



Date: Bonn, 20 January 2012  
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## MESSAGE TO PARTIES

### Early submission of information and views

This note contains an updated table listing upcoming deadlines for submission of information and views invited by Convention and Kyoto Protocol bodies. The update reflects one additional invitation for submission of information (paragraphs 34-35) of the outcome of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention. This version should replace the one dated 11 January 2012. Where the reports of the sessions are not yet ready, the table refers to the appropriate in-session documents.

In order for documents to be produced in a timely manner and to facilitate preparations, it is important that the submissions reach the secretariat on time. Electronic submissions, either on diskette/CD-ROM or sent via e-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 are preferable. If non-electronic submissions are provided, more time will be 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, send each submission as a separate document.

With apologies for the omission.

Yours sincerely,

*(Signed by Richard Kinley for)*

Christiana Figueres

**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>2012</b>		
1.	<u>Financial arrangements for the formulation and implementation of national adaptation plans (SBI)</u> Information from Parties and relevant organizations as well as bilateral and multilateral agencies on support to the national adaptation plan process in the least developed countries. (FCCC/CP/2011/L.8, paragraph 23)	13 February
2.	<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. (FCCC/SBI/2007/34, paragraph 87)	14 February
3.	<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. (FCCC/SBI/2007/34, paragraph 123)	14 February
4.	<u>Article 6 of the Convention (SBI)</u> Information and views from Parties and relevant intergovernmental and non-governmental organizations, as well as relevant stakeholders, that may be relevant to the completion of the review of the amended New Delhi work programme. (FCCC/SBI/2011/L.6, paragraph 2)	14 February
5.	<u>Article 6 of the Convention (SBI)</u> Views from Parties and relevant intergovernmental and non-governmental organizations, as well as relevant stakeholders, on possible elements of a successor work programme on Article 6 of the Convention. (FCCC/SBI/2011/L.6, paragraph 2)	14 February
6.	<u>Establishment of an Ad Hoc Working Group on the Durban Platform for Enhanced Action</u> Views by Parties and observer organizations on options and ways for further increasing the level of ambition. (FCCC/CP/2011/L.10, paragraph 8)	28 February



7.	<p><u>Methodological guidance for activities relating to reducing emissions from deforestation and forest degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (SBSTA)</u></p> <p>Views from Parties and accredited observers on issues identified in decision 1/CP.16, paragraph 72 and appendix II, in particular on how to address drivers of deforestation and forest degradation and on robust and transparent national forest monitoring systems as referred to in its paragraph 71(c).</p> <p>(FCCC/SBSTA/2011/L.25, paragraph 5)</p>	28 February
8.	<p><u>Research and systematic observation (SBSTA)</u></p> <p>Views from Parties on specific themes to be addressed at the research dialogue meeting to be held in conjunction with the thirty-sixth session of the SBSTA,</p> <p><i>and</i></p> <p>Information from Parties on the technical and scientific aspects of emissions by sources, removals by sinks, and reservoirs of all greenhouse gases, including emissions and removals from coastal and marine ecosystems such as mangroves, tidal salt marshes, wetlands and seagrass meadows, with a view to identifying and quantifying the impact of human activities, for consideration as a theme for the next research dialogue (SBSTA 36).</p> <p>(FCCC/SBSTA/2011/L.27, paragraphs 4 and 8)</p>	5 March
9.	<p><u>Carbon dioxide capture and storage in geological formations as clean development mechanism project activities (SBSTA)</u></p> <p>Views from Parties and admitted observer organizations on:</p> <ul style="list-style-type: none"><li>- The eligibility of carbon dioxide capture and storage project activities which involve the transport of carbon dioxide from one country to another or which involve geological storage sites that are located in more than one country;</li><li>-The establishment of a global reserve of certified emission reduction units for carbon dioxide capture and storage project activities, in addition to the reserve referred to in paragraph 21(b) of the annex to decision [-/CMP.7] (Modalities and procedures for carbon dioxide capture and storage in geological formations as clean development mechanism project activities).</li></ul> <p>(FCCC/KP/CMP/2011/L.4, paragraph 6)</p>	5 March
10.	<p><u>Enhanced action on mitigation, Nationally appropriate mitigation commitments or actions by developed country Parties (Matters relating to paragraphs 36–38 of the Cancun Agreements) (AWG-LCA)</u></p> <p>Submission of information by developed country Parties, as part of the process of clarifying the developed country Parties' quantified economy-wide emission reduction targets contained in document FCCC/SB/2011/INF.1/Rev.1, using a common template.<sup>1</sup></p> <p>(Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention,<sup>2</sup> paragraph 5(a))</p>	5 March

<sup>1</sup> The secretariat will post a template on the UNFCCC webpage by the beginning of February 2012.

