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MESSAGE TO PARTIES

Early submission of information and views

This note has been prepared as a reference tool for Parties to facilitate the early submission of information and views requested by the COP, CMP and subsidiary bodies. A chronological summary table for all upcoming deadlines is attached. Where the reports of the sessions are not yet available, the table includes references to the appropriate in-session documents.

For documents to be produced in a timely manner and to facilitate preparations for upcoming workshops, it is important that the submissions reach the secretariat on time. Electronic submissions, either on diskette/CD-ROM or via electronic mail, will facilitate the timely production of documents. E-mail submissions should be sent to secretariat@unfccc.int; receipt will be acknowledged. Submissions formatted in MS Word 2000 are preferable but other software formats are also welcome. Where non-electronic submissions are provided, more time is needed to produce the document.

As submissions are compiled on an issue-by-issue basis, Parties are requested to identify each submission by its subject and mandate and, if possible, to send it as a separate document.

Yours sincerely,

(original signed by Richard Kinley)
Deputy 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.



Upcoming deadlines for submission of views or information by Parties

Submission		Date
2008		
1.	<u>Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA)</u> Ideas and proposals and, where appropriate and to the extent possible, specific textual proposals on the elements contained in paragraph 1 of the Bali Action Plan, taking into account the interlinkages among the elements and the specific subparagraphs under each of the elements (See FCCC/AWGLCA/2008/L.5, paragraph 3)	On-going (to be posted on the web when received and compiled into a MISC document one week before each session)
2.	<u>Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA)</u> Ideas and proposals on the subjects of the AWG-LCA workshops scheduled for 2008 (See FCCC/AWGLCA/2008/L.5, paragraph 4)	On-going (to be posted on the web when received and compiled into a MISC document one week before each session)
3.	<u>Capacity-building for developing countries under the Convention</u> Information on Parties' experiences with monitoring and evaluation of capacity-building at the national level (See FCCC/CP/2007/6, paragraph 87 and FCCC/SBI/2008/L.4, paragraph 3)	15 August
4.	<u>Capacity-building for developing countries under the Kyoto Protocol</u> Information on Parties' experiences with monitoring and evaluation of capacity-building at the national level (See FCCC/KP/CMP/2007/9, paragraph 93 and FCCC/SBI/2008/L.8, paragraph 4)	15 August
5.	<u>Analysis of mitigation potentials and identification of ranges of emission reduction objectives of Annex I Parties</u> Additional and updated information and data from Annex I Parties related to the tasks set out in paragraph 17 (a) (i) and (ii) of FCCC/KP/AWG/2006/4; and on the scale of emission reductions to be achieved by Annex I Parties in aggregate; as well as on the topics to be covered and expert/organizations to be invited to participate in the thematic in-session workshop (to be held at the resumed sixth session of the AWG) on the tasks set out in paragraph 17 (a) (i) and (ii) of FCCC/KP/AWG/2006/4 (See FCCC/KP/AWG/2007/5, paragraph 21 (d) (i))	5 September
6.	<u>Research and systematic observation</u> Additional information on national activities with respect to implementing the Implementation Plan for the Global Observing System for Climate in Support of the UNFCCC (See FCCC/SBSTA/2005/10, paragraph 95 and FCCC/SBSTA/2007/16, paragraph 36)	15 September
7.	<u>Least Developed Countries Fund</u> Information from Parties and intergovernmental organizations on implementation of NAPAs, including on assessing funds from the LDCF (See FCCC/SBI/2007/15, paragraph 45)	19 September



8.	<u>Implementation of Article 4, paragraphs 8 and 9, of the Convention</u> Views on the status of implementation of Article 4, paragraph 8, of the Convention, decision 5/CP.7 and decision 1/CP.10 (See FCCC/SBI/2008/L.12, annex paragraph 5(b))	19 September
9.	<u>Reporting and review of information submitted by Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol</u> Information on their experiences with and lessons learned from the review process, including recommendations for improvements (See FCCC/SBI/2008/L.5, paragraph 5)	19 September
10.	<u>Preparations for the second review of the Kyoto Protocol pursuant to its Article 9</u> Views on the issue of extending the share of proceeds to assist in meeting the costs of adaptation to joint implementation and emissions trading (See FCCC/SBI/2008/L.14, paragraph 8(a))	19 September
11.	<u>Preparations for the second review of the Kyoto Protocol pursuant to its Article 9</u> Views on: (1) ways and means to enhance equitable regional and sub-regional distribution of CDM projects; and (2) how the current institutional arrangements, governance, rules and procedures of the CDM and joint implementation may be improved in the first commitment period in order to enhance their functioning and effectiveness (See FCCC/SBI/2008/L.14, paragraph 8(d)(iii))	19 September
12.	<u>Further activities by the AWG in 2009</u> Views on further activities to be undertaken during 2009, in accordance with the work programme of the AWG (See FCCC/KP/AWG/2007/5, paragraph 21 (d) (ii))	3 October

