



Executive Secretary
Secrétaire exécutif

Bonn, 6 October 2008

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NOTIFICATION

Poznan 2008: United Nations Climate Change Conference

I am pleased to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties of the forthcoming sessions that will take place from 1 to 12 December 2008 at the Poznan International Fair Limited, Glogowska street 14, 60-734 Poznan, Poland:

- The fourteenth session of the Conference of the Parties (COP 14)
- The fourth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 4)
- The twenty-ninth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 29)
- The twenty-ninth session of the Subsidiary Body for Implementation (SBI 29)
- The resumed sixth session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP 6.2).
- The fourth session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA 4)

The names, titles and contact details (including address, telephone, fax and e-mail) of the representatives for the sessions should be communicated by each observer organization, through its designated contact point for climate change, as soon as possible and **not later than 3 November 2008** at the address of the secretariat:

UNFCCC secretariat
Haus Carstanjen
Martin-Luther-King-Strasse 8
P.O. Box 260 124, 53153 Bonn
Germany
Fax: +49 228 815 1999
E-mail: <secretariat@unfccc.int>

Distribution: To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties.



Two annexes are attached to this notification. Annex I contains the provisional agendas of the above-mentioned sessions. Annex II offers useful information for participants, including important guidelines for the issuance of visas. Useful information on the sessions will soon be posted on the UNFCCC web site <www.unfccc.int>.

Yours sincerely,

(signed by)

Yvo de Boer



Annex I

Provisional Agendas

Provisional agenda of the Conference of the Parties at its fourteenth session

Symbols of documents for each agenda item are indicated. Please consult <http://maindb.unfccc.int/library> for updated information, including a full list of relevant documents and titles.

1. Opening of the session
2. Organizational matters
 - (a) Election of the President of the Conference at its fourteenth session
 - (b) Adoption of the rules of procedure
FCCC/CP/1996/2
 - (c) Adoption of the agenda
FCCC/CP/2008/1
 - (d) Election of officers other than the President
 - (e) Admission of organizations as observers
FCCC/CP/2008/3
 - (f) Organization of work, including the sessions of the subsidiary bodies
FCCC/CP/2008/1; FCCC/SBSTA/2008/7; FCCC/SBI/2008/9; FCCC/AWGLCA/2008/14
 - (g) Dates and venues of future sessions
 - (h) Adoption of the report on credentials
3. Reports of the subsidiary bodies and decisions and conclusions arising therefrom
 - (a) Report of the Subsidiary Body for Scientific and Technological Advice
FCCC/SBSTA/2008/6
 - (b) Report of the Subsidiary Body for Implementation
FCCC/SBI/2008/8 and Add.1
4. Report of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention
*FCCC/AWGLCA/2008/3; FCCC/AWGLCA/2008/6; FCCC/AWGLCA/2008/8;
FCCC/AWGLCA/2008/11; FCCC/AWGLCA/2008/12; FCCC/AWGLCA/2008/13*



5. Review of implementation of commitments and of other provisions of the Convention
 - (a) Financial mechanism of the Convention
 - (b) National communications
 - (i) National communications from Parties included in Annex I to the Convention
 - (ii) National communications from Parties not included in Annex I to the Convention
 - (c) Development and transfer of technologies
 - (d) Capacity-building under the Convention
 - (e) Implementation of Article 4, paragraphs 8 and 9, of the Convention
 - (i) Implementation of the Buenos Aires programme of work on adaptation and response measures (decision 1/CP.10)
 - (ii) Matters relating to the least developed countries
 - (f) Other matters referred to the Conference of the Parties by the subsidiary bodies
6. Second review of the adequacy of Article 4, paragraph 2(a) and (b), of the Convention
7. Administrative, financial and institutional matters
 - (a) Audited financial statements for the biennium 2006–2007
 - (b) Budget performance in the biennium 2008–2009
8. High-level segment
9. Statements by observer organizations
10. Other matters
11. Conclusion of the session
 - (a) Adoption of the report of the Conference of the Parties on its fourteenth session
 - (b) Closure of the session



**Provisional agenda of the
Conference of the Parties serving as the meeting of the Parties
to the Kyoto Protocol at its fourth session**

Symbols of documents for each agenda item are indicated. Please consult <http://maindb.unfccc.int/library> for updated information, including a full list of relevant documents and titles.

