



**Bonn, 9 January 2009**

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## MESSAGE TO PARTIES

### Early submission of information and views

This note has been prepared as a reference tool for Parties to facilitate the early submission of information and views requested by the COP, CMP and subsidiary bodies. A chronological summary table for all upcoming deadlines is attached. Where the reports of the sessions are not yet available, the table includes references to the appropriate in-session documents.

For documents to be produced in a timely manner and to facilitate preparations for upcoming workshops, it is important that the submissions reach the secretariat on time. Electronic submissions, either on diskette/CD-ROM or via electronic mail, will facilitate the timely production of documents. E-mail submissions should be sent to [secretariat@unfccc.int](mailto:secretariat@unfccc.int); receipt will be acknowledged. Submissions formatted in MS Word 2000 are preferable but other software formats are also welcome. Where non-electronic submissions are provided, more time is needed to produce the document.

As submissions are compiled on an issue-by-issue basis, Parties are requested to identify each submission by its subject and mandate and, if possible, to send it as a separate document.

Yours sincerely,

*(original signed by)*  
Richard Kinley  
Deputy Executive Secretary

**Distribution:** To Parties and observer States through national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



## Upcoming deadlines for submission of views or information by Parties

Submission		Date
<b>2009</b>		
1.	<u>Content and form of the agreed outcome at COP 15 (AWG-LCA)</u> Further proposals regarding the content and form of the agreed outcome at COP 15 (See FCCC/AWGLCA/2008/12, paragraph 33)	As early as possible, but prior to the sixth session of the AWG-LCA in June 2009. <sup>1</sup>
2.	<u>Research and systematic observation (SBSTA)</u> Additional information on national activities with respect to implementing the GCOS Implementation Plan (See FCCC/SBSTA/2008/L.18, paragraph 3)	30 January <sup>2</sup>
3.	<u>The fulfillment of the Bali Action Plan and the components of the agreed outcome to be adopted by the Conference of the Parties at its fifteenth session (AWG-LCA)</u> Ideas and proposals on the elements of paragraph 1 of the Bali Action Plan received from Parties by this date will be taken into account in a document that would further focus the negotiating process on the fulfillment of the Bali Action Plan and on the components of the agreed outcome to be adopted by the Conference of the Parties at its fifteenth session, describing areas of convergence in the ideas and proposals of Parties, exploring options for dealing with areas of divergence and identifying any gaps that might need to be filled in reaching an agreed outcome to be prepared by the Chair prior to the fifth session as invited by the AWG-LCA (See FCCC/AWGLCA/2008/8, paragraph 25 and FCCC/AWGLCA/2008/L.10, paragraph 2(a))	6 February <sup>3</sup>
4.	<u>Improvements to emissions trading and the project based mechanisms (AWG-KP)</u> Further input on how the possible improvements to emissions trading and the project based mechanisms, as contained in annexes I and II to document FCCC/AWG/2005/5 and annexes I and II to document FCCC/AWG/2005/INF.3 would function (See FCCC/KP/AWG/2008/L.19, paragraph 7 (c))	6 February

<sup>1</sup> All AWG-LCA submissions will be posted on the web as soon as they are received.

The submissions received by **13 March 2009** will be compiled into a MISC document and made available one week before the fifth session of the AWG-LCA.

The submissions received by **15 May 2009** will be compiled into a MISC document and made available one week before the sixth session of the AWG-LCA.

<sup>2</sup> This invitation applies only to Parties that have not yet provided this information following the invitation of the SBSTA at its 23<sup>rd</sup> and 27<sup>th</sup> sessions (see FCCC/SBSTA/2005/10, paragraphs 94 - 95 and FCCC/SBSTA/2007/16, paragraph 36).

<sup>3</sup> See footnote 1. In addition, submissions indicated in boxes 3 and 22 correspond to the invitation to Parties to submit ideas and proposals on the elements of paragraph 1 of the Bali Action Plan contained in document FCCC/AWGLCA/2008/8, paragraph 25, which remains open. Document FCCC/AWGLCA/2008/L.10 further indicates deadlines for inclusion in documents to be prepared.



