



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat  
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

Ref: ICA/OBS/COP10/04  
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Bonn, 6 October 2004

## NOTIFICATION

*This message is being sent to all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties at its previous sessions, in accordance with Article 7, paragraph 6, of the Convention.*

On behalf of the Executive Secretary, I wish to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties at its previous sessions that the tenth session of the Conference of the Parties, including the twenty-first sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA 21) and the Subsidiary Body for Implementation (SBI 21) will take place at "La Rural" Predio Ferial de Palermo, Av. Sarmiento 2704, Buenos Aires, Argentina <<http://www.la-rural.com.ar>> from 6 to 17 December 2004.

The names with the titles, addresses, telephone and fax numbers, and e-mail addresses of the representatives for the sessions should be communicated to me, through the designated contact point for climate change of the admitted observer organizations, as soon as possible and **not later than Monday, 8 November 2004** at the address of the secretariat:

P.O. Box 260 124, D-53153 Bonn, Germany  
Fax: (49-228) 815-1999  
E-mail: [secretariat@unfccc.int](mailto:secretariat@unfccc.int)

Two annexes are attached to this notification. Annex I contains the provisional agenda of the Conference of the Parties at its tenth session as well as the provisional agendas for the subsidiary bodies of the Convention. Annex II offers useful information for participants including important guidelines for the issuance of visas.

Yours sincerely,

Original Signed  
Richard J. Kinley  
a signed original  
Richard Kinley

Secretary  
Conference of the Parties



## ANNEX I

**Provisional agenda of the  
Conference of the Parties at its tenth session**

Document symbols for each agenda item are indicated.

Please consult <http://maindb.unfccc.int/library> for updated information, including full list of relevant documents and titles

1. Opening of the session:
  - (a) Statement by the President of the Conference at its ninth session
  - (b) Election of the President of the Conference at its tenth 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;  
*FCCC/CP/2004/INF.3*
  - (b) Adoption of the rules of procedure;  
*FCCC/CP/1996/2*
  - (c) Adoption of the agenda  
*FCCC/CP/2004/1 and Add.1*
  - (d) Election of officers other than the President
  - (e) Admission of organizations as observers;  
*FCCC/CP/2004/3*
  - (f) Organization of work, including the sessions of the subsidiary bodies  
*FCCC/CP/2004/1 and Add.1, FCCC/SBI/2004/11, FCCC/SBSTA/2004/7*
  - (g) Date and venue of the eleventh session of the Conference of the Parties
  - (h) Calendar of meetings of Convention bodies, 2005–2009
  - (i) Adoption of the report on credentials;  
*FCCC/CP/2004/8*
  
3. Reports of the subsidiary bodies and decisions and conclusions arising there from:
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice  
*FCCC/SBSTA/2004/6 and Add.1–2*
  - (b) Report of the Subsidiary Body for Implementation  
*FCCC/SBI/2004/10*
  
4. Review of implementation of commitments and of other provisions of the Convention:
  - (a) Financial mechanism of the Convention  
*FCCC/CP/2004/6*
  - (b) National communications
    - (i) National communications from Parties included in Annex I to the Convention  
*FCCC/CP/2004/5, FCCC/CP/2004/INF.2*
    - (ii) National communications from Parties not included in Annex I to the Convention
  - (c) Capacity-building
  - (d) Development and transfer of technologies
  - (e) Implementation of Article 4, paragraph 8, of the Convention
  - (f) Matters relating to the least developed countries
  - (g) Issues relating to land use, land-use change and forestry
  - (h) Article 6 of the Convention
  - (i) Other matters referred to the Conference of the Parties by the subsidiary bodies



5. Second review of the adequacy of Article 4, paragraph 2 (a) and (b), of the Convention
6. Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol:
  - (a) Matters relating to Article 2, paragraph 3, of the Kyoto Protocol
  - (b) "Proposal by Canada for a decision on modalities for the accounting of assigned amounts under Article 7, paragraph 4, of the Kyoto Protocol in relation to cleaner energy exports"
  - (c) Matters relating to Article 6 of the Kyoto Protocol: preparatory work;  
*FCCC/CP/2004/7*
  - (d) Issues relating to land use, land-use change and forestry
  - (e) Other matters referred to the Conference of the Parties by the subsidiary bodies
7. Report of the Executive Board of the clean development mechanism  
*FCCC/CP/2004/2 and Add.1-2*
8. Inputs from the Conference of the Parties to other intergovernmental meetings:  
*FCCC/CP/2004/INF.1*
  - (a) International conference for the 10-year review of implementation of the Barbados Programme of Action  
*FCCC/CP/2004/INF.1*
  - (b) World Conference on Disaster Reduction  
*FCCC/CP/2004/INF.1*
  - (c) Process for providing input to the fourteenth session of the Commission on Sustainable Development (CSD 14)  
*FCCC/CP/2004/INF.1*
9. Administrative and financial matters:
  - (a) Audited financial statements for the biennium 2002–2003
  - (b) Budget performance in the biennium 2004–2005
  - (c) Procedure for the appointment of an Executive Secretary
10. High-level segment: the 10<sup>th</sup> anniversary of the entry into force of the Convention  
*FCCC/CP/2004/4*
11. Statements by observer organizations
12. Other matters
13. Conclusion of the session:
  - (a) Adoption of the report of the Conference on its tenth session
  - (b) Closure of the session.



