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Agenda item 7 (e)
Administrative and financial matters
Internal review of the activities of the secretariat

Internal review of the activities of the secretariat

Draft conclusions proposed by the Chair

Addendum

**Recommendation of the Subsidiary Body for Implementation to the
Conference of the Parties**

The Subsidiary Body for Implementation (SBI), at its twenty-second session, decided to recommend the following draft conclusions for adoption by the Conference of the Parties (COP) at its eleventh session:

Draft conclusions on the internal review of the activities of the secretariat

1. The COP, acting upon the recommendation of the SBI, took note of the report by the Executive Secretary on the findings of the internal review of the activities of the secretariat (FCCC/SBI/2005/6), prepared in response to decision 16/CP.9. It noted the importance of the exercise in framing the work programme and proposed programme budget of the secretariat for the 2006–2007 biennium (FCCC/SBI/2005/8).
2. The COP welcomed the initiatives undertaken by the Executive Secretary to follow up on the findings of the internal review, and requested that Parties be informed of the progress made in implementing these initiatives through the secretariat's regular performance reports.
3. The COP recalled its decisions 2/CP.7, 4/CP.7 and 29/CP.7 describing the **mandates of the expert groups** (the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, the Expert Group on Technology Transfer, and the Least Developed Countries Expert Group, respectively) and the support to be provided to them by the secretariat. It invited the chairs of the expert groups to ensure that requests to the secretariat for work in support of the expert groups remain within mandates and within the resources available for such activities.

4. The COP underlined the importance of the efforts undertaken by the secretariat to improve the **timeliness and quality of documentation** requested in the intergovernmental process, recognizing that both can be affected by resource limitations and the volume of documents requested. It recommended that the number of documents be reduced. The COP recognized the advantage of Parties exercising discipline when requesting the secretariat to prepare documents, bearing in mind the considerable resources required for the preparation of documentation. It welcomed the initiative by the secretariat to improve the reader-friendliness of documents, and encouraged it to consider alternative ways of providing the necessary information in a concise manner.

5. The COP appreciated the wealth of information provided through the UNFCCC **information systems** and its importance in the intergovernmental process. It requested the secretariat to keep Parties informed of information systems available and progress in their development and integration. The importance of user-friendliness in information systems was underlined.