Submission		Date
2009		
5.	<u>Capacity-building for developing countries under the Convention (SBI)</u> Additional or updated information and views that may be relevant to the completion of the second comprehensive review of the implementation of the framework for capacity-building in developing countries (See FCCC/SBI/2008/8, paragraph 72)	13 February
6.	<u>Capacity-building for developing countries under the Kyoto Protocol (SBI)</u> Additional or updated information and views that may be relevant to the completion of the second comprehensive review of the implementation of the framework for capacity-building in developing countries (See FCCC/SBI/2008/8, paragraph 83)	13 February
7.	<u>Legal implications arising from the work of the AWG-KP (AWG-KP)</u> Views on the legal implications arising from the work of the AWG-KP pursuant to Article 3, paragraph 9, of the Kyoto Protocol (See FCCC/KP/AWG/2007/5, paragraph 23 (a) and FCCC/KP/AWG/2008/L.19, paragraph 10)	15 February
8.	<u>Consideration of the scale of emission reductions to be achieved by Annex I Parties and of the allocation of the corresponding mitigation effort (AWG-KP)</u> Views on the scale of emission reductions to be achieved by Annex I Parties in aggregate and on options for the allocation of the corresponding mitigation effort and their contribution to the global effort to reach the ultimate objective of the Convention (See FCCC/KP/AWG/2007/5, paragraph 23 (b))  Views on the consideration of the scale of emissions to be achieved by Annex I Parties in aggregate, on the contribution of Annex I Parties, individually or jointly, consistent with Article 4 of the Kyoto Protocol, to the scale of emission reductions to be achieved by Annex I Parties in aggregate and other relevant issues arising from the implementation of the work programme of the AWG-KP (See FCCC/KP/AWG/2008/L.19, paragraph 6 (a))	15 February
9.	<u>Consideration of information on potential environmental, economic and social consequences, including spillover effects, of tools, policies, measures and methodologies available to Annex I Parties (AWG-KP)</u> Views on potential environmental, economic and social consequences, including spillover effects, of tools, policies, measures and methodologies available to Annex I Parties (See FCCC/KP/AWG/2008/L.19, paragraph 11(a))	15 February
10.	<u>Definitions, modalities, rules and guidelines for the treatment of land use, land-use change and forestry (LULUCF) in the second commitment period (AWG-KP)</u> Views and proposals for further elaboration of the options, elements and issues contained in annex III to the report of the first part of the sixth session, and annex IV to the report at the resumed fifth session, including views on how and which proposals could address cross-cutting issues (See FCCC/KP/AWG/2008/L.19, paragraph 8 (b))	15 February
11.	<u>Issues arising from the implementation of the work programme (AWG-KP)</u> Views of Parties on all other issues identified in paragraph 5 (c) of document (See FCCC/KP/AWG/2008/L.19, paragraph 12)	15 February



<b>Submission</b>		<b>Date</b>
<b>2009</b>		
12.	<u>Intergovernmental Panel on Climate Change guidelines for national greenhouse gas inventories (SBSTA)</u> Information on experience gained with the 2006 IPCC Guidelines, further considerations related to the future revision of the UNFCCC reporting guidelines for Annex I Parties, the considerations related to the 2006 IPCC Guidelines and reporting issues relating to the 2006 IPCC Guidelines (See FCCC/SBSTA/2007/4, paragraph 56 and 57)	15 February
13.	<u>Reducing emissions from deforestation in developing countries: approaches to stimulate action (SBSTA)</u> Information on experiences and views, and to provide country-specific information where possible, on needs for technical and institutional capacity-building and cooperation in, inter alia, the implementation of methodologies for estimating and monitoring changes in forest cover and associated carbon stocks and greenhouse gas emissions, incremental changes due to sustainable management of forests, reduction of emissions from deforestation and forest degradation, national and subnational monitoring and reporting systems, and methodologies for forest inventories, ground-based and remote-sensing approaches (See FCCC/SBSTA/2008/L.23, paragraph 10)	15 February
14.	<u>Reducing emissions from deforestation in developing countries: approaches to stimulate action (SBSTA)</u> Views on issues relating to indigenous people and local communities for the development and application of methodologies (See FCCC/SBSTA/2008/L.23, paragraph 11)	15 February
15.	<u>Capacity-building under the Convention (SBI)</u> Information on experiences and lessons learned on, in particular, the use of performance indicators for monitoring and evaluating capacity-building at the national and global levels (See FCCC/SBI/2008/L.25, paragraph 10)	16 February
16.	<u>Capacity-building under the Kyoto Protocol (SBI)</u> Information on experiences and lessons learned on, in particular, the use of performance indicators for monitoring and evaluating capacity-building at the national and global levels (See FCCC/SBI/2008/L.26, paragraph 8)	16 February
17.	<u>Development and transfer of technologies (SBI)</u> Submissions based on the areas of focus in the terms of reference for the review and assessment of the effectiveness of the implementation of Article 4, paragraphs 1(c) and 5, of the Convention (See FCCC/SBI/2008/L.28 and Add.1 paragraph 3 as amended in COP plenary)	16 February
18.	<u>Privileges and immunities for individuals serving on constituted bodies established under the Kyoto Protocol</u> Views on appropriate treaty arrangements on the issue of privileges and immunities for individuals serving on constituted bodies established under the Kyoto Protocol (See FCCC/SBI/2008/8, paragraph 109(c))	20 March



