

apolitical

**COP
Presidency Toolkit**

The logistics of hosting

This checklist summarises the reflection questions from Section 1 of the COP Presidency Toolkit. Share the checklist with your colleagues, let it help you guide your preparations or use it to track progress.

Behind the bid to host

Bidding to host

- ☐ What does your government hope to achieve by hosting a COP?
- ☐ Are there clear lines of support from and alignment between senior leadership and across ministries, including at least the Environment Ministry and Foreign Ministry?
- ☐ Do you have early agreement on who will lead and what support structures they will need?
- ☐ Who needs to be involved in getting answers to these questions?

Being selected as the host country

- ☐ Clarify national objectives for the presidency and how they align with regional dynamics
- ☐ Establish a small working group to prepare for the fact-finding mission and review legal obligations
- ☐ Begin informal engagement with previous presidencies to learn from their experience

Responsibilities of the host country

- ☐ Is there a clear structure within your government for delivering each area of responsibility?
- ☐ Are ministries and agencies fully aware of what is expected of them and by when?
- ☐ Have focal points been appointed and empowered to act?

Venue logistics

➤ The right venue

- ☐ Do delegates have access to reliable wifi, clean bathrooms and places to sit and work at every hour of the day for two weeks?
- ☐ Can senior diplomats, negotiators and delegates move easily between their delegation offices, negotiation rooms and informal spaces?
- ☐ Does the venue reflect the ambitions of your presidency and the story you want to tell?

➤ Zones and size

- ☐ How closely do you want the blue and green zones to be connected, and how will that influence the atmosphere of your COP?
- ☐ What size COP do you want? How will this affect crowd management, accessibility and the overall feeling of inclusion?
- ☐ How will you manage the “red zone” to balance security needs with opportunities for leaders to experience the energy and priorities of the wider COP?

➤ The surrounding infrastructure

- ☐ Is there sufficient affordable accommodation at or within easy reach of the venue?
- ☐ Is the venue well-connected by different modes of public transport such as trains, metro and buses? Are these free or affordable for all delegates?
- ☐ Can delegates access good quality food and drinks at all times of the day?

➤ A sustainable conference

- ☐ Is the venue powered by clean energy, and can this be showcased publicly?
- ☐ Have you minimised waste, including single-use plastics?
- ☐ Have you integrated sustainability goals into procurement, operations and communications?

Mobilising resources

➤ Staff and core functions

- ☐ Have you identified and resourced all the core functions your presidency will require?
- ☐ Are team leads empowered to make decisions and collaborate across silos?
- ☐ Do you have clear reporting lines and points of contact for the Secretariat and external partners?
- ☐ Do you have an ERP system or another way of managing your processes and work streams?

➤ A whole-of-government approach

- ☐ What is your internal narrative that explains why the COP matters to your government as a whole?
- ☐ Have key departments appointed senior focal points with decision-making authority?
- ☐ Are there regular, ministerial-level updates and mechanisms to resolve cross-cutting issues?
- ☐ How do you gather, store and share information effectively?

➤ Budget and fundraising

- ☐ Do you have a structured overview of your expected expenses?
- ☐ Do you have a clear fundraising strategy?
- ☐ Have you considered different funding sources, such as philanthropic organisations, development banks, the private sector, and international partners, to secure support for specific goals?
- ☐ Is your finance ministry involved in the budgeting and fundraising process?