<sup>2</sup> <[http://unfccc.int/files/meetings/durban\\_nov\\_2011/decisions/application/pdf/cop17\\_lcaoutcome.pdf](http://unfccc.int/files/meetings/durban_nov_2011/decisions/application/pdf/cop17_lcaoutcome.pdf)>



11.	<p><u>Enhanced action on mitigation, B. Nationally appropriate mitigation actions by developing country Parties (Matters relating to paragraphs 48-51 of the Cancun Agreements) (AWG-LCA)</u></p> <p>Submission of more information by developing country Parties, subject to availability, relating to nationally appropriate mitigation actions, including underlying assumptions and methodologies, sectors and gases covered, global warming potential values used, support needs for implementation of nationally appropriate mitigation actions and estimated mitigation outcomes.</p> <p>(Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraphs 34-35)</p>	5 March
12.	<p><u>Enhanced action on mitigation, B. Nationally appropriate mitigation actions by developing country Parties (Modalities and guidelines for international consultation and analysis) (SBI)</u></p> <p>Views from Parties on the composition, modalities and procedures of the team of technical experts referred to in paragraph 1 of Annex IV.</p> <p>(Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 61)</p>	5 March
13.	<p><u>Enhanced action on mitigation, Policy approaches and positive incentives on issues relating to reducing emissions from deforestation and forest degradation in developing countries; and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (AWG-LCA)</u></p> <p>Submission of views by Parties and accredited observers on modalities and procedures for financing results-based actions and considering activities related to decision 1/CP.16, paragraphs 68–70 and 72.</p> <p>(Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 69)</p>	5 March
14.	<p><u>Enhanced action on mitigation, Cooperative sectoral approaches and sector-specific actions, in order to enhance the implementation of Article 4, paragraph 1(c), of the Convention, (SBSTA)</u></p> <p>Views from Parties and accredited observer organizations on the issues related to agriculture referred to in paragraph 75 of decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention.</p> <p>(Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 76)</p>	5 March



15.	<p><u>Enhanced action on mitigation, Various approaches, including opportunities for using markets, to enhance the cost-effectiveness of, and to promote, mitigation actions, bearing in mind different circumstances of developed and developing countries (AWG-LCA)</u></p> <p>Submission of views by Parties and admitted UNFCCC observer organizations on the matters referred to in paragraphs 79 and 80 of decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, including their experiences, positive and negative, with existing approaches and mechanisms as well as lessons learned.</p> <p>(Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 81)</p>	5 March
16.	<p><u>Enhanced action on mitigation, Various approaches, including opportunities for using markets, to enhance the cost-effectiveness of, and to promote, mitigation actions, bearing in mind different circumstances of developed and developing countries (AWG-LCA)</u></p> <p>Submission of views by Parties and admitted UNFCCC observer organizations on the matters referred to in paragraphs 83 and 84 of decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, including their experiences, positive and negative, with existing approaches and mechanisms as well as lessons learned.</p> <p>(Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 85)</p>	5 March
17.	<p><u>Work of the consultative Group of Experts on national communications from Parties not included in Annex I to the Convention (SBI)</u></p> <p>Views from Parties on the term and mandate of the Consultative Group of Experts and the need for continuation of the group.</p> <p>(FCCC/SBI/2011/L.31/Add.1, paragraph 2)</p>	5 March
18.	<p><u>National communications from Parties not included in Annex I to the Convention, Provision of financial and technical support (SBI)</u></p> <p>Views from non-Annex I Parties that have not already done so on the detailed costs incurred, including in-kind contributions, for the preparation of their most recent national communication and on the financial resources received through the GEF.</p> <p>(FCCC/SBI/2011/L.33, paragraph 3)</p>	5 March
19.	<p><u>Establishment of an Ad Hoc Working Group on the Durban Platform for Enhanced Action</u></p> <p>Views from Parties on the work plan of the Ad Hoc Working Group on the Durban Platform for Enhanced Action, including, inter alia, on mitigation, adaptation, finance, technology development and transfer, transparency of action, and support and capacity-building.</p> <p>(FCCC/CP/2011/L.10, paragraph 5)</p>	16 April