1. Opening of the session
2. Organizational matters
 - (a) Adoption of the agenda
FCCC/KP/CMP/2008/1
 - (b) Election of replacement officers
 - (c) Organization of work, including the sessions of the subsidiary bodies
*FCCC/KP/CMP/2008/1; FCCC/SBSTA/2008/7; FCCC/SBI/2008/9
FCCC/KP/AWG/2008/6*
 - (d) Approval of the report on credentials
3. Reports of the subsidiary bodies and decisions and conclusions arising therefrom
 - (a) Report of the Subsidiary Body for Scientific and Technological Advice
FCCC/SBSTA/2008/6
 - (b) Report of the Subsidiary Body for Implementation
FCCC/SBI/2008/8 and Add.1
4. Report of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol
FCCC/KP/AWG/2008/2; FCCC/KP/AWG/2008/3; FCCC/KP/AWG/2008/5
5. Issues relating to the clean development mechanism
FCCC/KP/CMP/2008/4; FCCC/KP/AWG/2008/3
6. Issues relating to joint implementation
FCCC/KP/CMP/2008/3; FCCC/KP/AWG/2008/3
7. Report of the Compliance Committee
FCCC/KP/CMP/2008/5
8. Report of the Adaptation Fund Board
FCCC/KP/CMP/2008/2
9. Amendment of the Kyoto Protocol in respect of procedures and mechanisms relating to compliance



10. Report of the administrator of the international transaction log under the Kyoto Protocol
FCCC/KP/CMP/2008/7; FCCC/SBI/2008/9
11. National communications from Parties included in Annex I to the Convention:
reporting and review
12. Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol
FCCC/KP/CMP/2008/9; FCCC/KP/CMP/2008/9/Add.1
13. Second review of the Kyoto Protocol pursuant to its Article 9
*FCCC/KP/CMP/2008/6; FCCC/KP/CMP/2008/INF.1; FCCC/KP/CMP/2008/INF.2
FCCC/KP/CMP/2008/INF.3; FCCC/KP/CMP/2008/MISC.1; FCCC/KP/CMP/2008/MISC.2
FCCC/KP/CMP/2008/MISC.3; FCCC/SBI/2008/8 and Add. 1; FCCC/TP/2008/6*
14. Capacity-building under the Kyoto Protocol
15. Matters relating to Article 3, paragraph 14, of the Kyoto Protocol
16. Matters relating to Article 2, paragraph 3, of the Kyoto Protocol
17. Administrative, financial and institutional matters
 - (a) Audited financial statements for the biennium 2006–2007
 - (b) Budget performance in the biennium 2008–2009
18. Other matters referred to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol by the subsidiary bodies
19. High-level segment
20. Statements by observer organizations
21. Other matters
FCCC/KP/CMP/2008/10
22. Conclusion of the session
 - (a) Adoption of the report of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol on its fourth session
 - (b) Closure of the session



**Provisional agenda of the
Subsidiary Body for Scientific and Technological Advice at its
twenty-ninth session**

1. Opening of the session
2. Organizational matters
 - (a) Adoption of the agenda
FCCC/SBSTA/2008/7
 - (b) Organization of the work of the session
FCCC/SBSTA/2008/7
 - (c) Election of officers other than the Chair
 - (d) Election of replacement officers
3. Nairobi work programme on impacts, vulnerability and adaptation to climate change
*FCCC/SBSTA/2008/9; FCCC/SBSTA/2008/10; FCCC/SBSTA/2008/12;
FCCC/SBSTA/2008/INF.5; FCCC/TP/2008/3; FCCC/TP/2008/4*
4. Development and transfer of technologies
FCCC/SB/2008/INF.5; FCCC/SB/2008/INF.6; FCCC/SB/2008/INF.7; FCCC/SB/2008/INF.8
5. Reducing emissions from deforestation in developing countries: approaches to stimulate action
FCCC/SBSTA/2008/11
6. Research and systematic observation
FCCC/SBSTA/2008/MISC.11; FCCC/SBSTA/2008/MISC.12
7. Methodological issues under the Convention
 - (a) Annual report on the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention;
FCCC/SBSTA/2008/INF.4
 - (b) Greenhouse gas data interface
 - (c) Emissions from fuel used for international aviation and maritime transport
8. Methodological issues under the Kyoto Protocol
 - (a) Implications of the establishment of new hydrochlorofluorocarbon-22 (HCFC-22) facilities seeking to obtain certified emission reductions for the destruction of hydrofluorocarbon-23 (HFC-23)
 - (b) Carbon dioxide capture and storage in geological formations as clean development mechanism project activities.
FCCC/SBSTA/2008/INF.1; FCCC/SBSTA/2008/INF.3; FCCC/SBSTA/2008/MISC.10



