

**NATIONAL ADVISORY BOARD**

on Climate Change and Disaster Risk Reduction

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GOVERNMENT OF VANUATU

# COP Procedural Manual for Vanuatu: A Guide to COP



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COP Procedural Manual for Vanuatu: A Guide to COP 2025

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# Acronym List

|        |                                                                     |
|--------|---------------------------------------------------------------------|
| ADP    | Ad Hoc Working Group on the Durban Platform for enhanced Action     |
| SIS    | Alliance Of Small Island States                                     |
| AOSIS  | Conference of the Parties serving as the meeting of the Parties to  |
| CMP    | the Kyoto Protocol                                                  |
| COP    | Conference Of the Parties                                           |
| DEPC   | Department of Environmental Protection And Conservation             |
| GHG    | Green House Gas                                                     |
| LDC    | Least Developed Countries                                           |
| MSG    | Melanesian Spearhead Group                                          |
| NAB    | National Advisory Board on Climate Change & Disaster Risk Reduction |
| NGO    | NonGovernmental Organization                                        |
| MSG    | Melanesian Spearhead Group                                          |
| MOCC   | Ministry of Climate Change                                          |
| SBI    | Subsidiary Body for Implementation                                  |
| SBSTA  | Subsidiary Body for Scientific and Technological Advice             |
| PMU    | Project Management Unit                                             |
| PIFS   | Pacific Island Forum Secretariat                                    |
| SIDS   | Small Island Developing States                                      |
| SPC    | Secretariat of the Pacific Community                                |
| SPREP  | South Pacific Regional Environmental Program                        |
| UNFCCC | United Nations Framework Convention on Climate Change               |
| USP    | University of the South Pacific                                     |
| VBTC   | Vanuatu Broadcasting and Television Corporation                     |
| VCAN   | Vanuatu Climate Action Network                                      |
| VEPAC  | Vanuatu Education Policy Advocacy Coalition                         |
| VMGD   | Vanuatu Meteorological and GeoHazards Department                    |

# 1 Executive Summary

United Nations climate change conferences are the foremost global forum for multilateral discussion of climate change matters. The conferences, normally held every year in different locations around the world, are convened under the United Nations Framework Convention on Climate Change (UNFCCC), an international treaty adopted in 1992. The treaty has the key objective to “stabilize greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system”.

Under the UNFCCC, governments agreed to cooperatively consider what they could do to limit average global temperature increases and the resulting climate change, and to cope with the impacts. The annual conferences therefore serve as the formal meetings of the UNFCCC Parties (known as the Conference of the Parties— or the COP) to assess their progress.

Vanuatu’s participation at the COP’s have become increasingly complex and involve an everincreasing number of officials from governments, at all levels, as well as huge numbers of representatives from civil society and the news media.

The organizational, managerial and logistical challenges of coordinating our participation at the COP’s conferences have also increased dramatically.

This COP Procedural Manual is envisaged to guide the NAB Secretariat, COP participants and other key stakeholders of the national preparations, attendance and the post COP arrangements. UNCCD & UNCBD COP’s can also make reference to this COP Procedural Manual for guidance.

# 2

## Conference of the Parties (COP)

The Conference of the Parties (COP) is the supreme decisionmaking body of the UNFCCC. All parties are represented at the COP, which acts as an annual review of the implementation of the Convention and any other legal instruments that the COP adopts. Vanuatu like other parties being a signatory to the UNFCCC also prepares annually a delegation to participate at the Conference of the Parties (COP).

Also refer to the UNFCCC Engagement Framework for more information.

# 3 Coordination of UNFCCC COP Arrangements

The NAB Secretariat will be responsible to coordinate and facilitate all COP related activities together with the support of the UNFCCC Taskforce. It is at their discretion if they would want to outsource the tasks as a COP Project with a COP coordinator with the NAB secretariat providing the overarching steering and guidance. The project coordinator will report to the NAB secretariat and will provide a formal report and recommendations at the end of the project.

Key objectives of the COP activities;

- Increase UNFCCC negotiating and representation capacity of Vanuatu at the national and international level through a series of training, information sharing and position development workshops, and recommendations for ongoing work
- Improve participation of key stakeholders (including government, women, civil society, youth and community) in the UNFCCC process by explicitly engaging these groups and resourcing them to be a part of the Vanuatu delegation
- Strengthen general public awareness and knowledge of the UNFCCC process through media training activities and educational workshops.

Key responsibilities of the COP activities;

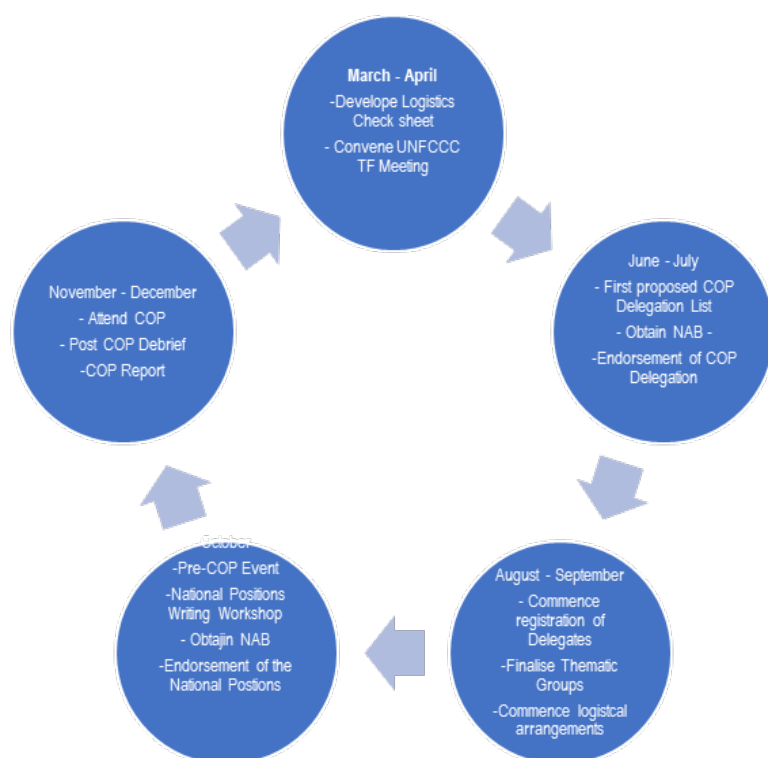
- Organise a series of workshops as outlined in the project design or work plan
- Facilitate the implementation of educational events
- Provide logistical and technical support to the Vanuatu delegation attending COP
- Provide recommendations on the design of ongoing UNFCCC capacity strengthening activities in Vanuatu:
- Ensure transparent and accountable project and financial management

For a more detailed description of required activities and qualifications required for a COP Coordinator TOR, please refer to V:\Projects\COP UNFCCC Capacity Building\COP20\COP Intern\TOR COP Intern

## *In person & virtual participation at COP*

Over the years, COP participation has always been inperson. Since the COVID19 Pandemic and to maintain the climate change negotiations after a two year historic lock down situation, COP26 was the first ever COP convened with inclusion of a virtual platform for parties to also participate virtually. Since then, the UNFCCC Secretariat has maintained this options for parties to participate at the COP Meetings both inperson and virtually provided that resources are available.

