



Executive Secretary
Secrétaire exécutive

Bonn, 6 July 2004
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Message to Parties

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 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. In all cases, the communication is copied to the Diplomatic Missions accredited to the Federal Republic of Germany and the Permanent Missions to the United Nations Office at Geneva.

By its decision 16/CP.9, para. 23, the Conference of the Parties requested the Executive Secretary to undertake, if necessary with relevant United Nations assistance, an internal review to evaluate the activities carried out by the secretariat and to report on findings to COP 11.

As the foundation of the secretariat's work is the service it provides to Parties, the secretariat considers that a key element of the review of activities is the views of Parties. National focal points are invited to communicate to me any views they may have in this regard. Such submissions may be either "informal" or more formal government views, depending on each Party's preference.

Comments could address the type of activities undertaken, the quality of the results achieved, and the overall level of satisfaction with the performance and services of the secretariat.

The attached *Preliminary framework for a review of activities* may be a useful guide to developing views on the activities under review. The listing of activities and the suggested scope of comments in the framework are indicative. Parties should feel free to comment on any other points they wish. A description of the functions of the secretariat drawn from the Convention is also attached for reference.

While such feedback is always welcome, for it to be most useful in advancing the review of activities currently being conducted comments should be received by 15 September 2004.

/signed/

Joke Waller-Hunter



Preliminary framework for a review of activities

Methodology: The basis for the review is the work programme for the biennium 2004 - 2005 developed in conjunction with the proposed programme budget for the biennium (see FCCC/SBI/2003/15/Add 1). In an effort to make the description of activities more meaningful, activities have been grouped under three broad headings.

ACTIVITIES	COMMENTS COULD ADDRESS
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Support to intergovernmental process

Organization of meetings and support to the intergovernmental process, premises, logistics, registration, security, participation, editing/processing documents; ICT support. COP SBSTA SBI Bureaux CGE EGTT LEG CDM-EB	Quality of services and arrangements
Preparation of documents	Quality, timelines, readability
Organization of workshops	Content, presentations, papers, arrangements
Provision of advice to presiding officers; provision of legal advice	Quality of advice
Liaison with Parties and observers	Quality of services
Liaison with UN and IGOs	Results achieved
Maintain web site	Quality of information, utility
Publish information products	Usefulness, readability

Support to on-going discussions among Parties on issues

Compile and synthesize national communications	Quality of support to process: documents, presentation of ideas, options and questions; development of texts reflecting Parties' views.
Financial mechanism	
Policies and measures	
Impacts of response measures	
Capacity building	
Adaptation	
Article 6	
Least developed countries	
Transfer of technology	
Emission projections	
Methodologies	
Cooperative mechanisms	

Mandated implementation activities

Coordinate in-depth reviews of AI NCs	Arrangements, reports, advice/inputs
Coordinate annual inventory reviews for AI Parties	Arrangements, reports, advice/inputs
Assist in preparation of NAI NCs	Quality and degree of support
Develop and maintain GHG information system	Quality, accessibility, usefulness
Development of registries and maintenance of transaction log	Quality of products
Facilitate flow of scientific information into Convention process	Results achieved
Maintain technology information system	Quality, accessibility, usefulness



Functions of the secretariat from the Convention (Article 8 and related articles)

1. To make arrangements for sessions of the COP and SBs and to provide them with services as required.
2. To compile and transmit reports submitted to it.
3. To facilitate assistance to the Parties, particularly developing country Parties, on request, in the compilation and communication of information required in accordance with the provisions of the Convention.
4. To prepare reports on its activities and present them to the COP.
5. To ensure the necessary coordination with the secretariats of other relevant international bodies.
6. To enter, under the overall guidance of the COP, into such administrative and contractual arrangements as may be required for the effective discharge of its functions.
7. To perform the other secretariat function specified in the Convention and in any of its protocols and any such other functions as may be determined by the COP.
 - a. Receive the elements of information specified in Article 12, communicated by the Parties, and transmit them to the COP and the SBs (12.1, 12.6)
 - b. If decided by the COP, provide to developing country Parties technical and financial support, on request, in compiling and communicating information and identifying the technical and financial needs associated with proposed projects and response measures under Article 4 (12.7)
 - c. Aggregate information designated as confidential to protect its confidentiality (12.9)
 - d. Make communications by Parties under Article 12 publicly available (12.10)
 - e. Communicate proposed amendments to the Parties and signatories (15.2)
 - f. Communicate adopted amendments to the Depositary (15.3)
 - g. Communicate text of proposed protocol to the Parties (17.2)
 - h. Head of secretariat will cooperate closely with the IPCC (21.2)
 - i. Receive wishes by organizations to be represented as observers at COP sessions (7.6)