

SB recommendations with regards to the organization of the work of a session
Information note

Time management

No official meetings after 6 p.m.

As recommended per earlier SBI conclusion, no official meeting will be held after 6 p.m. Plenary meetings and meetings of negotiating groups should therefore start punctually. We will also continue to follow practice set by previous SBI recommendation of holding no more than two meetings of plenary and/or contact groups concurrently, with the total number of meetings held concurrently, including informal meetings, not exceeding six.

Attendance of intergovernmental and non-governmental organizations

In accordance with decision 18/CP.4 on the attendance of intergovernmental and non-governmental organizations at contact groups, representatives of IGOs and NGOs may be invited to attend as observers, unless at least one-third of the Parties present at the setting up of that contact group object and on the understanding that the co-chairs of the contact group may determine, at any time, that the contact group should be closed. Participation by observers in the proceedings of the contact group is at the discretion of the co-chairs and should at all times be supportive of the smooth and efficient functioning of the contact group.

Furthermore, delegates are reminded of SBI 34 recommendation stating that - in the event that there is no contact group for an agenda item - at least the first and last meetings of informal consultations may be open to observer organizations, recognizing the right of Parties to keep informal meetings closed.

Submissions

Submissions are a very important element of sharing information, building understanding and advancing work inter-sessionally in a transparent and inclusive manner. The secretariat recently introduced a new submission portal to enhance the user-friendliness and efficiency in submitting and viewing the information and views from Parties.

Parties are invited to use the portal to upload their information and views (<http://unfccc.int/5900.php>). The submission portal is a public site. However, for Parties to be able to upload submissions, access rights are required. Parties can obtain them by having their National Focal Point contact: submission-info@unfccc.int.

For more information on access rights or other matters related to the launch of this new submission portal, please contact submission-info@unfccc.int.

Following are the deadlines for submissions from Parties, to ensure that documents are available in a timely manner for the next sessions, as appropriate:

Session	Submissions that will be the basis for REG/INF documents	Submissions to be compiled in a MISC document	Submissions only posted on the submission portal
SB 42	18 February 2015	25 March 2015	3 May 2015
SB 43	17 August 2015	21 September 2015	30 October 2015

Parties are encouraged to refrain from systematically requesting the secretariat to compile submissions into MISC documents. All submissions are made available on UNFCCC submission portal (<http://unfccc.int/5900.php>), and can easily be consulted on-line. This approach would reduce the pressure for Parties to submit their views within a set and tight deadline, and also reduce the additional workload on the secretariat in preparing documents that may not really be needed, while maintaining full transparency.

Pre-sessional, in-session and intra-session events

Any request to hold pre-sessionals events before SB 42 should be discouraged so that the sessional period is not extended. Any request to hold in-session events at SB 42 should be discouraged so that negotiation time is not limited. Any request to hold a workshop before SB 42 should also be discouraged, as there will be insufficient time to organize it.

Administrative and budgetary implications

In accordance with decision 16/CP.9, paragraph 20, at the time of adoption of relevant conclusions, the Executive Secretary will inform the SBs of any administrative and budgetary implications that cannot be met from existing resources within the core budget. In the absence of

adequate additional funding, the secretariat may not be in a position to undertake the requested activities.

Daily programme and CCTV

Parties are encouraged to consult the overview of the sessions which is posted on the UNFCCC website, as well as the Daily Programme and CCTV for any changes in the schedule.