



**UNITED
NATIONS**



**Framework Convention
on Climate Change**

Distr.
GENERAL

FCCC/SBI/2004/INF.10
20 October 2004

ENGLISH ONLY

SUBSIDIARY BODY FOR IMPLEMENTATION

Twenty-first session

Buenos Aires, 6–14 December 2004

Item 10 of the provisional agenda

Continuing review of the functions and operations of the secretariat

Information on arrangements for UNFCCC workshops

Note by the secretariat

Summary

This document was prepared in response to a request by the Subsidiary Body for Implementation, at its twentieth session, for the secretariat to provide information on the arrangements for UNFCCC workshops, including such issues as criteria, scheduling and managing with limited funds. The document provides information on the substantive and logistic arrangements for workshops and their reports.

CONTENTS

	<i>Paragraphs</i>	<i>Page</i>
I. INTRODUCTION.....	1–6	3
A. Mandate.....	1	3
B. Action by the Subsidiary Body for Implementation	2	3
C. Background	3–6	3
II. ARRANGEMENTS FOR WORKSHOPS AND EXPERT MEETINGS	7–27	3
A. Financial considerations.....	10–15	4
B. Selection of venue	16–17	5
C. Invitations and participants	18–24	5
D. Travel and daily subsistence allowance	25	6
E. Substantive arrangements for workshops	26–27	6
III. REPORTING	28–31	6
IV. ISSUES FOR CONSIDERATION BY THE SUBSIDIARY BODY FOR IMPLEMENTATION	32	7

Annex

UNFCCC workshops and expert meetings in 2002–2004	8
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I. Introduction

A. Mandate

1. The Subsidiary Body for Implementation (SBI), at its twentieth session, requested the secretariat to provide information on the arrangements for UNFCCC workshops, including such issues as criteria, scheduling and managing with limited funds (FCCC/SBI/2004/10, para. 131).

B. Action by the Subsidiary Body for Implementation

2. The SBI is invited to consider the information presented in this paper and to provide guidance to chairs of subsidiary bodies and the secretariat on the organization of workshops.

C. Background

3. Workshops can provide opportunities for informal discussion among smaller groups of Parties about specific issues. Expert meetings are similar, but the matters they address are more technical. Workshops and expert meetings are not meant to take decisions, but rather to explore particular issues in depth, and then report back to the subsidiary bodies for consideration by all Parties, and for eventual conclusions and decisions, as appropriate. The workshops are chaired by the chair of the relevant subsidiary body, a person designated by her/him or some other office holder of the Convention process, or a relevant senior person from a host country. The crucial role of the chair is to ensure that the discussions that take place follow the overall political context agreed by all Parties.

4. The secretariat has been requested by the Parties to organize a total of 61 workshops and expert meetings during the period from the adoption of the Marrakesh Accords at the seventh session of the Conference of the Parties (COP 7) to COP 10. A detailed description of these workshops, their mandates, and other relevant information is given in the annex to this note. The arrangements for and the funding of the constituted bodies of the Convention (including expert groups and other such mandated processes) are not within the scope of this note.

5. Since COP 7, a total of 1,598 participants have attended workshops and expert meetings, with some 56 per cent of the them coming from Parties not included in Annex I to the Convention (non-Annex I Parties).

6. Workshops and expert meetings require considerable staff time from the secretariat for the preparation of substantive papers; organization of the agenda and the invitation of the speakers and resource persons; administrative matters of fund-raising and travel arrangements for funded participants; and logistics relating to the workshop venue.

II. Arrangements for workshops and expert meetings

7. The secretariat has internal arrangements to guide staff in the organization of workshops and expert meetings, including for ensuring geographical balance, effective participation and involvement of observers, as well as funding, logistics, preparing memorandums of understanding with host countries, and other practical details.

8. A number of deadlines need to be met before a workshop can be organized. In particular:

- (a) At least six months is necessary, from the date of the decision, for the secretariat to organize a workshop. The time is needed to ensure high quality, including well prepared agendas, invited speakers and participants. In practical terms, this usually means that a

workshop called for in a decision by Parties at a particular session cannot be held before the next session, because sessions of the subsidiary bodies are about six months apart

- (b) Funding for a workshop needs to be confirmed at least three months before the proposed date of the workshop
- (c) Invitations to participants can be made only after confirmation of funding; lack of timely funding has been a major reason for delays in the organization of workshops.

