



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

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Bonn, 16 March 2005

## NOTIFICATION

*This notification is being sent to Parties and Observer States to the Convention and its 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 being 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 of the forthcoming twenty-second sessions of the subsidiary bodies, as follows:

- Subsidiary Body for Scientific and Technological Advice (SBSTA), from Thursday, 19 May to Friday, 27 May 2005
- Subsidiary Body for Implementation (SBI) from Friday, 20 May to Friday, 27 May 2005

These sessions will be held at the Hotel Maritim, Godesberger Allee, 53175 Bonn, Germany.

It would be appreciated if the names, titles and addresses (including telephone, fax and e-mail) of the head of delegation and representatives, who will attend the sessions could be communicated to me **not later than Friday, 15 April 2005** at the following address:

P.O. Box 260 124,  
53153 Bonn, Germany  
Telefax: (49-228) 815-1999  
E-mail: [secretariat@unfccc.int](mailto:secretariat@unfccc.int)

Three annexes are attached to this notification. Annex I contains the provisional agendas of the SBSTA and the SBI. Annex II contains the schedule of meetings, including in-session workshops. And, annex III offers useful information for participants and important guidelines for the issuance of visas. Useful information on the sessions will soon be posted on the UNFCCC web site <[unfccc.int](http://unfccc.int)>.

Yours sincerely,

**Original Signed**  
**Richard J. Kinley**  
**a signé l'original**

Richard Kinley  
Acting Deputy Executive Secretary

**Annex I****Provisional agenda of the  
Subsidiary Body for Scientific and Technological Advice at its twenty-second  
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

1. Opening of the session
2. Organizational matters
  - (a) Adoption of the agenda  
FCCC/SBSTA/2005/1
  - (b) Organization of the work of the session
3. Scientific, technical and socio-economic aspects of impacts of, and vulnerability and adaptation to, climate change  
FCCC/SBSTA/2005/MISC.3
4. Scientific, technical and socio-economic aspects of mitigation of climate change  
FCCC/SBSTA/2005/MISC.2
5. Methodological issues:
  - (a) Emissions from fuel used for international aviation and maritime transport  
FCCC/SBSTA/2005/INF.2
  - (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/TP/2005/1
  - (c) Completion of the technical guidance on methodologies for adjustment under the Kyoto Protocol  
FCCC/SBSTA/2005/2
  - (d) Registry systems under the Kyoto Protocol  
FCCC/SBSTA/2005/INF.3, FCCC/SBSTA/2005/INF.4
6. Development and transfer of technologies
7. "Good practices" in policies and measures among Parties included in Annex I to the Convention
8. Research needs relating to the Convention  
FCCC/SBSTA/2005/3, FCCC/SBSTA/2005/MISC.1
9. Cooperation with relevant international organizations
  - (a) Special report of the Intergovernmental Panel on Climate Change on safeguarding the ozone layer and global climate system: issues relating to hydrofluorocarbons and perfluorocarbons
  - (b) International Meeting to Review the Implementation of the Programme of Action for Sustainable Development to Small Islands Developing States  
FCCC/SBSTA/2005/INF.1
10. Other matters
  - (a) Issues relating to the implementation of Article 2, paragraph 3, of the Kyoto Protocol
  - (b) Any other matters
11. Report on the session.



## Provisional agenda of the Subsidiary Body for Implementation at its twenty-second 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

1. Opening of the session
2. Organizational matters
  - (a) Adoption of agenda  
FCCC/SBI/2005/1
  - (b) Organization of the work of the session  
FCCC/SBI/2005/1
3. National communications from Parties included in Annex I to the Convention:
  - (a) Submission of second and, where appropriate, third national communications  
FCCC/SBI/2004/L.27
  - (b) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention  
FCCC/SBI/2005/7
  - (c) Compilation and synthesis of initial national communications  
FCCC/SBI/2005/INF.2, FCCC/SBI/2004/L.23
  - (d) Provision of financial and technical support  
FCCC/SBI/2005/INF.1, FCCC/SBI/2005/INF.3
4. Financial mechanism:
  - (a) Special Climate Change Fund  
FCCC/SBI/2004/L.25
5. Implementation of Article 4, paragraphs 8 and 9, of the Convention
  - (a) Matters relating to the least developed countries  
FCCC/SBI/2004/L.15
6. Arrangements for intergovernmental meetings
  - (a) Eleventh session of the Conference of the Parties  
FCCC/SBI/2005/4
  - (b) First session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol  
FCCC/SBI/2005/4
  - (c) Future sessional periods  
FCCC/SBI/2005/4
  - (d) Organization of the intergovernmental process  
FCCC/SBI/2005/2, FCCC/SBI/2005/4
  - (e) Observer organizations in the Convention process  
FCCC/SBI/2005/5, FCCC/SBI/2004/5, FCCC/SBI/2005/MISC.1
7. Administrative and financial matters
  - (a) Budget performance for the biennium 2004-2005  
FCCC/SBI/2005/INF.4, FCCC/SBI/2005/INF.5
  - (b) Programme budget for the biennium 2006-2007  
FCCC/SBI/2005/8 and Add.1 and 2
  - (c) Implementation of paragraph 7 (c) of the financial procedures of the Convention concerning the financial support for participation in the UNFCCC process  
FCCC/SBI/2005/3



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- (d) Implementation of the Headquarters Agreement
  - (e) Internal review of the activities of the secretariat  
FCCC/SBI/2005/6
8. Other matters
- (a) Level of emissions for the base of the year of Croatia
  - (b) Any other matter
9. Report on the session.



