

Decision 4/CP.25

Workplan of the forum on the impact of the implementation of response measures and its Katowice Committee of Experts on the Impacts of the Implementation of Response Measures

The Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement,

Recalling decisions 7/CP.24, 3/CMP.14 and 7/CMA.1,

1. *Welcome* the annual report of the Katowice Committee of Experts on the Impacts of the Implementation of Response Measures¹ and its progress in supporting the work of the forum on the impact of the implementation of response measures;
2. *Adopt* the rules of procedure of the Katowice Committee on Impacts as contained in annex I;
3. *Adopt* the workplan of the forum on the impact of the implementation of response measures and its Katowice Committee on Impacts as contained in annex II;
4. *Decide* that the forum on the impact of the implementation of response measures, in the context of the implementation of the workplan, may consider, as needed, additional modalities for the workplan activities, consistent with the modalities identified in decision 7/CMA.1, and recommend such additional modalities for the workplan for consideration and adoption by the subsidiary bodies;
5. *Recall* paragraph 12 of decision 7/CMA.1, which provides that the forum on the impact of the implementation of response measures shall provide recommendations for consideration by the subsidiary bodies with a view to the subsidiary bodies recommending actions to the Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement for consideration and adoption;
6. *Request* the forum on the impact of the implementation of response measures to continue considering the first annual report of the Katowice Committee on Impacts, including the recommendations and considerations contained therein, at the fifty-sixth sessions of the subsidiary bodies (June 2022) with a view to providing recommendations for consideration and adoption by the Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement at their next sessions;
7. *Also request* the secretariat to support the implementation of the workplan of the forum on the impact of the implementation of response measures and its Katowice Committee on Impacts referred to in paragraph 3 above;
8. *Take note* of the estimated budgetary implications of the activities to be undertaken by the secretariat referred to in paragraph 3 above;
9. *Request* that the actions of the secretariat called for in this decision be undertaken subject to the availability of financial resources.

¹ Available at <https://unfccc.int/documents/202723>.

Annex I

Rules of procedure of the Katowice Committee of Experts on the Impacts of the Implementation of Response Measures

I. Scope

1. These rules of procedure shall apply to the Katowice Committee of Experts on the Impacts of the Implementation of Response Measures (KCI) in accordance with decision 7/CMA.1 and its annex.

II. Mandate

2. The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), by decision 7/CMA.1, decided to establish the KCI to support the work of the forum on the impact of the implementation of response measures in implementing its work programme and operating in accordance with the terms of reference contained in the annex to that decision.

3. The forum and the KCI may use the following modalities, as appropriate and as decided on a case-by-case basis, to carry out the work programme of the forum:

- (a) Building awareness and enhancing information-sharing through the exchange and sharing of experience and best practices;
- (b) Preparing technical papers, case studies, specific examples and guidelines;
- (c) Receiving inputs from experts, practitioners and relevant organizations;
- (d) Organizing workshops.

III. Members

4. The CMA, by decision 7/CMA.1, decided that the KCI shall be composed of 14 members, of which:

- (a) Two members from each of the five United Nations regional groups;
- (b) One member from the least developed countries;
- (c) One member from the small island developing States;
- (d) Two members from relevant intergovernmental organizations.¹

5. By the same decision, the CMA also decided that members shall be nominated by their respective groups. Groups are encouraged to nominate members taking into account the goal of achieving gender balance. The Chairs of the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Subsidiary Body for Implementation (SBI) shall be notified of these appointments.²

6. The CMA also decided that members shall serve in their expert capacity and should have relevant qualifications and expertise in the technical and socioeconomic fields related to the areas of the work programme of the forum.³

7. Further, the CMA decided that members shall serve a term of two years and be eligible to serve a maximum of two consecutive terms in office.⁴

¹ Decision 7/CMA.1, annex, para. 4(b).

² Decision 7/CMA.1, annex, para. 4(d).

³ Decision 7/CMA.1, annex, para. 4(c).

⁴ Decision 7/CMA.1, annex, para. 4(e).

