



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

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MESSAGE TO PARTIES TO THE KYOTO PROTOCOL

I wish to draw the attention of those Parties to the Kyoto Protocol that are included in Annex I to the Convention to the reports required under the Protocol during the first commitment period and their corresponding due dates.

Action by these Parties at the national level is critical to ensure that the institutions, systems and procedures necessary to estimate greenhouse gas emissions and account for assigned amounts continue to perform their functions in accordance with Articles 5, 7 and 8 of the Kyoto Protocol and related guidelines during the first commitment period of the Protocol. The action, including the preparation and submission of reports, is called for in decisions adopted by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) at its first, second and third sessions.

It is important that reports are complete and submitted by their due dates to ensure the effective implementation of the Kyoto Protocol and its mechanisms.

The annex to this notification contains a list of reports called for under the Kyoto Protocol starting from 1 January 2010 and their dates for submission, summarizes the requirements of each report, and provides supporting references on reporting requirements as contained in decisions adopted by the CMP at its first, second and third sessions (available at <www.unfccc.int>). In addition, the Kyoto Protocol Reference Manual, which was prepared by the secretariat to facilitate Annex I Parties reporting on their assigned amount under the Kyoto Protocol, provides further explanations and clarifications in this context (available at <www.unfccc.int>).

It is hoped that this information will facilitate the preparation and timely submission of Parties' reports. Questions or requests for clarification can be addressed to the Reporting, Data and Analysis programme at the UNFCCC secretariat (<secretariat@unfccc.int>).

The secretariat would like to remind Parties on the need to update, through the national focal points, the UNFCCC roster of experts, including experts for review of emissions inventories and national communications using relevant forms (available at <www.unfccc.int>).

Yours sincerely,

(original signed by)

Yvo de Boer
Executive Secretary

Distribution: To Parties and observer States through national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.

Annex

Summary of reporting requirements for Parties included in Annex I to the Convention that are Parties to the Kyoto Protocol during the first commitment period

Table 1. Upcoming reports required under the Kyoto Protocol

| | Report required | Due date |
|------|--|---|
| I. | Fifth national communications from Parties included in Annex I to the Convention, including supplementary information under Article 7, paragraph 2 | 1 January 2010 |
| II. | Annual report, including supplementary information under Article 7, paragraph 1 | 15 April each year starting from 2010 (Parties included in Annex I to the Convention may start submitting the supplementary information under Article 7, paragraph 1, on a voluntary basis, earlier than that date) |
| III. | Report upon expiration of the additional period for fulfilling commitments | After 15 April 2015 , (the exact date is subject to decision by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol) |

I. Fifth national communications from Parties included in Annex I to the Convention, including supplementary information under Article 7, paragraph 2

1. In accordance with decision 10/CP.13, Parties included in Annex I to the Convention (Annex I Parties) are requested to submit their fifth national communications under the Convention by 1 January 2010 in accordance with Article 12, paragraphs 1 and 2 of the Convention, with a view to submitting the sixth national communication four years after this date.
2. In accordance with decision 8/CMP.3 Annex I Parties that are also Parties to the Kyoto Protocol shall include, in the fifth national communications submitted in accordance with Article 12, paragraphs 1 and 2, of the Convention and decision 10/CP.13, the necessary supplementary information required under the guidelines for reporting supplementary information under Article 7, paragraph 2, of the Kyoto Protocol contained in the annex to decision 15/CMP.1.
3. For Parties to the Kyoto Protocol, these national communications shall include the Convention elements specified in the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications” (FCCC/CP/1999/7), as well as supplementary information under Article 7, paragraph 2, of the Kyoto Protocol necessary to demonstrate compliance with its commitments under the Protocol in relation to:
 - National inventory systems in accordance with Article 5, paragraph 1;
 - National registries under Article 7, paragraph 4;
 - Supplementarity relating to the use of the mechanisms pursuant to Articles 6, 12 and 17;
 - Policies and measures in accordance with Article 2;
 - Domestic and regional programmes and/or legislative arrangements and enforcement and administrative procedures;
 - Information under Article 10, including technology transfer to, and capacity-building for, developing countries;

- Financial resources provided in accordance with Article 11.

4. In addition, some decisions of the Conference of the Parties (COP) request Parties to provide information in their national communications, including:

- Decision 5/CP.7 – requests Parties included in Annex II to the Convention to provide information on support programmes to meet the specific needs and circumstances of developing country Parties arising from the adverse effects of climate change; and on their existing and planned support programmes to meet the specific needs and concerns of developing country Parties arising from the impact of the implementation of response measures;
- Decision 2/CP.7 – requests all Parties to provide information to facilitate the monitoring of progress in implementation of the framework for capacity-building;
- Decision 11/CP.8 – requests all Parties to provide information on the implementation of the New Delhi work programme on education, training and public awareness under Article 6.

