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Item 13 (a–c) of the provisional agenda
Arrangements for intergovernmental meetings
Fourteenth session of the Conference of the Parties
Fourth session of the Conference of the Parties
serving as the meeting of the Parties to the Kyoto Protocol
Future sessional periods

**AD HOC WORKING GROUP ON LONG-TERM COOPERATIVE ACTION
UNDER THE CONVENTION**

Second session
Bonn, 2–12 June 2008

Item 4 of the provisional agenda
Consideration of a work programme for 2009

Arrangements for intergovernmental meetings

Note by the Executive Secretary*

Addendum

**Further information on arrangements for intergovernmental meetings
in 2008 and 2009**

Summary

This document addresses two main topics:

- (a) Further information for consideration by the Subsidiary Body for Implementation at its sessions to be held in 2008 and 2009;
- (b) Information for consideration by the Ad Hoc Working Group on Long-term Cooperative Action under the Convention on meeting facilities and resources needed and available for its work in 2009.

* This document was submitted after the due date in order to take into account the outcomes from the first session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention.

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I. Introduction

A. Mandate

1. Information on arrangements for intergovernmental meetings for consideration by the Subsidiary Body for Implementation (SBI) has been provided in document FCCC/SBI/2008/4. The present note provides additional information for consideration by the SBI relating to the scheduling of meetings to be held in 2008 and 2009.
2. The Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA), at its first session, requested the secretariat to provide, at its second session, information on meeting facilities and resources needed and available for its work in 2009.
3. To facilitate a coherent discussion, information on intergovernmental meetings for 2008 and 2009 has been issued in this joint document for consideration by both the SBI and the AWG-LCA.

B. Possible action by the Subsidiary Body for Implementation and the Ad Hoc Working Group on Long-term Cooperative Action under the Convention

4. The SBI may wish to:
 - (a) Provide guidance on matters relating to arrangements for meetings to be held in 2008 and 2009;
 - (b) Provide guidance on preparations for the third session of the AWG-LCA and the first part of the sixth session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG);
 - (c) Take note of the information provided on resources received and outstanding requirements, and invite Parties to provide contributions to assist with costs arising from the additional sessions of the AWG-LCA and the AWG, including those to be held in Bonn, Germany.
5. The AWG-LCA may wish to consider the information provided in this note on meeting facilities and resources needed and available for its work in 2009 and take appropriate action.

II. Arrangements for intergovernmental meetings in 2008 and 2009

A. Third session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention and the first part of the sixth session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol

6. On 16 April 2008, the Government of Ghana communicated an offer to the secretariat to host the third session of the AWG-LCA and the first part of the sixth session of the AWG in Accra, Ghana. There have since been further consultations with the Government of Ghana on the availability of facilities and a preliminary fact-finding mission by the secretariat. These sessions will be held from Thursday, 21 August to Wednesday, 27 August 2008 at the Accra International Conference Centre.
7. The secretariat will undertake a technical mission to confirm that all logistical, technical and financial elements for hosting the sessions are available and provide an oral report to the SBI at its twenty-eighth session. The SBI may wish to request the Executive Secretary to continue consultations with the Government of Ghana and negotiate a Host Country Agreement no later than 20 July.

8. The SBI may also wish to express its gratitude to the Government of Norway for its generous offer to provide financial support for these sessions.

B. Fourteenth session of the Conference of the Parties, fourth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, and intergovernmental meetings in 2009: organization of the sessions

9. Initial information on arrangements for the fourteenth session of the Conference of the Parties (COP) and the fourth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) has been provided to the SBI in document FCCC/SBI/2008/4. As noted in that document, the addition of the new process established by decision 1/CP.13 will require the sessional period in December 2008 to accommodate the sessions of four subsidiary bodies in addition to the sessions of the COP and the CMP. The SBI may therefore wish to consider the possible impacts on the organization of work arising from the increased demand for meeting time, especially in terms of the pressures placed on small delegations.

10. In addition, the SBI may wish to note that some substantive issues are included on the agendas of more than one body. While the context for these discussions may vary between the different bodies, some of the discussions may require the participation of many of the same delegates. This situation has important implications for the scheduling of meetings during sessions and some overlaps and inconvenience may be unavoidable. Every possible effort will be made to avoid conflicts in scheduling. Nonetheless, delegations should be aware of the magnitude of this challenge. The increased demand for meeting time may also mean that the traditional two-week sessional period envisioned for December 2008 may not be adequate to accommodate all needs.