### Step by Step action timeline process of COP internal arrangements



# 4 COP Project Design

## The strategies and partners to ensure sustainability in building Vanuatu's UNFCCC capacity



The implementing agency for COP enhancement is the NAB Secretariat with ongoing support from other relevant Partners. By practice, the NAB Secretariat together with the UNFCCC Taskforce assist guides the implementation of the COP processes and procedures.

### Timeframe

A minimum timeline to commence with COP activities is 6 months before the proposed COP date. However, lessons learnt from past experiences is that COP preparations and implementing activities need to commence well before the 6 months, as securing funding for COP activities and for the delegation to attend the international conference can take some time to secure. As such it is recommended that COP preparations commences with an effective COP work plan is part of ongoing yearly programme cycle.

### National activities under COP

The purpose of any activities is to prepare delegates for COP, enhance the knowledge, skills and awareness of delegates to negotiate under the UNFCCC, increase cross stakeholder collaboration and increase awareness of the adverse affects of climate change among the Vanuatu population.

Activities undertaken in the past for COP have been; technical training for delegates; participatory workshops; lecture for students; informational conferences and press releases.

Below is a list of example of activities:

- Taking the Floor Negotiators Training facilitated by SPREP
- Position Writing Workshop – 1 day
- Final Position Writing Workshop – 1 day
- COP Summit – half day
- Community, Media and Youth Events Various
- Ministerial Briefing and feedback half day
- COP delegate logistics briefing – 1 day
- COP attendance 2 weeks
- COP Debrief and Press Conference – 1 day

This is not an exhaustive list of activities but rather a minimum standard that is recommended to continue being implemented each year. It is advised that appropriate and diverse activities continue being explored in planning and implementation to ensure effectiveness, participation and inclusiveness.

The COP programme will need to be done every year, unless alternative funding requirements dictate otherwise a:

- COP Programme concept and or Logframe V:\Projects\COP UNFCCC Capacity Building\COP19\00 COP Proposal\00 FINAL
- COP Workplan V:\Projects\COP UNFCCC Capacity Building\COP19\00 COP Proposal\00 FINAL
- Associated proposed budget V:\Projects\COP UNFCCC Capacity Building\COP19\00 COP Proposal\00 FINAL
- Project endorsement from the NAB V:\Projects\COP UNFCCC Capacity Building\COP19\00 COP Proposal\05 NAB Endorsement
- A calendar of events V:\Projects\COP UNFCCC Capacity Building\COP19\00 COP Proposal\02 Project Management\01 Planning

The NAB Secretariat is responsible for ensuring these requirements are met with input and assistance as appropriate from project partners, the NAB Secretariat and the Ministry of Climate Change.

### *Securing funding for COP*

There are two funding arrangements that will need to be facilitated by the NAB Secretariat. Funding for the project activities to be implemented throughout the year in Vanuatu and secondly, funding for the Delegation to attend COP. Due to limited funding opportunities, delegates in the past have been funded from different sources. The NAB Secretariat together with the Department of Climate Change and the UNFCCC Taskforce will coordinate to seek funding from potential partners to fund COP Delegates.

### *Delegate funding*

It is imperative that at the earliest, opportunities are explored to secure funding for delegates to attend COP. In the past the Vanuatu delegation for COP has been funded from numerous sources, which include the UNFCCC Participation Fund for Least Developed Countries, AOSIS, UNFCCC Trust Fund, SPC GIZ, Oxfam, World Bank projects; IRCCNH and MDRR and other multilateral projects, including from the EU.

Attempts to secure delegate funding usually through official request for funding from donors, such as AusAid, NZAid, ChinaAid, French Embassy and British Consulate Fiji, however are challenging as most only support COP activities and not travelling to COP. Unpredictability, insecurity and ongoing sustainability of funding are key challenges and identified risks in increasing COP participation and negotiating power for Vanuatu. Moving forward it would be recommended that a more strategic approach to funding be adapted for engagement in the UNFCCC framework negotiations.

Recurrent delegate funding is supplied through the UNFCCC Trust Fund, which can support 3 delegates each year for attendance at COP. Notification of these particular COP delegate funding opportunities are sent to Vanuatu's political Focal Points at Foreign Affairs 12 months prior to COP. This is also the case for participation in other UNFCCC sessions and meetings throughout the year, including SBI, SBSTA and ADP Working Group. There is also a reserved COP Government dedicated budget for minister representation at COP (usually the Minister responsible for Climate Change).

It is highly recommended that the Minister only attend the second week of the conference, which will be further discussed in COP strategy later in this document. The Minister of the Ministry of Climate Change has a NPP funding of 5 Million for his/her participation at the COP every year.

It has been suggested that to continue to build on Vanuatu's international negotiating experience and power within climate change that previous COP delegates are engaged to continue to participate in the process by attending sessions throughout the following year in the lead up to COP. This means widening our delegate pool for participation not only in COP but in the other UNFCCC bodies and working committees. Fundings that have recently been dedicated for COP participants include; UNFCCC, WEDO, CYNP, UNWOMEN FUNDING and others.

Regarding Government Funding, it is highly recommended that delegates (mainly Minister, DG's, Focal Points & NAB Secretariat) capture UNFCCC/COP participation and activities in their workplans, business plans and are budgeted for as this work is also part of our commitment or obligations as a party to the UNFCCC.

# 5 Administration and Financial Management

All previous UNFCCC and COP reporting and project management documents can be found in the NAB Secretariat google drive. Any work in this area must continue to be transparent and documented in the same google drive. The NAB Secretariat is responsible for all COP activity administration, financial and project reporting, with assistance from the UNFCCC Taskforce and the Ministry as deemed appropriate. Reporting to also consider requirements set by donors, which may differ year to year.

Specific reports to be produced:

- Donor funding reporting as required
- COP delegate daily reporting, coordinated and captured during the COP International conference
- Debrief report
- End of project report, including evaluation and recommendations

COP Reports and other relevant reports are to be made available for public view.

# 6 Delegate Selection and Recruitment

## OPTION 1

### *Call for Nomination*

With the directions of the UNFCCC Taskforce, the NAB Secretariat facilitates a call for nominations for potential COP delegates to respective Government Departments, NGO'S, CSO's to nominate their officials to be part of the official Government COP delegation.

The call for nominations usually is a request of official nomination(s) and confirmation of funding.

## OPTION 2

### *Expressions of Interest EOI*

In an effort to strengthen and broaden Vanuatu's international climate change negotiating capacity, the Government of Vanuatu has adopted an open and transparent process for the selection and participation of delegates at COP. That is to say, ALL delegates who represent Vanuatu, regardless of their past participation, must go through an annual application and screening process for delegation selection.

Expressions of Interest (EOI) are invited from individuals wishing to take part in the activities of the current year COP program or project. There are two options for participation and Individuals can apply for both options however being selected for option b) doesn't guarantee that you will also be selected for option a).

