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**Item 15 (b) of the provisional agenda**

**Administrative, financial and institutional matters**

**Programme budget for the biennium 2008–2009**

**Proposed programme budget for the biennium 2008–2009**

**Note by the Executive Secretary\***

**Addendum**

**Work programme for the secretariat for the biennium 2008–2009**

*Summary*

This document summarizes the proposed work programme and resource requirements for the biennium 2008–2009 for consideration by the Subsidiary Body for Implementation at its twenty-sixth session. The activities to be carried out and the expected results are based on the resources available from the core budget of the Convention and its Kyoto Protocol, as proposed in document FCCC/SBI/2007/8.

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\* Submission of this document has been delayed due to the internal consultations that were required.

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## I. Introduction

1. This document summarizes the work programme of the secretariat for the biennium 2008–2009. It provides details on the programmatic and resource information underlying the programme budget for the biennium 2008–2009 contained in document FCCC/SBI/2007/8. An organizational chart of the secretariat is included in the annex to this document.

2. In line with the secretariat's efforts to implement results-based budgeting and the decision of the Subsidiary Body for Implementation (SBI) at its twenty-second session (FCCC/SBI/2005/6, paras. 72–76), the work programme presents the following categories:

- (a) **Objectives:** the overall desired achievement envisaged in the longer term (not only in the biennium);
- (b) **Activities:** the actions to be taken and work to be performed to transform the resources (staff, management, finance, equipment and knowledge) into outputs and ultimately results;
- (c) **Expected results:** in general terms the desired outcome or accomplishment resulting from activities carried out and outputs produced in the biennium;
- (d) **Performance indicators:** features or characteristics used to measure the progress in achieving the expected result;
- (e) **Legislative mandates:** the main decisions and provisions under the Convention and its Kyoto Protocol which constitute the legal basis for the activities carried out in a particular programme.

3. During the biennium 2006–2007, the secretariat continued to develop performance indicators with the guidance of the United Nations Office of Internal Oversight Services. In order to present information to Parties which represents the overall achievements of the secretariat, performance indicators are shown at the secretariat-wide level in chapter II.A.

4. Activities and resource requirements related to the UNFCCC Trust Fund for Supplementary Activities are presented in document FCCC/SBI/2007/8/Add.2. It is, however, important to note that some of the mandated activities can be implemented fully only if associated supplementary resources are available (e.g. substantive and organizational support to workshops are financed from core budget resources, while participation and other workshop costs are financed from supplementary resources).

## II. Programmes

### A. Executive Direction and Management

**Objective 1:**

To enhance the overall coherence of the work of the secretariat and its responsiveness to the needs of Convention and Protocol bodies (Article 8, paragraph 2(a), of the Convention, Article 14, paragraph 2, of the Kyoto Protocol and decision 1/CMP.1)

*Expected results:*

- The secretariat is able to respond to the priorities of Parties and ready to support emerging issues and negotiations related to them
- Intergovernmental meetings under the Convention and its Kyoto Protocol provide a forum for taking decisions and advancing the global response to climate change
- The work of the Ad hoc Working Group on Further Commitments by Annex I Parties under the Kyoto Protocol (AWG) and other processes under the Convention and its Kyoto Protocol related to future action on climate change are able to advance in line with established mandates

*Activities:*

- Provide overall leadership and strategic guidance to the secretariat
- Liaise with the presiding officers of Convention and Protocol bodies and with high-level representatives of Parties and observers
- Coordinate and plan the management of the secretariat to promote a targeted and forward-looking approach in supporting the intergovernmental process and responding to emerging priorities of Parties
- Lead and oversee the support to the Ad Hoc Working Group on Further Commitments from Annex I Parties under the Kyoto Protocol and other processes related to future action
- Advance the UNFCCC process through high-quality policy analysis in close collaboration with programmes

**Objective 2:**

To strengthen the secretariat's outreach activities to Parties, observer organizations and the media and mobilize the United Nations and other international agencies in support of the UNFCCC process and action on climate change (Article 8.2(c) and 8.2(e) of the Convention and Article 14.2 of the Kyoto Protocol)

*Expected results:*

- The necessary coordination of UNFCCC activities with those of other international bodies is ensured and other United Nations and intergovernmental organizations contribute to the global response to climate change in line with decisions by the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)
- Information on UNFCCC activities reflecting the views of the Convention and Protocol Bodies is effectively communicated
- Interests of the Convention process advance through enhanced attention to climate change impacts and efforts to address it

*Activities:*

- Liaise with secretariats of other international bodies and encourage other United Nations and intergovernmental organizations through high-level contacts to contribute in a cooperative manner to the implementation of decisions by the COP and CMP, in particular in facilitating assistance to developing country Parties
- Represent the UNFCCC at intergovernmental meetings, including those of the United Nations General Assembly, Global Environment Facility (GEF), United Nations Environment Programme (UNEP), United Nations Development Programme (UNDP), United Nations Commission on Sustainable Development (CSD), World Bank, World Trade Organization (WTO), other conventions and major international conferences
- Manage secretariat outreach and representation
- Lead and conduct media outreach with respect to climate change impacts and efforts to address it

**Objective 3:**

To enhance good management of the secretariat, including its human and financial resources (Article 8.2(f) of the Convention and Article 14.2 of the Kyoto Protocol)

*Expected results:*

- The best qualified staff reflecting a broad geographic spectrum and gender balance are recruited, trained and retained
- Staff are satisfied with their job and with management
- The secretariat has the required resources to implement mandates given to it by the COP and CMP
- Financial resources are managed in a sound manner and utilized to maximize the benefit to the UNFCCC process
- Information is used in an effective and transparent manner and shared across the secretariat and with external partners to maximize overall effectiveness

*Activities:*

- Oversee the management of financial and human resources of the secretariat
- Oversee the preparation and implementation of the secretariat's budget and work plan, and lead fund-raising efforts
- Maintain information flow, including through a registry and messenger system

**Secretariat-wide performance indicators:**

- Level of satisfaction of Parties with the work of the secretariat
- Percentage of mandates completed and on time
- Frequency of reference to the UNFCCC process in the media
- Utilization rate of core and supplementary funds

**Legislative mandates:**

Article 8.2 of the Convention

Article 14.2 of the Kyoto Protocol

Decision 1/CMP.1

Consideration of commitments for subsequent periods for Parties included in Annex I to the Convention under Article 3, paragraph 9, of the Kyoto Protocol

Resource requirements for the Executive Direction and Management programme:

Posts required	1 ASG, 1 P-5, 1 P-4, 2 P-3, 1 P-2, 8.5 GS
Other costs	USD 996,000

### B. Office of the Deputy Executive Secretary

**Objective 1:**

To coordinate and manage the secretariat's support for the COP and CMP to enable progress to be made in the intergovernmental process (Articles 7 and 8.2 of the Convention and Articles 13 and 14.2 of the Kyoto Protocol)

*Expected results under the Convention and its Kyoto Protocol:*

- Climate change intergovernmental meetings provide a forum for taking decisions and advancing the process of responding to climate change
- Presidents and the Bureau are well informed and able to carry out their functions effectively
- The high-level segment runs smoothly and provides political impetus to the process
- Parties and observers are able to participate effectively in sessions owing to timely and clear information and good organization of informal groups

*Activities under the Convention and its Kyoto Protocol:*

- Plan and organize sessions of the climate change intergovernmental process, especially the COP and CMP
- Provide inputs to, and maintain the records of, the intergovernmental process
- Draft COP and CMP reports, provisional agendas, annotations and other documents
- Advise Presidents, the Bureau, chairs and elected officers, and the Executive Secretary on strategic, political, procedural and organizational aspects of the intergovernmental process
- Organize Bureau meetings and prepare procedural as well as substantive documentation, including secretariat briefing notes and the President's speaking notes
- Assist Presidents in the organization of high-level consultations
- Issue relevant communications to Parties and observers directly, through publications, and via the Internet
- Coordinate and plan the secretariat support to the intergovernmental process, promote coherence in procedures and ensure clear guidelines and policies through, inter alia, chairing the secretariat's management committee on the intergovernmental process

