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Bonn, 29 March 2000

## NOTIFICATION

*This notification 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 their Diplomatic Missions accredited to the Federal Republic of Germany; for those Parties not accredited to the Federal Republic of Germany, it is being sent to Permanent Missions in New York or Ministries of Foreign Affairs as appropriate. In all cases, the communication is copied to the Diplomatic Missions accredited to the Federal Republic of Germany and the Permanent Missions to the United Nations Office at Geneva.*

On behalf of the Executive Secretary, I wish to notify Parties and Observer States of the forthcoming twelfth sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Subsidiary Body for Implementation (SBI), from 12 June to 16 June 2000. These sessions will be preceded by a week of informal meetings, including workshops, from 5 to 10 June. The sessions and the informal meetings and workshops will take place at the Hotel Maritim, Godesberger Allee, D-53175 Bonn, Germany.

It would be appreciated if the names of the head of delegation and representatives, with their titles and addresses (including fax and e-mail), who will attend the sessions could be communicated to me as soon as possible and **not later than Monday, 8 May 2000** at the address of the secretariat: P.O. Box 260 124, D-53153 Bonn, Germany,  
Telefax: (49-228) 815-1999, E-mail: [secretariat@unfccc.de](mailto:secretariat@unfccc.de)

The provisional agendas of the sessions of the subsidiary bodies, a tentative schedule for the week of informal meetings and workshops, as well as a guide containing useful information for participation in the above mentioned sessions are attached.

Yours sincerely,

(signed)

Richard Kinley  
Coordinator  
Intergovernmental and Conference Affairs



## GUIDE FOR PARTICIPANTS

<b>DOCUMENTS:</b>	All available documents have been posted on the official WEB site of the secretariat < <a href="http://www.unfccc.de">www.unfccc.de</a> >
Symbols:	Provisional Agendas: < FCCC/SBSTA/2000/1 < FCCC/SBI/2000/1 Reports: < FCCC/SBSTA/1999/14 < FCCC/SBI/1999/14 < FCCC/CP/1999/6 and Add.1
<b>FUNDING:</b>	Available for one delegate from each Party selected as eligible for funding. A separate communication has been sent to eligible Parties.
<b>REGISTRATION:</b>	Friday, 2 June 2000: from 9 a.m. to 12 p.m. and 3 p.m. to 5 p.m. at Haus Carstanjen, Martin-Luther-King-Strasse 8, Bonn. Sunday, 4 June 2000: from 3 p.m. to 6 p.m. at the Hotel Maritim. Monday, 5 June 2000: to Friday, 16 June 2000, from 8 a.m. to 6 p.m. at the Hotel Maritim.  Double registration for the session is not permitted (i.e. State representative and Observer organization representative, or State representative and Press/media representative).
<b>BADGES:</b>	Badges are essential in order for participants to gain access to the premises. They are issued only on the basis of a letter of nomination from Parties or Observer States.
<b>VISAS:</b>	Early contact with the consular authorities of the Federal Republic of Germany is strongly advised to allow sufficient time for a visa to be issued, as appropriate, before departure for Germany. To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request.
<b>HOTELS:</b>	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 (49-228) 910-410, Telefax: (49-228) 910-4111.
<b>DISCLAIMER:</b>	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.



**SUBSIDIARY BODY FOR IMPLEMENTATION**  
**Twelfth Session**  
**PROVISIONAL AGENDA**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of the work of the session.
3. Implementation of Article 4.8 and 4.9 of the Convention (decision 3/CP.3 and Articles 2.3 and 3.14 of the Kyoto Protocol).
4. Matters relating to Article 3.14 of the Kyoto Protocol.
5. Procedures and mechanisms relating to compliance under the Kyoto Protocol.
6. Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol.
7. National communications from Parties included in Annex I to the Convention: experience with the review of second national communications.
8. National communications from Parties not included in Annex I to the Convention:
  - (a) Report of the first meeting of the consultative group of experts;
  - (b) Provision of financial and technical support.
9. Financial mechanism:
  - (a) Progress report on the review by the Global Environment Facility of enabling activities;
  - (b) Progress report on the review by the Global Environment Facility of its capacity-building activities;
  - (c) Additional guidance to the Global Environment Facility: support to the Intergovernmental Panel on Climate Change.
10. Arrangements for intergovernmental meetings.
11. Administrative and financial matters.
12. Report on the session.