The number of selected individuals for option a) is likely to be quite low and dependent on funds available. The individuals selected for option b) can reach a number of 30. Below are the opportunities provided under the EOI:

- a. Becoming a climate negotiator as part of the Vanuatu delegation to UNFCCC Climate Conference COP
- b. Attending the negotiations training, capacity building and preparatory activities leading up to COP

It is recommended that participating actors in COP continue to grow and multi sectors across government, civil society, youths and non Government organisations are engaged in this process, therefore request for expressions of interest may need to reach a greater audience than the above list, especially to a wider sector of government departments and ministries.

Example of EOI request and EOI application forms can be found at V:\Projects\COP UNFCCC Capacity Building\COP19\03 Activities\05 Selection Process\01 Selection Process documents\02 FINAL

Example of a delegate nomination request letter can be found at V:\Projects\COP UNFCCC Capacity Building\COP20\Delegates

### *The Expression of Interest Process*

The EOI is the first step in a multistages selection process. The objective of the EOI is to identify individuals that are interested in taking part in COP and the government led UNFCCC capacity building program that hold expertise relevant to climate change that would contribute to and strengthen Vanuatu's advocacy and negotiation capacity at COP each year.

**Step 1.** Interested individuals fill out an EOI form outlining their preference between option A) and/or B), their skills, experience and commitment towards the program and Vanuatu's climate negotiations under UNFCCC. Interested individuals are also required to submit a CV.

**Step 2.** Individuals submit their EOI form and CV to the NAB Secretariat

**Step 3.** The NAB Secretariat will transfer EOI forms and CVs to 3 Nomination Supervisors, respectively representing Government, Civil Society Organisations and other agencies (international and regional organisations, youth, media).

**Step 4.** Nominations Supervisors will officially nominate individuals (up to a maximum of 4) that satisfy the selection criteria, and submit these nominations to the NAB Secretariat.

**Step 5.** A selection committee formed by one political and operational UNFCCC National Focal Point (NFP), one representative from Civil Society and one representative from a Women's Affairs will review the Supervisors nominations and select/approve program participants (both options A & B.) based on the selection criteria.

**Step 6.** Interested individuals for both options A) and/or B) will be informed by the NAB Secretariat of the outcome of this process in a timely manner in writing.

### *Timeframe for selection*

2 weeks – 1 month in total from the time applications close until delegates are selected and informed, preferably 6 months prior to attendance at the International COP conference. TOR's must be developed and agreed to no later 3 months prior to attending COP.

### *Selection Criteria*

The following criteria will be used by each Nominations Supervisor to identify best suited individuals and then again by the selection committee to finalise and approve the program participants.

The interested individuals nominated by each Nomination Supervisor will have to meet the following minimum criteria:

- Commitment to take part in the pre and post COP activities planned in the Program / Project
- Demonstrated strong thematic knowledge, skills and technical knowledge that would contribute to and strengthen Vanuatu's advocacy at COP and for future climate negotiations, in areas such as
  - Climate Mitigation – Article 6
  - Climate Adaptation
  - Climate Finance
  - Loss and Damage
  - Just Transition
  - Enhanced Transparency Framework
  - Legal

- Technology
- Capacity building
- Oceans
- Science and review
- Global stocktake
- Gender
- Communication
- Community Engagement
- Networking and Representation Experience
- Leadership

The following preferential criteria will be used by each Nomination Supervisor to narrow down their list of nominees and will also help the selection committee to finalise their decisions on interested individuals.

- Prior experience in international negotiation
- Certification or participation in past negotiator training programs
- Thematic expertise
- Financially resourced (specific to option A)

#### Final selection diversity criteria

The following criteria will be used by the selection committee to finalise their decision on interested individuals for option A) Becoming a climate negotiator as part of the Vanuatu delegation to UNFCCC Climate Conference COP.

- 50% women
- At least 30% of nongovernmental representatives

The selection committee will score each criterion on the basis of information submitted. The scores will be weighted to reflect the relative importance of each criterion to the program and Vanuatu's national negotiation priorities. The list above does not reflect the order of importance or weighting of the criteria.

#### Head of Delegation (HoD) and Alternate Head of Delegation

HoD and AHoD are crucial in fostering engagement, motivating the delegation, showing commitment and providing a supportive environment for the team in country.

It is their role to be the lead focal point and representative of the Vanuatu government at COP, especially during plenary and bi lateral meetings and provide interventions where necessary during deadlocks with negotiations. The HoD or AHoD are also to lead daily briefings and debriefings for the Vanuatu delegation and approve media releases.

The HoD will be based on the seniority and is usually the State Minister responsible for Climate Change or the Prime Minister's or President if either one attends. By practice, the Technical HoD is usually the Director General responsible for the Ministry of Climate Change. For clarity, a party could have more than one HoD.

### *Terms of Reference for Delegates*

TOR is an effective way to ensure there is a clear role for delegates and that there is a commitment and continuity

in COP negotiations. The TOR's should reflect delegates' expertise and allow for flexibility for some delegates to follow 12 issues and side events. However it is highly recommended that delegates follow 1 issue only, due to the complexity of negotiations, conflicting scheduling and lengthy meetings that can be overwhelming and exhaustive, even for experienced negotiators.

It is recommended that TOR's are agreed and signed at least 3 months before COP to allow delegates to get familiar with their specific roles and thematic issues and areas of responsibility. It is crucial that TOR's are developed in consultation with the delegates themselves so that they are aware of what they are committing to and are aware of what support mechanisms are or will be in place to assist them to achieve their TOR objectives.

TOR's need to be flexible in addressing common issues and challenges faced at COP, including scheduling, reporting requirements, communication, media approvals, logistic issues and thematic knowledge.

A high level of personal resilience is required from delegates, as ability to successfully engage and participate at COP will also be dependent on how they manage fatigue, personal welfare, long negotiations, bureaucracy and politics. Delegates who fail to perform the activities in their TORs WILL NOT BE SELECTED for future UNFCCC engagements regardless of their seniority or political connections.

Support from HoD, mini team partners and other delegates is crucial to ensure that engagement doesn't weaken over time with fatigue and frustration. COP being a 23 week conference, proven resilient delegates should be recommended to attend to ensure maximum engagement for Vanuatu.

A ToR is expected for all delegates registered with a Vanuatu badge regardless of the badge type. A specific ToR can be tailored to fit the badge type for effective coordination and commitment of delegates.

Example of a delegate TOR can be found in the google drive.

# 7 Roles and Responsibilities of Thematic Leads & Delegates

All delegates are expected to ensure alignment with identified national positions, respect Vanuatu delegation protocol, be ready to stand up to defend Vanuatu, know a few strong talking points for their issue, ensure not to disclose confidential information and provide support to others within the delegate team if and when required.

Thematic Lead(s) will take lead in coordinating their respective thematic groups, motivating and guiding their members, showing commitment and providing a supportive environment for the thematic group. The NAB Secretariat from time to time will be coordinating directly with the Thematic Leads for matters related to COP and/or UNFCCC (before, during and after COP).

Technical Support Lead will support the Thematic leads in carrying out their respective roles.

