



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

Ref: ICA/PART/COP11/05  
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Bonn, 7 September 2005

## NOTIFICATION

*This notification is being sent to Parties and observer States to the Convention and its Kyoto Protocol. 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 following sessions of the bodies of the Convention and its Protocol will take place at the Palais des Congrès de Montréal, 1001 Place Jean-Paul-Riopelle, Montreal, Canada, <[www.congresmtl.com](http://www.congresmtl.com)>, between 28 November and 9 December 2005:

- The eleventh session of the Conference of the Parties (COP 11)
- The first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP 1)
- The twenty-third session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 23)
- The twenty-third session of the Subsidiary Body for Implementation (SBI 23).

These sessions are also referred to as "Montreal 2005: United Nations Climate Change Conference". Further information can be found on the UNFCCC web site <<http://unfccc.int>>.

Three annexes are attached to this notification:

- Annex I contains the provisional agendas of the above-mentioned sessions
- Annex II provides information on protocol issues concerning credentials for the sessions and on the list of speakers at the high-level segment
- Annex III offers useful information for participants, including important guidelines for the issuance of visas.

A preliminary overview of the sessional period is available in documents FCCC/CP/2005/1 and FCCC/KP/CMP/2005/1 on the UNFCCC web site.



In addition, as indicated by its Chairman, the Group of 77 will meet on Sunday, 27 November 2005 at 9:00 a.m. The meeting will take place in Hotel Intercontinental Montréal, 360 rue St. Antoine Ouest, Sarah Bernhardt Room, level 2.

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 the sessions could be communicated to me as soon as possible and **not later than Monday, 17 October 2005** at the address of the secretariat:

UNFCCC secretariat  
Haus Carstanjen, Martin-Luther-King-Strasse 8,  
P.O. Box 260 124, 53153 Bonn  
Germany  
Fax: +49 228 815 1999  
E-mail: [secretariat@unfccc.int](mailto:secretariat@unfccc.int)

Yours sincerely,

**Original Signed**  
**Richard J. Kinley**  
**a signé l'original**  
Richard Kinley  
Secretary of the Conferences

Annex I**Provisional Agendas****Provisional agenda of the  
Conference of the Parties at its eleventh session**

Symbols of documents for each agenda item are indicated.

Please consult <http://maindb.unfccc.int/library> for updated information, including a full list of relevant documents and titles

1. Opening of the session
2. Organizational matters:
  - (a) Election of the President of the Conference at its eleventh session  
*FCCC/CP/2005/INF.1; FCCC/KP/CMP/2005/INF.1*
  - (b) Status of ratification of the Convention  
*FCCC/CP/2005/INF.1; FCCC/KP/CMP/2005/INF.1*
  - (c) Adoption of the rules of procedure  
*FCCC/CP/1996/2*
  - (d) Adoption of the agenda  
*FCCC/CP/2005/1*
  - (e) Election of officers other than the President
  - (f) Admission of organizations as observers  
*FCCC/CP/2005/2 and Add.1*
  - (g) Organization of work, including the sessions of the subsidiary bodies  
*FCCC/CP/2005/1; FCCC/SBI/2005/11, FCCC/SBSTA/2005/5*
  - (h) Date and venue of the twelfth session of the Conference of the Parties
  - (i) Calendar of meetings of Convention bodies, 2006–2010
  - (j) Adoption of the report on credentials
3. Reports of the subsidiary bodies and decisions and conclusions arising therefrom:
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice
  - (b) Report of the Subsidiary Body for Implementation  
*FCCC/SBI/2005/10 and Add.1; FCCC/SBSTA/2005/4 and Add.1*
4. Review of implementation of commitments and of other provisions of the Convention:
  - (a) Financial mechanism of the Convention  
*FCCC/CP/2005/3*
  - (b) National communications
    - (i) National communications from Parties included in Annex I to the Convention



