

apolitical

**COP
Presidency Toolkit**

Preparing your team

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.

Defining roles and responsibilities

➤ Between relevant ministries

- ☐ Who in your government has the diplomatic and subject matter expertise you need?
- ☐ Which ministries need to be at the table from the start? Are they genuinely included?
- ☐ What structures will help you make joint decisions while staying agile?
- ☐ How can you build a sense of shared purpose even when ministries have different working styles and priorities?

➤ Between the Presidency and the national delegation

- ☐ Are the roles of the presidency and national delegation clearly understood by everyone involved?
- ☐ What working relationship between your presidency and national delegation will serve the process best?
- ☐ How will you manage individuals who wear both hats and support them to navigate that duality?

➤ Between the Presidency and the Secretariat

- ☐ Has the presidency team built regular contact points with the Secretariat at both senior and working levels?
- ☐ Are responsibilities clearly agreed for agenda-setting, event planning and negotiation choreography?
- ☐ Is there a system for sharing political and technical updates in real time between the presidency and the Secretariat?
- ☐ Have you created opportunities to learn from Secretariat staff, including by inviting them into key planning discussions?

Building a strong team

➤ Selecting a President

- ☐ Does the chosen candidate have the political credibility and interpersonal skills to build trust internationally?
- ☐ Are they available and supported to lead for the full year, and for prior preparations, not just during the COP itself?
- ☐ Will they have a clear mandate and strong backing from the highest levels of government?

➤ Selecting the Presidency team members

- ☐ Are you bringing together a mix of climate, diplomatic and operational experience?
- ☐ Do you have people on your team with experience of the UNFCCC process?
- ☐ Are you drawing from across your government and, where useful, from outside it?

➤ Selecting the right team structure

- ☐ Have you defined core functions and appointed senior leads for each?
- ☐ Do you have a central team or secretariat to manage coordination across workstreams?
- ☐ Are reporting and decision-making lines clearly communicated to everyone involved?
- ☐ Can your structure adapt quickly if priorities or circumstances shift?