## *Government Ministers*

- Make national statement on identified key priorities and issues
- Negotiate Finance and attend Finance climate discussions and side events
- Meet with Ministers of other countries whose positions and priorities are same as Vanuatu
- Bilateral meetings with Allies, Donors partners and non traditional donors to access more funds
- Confirm political will supporting the country positions and pressure on other parties
- Have strong talking points to support country positions
- Lead National Delegation at COP and provide team with support and encouragement
- Vocal mouthpiece for Vanuatu in media
- Negotiate higher role for Vanuatu in AOSIS, LDC, G77
- Ensure delegation is well briefed and led
- Be ready to stand up and defend Vanuatu's position on all matters discussed at COP

## *Government Representatives*

- Advice and support ministers and delegates on issues
- Ensure alignment with government CC priorities
- writing of National Positions
- Brief the delegation regularly during COP
- Provide briefs and talking points to the Head of Delegation
- Facilitate bilateral meetings with other countries and partners
- Coordinate Vanuatu delegation throughout COP
- Appoint a Focal Point Person
- Compile daily briefs/summaries with all delegates reporting
- Prepare written proposals on texts to suit Vanuatu's priorities
- Organise post cop debrief and assign work for 2014
- Work closely with civil society organisations

### *Civil society*

- Contribute to form nationally and relevant national positions
- Attend lobbying groups meetings organized by international NGOs
- Make research and negotiate with NGOs on issues of national interest
- Link with global networks to seek technical, legal and media support
- Fact check and keep government delegation concerned about people of Vanuatu
- Ensure side events are covered and results and info shared with partners
- Provide case studies and CCA best practices in Vanuatu to delegates
- Represent the voice of the community
- Ensure good network with other CSO groups

### *Women*

- Contribute to discussions on gender
- Attend the gender workshops and side events at COP
- Support submission on gender made by Vanuatu prior to COP and link it back to PAA in country
- Ensure communication with all delegates
- Ensure women's issues are convened in all discussions
- Take the lead in following up on gender issues
- Ensure gender issues exposure and promote Vanuatu's gender efforts and progress in country and in the UNFCCC

### *Youth*

- Take part in Side Events
- Explore networking opportunities with youth groups and youth representatives
- Be mentored and given opportunities to do tasks in negotiations panels
- Provide logistical support to the delegation
- Provide reports on side events attended
- Present reports, updates or learning from issues discussed within youth network
- Follow the issue on Education, Training and Raising Awareness
- Bring experience with communities on the negotiating table
- Ensure youth issues are well represented in country position and during negotiations
- Follow on funding opportunities for scholarships and training

### *Media*

- Keep the public at home up to date with Vanuatu's progress at COP
- Coordinate sharing of information amongst delegates
- Use symbol and digestible words when reporting on COP and CC negotiations
- Focus stories on impacts, adaptation success and new approach to UNFCCC by Vanuatu this year
- Live feedback from Vanuatu at COP
- Seek partnerships with international media to disseminate news of Vanuatu and stories to the world
- Cover issues discussed at the plenary sessions

- Cover interventions made by Vanuatu and key outcomes for Vanuatu
- Attend media side event and feed into delegate briefings by listening to media reports
- Ensure not to disclose secret info
- Ensure other media outlets use correct information when referring to Vanuatu
- Capture lessons learned and outcomes to inform population of Vanuatu

# 8 Delegate Briefings

Facilitating a 1 day briefing (or more as required) to offer the newly formed Vanuatu delegation (Group A) and extended group of interested stakeholders (Group B) an introduction to the international climate change conference process and update on the COP logistical arrangements.

Standing as the first event bringing together the experienced UNFCCC delegates of Vanuatu, the future delegates and a wider group of stakeholders, this briefing should provide the opportunity to meet one another and start working as a team in preparation for the next COP.

This initial briefing aims to increase the basic understanding of the UNFCCC and COP Meeting. By the end of the briefing, the Vanuatu's official delegation to UNFCCC's COP (Group A) and extended group of interested stakeholders (Group B) will be better informed about:

- UNFCCC processes and objectives
- Logistical and administrative proceedings of the COP meeting
- Different bodies established under the COP and working at COP
- Key mechanisms, frameworks and treaties that are established under the COP
- Key issues that are discussed at COP
- Expectations in participating in pre COP project activities and trainings

A follow up 1 day briefing should be organised prior to COP to ensure the official Vanuatu delegation (Group A) have a firm understanding of:

- Their TOR's
- Roles and responsibilities at COP
- National positions
- Selection of side events
- Communication and reporting requirements in country
- Travel and accommodation requirements
- Other logistical requirements, such as visa's, money changing, electrical pugs and equipment
- Health and safety procedures
- Support mechanisms in place
- Post COP de briefing and final report requirements
- A delegate Guide – to be produced and issued by the NAB Secretariat

# 9 Delegate Training

## *UNITAR Climate Change Diplomacy*

UNITAR offers an 8 week elearning course two times a year to improve understanding of the international climate change policy framework. Early registration is recommended as the course fills up quickly.

This online course aims to facilitate international negotiations, public sector work, and diplomatic engagement in relation to climate change through an enhanced understanding of its science, international policy framework, and the key negotiation issues pertinent to a post 2012 agreement.

It is recommended that new delegates undertake this training prior to COP.

Contact the Multilateral Diplomacy Programme for more details, [mdpelearning@unitar.org](mailto:mdpelearning@unitar.org) or [diplomacy@unitar.org](mailto:diplomacy@unitar.org)

All e learning UNITAR training information can be found at; <https://www.unitar.org/mdp/elearningcourseenvironmentaldiplomacy>

## *SPREP Climate Negotiations “Taking the Floor”*

Taking the Floor is a 3 day training facilitated by SPREP aimed at strengthening climate change negotiation skills for Pacific Island nations by providing a platform for the sharing of experiences and training based on realistic simulation.

It is highly recommended that this training be implemented each year in the lead up to COP to build the capacity of Vanuatu’s COP delegates to negotiate around climate issues and international environmental agreements.

## *Position Writing*

It is recommend that at least a 1 day workshop be facilitated by the COP working / steering group for all delegates A and B in order to draft Vanuatu’s national position of key negotiating issues under the UNFCCC for the next COP.

This workshop will focus on understanding and identifying the key UNFCCC issues and priorities for Vanuatu, necessary step to the formation of national positions. By the end of the workshop, the Vanuatu’s official delegation to UNFCCC’s COP (Group A) and extended group of interested stakeholders (Group B) will:

- Have highlighted key climate change issues for Vanuatu
- Have identified and prioritize key priorities for Vanuatu
- Have understood and taken into account the place of Vanuatu within the different lobbying and negotiating blocs
- Have followed up on positions and decisions from previous COP
- Have drafted a national position for each relevant issue
- Have drafted action plans for COP negotiations on each relevant CC issue

It is imperative that this workshop take place and submissions drafted before consultation and briefing with Government Ministers.

# 10 Ministerial Cabinet Consultations

Even if only a few or one minister will be representing Vanuatu's delegation at COP it is imperative that the decision makers of the country are aware and confident in climate change knowledge and negotiations as this is a cross cutting issue that infiltrates into all areas of government policy.

It is recommend that in the lead up to COP a briefing to government ministers is undertaken to increase awareness of climate science and the impacts on Vanuatu and the national bodies, such as NAB which have been created as a strategic oversight. However it is also crucial to report on and gain input from the cabinet into the national positions Vanuatu will be presenting and negotiating for at the next COP.