- (ii) National communications from Parties not included in Annex I to the Convention
- (c) Development and transfer of technologies
- (d) Capacity-building under the Convention
- (e) Implementation of Article 4, paragraphs 8 and 9, of the Convention:
  - (i) Implementation of the Buenos Aires programme of work on adaptation and response measures (decision 1/CP.10)
  - (ii) Matters relating to the least developed countries
- 5. Second review of the adequacy of Article 4, paragraph 2 (a) and (b), of the Convention<sup>1</sup>
- 6. Reducing emissions from deforestation in developing countries: approaches to stimulate action<sup>2</sup>
- 7. Administrative, financial and institutional matters:
  - (a) Income and budget performance in the biennium 2004–2005
  - (b) Programme budget for the biennium 2006–2007
  - (c) Institutional linkage of the secretariat to the United Nations
  - (d) Internal review of the activities of the secretariat
  - (e) Procedure for the appointment of an Executive Secretary
- 8. Other matters referred to the Conference of the Parties by the subsidiary bodies
- 9. High-level segment
- 10. Statements by observer organizations
- 11. Other matters
- 12. Conclusion of the session:
  - (a) Adoption of the report of the Conference on its eleventh session
  - (b) Closure of the session.

<sup>1</sup> At the fourth session of the Conference of the Parties (COP), it “proved impossible to reach any agreed conclusions or decisions” on this matter (FCCC/CP/1998/16, para. 64) and the item was therefore included in the provisional agenda for the COP at its fifth session in accordance with rule 10 (c) and rule 16 of the draft rules of procedure being applied. The COP, at its fifth session, could not reach a conclusion on this matter (FCCC/CP/1999/6, para. 18), and following rule 10 (c) and rule 16 of the draft rules of procedure being applied the item was included in the provisional agenda for the sixth, seventh, eighth, ninth and tenth sessions with a footnote reflecting a proposal by the Group of 77 and China to amend the item to “Review of the adequacy of implementation of Article 4, paragraph 2 (a) and (b), of the Convention”. At its tenth session, the COP decided to include the item in the provisional agenda for its eleventh session, with an appropriate explanatory footnote (FCCC/CP/2004/10, para. 26).

<sup>2</sup> At the request of Papua New Guinea, this item was included in the provisional agenda.



**Provisional agenda of the  
Conference of the Parties serving as the meeting of the Parties  
to the Kyoto Protocol at its first session**

Symbols of documents for each agenda item are indicated.

Please consult <http://maindb.unfccc.int/library> for updated information, including a full list of relevant documents and titles

1. Opening of the session
2. Organizational matters:
  - (a) Status of ratification of the Kyoto Protocol  
*FCCC/CP/2005/INF.1; FCCC/KP/CMP/2005/INF.1*
  - (b) Application of the rules of procedure of the Conference of the Parties  
*FCCC/CP/2005/INF.1; FCCC/KP/CMP/2005/INF.1; FCCC/CP/1996/2*
  - (c) Adoption of the agenda  
*FCCC/KP/CMP/2005/1*
  - (d) Election of replacement officers
  - (e) Organization of work, including the sessions of the subsidiary bodies  
*FCCC/KP/CMP/2005/1; FCCC/SBI/2005/11; FCCC/SBSTA/2005/5*
  - (f) Date and venue of the second session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol
  - (g) Approval of the report on credentials
3. Adoption of decisions forwarded by the Conference of the Parties to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its first session  
*FCCC/KP/CMP/2005/3 and Add.1-4*
4. Report of the Executive Board of the clean development mechanism and election of members of the Executive Board  
*FCCC/KP/CMP/2005/4 and Add.1*
5. Implementation of Article 6 of the Kyoto Protocol, including election of members of the Article 6 Supervisory Committee
6. Report of the administrator of the international transaction log under the Kyoto Protocol  
*FCCC/KP/CMP/2005/5 and Add.1*
7. Procedures and mechanisms relating to compliance under the Kyoto Protocol
  - (a) Adoption of procedures and mechanisms relating to compliance under the Kyoto Protocol, in terms of Article 18 of the Kyoto Protocol
  - (b) Proposal from Saudi Arabia to amend the Kyoto Protocol  
*FCCC/KP/CMP/2005/2; FCCC/CP/2001/13/Add.3*
  - (c) Election of members of the Compliance Committee
8. Capacity-building under the Kyoto Protocol
9. Adaptation Fund



10. Matters relating to Article 2, paragraph 3, of the Kyoto Protocol<sup>1</sup>
11. Article 3, paragraph 9, of the Kyoto Protocol: consideration of commitments for subsequent periods for Parties included in Annex I to the Convention
12. Administrative, financial and institutional matters:
  - (a) Income and budget performance in the biennium 2004–2005
  - (b) Programme budget for the biennium 2006–2007
  - (c) Privileges and immunities for individuals serving on constituted bodies established under the Kyoto Protocol  
*FCCC/KP/CMP/2005/6*
13. Reports of the subsidiary bodies and decisions and conclusions arising therefrom:
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice
  - (b) Report of the Subsidiary Body for Implementation
14. Other matters referred to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol by the subsidiary bodies
15. High-level segment
16. Statements by observer organizations
17. Other matters
18. Conclusion of the session:
  - (a) Adoption of the report of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol on its first session
  - (b) Closure of the session.