8. The term of office of a member shall commence at the first meeting of the KCI in the calendar year of their appointment and end immediately before the first meeting of the KCI in the calendar year after their second calendar year in office.

9. If a member of the KCI resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the KCI shall request the group that nominated the member to nominate another member for the remainder of the unexpired term, in which case the appointment shall count as one term. In such a case, the KCI shall notify the Chairs of the SBSTA and the SBI.

10. If a member is unable to participate in two consecutive meetings of the KCI or unable to perform the functions and tasks set by the KCI, the Co-Chairs of the KCI will bring this matter to the attention of the KCI and seek clarification from the group that nominated that member on the status of their membership.

IV. Co-Chairs

11. The CMA decided that the KCI shall elect, on a consensus basis, two members from among its members to serve as Co-Chairs for a term of two years each, taking into account the need to ensure equitable geographical representation.⁵

12. The CMA also decided that if one of the Co-Chairs is temporarily unable to fulfil the obligations of the office, another member designated by the KCI shall serve as Co-Chair.⁶

13. If one of the Co-Chairs is unable to complete the term of office, the KCI shall elect a replacement from among its members of the relevant group of the incumbent Co-Chair, if available, to complete that term of office.

14. The Co-Chairs shall collaborate in chairing meetings of the KCI and in facilitating the work of the KCI throughout the year, in accordance with the workplan of the forum and its KCI, to ensure coherence between meetings.

15. Following the completion of the Co-Chairs' two-year term of office, the KCI shall nominate two members as Co-Chairs to serve the next two-year term of office.

16. The Co-Chairs shall declare the opening and closing of meetings of the KCI, ensure the observance of these rules of procedure and rule on points of order.

17. The Co-Chairs shall call upon speakers at meetings of the KCI in the order in which they signify their desire to speak. The secretariat shall maintain a list of speakers. The Co-Chairs may call a speaker to order if their remarks are not relevant to the subject under discussion.

18. The KCI may further define additional roles and responsibilities for the Co-Chairs.

19. In exercising their functions, the Co-Chairs shall remain under the authority of the KCI.

V. Secretariat

20. The secretariat shall support and facilitate the work of the KCI, by:

(a) Making the necessary arrangements for the meetings of the KCI, including announcing meetings, issuing invitations, making the necessary travel arrangements for members eligible for funding for their participation in meetings and making available relevant documents for meetings;

(b) Maintaining meeting records and arranging for the storage and preservation of documents of meetings of the KCI;

⁵ Decision 7/CMA.1, annex, para. 4(f).

⁶ Decision 7/CMA.1, annex, para. 4(g).

(c) Making documents of meetings of the KCI available to the public, unless otherwise decided by the KCI.

21. The secretariat shall assist the KCI in tracking its actions, in accordance with the workplan of the forum and its KCI, in its annual report.

22. In addition, the secretariat shall perform any other functions assigned by the KCI, in accordance with the workplan of the forum and its KCI.

VI. Meetings

23. The KCI shall meet twice per year, for two days per meeting, in conjunction with the sessions of the subsidiary bodies.

24. At least nine members of the KCI must be present to constitute a quorum.

25. Members are requested to confirm their attendance at meetings of the KCI as early as possible, and at least four weeks prior to a meeting for members eligible for funding for their participation, to enable sufficient time for the secretariat to make the necessary travel arrangements.

26. Should technical and financial resources permit, open meetings of the KCI shall be webcast through the UNFCCC website.

27. At each of its meetings, the KCI shall propose the dates of its next meeting. The Co-Chairs will agree the dates of the next meeting in consultation with the secretariat.

VII. Agenda and documentation for meetings

28. The Co-Chairs, assisted by the secretariat, shall prepare the provisional agenda and provisional annotated agenda for each meeting of the KCI in accordance with the workplan of the forum and its KCI. The Co-Chairs will prepare a report on the meeting, to be agreed by members, and this will be made available on the UNFCCC website. The Co-Chairs will report back to the forum on the meeting of the KCI.

29. The provisional agenda and provisional annotated agenda for each meeting shall be transmitted to the members of the KCI at least four weeks in advance of the meeting.