Key areas to be covered during a ministerial briefing / consultation;

- Basic science of Climate Change
- Changes and Impacts on Vanuatu
- Key domestic and international issues for Ministers
- Next steps and Ministerial responsibilities
- Key focus for this year's COP
- Review of national positions for COP
- Feedback from Ministers

# 11 Community Events

In previous years it has been advised that as part of raising awareness in the community about the effects of climate change, community events be organised and included within COP preparative activities. Below are suggested activities to be undertaken, however it is recommended that these activities and others be explored to become a regular occurrence in building Vanuatu's climate change awareness and participation in climate change negotiations such as COP.

## *Seminar for Students*

In order to engage university students, youth, academic staff and the general public, it is suggested that an education interactive public seminar be held at USP Emalus Campus or at the Vanuatu National University. With the purpose to provide nontechnical climate change background information, focusing on the Pacific region and Vanuatu as well as to educate and gain input relating to climate change negotiations at the UNFCCC.

Suggested outcomes of seminar:

- a. USP students of the Emalus campus or the Vanuatu National University, youth of Vanuatu and general public have the opportunity to attend an interactive educational lecture on climate change and international climate negotiations.
- b. The understanding of USP students of the Emalus campus or the Vanuatu National University about climate change science, impacts, adaptation in the Pacific and in Vanuatu is increased, as well as their knowledge of Vanuatu's place in the UNFCCC Negotiations
- c. USP students of the Emalus Campus or Vanuatu National University, youth of Vanuatu and general public share stories and ideas about climate change impacts and adaptation efforts in their communities and islands.
- d. A video recording of this lecture is made available online and communicated to a wider group of youth.
- e. The personal experiences and views on climate change from youth attendees are used to inform the national negotiating priorities of Vanuatu in preparation for COP.

### *Suggested Seminar Agenda*

| Time        | Session                                                                                                   | Facilitator                                                                                             |
|-------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 1:00 – 1:20 | Introduction of Seminar<br>Causes of Climate Change<br>Screening of the Flying Foxes DVD (Live and Learn) | Department of Climate Change<br>NAB Secretariat<br>USP<br>Vanuatu National University<br>Live and Learn |
| 1:20 – 1:40 | Impacts of Climate Change in the Pacific and Vanuatu                                                      | Department of Climate Change<br>NAB Secretariat<br>Any other respective Gov Dept                        |
| 1:40 – 2:00 | Understanding and Responding to Climate Variability<br>Kloud Nasara Video                                 | VMGD                                                                                                    |
| 2:00 – 2:15 | Vanuatu in the International Climate Change Negotiations at the UNFCCC – Climate Justice                  | Department of Climate Change<br>NAB Secretariat                                                         |
| 2:15 – 2:40 | Stories Sharing about climate change impacts and adaptation in the islands and communities                | Audience (help from Oxfam)                                                                              |
| 2:40 – 2:55 | Closure and Refreshments Outside                                                                          | Oxfam                                                                                                   |

### *Youth Engagement*

Engaging with youth across all provinces of Vanuatu is important to ensure that the Vanuatu COP delegation can honestly and effectively represent the youth issues relating to climate change. It is recommended that establishing a close working partnership with the National Youth Councils of Vanuatu and the VCAN network in order to organise and implement “Youth Day” activities for climate change and adaptation awareness.

Suggested youth activities could include:

- Screenings of Kloud Nasara DVD
- Organisation of eco friendly actions, i.e beach clean ups and tree planting
- Youth engagement with media and talkback shows
- Regional forums
- Photo competition

### *SPREP Media Training*

The media plays an important role in raising awareness of climate change issues, along with promoting and raising awareness of Vanuatu's engagement with international climate change negotiations, most notably COP. As previously stated establishing a partnership with media outlets for regular columns and updates in the lead up to and during COP is recommended.

However in order for the Media to relay correct and effective messaging, it is recommend that a training be held with media outlets and media professionals educating them around climate change issues and Vanuatu's participation at COP.

In the past SPREP has facilitated this training and it is the role of the NAB Secretariat to organise and invite SPREP to deliver this training on behalf of the Vanuatu government.

# 12

## Logistics

### PROCEDURE OF COP REGISTRATION

#### *Step 1 – Obtain NAB Endorsement*

Once the NAB Secretariat have completed the delegate selection and recruitment process mentioned above, the UNFCCC Taskforce Chair or the NAB Secretariat will present the COP Delegation list at a NAB Meeting for formal endorsement (and usually with the advise that the Director General as the technical HoD can approve any additional delegate names provided after NAB Endorsement).

#### *Step 2 Registration on the UNFCCC Online Registration System*

The NAB Secretariat will then register all endorsed delegates on the UNFCCC Online Registration System (ORS) which is the only formal registration process recognised by the UNFCCC. Delegates registered and confirmed will receive an automated COP Accreditation Letter indicating that the respective delegate has been formally registered to attend COP. This Accreditation letter will also be used for other logistical arrangements.

At this stage, confirmation of delegate to be funded by the UNFCCC will also be facilitated or confirmed also in the ORS.

#### *Step 3 – PSC Mission Approval Form*

The NAB Secretariat (unless advised otherwise) will prepare one Overseas Mission approval form for all Government Civil Servant Delegates travelling to COP to be signed by the Head of Mission (usually the Technical HoD) and approved by the PSC.

#### *Step 3 Visa Application*

Visas can be a long administrative process, as such it is advised that the process begin as soon as the Vanuatu delegation has been confirmed, to ensure that delegates can attend the conference and arrive on time.

The NAB Secretariat will contact the political UNFCCC focal point within the Ministry of Foreign Affairs in to commence the appropriate visa application process.

#### *Step 4 – Accommodation*

As it is often a challenge to do accommodation arrangements for the whole delegation, it is advisable that each confirmed delegate secures its own preferred accommodation in good time. The NAB Secretariat can assist where it is appropriate to do so.

It is recommended that a more sustainable long term solution regarding confirming accommodation options is sought for the Vanuatu COP delegation.

It has been recommended in the recent years also that all delegates stay in the same hotel during the conference to assist with;

- Communication, such as carrying out quick morning/afternoon briefings
- Security concerns
- On site transportation options
- Fostering motivation and team spirit

### *Step 5 Insurance*

Delegates are advised to make their own insurance arrangements in good time. A copy of the delegate passport and itinerary/ticket is required with the fee payable upfront. Most delegates use the Vanuatu QBE Insurance (QBE Contact is 35300). Delegates

### *Step 6 Obtain a letter of credence & Register with UNFCCC Secretariat*

A letter of credence is a formal and official document from the Ministry of Foreign Affairs that is to be sent to the UNFCCC Secretariat in preparation of the Conference. This letter is a pre requisite for the members of the Vanuatu delegation to be officially allowed to take part to the Conference and the negotiations and will represent the country. This is an important administrative step in the preparation of a UNFCCC meeting. The NAB Secretariat is required to contact the political UNFCCC Focal Point within the Ministry of Foreign Affairs with the assistance of the UN Unit, to prepare the letter of credence for official Vanuatu delegation. This will be presented to the UNFCCC Secretariat on the first day at COP.