**Objective 2:**

To assist the Executive Secretary in ensuring the coherence of the work of the secretariat and mobilizing United Nations and other international agencies (Articles 8.2 of the Convention and Article 14.2 of the Kyoto Protocol)

*Expected results under the Convention and its Kyoto Protocol:*

- The secretariat is able to respond to the priorities of and requests by Parties, and mandates are fulfilled
- The Executive Secretary is able to provide overall leadership and strategic direction to the secretariat
- Activities undertaken are coherent across programmes
- The distribution of tasks and responsibilities among programmes is clear
- Internal processes function smoothly, staff members are aware of procedures and roles and are satisfied with their work and with management

- United Nations and other international agencies support the UNFCCC process

*Activities under the Convention and its Kyoto Protocol:*

- Chair and participate in secretariat-wide managerial committees, bringing in ideas and facilitating decisions
- Provide the Executive Secretary, Directors and Coordinators with timely and substantive advice
- Coordinate and oversee work programme and budget preparation as well as fund-raising activities, and monitor their implementation
- Ensure and guide the provision of administrative, information and conference services to Parties and the secretariat
- Build links and partnerships with United Nations and other international agencies to advance Parties' objectives

**Legislative mandates:**

Article 7 of the Convention

Article 8.2 of the Convention

Article 13 of the Kyoto Protocol

Article 14.2 of the Kyoto Protocol

Resource requirements for the Office of the Deputy Executive Secretary:

Posts required	1 D-2, 1 P-5, 1 P-3, 2 GS
Other costs	USD 135,000

### C. Reporting, Data and Analysis

**Objective 1:**

To enhance support to the Protocol bodies in their work on emissions trading, registry systems and related issues (Articles 7.4 and 17 of the Kyoto Protocol, and decisions 11/CMP.1, 13/CMP.1, 16/CP.10)

*Expected results under the Kyoto Protocol:*

- The CMP is informed of the activities of the International Transaction Log (ITL) administrator, including in relation to the Registry System Administrators (RSA) Forum
- The CMP provides guidance to ITL and registry administrators, as needed

*Activities under the Kyoto Protocol:*

- Report and provide guidance to the subsidiary bodies and the CMP on issues relating to emissions trading and registry systems
- Report to the CMP on activities of the ITL administrator and RSA Forum

**Objective 2:**

To validate assigned amount transactions under the Kyoto Protocol against modalities and procedures adopted by the CMP (Article 7.4 of the Kyoto Protocol, and decisions 13/CMP.1 and 5/CMP.1)

*Expected results under the Kyoto Protocol:*

- Parties are able to participate in the Kyoto mechanisms and conduct other transactions to implement their assigned amount accounting
- Kyoto transactions are considered credible by Parties, business and the public and the integrity of the Kyoto assigned amount accounting is upheld

*Activities under the Kyoto Protocol:*

- Maintain the smooth operation of the ITL
- Upgrade the ITL software and operation, as needed
- Maintain legal arrangements with administrators of registry systems
- Participate in conferences and workshops

**Objective 3:**

To enhance support to the intergovernmental negotiations on matters related to national communications, greenhouse gas (GHG) inventories, assigned amounts under the Kyoto Protocol, policy instruments, including emissions trading, issues related to commitments of individual countries and future commitments (Article 12 of the Convention, and decisions 13/CP.7, 25/CP.8, 7/CP.11, 26/CMP.1 and 10/CMP.2)

*Expected results under the Convention and its Kyoto Protocol:*

- Negotiations on matters related to national communications, GHG inventories, policy instruments, including emissions trading, issues related to commitments of individual countries and future commitments are adequately supported

*Activities under the Convention and its Kyoto Protocol:*

- Prepare annotations, briefing notes, speaking notes and reports on the session to reflect key issues under negotiation and expected outcomes
- Liaise with the chairs of the subsidiary bodies and delegates to set up realistic expectations for the negotiations

**Objective 4:**

To facilitate the implementation of the Convention and its Kyoto Protocol by providing Parties with compilations of information and analysis of the implementation of the Convention and the Kyoto Protocol, including on issues related to emission trends and policy instruments (decisions 19/CP.8, 7/CP.11 and 26/CMP.1)

*Expected results under the Convention and its Kyoto Protocol:*

- Parties are provided with consistent information and policy analysis on various aspects of the implementation of the Convention and its Kyoto Protocol

*Activities under the Convention and its Kyoto Protocol:*

- Conduct analysis and compilation of information reported by Parties in various reports and submissions

**Objective 5:**

To strengthen implementation of reporting and review guidelines for national communications, GHG inventories and assigned amount information (decisions 18/CP.8, 19/CP.8, 13/CP.9, 14/CP.11, 13/CMP.1, 15/CMP.1, 16/CMP.1, 17/CMP.1, 19/CMP.1, 20/CMP.1, 22/CMP.1, 24/CMP.1 and 25/CMP.1)

*Expected results under the Convention and its Kyoto Protocol:*

- The review process is implemented efficiently and effectively

- The review process ensures a robust assessment of the efforts of Parties included in Annex I to the Convention (Annex I Parties) in implementation, including that of policy instruments
- The quality of the information reported by Annex I Parties enhances over time
- The review process ensures that a robust assessment results from implementation, including of GHG inventories and assigned amounts
- Reporting and review facilitate accurate estimates of GHG emissions

*Activities under the Convention and its Kyoto Protocol:*

- Assist Annex I Parties in the preparation and submission of the annual GHG inventory and national communications
- Develop and upgrade GHG information system and tools for processing and review of inventory data
- Maintain and update a user-friendly data interface aimed at both the general public and the experts
- Assist Annex I Parties in the preparation and submission of their national communications
- Coordinate reviews of Annex I Parties national communications and GHG inventories
- Support methodological work on GHG inventories

**Objective 6:**

To enhance the expertise of inventory experts and increase the pool of such experts, and facilitate exchange of experience among inventory experts and lead reviewers (decisions 12/CP.9 and 24/CMP.1)

*Expected results under the Convention and its Kyoto Protocol:*

- The capacity to organize an effective review process, as well as reporting, are improved

*Activities under the Convention and its Kyoto Protocol:*

- Organize on-line training for the inventory experts
- Support exchange of information among inventory lead reviewers

**Legislative mandates**

Mandates originate from Article 12 of the Convention, and Articles 5, 7, 8 and 17 of the Kyoto Protocol. They relate to reporting and review of information submitted by Annex I Parties to the Convention and Annex B Parties to the Kyoto Protocol, and are supplemented by a number of COP and CMP decisions, which specify the information and data to be provided by Parties and how the review process should be organized by the secretariat.

These **mandates** can be broadly grouped under the following headings:

- Monitoring the implementation of the Convention on the basis of national communications and annual inventory submissions
- Monitoring and verification of the commitments under Annex B of the Kyoto Protocol on the basis of national communications, annual inventory submissions and supplementary information submitted in accordance with Article 7 of the Kyoto Protocol
- Supporting proper functioning of the ITL required for transfer and accounting of units between the Kyoto Protocol Parties participating in the flexibility mechanisms

Decision 13/CP.7

"Good practices" in policies and measures among Parties included in Annex I to the Convention

Decision 18/CP.8	Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, part I: UNFCCC reporting guidelines on annual inventories
Decision 19/CP.8	UNFCCC guidelines for the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention
Decision 25/CP.8	Demonstrable progress under Article 3, paragraph 2, of the Kyoto Protocol
Decision 12/CP.9	Issues relating to the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention
Decision 13/CP.9	Good practice guidance for land use, land-use change and forestry in the preparation of national greenhouse gas inventories under the Convention
Decision 7/CP.11	Review processes during the period 2006–2007 for Parties included in Annex I to the Convention
Decision 14/CP.11	Tables of the common reporting format for land use, land-use change and forestry
Decision 11/CMP.1	Modalities, rules and guidelines for emissions trading under Article 17 of the Kyoto Protocol
Decision 13/CMP.1	Modalities for the accounting of assigned amounts under Article 7, paragraph 4, of the Kyoto Protocol
Decision 15/CMP.1	Guidelines for the preparation of the information required under Article 7 of the Kyoto Protocol
Decision 16/CMP.1	Land use, land-use change and forestry
Decision 17/CMP.1	Good practice guidance for land use, land-use change and forestry activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol
Decision 19/CMP.1	Guidelines for national systems under Article 5, paragraph 1, of the Kyoto Protocol
Decision 20/CMP.1	Good practice guidance and adjustments under Article 5, paragraph 2, of the Kyoto Protocol
Decision 22/CMP.1	Guidelines for review under Article 8 of the Kyoto Protocol
Decision 24/CMP.1	Issues relating to the implementation of Article 8 of the Kyoto Protocol – 1
Decision 25/CMP.1	Issues relating to the implementation of Article 8 of the Kyoto Protocol – 2
Decision 26/CMP.1	Review processes during the period 2006–2007 for Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol
Decision 10/CMP.2	Proposal from Belarus to amend Annex B to the Kyoto Protocol