9. Only in exceptional circumstances, when a chair has judged, in consultation with the secretariat, that the UNFCCC process would be seriously and adversely affected by the cancellation of a planned workshop, would the deadlines be relaxed. This, however, can cause friction if invitations are sent out too late to allow all Parties to prepare themselves fully and the secretariat has insufficient time to attend to logistics.

A. Financial considerations

10. Most workshops and expert meetings are funded from the Trust Fund for Supplementary Activities. Some are financed from the Bonn Fund (see paragraph 14), and a few workshops have been funded partially or fully from the limited core funds available. Before a workshop can be confirmed, the secretariat needs to ensure that funding is available.

11. Timely availability of funding for workshops is a key factor in avoiding delays in invitations and organization, and in ensuring a balanced representation of participants. Parties may wish to consider whether the present situation (unpredictable and often late funding) could be improved upon by more predictable funding approaches, either through increases in the core budget, or through unearmarked contributions to cover workshop needs.

12. In some cases, Parties provide earmarked contributions for certain workshops – sometimes as a result of fund-raising efforts by the secretariat, and sometimes spontaneously based on their interests and capabilities. Some intergovernmental organizations have also contributed financially to workshops, often by paying for the travel of a certain number of participants.

13. For some workshops, for which the secretariat was unable to assure earmarked contributions, it was possible to designate funds from unearmarked contributions to the Trust Fund for Supplementary Activities. Such funds, however, are usually very limited, and there are competing priorities for their use, including to cover ongoing activities. In some cases, with the approval of the original donor, it was possible to make use of unspent resources that had been earmarked for a different purpose. A number of workshops were also funded this way, in part or in full.

14. Subject to the availability of resources, the Bonn Fund can also pay for workshops held in Bonn, Germany - the seat of the secretariat. This is an option only if the funding of the subsidiary body and COP meetings in Bonn is assured; this is the priority of the Bonn Fund.

15. Although in some cases the secretariat was unable to raise funds to organize certain workshops at the times they were requested to be held, eventually funds were usually found for the workshops mandated during the period from COP 7 to COP 10. The exceptions were:

- (a) *Regional workshops in order to facilitate information exchange and integrated assessments, including for adaptation (decision 5/CP.7, paragraph. 32).* No deadline was set in the original decision for holding these workshops, and no Party raised the matter of timing of the workshops subsequent to the decision. Nevertheless, one workshop was held responding, at least in part, to this mandate – the Expert Workshop

on Local Coping Strategies and Technologies for Adaptation in New Delhi, India, in November 2003

- (b) *Four regional workshops on Article 6 requested by Parties (decision 11/CP.8 and FCCC/SBSTA/2002/13, para. 52.(b)).* Of these, the European regional workshop on the New Delhi work programme on Article 6 was funded by the region itself, and hosted by Belgium. The secretariat was able to raise funds for the African regional workshop on Article 6, held in Banjul, Gambia, in January 2004. No funds have yet been pledged for the remaining workshops for Asia and Latin America
- (c) *Pre-sessional workshop to receive feedback from interested Parties on the further development of the clearing house, and to provide input to the SBI at its twentieth session for its consideration of future action relating to the clearing house (FCCC/SBI/2003/19, para. 4(d)).* Funds could not be raised for this workshop and it was not held
- (d) *Workshop on means and mechanisms for development and dissemination of methods and tools for evaluating impacts and adaptation (FCCC/SBSTA/2001/8, para. 23).* This workshop was not held because of a lack of resources. However, the subject was included in the Expert Workshop on Local Coping Strategies and Technologies for Adaptation (New Delhi, India, November 2003), and in the Expert Meeting on Methods and Tools to Assess Impacts, Vulnerability and Adaptation (Manila, Philippines, April 2004).

B. Selection of venue

16. Workshops are held in Bonn unless a Party is interested in hosting the event. Some workshops are mandated to be held in a specific geographical or political region. Historically, the secretariat has deliberately opted to accept invitations from Parties to host workshops. This was felt to increase awareness, encourage deeper engagement and often lead to substantial capacity-building on climate change issues in the host country, as well as better understanding by the participants of the situation and context in the host country, even though some workshop locations have given rise to extra costs, complexities in travel and visa arrangements, and security questions. The SBI may wish to consider whether this approach should be continued in the future.

17. When workshops are held in Bonn, they are covered under the Host Country Agreement with the Government of Germany. When held elsewhere, following consultations between the secretariat and the potential host country, a memorandum of understanding between the host country and the secretariat is usually concluded.