It is the responsibility of the political UNFCCC Focal Point within the Ministry of Foreign Affairs to produce and submit this letter of credence to the UNFCCC Secretariat which acts as the official registration for the Vanuatu delegation.

### *Step 7 Official documents*

All delegates must have their hard copy passport with appropriate approved Visa, copy of their credential letter and a copy of the letter of credence in order to register with the UNFCCC Secretariat upon arrival at COP.

## **OTHER IMPORTANT TRAVELLING ARRANGEMENTS;**

### *International Travel*

To make logistics arrangements easier and ensure that all delegates are engaged at the same pace in the negotiations last preparation meetings and motivated, it is important that they arrive at the same time, potentially through the

same flights.

The NAB Secretariat can assist research and obtain options for flights for the Vanuatu delegation, however the responsibility of booking and paying for flights rest with the delegates themselves or the appropriate government department or civil society organisation.

Transport and on site guidance

Attending an international conference with thousands of people in a foreign city can prove to be overwhelming for some delegates, especially those who are not very used to travelling.

The NAB Secretariat will support delegates to;

- Find their hotel
- Become familiar with the conference venue
- find and utilise appropriate local transport, such as the bus or metro

### Allowances

Allowance entitlements and requirements will differ depending on source authority, however it is the responsibility for each delegate to obtain and manage the requirements of allowances or imprest as per the regulations of their organisation.

Delegates who are funded by the UNFCCC participation fund receive their allowances (per diems) upon arrival and registration with the UNFCCC Secretariat. They may also apply for an imprest.

Delegates funded from the Government of Vanuatu are entitled to a daily subsistence allowance as per the PSSM to cover accommodation and catering whilst abroad and are also entitled to apply for an imprest which is additional funds to cover transport, communications, and other foreseen costs.

Each option has different application procedures and requirements through the public services commission.

Government delegates must make their own application to be entitled to these financial support mechanisms well in advance of the intended travel period and ensure they fulfil any requirements set out by the PSC.

Delegates from NGO, civil society or consultants must make their own arrangements for allowances with their representative organisation and adhere to their own criteria and reporting requirements.

# 13 Vanuatu Delegation Protocols

## *Guide for Delegates*

It is recommended that a brief guide is created each year and distributed to delegates prior to departure. The guide is recommended to include critical logistical, protocol and communication information.

## *Identification*

Delegates are required to register their attendance upon arrival at the COP Venue and produce their credentials, which includes their letter of credence to the COP conference Secretariat. Delegates will be issued with an ID badge which they will be required to wear at all times. Should delegates lose their identification badge a replacement can be obtained again from the Secretariat however they must produce said credentials again.

It is recommended that delegates attend COP equipped with business cards, which are excellent tools for developing new networks and relationships.

NAB Secretariat and/or the Ministry of Foreign Affairs can facilitate prior arrangements for the collection of ID Passes for the President, Minister or any other high seniority in the delegation.

## *Health and Safety*

It is essential for delegates to be aware of any health and safety issues that they may encounter in country and these need to be identified and risk mitigation strategies explored and put in place during pre departure briefings and included within the delegate guidebook.

It is essential to ensure that all delegates are safe during the conference. As such an appropriate safety protocol will need to be established upon arrival at COP. Such as;

- all delegates checking in twice a day during the conference (by phone or text or email)
- delegates attend the AOSIS morning and afternoon briefing
- Delegates could be paired up in teams in order to ensure that they take care of one another.

## *Communication and Reporting*

All delegates are required to bring their own laptop or tablet and phone in order to ensure communication and reporting channels are established and maintained during the conference. Delegates are required to obtain local SIM cards and must ensure that all team members have exchanged information regarding local contact information.

It is preferable for the NAB Secretariat to establish a specific communication mechanism in order for delegates to be able to communicate during the conference. Per past practice, a WhatsApp group is often created for the

delegation for ease of communication.

Delegates are required to attend a daily team briefing lead by the HOD, time and location is to be established upon arrival in country. The Vanuatu delegation is also required to be represented at the daily AOSIS briefing.

Delegates are required as per indicated within their TOR to submit a report. These reports will be explored during the debrief. As per recent practices, delegates are to provide their report to their thematic leads and thematic leads to provide their consolidated thematic reports to the NAB Secretariat.

### *Attendance and engagement*

The roles and responsibilities of delegates must be outlined in their TOR however it is essential and must be clearly understood that delegates representing Vanuatu must be completely engaged and attending the conference sessions and events during their entire stay within the host country.

COP however is a long and tiring conference and it is recommended that strategies for managing depletion in attendance due to tiredness be identified and implemented.

### *Code of Conduct*

Delegates must commit, sign and adhere to a code of conduct and this varies depending on organisational requirements. Government delegates are subject to the PSC code of conduct and NGO delegates must adhere to their organisational code of conduct. It is recommended that a generic code of conduct be created and incorporated into delegates TOR.

### *Support Mechanisms for Delegates*

Attending and engaging in COP can be confusing and overwhelming, even for experienced political operatives. As COP occurs over a 23 week period, it is easy to get lost in the issues and negotiating text if delegates have not been a part of UNFCCC international negotiations, discussions, conferences and working groups that occur throughout the year

Addressing lessons learnt from previous years, it is recommended that the following be put in place to ensure a more effective participation is achieved from delegates;

- NAB Secretariat to continue in a supportive role to ensure the team is adhering to protocols, issues and challenges are addressed, communication mechanisms are effective, and logistical requirements are being undertaken.
- Delegates are to have a buddy system, where 2 delegates follow 1 issue. This can ensure increased coverage and representation at long meetings, conflicting scheduling and personnel fatigue.
- Reporting should be thematic / issue based, so delegates are not doubling up on reports. One daily report to be submitted by each team to their thematic leads and thematic leads to the NAB Secretariat for consolidation.
- A Protocol Officer is to be appointed from Foreign Affairs as a delegate to coordinate, organise and support the Ministerial engagement for 2 weeks, which includes bilateral meetings and attendance at appropriate side events etc.
- Issues and challenges faced at COP are to be addressed in a group de brief.

# 14

## COP Strategy

Whilst at COP, there are other networking avenues that can be with valuable benefits for the delegation.

### *The Plenary*

Plenary sessions are formal meetings attended by the entire COP (all countries of the UNFCCC) and the other subsidiary bodies, such as SBI, SBSTA and the CMP.

The Plenary sessions allow for formal decisions or conclusions that have not yet been formally adopted by the COP/ CMP during the conference. Plenary sessions happen at the COP opening and closing of the Conference and during the High level Segment where Ambassadors, Ministers and other high level country representatives, deliver their official statements.

### *HighLevel Segments*

Every COP usually have a High Level Segment where Ministers or the HoD delivers country statements at usually at the first week of the COP. Sometimes it also depends on how COP host countries organise the agenda of the COP which may differ from one to COP to another.

