



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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Reference: CAS/UN/ADP 2/APRIL.13
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NOTIFICATION

Second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action Bonn, Germany, 29 April to 3 May 2013

I wish to notify United Nations Secretariat units and bodies, specialized agencies and related organizations of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2).

The session will be held at the World Conference Center Bonn, Platz der Vereinten Nationen 2, 53113 Bonn, Germany from Monday, 29 April to Friday, 3 May 2013. For information on the venue please see <<http://www.worldccbonn.com/?L=1>>

The session has been organized under financial constraints. There will be no side events or exhibits during the session and the premises can only accommodate a limited number of participants. Given this situation, United Nations Secretariat units and bodies, specialized agencies and related organizations are invited to consider this when making their nominations.

It would be appreciated if the names, titles and contact details (including address, telephone, fax and e-mail) of the representatives of your organization who will attend the sessions could be communicated to the secretariat **not later than Friday, 29 March 2013**, at the following address:

Climate Change Secretariat
P.O. Box 260 124
53153 Bonn, Germany
Fax: +49 229 815 1999

E-mail: <sessions@unfccc.int>. (Please use this address for all matters concerning nominations.)

<p>Distribution: To United Nations secretariat units and bodies, specialized agencies and related organizations.</p>



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Two annexes are attached to this notification.

Annex I contains the provisional agenda for ADP 2.

Annex II provides information for participants, including opening hours for the registration desk and recommendations for greening the session.

Any additional information will be posted on the UNFCCC website <www.unfccc.int>.

Representatives in a position to do so are invited to consider offsetting the “carbon footprints” associated with their attendance at the session.

Yours sincerely,

(Signed by)

Christiana Figueres



Annex I

**Provisional agenda of the
Ad Hoc Working Group on the Durban Platform for Enhanced Action
at its second session**

**Bonn, Germany
29 April to 3 May 2013**

1. Opening of the session.
2. Organizational matters:
 - (a) Election of officers;
 - (b) Adoption of the agenda;
 - (c) Organization of the work of the session.
3. Implementation of all the elements of decision 1/CP.17:¹
 - (a) Matters related to paragraphs 2 to 6;
 - (b) Matters related to paragraphs 7 and 8.
4. Other matters.
5. Report on the session.

¹ This item will be considered within the context of decision 1/CP.17 and under the Convention, without prejudice to the position of any Party or to the work of the other subsidiary bodies. Two workstreams, one on paragraph 3(a) and one on paragraph 3(b) are initiated. Further workstreams may be considered as the need arises.



Annex II

Information for participants

Essential documents	Please consult the UNFCCC website < http://maindb.unfccc.int/library > for all available essential documents.
Registration	<ul style="list-style-type: none">• All participants are requested upon arrival at the World Conference Center Bonn to proceed to the registration desk, which will be open from Friday, 26 April 2013 to Friday 3 May 2013, in order to collect their badges to access the conference premises.• A valid photo ID should be presented to registration staff. <p>Registration Times:</p> <ul style="list-style-type: none">• Friday, 26 April 2013 to Sunday 28 April 2013 from 9.00 a.m. to 5.00 p.m.• Monday, 29 April 2013 until Friday, 3 May 2013 from 8.00 a.m. to 5.00 p.m. <p>Early registration on Saturday, 27 April 2013 or Sunday, 28 April 2013 is highly recommended to avoid delays on the first day of the session.</p>
Hotels	Representatives who require assistance in making a hotel reservation in Bonn should contact: Tourismus & Congress GmbH Adenauerallee 131 53113 Bonn Telephone: +49 228 910 4170 Fax: +49 228 910 4177 E-Mail: < info@bonn-region.de >
Conference venue opening and closing times	The conference venue will open by 8 a.m and will close at 8 p.m. for the duration of the session.
Application periods for side events and exhibits	No side events or exhibits will be organized for this session. Applications for side events and exhibits for future sessions can only be received through the Side Events and Exhibits Online Registration System within the respective application periods. For further information on the application process, please consult the UNFCCC website at < http://regserver.unfccc.int/seors >.
Badges	Badges are essential in order for participants to gain access to the premises. For security reasons, all participants are requested to wear their badges at all times.



Recommendations for greening the session

Travel	<p>For shorter trips, use the train instead of a car/coach and plane. Please do not forget to offset the carbon footprint of your travel.</p>
Accommodation	<p>Stay in hotels which operate in an environmentally responsible manner. Select a hotel located near public transportation. Request group pick-up from the hotel when local transport is not an option.</p>
Green behaviour during the session	<p>Only print what you need before travelling and request only essential documents from the Documentation Desk. Travel by foot, bike or public transport as much as possible. Recycle your waste: bottles, cans, paper, etc. As far as possible, provide information electronically.</p>
Materials for the meeting	<p>Avoid bringing any material for distribution to this session.</p>
Pigeonholes	<p>Only material in electronic/digital (USB, CD-ROM, etc.) format that has been authorized by the secretariat can be distributed through pigeonholes. Please refrain from distributing print material on general information, other meetings, future conferences and activities of your organization or publicity material.</p>
Recycling of badges and lanyards	<p>Please return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of the World Conference Center Bonn for this purpose.</p>