C. Invitations and participants

18. Workshops and expert meetings are different from formal meetings of the COP or the subsidiary bodies in that they are not open-ended events where all Parties are able to participate. Generally, workshops or expert meetings are planned for between 50 and 100 participants in total, depending on the subject matter to be considered, and the resources the secretariat is able to raise.

19. Once funding is secured, the secretariat, in consultation with the workshop chair, sets a date for the event (although in some cases the dates are set earlier, sometimes because workshops are held back-to-back with other events). Invitations are then sent out to a selected number of Parties. The selection of participants aims to arrive at a geographically and substantively balanced representation of Parties. In practice, Parties that represent major groups of countries, and Parties that have been particularly active in

the issues that are being considered in the workshops, are the ones selected. Decisions on whom to invite are made by the relevant subsidiary body chair, with advice from the secretariat.

20. The secretariat sends the invitations either to the national focal points of the invited Parties, with a request to nominate participants, or, in the case of expert meetings, directly to invited participants who attend in their technical capacity. The invitation has information on the proposed agenda of the meeting, and the national focal points are requested to designate a participant who has knowledge/experience relating to the subject of the workshop. In many cases, the participants are also asked to prepare documents in advance of the meeting.

21. The secretariat also sends invitations to the recognized constituencies of non-governmental organizations (NGOs), with a request to nominate representatives for each of these constituencies, the number being dependent on the size of the workshop, and its subject.

22. The secretariat may also invite resource persons to present technical papers or to act as facilitators, in which case they may be engaged as consultants. Other resource persons participate and make presentations without fees, though their travel costs are usually reimbursed by the secretariat. The resource persons do not represent any Party or NGO constituency, but rather are there as technical, resource persons under the overall guidance and authority of the secretariat. Nevertheless, the secretariat has sought to ensure geographical balance among the invited resource persons.

23. The secretariat may also send invitations to representatives of relevant organizations of the United Nations and its specialized agencies and programmes, as well as to representatives of relevant intergovernmental organizations, depending on the subject matter being considered.

24. Once the nominations are received from the Parties and the other organizations that had been invited, the chair, in consultation with the secretariat, makes a final selection of the participants for the workshop. In most cases this means acceptance of the nomination received, but in some cases consultations may be needed to arrive at the most appropriate participation.

D. Travel and daily subsistence allowance

25. Travel and daily subsistence allowance may be provided to participants from Parties that are developing countries or countries with economies in transition based on the same criteria already followed by the secretariat for the Trust Fund for Participation.

E. Substantive arrangements for workshops

26. Parties provide guidance to the secretariat on the substantive arrangements for workshops in the form of concrete terms of reference or guiding ideas that are expressed in reports of subsidiary bodies or the COP.

27. Based on such guidance and guidance from the chair of the event, the secretariat develops a tentative agenda, with a list of proposed speakers and of resource persons which will be discussed with the chair before being circulated to the participants. The tentative agenda is proposed for adoption by the chair during the first session of the event.

III. Reporting

28. Depending on the mandate of the workshop or expert meeting, reports are prepared under the authority of the chair, or the secretariat. In all cases they are completed by the secretariat following consultations with the chair of the event and of the relevant subsidiary body.

29. Workshop reports are normally prepared for the next subsidiary body session, but the timing of the workshop may mean that reports are available only a short time before the subsidiary body sessions and in breach of documentation availability rules set down by the Convention and the United Nations. The SBI may wish to consider whether the secretariat should continue this approach or adopt an approach whereby workshop reports go to a subsequent session of the subsidiary bodies, allowing for stricter adherence to the documentation availability rules.

30. In addition to the formal written reports, the secretariat also organizes other means to inform Parties who were unable to attend. The chairs usually make detailed oral reports at the relevant sessions of subsidiary bodies, and the outcomes of many workshops are presented through side events.

31. The secretariat has created a page on its web site for information about workshops. In practice, as soon as the date of the workshop is finalized the workshop is listed on the web site, by title, venue and proposed dates. As soon as the agendas and other related documentation (such as provisional list of participants, supporting documents, and presentations) are available, they are posted to the web site. When the workshop report is prepared, it is also usually posted on the web site, in addition to it being available on the main documentation page of the secretariat web site.

