

apolitical

**COP
Presidency Toolkit**

Advancing negotiations

This checklist summarises the reflection questions from Section 3 of the COP Presidency Toolkit. Share the checklist with your colleagues, let it help you guide your preparations or use it to track progress.

Building trust

➤ Before negotiations

- ☐ Are you prioritising consultation over messaging in your early outreach?
- ☐ Have you spoken with all major negotiating groups, including those outside your usual diplomatic circles?
- ☐ Are you taking time to understand the political pressures and historical context behind Parties' positions?

➤ During negotiations

- ☐ Are you creating opportunities for all Parties to engage meaningfully in the process?
- ☐ Is your team sharing information in a timely and transparent way?
- ☐ Are you making it clear how different perspectives are being considered, even when not fully reflected?

➤ Beyond the formal process

- ☐ Is your team tracking the geopolitical and economic issues that may shape the negotiations?
- ☐ Are you engaging with other forums where countries prepare their climate positions?
- ☐ Have you planned how to respond if external events shift the priorities or expectations of key Parties?

Setting the direction

Define ambitious and achievable objectives

- ☐ Does your COP have a clear mandate to deliver a specific outcome?
- ☐ Have you defined ambitious yet achievable objectives to guide the efforts of your COP?
- ☐ Have you consulted with other Parties and the Secretariat to understand where tensions or opportunities exist?
- ☐ Are you prepared to manage the different ways negotiations can develop?

Identify critical issues

- ☐ Are you building a full picture of each Party's priorities through both formal channels and informal diplomatic networks?
- ☐ Are you distinguishing between Parties' starting positions and the outcomes they genuinely need if they're to support a consensus?
- ☐ Are you focusing your energy and political attention on the issues that have the greatest potential to unlock broader agreements?

Formulate a compelling vision

- ☐ Are you giving Parties a clear story about what success looks like and how they can contribute to it?
- ☐ Have you communicated the vision early enough to shape how Parties plan and engage during the COP year?
- ☐ How do you want to communicate your narrative? Who needs to hear it and what's the best way to deliver the message?
- ☐ Can you back up your narrative with your own actions and initiatives?

Managing the negotiations

➤ Managing the phases of preparation

- ☐ Do you have a clear idea of what you want to achieve in each phase of your preparations?
- ☐ What are your key milestones and markers of progress, both internally and publicly?
- ☐ How are you planning to use key events like the June Climate Meetings, UN General Assembly and pre-COP?

➤ Managing the phases of negotiations

- ☐ What issues do you have to prioritise early in negotiations? Which can wait?
- ☐ Does everyone in your team have a clear idea of what their roles are in the two weeks of negotiations?
- ☐ Is your team prepared to recognise and respond to mood shifts that can influence the pace and tone of negotiations?
- ☐ Are you ready to recognise and respond to criticism of your presidency's performance (which is simply part of the process, regardless of how well your team is actually doing)?

➤ Serving the process

- ☐ Are you consistently acting in ways that build trust in your role as an impartial steward of the negotiations?
- ☐ What negotiation techniques and diplomatic tools can you use to help Parties find compromises without trying to control their decisions?
- ☐ Is there a shared understanding across the team of what impartiality looks like in practice?