Resource requirements for the Reporting, Data and Analysis programme:

Posts required	1 D-1, 2 P-5, 5 P-4, 8 P-3, 3 P-2, 8 GS
Other costs	USD 2,338,000

#### D. Financial and Technical Support

##### Objective 1:

To ensure support to Parties not included in Annex I to the Convention (non-Annex I Parties) and Parties with economies in transition (EIT Parties) to fulfil their commitments under the Convention and build their capacity to address issues relating to climate change through the provision of financial and technical support, as well as support to expert groups and to the intergovernmental process

*Expected results under the Convention and its Kyoto Protocol:*

- Secretariat documents and advice facilitate the successful negotiations of decisions and conclusions related to funding/funds, capacity-building and the least developed countries (LDCs), as well as issues related to commitments of non-Annex I Parties and EIT Parties
- Interprogramme cooperation enhances the output, quality and timeliness of cross-cutting issues
- Information on UNFCCC activities reflecting the views of the Convention and Protocol Bodies is communicated effectively
- Parties and the public at large access information on the UNFCCC website on the implementation of the Convention and its Kyoto Protocol as they relate to financial and technical support to developing countries
- The CMP is informed of progress relating to funding and capacity-building under the Kyoto Protocol and provides guidance

*Activities under Convention and its Kyoto Protocol:*

- Prepare annotations, briefing notes, speaking notes, reports, background and strategy papers to support contact groups or consultation groups, and provide expert advice to chairs and co-chairs on matters relating to capacity-building, funding, national communications and the LDCs
- Prepare reports from the sessions to reflect key issues under negotiation and expected outcomes
- Prepare inputs on specific issues in collaboration with other programmes (e.g. compilation and synthesis of national communications of non-Annex I Parties, adaptation and the future).
- Liaise with the GEF, its implementing agencies and other relevant agencies on issues relating to capacity-building, funding, national communications and the LDCs
- Represent the UNFCCC secretariat at conferences and workshops that cover issues on capacity-building, funding, national communications and the LDCs
- Develop and maintain web pages and databases for disseminating and conducting the work of the Financial and Technical Support programme

##### Objective 2:

To facilitate the active engagement of non-Annex I Parties through the preparation and submission of their national communications (Articles 4 and 12.1 of the Convention and decisions 17/CP.8, 3/CP.8 and 8/CP.11)

*Expected results under the Convention:*

- More than half of non-Annex I Parties produce their national communications
- Most non-Annex I Parties receive training, information materials and other technical support to enable them to prepare and submit their national communications
- Information gaps identified in initial national communications are addressed
- Improvement in the quality of information contained in national communications noted in synthesis reports of national communications

*Activities under the Convention:*

- Provide technical support to the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) to examine national communications from non-Annex I Parties.
- Organize meetings of the CGE and prepare background materials, technical reports and the report of the activities of the CGE to the SBI
- Assist the CGE in developing training and other information materials
- Process the submitted national communications, for example, compilation and dissemination
- Prepare synthesis reports and other technical papers using the information contained in national communications from non-Annex I Parties
- Two synthesis reports and/or other technical papers are prepared relating to the second and, where appropriate, third national communications

**Objective 3:**

To increase the understanding of Parties on financial resources available to non-Annex I Parties and EIT Parties for climate change initiatives, especially on financial incentives to participate in the Convention and Protocol processes and options for funding to advance the future international response to climate change (Articles 4.3, 4.4, 4.5, 4.7, 4.9, 8.2(b), 8.2(c) and 11 of the Convention, Articles 10 (c), 11 and 12.8 of the Kyoto Protocol, and decisions 6/CP.7, 27/CP.7, 5/CP.9, 6/CP.9, 8/CP.10, 3/CP.11, 5/CP.11, 1/CP.12, 2/CP.12, 3/CP.12, 28/CMP.1 and 5/CMP.2)

*Expected results under the Convention and its Kyoto Protocol:*

- Developing country Parties are well informed about financial assistance available to them from different multilateral and bilateral organizations and use this information to advance the international response to climate change
- Clear overview of information on activities undertaken with regard to financial cooperation and financial incentives is available to Parties, allowing in particular for a better understanding of possible economic incentives for developing countries to engage in mitigation and adaptation activities
- Increased participation of relevant financial institutions and funding sources in the UNFCCC process
- Options for funding to advance the future international response to climate change are identified
- Parties and relevant entities operating funds under the Convention or its Kyoto Protocol have consistent and updated information on the implementation of new mandates relating to existing funds or new funding and use this information to advance the international response to climate change

*Activities under the Convention and its Kyoto Protocol:*

- Identify information sources (outside and within the secretariat), analyse and report on options of financial cooperation and access to financial resources for climate change

- Liaise with financial institutions and other financing sources (e.g. regional development banks and other multilateral financial institutions and support organizations and other secretariat programmes)
- Maintain an information flow on options for financial cooperation and access to financial resources for climate change
- Prepare reports on possible additional funding mandates (i.e. new tasks relating to existing funds and follow up on new funds)

*Expected results under the Convention:*

- Parties have consistent and updated information on the implementation by the financial mechanism of the Convention, including the implementation of special climate change funds, of guidance by the COP and use this information to advance the international response to climate change
- The GEF is well informed of COP mandates and needs of the Parties and updated information on the status of implementation of GEF activities is available

*Activities under the Convention:*

- Cooperate with the GEF secretariat and the GEF implementing agencies by participating in relevant GEF meetings, notifying the GEF secretariat of latest guidance by the COP and coordinating follow up activities, providing comments and input to relevant GEF documents, sharing relevant documents with the GEF secretariat for comments, and compiling information for reports

*Expected results under the Kyoto Protocol:*

- Parties have consistent and updated information on the implementation of the Adaptation Fund (AF) and use this information to advance the international response to climate change
- The entity operating the AF is well informed of CMP mandates and needs of Parties, and updated information on the status of implementation of AF activities is available

*Activities under the Kyoto Protocol:*

- Cooperate with the agency implementing the AF on the management of resources from the AF by participating in relevant meetings, notifying the agency of latest guidance by the COP and coordinating follow up activities, providing comments and input to relevant documents, sharing relevant documents for the agency's comments, and compiling information for reports

**Objective 4:**

To enhance capacity, education, training and public awareness in developing countries and EIT Parties for their active engagement and participation in implementing the Convention and its Kyoto Protocol (Article 6 of the Convention, Article 10(e) of the Kyoto Protocol and decisions 2/CP.7 3/CP.7, 11/CP.8, 2/CP.10, 3/CP.10, 7/CP.10, 4/CP.12 and 6/CMP.2)

*Expected results under the Convention and the Kyoto Protocol:*

- Parties are provided with adequate support in designing their monitoring of capacity and capacity-building
- Parties are provided with adequate support and guidance in implementing Article 6 of the Convention
- Parties are provided with consistent information and policy analysis on aspects of capacity-building and outreach
- Parties are provided with information on best practices in implementing capacity-building

- and outreach activities including for coping with climate change
- Education, training and outreach guidelines and kits are provided to Parties jointly with other Rio Conventions and other relevant agencies