IV. Issues for consideration by the Subsidiary Body for Implementation

32. The SBI may wish to consider the following key issues that arise out of the workshop experience of the secretariat:

- (a) At least six months is necessary for the secretariat to fully organize a workshop. In practical terms, this means that a workshop called for in a decision taken by Parties at a particular session cannot be held implemented before the next session.
- (b) The secretariat has deliberately opted to accept invitations from Parties to host workshops in different locations, as this was felt to be useful for a Convention process that has close to universal participation, even though some locations have given rise to extra costs, complexities in travel and visa arrangements, and security problems. Should the secretariat continue to follow this approach?
- (c) Timely availability of sufficient funding is critical for the successful organization of workshops, and to ensure balanced representation. Parties may wish to consider whether the present situation (unpredictable and often late funding) could be improved upon by more predictable funding approaches, either through increases in the core budget, or through unearmarked contributions to cover workshops needs. Parties may also wish to consider whether “late” invitations are preferable to postponing a workshop due to delays in funding availability.
- (d) The chairs of the subsidiary bodies, with support from the secretariat, have generally accepted nominations from Parties for workshops or expert meetings. Are Parties satisfied with the technical capacity of the nominated participants? If not, what additional steps could be taken to ensure adequate technical capacity of participants?

Annex

UNFCCC workshops and expert meetings in 2002-2004

Dates held	Dates proposed in conclusions/decisions	Workshop meeting title	Mandate ^a	Venue	Funding (as of 30 Sept. 2004)	Workshop report document	Remarks ^b
4–6 Dec. 2001		Expert meeting to assess experiences in the use of the reporting and review guidelines of GHG inventories of Annex I Parties	3/CP.5 6/CP.5 SBSTA 15 FCCC/SBSTA/2001/8, paragraph 15	Bonn, Germany	Core/Bonn Fund	FCCC/SBSTA/2002/5	Participants: AI 41, NAI 19
Not held	Before SBSTA 17	Workshop on means and mechanisms for development and dissemination of methods and tools for evaluating impacts and adaptation	SBSTA 15 FCCC/SBSTA/2001/8, paragraph 23				Lack of resources. However, the subject was included in the Expert Workshop on Local Coping Strategies and Technologies for Adaptation (New Delhi, India, Nov. 2003), and in Expert Meeting on Methods and Tools to assess impacts, vulnerability and adaptation (Manila, Philippines, Apr. 2004)
3–5 Apr. 2002	Before SBSTA 16	Workshop to elaborate draft technical guidance on adjustments under Article 5, paragraph 2, of the Kyoto Protocol	21/CP.7	Athens, Greece	Canada, Norway	FCCC/SBSTA/2002/INF.5	Participants: AI 29, NAI 14
4–6 Apr. 2002		Workshop on the Third Assessment Report of the Intergovernmental Panel on Climate Change	25/CP.7	Bonn, Germany	Canada, Germany	FCCC/SBSTA/2002/INF.4	Participants: AI 32, NAI 25
7–9 Apr. 2002		Workshop on the terms of reference and an agenda for work relating to afforestation and reforestation activities under the clean development mechanism in the first commitment period	17/CP.7	Orvieto, Italy	Italy, United Kingdom of Great Britain and Northern Ireland	FCCC/SBSTA/2002/4	Participants: AI 27, NAI 21
10–12 Apr. 2002	2002	Workshop of the Consultative Group of Experts (CGE) on National Communications from Parties not included in Annex I to the Convention	31/CP.7	Bonn, Germany	Germany, Netherlands, Switzerland, United States of America, (through Bonn Fund)	FCCC/SBI/2002/INF.3.	Participants: AI 5, NAI 41 Back to back with Intersessional workshop on revision of the guidelines, 15–17 Apr. 2002