**Provisional agenda of the  
Subsidiary Body for Scientific and Technological Advice at its twenty-first session**

Document symbols for each agenda item are indicated.

Please consult <http://maindb.unfccc.int/library> for updated information, including full list of relevant documents and titles

1. Opening of the session
2. Organizational matters:
  - (a) Adoption of the agenda  
*FCCC/SBSTA/2004/7*
  - (b) Organization of the work of the session  
*FCCC/SBSTA/2004/7*
  - (c) Election of officers other than the Chair
3. Scientific, technical and socio-economic aspects of impacts of, and vulnerability and adaptation to, climate change  
*FCCC/SBSTA/2004/INF.13, FCCC/SBSTA/2004/MISC.12*
4. Scientific, technical and socio-economic aspects of mitigation of climate change  
*FCCC/SBSTA/2004/MISC.13*
5. Methodological issues:
  - (a) Good practice guidance for land use, land-use change and forestry (LULUCF) activities under the Kyoto Protocol, harvested wood products and other issues relating to LULUCF  
*FCCC/SBSTA/2004/INF.11, FCCC/SBSTA/2004/INF.16*
  - (b) Small-scale afforestation and reforestation project activities under the clean development mechanism  
*FCCC/SBSTA/2004/INF.12*
  - (c) Emissions from fuel used for international aviation and maritime transport
  - (d) Issues relating to greenhouse gas inventories  
*FCCC/CP/2004/5, FCCC/SBSTA/2004/8, FCCC/SBSTA/2004/INF.14, FCCC/SBSTA/2004/Misc.11, FCCC/WEB/2004/3*
  - (e) Issues relating to Articles 7 and 8 of the Kyoto Protocol  
*FCCC/SBSTA/2004/9, FCCC/SBSTA/2004/MISC.15*
  - (f) Issues relating to registry systems under Article 7, paragraph 4, of the Kyoto Protocol  
*FCCC/SBSTA/2004/12, FCCC/SBSTA/2004/INF.18*
  - (g) Emissions projections of Parties included in Annex I to the Convention  
*FCCC/SBSTA/2004/INF.15, FCCC/SBSTA/2004/MISC.10*
6. Development and transfer of technologies  
*FCCC/SBSTA/2004/10, FCCC/SBSTA/2004/11, FCCC/SBSTA/2004/INF.17*
7. "Good practices" in policies and measures among Parties included in Annex I to the Convention  
*FCCC/SBSTA/2004/INF.10*
8. Research and systematic observation  
*FCCC/SBSTA/2004/MISC.14*
9. Cooperation with relevant international organizations  
*FCCC/SBSTA/2004/INF.19*
10. Other matters:
  - (a) Issues relating to cleaner or less-greenhouse-gas-emitting energy
  - (b) Issues relating to the implementation of Article 2, paragraph 3, of the Kyoto Protocol
  - (c) Any other matters
11. Report on the session.



**Provisional agenda of the  
Subsidiary Body for Implementation at its twenty-first session**

Document symbols for each agenda item are indicated.  
Please consult <http://maindb.unfccc.int/library> for updated information, including full list of relevant documents and titles

1. Opening of the session
2. Organizational matters:
  - (a) Adoption of the agenda  
*FCCC/SBI/2004/11*
  - (b) Organization of the work of the session  
*FCCC/SBI/2004/11*
  - (c) Election of officers other than the Chair
3. National communications from Parties included in Annex I to the Convention:
  - (a) Summary report on in-depth reviews  
*FCCC/CP/2004/5, FCCC/CP/2004/INF.2*
  - (b) Report on the workshop on the preparation of fourth national communications  
*FCCC/SBI/2004/INF.14*
  - (c) Status report on the review of third national communications  
*FCCC/SBI/2004/INF.9*
4. National communications from Parties not included in Annex I to the Convention:
  - (a) Submission of second and, where appropriate, third national communications  
*FCCC/SBI/2004/MISC.3*
  - (b) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
  - (c) Provision of financial and technical support  
*FCCC/SBI/2004/INF.11, FCCC/SBI/2004/INF.12*
  - (d) Compilation and synthesis of initial national communications  
*FCCC/SBI/2004/INF.13, FCCC/SBI/2004/INF.16*
5. Financial mechanism of the Convention:
  - (a) Special Climate Change Fund  
*FCCC/SBI/2004/MISC.6*
  - (b) Report of the Global Environment Facility to the Conference of the Parties  
*FCCC/CP/2004/6*
  - (c) Matters relating to the implementation of decision 5/CP.8  
*FCCC/SBI/2004/18 and Add.1*
  - (d) Additional guidance to the Global Environment Facility
6. Article 6 of the Convention  
*FCCC/SBI/2004/14, FCCC/SBI/2004/15, FCCC/SBI/2004/MISC.5*
7. Capacity-building  
*FCCC/SBI/2004/16, FCCC/SBI/2004/MISC.4*
8. Implementation of Article 4, paragraphs 8 and 9, of the Convention:
  - (a) Progress on the implementation of activities under decision 5/CP.7
  - (b) Matters relating to the least developed countries  
*FCCC/SBI/2004/17*