11. Although the SBI, at its twenty-eighth session, will not need to reach conclusions on planning for COP 15 and CMP 5, Parties may wish to begin considering the time management implications and the scenarios for completing the work of the AWG-LCA and the AWG in 2009 (see also paras. 13–16 below).

12. In addition to the possible improvements to the organization of the intergovernmental process considered by the SBI at previous sessions,¹ Parties may wish to exchange views on approaches to further accommodate the needs of the intergovernmental process in 2008 and 2009, including:

- (a) Inviting the President of the COP and the CMP and the Chairs of the subsidiary bodies to seek guidance from Parties on priorities, with a view to reducing the number of agenda items considered by their respective bodies at each session or varying the frequency of consideration for some agenda items;
- (b) Extending the sessional periods;
- (c) Holding sessions of the SBI and the Subsidiary Body for Scientific and Technological Advice (SBSTA) separately from the sessions of the AWG-LCA and the AWG;
- (d) Holding only one session of the SBI and one of the SBSTA in 2009, or holding shorter sessions of these bodies.

¹ For example, see documents FCCC/SBI/2005/2, FCCC/SBI/2005/4, FCCC/SBI/2005/10, FCCC/SBI/2006/3 and FCCC/SBI/2006/11, paragraphs 108–112.

III. Sessions of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention in 2009: information on meeting facilities and resources

A. Information on meeting facilities

1. Meetings in 2009

13. The AWG-LCA, at its first session, considered that it would need to hold at least four sessions in 2009, of a total duration of up to eight weeks. It requested the secretariat to provide, at its second session, information on meeting facilities and resources needed and available for its work in 2009. In that regard, the AWG-LCA will start considering its work programme for 2009 at its second session in 2008, and complete it no later than at its fourth session in 2008.²

14. The AWG, at its resumed fourth session, requested the secretariat to schedule all meetings and activities of the AWG, to the greatest extent possible, in conjunction with meetings and activities of other relevant processes under the Convention and its Kyoto Protocol, with a view to ensuring the efficient use of resources.³ The practice of holding meetings of the AWG in conjunction with meetings of the AWG-LCA will continue unless Parties decide otherwise.

15. The AWG-LCA will need to consider the number and timing of the additional sessional periods in 2009. **Planning for 2009 could be based on the following scenario:** the eight weeks referred to in the AWG-LCA 1 conclusions, noted in paragraph 13 above, are intended to mean four two-week sessions for the AWG-LCA, in addition to a two-week session for COP 15, CMP 5 and the thirty-first sessions of the subsidiary bodies. Under this approach, the AWG-LCA would complete its work prior to COP 15 to allow time for Parties to assess the results of its work before the start of that session.⁴

2. Possible venues and meeting facilities

16. Document FCCC/SBI/2008/4 presents information on the dates for two regular sessional periods for 2009 that have already been adopted by the COP.

17. For sessions of the AWG-LCA and the AWG held separately from the regular sessional periods, the secretariat seeks to balance a number of variables, such as costs (including the potential saving associated with holding sessions in Bonn), the submission of official offers to host sessions, and the availability of facilities in Bonn, at other United Nations premises and in potential host countries.

18. The SBI and the AWG-LCA may wish to note that the Bureau of the COP, at its meeting on 30 March 2008, recommended that future meetings of the AWG-LCA and the AWG should be held in Bonn or at other United Nations duty stations in order to reduce costs and logistical burdens for organizing these meetings and facilitate participation by developing countries. While noting that it might not be possible to do this in 2008 owing to other commitments, the Bureau members stressed that all meetings in 2009 should be held in Bonn, or at other United Nations duty stations if facilities are not available in Bonn.

² FCCC/AWGLCA/2008/3, paragraph 25.

³ FCCC/KP/AWG/2007/5, paragraph 24.

⁴ A similar approach was followed for the Ad Hoc Working Group on the Berlin Mandate, which completed its work prior to the opening of COP 3. In 2007, work under the dialogue on long-term cooperative action to address climate change by enhancing implementation of the Convention was completed prior to COP 13.

19. Conference facilities in Bonn are typically booked well in advance and reservations will need to be made as early as possible. The World Conference Center currently under construction in Bonn is not expected to be available until 2010.