Dates held	Dates proposed in conclusions/decisions	Workshop meeting title	Mandate^a	Venue	Funding (as of 30 Sept. 2004)	Workshop report document	Remarks^b
15–17 Apr. 2002		Intersessional workshop on the revision of the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention	32/CP.7	Bonn, Germany	Germany (through Bonn Fund), Netherlands, Switzerland, United States,	FCCC/SBI/2002/INF.2	Participants: AI 13, NAI 34 Back to back with CGE workshop on NC, 10–12 Apr.2002
18–19 Apr. 2002		Expert workshop on technology information	4/CP.7	Beijing, China	United States, United Nations Development Programme (UNDP)-Global Environment Facility (GEF)	FCCC/SBSTA/2002/INF.6	Participants: AI 18, NAI 25 Back to back with preparatory meeting of the EGTT, 22 Apr. 2002
22 Apr. 2002		The preparatory meeting of the Expert Group on Technology Transfer (EGTT)	4/CP.7	Seoul, Republic of Korea	United States, UNDP-GEF	FCCC/SBSTA/2002/9	Back to back with expert meeting on methodologies for technology, 23–25 Apr. 2002
23–25 Apr. 2002		Expert meeting on methodologies for technology needs assessments	4/CP.7	Seoul, Republic of Korea	United States, UNDP/GEF	FCCC/SBSTA/2002/INF.7	Participants: AI 14, NAI 29 Back to back with preparatory meeting of the EGTT, 22 Apr. 2002
7–8 May 2002	Before SBSTA 16	Workshop on cleaner or less greenhouse gas-emitting energy: exchange of information and views.	FCCC/SBSTA/2001/8, paragraph 51	Whistler, Canada	Canada	FCCC/SBSTA/2002/INF.8	Participants: AI 20, NAI 15
16–18 May 2002	Before COP 8	Workshop on the status of modelling activities to assess the adverse effects of climate change and the impact of implemented response measures	5/CP.7, paragraph 33	Bonn, Germany	Unearmarked supplementary funds	FCCC/SBI/2002/9	Participants: AI 16, NAI 11
2–3 June 2002		Workshop to develop a work programme on activities related to Article 6 of the Convention	FCCC/SBSTA/2001/2, paragraph 27 SBSTA 14	Bonn, Germany	Belgium, Netherlands, United States	FCCC/SBSTA/2002/INF.10 FCCC/SBSTA/2002/11	Participants: AI 12, NAI 12 Pre-sessional
2–3 June 2002	Before SBSTA 16	Workshop on the draft revised uniform reporting format for activities implemented jointly under the pilot phase	8/CP.7	Bonn, Germany	United States	FCCC/SBSTA/2002/INF.9	Participants: AI 16, NAI 36
2–3 June 2002		Pre-sessional consultations on registries	19/CP.7	Bonn, Germany	Netherlands, Portugal, Switzerland	FCCC/SBSTA/2002/INF.2	Participants: AI 49, NAI 12 Pre-sessional
8–10 Aug. 2002	2002	Workshop of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention	31/CP.7	Nassau, Bahamas	Netherlands, Switzerland, United States	FCCC/SBI/2002/INF.10	Participants: AI 6, NAI 21

Dates held	Dates proposed in conclusions/decisions	Workshop meeting title	Mandate ^a	Venue	Funding (as of 30 Sept. 2004)	Workshop report document	Remarks ^b
25–27 Sept. 2002	Report at SBSTA 17	Expert meeting to share information on the development of the scientific and methodological aspects of the proposal by Brazil.	FCCC/SBSTA/2001/2, paragraph 32 SBSTA 14	Bracknell, United Kingdom	Australia, Netherlands, Switzerland.	FCCC/SBSTA/2002/INF.14	
19–20 Oct. 2002		Pre-sessional consultations on Registries	19/CP.7	New Delhi, India	Netherlands, New Zealand, Portugal, Switzerland	FCCC/SBSTA/2002/INF.20	Pre-sessional
21 Oct. 2002		Pre-sessional consultations on "Good Practices" in Policies and Measures among Parties included in Annex I to the Convention	13/CP.7 FCCC/SBSTA/2002/6, paragraph 45	New Delhi, India	Participation fund	FCCC/SBSTA/2002/INF.13	Pre-sessional
Not held		Regional workshops in order to facilitate information exchange and integrated assessments, including for adaptation	5/CP.7, paragraph 32				Parties did not set a specific deadline for holding this workshop. One workshop on local coping strategies and technologies for adaptation was held responding at least in part, to this mandate, in New Delhi, India in November 2003
12–14 Feb. 2003	February 2003	Workshop on definitions and modalities for including afforestation and reforestation project activities under Article 12 of the Kyoto Protocol in the first commitment period.	FCCC/SBSTA/2002/6 SBSTA 16	Foz do Iguaçu, Brazil	Canada, Finland, Japan, Sweden, United Kingdom	FCCC/SBSTA/2003/8	Participants: AI 22, NAI 28
6–8 Mar. 2003		Least Developed Countries Expert Group (LEG) workshop on National Adaptation Programmes of Action (NAPA) preparation by least developed country (LDC) small island developing States.	8/CP.8	Apia, Samoa	GEF	FCCC/SBI/2003/6	Participants: AI 0, NAI 17 Organized by United Nations Institute for Training & Research (UNITAR) in cooperation with UNFCCC secretariat. Back to back with LEG meeting 3–5 Mar. 2003
7–9 Apr. 2003	Apr. 2003	Second workshop to elaborate draft technical guidance on methodologies for adjustments under Article 5, paragraph 2 of the Kyoto Protocol (Second adjustments workshop)	21/CP.7 SBSTA 17	Lisbon, Portugal	Canada, New Zealand, Norway, Portugal	FCCC/SBSTA/2003/INF.5 and Add.1.	Participants: AI 26, NAI 15
8–11 Apr. 2003		Workshop on the use of the guidelines for the preparation of national communications of non-Annex I Parties	17.CP.8	Port Louis, Mauritius	Switzerland, United States, (ISDR funded one participant)	FCCC/SBI/2003/INF.2	Participants: AI 4, NAI 50