**SUBSIDIARY BODY FOR SCIENTIFIC AND TECHNOLOGICAL ADVICE**  
**Twelfth Session**  
**PROVISIONAL AGENDA**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of the work of the session.
3. Implementation of Article 4.8 and 4.9 of the Convention (decision 3/CP.3 and Articles 2.3 and 3.14 of the Kyoto Protocol).
4. Matters relating to Article 3.14 of the Kyoto Protocol.
5. Procedures and mechanisms relating to compliance under the Kyoto Protocol.
6. Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol.
7. “Best practices” in policies and measures among Parties included in Annex I to the Convention.
8. Methodological issues:
  - (a) Land-use, land-use change and forestry;
  - (b) Guidelines under Articles 5, 7 and 8 of the Kyoto Protocol;
  - (c) Good practice guidance and uncertainty management in national greenhouse gas inventories;
  - (d) Methods and tools to evaluate impacts and adaptation;
  - (e) Other matters.
9. Development and transfer of technologies:
  - (a) Status of the consultative process (decision 4/CP.4);
  - (b) Other matters.
10. Cooperation with relevant international organizations.
11. Other matters.
12. Report on the session.

**TENTATIVE SCHEDULE FOR THE WEEK OF INFORMAL MEETINGS, INCLUDING WORKSHOPS  
(5 -10 June 2000)**

Time	Monday, 5 June		Tuesday, 6 June		Wednesday, 7 June		Thursday, 8 June		Friday, 9 June		Saturday, 10 June	
10 a.m. to 1 p.m.	Initial briefing		5,7 and 8 (7 and 8)	P and M	4.8. 4.9 and 3.14	Tech	Mech		5, 7 and 8	Com- pliance	LULUCF	ICC briefing <i>(see note 2)</i>
	5, 7 and 8 (5.2)	4.8. 4.9 and 3.14										
3 p.m. to 5 p.m.	Mech	LULUCF	Mech	5, 7 and 8 (5.2)	Com- pliance	Briefing on the "IPCC Special Report on LULUCF"	Com- pliance	P and M	LULUCF	Com- pliance	LULUCF	ICC briefing
5 p.m. to 7 p.m.			Cross-cutting issues meeting		Com- pliance		5,7 and 8	4.8, 4.9 and 3.14	P and M	Capacity building		
7 p.m. to 9 p.m.	5, 7 and 8 (5.1)	4.8. 4.9 and 3.14	Mech (industry and environ- mental NGOs)	LULUCF	5, 7 and 8 (7 and 8)	Capacity building	Cross-cutting issues meeting <i>(if needed)</i>		4.8. 4.9 and 3.14	Capacity building <i>(reserve)</i>		

**Notes:**

1. This schedule assumes no more than 2 meetings at any one time, excluding the Consultation Group of Experts (CGE) and the Friends of the Chair meeting for Technology Transfer (FoCTT).
2. The timing for the ICC event is preliminary. A similar event may also be held by the Environmental NGO Constituency, to be announced later.

**Abbreviations in the schedule:**

- 5, 7 and 8                National systems, adjustments and guidelines under Articles 5, 7 and 8 of the Kyoto
- 4.8. 4.9 and 3.14      Article 4.8 and 4.9 of the Convention and 3.14 of the Kyoto Protocol
- Mech                -      Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol
- LULUCF            -      Land-use, land-use change and forestry
- P and M            -      Policies and measures
- Tech                -      Development and transfer of technology