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9. Fourth Assessment Report of the Intergovernmental Panel on Climate Change
FCCC/SBSTA/2008/8
 10. Matters relating to Article 2, paragraph 3, of the Kyoto Protocol
 11. Other matters
 12. Report on the session



**Provisional agenda of the
Subsidiary Body for Implementation at its twenty-ninth session**

1. Opening of the session
2. Organizational matters
 - (a) Adoption of the agenda
FCCC/SBI/2008/9
 - (b) Organization of the work of the session
FCCC/SBI/2008/9
 - (c) Election of officers other than the Chair
 - (d) Election of replacement officers
3. National communications and greenhouse gas inventory data from Parties included in Annex I to the Convention
 - (a) Report on national greenhouse gas inventory data from Parties included in Annex I to the Convention for the period 1990–2006
FCCC/SBI/2008/12
 - (b) Status report on the review of fourth national communications
FCCC/SBI/2008/INF.7
4. National communications from Parties not included in Annex I to the Convention
 - (a) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
FCCC/SBI/2007/10/Add.1; FCCC/SBI/2007/MISC.7 and Add.1 and 2
 - (b) Information contained in national communications from Parties not included in Annex I to the Convention¹
 - (c) Provision of financial and technical support
FCCC/SBI/2008/INF.10
5. Financial mechanism of the Convention
 - (a) Fourth review of the financial mechanism
 - (b) Report of the Global Environment Facility to the Conference of the Parties and guidance to the Global Environment Facility
FCCC/CP/2008/2

¹ At the twenty-eighth session of the SBI, there was no consensus to include this item on the agenda. It was therefore held in abeyance. On a proposal by the Chair, the SBI decided to include this item on the provisional agenda of its twenty-ninth session.



- (c) Least Developed Countries Fund
FCCC/SBI/2008/MISC.8; FCCC/SBI/2007/32; FCCC/CP/2007/3 and Corr.1
- 6. Implementation of Article 4, paragraphs 8 and 9, of the Convention
 - (a) Progress on the implementation of decision 1/CP.10
FCCC/SBI/2008/MISC.9
 - (b) Matters relating to the least developed countries
FCCC/SBI/2008/14
- 7. Development and transfer of technologies
*FCCC/SBI/2008/16; FCCC/SBI/2008/17; FCCC/SB/2008/INF.5; FCCC/SB/2008/INF.6
FCCC/SB/2008/INF.7; FCCC/SB/2008/INF.8*
- 8. Capacity-building under the Convention
*FCCC/CP/2008/2; FCCC/SBI/2008/11; FCCC/SBI/2008/15; FCCC/SBI/2008/MISC.5
FCCC/SBI/2008/MISC.6; FCCC/TP/2008/5*
- 9. Capacity-building under the Kyoto Protocol
FCCC/SBI/2008/11; FCCC/SBI/2008/MISC.5; FCCC/SBI/2008/MISC.6; FCCC/TP/2008/5
- 10. Reporting and review of information submitted by Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol
FCCC/SBI/2008/INF.8; FCCC/SBI/2008/MISC.7
- 11. Matters relating to Article 3, paragraph 14, of the Kyoto Protocol
FCCC/SBI/2006/27
- 12. Report of the administrator of the international transaction log under the Kyoto Protocol
FCCC/KP/CMP/2008/7
- 13. Amendment of the Kyoto Protocol in respect of procedures and mechanisms relating to compliance
FCCC/KP/CMP/2005/2
- 14. Administrative, financial and institutional matters
 - (a) Audited financial statements for the biennium 2006–2007
FCCC/SBI/2008/13; FCCC/SBI/2008/13/Add.1; FCCC/SBI/2008/13/Add.2
 - (b) Budget performance for the biennium 2008–2009
FCCC/SBI/2008/10; FCCC/SBI/2008/INF.9
 - (c) Continuing review of the functions and operations of the secretariat
 - (d) Privileges and immunities for individuals serving on constituted bodies established under the Kyoto Protocol
FCCC/KP/CMP/2008/10; FCCC/SBI/2008/INF.1
- 15. Other matters
- 16. Report on the session