### *Bilateral Sessions*

Bilateral sessions are, usually, formal meetings between Vanuatu and another country (or with an organisation) in order to discuss a particular topic or to strengthen their diplomatic relationships. These meetings need to be organised by a foreign affairs representative and scheduled to take place during the second week of the conference. These sessions are high level and therefore require the participation of the Minister or the highest governmental representatives, or at least the Head of Delegation. These meetings stand as an opportunity to demonstrate a country's ability to liaise with other countries, do some soft lobby on a particular agreement, and strengthen cooperation between stakeholders and foster good diplomatic relationships.

### *Side events*

From previous experience it is encouraged for delegates also engage as speakers at side events. It is recommended that delegates, groups and projects coordinate themselves in country before COP of the side events they will be engaged in during COP.

The UNFCCC usually at every COP will have send out a notification for parties to submit a side event request as the official side event where one party can only submit one request and is mandatory to merge with one NGO.

The SPREP also hosts side events at COP in their Moana Blue Pacific Pavilion. PSIDS will be notified by SPREP of requests for side events to be hosted in the Moana Blue Pacific Pavilion.

## Contact Groups

It is necessary to note the practice during negotiations is to establish contact groups. Contact groups are opened meetings that may be established by the COP, a subsidiary body or a Committee of the Whole wherein Parties may negotiate before forwarding agreed text to a plenary for formal adoption. Observers generally may attend contact group sessions.

It is also possible to establish informal contact groups when a group of delegates is instructed by the President or a Chair to meet in private to discuss a specific matter in an effort to consolidate different views, reach a compromise, and produce an agreed.

In addition, drafting groups can be established as well. A drafting group is a smaller group established by the President or a Chair of a Convention body to meet separately and in private to prepare draft text which must still be formally approved later in a plenary session.

## Case Studies

Case studies allow delegates to base arguments and negotiating points on tangible studies/stories and also provide the opportunity to share and promote stories and successes from Vanuatu. These can be very useful, should the delegation have them in advance in order to be able to recall them easily.

Developing a plan of action for negotiations

Prior to attending COP it is recommended that the delegation meet to establish a plan of action or strategy for engagement for the conference. Issue to consider may be;

- Developing partnerships with other states, aligning with lobbying blocs
- Identify specific tactics, such as breaking down the delegation into mini teams following different issues (sharing knowledge, motivation, fatigue...)
- Delegates should be paired up as much as possible & new delegates with experienced ones
- Relevant Ministries in each thematic areas to include national COP Preparatory activities in their business plans including funding

## Media Strategy

It is imperative that within the Vanuatu delegation there is a dedicated media and communications team member who is responsible for media relations in country, developing press releases and maintaining contact with the Media back in Vanuatu. Any reports or press releases must be approved by the HOD before they can be submitted or released to external parties.

## Realities and advise for delegates during COP

- It is impossible for any individual to follow more than two issues and make a meaningful contribution. You must select well in advance which issue you will follow.
- Know your brief, national position, prepared statements in eloquent and concise English and have it always ready as back up in discussions and negotiations. Don't stray from your issues or risk negotiating power getting

diluted. Know what your final negotiating position is (i.e. your bot–tom line).

- Collect new documents and papers and place the ones that are relevant to your selected issue in a separate folders, don't lump all document together. Having a special document binder is extremely useful.
- Many of the documents will be available electronically, and so having a small laptop or tablet is an excellent way to reduce the paper burden and keep up with the document river at COP.
- Pick up the Daily Journal (also called Daily Programme). This is the official UN programme for the meeting. Note that the Daily Journal does not include time and rooms for informal meetings (e.g. contact groups).
- You must attend the AOSIS group meeting each morning. This will keep you up to speed on what is going on, and alert you to when your issue is up for critical negotiations.
- Know when and where the Working Group, Contact Group or Friends of the Chair Group is meeting. Informal meetings are not publicized, you have to constantly keep up and missing one meeting may be enough to keep you out of the loop going forward. Following where and when informal meetings are being held is a real skill. Watch the internal TV for announcements, ask others who are following the same issue as you or track down the Chair, facilitator or the secretariat.
- Have informal consultations with other members of the AOSIS, LDC, G77 groups to see if there are linkages with other issues. It is important to share experiences and intelligence as tradeoffs between issues may be on the table.
- Read the daily Earth Negotiations Bulletin (ENB). This is a summary of the previous day's meeting. They are found near the docu–ments counter and are usually available at the start of the day. The writers sit at the back of meeting rooms and are good sources of information.
- Some negotiators will say that some issues are “not negotia–ble” and not part of a package. Your Response: If issues are excluded, then say it's not a package that is acceptable.
- Some Parties will build compromise a package sequentially so that the things they want come first and are agreed upon first. Then they make limited compromises on the things you want afterwards. It is often difficult to go back and renegotiate their part of the package if you have done poorly. Response: Make sure that nothing is agreed until everything is agreed.
- Some negotiators will negotiate packages with other key Parties without your interests being included. Response: Always make sure that you are part of the Core Group (which means showing up and contributing at ALL meetings and informal dialogues). If you have been excluded, say there is no consensus.
- Some Parties may make an offer that they know is totally unacceptable to other Parties, but they are clever enough to make it look gen–uine. This way they can say, “we tried.” Response: If an offer doesn't look genuine, go to someone else in the delegation and suggest that their colleague is not negotiating in good faith.
- Use NGOs to bring issues to the media and get advice on technical issues. They want to get involved, and can help in so many ways to get your voice heard. Being adopted by an NGO partners may be an effective strategy for many new delegates, just make sure you are following Vanuatu's line and not the NGOs!
- Read the Third World Network (TWN) Summary and archives. This is a summary of the previous day's meeting. They are found near the docu–ments counter and are usually available at the start of the day. The writers sit at the back of meeting rooms and are good sources of information.
- Reading the ECO Newsletter, produced by the Climate Action Network (CAN). This is a summary of key issues being discussed and progress. They are found near the docu–ments counter and are usually available at the start of the day. The writers sit at the back of meeting rooms and are good sources of information.
- Check out the helpful information included on the UNFCCC secretariat website, which provides background information on each key issue and documents.
- Don't wait until arriving at COP to read detailed information and background on your issue, know what will be said and negotiated by whom before you hear it in the negotiating rooms.
- Keep an eye on the electronic screens, usually located in several places at the meeting venue, and the UNFCCC website. Meeting times and rooms often change throughout during the day.