Dates held	Dates proposed in conclusions/decisions	Workshop meeting title	Mandate ^a	Venue	Funding (as of 30 Sept. 2004)	Workshop report document	Remarks ^b
9–10 Apr. 2003		Workshop on enabling environments for technology transfer.	FCCC/SBSTA/2002/13	Ghent, Belgium	Belgium, Canada, Finland, Germany, Japan, United Kingdom, United States	FCCC/SBSTA/2003/INF.4	Participants: AI 17, NAI 17 Back to back with special meeting of EGTT 11 Apr. 2003
11 Apr. 2003		Special meeting of the EGTT	FCCC/SBSTA/2002/13	Ghent, Belgium	Belgium, Canada, Finland, Germany, Japan, United Kingdom, United States	FCCC/SBSTA/2003/INF.4	Back to back with workshop on enabling environments for technology transfer 9–10 Apr. 2003
6–8 May 2003	2003	European regional workshop on Article 6 of the Convention	11/CP.8 FCCC/SBSTA/2002/13, paragraph 52 (b)	Le Grand-Hornu Mons, Belgium	Belgium, France	FCCC/SBI/2003/10	Participants: AI 51, NAI 10 Fully organized by Belgium
12–13 May 2003	Before COP 8	Workshop on insurance and risk assessment in the context of climate change and extreme weather events.	5/CP.7	Bonn, Germany	Canada	Oral report SBSTA 18 FCCC/SBI/2003/11	Participants: AI 19, NAI 13 Back to back with insurance-related actions 14–15 May 2003. Late, due to non-availability of resources
14–15 May 2003	Before COP 8	Workshop on insurance-related actions to address the specific needs and concerns of developing country Parties arising from the adverse effects of climate change and from the impact of the implementation of response measures	5/CP.7	Bonn, Germany	Canada	Oral report SBSTA 18 FCCC/SBI/2003/11	Back to back with insurance and risk assessment 12–13 May 2003. Late, due to non-availability of resources
2 June 2003		Pre-sessional consultations on registries	19/CP.7 24/CP.8	Bonn, Germany	Italy, Netherlands, New Zealand, Portugal, Switzerland, United Kingdom	FCCC/SBSTA/2003/INF.6	Pre-sessional
2 June 2003	Before SBSTA 18	Pre-sessional consultations on the GCOS second adequacy report	FCCC/SBSTA/2002/13, paragraph 45	Bonn, Germany	Core Fund	FCCC/SBSTA/2003/10/Add.1	Participants: AI 23, NAI 16
25–27 June 2003	During 2003	Regional workshop on NAPA preparation for African Anglophone LDCs	8/CP.8	Addis Ababa, Ethiopia	GEF		Participants: AI 0, NAI 31 Organized by UNITAR in cooperation with UNFCCC secretariat