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<sup>1</sup> At the request of Saudi Arabia, this item was included in the provisional agenda for the Conference of the Parties (COP) at its eighth session. The COP was unable to reach a conclusion on the matter and decided to include this item in the provisional agenda for its ninth session accompanied by an appropriate explanatory footnote. At COP 9 and COP 10, Parties were unable to reach a conclusion on the matter and decided to include this item in the provisional agenda for the next session, accompanied by an appropriate explanatory footnote (FCCC/CP/2004/10, para. 26). Because this item pertains to the Kyoto Protocol, it is included in the provisional agenda for the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol.



**Provisional agenda of the  
Subsidiary Body for Scientific and Technological Advice at its twenty-third session**

Symbols of documents for each agenda item are indicated.

Please consult <http://maindb.unfccc.int/library> for updated information, including a full list of relevant documents and titles

1. Opening of the session
2. Organizational matters:
  - (a) Adoption of the agenda  
*FCCC/SBSTA/2005/5*
  - (b) Organization of the work of the session
  - (c) Election of officers other than the Chair
  - (d) Election of replacement officers
3. Scientific, technical and socio-economic aspects of impacts of, and vulnerability and adaptation to, climate change
4. Scientific, technical and socio-economic aspects of mitigation of climate change  
*FCCC/SBSTA/2005/INF.5; FCCC/SBSTA/2005/Misc.12 and Add.1*
5. Methodological issues under the Convention:
  - (a) Harvested wood products  
*FCCC/SBSTA/2005/INF.7; FCCC/SBSTA/2005/Misc.9*
  - (b) Common reporting format for land use, land-use change and forestry  
*FCCC/SBSTA/2005/7; FCCC/SBSTA/2005/Misc.7*
  - (c) Emissions from fuel used for international aviation and maritime transport
6. Methodological issues under the Kyoto Protocol:
  - (a) Criteria for cases of failure to submit information relating to estimates of greenhouse gas emissions by sources and removals by sinks from activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol  
*FCCC/SBSTA/2005/Misc.13*
  - (b) Implications of the implementation of project activities under the clean development mechanism, referred to in decision 12/CP.10, for the achievement of objectives of other environmental conventions and protocols  
*FCCC/SBSTA/2005/INF.8; FCCC/SBSTA/2005/Misc.10; FCCC/SBSTA/2005/Misc.11*
7. Report of the administrator of the international transaction log under the Kyoto Protocol
8. Development and transfer of technologies:
  - (a) Matters relating to the implementation of the framework for meaningful and effective actions to enhance the implementation of Article 4, paragraph 5, of the Convention  
*FCCC/SBSTA/2005/8; FCCC/SBSTA/2005/INF.9*
  - (b) Work programme of the Expert Group on Technology Transfer for 2006  
*FCCC/SBSTA/2005/INF.10*



9. Research and systematic observation  
*FCCC/SBSTA/2005/Misc.14; FCCC/SBSTA/2005/Misc.15; FCCC/SBSTA/2005/Misc.16*
10. Special report of the Intergovernmental Panel on Climate Change on carbon dioxide capture and storage
11. Cooperation with relevant international organizations:
  - (a) International Meeting to Review the Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States
  - (b) Cooperation with other conventions, scientific organizations and United Nations bodies  
*FCCC/SBSTA/2005/INF.11*
12. Other matters:
  - (a) Progress reports  
*FCCC/SBSTA/2005/6; FCCC/SBSTA/2005/9; FCCC/SBSTA/2005/INF.6; FCCC/SBSTA/2005/Misc.8*
  - (b) Issues relating to the implementation of Article 2, paragraph 3, of the Kyoto Protocol
  - (c) Other matters referred by the Conference of the Parties
  - (d) Other matters referred by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol
  - (e) Any other matters
13. Report on the session