*Activities under the Convention and its Kyoto Protocol:*

- Provide technical support to Parties in designing data collection and reporting of the implementation of capacity-building activities
- Compile information on capacity building and conduct analyses on the effectiveness of capacity development in support of comprehensive reviews of capacity-building frameworks for non-Annex I Parties and EIT Parties
- Support implementation of Article 6 of the Convention and Article 10(e) of the Kyoto Protocol by Parties through information exchange including on best practices and lessons learned through the Climate Change Information Network (CC:iNet) and other methods
- Cooperate with other Rio Conventions and relevant organizations on education, training and public awareness, such as through the development of joint guidelines and kits for capacity-building and outreach
- Support capacity-building in coping with climate change by disseminating information on best practices and lessons learned through publications and the Internet

*Expected results under the Kyoto Protocol:*

- Implementation of the Nairobi framework<sup>1</sup> is facilitated through dissemination of information on the clean development mechanism (CDM) including on best practices, guidelines and tool kits, and by improving access to training and public awareness
- Improved participation in the CDM by African countries

*Activities under the Kyoto Protocol:*

- Support the implementation of the Nairobi framework for capacity-building for the CDM in Africa by United Nations organizations and other relevant organizations

**Objective 5:**

To assist LDCs in the implementation of the LDC work programme, including in the preparation and submission of national adaptation programmes of action (NAPAs) (Article 4.9 of the Convention, decisions 5/CP.7, 3/CP.11 and 4/CP.11)

*Expected results under the Convention:*

- NAPAs provide the basis for financial support for urgent and immediate adaptation activities
- Specific actions agreed by the Least Developed Countries Expert Group (LEG), and its outputs are instrumental in assisting LDC Parties in preparing and submitting NAPAs
- The LEG work programme advances, and its mandated activities are implemented
- LDCs receive timely feedback on their NAPAs from the LEG and the secretariat in order to expedite the NAPA process
- Training is provided and collaboration facilitated between the GEF and its implementing agencies on NAPA issues

*Activities under the Convention:*

- Support the LEG in the implementation of its work programme
- Assist the LEG in providing training and technical support to LDC experts to prepare NAPAs

<sup>1</sup> The Nairobi framework for capacity-building for the CDM for Africa was announced by the Secretary-General of the United Nations in his speech at the opening of COP 12 in Nairobi.

and implement project activities

- Cooperate with the GEF and other relevant agencies in providing training and other programmes in support of NAPA preparation and implementation
- Monitor resources made available, from the GEF and from other bilateral sources, and support provided for NAPA preparation and implementation

### **Legislative mandates:**

Mandates originate from several Articles of the Convention and the Kyoto Protocol. These include Articles 4, 6, 8, 11 and 12 of the Convention, and Articles 3, 10, 11 and 12 of the Kyoto Protocol. They relate to the preparation and reporting of national communications and the funding for these reports, education, training and public awareness, the specific needs and special situations of the LDCs, the financial mechanism under the Convention as well as the funding issues under the Kyoto Protocol.

Decision 2/CP.7	Capacity-building in developing countries (non-Annex I Parties)
Decision 3/CP.7	Capacity-building framework for countries with economies in transition
Decision 5/CP.7	Implementation of Article 4, paragraph 8 and 9, of the Convention (decision 3/CP.3 and Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol)
Decision 6/CP.7	Additional guidance to an operating entity of the financial mechanism
Decision 27/CP.7	Guidance to an entity entrusted with the operation of the financial mechanism of the Convention, for the operation of the least developed countries fund
Decision 3/CP.8	Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
Decision 11/CP.8	New Delhi work programme on Article 6 of the Convention
Decision 17/CP.8	Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention
Decision 5/CP.9	Further guidance to an entity entrusted with the operation of the financial mechanism of the Convention for the operation of the Special Climate Change Fund
Decision 6/CP.9	Further guidance for the operation on the Least Developed Countries Fund
Decisions 2/CP.10	Capacity-building for developing countries (non-Annex I Parties)
Decision 3/CP.10	Capacity-building for countries with economies in transition
Decision 7/CP.10	Status of, and ways to enhance, implementation of the New Delhi work programme on Article 6 of the Convention
Decision 8/CP.10	Additional guidance to an operating entity of the financial mechanism

Decision 3/CP.11	Further guidance for the operation of the Least Developed Countries Fund
Decision 4/CP.11	Extension of the mandate of the Least Developed Countries Expert Group
Decision 5/CP.11	Additional guidance to an operating entity of the financial mechanism
Decision 8/CP.11	Submission of second and, where appropriate, third national communications from Parties not included in Annex I to the Convention
Decision 1/CP.12	Further guidance to an entity entrusted with the operation of the financial mechanism of the Convention, for the operation of the Special Climate Change Fund
Decision 2/CP.12	Review of the financial mechanism
Decision 3/CP.12	Additional guidance to the Global Environment Facility
Decision 4/CP.12	Capacity-building under the Convention
Decision 28/CMP.1	Initial guidance to an entity entrusted with the operation of the financial mechanism of the Convention, for the operation of the Adaptation Fund
Decision 29/CMP.1	Capacity-building relating to the implementation of the Kyoto Protocol in developing countries
Decision 30/CMP.1	Capacity-building relating to the implementation of the Kyoto Protocol in Parties with economies in transition
Decision 5/CMP.2	Adaptation Fund
Decision 6/CMP.2	Capacity-building under the Kyoto Protocol

Resource requirements for the Financial and Technical Support programme:

Post required	1 D-1, 1 P-5, 5 P-4, 4 P-3, 3 P-2, 7 GS
Other costs	USD 611,362

### E. Adaptation, Technology and Science

#### **Objective 1:**

To support Parties in meeting their specific needs and concerns relating to impacts, vulnerability and adaptation to the adverse effects of climate change, and relating to the impact of the implementation of response measures (Article 4.8 and 9 of the Convention, and decisions 5/CP.7, 10/CP.9, 1/CP.10, 1/CP.11 and 2/CP.11)

#### *Expected results under the Convention:*

- Parties improve their understanding and assessment of impacts, vulnerability and adaptation, with a view to enhancing decision-making and advancing the implementation of adaptation action
- External organizations and relevant networks enhance their actions relating to impacts, vulnerability and adaptation
- Efforts to exchange information, tools and methodologies are enhanced, and specific action to address the impact of response measures is identified

- Progress is made in responding to the impact of the implementation of response measures

*Activities under the Convention:*

Adaptation under the Subsidiary Body for Scientific and Technological Advice (SBSTA) (Nairobi work programme on impacts, vulnerability and adaptation to climate change):

- Support the intergovernmental negotiations on matters relating to impacts, vulnerability and adaptation under the SBSTA with a view to identifying and implementing activities of the Nairobi work programme on impacts, vulnerability and adaptation to climate change
- Engage relevant stakeholders and organizations, institutions, experts and communities in the implementation of the programme of work, and catalysing action on adaptation by other organizations and institutions as well as through their networks
- Ensure expert and up-to-date scientific input to the activities of the programme of work, and to this end conducting a number of small expert meetings on each focal area of the work programme
- Organize and conduct intersessional and in-session events and activities to facilitate the implementation of the work programme
- Disseminate widely the deliverables of the work programme to relevant stakeholders by effective means, including through the enhancement of UNFCCC databases
- Provide support to the process on future actions to address climate change relating to impacts, vulnerability and adaptation to climate change

Adaptation under the SBI (implementation of decision 1/CP.10):

- Support the intergovernmental negotiations on matters relating to adaptation, particularly in the context of the implementation of decision 1/CP.10
- Organize and conduct any follow-up activities
- Disseminate information relating to adaptation to relevant stakeholders by effective means, including through the UNFCCC website and the UNFCCC database on local coping strategies
- Engage relevant external entities from the development, disaster risk-reduction, insurance, NGOs and research communities

Impact of the implementation of response measures:

- Support the intergovernmental negotiations on response measures in the context of the implementation of decision 1/CP.10
- Organize and conduct any follow-up activities on response measures
- Engage relevant external entities (intergovernmental and nongovernmental agencies, private sector and research communities)

