



CITIES & REGIONS
IN THE UNFCCC PROCESS



Supporting partners



#Stocktake4ClimateEmergency

Local leadership for subnational inputs to
Paris Agreement Global Stocktake

[City or Region Name] Stocktake

#Stocktake4ClimateEmergency

Instruction for Facilitators and Community Meeting Agendas

*Note: This agenda is written for meeting **facilitators** of your city's or region's local stocktake. **Participants** are the members of your community and stakeholder representatives contributing to the stocktake event).*

Recommended structure: During a minimum 2-hour meeting, or up to a full day, the local and subnational stocktake will consist of multiple three roundtable discussions — each seeking to answer one of the core stocktake questions — remarks by local leaders, youth and cultural representatives, and inclusive dialogue. This meeting agenda contains a suggested meeting format, running for approximately 120 minutes. Times for the meeting are approximations and will vary depending on the number of participants and facilitator preferences. We recommend no shorter than 90 minutes. This guidance is suitable for both virtual and in-person events.



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Pre-Stocktake Arrangements

Stakeholder Outreach

- Facilitators should engage representatives from diverse stakeholder groups as participants throughout this stocktake. The “[Stakeholder Engagement Best Practices](#)” resource within this Meeting in a Box can serve as a guide.
- When inviting participants, be sure to communicate: format (in-person/online); venue (if in-person) and precise location (e.g., floor, room, parking facilities); online platform (if online) along with meeting passcode and instructions for registering/joining; whether childcare, meals, or transportation will be provided; and how to contact you with questions. Provide a confidential means for participants to let you know about accessibility needs (e.g., interpretation, seating).

Materials Preparation

- Review and edit the meeting agenda provided in this document for all workshops. Make sure that the final agenda you use reflects the “run of show” as you envision it.
- Update all resources with your city’s or region’s name, workshop dates, and other relevant information.
- Personalize the Meeting in a Box [Slide Deck](#) for your municipality.
- Print necessary documents such as the [Sign In Sheet](#) and [Participant Guide](#).

[Sample Agenda on next page]

Sample Agenda

[Meeting 120 minutes; adjust as needed for longer events]

[Date] at [Location], [Time]

Meeting Goals

This Local and Subnational Stocktake aims to create an open and inclusive dialogue centered around multilevel action. Representation by national-level and local-level governments are key, as are whole-of-society representatives, such as from youth, businesses, investors, civil society, faith-based organizations, and Indigenous communities. The ultimate goal is to collaborate, share ideas, and capture the local contribution to the Global Stocktake, issuing a formal submission to the UNFCCC.

Materials for consideration

Computer, projector, video set-up, microphone(s), updated [slide deck](#), markers, tape, pencils/pens, post-it notes, printed [sign-in sheet](#), and printed [participant guide](#)

[5 minutes] Welcome Address:

- Government or cultural leader, such as a governor, mayor, or other

[5 minutes] Community cultural moment:

- I.e. Slam poetry, reading, music etc.

[10 minutes] Scientific perspective:

- Climate scientist or trusted authority on climate change science and/or impacts

It is encouraged that each Stocktake4ClimateEmergency includes a briefing that highlights the latest scientific information on the climate crisis' expected impacts. This briefing is suggested to be delivered by a scientist, or knowledgeable person, highlighting the international perspective downscaled to the specific city, state, region, and country. Consider extracts from [IPCC AR6 Summary for Urban Policy Makers](#).

[10 minutes] Introduction to the Paris Agreement, Nationally Determined Contribution (NDC), and any local climate action plans:

- The Questions (Who are We?; Where do we want to go?; and How do we get there?) should address #Stocktake4ClimateEmergency three primary focus groups:
 - National Climate Plan (NDC) and its relevance to urban, local, and multilevel action

- Local and Regional commitments for 2030 and 2050
- Climate Justice at home and globally

Conceptualization of #Stocktake4ClimateEmergency

Your #Stocktake4ClimateEmergency event aims in part to create a standardized submission to be shared with the UNFCCC. The matrix below gives structure for this submission and should guide facilitators for collecting information from participants (primarily in the roundtables). Facilitators are welcome to customize their approach for ease of collecting this information as long as the three questions are addressed at the proposed levels: national, local, climate justice.

