



NOTIFICATION

TO/A: Parties to the UNFCCC
Observer States to the UNFCCC

DATE: 1 October 1997

CC: Permanent Missions to the
United Nations Office at Geneva
Diplomatic Missions in Bonn

REF: HP

FROM/DE: Michael Zammit Cutajar
Executive Secretary

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SUBJECT/OBJET: Third session of the Conference of the Parties, Kyoto, Japan
from 1 to 10 December 1997

This message is being sent to Parties and Observer States to the Convention. It is addressed to their National Focal Points for Climate Change. For those Parties that have not yet identified National Focal Points, the message is being sent to the Diplomatic Missions in Bonn and to the Permanent Missions in New York or the Ministries of Foreign Affairs, as appropriate, of those Parties not represented in Bonn. In all cases, the communication is being copied to their Diplomatic Missions in Bonn and the Permanent Missions to the United Nations Office at Geneva.

1. Dates and venue

The Executive Secretary wishes to notify Your Excellency's Government of the forthcoming third session of the Conference of the Parties (COP 3) to the Convention to be held at the Kyoto International Conference Hall (KICH), Kyoto, Japan, from 1 to 10 December 1997.

The session will include a high level segment attended by Ministers and other Heads of Delegation, from 8 to 10 December.

2. Provisional agenda, annotations to the provisional agenda and schedule of meetings



The provisional agenda for the Conference is attached (annex I to this note). It has been drawn up by the Executive Secretary after consultations with the Bureau of the COP in accordance with rule 9 of the draft rules of procedure of the Conference of the Parties, as applied, which provides that "in agreement with the President, the secretariat shall draft the provisional agenda of each session". Language versions of the provisional agenda and the annotations to the provisional agenda of the Conference will be available shortly in document FCCC/CP/1997/1. An update to the annotations will also be issued after the October 1997 sessions of the subsidiary bodies as document FCCC/CP/1997/1/Add.1.

A tentative schedule of meetings for the session is attached (annex II to this note).

3. Funding

The Executive Secretary hopes that enough money will be available to permit the secretariat to offer funding, as in the past, to one delegate from each Party selected as eligible for funding to participate in the session for the full period from 1 to 10 December 1997. In addition, the secretariat is seeking to cover the cost of a second delegate each from least developed countries and eligible small island developing States. This can only be confirmed closer to the session, if the necessary funds are received. A separate communication regarding funding will be sent to eligible Parties.

4. Credentials of States Parties to the Convention

In accordance with rule 19 of the draft rules of procedure, as applied, the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat not later than twenty-four hours after the opening of the session. Any later change in the composition of the delegation shall also be submitted to the secretariat.

The credentials shall be issued either by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by the competent authority of that organization. Parties are requested to provide their representatives with full powers to participate in the session, including the authority to adopt a protocol or another legal instrument, to vote and to serve as officers of the Conference of the Parties and of any sessional bodies, and as officers of the subsidiary bodies established by the Convention.

5. Representation of Observer States

States that are not Parties to the Convention are advised that Article 7, paragraph 6, of the Convention, provides, *inter alia*, for their representation as observers at sessions of the Conference of the Parties and its subsidiary bodies. States that are not Parties to the Convention are not required to provide their representatives with full powers.

6. Replies to this notification



Communications from all States concerning representation at the third session of the Conference of the Parties should specify the names of the head of delegation and representatives and their titles. In particular, it would be useful if Governments could indicate, at an early date, whether they will be represented at COP 3 by a Minister. For this reason, it would be appreciated if such communications could be addressed to the Executive Secretary by 31 October 1997, at the following address:

To: The Executive Secretary
Climate Change Secretariat (UNFCCC)

Postal address: P.O. Box 260 124
D-53153 Bonn, Germany

Telefax: (49-228) 815-1999

E-mail: secretariat@unfccc.de

7. Documents

As in the past, UNFCCC documents will be made available in all the official languages of the United Nations and are being distributed to the Permanent Missions in Geneva by the United Nations Office at Geneva. In addition, advance copies of the documents will be mailed to National Focal Points and Diplomatic Missions in Bonn. Documents are also available at the official WEB site of the secretariat: <http://www.unfccc.de>.

A list of documents for the Conference will be included in document FCCC/CP/1997/1/Add.1

8. Registration

Registration for the third session of the Conference of the Parties will take place at the main entrance of the KICH, starting on Friday, 28 November, until Wednesday, 10 December, from 8:30 to 13:00 hours and from 14:00 to 17:00 hours every day.

9. List of participants

A provisional list of participants will be issued on Monday, 1 December 1997. A revised final list of participants will be issued on Wednesday, 10 December 1997.

INFORMATION FOR PARTICIPANTS

Visas



Early contact with the consular authorities of Japan is strongly advised to allow sufficient time for a visa to be issued, as appropriate, before departure for Japan. To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request.

Hotel reservations in Japan

Representatives who wish to receive assistance in making a hotel reservation in Kyoto may contact the following travel company, that has been designated by the Japan Travel Bureau:

MKI Travel 7 Conference Management Inc.,
234 Laurier Ave, West,
Ottawa, Ontario,
Canada K1P 6K6.
Telephone: (1-613) 237-9110
Fax: (1-613)233-7813

Participants and embassies in Japan may contact:

Japan Travel Bureau, Kyoto Office,
Convention Department,
Kikuokaya Bldg. 5F, Himashi-shiokoji-cho, shimogyo-ku,
Kyoto 600, Japan.
Telephone: (81-75) 361-7241
Fax: (81-75) 341-1028

Disclaimer

The United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation. In this context it is strongly recommended to obtain international medical insurance for the period of participation.