**Objective 2:**

To support Parties in meeting their specific needs and concerns relating to the impact of the implementation of response measures in the context of the Kyoto Protocol (Article 9 of the Convention and Articles 2.3 and 3.14 of the Kyoto Protocol and decisions 9/CP.7, 1/CP.11 and 31/CMP.1)

*Expected results under the Kyoto Protocol*

- Agreement on methodologies and specific action to minimize any adverse environmental, economic and social impacts of response measures

*Activities under the Kyoto Protocol:*

- Support the intergovernmental negotiations on matters relating to the impact of the implementation of response measures in the context of Article 3.14 and Article 2.3
- Organize and conduct any follow-up activities relating to Articles 2.3 and 3.14
- Engage relevant external entities (intergovernmental and nongovernmental agencies, private sector and research communities)

**Objective 3:**

To support and enhance cooperation among Parties on the development, application, diffusion, and transfer of environmentally sound technologies and know-how (Article 9 of the Convention, decisions 4/CP.7, 10/CP.8, 6/CP.10, 1/CP.11 and 6/CP.11 and conclusions of the SBSTA at its twenty-fourth session relating to the development and transfer of technologies)

*Expected results under the Convention:*

- The development, application, diffusion and transfer of environmentally sound technologies is stimulated and implementation of the technology transfer framework and its subsequent activities is enhanced with the active engagement of the public and private sectors, including relevant intergovernmental organizations (IGOs) and initiatives, such as the GEF, UNDP, UNEP and United Nations Industrial Development Organization as well as the Climate Technology Initiatives
- The EGTT or its successor provides effective advice and support to the SBSTA and the COP on technology transfer activities and collaborates efficiently with other constituted bodies established under the Convention and its Kyoto Protocol
- Developing country Parties achieve progress in meeting their specific needs for technology transfer, including enhanced capacity for preparing technology transfer projects that meet the standards of the international financial providers
- Parties collaborate effectively in the development of climate friendly technologies
- The quality of technology transfer projects is improved in order to be better accepted for funding

*Activities under the Convention:*

- Support the intergovernmental negotiations on matters relating to the development and transfer of technologies
- Organize and conduct any intersessional and in-session events or activities to advance the work of Parties and the SBSTA on this issue, as required
- Support the implementation of the technology transfer framework and its subsequent activities and mandates by technical studies and reports and other activities as needed
- Liaise with relevant IGOs and initiatives listed above, and other Conventions, and include the private sector to ensure close collaboration and avoid duplication of activities in relation to the development and transfer of technologies
- Support the work of the EGTT or its successor by organizing its regular meetings, and other events, and by preparing its annual reports, technical papers and other informal papers
- Support the implementation of the annual work programme of the EGTT or its successor and ensure its close cooperation with other constituted bodies established under the Convention
- Promote and provide technical support to developing countries in using the *UNFCCC guidebook on preparing technology transfer projects for financing* to prepare technology transfer projects that meet the standards of the international financing community
- Update and maintain the UNFCCC technology information clearing house (TT:CLEAR), including providing technical advice to national and regional technology information centres

in maintaining their link with TT:CLEAR

- Compile and synthesize information on lessons learned by Parties in endogenous technology development and post them on TT:CLEAR
- Provide technical support to developing country Parties to undertake technology needs assessments (TNA) including preparing synthesis reports on TNA related activities
- Support the implementation of the Nairobi work programme on tasks relating to technologies for adaptation and on the work of the EGTT in relation to this work programme
- Support Parties' work on collaborative research and development of technologies by preparing periodic stocktaking papers on status, opportunities, and needs for further research and development
- Analyse information on technology options and their potential relating to mitigation and adaptation to climate change, including through relevant activities under the Nairobi work programme
- Provide support to the process on future actions to address climate change relating to the development and transfer of technologies
- Provide support to intergovernmental negotiations on carbon capture and storage, as needed

**Objective 4:**

To improve the methodological and scientific bases for international climate policy and for actions by Parties and assist Parties to identify and implement actions to reduce emissions from deforestation in developing countries (Articles 5, 9 and 12 of the Convention, decisions 2/CP.3, 11/CP.7, 13/CP.8, 10/CP.9, 11/CP.9, 5/CP.10, 1/CP.11 and 9/CP.11, and the conclusions of the COP at its eleventh session relating to emissions from deforestation in developing countries)

*Expected results under the Convention:*

- Parties have the necessary methodological and analytical information on land use, land-use change and forestry (LULUCF), emissions projections, mitigation of climate change, sectoral approaches and international aviation and maritime transport, to enhance decision-making on these matters
- Parties identify approaches and actions to assist them to reduce emissions from deforestation in developing countries
- Parties identify research needs under the Convention
- Dialogue and communication between Parties and the research community is promoted and further developed so as to increase the relevance of climate change research for the intergovernmental process
- Capacity on systematic observation is enhanced
- Collaboration with other organizations and programmes is maintained and/or enhanced so as to promote increased capacity of all countries in research activities and systematic observation

*Activities under the Convention:*

Methodologies, analysis and sectoral approaches

- Support intergovernmental negotiations and activities by Parties on methodological matters regarding actions to reduce emissions from deforestation in developing countries, mitigation, LULUCF, including harvested wood products (HWP), international aviation and maritime transport, emissions projections
- Contribute to analytical and methodological work and synthesize relevant information on actions to reduce emissions from deforestation in developing countries, mitigation of climate change, sectoral approaches, LULUCF including HWP, international aviation and maritime

transport and other issues

- Disseminate information on the above issues, including through the UNFCCC website
- Liaise and work with other United Nations bodies and conventions (e.g. Intergovernmental Panel on Climate Change (IPCC), Convention on Biological Diversity, United Nations Convention to Combat Desertification, International Civil Aviation Organization, International Maritime Organization, Food and Agriculture Organization of the United Nations and relevant international organizations on issues of common interest
- Organize and conduct workshops and expert meetings to advance work on the above issues, as required
- Provide support to the process on future actions to address climate change relating to mitigation, reducing emissions from deforestation in developing countries, bunker fuels and other issues, as required

Science, research and systematic observation

- Support the intergovernmental negotiations on matters relating to climate change science, research and systematic observation
- Facilitate the flow of scientific information into the Convention process, in particular from the IPCC
- Support the implementation of the Nairobi work programme on tasks relating to research needs
- Liaise and work with United Nations bodies and conventions, other relevant international organizations and global and regional climate change research programmes (e.g. IPCC, Global Climate Observing System, Global Earth Observation System of Systems, Global Terrestrial Observing System, World Meteorological Organization in order to stimulate research and to enhance systematic observation
- Disseminate information relating to research and systematic observation
- Organize and conduct workshops or expert meetings as required

**Legislative mandates:**

Article 4 of the Convention

Article 5 of the Convention

Article 9 of the Convention

Article 12 of the Convention

Article 2.3 of the Kyoto Protocol

Article 3.14 of the Kyoto Protocol

Decision 2/CP.3

Methodological issues related to the Kyoto Protocol

Decision 4/CP.7

Development and transfer of technologies (decisions 4/CP.4 and 9/CP.5)

Decision 5/CP.7

Implementation of Article 4, paragraph 8 and 9, of the Convention decision 3/CP.3 and Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol)

Decision 9/CP.7

Matters relating to Article 3, paragraph 14, of the Kyoto Protocol

Decision 11/CP.7

Land use, land-use change and forestry

Decision 10/CP.8

Development and transfer of technologies

Decision 13/CP.8

Cooperation with other conventions

Decision 10/CP.9	Scientific, technical and socio-economic aspects of impacts of, and vulnerability and adaptation to, climate change, and scientific, technical and socio-economic aspects of mitigation
Decision 11/CP.9	Global observing systems for climate
Decision 1/CP.10	Buenos Aires programme of work on adaptation and response measures
Decision 5/CP.10	Implementation of the global observing system for climate
Decision 6/CP.10	Development and transfer of technologies
Decision 1/CP.11	Dialogue on long-term cooperative action to address climate change by enhancing implementation of the Convention
Decision 2/CP.11	Five-year programme of work of the Subsidiary Body for Scientific and Technological Advice on impacts, vulnerability and adaptation to climate change
Decision 6/CP.11	Development and transfer of technologies
Decision 9/CP.11	Research needs relating to the Convention
Decision 31/CMP.1	Matters relating to Article 3, paragraph 14, of the Kyoto Protocol

