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Bonn, 3 April 2000

NOTIFICATION

This message is being sent to all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties at its previous sessions, in accordance with Article 7, paragraph 6, of the Convention.

On behalf of the Executive Secretary, I wish to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties at its previous sessions 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 representatives of IGOs and NGOs, 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

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**

DOCUMENTS:	All available documents have been posted on the official WEB site of the secretariat < www.unfccc.de >
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
CONTACT DETAILS:	All communications should contain the name, title, address, telephone, fax and e-mail of the organization as well as the name, title, address, telephone, fax and e-mail of each representative.
REGISTRATION:	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 Observer organization representative and Press/media representative).
BADGES:	Badges are essential to be given access to the premises. They are issued only on the basis of a letter of nomination from an Observer organization.
SPECIAL EVENTS:	The special event schedule and exhibit list will be posted on the UNFCCC web site in due course. The schedule and list will contain titles, contact information and other details. It should be recalled that the secretariat reserves the right to reschedule or cancel special events in the interest of the negotiating process. Organizers are reminded that presenters at special events or exhibitors are required to be duly nominated as representatives of Parties or accredited organizations for the session, in order to gain access to the premises.
VISAS:	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.
HOTELS:	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, fax (49-228) 910-4111.
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.



**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 (see note 2)
	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 (if needed)		4.8. 4.9 and 3.14	Capacity building (reserve)		

Notes:

- 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).
- The timing for the International Chamber of Commerce (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