<b>Submission</b>		<b>Date</b>
<b>2009</b>		
19.	<p><u>Nairobi work programme on impacts, vulnerability and adaptation to climate change (SBSTA)</u> Submissions under the area of adaptation planning and practices: Views and information on approaches to and experiences in integrating and expanding adaptation planning and action at national, subnational, community and local levels, including scaling up of local and community-based adaptation</p> <p>Views on lessons learned, good practices, gaps, needs, barriers and constraints to adaptation, including implementation of adaptation projects (See FCCC/SBSTA/2008/6, paragraph 59)</p>	20 March
20.	<p><u>Nairobi work programme on impacts, vulnerability and adaptation to climate change (SBSTA)</u> Submissions under the area of economic diversification: Additional information on examples of measures, methodologies and tools on increasing economic resilience to climate change and reducing reliance on vulnerable economic sectors, including through economic diversification (See FCCC/SBSTA/2008/6, paragraph 72)</p>	20 March
21.	<p><u>Report of the administrator of the international transaction log (ITL) under the Kyoto Protocol (SBI)</u> Views on an approach to be taken by the Executive Secretary with regard to the collection of ITL fees with a view to ensuring sufficient and stable funding for the ITL (See FCCC/SBI/2008/L.18, paragraph 9)</p>	23 March
22.	<p><u>A negotiating text for consideration at the sixth session of the AWG-LCA (AWG-LCA)</u> Ideas and proposals on the elements of paragraph 1 of the Bali Action Plan received from Parties by this date will be taken into account in a negotiating text for consideration at the sixth session of the AWG-LCA (See FCCC/AWGLCA/2008/8, paragraph 25 and FCCC/AWGLCA/2008/L.10, paragraph 2(b))</p>	24 April <sup>4</sup>
23.	<p><u>Nairobi work programme on impacts, vulnerability and adaptation to climate change (SBSTA)</u> Submissions under the area of socio-economic information: Information on efforts undertaken, including methods used, to assess the costs and benefits of adaptation options, as well as views on lessons learned, good practices, gaps and needs (See FCCC/SBSTA/2008/6, paragraph 51)</p>	18 September
24.	<p><u>Nairobi work programme on impacts, vulnerability and adaptation to climate change (SBSTA)</u> Submissions under the area of adaptation planning and practices: Information on efforts undertaken to monitor and evaluate the implementation of adaptation projects, policies and programmes and the costs and effectiveness of completed projects, policies and programmes as well as views on lessons learned, good practices, gaps and needs (See FCCC/SBSTA/2008/6, paragraph 63)</p>	18 September

<sup>4</sup> See footnote 3.



<b>2010</b>		
25.	<u>Activities implemented jointly under the pilot phase (SBSTA)</u> Reports on activities implemented jointly under the pilot phase, to be included in the eighth synthesis report (See FCCC/SBSTA/2008/L.19/Add.1, paragraph 2)	1 June

  

<b>2012</b>		
26.	<u>Capacity-building for countries with economies in transition under the Convention (SBI)</u> Information on how Parties have implemented capacity-building activities in EIT countries (See FCCC/SBI/2007/34, paragraph 87)	February
27.	<u>Capacity-building for countries with economies in transition under the Kyoto Protocol (SBI)</u> Information on how Parties have implemented capacity-building activities in EIT countries (See FCCC/SBI/2007/34, paragraph 123)	February

  

<b>Annually</b>		
28.	<u>Capacity-building under the Kyoto Protocol (SBI)</u> Information from Parties on the activities that they have undertaken pursuant to decision 29/CMP.1 (See FCCC/KP/CMP/2006/10/Add.1, decision 6/CMP.2 and FCCC/SBI/2007/15, paragraph 101)	17 August
29.	<u>Capacity-building under the Convention (SBI)</u> Information from Parties on the activities they have undertaken pursuant to decision 2/CP.7 and 2/CP.10, which should include, inter alia, such elements as needs and gaps, experiences and lessons learned (See FCCC/CP/2006/5/Add.1, decision 4/CP.12 and FCCC/SBI/2007/15, paragraph 90)	17 August