Resource requirements for the Adaptation, Technology and Science programme:

Posts required	1 D-1, 3 P-5, 3 P-4, 6 P-3, 1 P-2, 5 GS
Other costs	USD 638,068

## F. Sustainable Development Mechanisms

<p><b>Objective 1:</b> To progress the work relating to activities implemented jointly (AIJ) in accordance with COP decisions and conclusions (5/CP.1 and 6/CP.12)</p> <p><i>Expected results under the Convention:</i></p> <ul style="list-style-type: none"> <li>• Parties are enabled to take decisions regarding AIJ</li> <li>• Parties and the public have access to up-to-date and accurate information through the Internet</li> </ul> <p><i>Activities under the Convention:</i></p> <ul style="list-style-type: none"> <li>• Prepare a synthesis of reports submitted by Parties</li> <li>• Update and maintain a section on the UNFCCC website</li> <li>• Respond to queries relating to AIJ by e-mail or fax</li> </ul>
<p><b>Objective 2:</b> To provide support to the decision-making bodies and the users of the CDM in a manner that is impartial, professional and cost-effective, enabling implementation of the CDM in accordance with guidance by the CMP and decisions of the CDM Executive Board (Articles 3 and 12 of the Kyoto Protocol and decisions 3/CMP.1, 4/CMP.1, 5/CMP.1, 6/CMP.1 and 7/CMP.1 and decision 1/CMP.2)</p> <p><i>Expected results under the Kyoto Protocol:</i></p> <ul style="list-style-type: none"> <li>• Parties make progress in the implementation of decisions relating to the CDM with</li> </ul>

satisfactory support from the secretariat

*Activities under the Kyoto Protocol:*

- Organize and support substantively Board, panel and working group meetings
- Ensure coherent management of the CDM and of the substantive teams on accreditation, methodologies, registration/issuance
- Support negotiations of guidance or the CDM Executive Board at sessions of the CMP and subsidiary bodies, as applicable

**Objective 3:**

To support further negotiations on, and effective implementation by, Parties of cooperative and market mechanisms, in particular project-based, in support of negotiations on the future of the Convention and the Kyoto Protocol (Articles 8.2 and 14.2 of the Convention)

*Expected results under the Convention and its Kyoto Protocol:*

- Parties take decisions on cooperative and market mechanisms with support that is to their satisfaction
- Cooperative and, in particular, market mechanisms remain essential components of any future agreements
- Negotiations progress on project-based mechanisms

*Activities under the Convention and its Kyoto Protocol:*

- Monitor and collect information on the state of market mechanisms, carbon finance, and other financing approaches supporting the Convention and its Kyoto Protocol
- Develop strategies in the area of market mechanisms to better support negotiations
- Facilitate outreach initiatives to the constituencies behind market mechanisms
- Support to negotiation processes under the Convention and its Kyoto Protocol concerning project-based mechanisms, in particular joint implementation (JI)-related issues

**Objective 4:**

To support decisions on JI and to strengthen the functions of the Joint Implementation Supervisory Committee (JISC) relating to Article 6 of the Kyoto Protocol, allowing it to fulfil its mandates to the satisfaction of the CMP, including establishment and operation of Joint Implementation Track II (Articles 3 and 6 of the Kyoto Protocol and decisions 9/CMP.1, 10/CMP.1 and 3/CMP.2)

*Expected results under the Kyoto Protocol:*

- The JISC is able to make relevant decisions and undertake work on the basis of management support provided by the management plan (MAP) and JI team
- Parties progress further on decisions concerning JI with support that is to their satisfaction

*Activities under the Kyoto Protocol:*

- Develop annual work and MAP for the JISC
- Support the JISC in its functions to supervise and operationalize JI
- Provide substantive and procedural support to the JISC and its panels or working groups relating to methodologies, accreditation, registration and determination
- Coordinate the flow of information between the JISC and its panels of working groups, Parties, independent entities, project participants, experts, relevant organizations and the public
- Develop and maintain a JI information system to support functions and processes under JI and the JISC

- Support negotiations and provide guidance to the JISC at sessions of the CMP and the subsidiary bodies, as applicable

**Legislative mandates:**

Article 8.2 of the Convention

Article 3 of the Kyoto Protocol

Article 6 of the Kyoto Protocol

Article 12 of the Kyoto Protocol

Article 14.2 of the Kyoto Protocol

Decision 5/CP.1

Activities implemented jointly under the pilot phase

Decision 6/CP.12

Continuation of activities implemented jointly under the pilot phase

Decision 3/CMP.1

Modalities and procedures for a clean development mechanism as defined in Article 12 of the Kyoto Protocol

Decision 4/CMP.1

Guidance relating to the clean development mechanism

Decision 5/CMP.1

Modalities and procedures for afforestation and reforestation project activities under the clean development mechanism in the first commitment period of the Kyoto Protocol

Decision 6/CMP.1

Simplified modalities and procedures for small-scale afforestation and reforestation project activities under the clean development mechanism in the first commitment period of the Kyoto Protocol and measures to facilitate their implementation

Decision 7/CMP.1

Further guidance relating to the clean development mechanism

Decision 9/CMP.1

Guidelines for the implementation of Article 6 of the Kyoto Protocol

Decision 10/CMP.1

Implementation of Article 6 of the Kyoto Protocol

Decision 1/CMP.2

Further guidance relating to the clean development mechanism

Decision 3/CMP.2

Guidance on the implementation of Article 6 of the Kyoto Protocol

FCCC/KP/CMP/2006/4/Add.1

Clean development mechanism management plan

FCCC/KP/CMP/2006/5/Add.1

Joint implementation management plan

Resource requirements for the Sustainable Development Mechanisms programme:

Posts required	1 D-2, 1 P-5, 2 P-4, 1 P-3, 4 GS
Other costs	USD 468,800

## G. Legal Affairs

### **Objective 1:**

To provide guidance so that the Convention and its Kyoto Protocol are implemented, and the associated intergovernmental process and the operations of the secretariat are conducted, in accordance with legal, procedural and institutional requirements (Articles 8.2, 15 and 16 of the Convention, Articles 13, 14.2, 20 and 21 of the Kyoto Protocol and decisions 11/CP.11 and 9/CMP.2)

#### *Expected results under the Convention and its Kyoto Protocol:*

- Parties interpret and implement the Convention and its Kyoto Protocol in accordance with relevant legal, procedural and institutional requirements
- The Convention and Protocol bodies function in accordance with the provisions of the Convention and the Protocol, the rules of procedure, and relevant decisions concerning institutional arrangements
- Amendments to the Convention and the Protocol and any protocols to the Convention are adopted in accordance with the relevant legal requirements
- Concerns or issues raised against members of constituted bodies are addressed and resolved quickly and amicably
- The operations of the secretariat are conducted in accordance with applicable United Nations and UNFCCC legal requirements
- The Headquarters Agreement is implemented to the satisfaction of the secretariat and the host government

#### *Activities under the Convention and its Kyoto Protocol:*

- Support the intergovernmental negotiations on matters relating to legal, procedural and institutional issues
- Provide legal advice and opinions to Parties, observers, secretariat staff and other stakeholders regarding the provisions of the Convention and Protocol, the provisions of the draft rules of procedure, the institutional arrangements of Convention and Protocol bodies, the decisions and conclusions of Convention and Protocol bodies, the Convention's financial mechanism, and the management and operation of the secretariat
- Provide legal support to Parties in the negotiations on the legal, procedural and institutional requirements for long-term cooperative action under the Convention and the commitments for subsequent periods under the Kyoto Protocol
- Provide legal advice and support to Parties in the negotiations on the adoption of amendments to the Convention and the Protocol and any protocols to the Convention
- Support the President of the COP in the informal consultations on the election or appointment of officers of Convention and Protocol bodies
- Prepare and clear instruments, agreements and contracts creating legal obligations between the secretariat and governments, Parties, United Nations agencies, IGOs, NGOs, operational partners, vendors and private legal entities
- Provide advice and assistance to the secretariat and to members of constituted bodies in addressing concerns or issues raised against members of constituted bodies
- Provide legal support to the secretariat in dispute settlement processes and arrangements
- Liaise with the United Nations Office of Legal Affairs regarding requests for legal advice and opinions from Parties
- Provide legal advice to the secretariat on the implementation of the Headquarters Agreement