30. Members may propose additions or changes to the provisional agenda and provisional annotated agenda, in writing, to the secretariat within one week of receiving the documents, and these additions or changes shall be considered for a revised provisional agenda and provisional annotated agenda by the secretariat in agreement with the Co-Chairs.

31. The secretariat shall transmit the provisional agenda and provisional annotated agenda and any supporting documentation to the members at least two weeks prior to a meeting. Documents may be transmitted after that date with the approval of the Co-Chairs.

32. Documents for a meeting shall be published on the UNFCCC website at least two weeks prior to that meeting, to the extent possible.

33. The KCI shall, at the beginning of each meeting, adopt the agenda for that meeting.

34. The CMA decided that members of the KCI shall prepare an annual report for consideration by the forum with a view to making recommendations for consideration by the SBSTA and the SBI, which, in turn, are to recommend actions to the Conference of the Parties (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the CMA for their consideration and adoption.⁷

35. This annual report shall be made available on the UNFCCC website before the relevant sessions of the COP, the CMP and the CMA.

⁷ Decision 7/CMA.1, para. 12, and annex, para. 4(j).

VIII. Decision-making

36. The CMA decided that the KCI shall operate on the basis of consensus of its members.⁸

37. The KCI may use electronic means to facilitate its work, as appropriate and in accordance with the workplan of the forum and its KCI.

IX. Working language

38. The working language of the KCI shall be English.

X. Participation of expert advisers in meetings

39. The KCI, in performing its mandate, should draw upon outside expertise at its meetings.

40. The Co-Chairs may, in consultation with the KCI, invite representatives of international organizations, the private sector, academia and/or civil society to participate in a meeting of the KCI as expert advisers on specific issues under consideration at the meeting.

XI. Participation of observers

41. The CMA decided that meetings of the KCI shall be open to attendance as observers by all Parties and accredited observer organizations, unless otherwise decided by the KCI.⁹

42. The KCI may decide to close a meeting or part thereof to observers at any time.

43. The secretariat shall make the dates and venues of the meetings available to the public to enable participation by observers.

44. Observers may, with the agreement of the KCI, be invited to address the KCI on matters under consideration by the KCI. The Co-Chairs shall notify the KCI one week in advance of the meeting of any proposed interventions by observers.

45. The KCI may request interventions from observers throughout the meeting, as appropriate.

XII. Use of electronic means of communication

46. The KCI shall use electronic means of communication to facilitate intersessional work, as appropriate and in accordance with the workplan of the forum and its KCI. The secretariat shall ensure that a secure and dedicated web interface is established and maintained to facilitate the work of the KCI.

XIII. Working groups

47. The KCI may establish working groups among its members to support the forum in performing its functions. The working groups may receive inputs from experts, practitioners and relevant organizations in accordance with the workplan of the forum and its KCI and in line with paragraphs 39–40 above.

⁸ Decision 7/CMA.1, annex, para. 4(i).

⁹ Decision 7/CMA.1, annex, para. 4(h).

XIV. Workplan

48. The KCI will support the work of the forum in line with the workplan of the forum and its KCI.

XV. Amendments to the rules of procedure

49. The KCI may recommend amendments to these rules of procedure for consideration by the forum and approval by the subsidiary bodies.

50. Proposals and amendments to proposals for the rules of procedure may be introduced and submitted to the secretariat in writing by KCI members; such proposals and amendments shall be circulated for consideration by all members of the KCI.

51. No proposal for the rules of procedure shall be discussed or put forward for a decision at any meeting unless copies have been circulated to the KCI members no later than two weeks before the meeting.

XVI. Overriding authority of the Convention, the Kyoto Protocol and the Paris Agreement

52. In the event of a conflict between any provision of these rules and any provision of the Convention, the Kyoto Protocol or the Paris Agreement, the provision of the Convention, the Kyoto Protocol or the Paris Agreement shall take precedence.