## Annex II

### Schedule of the meetings and in-session workshops

Parties are hereby informed of the following seminar and in-session workshops and other meetings, which will take place at the Hotel Maritim.

#### 1. Seminar of governmental experts, 16 and 17 May 2005

The Conference of the Parties at its tenth session requested the secretariat to convene a seminar of governmental experts in order to promote an informal exchange of information on:

- (a) Actions relating to mitigation and adaptation to assist Parties to continue to develop effective and appropriate responses to climate change
- (b) Policies and measures adopted by their respective governments that support implementation of their existing commitments under the United Nations Framework Convention on Climate Change and the Kyoto Protocol.

Attendance by governments and observer organizations will be open ended. Nominations to attend the twenty-second sessions of the subsidiary bodies will allow participants to attend this seminar as well. Additional information concerning this seminar will be provided in due course.

#### 2. In-session workshops

##### **In-session workshop on scientific, technical and socio-economic aspects of impacts of, and vulnerability and adaptation to, climate change, Saturday, 21 May 2005**

The COP requested the secretariat to organize, under the guidance of the Chair of the SBSTA, an in-session workshop during SBSTA 22 to facilitate the development of a structured five-year programme of work on the scientific, technical and socio-economic aspects of impacts, vulnerability and adaptation to climate change. This in-session workshop will focus on the following issues:

- (a) Methodologies, data and modelling
- (b) Vulnerability assessments
- (c) Adaptation planning, measures and actions
- (d) Integration into sustainable development in the context of the terms of reference of the SBSTA as referred to in Article 9 of the Convention.

##### **In-session workshop on scientific, technical and socio-economic aspects of mitigation of climate change, Monday, 23 May 2005**

At SBSTA 21, Parties requested the secretariat, under the guidance of the Chair of the SBSTA, to organize an in-session workshop during SBSTA 22 in order to continue the exchange of information and the sharing of experiences and views on practical opportunities and solutions for mitigation that contribute to sustainable development, focusing on the following topics:

- (a) Factors that affect mitigation technology innovation, deployment and diffusion, including international cooperative efforts and identification and removal of barriers
- (b) Socio-economic aspects of mitigation, such as costs and benefits, co-benefits, poverty reduction and economic impacts, including spillover effects.

#### 3. A round-table discussion on policies and measures is scheduled for Tuesday, 24 May 2005

At SBSTA 20, Parties invited Annex I Parties to make available information on their experiences in implementing policies and measures in the form of a round-table discussion, at a technical level, at the twenty-second session of the subsidiary bodies.



## Annex III

## Information for participants

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|---------------------|---|
| <b>Documents</b>    | <p>Please consult the UNFCCC web site of the secretariat (<a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a>) for all available documents:</p> <p>Provisional agendas: &lt; FCCC/SBSTA/2005/1<br/>&lt; FCCC/SBI/2005/1</p> <p>Reports: &lt; FCCC/SBSTA/2004/13<br/>&lt; FCCC/SBI/2004/19<br/>&lt; FCCC/CP/2004/10 and Add. 1-2</p>   |
| <b>Funding</b>      | <p><i>A separate communication will be sent to eligible Parties.</i></p>  |
| <b>Registration</b> | <ul style="list-style-type: none"><li>• All participants are requested to register upon arrival at the desk located in the Hotel Maritim.</li><li>• A valid photo ID should be presented to the registration staff.</li><li>• As of Saturday, 14 May 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 Saturday, 14 May, is highly recommended to avoid delays.</li><li>• Nominations for SB 22 will allow participants to attend the seminar of governmental experts on 16 and 17 May.</li></ul> <p><b>Registration times:</b></p> <p>Saturday, 14 May from 3 p.m. to 6 p.m.<br/>Sunday, 15 May from 9 p.m. to 6 p.m.<br/>From Monday, 16 May until Friday, 27 May from 8 a.m. until 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>Side events</b>  | <p>An on-line registration system has been developed to facilitate applications for side events and exhibits. Applications require authorization by the national focal point or designated contact point of the admitted organization. <b>This service is available from Wednesday, 8 March until Friday, 21 March 2005</b> on the UNFCCC web site.</p>   |
| <b>Badges</b>       | <p>Badges are essential in order for participants to gain access to the premises. They are issued only on the basis of a letter of nomination from Parties or Observer States. For security reasons, all participants are requested to wear their badge at all times.</p>   |



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|-------------------|--|
| <b>Visas</b>      | <p>All foreign delegates entering the Federal Republic of Germany must have a valid passport. Early contact with the consular authorities of Germany is strongly advised to allow sufficient time for a visa to be issued, as appropriate, before departure for Germany. To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request. For more information, please visit the website of the Federal Foreign Office:<br/><a href="http://www.auswaertigesamt.de/www/en/willkommen/einreisebestimmungen/index_html">http://www.auswaertigesamt.de/www/en/willkommen/einreisebestimmungen/index_html</a> (also available in French and Spanish).</p> |
| <b>Hotels</b>     | <p>Representatives who require assistance in making a hotel reservation in Bonn may contact:<br/>Tourismus &amp; Congress GmbH<br/>Adenauerallee 131<br/>D-53113 Bonn<br/>Telephone: +(49 228) 910 4170<br/>Telefax: +(49 228) 910 4177</p>  |
| <b>Disclaimer</b> | <p>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, it is strongly recommended to obtain international medical insurance for the period of participation.</p>   |

