



NOTIFICATION

TO/A: United Nations bodies,
specialized agencies and
related organizations

Date: 23 August 1999

Ref: CIS/UN/HP

Direct line: 815-1506

FROM/DE: Michael Zammit Cutajar
Executive Secretary

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SUBJECT/OBJET: UNFCCC - fifth session of the Conference of the Parties
25 October to 5 November 1999

1. Date and venue of the session

The Executive Secretary wishes to announce the forthcoming fifth session of the Conference of the Parties (COP 5) to the Convention to be held from 25 October to 5 November 1999, at the Hotel Maritim, Godesberger Allee, D-53175 Bonn, Federal Republic of Germany. The Conference will comprise:

- # Plenary meetings of the COP: On the morning of Monday, 25 October 1999 and from Tuesday, 2 November 1999 to Friday, 5 November 1999. (Additional plenary meetings may be scheduled as needed);
- # Sessions of subsidiary bodies of the Convention: From the afternoon of Monday, 25 October until early in the second week, the eleventh sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Subsidiary Body for Implementation (SBI).

In addition, the working group on compliance established jointly by the SBSTA and the SBI will meet during the session.

2. Provisional agendas, annotations to the provisional agenda for the Conference of the Parties and schedule of meetings

The provisional agenda for the Conference as well as the provisional agendas for the subsidiary bodies of the Convention are attached (annex I to this note). These provisional agendas are available in document FCCC/CP/1999/1; the annotations to the provisional agenda of the Conference and information on the sessions of the subsidiary bodies, are available in document



FCCC/CP/1999/1/Add.1. The annotations to the provisional agendas of the SBSTA and the SBI will be available in documents FCCC/SBSTA/1999/7 and FCCC/SBI/1999/9 respectively.

3. Representation

Article 7, paragraph 6, of the Convention provides, *inter alia*, for the United Nations, its specialized agencies and the International Atomic Energy Agency to be represented as observers at sessions of the Conference of the Parties and its subsidiary bodies.

Communications concerning representation at the sessions mentioned above should reach the secretariat by **24 September 1999, at the latest**, at the following address:

	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

It would be appreciated if the communication could contain detailed information regarding the name, title, direct telephone, fax and e-mail of each representative.

Badges are essential in order for participants to gain access to premises. They are issued only on the basis of a letter of nomination from United Nations bodies, specialized agencies or related organizations.

4. Documents

As in the past, UNFCCC documents will be made available in the official languages of the United Nations and distributed by the United Nations Office at Geneva. Documents are also placed on to the official Web site of the secretariat: <http://www.unfccc.de> as soon as they become available.

A list of documents for the Conference is included in document FCCC/CP/1999/1/Add.1.

5. Registration

Registration for the sessions will take place at the main entrance of the Hotel Maritim, starting on Monday, 25 October and continuing until Friday, 5 November. The registration desk will be open from Monday to Saturday, from 8 a.m. to 6 p.m.

6. List of participants

A provisional list of participants, containing information received as at Monday, 18 October, will be issued on Monday, 25 October. A revised final list of participants



will be issued on Friday, 5 November.

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INFORMATION FOR PARTICIPANTS

Hotel reservations in Bonn

Representatives who require assistance in making a hotel reservation in Bonn may contact Tourismus & Congress GmbH at Friedrich-Ebert-Allee 26, D-53113 Bonn, telephone number (49-228) 910-410, fax number (49-228) 910-4111.

Rental of office space

Limited office space for rent has been made available within walking distance of the Hotel Maritim at the Ministry of Education and Research (BMBF), Heinemannstrasse 2, D-53175 Bonn. The secretariat kindly requests Parties or accredited observer organizations who may be interested in renting office space for the sessions, to contact Lippsmeier & Partner, Waldschmidtstrasse 6A, D-82319 Starnberg, telephone (49-8151) 8095, fax (49-8151) 13687.

Useful contacts in the secretariat

Coordinator of the SBSTA	Mr. Denis Tirpak
Coordinator of the SBI	Ms. Claire Parker
Secretary of the Conference of the Parties	Mr. Richard Kinley
Manager, Conference Services	Ms. Salwa Dallalah
External Relations Officer	Mr. Horacio Peluffo
Special Events and Exhibits	Ms. Barbara Black
Logistics, conference rooms	Ms. Francesca Foppiano

These contacts can be reached via the main telephone number of the secretariat, **(49-228) 815-1000**.