**Provisional agenda of the
Ad Hoc Working Group on Long-term Cooperative Action under the Convention
at its fourth session**

1. Opening of the session
2. Organizational matters
 - (a) Adoption of the agenda
FCCC/AWGLCA/2008/14
 - (b) Organization of the work of the session
FCCC/AWGLCA/2008/15
3. Enabling the full, effective and sustained implementation of the Convention through long-term cooperative action now, up to and beyond 2012, by addressing, inter alia:
 - (a) A shared vision for long-term cooperative action
 - (b) Enhanced national/international action on mitigation of climate change
 - (c) Enhanced action on adaptation
 - (d) Enhanced action on technology development and transfer to support action on mitigation and adaptation
 - (e) Enhanced action on the provision of financial resources and investment to support action on mitigation and adaptation and technology cooperation

*FCCC/AWGLCA/2008/13, FCCC/AWGLCA/2008/16, FCCC/AWGLCA/2008/INF.2,
FCCC/AWGLCA/2008/MISC.5, FCCC/AWGLCA/2008/MISC.6, FCCC/AWGLCA/2008/MISC.7,
FCCC/AWGLCA/2008/MISC.8, FCCC/TP/2008/7, FCCC/TP/2008/8, FCCC/TP/2008/9.*
4. Work programme for 2009
5. Report to the Conference of the Parties at its fourteenth session on progress made
6. Other matters
7. Report on the session



**Provisional agenda of the
Ad Hoc Working Group on Further Commitments for
Annex I Parties under the Kyoto Protocol
at the resumed part of its sixth session**

1. Opening of the session
2. Organizational matters
 - (a) Adoption of the agenda
 - (b) Organization of the work of the session
FCCC/KP/AWG/2008/4, FCCC/KP/AWG/2008/6, FCCC/KP/AWG/2008/7
 - (c) Election of officers
3. Analysis of means to reach emission reduction targets and identification of ways to enhance their effectiveness and contribution to sustainable development
 - (a) Emissions trading and the project-based mechanisms
FCCC/KP/AWG/2008/5, FCCC/KP/AWG/2008/INF.3, FCCC/KP/AWG/2008/MISC.7
 - (b) Land use, land-use change and forestry
FCCC/KP/AWG/2008/5
 - (c) Greenhouse gases, sectors and source categories
 - (d) Possible approaches targeting sectoral emissions
4. Consideration of relevant methodological issues
5. Consideration of information on potential environmental, economic and social consequences, including spillover effects, of tools, policies, measures and methodologies available to Annex 1 Parties
FCCC/KP/AWG/2008/MISC.5
6. Analysis of mitigation potentials and identification of ranges of emission reduction objectives of Annex I Parties
FCCC/TP/2008/10, FCCC/KP/AWG/2008/MISC.4
7. Consideration of further commitments by Annex I Parties
FCCC/KP/AWG/2008/MISC.4
8. Work programme for 2009
FCCC/KP/AWG/2008/MISC.6
9. Other matters
10. Report on the session