	1- National Climate Plan (NDC) and its relevance to urban, local, and multilevel action	2- Local/Regional commitments for 2030 and 2050	3- Climate Justice at home and globally
<p>Where are we? <i>This can be a desktop study before the session, and can be made available via a 1-page document at the beginning of the session</i></p>			
<p>Where do we want to go? <i>This is the most critical part of the discussion of Stockatake4ClimateEmergency - the debate should create a political momentum for resolve to accelerate action and commitment</i></p>			
<p>How do we get there? <i>This could be discussed/continued after the session, through virtual consultations</i></p>			

[20-30 minutes] Roundtable Discussion Part 1: Where are We?

At each round table there should be a facilitator and recorder present. Try to make sure each community group and stakeholder is represented at each table.

Guiding Questions:

1. *Has your national government submitted a second Nationally Determined Contribution (NDC)? Are the goals and actions explained in the NDC adequate for delivering the Paris Agreement goal of no more than 1.5-degree C of warming?*
2. *Are sustainable urbanization or references to local communities adequately included in the current NDC?*
3. *What is the climate commitment of your city or region for 2030 and 2050? Are they on track for delivery?*
4. *How can your local and regional government help your national government seize the climate opportunity and meet its NDC? Which agencies or ministries should be key partners?*
 - a. *Does the NDC include specific references to locally relevant sectors, such as: buildings, transport/mobility, waste, demand-side energy efficiency, renewable energy, sustainable consumption or production, procurement, biodiversity?*
 - b. *If yes, describe the consultations that have happened with respective local and regional governments?*
5. *What long standing issues of justice are currently most affecting your community?*
6. *How do you currently address climate justice in your city/region?*
7. *How does local-level climate justice activity contribute to national-level justice goals? Do national goals include support to Global South communities?*

[5 minutes] Reflections and storytelling from a Representative of a community group

Here is a non-exhaustive list of example groups to include in your local stocktake dialogue: civil society, Indigenous communities, youth organizations, faith-based organizations, health sector, local businesses, and more.

[10 minute] Break to review responses

[20-30 minutes] Roundtable Discussion Part 2: Where do we want to go?

At each round table there should be a facilitator and recorder present. Try to make sure each community group and stakeholder is represented at each table.

Guiding Questions:

1. *Define a climate vision toward 2030 for your community: What does ambitious climate action look like? (This may be new or previously published.)*

2. *List important goals for 2030 for decarbonization, adaptation, and justice which would help you reach your vision. (These do not need to be considered official goals of your local government, but outcomes from discussion.)*
3. *In what ways can your country raise national climate ambition by collaborating across levels of government?*
4. *Which commitments and actions of local and regional governments do you feel should link to the current and future NDCs ?*
5. *What equitable outcomes would you like to see prioritized in your community's climate action? In your nation?*
6. *What would it mean to "seize the climate opportunity" for your community in a way that everyone benefits from climate action?*

[5 minutes] Reflections from Representative a community group

[10 minute] Break to review responses

[20-30 minutes] Roundtable Discussion Part 3: How do we get there?

At each round table there should be a facilitator and recorder present. Try to make sure each community group and stakeholder is represented at each table.

Guiding Questions:

1. *What measures and changes are needed in order to achieve your nation's most ambitious climate plans?*
2. *What measures and changes are needed in order to achieve your community's or region's most ambitious climate plans?*
3. *How can national governments enhance the ability of local and regional governments to adapt to the adverse impacts of climate change?*
4. *How can national governments collaborate with local and regional governments to mobilize appropriate capacity building, technical, financial resources and policy/legal framework to realize solutions addressed in delivering and raising ambition:*
 - a. *In 2022?*
 - b. *Towards 2030?*
 - c. *Towards 2050?*

[5 minutes] Reflections from Representative of a community group

[10 minute] Break to review responses

[10 minutes] Summarization, Wrap-up, and Next Steps

This time can be used to review the outcomes of the discussions and what the next steps to the process will be. All answers and discussion will be reported to the UNFCCC, along with the results of other dialogues from around the world.

[5 minutes] Closing Remarks: Community-focused, local government, or leadership representatives can provide closing statements to the participants.

Next Steps

Following the Local and Subnational Stocktake, local government staff can compile the answers and discussion recorded from the breakout rooms to create and fill in the [Local and Subnational Stocktake Report](#) template.

This report will be submitted to ICLEI, which will forward on behalf of the LGMA to the UNFCCC. Final submissions and questions about the process can be sent to: LGMA@iclei.org