Table 2. Reporting requirements and related references pertaining to the fifth national communication from Parties included in Annex I to the Convention vis-à-vis the Kyoto Protocol

| Reporting element | Supporting references |
|--|---|
| Supplementary information under Article 7, paragraph 2 | <ul style="list-style-type: none"> • Chapter II of the annex to decision 15/CMP.1 (<i>Guidelines for the preparation of the information required under Article 7 of the Kyoto Protocol</i>), hereinafter referred to as decision 15/CMP.1 (Article 7) |
| National systems in accordance with Article 5, paragraph 1 | <ul style="list-style-type: none"> • Chapter II, section D, of the annex to decision 15/CMP.1 (<i>Article 7</i>) • The annex to decision 19/CMP.1 (<i>Guidelines for national systems under Article 5, paragraph 1, of the Kyoto Protocol</i>), hereinafter referred to as decision 19/CMP.1 (Article 5.1) |
| National registries | <ul style="list-style-type: none"> • Chapter II, section E, of the annex to decision 15/CMP.1 (<i>Article 7</i>) • Chapter II of the annex to decision 13/CMP.1 (<i>Modalities for the accounting of assigned amounts under Article 7, paragraph 4, of the Kyoto Protocol</i>), hereinafter referred to as decision 13/CMP.1 (Modalities for the accounting of assigned amounts) • Decision 16/CP.10 (<i>Issues relating to registry systems under Article 7, paragraph 4, of the Kyoto Protocol</i>) |
| Supplementarity relating to the mechanisms pursuant to Articles 6, 12 and 17 | <ul style="list-style-type: none"> • Chapter II, section F, of the annex to decision 15/CMP.1 (<i>Article 7</i>) • Decision 2/CMP.1 (<i>Principles, nature and scope of the mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol</i>) |
| Policies and measures in accordance with Article 2 | <ul style="list-style-type: none"> • Chapter II, section G, of the annex to decision 15/CMP.1 (<i>Article 7</i>) • Article 2 of the Kyoto Protocol |
| Domestic and regional programmes and/or legislative arrangements and enforcement and administrative procedures | <ul style="list-style-type: none"> • Chapter II, section H, of the annex to decision 15/CMP.1 (<i>Article 7</i>) |
| Information under Article 10 | <ul style="list-style-type: none"> • Chapter II, section I, of the annex to decision 15/CMP.1 (<i>Article 7</i>) • Article 10 of the Kyoto Protocol |
| Financial resources | <ul style="list-style-type: none"> • Chapter II, section J, of the annex to decision 15/CMP.1 (<i>Article 7</i>) • Article 11 of the Kyoto Protocol • Decision 10/CP.7 (<i>Funding under the Kyoto Protocol</i>) |

Note: All CMP decisions can be found on the UNFCCC web site <www.unfccc.int>.

9. In accordance with decision 22/CMP.1 (*Guidelines for review under Article 8 of the Kyoto Protocol*), an in-country periodic review by an expert review team is envisaged for each national communication of each Annex I Party that is also a Party to the Kyoto Protocol. This will include the review of fifth national communications and cover the supplementary information required for the Kyoto Protocol, as well as the Convention elements. Also, in accordance with this decision, the expert review teams shall make every effort to complete the individual review of national communications within two years of their submission. The review is to highlight potential problems identified relating to



transparency, completeness and timeliness, and is to propose remedies. Any problems identified could result in action by the Facilitative Branch of the Compliance Committee, except for problems relating to national systems and national registry which could result in action by the Enforcement Branch of the Compliance Committee.

10. In particular with regards to timeliness, decision 22/CMP.1 stipulates that “If a Party included in Annex I expects difficulties with the timeliness of its national communication submission, it should inform the secretariat before the due date of the submission. If the national communication is not submitted within six weeks after the due date, the delay shall be brought to the attention of the COP/MOP and the Compliance Committee and made public.”

11. To facilitate the submission of information under Article 7, paragraph 2, of the Kyoto Protocol and in response to a request made by a number of Parties, the secretariat prepared an example of an annotated outline for fifth national communication, including supplementary information under Article 7, paragraph 2. The secretariat would encourage Annex I Parties that are also Parties to the Kyoto Protocol to submit their fifth national communication to the UNFCCC secretariat through the submission portal using the example for the annotated outline available at <www.unfccc.int>.

II. Annual report, including supplementary information under Article 7, paragraph 1

12. Article 7, paragraph 1, of the Kyoto Protocol requires Parties to submit annually a national GHG inventory, as required under the Convention, and to include supplementary information relating to the Kyoto Protocol (Table 3). Specifically, each Annex I Party is required to report:

- An annual GHG inventory;
- Additional supplementary information relating to activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol;
- Information on Kyoto Protocol units (ERUs, CERs, tCERs, ICERs, AAUs and RMUs);
- Changes in national systems;
- Changes in national registries;
- Information on minimization of adverse impacts of the implementation of its commitments under Article 3, paragraph 1, in accordance with Article 3, paragraph 14.

