

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

Information note

No official meetings after 6 p.m.

As recommended per earlier SBI conclusion, no official meetings will be held after 6 p.m. Plenary meetings and meetings of negotiating groups should therefore start punctually. We will also continue to follow the practice set by previous SBI recommendations 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, to the extent possible.

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 recommendations 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 deadlines

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

- For submissions that will be the basis of regular or information documents, the deadline for submissions are **20 August 2014 for SB 41 and 18 February for SB 42.**
- For submissions that will only be compiled into MISC documents, deadlines are **24 September for SB 41 and 25 March for SB 42.**

Compilation into MISC documents

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 would 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 41 should be discouraged so that the sessional period is not extended. Any request to hold in-session events at SB 41 should be discouraged so that negotiation time is not limited. Any request to hold a workshop before SB 41 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, including on special events that are relevant for the work of the SBs.

Negotiation group and document deadlines

Please note that the SB Chairs will instruct their co-facilitators to conclude all negotiation groups latest by Saturday, 14 June, noon to ensure that draft conclusions or decisions are submitted and processed in a timely manner to be available for the closing plenary of the SBSTA on Sunday, 15 June, 10 am. The staggered conclusion of negotiation groups may help to avoid delays in making L-documents available at the documents counter and on the web site.

Translation

Please note that any draft conclusions or decisions that are submitted for translation after 12:00 noon on Friday, 13 June will not be available in all languages for the closing plenary on Sunday.