



NOTIFICATION

TO/A: Parties to the UNFCCC`
Observer States of the UNFCCC

Date: 23 August 1999

CC: Permanent Missions in Geneva
Diplomatic Missions in Bonn
and Berlin

Ref: CIS/P/HP
Direct line: 815-1506

FROM/DE: Michael Zammit Cutajar
Executive Secretary

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SUBJECT/OBJET: UNFCCC - fifth session of the Conference of the Parties
25 October to 5 November 1999

This notification is being sent to Parties and Observer States to the Convention. It is addressed to their National Focal Points for Climate Change. For those Parties that have not yet identified National Focal Points, the message is being sent to the Diplomatic Missions accredited to the Federal Republic of Germany and to the Permanent Missions in New York, or to the Ministries of Foreign Affairs, as appropriate, of those Parties not accredited to the Federal Republic of Germany. In all cases, the communication is being copied to the Diplomatic Missions accredited to the Federal Republic of Germany and the Permanent Missions to the United Nations Office at Geneva.

1. Date and venue of the session

The Executive Secretary wishes to notify Your Excellency's Government of the forthcoming fifth session of the Conference of the Parties (COP) to the Convention to be held from 25 October to 5 November 1999 at the Hotel Maritim, Godesberger Allee, D-53175 Bonn, Federal Republic of Germany. The fifth session of the Conference will comprise:

Plenary meetings of the COP: On the morning of Monday, 25 October 1999 and from Tuesday, 2 November 1999 to Friday, 5 November 1999. (Additional plenary meetings may be scheduled as needed);

Sessions of subsidiary bodies of the Convention: From the afternoon of Monday, 25 October until early in the second week, the eleventh sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Subsidiary Body for Implementation (SBI).



In addition, the joint working group on compliance, established jointly by the SBSTA and the SBI will meet during the session. (In this context, please see page 6 of the present notification for related information.)

2. Provisional agendas, annotations to the provisional agenda for the Conference of the Parties and schedule of meetings

The provisional agenda for the Conference as well as the provisional agendas for the subsidiary bodies of the Convention are attached (annex I to this note). These provisional agendas are available in document FCCC/CP/1999/1. The annotations to the provisional agenda of the Conference and information on the sessions of the subsidiary bodies, are available in document FCCC/CP/1999/1/Add.1. The annotations to the provisional agendas of the SBSTA and the SBI will be available in documents FCCC/SBSTA/1999/7 and FCCC/SBI/1999/9 respectively.

3. High-level segment of the session

The high-level segment of the session, to be attended by ministers and other heads of delegation will be opened during the afternoon of Tuesday, 2 November and will continue until midday on Thursday, 4 November.

(a) Statements

On Tuesday, 2 November, ministers and other heads of delegation of Parties will have the opportunity to address COP 5, under item 9 (b) of the provisional agenda. The recommended time limit is three to four minutes. Statements made on behalf of groups of Parties, where individual members of the group do not speak would be welcome in order to reduce the overall number of speakers. Such groups will be granted **two** additional minutes and will be accorded preference in the speaking order.

The lists of speakers will be open from Monday, 30 August to Friday, 8 October. Only requests received during this period will be accepted.

Registrations may be made using the attached form (annex II to this note) and should be addressed to the Office of the Secretary of the Conference, telephone number (49-228) 815-1107, fax number (49-228) 815-1999, e-mail: secretariat@unfccc.de.

(b) Exchange of views among participants

From Wednesday, 3 November to midday on Thursday, 4 November the high-level segment will be dedicated to an exchange of views among participants in an open and transparent manner. Discussions will be organized around two themes:

- ! Progress made in dealing with climate change: lessons and challenges; and
- ! The way forward: promoting implementation of the Buenos Aires Plan of Action and early entry into force of the Kyoto Protocol.



4. Other statements

Ministers and other heads of delegation from Observer States as well as intergovernmental and non-governmental organizations will have the opportunity to address COP 5 under item 10 of the provisional agenda on the morning of Tuesday, 2 November.

5. Funding

The Trust Fund for Participation in the Convention Process permits the secretariat, as in the past, to offer funding to one delegate from each Party selected as eligible for funding to participate in the session. In addition, this trust fund will cover the cost of a **second delegate** from each least developed country or eligible small island developing States.

A separate communication regarding funding has been sent to eligible Parties. Those Parties which are not least developed countries or small island developing States and which would normally be eligible for financial support to participate in the meetings of the Conference of the Parties and its subsidiary bodies, but which have not yet paid their contributions for 1996 through 1998, will not be considered for funding from the Trust Fund for Participation (FCCC/SBI/1999/3).