**Objective 2:**

To enable the compliance mechanism to operate effectively and to support the environmental integrity of the Kyoto Protocol and the credibility of the market mechanisms (Article 18 of the Kyoto Protocol and decisions 27/CMP.1 and 4/CMP.2)

*Expected results under the Kyoto Protocol:*

- Meetings of the bureau, plenary and branches of the Compliance Committee proceed smoothly and productively
- Substantive and procedural inputs are provided in a timely and efficient manner to the Compliance Committee
- The records for the compliance mechanism are efficiently managed and available in a timely manner to the Compliance Committee, Parties and the public
- Parties are fully informed of the work concerning the compliance mechanism in order to take decisions that provide effective guidance and support to the Compliance Committee

*Activities under the Kyoto Protocol:*

- Organize and support substantively meetings of the bureau, plenary and branches of the Compliance Committee
- Maintain the records management system for the compliance mechanism
- Support the Parties in the negotiations concerning the compliance mechanism
- Make available reliable information on the compliance mechanism to Parties and the public

**Legislative mandates:**

Article 8.2 of the Convention

Article 15 of the Convention

Article 16 of the Convention

Article 13 of the Kyoto Protocol

Article 14.2 of the Kyoto Protocol

Article 18 of the Kyoto Protocol

Article 20 of the Kyoto Protocol

Article 21 of the Kyoto Protocol

Decision 11/CP.11

Institutional linkage of the Convention secretariat to the United Nations

Decision 27/CMP.1

Procedures and mechanisms relating to compliance under the Kyoto Protocol

Decision 4/CMP.2

Compliance Committee

Decision 9/CMP.2

Privileges and immunities for individuals serving on constituted bodies under the Kyoto Protocol

Resource requirements for the Legal Affairs programme:

Posts required	1 D-2, 1 P-5, 3 P-4, 1 P-3, 4 GS
Other costs	USD 1,307,068

## H. Conference Affairs Services

### Objective 1:

To advance the climate change intergovernmental process as a result of the attendance, active participation and collaboration by Parties, and inputs from observer organizations (Articles 7 and 8.2 of the Convention and Articles 13 and 14.2 of the Kyoto Protocol)

*Expected results under the Convention and Kyoto Protocol:*

- Parties attend relevant meetings, and participate and collaborate actively in the climate change intergovernmental process
- The process benefits from inputs from observer organizations

*Activities under the Convention and Kyoto Protocol:*

- Channel information on intergovernmental process issues between Parties, observers and the secretariat
- Maintain a network of contacts, supported by an information system
- Facilitate participation from developing countries by funding and arranging the travel (including assistance with visas) of eligible participants and by serving as general point of liaison and support for the Group of 77
- Facilitate and administer attendance at sessions and workshops by observer organizations
- Coordinate side events, exhibits and opportunities for participation in discussions and maintain an archive of side event materials
- Support the intergovernmental negotiations on matters relating to observer organizations
- Register eligible participants in sessions, and ensuring that protocol requirements are met
- Make arrangements with regard to the security of participants and facilities
- Organize high-level segments and social events during sessions of the COP and the CMP

### Objective 2:

To facilitate the work of delegates by clear and readable documents that are of high quality and available on time (Article 8.2 of the Convention and Article 14.2 of the Kyoto Protocol)

*Expected results under the Convention and Kyoto Protocol:*

- UNFCCC documents are clear, readable and of high quality
- Documents are available in good time prior to sessions

*Activities under the Convention and Kyoto Protocol*

- Manage the editing, production and publishing/distribution of official documents
- Edit other UNFCCC documents, including major correspondence and publications
- Ensure documents and their processing are in accordance with United Nations conventions and the highest editorial standards

### Objective 3:

To advance the climate change intergovernmental process through the provision of meeting facilities and logistical support (Articles 7 and 8.2 of the Convention and Articles 13 and 14.2 of the Kyoto Protocol)

*Expected results under the Convention and its Kyoto Protocol:*

- A suitable meeting and work environment enables productive meetings
- Comprehensive and functional logistical and technical support services ensure smooth proceedings

*Activities under the Convention and its Kyoto Protocol:*

- Maintain the calendar of UNFCCC sessions, workshops and meetings
- Plan, organize, coordinate and provide space, equipment and support services required for sessions, and for other UNFCCC meetings and workshops held in Bonn as the seat of the secretariat
- Provide logistical expertise and assistance to programmes organizing and Parties hosting UNFCCC meetings and workshops when held outside Bonn
- Liaise with participants, programmes, host governments and contractors on provision of facilities and services; lead negotiations with host governments on host country agreements for sessions; and provide input to memoranda of understanding for meetings and workshops
- Coordinate the assignment of secretariat staff to substantive and organizational support to sessions of Convention and Protocol bodies
- Contribute to the creation of meeting venues and facilities in Bonn that are suitable for UNFCCC sessions, meetings and workshops

**Legislative mandates:**

Article 7 of the Convention

Article 8.2 of the Convention

Article 13 of the Kyoto Protocol

Article 14.2 of the Kyoto Protocol

Resource requirements for Conference Affairs Services programme:

Posts required	1 P-5, 2 P-4, 3 P-3, 5 GS
Other costs	USD 231,350

**I. Information Services****Objective 1:**

To ensure that the climate change intergovernmental process and the secretariat have a dependable and secure information and communication technology infrastructure and services (Article 8.2 of the Convention and Article 14.2 of the Kyoto Protocol)

*Expected results under the Convention and its Kyoto Protocol:*

- Information and communication technology (ICT) network infrastructure enables the secretariat to service the Parties' requirements for conferences and mandated activities
- Mandated information systems and secretariat-wide systems are supported

*Activities under the Convention and its Kyoto Protocol:*

- Ensure that the conference ICT infrastructure and services in Bonn and elsewhere are reliable, efficient and secure
- Provide secretariat staff with reliable and fully compatible ICT tools for their work together with support and training
- Provide essential ICT infrastructure and support that ensures mandated information systems and secretariat-wide systems are fully accessible and available
- Put in place an ICT strategy and policies and plans, including business continuity and disaster recovery plans and arrangements for critical systems and services to support the

secretariat when on mission

**Objective 2:**

To enhance accessibility and retrieval of official documentation, information, data, and proceedings and events, including online databases, library and archives services for Parties, the general public and secretariat (Articles 6 and 8.2 of the Convention and Articles 10(e) and 14.2 of the Kyoto Protocol)

*Expected results under the Convention and its Kyoto Protocol:*

- Parties, observers, staff and the general public have ready access to well-organized and comprehensive official documentation of the climate change negotiating process
- Knowledge-sharing is fostered throughout the climate change process

*Activities under the Convention and its Kyoto Protocol:*

- Ensure official documentation are available on the public website
- Catalogue received official documents into the Catalogue module of the Adlib database
- Verify the record(s) and functionality of the link(s) in all documentation pages on the public website
- Provide online access to databases, books, journals and journal articles and convert existing materials into a digital format
- Webcast meetings at COP, subsidiary bodies and CDM Executive Board meetings
- Strengthen electronic delivery of information through the website

**Objective 3:**

To implement essential records management and archiving procedures and practices to ensure that the secretariat has access to critical records and is in control of the information under its responsibilities (Article 8.2 of the Convention and Article 14.2 of the Kyoto Protocol)

*Expected results under the Convention and its Kyoto Protocol:*

- Policy framework and supporting procedures ensure control and address security of information
- An integrated information system maximises the use of modern technologies and streamlines access to the secretariat's records, documents and web content
- An efficient ICT infrastructure that meets the current and future needs of the secretariat