20. The secretariat has undertaken a preliminary review of facilities available for meetings in 2009 in Bonn, at other United Nations duty stations and at other suitable venues. The following summarizes possible meeting venues and dates identified at the time of writing:

- First sessional period Facilities in Bonn (Hotel Maritim) are available in late March/early April for one week

Suitable facilities outside Bonn are available for a longer period at the United Nations Conference Centre in Bangkok, Thailand, and the Centre de congrès de Lyon in Lyon, France

Facilities at United Nations duty stations in Geneva, Vienna and Rome are not available in March/April
- Second sessional period 1–12 June in Bonn (Hotel Maritim)
- Third and fourth sessional periods⁵ Facilities in Bonn (Hotel Maritim) are available in early to mid-August for a two-week period. Facilities would also be available in Bonn in early to mid-November for a two-week period

Suitable facilities outside Bonn are available for a two-week period at the Centre de congrès de Lyon (early to mid-August) and at the United Nations Conference Centre in Bangkok (late September/early October). Other options are also being explored

Facilities at United Nations duty stations in Geneva, Vienna and Rome are not available in August/September
- Fifth sessional period 30 November to 11 December in Copenhagen, Denmark

B. Information on resources received and outstanding requirements

21. This is an update of the financial information provided in previous documents in the light of the scenario referred to in paragraph 15 above, which would envision additional sessions that would last longer than one week. If there are three additional sessions, each lasting for up to two weeks, resource requirements as reported on in document FCCC/SBI/2008/3 will increase considerably.

22. Resource requirements include funds for conference servicing, for substantive support and for travel of eligible developing country participants. The adjusted resource requirements under each of these main areas of work are presented below.

⁵ Ramadan will be observed from 21 August to 22 September 2008.

1. Conference servicing

23. The main elements of conference servicing include:
- Facilities: rental of the conference venue; offices for secretariat staff and elected officers; media facilities; information and communication technology; security equipment; in-session document reproduction; webcast services; and services of local staff;
 - UNFCCC direct costs: travel of secretariat staff to support the negotiations; shipment; and preparatory missions by technical staff;
 - United Nations security: costs reimbursed to the United Nations for the secondment of security officers and travel-related expenditures;
 - United Nations conference support: associated staff costs; travel and shipments for United Nations interpretation; meeting officers; documents translation; and pre/post-session document reproduction and distribution;
 - UNFCCC organizational support: temporary staff; and individual contractors and suppliers to plan and service the meetings and provide various logistical and administrative support before, during and after the sessions.
24. The resource requirements for conference servicing of the envisaged three additional two-week sessions in 2009 now amount to approximately USD 17.4 million (USD 5.8 million per session). Parties are encouraged to provide voluntary contributions towards the cost of organizing the sessions in 2009.

2. Substantive support

25. Existing resources from the core budget are being used to support the process. However, additional human and financial resources are required to fully support the substantive work. Contributions received to date have mainly been associated with substantive support costs. Most of the substantive support costs of approximately USD 3.33 million for the two-year period can be covered by the USD 3.19 million currently available (see para. 21), leaving about USD 0.14 million to be raised. However, a shift in priority or a shortfall of funds in other key areas may mean that funds are reallocated elsewhere. Parties are therefore encouraged to provide voluntary contributions to the substantive support area to ensure that activities take place with the full backing and support necessary for a successful outcome, especially because resource requirements in this area could increase as the negotiations continue and more mandated work is requested to support the process.

3. Travel of participants

26. Requirements to fund one delegate from each eligible developing country Party plus a second delegate from least developed countries and small island developing States amount to USD 4.2 million for the three additional two-week sessions in 2009. Parties are encouraged to make contributions to the Trust Fund for Participation in the UNFCCC Process as soon as possible, bearing in mind that resources will also be required for the scheduled SBI, SBSTA and COP sessions.

4. Summary

27. As a result of resources of USD 3.19 million⁶ being received to date, the immediate funding needs in the area of substantive support could be covered now, but a further USD 0.14 million is needed to ensure full coverage of all these activities.

28. For conference servicing, the cost for three additional two-week sessions scheduled for 2009 are estimated at USD 17.4 million.

29. For the participation of eligible Parties to the three additional two-week sessions, USD 4.2 million is required.

30. Approximately USD 21.7 million therefore needs to be raised in order to provide sufficient financial resources to support the process in 2009, notwithstanding the fact that this figure may increase if other activities, not currently foreseen, are mandated.

⁶ Includes carry-over from 2006–2007; a contribution of USD 1,020,408 from Finland; a contribution of USD 1,439,790 from Spain; a contribution of USD 71,460 from France and a contribution of USD 510,804 from Japan.