ANNEX I

I. PROVISIONAL AGENDA FOR THE CONFERENCE OF THE PARTIES AT ITS FIFTH SESSION

1. The provisional agenda for the fifth session of the Conference of the Parties (COP), proposed in agreement with the President in accordance with rule 9 of the draft rules of procedure being applied,¹ is as follows:

1. Opening of the session:
 - (a) Statement by the President of the Conference at its fourth session;
 - (b) Election of the President of the Conference at its fifth 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 and its Kyoto Protocol;
 - (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 sessions of the subsidiary bodies;
 - (g) Date and venue of the sixth session of the Conference of the Parties;²
 - (h) Calendar of meetings of Convention bodies, 2000-2003;³
 - (i) Adoption of the report on credentials.
3. Reports of subsidiary bodies:
 - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
 - (b) Report of the Subsidiary Body for Implementation.
4. Review of the implementation of commitments and of other provisions of the Convention⁴:
 - (a) National communications from Parties included in Annex I to the

¹ See document FCCC/CP/1996/2.

² The COP will consider this sub-item upon receiving reports on progress made and any decisions recommended by the subsidiary bodies at their tenth and eleventh sessions.

³ See note 2.

⁴ See note 2.



- Convention;
- (b) National communications from Parties not included in Annex I to the Convention;
 - (c) Report of the Global Environment Facility to the Conference;
 - (d) Capacity-building;
 - (e) Development and transfer of technologies (decision 4/CP.4);
 - (f) Implementation of Article 4, paragraphs 8 and 9, of the Convention (decision 3/CP.3 and Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol);
 - (g) Activities implemented jointly under the pilot phase (decision 6/CP.4);
 - (h) Other matters referred to the COP by the subsidiary bodies at their eleventh sessions.
5. Second review of the adequacy of Article 4, paragraph 2 (a) and (b) of the Convention.⁵
6. Proposals to amend the lists in Annexes I and II to the Convention:
- (a) Review of information and possible decisions under Article 4, paragraph 2(f): proposals to remove Turkey from the lists in Annexes I and II;
 - (b) Amendment proposed by Kazakhstan: to add its name to the list in Annex I.
7. Preparations for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (decision 8/CP.4):⁶
- (a) Matters relating to land-use, land-use change and forestry;
 - (b) Work programme on mechanisms (decision 7/CP.4);
 - (c) Procedures and mechanisms relating to compliance under the Kyoto Protocol;
 - (d) Impact of single projects on emissions in the commitment period (decision 16/CP.4);
 - (e) National systems, adjustments and guidelines under Articles 5, 7 and 8 of the Kyoto Protocol.

⁵ At COP 4, it “proved impossible to reach any agreed conclusions or decisions” on this matter (FCCC/CP/1998/16, para. 64). Item 5 is therefore included here in accordance with rule 16 of the draft rules of procedure being applied, which provides that “any item of the agenda of an ordinary session, consideration of which has not been completed at the session, shall be included automatically in the agenda of the next ordinary session, unless otherwise decided by the Conference of the Parties”.

⁶ See note 2.



8. Administrative and financial matters:⁷
 - (a) Programme budget for the biennium 2000-2001;
 - (b) Income and budget performance in the biennium 1998-1999;
 - (c) Arrangements for administrative support to the Convention;
 - (d) Institutional linkage of the Convention secretariat to the United Nations;
 - (e) Implementation of the Headquarters Agreement.
9. High-level segment attended by ministers and other heads of delegation:
 - (a) Opening of the high-level segment;
 - (b) Policy statements;
 - (c) Exchange of views among participants.
10. Other statements:
 - (a) Statements by observer States;
 - (b) Statements by intergovernmental organizations;
 - (c) Statements by non-governmental organizations.
11. Other matters.
12. Conclusion of the session:
 - (a) Adoption of the report of the Conference of the Parties on its fifth session;
 - (b) Closure of the session.

⁷ The COP will consider these sub-items upon receiving reports on progress made and any decisions recommended by the subsidiary bodies at their tenth and eleventh sessions.