Annex II**Guide for Participants**

Visas	<p>All foreign delegates entering the Republic of Poland must have a valid passport. Participants requiring a visa for Poland, or a transit visa, are strongly encouraged to contact the appropriate consular authorities immediately upon receipt of this notification. The issuance of a visa for the Schengen States may take up to two weeks from the date of submission of the visa application. 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 Polish Foreign Ministry: <http://www.mfa.gov.pl/>.</p>
Hotels	<p>The Government of Poland would like to inform participants that it has contracted the World Trade Center (WTC) Poznan, to assist participants with their hotel accommodation for the sessions. The services offered by the WTC are intended to assist participants in this regard, and should not be considered as participation conditionality of any kind imposed by the host country.</p> <p>In addition, at the end of July 2008, the host country established a unified system for accommodation booking for participants with affordable prepayment conditions. The majority of hotels in Poznan and all private accommodation operators joined the system, which follows the typical international standards that are being applied in case of important events of this size.</p> <p>Participants may wish to contact the WTC directly to book their accommodation. Information on accommodation procedures is available at: <http://www.cop14.gov.pl/index.php?lang=EN>".</p> <p>In addition to the services being offered by the WTC, other hotels and accommodation facilities are also available in Poznan and its vicinity.</p> <p>Participants may therefore wish to make their own reservations independently. Participants who prefer this option are requested to inform the WTC accordingly.</p>
Medical insurance	<p>Participants are strongly advised to obtain, before departure to Poland, adequate and valid individual or group travel insurance to cover any expenses that may arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.</p>
Disclaimer	<p>The United Nations and the UNFCCC 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, participants are strongly recommended to obtain international medical insurance for the period of participation.</p>



Registration	<ul style="list-style-type: none">• All participants are requested to register upon arrival at the desk located in Pavilion 15 at the entrance of the Poznan International Fair Limited.• A valid photo ID should be presented to the registration staff.• As of 29 November 2008, the “no registration, no access” rule shall be strictly applied and will be enforced throughout the period of the sessions.• Early registration on 28 and 29 November 2008 is highly recommended to avoid delay on the first morning of the sessions. <p>Opening hours Saturday, 29 November 2008 from 9 a.m. to 6 p.m. Sunday, 30 November 2008 to Friday, 12 December 2008 from 8 a.m. to 6 p.m.</p> <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>
Badges	Badges are required for participants to gain access to the premises. They are issued only on the basis of a letter of nomination from Parties or admitted observer States. For security reasons, all participants are requested to wear their badge at all times.
Side events and Exhibits	The schedule of side events and list of exhibits will be available by the end of October 2008 on the UNFCCC website.
Rental of offices on a commercial basis	For detailed information, including the deadline date for the rental of delegation offices and equipment on a commercial basis, please refer to the official COP14 web page: < http://www.cop14.gov.pl/index.php?mode=artykuly&action=main&id=9&menu=8&lang=EN >.
Press Briefing	IGOs and NGOs wishing to organize a press briefing should contact the UNFCCC Press Office < press@unfccc.int >. Press briefings are normally thirty minutes in duration and may be held between 9.00 a.m. to 1.00 p.m. or 3.00 p.m. to 6.00 p.m. on all days except Sunday, 7 December and Tuesday, 9 December 2008. Organizers are responsible for inviting Press themselves.
Materials	Parties and admitted organizations with materials for distribution are requested to contact the Observer Organization’s Liaison Officer, < cool@unfccc.int >, for information on the ...inSide climate change publications counter. This provides a focus for climate change related information and helps to reduce wastage of paper. This service is for those without dedicated exhibits and with limited amounts of material for distribution.



Documents	<p>The list below indicates the symbols of the main documents prepared for the sessions.</p> <p>Please consult the UNFCCC website <http://maindb.unfccc.int/library> for all available documents.</p> <p>Provisional agendas:</p> <ul style="list-style-type: none">FCCC/CP/2008/1FCCC/KP/CMP/2008/1FCCC/SBSTA/2008/7FCCC/SBI/2008/9FCCC/KP/AWG/2008/6FCCC/AWGLCA/2008/14 <p>Reports:</p> <ul style="list-style-type: none">FCCC/CP/2007/6 and Add.1 and 2FCCC/KP/CMP/2007/9 and Add.1 and 2FCCC/SBSTA/2008/6FCCC/SBI/2008/8 and Add. 1FCCC/KP/AWG/2008/3FCCC/KP/AWG/2008/5FCCC/AWGLCA/2008/8FCCC/AWGLCA/2008/12
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