6. Credentials of States Parties to the Convention

In accordance with rule 19 of the draft rules of procedure being applied (FCCC/CP/1996/2), the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat not later than twenty-four hours after the opening of the session. Any later change in the composition of the delegation shall also be submitted to the secretariat.

The credentials must be issued either by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by the competent authority of that organization.

7. Representation of Observer States

States that are not Parties to the Convention are advised that Article 7, paragraph 6, of the Convention, provides, *inter alia*, for their representation as observers at sessions of the Conference of the Parties and its subsidiary bodies. **States that are not Parties to the Convention are not required to provide their representatives with credentials.**

8. Replies to this notification

Communications from all States concerning representation at the fifth session of the Conference of the Parties should specify the names of the head of delegation and representatives and their titles and addresses (including fax and e-mail). In particular, it would be useful if **Governments could indicate, at an early date, whether they will be represented at COP 5 by a minister.** It would be appreciated if such communications concerning representation at



COP 5 should reach the secretariat by **24 September 1999, at the latest**, at the following address:

**The Executive Secretary
Climate Change Secretariat (UNFCCC)**
Postal address: P.O. Box 260 124
D-53153 Bonn, Germany
Telefax: (49-228) 815-1999
E-mail: secretariat@unfccc.de

Badges are essential in order for participants to gain access to the premises. They are issued only on the basis of a letter of nomination from Parties or Observer States.

9. Documents

As in the past, UNFCCC documents will be made available in the official languages of the United Nations and distributed by the United Nations Office at Geneva. Documents are also placed on to the official Web site of the secretariat: <http://www.unfccc.de> as soon as they become available.

A list of documents for the Conference is included in document FCCC/CP/1999/1/Add.1.

10. Registration

Registration for the sessions will take place at the main entrance of the Hotel Maritim, starting on Monday, 25 October and continuing until Friday, 5 November. The registration desk will be open from Monday to Saturday, from 8 a.m. to 6 p.m.

Delegation badges will be available, **in advance**, on Thursday, 21 and Friday, 22 October at the headquarters of the secretariat (Martin-Luther-King Strasse 8) from 9.30 a.m. to 12 noon and from 2 p.m. to 4 p.m. Badges may be collected by the Diplomatic Missions upon presentation of a corresponding letter of authorization and some form of identification.

The Executive Secretary would like to remind Parties and Observer States that double registration for the session is not permitted (i.e. State representative and Observer organization representative, or State representative and Press/media representative).

11. List of participants

A provisional list of participants, containing information received as at Monday, 18 October, will be issued on Monday, 25 October. A revised final list of participants will be issued on Friday, 5 November.



Further to the conclusions of the joint working group on compliance at the tenth sessions of the subsidiary bodies of the Convention (FCCC/SBI/1999/8, Annex II, para. 12 (d)), an informal exchange of views and information on compliance will take place at the Diplomatic Academy, Favoritenstrasse 15, A -1040, Vienna, Austria, from 6 to 7 October 1999. The event is open to all Parties and Observers.

Contact persons:

	Ms. Britta Jedinger	Ms. Waltraud Ragendorfer
Telephone:	(43-1-51522) 1623	(43-1-51522) 1619
Fax :	(43-1-51522) 7626	(43-1-51522) 7626
E-mail:	britta.jedinger@bmu.gv.at	waltraud.ragendorfer@bmu.gv.at

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INFORMATION FOR PARTICIPANTS

Visas

Early contact with the consular authorities of the Federal Republic of Germany is strongly advised to allow sufficient time for a visa to be issued, as appropriate, before departure for Germany. To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request.

Hotel reservations in Bonn

Representatives who require assistance in making a hotel reservation in Bonn may contact Tourismus & Congress GmbH at Friedrich-Ebert-Allee 26, D-53113 Bonn, telephone (49-228) 910-410, fax (49-228) 910-4111.

Rental of office space

Limited office space for rent has been made available within walking distance of the Hotel Maritim at the Ministry of Education and Research (BMBF), Heinemannstrasse 2, D-53175 Bonn. The secretariat kindly requests Parties or accredited observer organizations who may be interested in renting office space for the sessions, to contact Lipsmeier & Partner, Waldschmidtstrasse 6A, D-82319 Starnberg, telephone (49-8151) 8095, fax (49-8151) 13687.

Disclaimer

The United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation. In this context it is strongly recommended to obtain international medical insurance for the period of participation.