Dates held	Dates proposed in conclusions/decisions	Workshop meeting title	Mandate ^a	Venue	Funding (as of 30 Sept. 2004)	Workshop report document	Remarks ^b
2–4 July 2003	Before COP 9	Workshops on “Possible synergy and joint action with the other multilateral environmental conventions and agreements” and on “Enhancing cooperation with other conventions”	5/CP.7 FCCC/SBSTA/2003/13, paragraph 49 (g)	Espoo, Finland	Italy, Norway, Switzerland	FCCC/SB/2003/1	Participants: AI 28, NAI 19
9–11 Sept. 2003		Regional workshop on NAPA preparation for Asian LDCs	8/CP.8	Thimphu, Bhutan	GEF		Participants: AI 0, NAI 42 Organized by UNITAR in cooperation with UNFCCC secretariat. Back to back with LEG meeting 8, 12, 13 Sept. 2003
22–23 Sept. 2003		Expert meeting on development of common reporting format for Land Use, Land Use Change & Forestry (LULUCF)		Bonn, Germany	Core Fund		There was no specific mandate for the expert meeting. The secretariat invited experts to assist with the development of common report format tables for LULUCF. The tables that were developed were considered by SBSTA 19 (FCCC/SBSTA/2003/INF.11) and were adopted by COP 9 (decision 13/CP.9)
18–19 Oct. 2003	Before COP 9	Workshop on the needs and options of non-Annex I Parties for economic diversification, and on support programmes by Annex II Parties to address these needs	5.CP/7, paragraphs 35–36	Tehran, Iran	Canada and unearmarked supplementary fund	FCCC/SBI/2003/18	Participants: AI 7, NAI 21
28–31 Oct. 2003	During 2003	Regional workshop on NAPA preparation for Francophone countries	8/CP.8	Ouagadougou, Burkina Faso	GEF		Participants: AI 7, NAI 86 Organized by UNITAR in cooperation with UNFCCC secretariat
11–12 Nov. 2003	Nov. 2003	Special meeting on EGTT	1/CP.8	New Delhi, India	Germany	FCCC/SBSTA/2003/12	Back to back with Clean Developed Mechanism (CDM) 10 Nov and adaptation workshop 12–13 Nov. 2003
12–13 Nov. 2003		Expert Workshop on local coping strategies and technologies for adaptation	1/CP.8 partially 5/CP.7, paragraph 32	New Delhi, India	Canada, United States	FCCC/SB/2003/INF.2	Participants: AI 20, NAI 37 Back to back with CDM meeting 10 Nov. and special meeting of EGTT 11–12 Nov. 2003
27–28 Nov. 2003		Pre-sessional consultations on the Intergovernmental Panel on Climate Change (IPCC) Third Assessment Report	FCCC/SBSTA/2003/10, paragraph 10	Milan, Italy	Core Fund	No report	Pre-sessional

Dates held	Dates proposed in conclusions/decisions	Workshop meeting title	Mandate ^a	Venue	Funding (as of 30 Sept. 2004)	Workshop report document	Remarks ^b
27–29 Nov. 2003		Consultations on definitions and modalities for including afforestation and reforestation project activities under Article 12 of the Kyoto Protocol	SBSTA 16 SBSTA 18, FCCC/SBSTA/2003/10 paragraph 23 (c)	Milan, Italy	Core and Participation funds	Orally presented by the co-chairs of the contact group	Pre-sessional
28–29 Nov. 2003	Before COP 9	Pre-sessional consultations on Registry Systems	19/CP.7, 24/CP.8	Milan, Italy	Germany, Italy, Netherlands, New Zealand, Norway, Portugal Spain, Sweden, Switzerland, United Kingdom	FCCC/SBSTA/2003/INF.13	Pre-sessional
29 Nov. 2003		Pre-sessional consultations on progress on the implementation of activities under decision 5/CP.7	FCCC/SBI/2003/8, paragraph 26	Milan, Italy	Participation fund	Oral report (SBI 19 report, FCCC/SBI/2003/19)	Pre-sessional
28–30 Jan. 2004	2003	African regional workshop on Article 6 of the Convention	11/CP.8 FCCC/SBSTA/2002/13, paragraph 52 (b)	Banjul, Gambia	Canada, France, United States, UNEP	FCCC/SBI/2004/7	Participants: AI 0, NAI 24 Co-organized with United Nations Environment Programme (UNEP)
TBA		Regional workshop for Latin America and the Caribbean on Article 6	11/CP.8 FCCC/SBSTA/2002/13, paragraph 52 (b)	Uruguay	None		No funding available yet
TBA		Asian regional workshop on Article 6	11/CP.8 FCCC/SBSTA/2002/13, paragraph 52 (b)	Bangkok, Thailand	None		No funding available yet
25–26 Apr. 2004		Expert Meeting on Methods and Tools to assess impacts, vulnerability and adaptation		Manila, Philippines	Core Fund	Review of draft Compendium of Methods and Tools to evaluate impacts of, vulnerability and adaptation to climate change	There was no explicit mandate for this meeting. It was organized in the context of the ongoing work for the review of the draft compendium on methods and tools to assess impacts, vulnerability and adaptation
26–30 Apr. 2004		Workshop on the preparation of national communications from non-Annex I Parties	17/CP.8	Manila, Philippines	Philippines, Spain, Switzerland, United States, Asia–Pacific Network for Global Change Research (APN)	FCCC/SBI/2004/INF.6	Participants: AI 3, NAI 59 Back to back with 2nd meeting of CGE 3–4 May 2004
26–27 May 2004		Workshop on the implementation of Article 6 projects under the Kyoto Protocol	16/CP.7	Moscow, Russian Federation	Denmark, Nordic Council of Ministries	FCCC/CP/2004/7	Participants: AI 58, NAI 14