*Activities under the Convention and its Kyoto Protocol:*

- Develop, implement and maintain archives and records management policy and guidelines that comply with relevant legislation and regulations
- Develop, implement and maintain needed classifications and manage retrieval and disposal of records
- Define and document processes and workflows of all relevant information types
- Establish a web content management solution for records, documents and web content

**Objective 4:**

To strengthen public understanding of the climate change process through the media and the strategic provision of public information products (Articles 6 and 8.2 of the Convention and Articles 10(e) and 14.2 of the Kyoto Protocol)

*Expected results under the Convention and its Kyoto Protocol:*

- Media are engaged to foster understanding and to report accurately on climate change issues
- The general public is given the opportunity to become informed of the climate change process

- Data and technical knowledge are available to expert and academic research audience

*Activities under the Convention and its Kyoto Protocol:*

- Provide media with necessary facilities and services at conferences, including webcast services
- Accredite journalists and members of the media to have access to climate change conferences
- Liaise with external organizations and media and respond to requests and questions
- Produce comprehensive, accurate and high-quality CD-ROMs/DVDs documenting the climate change process covering 2008 and 2009

**Legislative mandates:**

Article 6 of the Convention

Article 8.2 of the Convention

Article 10(e) of the Kyoto Protocol

Article 14.2 of the Kyoto Protocol

Resource requirements for the Information Services programme:

Posts required	1 D-1, 1 P-5, 3 P-4, 5 P-3, 2 P-2, 10 GS
Other costs	USD 3,469,299

## J. Administrative Services

**Objective 1:**

To deliver effective and efficient administrative services to support programmes in their execution of activities mandated by Parties, in compliance with United Nations rules and regulations and UNFCCC policies (Article 8.2 (f) of the Convention, Article 14.2 of the Kyoto Protocol and decision 15/CP.1)

*Expected results:*

The work of Parties and secretariat staff is optimally supported through pro-active and responsive administrative services

*Activities:*

- Within the framework of the United Nations rules and regulations, develop administrative policies and procedures that respond to the needs of Parties
- Provide clear and coherent guidance to Parties and staff on administrative policies and procedures
- Coordinate with other United Nations agencies within the United Nations system and at the secretariat headquarters on issues of common concern

**Objective 2:**

To ensure that financial resources are utilized to the fullest extent possible and that Parties are provided with complete and transparent information on the use of resources (Article 8.2 of the Convention, Article 14.2 of the Kyoto Protocol and decision 15/CP.1)

*Expected results:*

- Secretariat financial resources are managed effectively, ensuring an optimal budget implementation rate

- Parties are kept fully informed of the use of financial resources

*Activities:*

- Liaise with Parties to ensure receipt of indicative contributions
- Monitor and report on all secretariat income and expenditures
- Coordinate fund-raising, liaise with donors and ensure coherent management of supplementary resources
- Process all financial transactions arising from the operations of the secretariat
- Facilitate external and internal audits

**Objective 3:**

To recruit and retain staff who meet the highest standards of efficiency, competence and integrity in order to provide Parties with the expertise necessary to optimally support mandated activities (Article 8.2 of the Convention and Article 14.2 of the Kyoto Protocol)

*Expected results:*

- The professional potential of human resources is utilized to the full benefit of the secretariat and Parties
- Diversity of cultural and gender perspectives contributes to the effectiveness of the work of the secretariat

*Activities:*

- Provide professional human resources services facilitating recruitment and retention of high-quality staff
- Ensure full consideration of geographical and gender issues in the recruitment of staff

**Objective 4:**

To ensure timely, effective and efficient procurement and travel services, and an adequate working environment for staff and participants to meetings (Article 8.2 of the Convention and Article 14.2 of the Kyoto Protocol)

*Expected results:*

- Travel of delegates and staff to sessions of the COP, CMP, subsidiary bodies, meetings of constituted bodies, workshops and other events arising from mandated activities is arranged effectively and efficiently
- Goods and services procured and the working environment optimally facilitate the work of the secretariat

*Activities:*

- Provide procurement and travel services to Parties and the secretariat which deliver best value for money while taking environmental concerns into account
- Provide an optimal physical working environment for staff and delegates who attend to meetings at the secretariat headquarters
- Organize the move of the secretariat to its new headquarters at the UN Campus
- Liaise with the host government on implementation of the host country agreement, visa issues and the status of secretariat staff as international civil servants in Germany

**Legislative mandates:**

Article 8.2 of the Convention

Article 14.2 of the Kyoto Protocol

Decision 15/CP.1

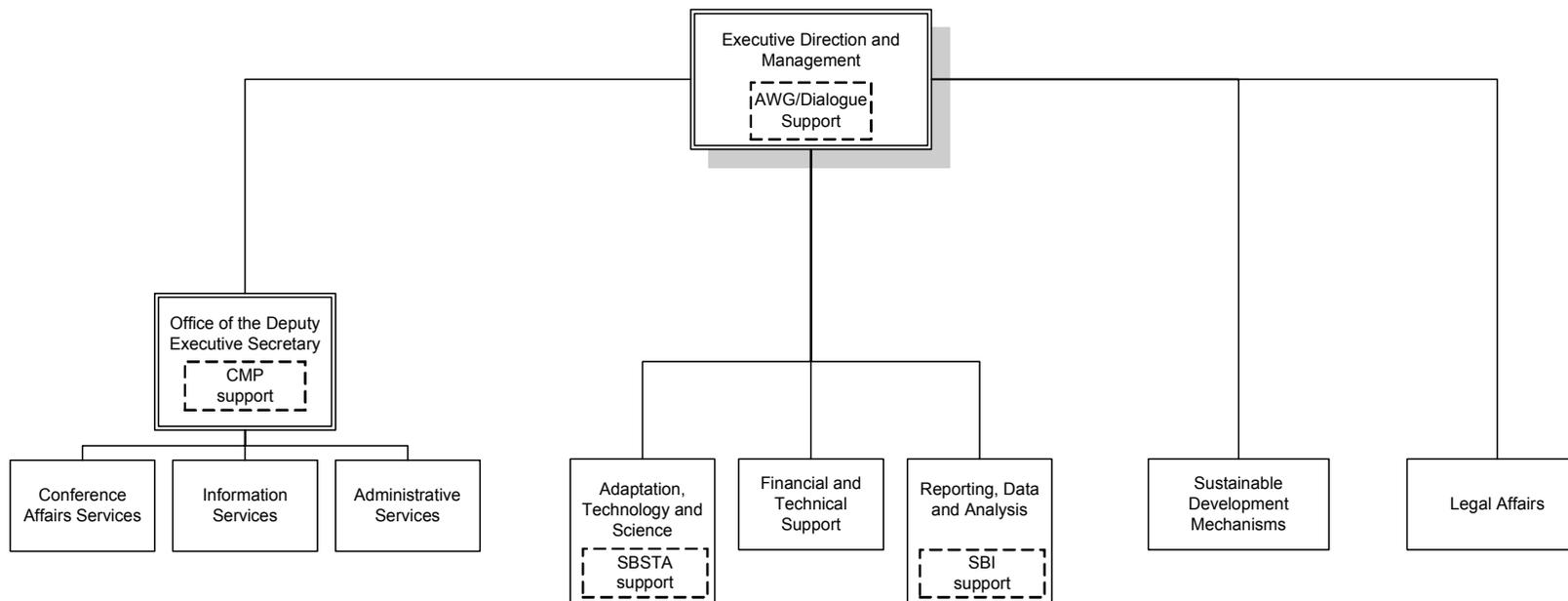
Financial procedures

Resource requirements for Administrative Services programme:

Posts required	Funded from overhead 1 D-1, 1 P-5, 3 P-4, 8 P-3, 3 P-2, 28 GS
Other costs	USD 2,669,100

Annex

**Programme structure of the secretariat**



*Note:* COP, Conference of the Parties; CMP, Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol; AWG, Ad hoc Working Group on Further Commitments by Annex I Parties under the Kyoto Protocol; Dialogue, Dialogue on long-term cooperative action to address climate change by enhancing implementation of the Convention; SBSTA, Subsidiary Body for Scientific and Technological Advice; SBI, Subsidiary Body for Implementation.

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