



Bonn, 12 July 2004

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 the 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.

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

For documents to be produced in a timely manner for the next sessions and to facilitate preparations for upcoming workshops, it is important that the submissions reach the secretariat on time. Electronic submissions, on diskette or via e-mail, are encouraged, as they allow for faster document production. E-mail submissions should be sent to 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
Richard J. Kinley
a signé l'original
Richard Kinley
Acting Deputy Executive Secretary



**Summary table of upcoming deadlines for
submission of views or information by Parties**

Submission		Date
2004		
1.	<u>Review of methodological work under the Convention and the Kyoto Protocol</u> Views on a possible data interface and other issues raised in document FCCC/SBSTA/2003/INF.9. (See document FCCC/SBSTA/2003/L.25, paragraph 5)	30 July 2004
2.	<u>Capacity-building</u> Additional information on the effectiveness of capacity-building activities in countries with economies in transition, being guided by paragraph 5 of decision 9/CP.9. (See document FCCC/SBI/2004/L.5, paragraph 4 (c))	15 August 2004
3.	<u>Article 6 of the Convention</u> Information on progress achieved by Parties in implementing Article 6 of the Convention. (See document FCCC/SBI/2004/L.6, paragraph 2)	15 August 2004
4.	<u>Scientific, technical and socio-economic aspects of impacts of, and vulnerability and adaptation to, climate change</u> Views on the topics listed in paragraph 4 of document FCCC/SBSTA/2004/L.13 and on the workshop to be held during the twenty-first session of the SBSTA. (See document FCCC/SBSTA/2004/L.13, paragraphs 4 and 7)	31 August 2004
5.	<u>Scientific, technical and socio-economic aspects of mitigation</u> Views on the topics listed in paragraph 4 of document FCCC/SBSTA/2004/L.14 and on the workshop to be held during the twenty-first session of the SBSTA. (See document FCCC/SBSTA/2004/L.14, paragraphs 4 and 6)	31 August 2004
6.	<u>Research and systematic observation</u> Views on how to adequately address the main issues from the event held at the twentieth session of the SBSTA on research in response to the recommendations of the Third Assessment Report of the Intergovernmental Panel on Climate Change. (See document FCCC/SBSTA/2004/L.4, paragraph 8)	15 September 2004
7.	<u>Financial mechanism of the Convention</u> Views on activities, programmes and measures in the areas listed in paragraph 2 (c) and (d) of decision 7/CP.7. (See document FCCC/CP/2003/L.8, paragraph 4)	15 September 2004
8.	<u>Internal review of activities by the secretariat (decision 16/CP.9, para. 23)</u> Views on the review to evaluate activities carried out by the secretariat. (See message to Parties from the Executive Secretary dated 6 July 2004)	15 September 2004



9.	<u>Review of methodological work under the Convention and the Kyoto Protocol</u> Information on national systems under Article 5, paragraph 1, of the Kyoto Protocol for the preparation of national GHG inventories. (See document FCCC/SBSTA/2003/L.25, paragraph 7)	30 September 2004
10.	<u>Issues relating to Articles 7 and 8 of the Kyoto Protocol</u> Views on the proposal ¹ by the secretariat for the appropriate electronic format for reporting supplementary information on emission reduction units, certified emissions reductions, assigned amount units and removal units. (See document FCCC/CP/2002/7/Add.3, page 29, decision 22/CP.8, paragraph 3)	8 October 2004
2005		
11.	<u>Research and systematic observation</u> Additional views on the event held at the twentieth session of the SBSTA on research in response to the recommendations of the Third Assessment Report of the Intergovernmental Panel on Climate Change. (See document FCCC/SBSTA/2004/L.4, paragraph 8)	24 January 2005
12.	<u>Effective participation in the Convention process</u> Views on effective participation in the Convention process. (See document FCCC/SBI/2004/L.7, paragraph 15)	31 January 2005
13.	<u>Good practice guidance and other information on land use, land-use change and forestry issues</u> Views on the tables of the common reporting format (CRF) for land use, land-use change and forestry under the Convention and the experiences on their use. (See document FCCC/SBSTA/2003/L.22/Add.1, paragraph 4)	15 May 2005 ²
14.	<u>Effective participation in the Convention process</u> Views on effective participation in the Convention process. (See document FCCC/SBI/2004/L.7)	no date specified
2006		
15.	<u>Guidelines on reporting and review of greenhouse gas inventories from Parties included in Annex I to the Convention (implementing decisions 3/CP.5 and 6/CP.5)</u> Information on the exact address of web sites containing national inventory submissions. (See document FCCC/CP/2002/7/Add.2, page 13, paragraph 5)	no date specified
16.	<u>National communications from Parties not included in Annex I to the Convention</u> Views on Parties' experiences with the GEF and its implementing agencies in relation to the preparation of their national communications, for consideration by the SBI. (See document FCCC/SBI/2003/L.25, paragraph 3)	no date specified

¹ This document will be available on the UNFCCC web site in early September 2004.

² As this deadline coincides with the start of the 22nd session of the subsidiary bodies, Parties are invited to consider advancing their submissions to 22 April 2004 to facilitate the sharing of information among Parties.