



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat  
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

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Bonn, 20 April 2004

## 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 twentieth sessions of the

- Subsidiary Body for Scientific and Technological Advice (SBSTA)
- Subsidiary Body for Implementation (SBI)

These sessions will be held from Wednesday, 16 June to Friday, 25 June 2004 at the Hotel Maritim, Godesberger Allee, D-53175 Bonn, Germany.

The names with the titles, addresses, telephone and fax numbers, and e-mail addresses of the representatives for the sessions should be communicated to me, through the observer organizations' designated contact points for climate change, as soon as possible and **not later than Friday, 14 May 2004** at the address of the secretariat:

P.O. Box 260 124,  
D-53153 Bonn, Germany  
Telefax: (49-228) 815-1999, E-mail: [secretariat@unfccc.int](mailto:secretariat@unfccc.int)

The provisional agendas of the sessions of the subsidiary bodies as well as a guide containing useful information for participation in the above mentioned sessions are attached. Further information can be found on the secretariat website (<http://unfccc.int>).

Yours sincerely,  
Original Signed  
Richard J. Kinley  
a signé l'original

Richard Kinley  
Acting Deputy Executive Secretary



**Provisional agenda of the  
Subsidiary Body for Scientific and Technological Advice at its twentieth session**

Symbols of documents for each agenda item are indicated.

Please consult <http://maindb.unfccc.int/library> for updated information, including full list of relevant documents and titles

1. Opening of the session
2. Organizational matters
  - (a) Adoption of the agenda  
FCCC/SBSTA/2004/1
  - (b) Organization of the work of the session
3. Methodological issues: FCCC/SBSTA/2004/MISC.10
  - (a) Good practice guidance for land use, land-use change and forestry (LULUCF) activities under the Kyoto Protocol, harvested wood products and other issues relating to LULUCF  
FCCC/SBSTA/2004/MISC.1, FCCC/SBSTA/2004/MISC.5,  
FCCC/SBSTA/2004/MISC.8, FCCC/SBSTA/2004/MISC.9, FCCC/SBSTA/2004/INF.1
  - (b) Small-scale afforestation and reforestation project activities under the clean development mechanism  
FCCC/SBSTA/2004/MISC.3, FCCC/SBSTA/2004/MISC.4
  - (c) Emissions from fuel used for international aviation and maritime transport  
FCCC/SBSTA/2004/INF.5
  - (d) Issues relating to greenhouse gas inventories  
FCCC/SBSTA/2004/3, FCCC/SBSTA/2004/INF.2, FCCC/SBSTA/2004/INF.3,  
FCCC/SBSTA/2004/INF.4, FCCC/SBSTA/2004/INF.6, FCCC/SBSTA/2004/INF.7
  - (e) Issues relating to Articles 7 and 8 of the Kyoto Protocol  
FCCC/SBSTA/2004/4, FCCC/SBSTA/2004/5, FCCC/SBSTA/2004/MISC.2
  - (f) Issues relating to registry systems under Article 7, paragraph 4, of the Kyoto Protocol  
FCCC/SBSTA/2004/INF.9
4. Development and transfer of technologies  
FCCC/SBSTA/2004/2, FCCC/SBSTA/2004/INF.8
5. "Good practices" in policies and measures among Parties included in Annex I to the Convention
6. Research and systematic observation
7. Scientific, technical and socio-economic aspects of impacts of, and vulnerability and adaptation to, climate change  
FCCC/SBSTA/2004/MISC.6
8. Scientific, technical and socio-economic aspects of mitigation  
FCCC/SBSTA/2004/MISC.7



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9. Cooperation with relevant international organizations
  10. Other matters
    - (a) Issues relating to cleaner or less-greenhouse-gas-emitting energy
    - (b) Issues relating to the implementation of Article 2, paragraph 3, of the Kyoto Protocol
    - (c) Any other matters
  11. Report on the session



**Provisional agenda of the  
Subsidiary Body for Implementation at its twentieth session**

Symbols of documents for each agenda item are indicated.

Please consult <http://maindb.unfccc.int/library> for updated information, including full list of relevant documents and titles