Useful contacts in the secretariat

Secretary of the COP Mr. Richard Kinley
Coordinator of Conference Arrangements Mr. Janos Pasztor
Manager, Conference Support Ms. Salwa Dallalah
Liaison with Governments, and funding of delegates . Mr. Horacio Peluffo
Liaison with Observer organizations Ms. Azza Taalab
Logistics, conference rooms Ms. Francesca Foppiano

These contacts can be reached at the usual telephone number of the secretariat, at (49-228) 815-1000, except Ms. Taalab who can be reached in Geneva at (41-22) 979-9489.

As from 25 November 1997 the secretariat can be reached at the Kyoto International Conference Hall:



Telephone: (81-75)705-2701
Fax: (81-75)705-2702



Annex I

THIRD CONFERENCE OF THE PARTIES (Kyoto, 1-10 December 1997)

PROVISIONAL AGENDA

1. Opening of the session:
 - (a) Statement by the President of the Conference at its second session;
 - (b) Election of the President of the Conference at its third session;
 - (c) Statement by the President;
 - (d) Addresses of welcome;
 - (e) Statement by the Executive Secretary.

2. Organizational matters:
 - (a) Status of ratification of the Convention;
 - (b) Adoption of the rules of procedure;
 - (c) Adoption of the agenda;
 - (d) Election of officers other than the President;
 - (e) Admission of organizations as observers;
 - (f) Organization of work, including the establishment of a sessional Committee of the Whole;
 - (g) Calendar of meetings of Convention bodies 1998-1999;
 - (h) Date and venue of the fourth session of the Conference of the Parties;
 - (i) Adoption of the report on credentials.

3. Review of the implementation of the Convention.
 - (a) Reports of the subsidiary bodies and matters arising therefrom:
 - (i) Reports of the Subsidiary Body for Scientific and



- Technological Advice;
 - (ii) Reports of the Subsidiary Body for Implementation;
 - (iii) Reports of the Ad Hoc group on the Berlin Mandate;
 - (iv) Reports of the Ad hoc Group on Article 13;
- (b) Development and transfer of technologies;
 - (c) Financial mechanism: report of the Global Environment Facility to the Conference;
 - (d) Second review of the adequacy of Article 4.2(a) and (b);
 - (e) Review of information and possible decisions under Article 4.2(f);
 - (f) Other matters relating to implementation.
- 4. Amendments to the Convention and its Annexes:
 - (a) Proposal to amend Article 4.3;
 - (b) Proposal to amend Article 17;
 - (c) Proposals to amend Annexes I and II.
 - 5. Adoption of a protocol or another legal instrument: fulfilment of the Berlin Mandate
 - 6. High-level segment attended by ministers and other heads of delegation.
 - 7. Other matters
 - 8. Conclusions of the session:
 - (a) Adoption of the report of the Conference of the Parties on its third session;
 - (b) Closure of the session.

Annex II**TENTATIVE SCHEDULE OF MEETINGS FOR THE THIRD SESSION
OF THE CONFERENCE OF THE PARTIES***

DATE	TIME	PLENARY	COMMITTEE OF THE WHOLE
Monday, 1 December	10 a.m. - 11 a.m.	Item 1 (a), (b), (c), (d), (e)	
	11 a.m. - 1 p.m.	Item 2 (a), (b), (c), (d), (e) Item 3 (a) Item 2 (f)	
	3 p.m. - 6 p.m.	Item 2 (f) (Continued) Item 3 (b), (c)	Item 5
Tuesday, 2 December	10 a.m. - 1 p.m.	Informal consultations	Item 5
	3 p.m. - 6 p.m.	Informal consultations	Item 5
Wednesday, 3 December	10 a.m. - 1 p.m.	Item 2 (g), (h) Item 3 (d), (e), (f) Item 4	Item 5
	3 p.m. - 6 p.m.	Informal consultations	Item 5
Thursday, 4 December	10 a.m. - 1 p.m.	Informal consultations	Item 5
	3 p.m. - 6 p.m.	Informal consultations	Item 5

* Subject to decisions on allocation of items to the Committee of the Whole.

**TENTATIVE SCHEDULE OF MEETINGS FOR THE THIRD SESSION
OF THE CONFERENCE OF THE PARTIES***

DATE	TIME	PLENARY	COMMITTEE OF THE WHOLE
Friday, 5 December	10 a.m - 1 p.m.	Item 2 (f) Item 7	Item 5
	3 p.m. - 6 p.m.	Informal consultations	Item 5
Saturday, 6 December	10 a.m. - 1 p.m.	Informal consultations	To be decided
	3 p.m. - 6 p.m.	Informal consultations	To be decided
Monday, 8 December	10 a.m. - 1 p.m.	Item 6 Statements at the opening of the High level segment Statements by ministers and other heads of delegations	To be decided
	3 p.m. - 6 p.m.	Item 6 Statements (continued)	To be decided
	7 p.m. - 10 p.m	Item 6 Statements (continued)	
Tuesday, 9 December	10 a.m. - 1 p.m.	Item 6 Statements (continued)	To be decided
	3 p.m. - 6 p.m.	Item 6 Statements (continued)	To be decided
	7 p.m - 10 p.m.	Item 6 Statements (concluded)	To be decided
Wednesday, 10 December	10 a.m. - 1 p.m.	Item 2 (i) Item 2, 3, 4	
	3 p.m. - 6 p.m.	Item 5 Item 8 (a), (b)	

* Subject to decisions on allocation of items to the Committee of the Whole.