



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

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Bonn, 6 October 2004

NOTIFICATION

This notification is being sent to Parties and Observer States to the Convention. It is addressed to their National Focal Points for Climate Change, with copies to their diplomatic missions accredited to the Federal Republic of Germany. For those Parties that have not yet identified National Focal Points, the message is being sent to their diplomatic missions accredited to the Federal Republic of Germany; for those Parties not accredited to the Federal Republic of Germany, it is being sent to permanent missions in New York or Ministries of Foreign Affairs, as appropriate. The communication is also copied to the Permanent Missions to the United Nations in Geneva.

On behalf of the Executive Secretary, I wish to notify Parties and Observer States 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) and the Subsidiary Body for Implementation (SBI), will take place at "La Rural", Predio Ferial de Palermo, Sarmiento 2704, Buenos Aires, Argentina, (<http://www.la-rural.com.ar/>) from 6 to 17 December 2004. Further information can be found on the secretariat website (<http://unfccc.int>).

Annex I to this notification 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. A preliminary overview of the sessional period is available in document FCCC/CP/2004/1.

In addition, as indicated by its Chairman, the Group of 77 will meet on Saturday, 4 December 2004 and Sunday, 5 December 2004. The venue of the meeting will be communicated in due course.

It would be appreciated if the names of the heads of delegation and representatives, with their titles and addresses (including fax and e-mail), who will attend COP 10 could be communicated to me 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

Three additional annexes are attached to this notification. Annex II provides information on protocol issues concerning credentials for the session and attendance by ministers and senior officials. Annex III listed the dates and nature of the in-session workshops which will be held in La Rural during the sessions of the Convention Bodies. Finally, Annex IV offers useful information for participants including important guidelines for the issuance of visas

Yours sincerely,
Original Signed
Richard J. Kinley
Richard Kinley
Secretary
Conference of the Parties



ANNEX I PROVISIONAL AGENDAS

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/CP1996/2
 - (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 Adds. 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:
 - (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 10th anniversary of the entry into force of the Convention
FCCC/CP/2004/4, FCCC/CP/2004/1Add.1.
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**

Symbols of documents 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/SBSTA/2004/8, FCCC/SBSTA/2004/INF.14, FCCC/SBSTA/2004/Misc.11, FCCC/CP/2004/5, 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



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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**

Symbols of documents 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



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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.10
 11. Other matters:
 - (a) Level of emissions for the base year of Croatia
 - (b) Any other matters
 12. Report on the session.



ANNEX II

PROTOCOL ISSUES

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.

Parties are requested to provide their representatives with full powers to participate in the session, including the authority to adopt decisions, to vote and to serve as officers of the Conference of the Parties and its subsidiary bodies and as officers of any sessional bodies.

States that are not Parties to the Convention are not required to provide their representatives with credentials.

High-level segment of the session

The high-level segment to be attended by ministers and other senior officials will be held from 15 to 17 December 2004. Panel discussions will be the mode for exchanges during the high-level segment.

Further information concerning the high-level segment will be provided in document: FCCC/CP/2004/1 and Add.1.



ANNEX III

IN-SESSION WORKSHOPS

Parties are hereby notified of the following in-session workshops, which will take place at La Rural.

1. In-session workshop on adaptation, 8 December 2004.

At SBSTA 20, Parties requested the secretariat, under the guidance of the Chair of the SBSTA, to organize a second in-session workshop during its twenty-first session to exchange information and share experiences and views on the following topics:

- a. Application of methods and tools, including regional models, for assessing impacts and vulnerability and adaptation
- b. Linkages between adaptation and sustainable development.

2. In-session workshop on mitigation, 9 December 2004.

At SBSTA 20, Parties requested the secretariat, under the guidance of the Chair of the SBSTA, to organize a second in-session workshop during its twenty-first session to exchange information and share experiences and views on the following topics:

- a. Mitigation technology innovation, deployment and diffusion, including identification of and removal of barriers;
- b. Practical opportunities and solutions for mitigation that contribute to sustainable development.

3. In-session workshop on organization of the intergovernmental process, 11 December 2004.

In accordance with the conclusions of SBI 20, there will be an in-session workshop on Saturday, 11 December 2004, on the organization of the intergovernmental process. Workshop participants will discuss the organization of future sessional periods with a view to ensuring that the Convention bodies can work as efficiently and effectively as possible within the time available at a session. The workshop will consider past practices for the UNFCCC process, note problems raised and propose possible solutions. It will also examine examples from other processes.



ANNEX IV
GUIDE FOR PARTICIPANTS

DOCUMENTS	<p>Please consult the official Web site of the secretariat (http://maindb.unfccc.int/library) for all available documents:</p> <p>Provisional Agendas: FCCC/SBSTA/2004/7 FCCC/SBI/2004/11 FCCC/CP/2004/1 and Add. 1</p> <p>Reports: FCCC/SBSTA/2004/6 and Adds. 1-2 FCCC/SBI/2004/10 FCCC/CP/2003/6 and Adds. 1-2</p>
FUNDING	<p>The present notification does not constitute an offer for funding. A separate communication for this purpose will be sent to eligible Parties.</p>
REGISTRATION	<ul style="list-style-type: none">• All participants are requested to register upon arrival at the desk located in La Rural.• A valid photo ID should be presented to the registration staff.• 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.• Early registration on 4th and 5th December 2004, is highly recommended to avoid delay on the first morning of the sessions. <p>Registration Timetable: 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>
SIDE EVENTS	<p>The on-line application process was 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>
BADGES	<p>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. For security reasons, all participants are requested to wear their badge at all times.</p>



VISAS	<p>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: http://unfccc.int/cop10/visa_info.pdf. Please consult also the website of the Argentinean Ministry of Foreign Relations.: http://www.mrecic.gov.ar/index0.html</p>
HOTELS	<p>Representatives can consult the hotel list provided by the government of Argentina: http://unfccc.int/cop10/index.html</p>
DISCLAIMER	<p>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.</p>