1. Opening of the session
2. Organizational matters
  - (a) Adoption of agenda  
FCCC/SBI/2004/1
  - (b) Organization of the work of the session
  - (c) Election of officers other than the Chair
3. National communications from Parties included in Annex I to the Convention: status report on the review of third national communications  
FCCC/SBI/2004/INF.7
4. National communications from Parties not included in Annex I to the Convention
  - (a) Submission of second and, where appropriate, third national communications
  - (b) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention  
FCCC/SBI/2004/INF.5
  - (c) Provision of financial and technical support  
FCCC/SBI/2004/INF.2, FCCC/SBI/2004/INF.3, FCCC/SBI/2004/INF.4,  
FCCC/SBI/2004/INF.6
5. Financial mechanism of the Convention
  - (a) Matters relating to the implementation of decision 5/CP.8  
FCCC/SBI/2004/6
6. Article 6 of the Convention  
FCCC/SBI/2004/7
7. Capacity-building  
FCCC/SBI/2004/8, FCCC/SBI/2004/9 and Add.1–3, FCCC/SBI/2004/MISC.1
8. Implementation of Article 4, paragraphs 8 and 9, of the Convention
  - (a) Progress on the implementation of activities under decision 5/CP.7  
FCCC/SBI/2004/MISC.2
  - (b) Matters relating to the least developed countries  
FCCC/SBI/2004/3
9. Arrangements for intergovernmental meetings
  - (a) Tenth session of the Conference of the Parties  
FCCC/SBI/2004/4
  - (b) Future sessional periods  
FCCC/SBI/2004/4
  - (c) Organization of the intergovernmental process



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FCCC/SBI/2004/4

- (d) Effective participation in the Convention process  
FCCC/SBI/2004/5
- 10. Administrative and financial matters
  - (a) Budget performance for the biennium 2004–2005  
FCCC/SBI/2004/INF.1, FCCC/SBI/2004/INF.8
  - (b) Implementation of paragraph 7 (c) of the financial procedures of the Convention concerning the financial support for participation in the UNFCCC process  
FCCC/SBI/2004/2
  - (c) Implementation of the Headquarters Agreement
- 11. Continuing review of the functions and operations of the secretariat
- 12. Other matters
- 13. Report on the session



## INFORMATION FOR PARTICIPANTS

<b>DOCUMENTS</b>	<p>Please consult the official Web site of the secretariat (<a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a>) for all available documents:</p> <p>Provisional Agendas: &lt; FCCC/SBSTA/2004/1 &lt; FCCC/SBI/2004/1</p> <p>Reports: &lt; FCCC/SBSTA/2003/15 &lt; FCCC/SBI/2003/19 &lt; FCCC/CP/2003/6 and Add. 1–2</p>
<b>REGISTRATION</b>	<ul style="list-style-type: none"><li>&lt; All participants are requested to register upon arrival at the desk located in the Hotel Maritim.</li><li>&lt; A valid photo ID should be presented to the registration staff.</li><li>&lt; As of Tuesday, 15 June, the “no registration, no access” rule shall be strictly applied and will be enforced throughout the period of the sessions.</li><li>&lt; Early registration on Tuesday, 15 June, is highly recommended to avoid delay on the first morning of the sessions.</li></ul> <p><b>Registration Timetable:</b></p> <ul style="list-style-type: none"><li>&lt; Monday, 14 June 2004 to Tuesday, 15 June 2004: from 9 a.m. to 6 p.m.</li><li>&lt; Wednesday, 16 June 2004 to Friday, 25 June 2004: from 8 a.m. to 7 p.m.</li></ul> <p>Double registration for the session is not permitted (i.e., State representative and Observer organization representative, or State representative and Press/Media representative).</p>
<b>SIDE EVENTS</b>	<p>An on-line registration system has been developed to facilitate applications for side events and exhibits. Organizers will require authorization by the national focal point or designated contact point of the admitted organization. <b>This service is available from Wednesday, 14 April until Friday, 30 April 2004</b> on the secretariat web site.</p> <p>Organizations are reminded that initially only one application per organization will be considered in order to allow a balanced programme. Joint or collaborative events will be given priority.</p> <p>The side event schedule and exhibit list will be available on the official web site. Organizers of side events are reminded that the secretariat reserves the right to reschedule or cancel side events in the interest of the negotiating process.</p> <p><b>Presenters and participants at side events and exhibitors must be previously registered as representatives of Parties, the United Nations, its specialized agencies and related organizations or admitted observer organizations for the sessions, in order to gain access to the premises.</b></p>
<b>BADGES</b>	<p>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 through the designated contact points for climate change.</p>



<b>VISAS</b>	<p>All foreign participants entering the Federal Republic of Germany must have a valid passport. Early contact with the consular authorities 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. For more information, please visit the website of the Federal Foreign Office: <a href="http://www.auswaertiges-amt.de/www/en/willkommen/einreisebestimmungen/index_html">http://www.auswaertiges-amt.de/www/en/willkommen/einreisebestimmungen/index_html</a> (also available in French and Spanish).</p>
<b>HOTELS</b>	<p>Participants who require assistance in making a hotel reservation in Bonn may contact:</p> <p>Tourismus &amp; Congress GmbH Adenauerallee 131 D-53113 Bonn Telephone: (49-228) 910-4170, Telefax: (49-228) 910-4177</p>
<b>DISCLAIMER</b>	<p>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.</p>