**Provisional agenda of the  
Subsidiary Body for Implementation at its twenty-third 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/2005/11*
  - (b) Organization of the work of the session  
*FCCC/SBI/2005/11*
  - (c) Election of officers other than the Chair
  - (d) Election of replacement officers
3. National communications from Parties included in Annex I to the Convention:
  - (a) Options for the review process  
*FCCC/SBI/2005/16*
  - (b) Report on the national greenhouse gas inventory data from Parties included in Annex I to the Convention for the period 1990–2003  
*FCCC/SBI/2005/17*
  - (c) Status report on the review of third national communications  
*FCCC/SBI/2005/INF.9*
4. National communications from Parties not included in Annex I to the Convention:
  - (a) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention  
*FCCC/SBI/2005/22*
  - (b) Compilation and synthesis of initial national communications  
*FCCC/SBI/2005/18 and Adds. 1–6*
  - (c) Provision of financial and technical support  
*FCCC/SBI/2005/INF.8*
5. Financial mechanism (Convention):
  - (a) Special Climate Change Fund
  - (b) Report of the Global Environment Facility to the Conference of the Parties  
*FCCC/CP/2005/3*
  - (c) Matters relating to the implementation of decision 5/CP.8  
*FCCC/SBI/2005/INF.7*
  - (d) Additional guidance to the Global Environment Facility
6. Financial mechanism (Kyoto Protocol):
  - (a) Adaptation Fund  
*FCCC/SBI/2005/19*



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- (b) Guidance to the Global Environment Facility
7. Article 6 of the Convention  
*FCCC/SBI/2005/14; FCCC/SBI/2005/21*
8. Capacity-building under the Convention
9. Capacity-building under the Kyoto Protocol  
*FCCC/SBI/2005/Misc.3*
10. Implementation of Article 4, paragraphs 8 and 9, of the Convention:
- (a) Buenos Aires programme of work on adaptation and response measures  
(decision 1/CP.10)
- (b) Matters relating to the least developed countries  
*FCCC/SBI/2005/12; FCCC/SBI/2005/20; FCCC/TP/2005/2-5*
11. Administrative, financial and institutional matters:
- (a) Budget performance for the biennium 2004-2005  
*FCCC/SBI/2005/13; FCCC/SBI/2005/INF.10*
- (b) Programme budget for the biennium 2006-2007  
*FCCC/SBI/2005/INF.6*
- (c) Institutional linkage of the secretariat to the United Nations  
*FCCC/SBI/2005/15*
- (d) Privileges and immunities for individuals serving on constituted bodies established under the Kyoto Protocol  
*FCCC/KP/CMP/2005/6*
12. Continuing review of the functions and operations of the secretariat
13. Other matters:
- (a) Other matters referred by the Conference of the Parties
- (b) Other matters referred by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol
- (c) Any other matters
14. Report on the session.



## Annex II

### Protocol Issues

#### Credentials of States Party 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 24 hours after the opening of the session. Any later change in the composition of the delegation shall also be communicated to the secretariat.

The credentials must be issued 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 a competent authority of that organization.

The secretariat wishes to remind Parties that in accordance with decision 17/CP.9, and its recommended COP/MOP decision, credentials from Parties to the Kyoto Protocol will apply for the participation of the Parties' representatives in sessions of the COP and the COP/MOP and a single report on credentials would be submitted for approval, following established procedures, by the Bureau of the COP to the COP and to the COP/MOP. Consequently, only one set of credentials is necessary to cover the participation of concerned Parties in COP 11 and COP/MOP1.

Parties are requested to provide their representatives with full powers to participate in the sessions, including the authority to adopt decisions, to vote and to serve as officers of the Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and their subsidiary bodies, and as officers of any sessional bodies, where applicable.

#### Observer States to the Convention

States that are not Party 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 7 to 9 December 2005. National statements by ministers and other heads of delegation will be heard in joint meetings of the COP and the COP/MOP during the high-level segment.

The recommended time limit for statements is three to four minutes. Statements made on behalf of groups of Parties, where individual members of the group do not speak, would be welcome, in order to reduce the overall number of speakers. Such groups will be granted two additional minutes and will be accorded preference in the speaking order. Full texts of the official statements will be circulated, if a sufficient number of copies is provided to the secretariat during the course of the session.