Annex II

Workplan of the forum on the impact of the implementation of response measures and its Katowice Committee of Experts on the Impacts of the Implementation of Response Measures¹

The Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement recall:

(a) Decision 7/CMA.1, paragraph 12, in which it was decided that the forum on the impact of the implementation of response measures shall provide recommendations for consideration by the subsidiary bodies with a view to the subsidiary bodies recommending actions to the Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement for consideration and adoption;

(b) Decision 7/CMA.1, annex, paragraph 4(j), in which it was decided that the members of the Katowice Committee of Experts on the Impacts of the Implementation of Response Measures (KCI) shall prepare an annual report for consideration by the forum with a view to making recommendations to the Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement;

(c) Decision 7/CMA.1, annex, paragraph 5, in which it was decided that the forum and its KCI may use the following modalities, as appropriate and as decided on a case-by-case basis, in order to carry out the work programme of the forum:

- (i) Building awareness and enhancing information-sharing through the exchange and sharing of experience and best practices;
- (ii) Preparing technical papers, case studies, concrete examples and guidelines;
- (iii) Receiving input from experts, practitioners and relevant organizations;
- (iv) Organizing workshops;

(d) Decision 7/CMA.1, paragraph 10, in which the subsidiary bodies were requested to conduct a midterm review of the workplan of the forum;

(e) Decision 7/CMA.1, paragraph 9, in which it was decided that the forum shall develop and recommend a six-year workplan in line with the forum's functions, work programme and modalities taking into account relevant policy issues of concern to Parties.

¹ See the table below.

Workplan of the forum on the impact of the implementation of response measures and its Katowice Committee of Experts on the Impacts of the Implementation of Response Measures (for the fifty-second to sixty-third sessions of the subsidiary bodies)

<i>Activity number^a</i>	<i>Activity</i>	<i>Estimated timeline for implementation</i>	<i>Responsible actor</i>	<i>Modalities/outputs</i>
a	Provide capacity-building to the Chairs and members of UNFCCC constituted bodies and technical teams of the secretariat on how to integrate gender considerations into their respective areas of work and on meeting the goal of gender balance (decision 3/CP.23)	SB 52 (June 2020)	KCI	Workshop
b	Consideration of the KCI annual report by the forum on the impact of the implementation of response measures (decision 7/CMA.1, annex, para. 4(j))	SB 53 (November 2020), SB 55 (November 2021), SB 57 (November 2022), SB 59 (November 2023), SB 61 (November 2024) and SB 63 (2025)	KCI Forum	Prepare annual report Consider annual report
c	Midterm review of this workplan, starting from SB 56 (June 2022) (decision 7/CMA.1, para. 10)	SB 56	Forum	Conclusions/draft decisions
d	Prepare information for the technical assessment component of the global stocktake related to the impacts of the implementation of response measures (decision 19/CMA.1, paras. 8 and 24)	SB 56 and SB 57	Forum	Forward an outcome document for consideration in the technical assessment of the global stocktake
e	Review of the functions, work programme and modalities of the forum at SB 59 (decision 7/CMA.1, para. 6)	SB 58 (June 2023) and SB 59	Forum	Prepare guiding questions for the review Receive and consider the review
1	Explore approaches to informing the development and implementation of climate change mitigation strategies, plans, policies and programmes, including nationally determined contributions and/or long-term low greenhouse gas emission development strategies, that maximize the positive and minimize the negative impacts ^b of response measures	SB 52	KCI Forum	Input from experts, practitioners and relevant organizations Input from experts, practitioners and relevant organizations Awareness-building and enhancing information-sharing through the exchange and sharing of experience and best practices
2	Identify country-driven strategies and best practices on just transition of the workforce and creation of decent work and quality jobs and on economic diversification	SB 54 (May–June 2021) and SB 58	KCI	Input from experts, practitioners and relevant organizations Concrete examples

