



Bonn, 14 January 2005

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. Where the reports of the sessions are not yet available, the table includes references to the appropriate in-session documents.

In order for the 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, 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; 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,

(Signed)

Richard Kinley
Acting Deputy Executive Secretary



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

Submission		Date
2005		
1.	<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/2004/6, paragraph 103)	24 January 2005
2.	<u>Effective participation in the Convention process</u> Views on effective participation in the Convention process (See document FCCC/SBI/2004/10, paragraph 99)	31 January 2005
3.	<u>Scientific, technical and socio-economic aspects of mitigation of climate change</u> Views on the organization of the in-session workshop on mitigation (See document FCCC/SBSTA/2004/L.27, paragraph 6)	14 February 2005
4.	<u>Buenos Aires programme of work on adaptation and response measures</u> Views on the five-year programme of work of the SBSTA on the scientific, technical and socio-economic aspects of impacts, vulnerability and adaptation to climate change (See document FCCC/CP/2004/L.16, paragraph 25)	31 March 2005
5.	<u>National communications from Parties included in Annex I to the Convention</u> Annex I Parties with a commitment inscribed in Annex B to the Kyoto Protocol to inform the secretariat when they intend to submit a report on the calculation of its assigned amount pursuant to Article 3, paragraphs 7 and 8, and its capacity to account for its emissions and assigned amount, in accordance with draft decision -/CMP.1 (<i>Modalities for the accounting of assigned amounts</i>) attached to decision 19/CP.7 (See document FCCC/SBI/2004/L.17, paragraph 7)	1 April 2005
6.	<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 (Decision 13/CP.9, paragraph 4 in document FCCC/CP/2003/6/Add.1)	15 May 2005
7.	<u>Harvested wood products and other issues relating to LULUCF</u> Updated data and information relating to harvested wood products and on experiences with the use of the <i>Revised 1996 IPCC Guidelines for Greenhouse Gas Inventories</i> and the <i>IPCC Good Practice Guidance for Land Use, Land-use Change and Forestry</i> to generate such data and information (See document FCCC/SBSTA/2004/L.26, paragraph 7)	1 August 2005
8.	<u>Scientific, technical and socio-economic aspects of mitigation of climate change</u> Views on the lessons learned from the mitigation workshops held to date and any future steps under this agenda item (See document FCCC/SBSTA/2004/L.27, paragraph 7)	5 August 2005



9.	<u>Financial mechanism of the Convention</u> Information on experiences regarding the effectiveness of the financial mechanism, in accordance with the criteria set out in the guidelines annexed to decision 3/CP.4 (See document FCCC/SBI/2004/L.24, paragraph 3)	15 October 2005
10.	<u>Cooperation with relevant international organizations</u> Views on the option paper for enhanced cooperation among the three Rio Conventions and on the outcome of its consideration by the Joint Liaison Group (See document FCCC/SBSTA/2004/L.22, paragraph 2)	no date specified ¹
2006		
11.	<u>Capacity-building for developing countries (non-Annex I Parties)</u> Views on steps to be taken by the SBI to monitor regularly capacity-building activities undertaken pursuant to decision 2/CP.7 (See document FCCC/CP/2004/L.11, paragraph 8)	15 February 2006
12.	<u>Issues relating to greenhouse gas inventories</u> Views from Parties on experiences using a prototype data interface; on possible improvements, including the extent of its scope and coverage; and on next steps in progressing the work on the interface (See document FCCC/SBSTA/2004/L.17, paragraph 7 (b))	1 March 2006
13.	<u>Activities implemented jointly under the pilot phase</u> Reports on activities implemented jointly under the pilot phase to be considered in the seventh synthesis report (See document FCCC/SBSTA/2004/L.21/Add.1, paragraph 2) ²	1 June 2006
14.	<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/2003/19, paragraph 21 (c))	no date specified
2007		
15.	<u>Good practice guidance and other issues relating to land use, land-use change and forestry</u> Views on the tables of the common reporting format on land use, land-use change and forestry under the Kyoto Protocol and accounts of their experiences on the use of these tables (See document FCCC/SBSTA/2004/L.26/Add.1, paragraph 3)	30 June 2007

¹ The secretariat will make available on its web site the outcome of the consideration of the options paper by the Joint Liaison Group following its next meeting.

² This is in line with a change in the frequency of the preparation and consideration of the synthesis report from annual to biennial.