20.	<p><u>Guidance on the implementation of Article 6 of the Kyoto Protocol (CMP)</u> Views from Parties, intergovernmental organizations and admitted observer organizations on the revision of the joint implementation guidelines, taking into account, as appropriate, their experience of implementing the mechanisms under the Kyoto Protocol, including national guidelines, and the recommendations on the first review of the joint implementation guidelines in accordance with decision 9/CMP.1, paragraph 8. (FCCC/KP/CMP/2011/L.7, paragraph 14)</p>	16 April
21.	<p><u>Consideration of further commitments for Annex I Parties under the Kyoto Protocol (AWG-KP)</u> Information by Parties included in Annex I listed in Annex 1 to the decision on their QELROs for the second commitment period under the Kyoto Protocol. (Decision [-/CMP.7] Outcome of the work of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol at its sixteenth session, paragraph 5)</p>	1 May
22.	<p><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. (Decision 8/CP.16, paragraph 2)</p>	1 June
23.	<p><u>Financial mechanism of the Convention. Least Developed Countries Fund (SBI)</u> Information from Parties and relevant organizations on their experience with the implementation of the least developed countries work programme, including the updating and implementation of national adaptation programmes of action, and in accessing funds from the Least Developed Countries Fund. (FCCC/SBI/2010/L.27/Add.1, paragraph 5)</p>	1 August
24.	<p><u>Nairobi work programme on impacts, vulnerability and adaptation to climate change (SBSTA)</u> Views from Parties and relevant organizations on potential future areas of work of the Nairobi work programme (FCCC/SBSTA/2011/L.26/Add.1, paragraph 2)</p>	17 September
25.	<p><u>Work programme on loss and damage (SBI)</u> Views and information from Parties and relevant organizations and other stakeholders, taking into account the outcomes of the implementation of the work programme on loss and damage prior to the submission on the possible elements to be included in the recommendations on loss and damage in accordance with decision 1/CP.16. (FCCC/SBI/2011/L.35/Add.1, paragraph 9)</p>	17 September



26.	<p><u>Enhanced action on mitigation, Nationally appropriate mitigation commitments or actions by developed country Parties (Matters relating to paragraphs 36–38 of the Cancun Agreements) (AWG-LCA)</u>          Submission by developed country Parties of information related to progress towards the formulation of their low-emission development strategies.          (Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 11)</p>	Not specified
27.	<p><u>Enhanced action on mitigation, Nationally appropriate mitigation actions by developing country Parties (Matters relating to paragraphs 48–51 of the Cancun Agreements) (AWG-LCA)</u>          Submission of information on nationally appropriate mitigation actions pursuant to decision 1/CP.16, paragraph 50, by developing country Parties, who have not yet provided such information.          (Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 32)</p>	Not specified
28.	<p><u>Enhanced action on mitigation, Nationally appropriate mitigation actions by developing country Parties (Registry) (AWG-LCA)</u>          Submission by developing country Parties, as appropriate, of information on individual nationally appropriate mitigation actions seeking international support.          (Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 46 (a)–(h))</p>	Not specified
29.	<p><u>Enhanced action on mitigation, B. Nationally appropriate mitigation actions by developing country Parties (Registry) (AWG-LCA)</u>          Submission by developing country Parties of information on other individual nationally appropriate mitigation actions, to be recorded in a separate section of the registry, for their recognition.          (Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 47)</p>	Not specified
30.	<p><u>Enhanced action on mitigation, B. Nationally appropriate mitigation actions by developed country Parties (Registry) (AWG-LCA)</u>          Submission by developed country Parties, the entity or entities entrusted with the operation of the financial mechanism, including the Global Environment Facility and the Green Climate Fund, multilateral, bilateral and other public donors, and private and nongovernmental organizations that are in position to do so, of information on financial, technological and capacity-building support available and/or provided for the preparation and/or implementation of nationally appropriate mitigation actions.          (Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 48)</p>	Not specified