<i>Activity number^a</i>	<i>Activity</i>	<i>Estimated timeline for implementation</i>	<i>Responsible actor</i>	<i>Modalities/outputs</i>
	and transformation focusing on challenges and opportunities from the implementation of low greenhouse gas emission policies and strategies towards the achievement of sustainable development	SB 58	Forum	Awareness-building and enhancing information-sharing through the exchange and sharing of experience and best practices In-session workshop
3	Facilitate the development, enhancement, customization and use of tools and methodologies for modelling and assessing the impacts of the implementation of response measures, including identifying and reviewing existing tools and approaches in data-poor environments, in consultation with technical experts, practitioners and other relevant stakeholders	SB 53 and onward, as decided by the forum/KCI	KCI	Input from experts, practitioners and relevant organizations Technical paper
			Forum	Input from experts, practitioners and relevant organizations Awareness-building and enhancing information-sharing through the exchange and sharing of experience and best practices Organizing a regional workshop
4	Enhance the capacity and understanding of Parties, through collaboration and input from stakeholders, on the assessment and analysis of the impacts of the implementation of response measures to facilitate the undertaking of economic diversification and transformation and just transition	SB 52 and SB 63	KCI	Input from experts, practitioners and relevant organizations Technical paper
			Forum	Input from experts, practitioners and relevant organizations Awareness-building and enhancing information-sharing through the exchange and sharing of experience and best practices
5	Build awareness and understanding of Parties and other stakeholders to assess the economic impacts of potential new industries and businesses resulting from the implementation of response measures with a view to maximizing the positive and minimizing the negative impacts of the implementation of response measures	SB 57	KCI	Input from experts, practitioners and relevant organizations Technical paper
			Forum	Input from experts, practitioners and relevant organizations Awareness-building and enhancing information-sharing through the exchange and sharing of experience and best practices
6	Promote the availability and use of guidelines and policy frameworks to assist Parties in promoting just transition of the workforce and the creation of decent work and quality jobs within and across sectors, including training, retooling, retraining and reskilling systems and stakeholder engagement strategies	SB 60 (June 2024)	KCI	Input from experts, practitioners and relevant organizations
			Forum	Input from experts, practitioners and relevant organizations Exchange and sharing of experience and best practices

<i>Activity number^a</i>	<i>Activity</i>	<i>Estimated timeline for implementation</i>	<i>Responsible actor</i>	<i>Modalities/outputs</i>
7	Facilitate the development and exchange of regional, country- and/or sector-specific case studies and approaches on (1) economic diversification and transformation and just transition of the workforce and creation of decent work and quality jobs, and (2) assessment and analysis of the impacts of the implementation of response measures with a view to understanding the positive and negative impacts	SB 59 and onward, as decided by the forum/KCI	KCI	Input from experts, practitioners and relevant organizations KCI to examine existing case studies and identify an area where it may develop a case study, as appropriate.
			Forum	Exchange and sharing of experience and best practices
8	Identify and exchange experiences and best practices in engaging the private sector, including small and medium-sized enterprises and public-private partnerships, to facilitate the creation of decent work and quality jobs in low greenhouse gas emission sectors	SB 59	KCI	Input from experts, practitioners and relevant organizations Technical paper
			Forum	Exchange and sharing of experience and best practices Concrete examples
9	Identify and assess the impacts of the implementation of response measures taking into account intergenerational equity, gender considerations and the needs of local communities, indigenous peoples, youth and other people in vulnerable situations	SB 56 and SB 62 (2025)	KCI	Input from experts, practitioners and relevant organizations Technical paper
			Forum	Exchange and sharing of experience and best practices Input from experts, practitioners and relevant organizations In-session workshop
10	Share experience and best practices in reporting and informing on efforts to assess and analyse the impacts of the implementation of response measures	SB 61	KCI	Exchange and sharing of experience and best practices
			Forum	Exchange and sharing of experience and best practices Concrete examples
11	Facilitate, exchange and share experiences and best practices in the assessment of the environmental, social and economic co-benefits of climate change policies and actions informed by the best available science, including the use of existing tools and methodologies	SB 55 and SB 57	KCI	Input from experts, practitioners and relevant organizations
			Forum	Exchange and sharing of experience and best practices

^a Letters represent activities from previous decisions while numbers are new activities from this decision.

^b “Impacts” in this document refers to social, economic and environmental impacts.

Abbreviations: KCI = Katowice Committee of Experts on the Impacts of the Implementation of Response Measures, SB = sessions of the subsidiary bodies.

*8th plenary meeting
15 December 2019*