁵

VI. Election and term of office

10. The representatives of the FWG shall serve for a term of three years and shall not be eligible to serve two consecutive terms, and that the representatives shall remain in office until their successors have been elected.
11. The FWG shall elect annually two co-chairs and two vice co-chairs from among its representatives to serve for a term of one year each, with one co-chair and one vice co-chair being a representative from a Party and the other co-chair and vice co-chair being a representative from indigenous peoples and, as appropriate, local communities.⁶
12. The election and rotation of the co-chairs and vice co-chairs will take into account regional geographic balance and strive for gender balance.
13. If one of the co-chairs is temporarily unable to fulfil the obligations of the office, the respective vice co-chair shall serve as the co-chair.
14. If one of the co-chairs or vice co-chairs is unable to complete the term of office, the FWG shall elect a replacement to complete that term of office, in accordance with paragraphs 9 and 10 above.

VII. Vice Co-Chairs

15. If one of the co-chairs is temporarily unable to fulfil the obligations of the office, the respective vice co-chair shall serve as the co-chair.⁷
16. Vice co-chairs shall be briefed on relevant matters in alignment with relevant decisions, recognizing that such briefing is necessary to adequately assume the role of a co-chair in cases referred to in paragraph 15 above.

VIII. Alternate

17. Along with each representative, one alternate may be designated, in accordance with the appointment process referred to above.
18. The alternate representative will participate in meetings when the representative is unable to attend. If the member and alternate participate in a meeting or event, the member has precedent.
19. Members may wish to consult in their regions and with their alternates;
20. People who may support a member, such as assistants, do not participate in decisions.
21. The alternate will replace the representative for the remainder of the term if the representative cannot complete the functions of the assigned office.

IX. Membership transition

22. The FWG, with the support of the secretariat, shall explore ways to ensure smooth

⁵ Decision 16/CP.26

⁶ Decision 2/CP.24

⁷ Ibid, para 11

membership transition, including the transfer of institutional knowledge.

23. FWG members will exchange regional approaches for nominating representatives and knowledge holders with the aim of ensuring adequate representation, transparency, and accountability.

X. Works on a basis of consensus

24. The FWG shall operate based on consensus.
 - a. In practice this can be done by posting deliverables, documents, etc. to be considered for a reasonable period of time as determined by FWG members, during which time FWG members can propose amendments, raise questions or comments for clarification.
 - b. Once a draft document is agreed with no objections during the period of time indicated, FWG can consider the matter agreed on consensus.
25. FWG members agree on deliverables on the basis of no objection. Outputs are considered final after the agreed deadline without receiving any additional feedback from the FWG members.

XI. Implementation of the LCIPP workplan activities

26. Members of the FWG may volunteer to co-lead the implementation of one or more workplan activities with overall guidance from the FWG.
27. FWG members may consider changing or rotating the activities they co-lead to broaden their engagement in the implementation of the LCIPP second three-year workplan, improve collaboration, and share accountability for the success of the workplan's overall implementation.
28. Activity co-leads, with the support of the secretariat, may develop and implement the respective workplan activities in accordance to the parameters set in the relevant LCIPP workplans, including the agreed timelines and mandated deliverables.
29. The FWG may use its online collaboration space to document and collaborate on work carried out intersessionally.
30. The secretariat will organize events, as part of the work under the LCIPP, in accordance with UNFCCC standards and procedures, and adhering to the code of conduct for UNFCCC conferences, meetings and events.⁸
31. The FWG, with the support of the secretariat, may identify diverse communication channels, including the dedicated LCIPP web portal to make the work of the LCIPP widely accessible.

XII. Representing the FWG and participating in relevant meetings and event

32. The co-chairs of the FWG shall represent the body and participate in relevant meetings and events.
33. The co-chairs of the FWG may invite members to volunteer for representing the FWG in occasions where the co-chairs are not able to participate or deem that it is important to engage the wider group.
34. The FWG may nominate member/s to represent the body in relevant expert or thematic working groups, as appropriate.
35. The FWG strives for regional and gender balance in nominating its members to represent the body in various meetings and expert groups.
36. The FWG shall agree on a set of common messages, for use by the co-chairs or FWG member representing the body at relevant meetings, which reflect the views of the membership.

