

### **CVF National Focal Points and Member Communications**

- The Secretariat is instructed to take contact with CVF members' UNFCCC national focal point institutions and ministries of foreign affairs for the purpose of identifying and keeping up-to-date the CVF list of Designated National Focal Points through direct communication or through contact via Geneva or New York Permanent Missions. Focal points may be named in writing by email, verbal note or nomination letter from any relevant national government entity, providing the name of the official, the title and office, and at minimum an email address and telephone number.
- With due regard to the breadth of the Forum's agenda, CVF members will name one Designated National Focal Point, ordinarily at capital, from the ministry of foreign affairs.
- CVF members may also name one additional Designated National Focal Point, ordinarily also at capital, whenever one or more further national institution serves the function of UNFCCC national focal point other than the ministry of foreign affairs.
- CVF Designated National Focal Points shall receive copies of all communications regarding key activities of the CVF and V20, recognising that the V20 has also established a list of national focal points in CVF ministries of finance or equivalent entities for day-to-day follow-up, the V20 Working Group and other operational activities of the V20.
- The database of CVF Designated National Focal Points shall be made public and accessible to all members and will be published on the CVF public website where it shall be kept regularly updated by the CVF Secretariat.
- Any major new decisions of the V20 will also be circulated in parallel to CVF Designated National Focal Points by way of information sharing and synergy promotion.
- For activities directly relating to the UNFCCC, copies of all communications will also be sent to all named UNFCCC national focal points as figuring on the online database maintained by the Secretariat of the UNFCCC.
- For activities directly relating to intergovernmental processes in or led by Geneva or New York, the most relevant Permanent Missions of CVF member countries will additionally receive a copy of all such communications.
- The Chair and Troika may additionally maintain a list of focal points working on CVF or V20 issues in Geneva or New York Permanent Missions or Washington, DC embassies of CVF/V20 member countries.
- Invitations to major CVF events or on topics of particular importance will be formally routed via Geneva and/or New York Permanent Missions to their high destinations at capital copy the Designated National Focal Points. Communications at ministerial or permanent secretary level will be addressed to either or both of the CVF Designated National Focal Point institutions.
- Communications may be sent by the CVF Chair, by the CVF Troika coordination hub, or by the Secretariat. The Secretariat may communicate, if instructed, on behalf of the Chair or Troika on substantive and organisational matters, or directly to any/all CVF members for organisational matters only.
- The main form of communication with CVF members and Designated National Focal Points shall be email.