2009		
13.	<u>Capacity-building for developing countries under the Convention</u> Additional or updated information and views that may be relevant to the completion of the second comprehensive review of the implementation of the framework for capacity-building in developing countries (See FCCC/SBI/2008/L.4, paragraph 4)	13 February
14.	<u>Capacity-building for developing countries under the Kyoto Protocol</u> Additional or updated information and views that may be relevant to the completion of the second comprehensive review of the implementation of the framework for capacity-building in developing countries (See FCCC/SBI/2008/L.8, paragraph 5)	13 February
15.	<u>Legal implications arising from the work of the AWG</u> Views on the legal implications arising from the work of the AWG pursuant to Article 3, paragraph 9, of the Kyoto Protocol (See FCCC/KP/AWG/2007/5, paragraph 23 (a))	15 February
16.	<u>Scale of emission reductions and options for allocating the mitigation effort</u> Views on the scale of emission reductions to be achieved by Annex I Parties in aggregate and on options for the allocation of the corresponding mitigation effort and their contribution to the global effort to reach the ultimate objective of the Convention (See FCCC/KP/AWG/2007/5, paragraph 23 (b))	15 February



17.	<u>Intergovernmental Panel on Climate Change guidelines for national greenhouse gas inventories</u> Information on experience gained with the 2006 IPCC Guidelines, further considerations related to the future revision of the UNFCCC reporting guidelines for Annex I Parties, the considerations related to the 2006 IPCC Guidelines and reporting issues relating to the 2006 IPCC Guidelines (See FCCC/SBSTA/2007/4, paragraph 56 and 57)	15 February
18.	<u>Preparations for the second review of the Kyoto Protocol pursuant to its Article 9</u> Views on appropriate treaty arrangements on the issue of privileges and immunities for individuals serving on constituted bodies established under the Kyoto Protocol (See FCCC/SBI/2008/L.14, paragraph 8(c))	20 March
19.	<u>Nairobi work programme on impacts, vulnerability and adaptation to climate change</u> Submissions under the area of adaptation planning and practices: <ul style="list-style-type: none">• Views and information on approaches to and experiences in integrating and expanding adaptation planning and action at national, subnational, community and local levels, including scaling up of local and community-based adaptation• Views on lessons learned, good practices, gaps, needs, barriers and constraints to adaptation, including implementation of adaptation projects (See FCCC/SBSTA/2008/L.13/Rev.1, paragraph 50)	20 March
20.	<u>Nairobi work programme on impacts, vulnerability and adaptation to climate change</u> Submissions under the area of economic diversification: <ul style="list-style-type: none">• Additional information on examples of measures, methodologies and tools on increasing economic resilience to climate change and reducing reliance on vulnerable economic sectors, including through economic diversification (See FCCC/SBSTA/2008/L.13/Rev.1, paragraph 63)	20 March
21.	<u>Nairobi work programme on impacts, vulnerability and adaptation to climate change</u> Submissions under the area of socio-economic information: <ul style="list-style-type: none">• Information on efforts undertaken, including methods used, to assess the costs and benefits of adaptation options, as well as views on lessons learned, good practices, gaps and needs (See FCCC/SBSTA/2008/L.13/Rev.1, paragraph 42)	18 September
22.	<u>Nairobi work programme on impacts, vulnerability and adaptation to climate change</u> Submissions under the area of adaptation planning and practices: <ul style="list-style-type: none">• Information on efforts undertaken to monitor and evaluate the implementation of adaptation projects, policies and programmes and the costs and effectiveness of completed projects, policies and programmes as well as views on lessons learned, good practices, gaps and needs (See FCCC/SBSTA/2008/L.13/Rev.1, paragraph 54)	18 September

2012

23.	<u>Capacity-building for countries with economies in transition under the Convention</u> Information on how Parties have implemented capacity-building activities in EIT countries (See FCCC/SBI/2007/34, paragraph 87)	February
24.	<u>Capacity-building for countries with economies in transition under the Kyoto Protocol</u> Information on how Parties have implemented capacity-building activities in EIT countries (See FCCC/SBI/2007/34, paragraph 123)	February



Annually		
25.	<u>Capacity-building under the Kyoto Protocol</u> Information from Parties on the activities that they have undertaken pursuant to decision 29/CMP.1 (See FCCC/KP/CMP/2006/10/Add.1, decision 6/CMP.2 and FCCC/SBI/2007/L15, paragraph 101)	17 August
26.	<u>Capacity-building under the Convention</u> Information from Parties on the activities they have undertaken pursuant to decision 2/CP.7 and 2/CP.10, which should include, inter alia, such elements as needs and gaps, experiences and lessons learned (See FCCC/CP/2006/5/Add.1, decision 4/CP.12 and FCCC/SBI/2007/15, paragraph 90)	17 August

Other information requests	
<u>Development and transfer of technologies under the SBI</u> Parties are also reminded to identify and designate their national entity for the development and transfer of technologies and to communicate this to the secretariat by the fourteenth session of the Conference of the Parties, as requested in decision 4/CP.13 (See FCCC/CP/2007/6/Add.1). It is recommended that Parties provide this information by 17 November.	