⁸ See: <https://unfccc.int/about-us/code-of-conduct-for-unfccc-conferences-meetings-and-events>

XIII. Participation of contributors⁹ in meetings

37. The meetings of the FWG shall be open to Parties and accredited observers (“LCIPP contributors”) under the Convention.
38. FWG may have closed, informal working meetings intersessionally. Such meetings may be held virtually.

XIV. Secretariat

39. The secretariat supports and facilitates the work of the FWG, subject to the availability of resources.
40. The secretariat shall undertake estimations of the budgetary implications of the activities of the LCIPP workplan.
41. The secretariat is responsible for all logistical arrangements of mandated UNFCCC events, in accordance with relevant UN rules and standard practices.

XV. Meetings of the FWG

42. As per 2/CP.24, the FWG shall meet twice per year in conjunction with the sessions of the subsidiary bodies and the session of the Conference of the Parties.
43. The Co-Chairs, assisted by the secretariat, shall prepare the provisional agenda for each meeting.
44. Members may propose additions or changes to the provisional agenda, in writing, to the secretariat within one week of receiving the provisional agenda, and these additions or changes shall be included in a revised provisional agenda by the secretariat in agreement with the Co-Chairs.
45. The secretariat shall transmit the provisional annotated agenda for a meeting to the members of the FWG at least four weeks prior to that meeting. The provisional annotated agenda may be transmitted after that date with the approval of the Co-Chairs.
46. Documents for a meeting of the FWG unless otherwise decided by the Co-Chairs, should be published on the UNFCCC website at least two weeks prior to that meeting, to the extent possible.
47. The FWG shall, at the beginning of each meeting, adopt the meeting agenda.
48. FWG Co-Chairs will prepare a Chair’s note following FWG meetings to capture decision points.
49. As mandated, FWG will prepare reports to the SBSTA of relevant meetings (for example, 16/CP.26 “requests the Facilitative Working Group to report on its outcomes, including a draft third three-year workplan of the Local Communities and Indigenous Peoples Platform, and on the activities under the Platform for consideration by the Conference of the Parties at its twenty-ninth session (November 2024) through the Subsidiary Body for Scientific and Technological Advice at its sixtieth session (June 2024)”).
50. Prior to each FWG meeting, members will share photos, music, and other communication materials that help elevate the values, knowledge, and practices of indigenous peoples and local communities related to their approach to nature and climate change.

XVI. Working language

51. English is the working language of the FWG, as per practice under the UNFCCC.

⁹ Members of the LCIPP community are referred to as contributors, instead of stakeholders or observers, in recognition of their active contribution towards implementing the three functions of the LCIPP and advancing and enhancing the contributions and participation of indigenous peoples and local communities in the UNFCCC process

52. When requested by the FWG, the secretariat can make available informal, machine translation of documents for specific deliverables of the LCIPP workplan.¹⁰

XVII. Transparency

53. The decisions and outputs of the FWG shall be made publicly available on the LCIPP web portal unless decided otherwise by the FWG.

XVIII. Collaboration

54. The FWG may collaborate with other bodies under and outside the Convention, as appropriate, to enhance the coherence of the actions of the Platform under the Convention.¹¹

XIX. Conflict of interest and confidentiality

55. FWG members must promptly disclose, and recuse themselves from, any deliberations or decision-making where their personal or financial interests may be affected, in order to avoid a conflict of interest or the appearance of one.
56. Further, FWG members should not disclose any confidential information they receive in the course of their duties, including after concluding their membership in the FWG.

XX. Amendments to the draft working modalities

57. These working modalities have no formal status and may be amended by the FWG on a no-objections basis.

¹⁰ FWG *notes* that machine translations may not be accurate and will require further review and confirmation by its members. In the case of any discrepancies between the English and machine-translated counterparts, the text in the English version shall serve as the basis.

¹¹ Per decision 2/CP.24