- Different kinds of documents have different status in the negotiations. Know what the status of the document is that is being discussed. A helpful introductory guide to UNFCCC documents is available on the UNFCCC website.
- If the group that your country belongs to has agreed on a position it is not considered appropriate to make a statement, for example in a plenary meeting that disagrees with the group's position. Instead, a country should make its views known in the group meeting.
- When making statements on behalf of a country it is expected that you speak after your group or groups. For example, if your country belongs to the Least Developed Countries (LDC) Group you should speak after the representative of the G77 and China and the representative of the LDC Group have made their statements. You should start by mentioning that you support the group statements.
- It is important to check that you are asking to speak for the right purpose. Check which agenda item is under discussion and what the Chair is expecting from Parties.
- It is helpful to keep your statements short, as there is never enough time for the negotiations. The Chairs appreciate delegates who make short statements. It is important to speak slowly so that the interpreters can follow you.
- Hear what others have to say. Listening is a crucial skill. Listen to what others have to say and respond to their comments rather than give preprepared statements. Preprepared statements by countries commonly hold back negotiations and are a source of frustration for many who are prepared to be active, flexible and make progress inside the negotiating room.
- Know the view of your negotiating partners. Understanding the thinking of those that oppose your views can be crucial to successful negotiations.
- Demonstrate respect for your negotiating partners even if you believe them to be wrong or misguided. Avoid attitudes or language that may be perceived as patronizing. Use language sensitively. Try to remain unemotional unless it is positive support for a proposal. Humor may be used as a means of easing tension.
- Show patience. A great deal of dialogue and awarenessraising may be needed to persuade your negotiating partners to change their position or show more flexibility and come to a compromise. Use the real stories of the people of Vanuatu to highlight why your position is so critical.
- Show polite assertiveness. Do not be afraid to speak or get right in the middle of a discussion among high powered players. Try to overcome any cultural tradition that may inhibit you from speaking. More than 1 of the negotiators have English as a second language and so you will not be judged for your accent. That said, be ready with your key speaking points in advance so what you want to say comes easily to you.
- Gain the support of others for your position. Build coalitions of like minded people in the negotiating room. Sometimes you will never expect or anticipate who your allies are when it comes to the negotiating room. Coalitions can be built with other regional groups or subgroups. Try to get support from NGOs.
- Understand the intricacies of negotiating language. Develop an understanding of negotiating language. This includes understanding the difference between "shall," "should" and "may." Our position is raising ambition and so the strongest language is usually our position.
- Watch out for tricks. Some negotiating partners may use tricks or factual errors to support their position. Watch out for these common deceptions: suggestions that the issue is covered elsewhere, claims that the text they want has been used elsewhere (it may not be so check it), statements that your position is inconsistent with that of your colleagues.
- Find common ground. Most negotiating partners have room to move on issues. You need to weigh up proposals and find the common ground and accentuate the positive. Weigh up the positions on the table. Rework these to accentuate the positive and potentially shared elements of your position. It's always easier for the big guys to give something to those they feel are being positive and constructive. Know when to trade. Know when to give concessions to the other side when and if they make significant concessions themselves.
- Handle pressure. Try to stand up to pressure being applied to you. Often the time constraints are overstated

(you can take more time if you need it...but don't drag on unnecessarily) Try not to be bullied by the Chair. Call for short breaks in negotiations to discuss ideas and proposals from colleagues or even ask to consult with people back home in Vanuatu.

- Lock in agreements. Ensure that points of agreement are written down on paper as soon as possible to avoid misunderstandings at a later time. You can actually write text and submit to the chair after a particularly good session to make sure it is written the way you heard it.
- Never give up. Follow through to the end. Often negotiations pass through many phases. Make sure you can follow all these processes (even if they go well into the night as they often do). Those with stamina and who can last the distance are likely to get the outcomes they want. A common tactic is to hold meetings in the night to weed out those who are not 'really' invested and will slow progress. Be at those meetings.
- Ensure continuity. Try to ensure that you are able to follow issues beyond one meeting. You are not a delegate of COP to cover everything. Stick to your key cause, and make real progress on it.

# 15

## Post COP

### *Debrief*

It is imperative that upon return from COP a debrief is facilitated by the NAB Secretariat for all delegates. The debrief should be scheduled for at least a half to one full day and discussions held regarding outcomes from COP, what went well, what were the challenges, what lessons have been learnt, what recommendations should be provided for the future.

### *Final Report*

All details from the debrief including thematic group submitted report needs to be compiled into a lesson learnt report which is to be completed by the NAB Secretariat. This final report must include an overview of outcomes and outputs of the COP – what it means for Vanuatu, achievements throughout the year and any financial commitments.

# 16

## National Networks

### *The role of government cross sector*

UNFCCC COP initiatives and activities will be led by the NAB Secretariat, through the Ministry of Climate Change, however it is imperative to have representation, engagement and participation from across a diverse range of government sectors including NonGovernment Organisations and CSO's.

Differing government divisions can offer their unique guidance on facets of the process relevant to their respective domains and should be encouraged to contribute to any or all workshops and summits, scheduled under pre COP project activities, as well as significant representation on the Vanuatu COP Delegation.

It is recommended that greater engagement from differing agencies and Ministries across government continues to be increased as participation at COP for Vanuatu enhances into the future.

### *The role of civil society*

The Republic of Vanuatu has several prominent NGOs working on climate change and environmental adaptation as well as broader development issues. Working directly with communities that are affected by climate change and building their capacity to adapt to its impacts, civil society organisations have a great role to play in this program. However civil society also comprises of local NGO's, associations and networks, including local churches and councils. Further examination and analysis of the stakeholders that make up civil society is recommended to ensure that any gaps in civil society representation within the UNFCCC and COP process are addressed.

In an effort to represent the country's views and priorities during the UNFCCC negotiations, it is crucial that the Vanuatu delegation is able to hear the voice of the communities, which will be facilitated by the NGOs. Their views and priorities are represented by the members of Vanuatu's Climate Adaptation Network (VCAN) and the Vanuatu Association of NonGovernment Organizations (VANGO) who are a core partners and are to be included in any established COP working / steering group, workshops and events related to the UNFCCC preparatory stages as well as nominate members to the delegation. The selection process of the delegates, while being subject to approval of the Ministry of Climate Change, will be conducted with transparency and fairness in regards to civil society members. Through VCAN, members of the civil society will be given the opportunity to engage in the UNFCCC process, providing unique insight of climate change impacts on community levels and guiding the delegation in the position writing and submissions.

### *Higher Education*

Involving students, lecturers, and professors at the University of the South Pacific's (USP) Port Vila and the Vanuatu National University will be beneficial for both Vanuatu's UNFCCC engagement and the University. By engaging law students at the USP or environment students at the National University, Vanuatu can equip its next generation of lawyers with skills on the environmental issues that will matter most in the future. Engaging university students

will help make all layers of Vanuatu's COP preparations locally run and energized, cementing both personal and professional interest in the process for the universities. These universities can jointly organise with the Ministry of Climate Change a training session for students on the UNFCCC law and will provide technical support in the writing of technical submissions.

### *National Media*

Vanuatu Broadcasting Television Corporation (VBTC) stands as the major media organisation in the country. Its engagement and support related to climate change issues make VBTC a necessary ally to have despite some back dropping stories in the recent years. Current and future COP projects will engage with the VBTC, through training, press conference and other press releases, in order to raise the general public's awareness and knowledge about the UNFCCC and climate negotiations. The program will also engage with other media outlets (including newspapers, radio, and other social media platforms) through the Vanuatu chapter of the Pacific Island News Association (PINA).

It is recommended to further build relationships with print media, namely the Daily Post, to secure appropriate media releases and an agreement for a special weekly column during COP timeframes to raise awareness of climate change issues and UNFCCC and COP engagement.

The Ministry of Climate Change through its Public Relations Officer together with the NAB Secretariat will assist facilitate communication strategies before, during and after COP's as deemed appropriate.





A stylized, light green palm tree graphic is positioned on the right side of the page, extending from the bottom towards the top. It has a long, slender trunk and several large, curved fronds.

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