Useful contacts in the secretariat

Coordinator of the SBI	Ms. Claire Parker
Coordinator of the SBSTA	Mr. Dennis Tirpak
Secretary of the Conference of the Parties	Mr. Richard Kinley
Manager, Conference Services	Ms. Salwa Dallalah
External Relations Officer	Mr. Horacio Peluffo
Special Events and Exhibits	Ms. Barbara Black
Logistics, conference rooms	Ms. Francesca Foppiano

These contacts can be reached via the main telephone number of the secretariat, **(49-228) 815-1000**.

ANNEX I

**I. PROVISIONAL AGENDA FOR THE CONFERENCE OF THE PARTIES
AT ITS FIFTH SESSION**

1. The provisional agenda for the fifth session of the Conference of the Parties (COP), proposed in agreement with the President in accordance with rule 9 of the draft rules of procedure being applied,¹ is as follows:

¹ See document FCCC/CP/1996/2.



1. Opening of the session:
 - (a) Statement by the President of the Conference at its fourth session;
 - (b) Election of the President of the Conference at its fifth session;
 - (c) Statement by the President;
 - (d) Addresses of welcome;
 - (e) Statement by the Executive Secretary.
2. Organizational matters:
 - (a) Status of ratification of the Convention and its Kyoto Protocol;
 - (b) Adoption of the rules of procedure;
 - (c) Adoption of the agenda;
 - (d) Election of officers other than the President;
 - (e) Admission of organizations as observers;
 - (f) Organization of work, including the sessions of the subsidiary bodies;
 - (g) Date and venue of the sixth session of the Conference of the Parties;²
 - (h) Calendar of meetings of Convention bodies, 2000-2003;³
 - (i) Adoption of the report on credentials.
3. Reports of subsidiary bodies:
 - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
 - (b) Report of the Subsidiary Body for Implementation.
4. Review of the implementation of commitments and of other provisions of the Convention⁴:
 - (a) National communications from Parties included in Annex I to the Convention;
 - (b) National communications from Parties not included in Annex I to the Convention;
 - (c) Report of the Global Environment Facility to the Conference;
 - (d) Capacity-building;
 - (e) Development and transfer of technologies (decision 4/CP.4);
 - (f) Implementation of Article 4, paragraphs 8 and 9, of the Convention (decision 3/CP.3 and Article 2, paragraph 3, and Article 3, paragraph 14, of

² The COP will consider this sub-item upon receiving reports on progress made and any decisions recommended by the subsidiary bodies at their tenth and eleventh sessions.

³ See note 2.

⁴ See note 2.



- the Kyoto Protocol);
- (g) Activities implemented jointly under the pilot phase (decision 6/CP.4);
 - (h) Other matters referred to the COP by the subsidiary bodies at their eleventh sessions.
5. Second review of the adequacy of Article 4, paragraph 2 (a) and (b) of the Convention.⁵
 6. Proposals to amend the lists in Annexes I and II to the Convention:
 - (a) Review of information and possible decisions under Article 4, paragraph 2 (f): proposals to remove Turkey from the lists in Annexes I and II;
 - (b) Amendment proposed by Kazakhstan: to add its name to the list in Annex I.
 7. Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (decision 8/CP.4):⁶
 - (a) Matters relating to land-use, land-use change and forestry;
 - (b) Work programme on mechanisms (decision 7/CP.4);
 - (c) Procedures and mechanisms relating to compliance under the Kyoto Protocol;
 - (d) Impact of single projects on emissions in the commitment period (decision 16/CP.4);
 - (e) National systems, adjustments and guidelines under Articles 5, 7 and 8 of the Kyoto Protocol.
 8. Administrative and financial matters:⁷
 - (a) Programme budget for the biennium 2000-2001;
 - (b) Income and budget performance in the biennium 1998-1999;
 - (c) Arrangements for administrative support to the Convention;
 - (d) Institutional linkage of the Convention secretariat to the United Nations;
 - (e) Implementation of the Headquarters Agreement.
 9. High-level segment attended by ministers and other heads of delegation:
 - (a) Opening of the high-level segment;

⁵ At COP 4, it “proved impossible to reach any agreed conclusions or decisions” on this matter (FCCC/CP/1998/16, para. 64). Item 5 is therefore included here in accordance with rule 16 of the draft rules of procedure being applied, which provides that “any item of the agenda of an ordinary session, consideration of which has not been completed at the session, shall be included automatically in the agenda of the next ordinary session, unless otherwise decided by the Conference of the Parties”.

⁶ See note 2.

⁷ The COP will consider these sub-items upon receiving reports on progress made and any decisions recommended by the subsidiary bodies at their tenth and eleventh sessions.