II. PROVISIONAL AGENDA FOR THE SUBSIDIARY BODY FOR SCIENTIFIC AND TECHNOLOGICAL ADVICE AT ITS ELEVENTH SESSION⁸

2. The provisional agenda for the eleventh session of the Subsidiary Body for Scientific and Technological Advice (SBSTA), proposed after consultation with the Chairman, is as follows:
 1. Opening of the session.
 2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session;
 - (c) Election of officers.
 3. Implementation of Article 4, paragraphs 8 and 9, of the Convention (decision 3/CP.3 and Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol).
 4. Procedures and mechanisms relating to compliance under the Kyoto Protocol.
 5. Activities implemented jointly under the pilot phase.
 6. Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol.
 7. Capacity-building.
 8. National communications from Parties included in Annex I to the Convention:⁹
 - (a) Guidelines for the preparation of national communications;
 - (b) “Best practices” in policies and measures.
 9. Methodological issues:
 - (a) Land-use, land-use change and forestry;
 - (b) National systems, adjustments and guidelines under Articles 5, 7 and 8 of the Kyoto Protocol;
 - (c) Emissions resulting from fuel used for international transportation;
 - (d) Impact of single projects on emissions in the commitment period (decision 16/CP.4);
 - (e) Scientific and methodological aspects of the proposal by Brazil;
 - (f) Other matters.
 10. Development and transfer of technologies:
 - (a) Status of the consultative process (decision 4/CP.4);
 - (b) Ways and means of limiting emissions of hydrofluorocarbons and perfluorocarbons;

⁸ Items 3, 4, 5, 6 and 7 will be considered jointly with the Subsidiary Body for Implementation.

⁹ See also item 8 of the provisional agenda for the Subsidiary Body for Implementation.



- (c) Coastal adaptation technologies;
- (d) Other matters.
- 11. Cooperation with relevant international organizations.
 - (a) Scientific organizations;
 - (b) United Nations bodies;
 - (c) Other conventions.
- 12. Research and systematic observation.
- 13. Roster of experts nominated by Parties.
- 14. Report on the session.

III. PROVISIONAL AGENDA FOR THE SUBSIDIARY BODY FOR IMPLEMENTATION AT ITS ELEVENTH SESSION¹⁰

3. The provisional agenda for the eleventh session of the Subsidiary Body for Implementation (SBI), proposed after consultation with the Chairman, is as follows:

- 1. Opening of the session.
- 2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session;
 - (c) Election of officers.
- 3. Implementation of Article 4, paragraphs 8 and 9, of the Convention (decision 3/CP.3 and Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol).
- 4. Procedures and mechanisms relating to compliance under the Kyoto Protocol.
- 5. Activities implemented jointly under the pilot phase.
- 6. Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol.
- 7. Capacity-building.
- 8. National communications from Parties included in Annex I to the Convention:¹¹
 - (a) Greenhouse gas inventory data, 1990-1997;
 - (b) Guidelines for the technical reviews of GHG inventories;
 - (c) Matters referred by the Subsidiary Body for Scientific and Technological Advice.
- 9. National communications from Parties not included in Annex I to the Convention:
 - (a) Matters related to the consideration of non-Annex I Party communications;

¹⁰ Items 3, 4, 5, 6 and 7 will be considered jointly with the Subsidiary Body for Scientific and Technological Advice.

¹¹ See also item 8 of the provisional agenda for the Subsidiary Body for Scientific and Technological Advice.



- (b) Provision of financial and technical support.
- 10. Financial mechanism:
 - (a) Report of the Global Environment Facility to the Conference of the Parties;
 - (b) Input from Parties to the review by the Global Environment Facility of enabling activities.
- 11. Arrangements for intergovernmental meetings:
 - (a) Improving the intergovernmental process;
 - (b) Date and venue of the sixth session of the Conference of the Parties;
 - (c) Calendar of meetings of Convention bodies, 2000-2003.
- 12. Administrative and financial matters:
 - (a) Programme budget for the biennium 2000-2001;
 - (b) Income and budget performance in the biennium 1998-1999;
 - (c) Arrangements for administrative support to the Convention;
 - (d) Institutional linkage of the Convention secretariat to the United Nations;
 - (e) Implementation of the Headquarters Agreement.
- 13. Report on the session.
