

Workshop on facilitating the development and long-term sustainability of processes, and the establishment and maintenance of national technical teams, for the preparation of national communications, including GHG inventories, on a continuous basis

# Organization of Work and Administrative Matters

Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

Bonn, Germany, 20-21 June 2011



**Mr. Dominique Revet ([DRevet@unfccc.int](mailto:DRevet@unfccc.int))**

UNFCCC secretariat, Mitigation, Data and Analysis (MDA) Programme

## Organization of Work

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### Day 1: Presentations in plenary session

- **Secretariat:** Background information
- **Parties:** Challenges/concerns, lessons learned and best practices

### Day 2: Plenary and group sessions

- **Panel discussion** by multilateral and bilateral agencies
- **4 Break-out groups:** Institutional issues; Financial issues; GHG inventory and data systems; capacity-building and cross-cutting areas
  - *Composition*
  - *Location*
  - *Facilitation*
  - *Reporting*
- **Plenary:** general discussion of group presentations and conclusion of the workshop

## Administrative Matters

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### **DSA payment**

- Travellers cheques
- Passport and ticket
- Banks open late and how to get there v.s. airport

### **Lunch**

- Cafeteria on the 29<sup>th</sup> floor

### **WiFi: “PlugNPlay”**

### **Files from the workshop**

- Uploaded on website  
([http://unfccc.int/national\\_reports/non-annex\\_i\\_natcom/meetings/items/655.php](http://unfccc.int/national_reports/non-annex_i_natcom/meetings/items/655.php))
- Available for copy on USB drives (end of Day 2)

**Any other issue? Please let us know! Room 2732.**