- (b) Policy statements;
 - (c) Exchange of views among participants.
10. Other statements:
- (a) Statements by observer States;
 - (b) Statements by intergovernmental organizations;
 - (c) Statements by non-governmental organizations.
11. Other matters.
12. Conclusion of the session:
- (a) Adoption of the report of the Conference of the Parties on its fifth session;
 - (b) Closure of the session.



II. PROVISIONAL AGENDA FOR THE SUBSIDIARY BODY FOR SCIENTIFIC AND TECHNOLOGICAL ADVICE AT ITS ELEVENTH SESSION⁸

2. The provisional agenda for the eleventh session of the Subsidiary Body for Scientific and Technological Advice (SBSTA), proposed after consultation with the Chairman, is as follows:
 1. Opening of the session.
 2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session;
 - (c) Election of officers.
 3. Implementation of Article 4, paragraphs 8 and 9, of the Convention (decision 3/CP.3 and Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol).
 4. Procedures and mechanisms relating to compliance under the Kyoto Protocol.
 5. Activities implemented jointly under the pilot phase.
 6. Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol.
 7. Capacity-building.
 8. National communications from Parties included in Annex I to the Convention:⁹
 - (a) Guidelines for the preparation of national communications;
 - (b) "Best practices" in policies and measures.
 9. Methodological issues:
 - (a) Land-use, land-use change and forestry;
 - (b) National systems, adjustments and guidelines under Articles 5, 7 and 8 of the Kyoto Protocol;
 - (c) Emissions resulting from fuel used for international transportation;
 - (d) Impact of single projects on emissions in the commitment period (decision 16/CP.4);
 - (e) Scientific and methodological aspects of the proposal by Brazil;
 - (f) Other matters.
 10. Development and transfer of technologies:
 - (a) Status of the consultative process (decision 4/CP.4);
 - (b) Ways and means of limiting emissions of hydrofluorocarbons and

⁸ Items 3, 4, 5, 6 and 7 will be considered jointly with the Subsidiary Body for Implementation.

⁹ See also item 8 of the provisional agenda for the Subsidiary Body for Implementation.



- perfluorocarbons;
 - (c) Coastal adaptation technologies;
 - (d) Other matters.
11. Cooperation with relevant international organizations.
 - (a) Scientific organizations;
 - (b) United Nations bodies;
 - (c) Other conventions.
 12. Research and systematic observation.
 13. Roster of experts nominated by Parties.
 14. Report on the session.

III. PROVISIONAL AGENDA FOR THE SUBSIDIARY BODY FOR IMPLEMENTATION AT ITS ELEVENTH SESSION¹⁰

3. The provisional agenda for the eleventh session of the Subsidiary Body for Implementation (SBI), proposed after consultation with the Chairman, is as follows:

1. Opening of the session.
2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session;
 - (c) Election of officers.
3. Implementation of Article 4, paragraphs 8 and 9, of the Convention (decision 3/CP.3 and Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol).
4. Procedures and mechanisms relating to compliance under the Kyoto Protocol.
5. Activities implemented jointly under the pilot phase.
6. Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol.
7. Capacity-building.
8. National communications from Parties included in Annex I to the Convention:¹¹
 - (a) Greenhouse gas inventory data, 1990-1997;
 - (b) Guidelines for the technical reviews of GHG inventories;
 - (c) Matters referred by the Subsidiary Body for Scientific and Technological Advice.
9. National communications from Parties not included in Annex I to the Convention:

¹⁰ Items 3, 4, 5, 6 and 7 will be considered jointly with the Subsidiary Body for Scientific and Technological Advice.

¹¹ See also item 8 of the provisional agenda for the Subsidiary Body for Scientific and Technological Advice.



- (a) Matters related to the consideration of non-Annex I Party communications;
 - (b) Provision of financial and technical support.
10. Financial mechanism:
- (a) Report of the Global Environment Facility to the Conference of the Parties;
 - (b) Input from Parties to the review by the Global Environment Facility of enabling activities.
11. Arrangements for intergovernmental meetings:
- (a) Improving the intergovernmental process;
 - (b) Date and venue of the sixth session of the Conference of the Parties;
 - (c) Calendar of meetings of Convention bodies, 2000-2003.
12. Administrative and financial matters:
- (a) Programme budget for the biennium 2000-2001;
 - (b) Income and budget performance in the biennium 1998-1999;
 - (c) Arrangements for administrative support to the Convention;
 - (d) Institutional linkage of the Convention secretariat to the United Nations;
 - (e) Implementation of the Headquarters Agreement.
13. Report on the session.