Dates held	Dates proposed in conclusions/decisions	Workshop meeting title	Mandate ^a	Venue	Funding (as of 30 Sept. 2004)	Workshop report document	Remarks ^b
Not held	June 2004	Pre-sessional workshop to receive feedback from interested Parties on the further development of the clearing house, and to provide input to the SBI at its twentieth session for its consideration of future action relating to the clearing house	FCCC/SBI/2003/19, paragraph 41 (d)	Bonn, Germany	None		Event cancelled due to non-availability of resources
18 June 2004		In-session workshop on adaptation	FCCC/SBSTA/2003/15, paragraph 11 (e)	Bonn, Germany	Bonn Fund	Oral report of the Chair of the SBSTA (http://unfccc.int/sessions/sb20/chair_report.pdf)	
19 June 2004		In-session workshop on mitigation	FCCC/SBSTA/2003/15, paragraph 11 (e)	Bonn, Germany	Bonn Fund	Oral report of the Chair of the SBSTA (http://unfccc.int/sessions/sb20/chair_report.pdf)	
30 Aug.–1 Sept. 2004	Before SBSTA 21	Workshop on Harvested Wood Products	FCCC/SBSTA/2003/15, paragraph 27 (d)	Lillehammer, Norway	Canada, New Zealand, Norway, Switzerland	FCCC/SBSTA/2004/INF.11	Participants: AI 36, NAI 13
6–8 Sept. 2004	Second half of 2004	Workshop on emissions projections of Annex I Parties	FCCC/SBSTA/2003/15, paragraph 14 (f)	Bonn, Germany	Bonn fund	FCCC/SBSTA/2004/INF.15	Participants: AI 44, NAI 10
27–29 Sept. 2004		Workshop on innovative options for financing the development and transfer of technologies	FCCC/SBSTA/2003/15, paragraph 34 (l)	Montreal, Canada	Canada, European Commission, Finland, United States, Climate Technology Initiative (CTI)	FCCC/SBSTA/2004/11	Participants: AI 19, NAI 19 Back to back with special meeting on EGTT 29–30 Sept. 2004
29–30 Sept. 2004		Special meeting of EGTT	FCCC/SBSTA/2003/15, paragraph 34 (l)	Montreal, Canada	Canada, European Commission, Finland, United States, Climate Technology Initiative (CTI)	FCCC/SBSTA/2004/11	Back to back with Innovative options for financing the development and transfer of technologies, 27–29 Sept. 2004
30 Sept.–1 Oct. 2004		Workshop on the preparation of the fourth national communications by Parties included in Annex I to the Convention	1/CP.9, paragraph 8	Dublin, Ireland	Unearmarked supplementary funds		Participants: AI 56, NAI 3 Supplementary funds used but for only (economies in transition) EIT and NAI participants.

Dates held	Dates proposed in conclusions/decisions	Workshop meeting title	Mandate^a	Venue	Funding (as of 30 Sept. 2004)	Workshop report document	Remarks^b
25–29 Oct. 2004		CGE hands-on training workshop on national greenhouse gas inventories for the Latin America and the Caribbean region	3/CP.8	Panama City, Panama	Finland, Panama (in kind), Spain, Switzerland, United States		
25–27 Oct. 2004		LDC consultative meeting for the least developed countries to prepare for the negotiations at COP 10	FCCC/SBI/2004/10, paragraph 69	Dar-e-salaam, Tanzania	UNEP, Netherlands		Facilitated by UNEP with substantive support from the UNFCCC secretariat
8–10 Nov. 2004		Intersessional consultations on registry systems	19/CP.7, 24/CP.8	Bonn, Germany	Austria, Canada, European Commission, Finland, Germany, Ireland, Italy, Japan, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom	FCCC/SBSTA/2004/INF.18	
3 Dec. 2004	After SBI 20, before COP 10	Pre-sessional meeting of practioners on capacity building	9/CP.9, paragraph 3	Buenos Aires, Argentina	Canada, Netherlands		Pre-sessional

^a Decisions of the Conference of the Parties are listed in the form 3/CP.5, etc., and can be found in the documentation pages of the secretariat web site. The other references are to documents of the subsidiary bodies, and are also available on the secretariat web site.

^b Number of participants of Annex I Parties (AI) and non-Annex I Parties (NAI) are listed when lists of participants are available.