31.	<u>Enhanced action on mitigation, Nationally appropriate mitigation actions by developing country Parties (Registry) (AWG-LCA)</u> Information on both internationally supported mitigation actions and associated support; by Parties and entities referred to in paragraphs 46 and 48, page 9 of decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention  (Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 49)	Not specified
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<b>Annually</b>		
32.	<p><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.  (Decision 4/CP.12, paragraph 1 (a))</p>	For 2012, 14 February
33.	<p><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 and reports from relevant multilateral and bilateral agencies and the private sector on their support of the implementation of the framework undertaken pursuant to decision 29/CMP.1, in accordance with national priorities and with the knowledge of relevant national authorities.  (Decision 6/CMP.2, paragraph 1 (a) and (b))</p>	For 2012, 14 February
34.	<p><u>Fast-Start Finance (COP)</u> Information from developed country Parties on the resources provided to fulfil the commitment referred to in document decision 1/CP.16, paragraph 95, including ways in which developing country Parties access these resources.  (Decision 1/CP.16, paragraphs 95–96)</p>	For 2012 1 May
35.	<p><u>Report of the Global Environment Facility to the Conference of the Parties and additional guidance to the Global Environment Facility (SBI)</u> Views and recommendations on the elements to be taken into account in developing guidance to the Global Environment Facility.  (FCCC/SBI/2011/L.41/Add.1, paragraph 5)</p>	For 2012, 17 September
36.	<p><u>Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA)</u> Information from developed country Parties in a position to do so, through annual submissions, to the secretariat and other appropriate channels, on the support they have provided for capacity-building in developing country Parties.  (FCCC/CP/2010/7/Add.1, paragraph 133)</p>	Not specified
37.	<p><u>Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA)</u> Information from developing country Parties in a position to do so, through annual submissions to the secretariat and other appropriate channels, on progress made in enhancing capacity to address climate change, including on the use of the support received.  (FCCC/CP/2010/7/Add.1, paragraph 135)</p>	Not specified



<b>2013</b>		
38.	<p><u>Guidelines for the formulation of national adaptation plans (SBI)</u> Information from Parties and relevant organizations on their experiences with the application of guidelines for the national adaptation plan process for least developed countries.  (FCCC/CP/2011/L.8, paragraph 7)</p>	13 February
39.	<p><u>Revision of the UNFCCC reporting guidelines on annual inventories for Parties included in Annex I to the Convention (SBSTA)</u> Parties included in Annex I to the Convention, in addition to the inventory submitted in line with the <i>Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories</i> adopted by decision 14/CP.11, to use the UNFCCC Annex I inventory reporting guidelines voluntarily during a trial period from October 2012 to May 2013, to submit their views on the experience of using these revised guidelines and the upgraded CRF Reporter to the secretariat.  (FCCC/CP/2011/L.6, paragraph 3)</p>	3 May

<b>2014</b>		
40.	<p><u>Enhanced action on mitigation, A. Nationally appropriate mitigation commitments or actions by developed country Parties (UNFCCC biennial reporting guidelines for developed country Parties) (SBI)</u> Submission of first biennial reports by developed country Parties.  (Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 13)</p>	1 January
41.	<p><u>Enhanced action on mitigation, A. Nationally appropriate mitigation commitments or actions by developed country Parties (UNFCCC biennial reporting guidelines for developed country Parties) (SBI)</u> Submission of a full national communication by Parties included in Annex I to the Convention every four years, noting that the next national communication is due by 1 January 2014 according to decision 9/CP.16.  (Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 14 and decision 9/CP.16, paragraph 5)</p>	1 January
42.	<p><u>Enhanced action on mitigation, A. Nationally appropriate mitigation commitments or actions by developed country Parties (UNFCCC biennial reporting guidelines for developed countries ) (SBI)</u> Views from Annex I Parties on their experience with reporting the first biennial reports.  (Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 17)</p>	1 March



43.	<p><u>Enhanced action on mitigation, B. Nationally appropriate mitigation actions by developing country Parties (UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention) (SBI)</u></p> <p>First biennial update report by non-Annex I Parties; least developed country Parties and small island developing States may submit biennial update reports at their discretion.</p> <p>(Decision [-/CP.17] Outcome of the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention, paragraph 41(a))</p>	December
<b>2015</b>		
44.	<p><u>Matters relating to Article 4, paragraphs 8 and 9, of the Convention. Matters relating to the least developed countries (SBI)</u></p> <p>Views from Parties on the work of the Least Developed Countries Expert Group.</p> <p>(FCCC/SBI/2010/L.28/Add.1, paragraph 9 (b))</p>	1 February