13. Each Annex I Party is to begin reporting the supplementary information for the first year of the commitment period after the Protocol has entered into force for the Party. Accordingly, Parties which ratified the Protocol prior to the commitment period need to submit their 2008 GHG inventories by 15 April 2010 as part of their annual submission under the Kyoto Protocol. Annex I Parties to the Kyoto Protocol with few exceptions, made their GHG inventory submission under the Convention in 2008 and 2009 also as voluntary annual submissions under the Kyoto Protocol to be able to participate fully in the Kyoto Protocol mechanisms under Articles 6, 12 and 17.

14. In accordance with decision 22/CMP.1 (*Guidelines for review under Article 8 of the Kyoto Protocol*), a review by an expert review team is envisaged for the annual submission of each Annex I Party that is also a Party to the Kyoto Protocol. This will cover the supplementary information required for the Kyoto Protocol, as well as the Convention elements, and is to be completed within one year of the annual submission. The review is to highlight potential problems identified relating to **transparency, consistency, comparability, completeness, accuracy and timeliness**, and is to propose remedies. Any problems identified could result in action by the Facilitative Branch of the Compliance Committee or by the Enforcement Branch of the Compliance Committee in case, if the problems identified are related to eligibility requirements to participate in the Kyoto Protocol mechanisms.

15. To facilitate the submission of information under Article 7, paragraph 1 and in response to a request made by a number of Parties, the secretariat prepared an example of an annotated outline for

annual submission, including supplementary information under Article 7, paragraph 1. The secretariat would encourage Annex I Parties that are also Parties to the Kyoto Protocol to make their annual submissions to the UNFCCC secretariat through the submission portal using the example for the annotated outline available at <www.unfccc.int>.

Table 3. Reporting requirements and related references pertaining to the annual report under Article 7, paragraph 1

| Reporting element | Supporting references |
|--|---|
| Supplementary information under Article 7, paragraph 1 | <ul style="list-style-type: none">• Chapter I of the annex to decision 15/CMP.1 (<i>Article 7</i>) |
| GHG inventory | <ul style="list-style-type: none">• Chapter I, section B and C, of the annex to decision 15/CMP.1 (<i>Article 7</i>)• Decision 18/CP.8 (<i>Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, part I: UNFCCC reporting guidelines on annual inventories</i>)• Decision 14/CP.11 (<i>Tables of the common reporting format for land use, land-use change and forestry</i>)• Document FCCC/SBSTA/2006/9 containing compiled reporting guidelines |
| Supplementary inventory information for activities under Article 3, paragraphs 3 and 4 | <ul style="list-style-type: none">• Chapter I, section D, of the annex to decision 15/CMP.1 (<i>Article 7</i>)• Decision 16/CMP.1 (<i>Land use, land-use change and forestry</i>)• Decisions 6/CMP.3 and 17/CMP.1 (<i>Good practice guidance for land use, land-use change and forestry activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol</i>)• Document FCCC/SBSTA/2008/6 containing the calculation of accounting quantities for activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol |
| Information on Kyoto Protocol units | <ul style="list-style-type: none">• Chapter I, section E, of the annex to decision 15/CMP.1 (<i>Article 7</i>)• Decision 14/CMP.1 (<i>Standard electronic format for reporting Kyoto Protocol units</i>) |
| Changes in national systems in accordance with Article 5, paragraph 1 | <ul style="list-style-type: none">• Chapter I, section F, of the annex to decision 15/CMP.1 (<i>Article 7</i>)• Decision 19/CMP.1 (<i>Article 5.1</i>) |
| Changes in national registries | <ul style="list-style-type: none">• Chapter I, section G, of the annex to decision 15/CMP.1 (<i>Article 7</i>)• Chapter II of the annex to decision 13/CMP.1 (<i>Modalities for the accounting of assigned amounts</i>) |
| Minimization of adverse impacts in accordance with Article 3, paragraph 14 | <ul style="list-style-type: none">• Chapter I, section H, of the annex to draft decision 15/CMP.1 (<i>Article 7</i>)• Article 3, paragraph 14, of the Kyoto Protocol• Decision 31/CMP.1 (<i>Matters relating to Article 3, paragraph 14, of the Kyoto Protocol</i>) |

Note: See note and bold text in table 2 regarding references.

III. Report upon expiration of the additional period for fulfilling commitments

16. In accordance to decision 13/CMP.1 (*Modalities for the accounting of assigned amounts*), each Party must submit a final report upon expiration of the additional period for fulfilling commitments, also known as a true-up period, in order to enable determination of its compliance with its Article 3, paragraph 1, commitment. The CMP may clarify the due date for this report taking into account that the review of the last year of the first commitment period will be completed within one year from the date of the last annual submission due on 15 April 2014.

17. The true-up period report must contain all the information that is normally reported annually on assigned amount, including the transaction information contained in the standard electronic format submitted in accordance with decision 14/CMP.1 and 15/CMP.1 for the period from the beginning of the current calendar year until the end of the true-up period.

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