The list of speakers will be open from Friday, 30 September to Monday, 7 November 2005. **Requests received before 30 September 2005 cannot be considered.** Registrations should be made using the form below and should be addressed to the Office of the Secretary of the Conference, telephone: +49 228 815 1520 or +49 228 815 1426, fax: +49 228 815 1999, e-mail: <[secretariat@unfccc.int](mailto:secretariat@unfccc.int)>.



**Registration form**

**List of speakers during the high-level segment**

Montreal 2005: United Nations Climate Change Conference

28 November to 9 December 2005

The list of speakers will be open from Friday, 30 September to Monday, 7 November 2005. Parties that wish to deliver a national statement during the high-level segment of COP 11 and COP/MOP 1, from 7 to 9 December 2005, are requested to complete this form and return it to the secretariat. **Requests received before 30 September 2005 cannot be considered.**

Please note that the nomination of representatives of a Party to attend the sessions does not imply inclusion in the list of speakers.

**Party** .....

**Name of speaker** .....  
(Mr./Ms.) (First name) (Middle initial)  
.....  
(Last name)

**Title/Position** .....

**Institution** .....

**Contact person** .....

**Title of contact person** .....

**Institution** .....

**Telephone** .....

**Fax** .....

**E-mail** .....

**Signature of the contact person** ..... **Date** .....

**Mailing address** Secretary of the Conferences  
UNFCCC secretariat  
Haus Carstanjen, Martin-Luther-King-Strasse 8  
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Annex III  
**Guide for Participants**

<b>Visas</b>	All foreign delegates entering Canada must have a valid passport. Very early contact with Canadian missions abroad is strongly advised to allow sufficient time for the request to be processed and the visa issued as appropriate, before departure. To facilitate the issuance of a visa, a copy of this signed notification should be attached to the duly completed visa request form including all supporting documentation, as required. The processing fee is waived, so there will be no charge for the visa issuance. Information on visa arrangements can be found on the UNFCCC web site. < <a href="http://www.unfccc.int">www.unfccc.int</a> >. Please also consult the web site of the Citizenship and Immigration Canada at < <a href="http://www.cic.gc.ca">www.cic.gc.ca</a> >.
<b>Hotels</b>	Representatives can consult the hotel list compiled by the Government of Canada: < <a href="https://www.tourisme-montreal.org/Housing/climate2005/Accommodation">https://www.tourisme-montreal.org/Housing/climate2005/Accommodation</a> >.
<b>Medical insurance</b>	Participants are strongly advised to obtain, before departure to Montreal, adequate and valid individual or group travel insurance to cover any expenses that may arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.
<b>Disclaimer</b>	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, participants are strongly recommended to obtain international medical insurance for the period of participation.
<b>Funding</b>	The present notification does not constitute an offer for funding. A separate communication for this purpose will be sent to eligible Parties.
<b>Registration</b>	<ul style="list-style-type: none"><li>• All participants are requested to register upon arrival at the desk located in the Palais des Congrès.</li><li>• A valid photo ID should be presented to the registration staff.</li><li>• As of 27 November 2005, the “no registration, no access” rule shall be strictly applied and will be enforced throughout the period of the sessions.</li><li>• Early registration on 26 and 27 November 2005, is highly recommended to avoid delay on the first morning of the sessions.</li></ul> <p><b>Opening hours</b> Saturday, 26 November 2005 and Sunday, 27 November 2005: from 9 a.m. to 6 p.m. Monday, 28 November 2005 to Friday, 9 December 2005: 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>
<b>Badges</b>	Badges are required for participants to gain access to the premises. They are issued only on the basis of a letter of nomination from Parties or admitted observer States. For security reasons, all participants are requested to wear their badge at all times.



<b>Side Events</b>	The online application process will be open from 12 September 2005 to 30 September 2005. Events are chosen on a first-come, first-served basis to produce a balanced schedule, which will be available on the UNFCCC web site by the end of October. Those applicants who cannot be accommodated are encouraged to request participation in scheduled events.
<b>Documents</b>	Please consult the UNFCCC web site < <a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a> > for all available documents:  Provisional agendas:                   FCCC/CP/2005/1 and Add.1 FCCC/KP/CMP/2005/1 and Add.1 FCCC/SBSTA/2005/5 FCCC/SBI/2005/11  Reports:                                   FCCC/SBSTA/2005/4 and Add.1 FCCC/SBI/2005/10 and Add.1 FCCC/CP/2004/10 and Adds.1-2