9. Administrative and financial matters:
  - (a) Audited financial statements for the biennium 2002–2003  
*FCCC/SBI/2004/12 and Add.1- 2*
  - (b) Budget performance for the biennium 2004–2005  
*FCCC/SBI/2004/13, FCCC/SBI/2004/INF.15*
  
10. Continuing review of the functions and operations of the secretariat  
*FCCC/SBI/2004/13, FCCC/SBI/2004/INF.11*
  
11. Other matters:
  - (a) Level of emissions for the base year of Croatia
  - (b) Any other matters
  
12. Report on the session.



## ANNEX II

### GUIDE FOR PARTICIPANTS

<b>DOCUMENTS</b>	<p>Please consult the official Web site of the secretariat (<a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a>) for all available documents:</p> <p>Provisional Agendas:           FCCC/SBSTA/2004/7   FCCC/SBI/2004/11   FCCC/CP/2004/1</p> <p>Reports:           FCCC/SBSTA/2004/6 and Add.1- 2                       FCCC/SBI/2004/10                       FCCC/CP/2003/6 and Add.1- 2</p>
<b>REGISTRATION</b>	<ul style="list-style-type: none"><li>◦ All participants are requested to register upon arrival at the desk located in La Rural.</li><li>◦ A valid photo ID should be presented to the registration staff.</li><li>◦ As of 5 December 2004, the “no registration, no access” rule shall be strictly applied and will be enforced throughout the period of the sessions.</li><li>◦ Early registration on the 4<sup>th</sup> and 5<sup>th</sup> December 2004 is highly recommended to avoid delay on the first morning of the sessions.</li></ul> <p><b>Registration Timetable:</b> Saturday, 4 December 2004 and Sunday, 5 December 2004: from 9 a.m. to 6 p.m. Monday, 6 December 2004 to Friday, 17 December 2004: from 8 a.m. to 7 p.m.</p> <p>Double registration for the session is not permitted (i.e., State representative and Observer organization representative, or State representative and Press/Media representative).</p>
<b>SIDE EVENTS</b>	<p>The on-line application process has been open from 6- 24 September 2004 and is now closed. Events are chosen on a first-come, first-served basis to produce a balanced schedule, which will be available on the secretariat web site by the middle of October. Those applicants who cannot be accommodated are encouraged to request participation in scheduled events.</p>
<b>PRESS BRIEFING</b>	<p>IGOs and NGOs wishing to organize a Press Briefing should inform the NGO Liaison team. Press briefings are normally thirty minutes in duration and may be held between 10.00 a.m. - 12.30 p.m. or 3.30 - 5.30 p.m. on all days except Sunday, 12 December 2004. Organizers are responsible for arranging for the Press themselves.</p>
<b>MATERIALS</b>	<p>Parties and admitted organizations with materials for distribution are requested to contact the NGO Liaison team for information on the ...inSide climate change publications counter. This provides a focus for climate change related information and helps to reduce wastage of paper. This service is for those without dedicated exhibits and with limited amounts of material for distribution.</p>



<b>BADGES</b>	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 through the designated contact points for climate change of the admitted observer organizations.
<b>VISAS</b>	All foreign delegates entering the Argentine Republic must have a valid passport. Early contact with the consular authorities of Argentina is strongly advised to allow sufficient time for a visa to be issued, as appropriate, before departure for Argentina. To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request. Information on visa requirements could be found on: <a href="http://unfccc.int/cop10/visa_info.pdf">http://unfccc.int/cop10/visa_info.pdf</a> . Please consult also the website of the Argentinean Ministry of Foreign Relations: <a href="http://www.mrecic.gov.ar/index0.html">http://www.mrecic.gov.ar/index0.html</a>
<b>HOTELS</b>	Representatives may consult the hotel list provided by the government of Argentina: <a href="http://unfccc.int/cop10/index.html">http://unfccc.int/cop10/index.html</a>
<b>DISCLAIMER</b>	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.