NOTIFICATION

Poznan 2008: United Nations Climate Change Conference

I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the forthcoming sessions under the Convention and its Kyoto Protocol, 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)

Three annexes are attached to this notification:

- Annex I contains the provisional agendas for the sessions
- Annex II provides information on protocol issues concerning credentials and on the list of speakers at the high-level segment
- Annex III offers useful information for participants, including important guidelines for the issuance of visas.

A preliminary overview of the sessional period is available in documents FCCC/CP/2008/1 and FCCC/KP/CMP/2008/1 and on the UNFCCC website <www.unfccc.int>.

The Group of 77 and China will meet on Saturday, 29 November and Sunday, 30 November 2008 at 10.00 a.m. at the above-mentioned conference premises.
It would be appreciated if the names, titles and addresses (including telephone, fax and e-mail) of the head of delegation and representatives who will attend the sessions could be communicated to me not later than **Monday, 3 November 2008** at the following address:

Climate Change Secretariat  
P.O. Box 260 124  
53153 Bonn  
Germany  
Fax: +49 228 815 1999  
E-mail: <secretariat@unfccc.int>

I would like to encourage Parties to consider schemes to offset their carbon footprints when attending these meetings.

Yours sincerely,

*(signed by)*

Yvo de Boer

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


   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

   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
       \textit{FCCC/SBSTA/2008/7}
   (b) Organization of the work of the session
       \textit{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
   \textit{FCCC/SBSTA/2008/9}; \textit{FCCC/SBSTA/2008/10}; \textit{FCCC/SBSTA/2008/12};
   \textit{FCCC/SBSTA/2008/INF.5}; \textit{FCCC/TP/2008/3}; \textit{FCCC/TP/2008/4}

4. Development and transfer of technologies
   \textit{FCCC/SB/2008/INF.5}; \textit{FCCC/SB/2008/INF.6}; \textit{FCCC/SB/2008/INF.7}; \textit{FCCC/SB/2008/INF.8}

5. Reducing emissions from deforestation in developing countries: approaches to stimulate action
   \textit{FCCC/SBSTA/2008/11}

6. Research and systematic observation
   \textit{FCCC/SBSTA/2008/MISC.11}; \textit{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;
       \textit{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)
       \textit{FCCC/SBSTA/2008/INF.1}; \textit{FCCC/SBSTA/2008/INF.3}; \textit{FCCC/SBSTA/2008/MISC.10}
   (b) Carbon dioxide capture and storage in geological formations as clean development
       mechanism project activities.
   
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 Convention
   (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

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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.
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,

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 I 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

Protocol Issues

Credentials of States Parties to the Convention

In accordance with rule 19 of the draft rules of procedure being applied (FCCC/CP/1996/2), the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat not later than 24 hours after the opening of the session. Any later change in the composition of the delegation shall also be communicated to the secretariat.

The credentials must be issued by the head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization.

The secretariat wishes to remind Parties that, in accordance with decisions 17/CP.9 and 36/CMP.1, only one set of credentials is necessary to cover the participation of Parties to the Convention and Parties to the Kyoto Protocol in the COP at its fourteenth session and the CMP at its fourth session.

Parties are requested to provide their representatives with full powers to participate in the sessions, including the authority to adopt decisions, to vote and to serve as officers of the COP, the CMP and their subsidiary bodies, and as officers of any sessional bodies, where applicable.1

Observer States to the Convention

States that are not Parties to the Convention are not required to provide their representatives with credentials.

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1 At COP 14 and CMP 4, new members will be elected to the following bodies under the Convention and the Kyoto Protocol:
- The Bureau of the COP and the CMP
- The other members of the bureaux of the subsidiary bodies
- The Bureau of the Ad hoc Working Group on Long-term Cooperative Action under the Convention
- The Bureau of the Ad hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol
- The Executive Board of the clean development mechanism
- The Compliance Committee
- The Joint Implementation Supervisory Committee
- The Adaptation Fund Board

Nominations to these bodies are to be submitted by the regional groups and AOSIS, accordingly.
High-level segment of the session

The high-level segment, to be attended by ministers and other senior officials, will be held from 11 to 12 December 2008. National statements by ministers and other heads of delegation will be heard in joint meetings of the COP and CMP during the high-level segment.

Given the number of Parties and the limited amount of time available for statements, it will be necessary to limit the duration of each statement. The recommended time limit is three minutes. Statements on behalf of groups, where the other members of the group do not speak, are strongly encouraged and additional time will be provided for these. Full texts of the official statements will be circulated if a sufficient number of copies is provided to the secretariat during the course of the session.

The list of speakers will be open from Friday, 10 October 2008 to Friday, 7 November 2008. Requests received before Friday, 10 October 2008 cannot be considered. Registrations should be made using the attached form and should be addressed to the External Relations Officer, Conference Affairs Services, telephone: +49 228 815 1520 or +49 228 815 1426, fax: +49 228 815 1999, e-mail: <secretariat@unfccc.int>. 
Registration form

List of speakers during the high-level segment
Poznan 2008: United Nations Climate Change Conference
1 to 12 December 2008

The list of speakers will be open from Friday, 10 October 2008 to Friday, 7 November 2008. Parties that wish to deliver a national statement during the high-level segment of COP 14 and CMP 4, from 11 to 12 December 2008, are requested to complete this form and return it to the secretariat.

Requests received before Friday, 10 October 2008 cannot be considered.

Please note that the nomination of representatives of a Party to attend the sessions does not imply inclusion in the list of speakers.

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Mailing address
Secretary of the Conferences
Climate Change Secretariat
P. O. Box 260 124
53153 Bonn
Germany
Fax: +49 228 815 1999, E-mail: <secretariat@unfccc.int>
Annex III

Guide for Participants

### Visas
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/>.

### Hotels
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.

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.


In addition to the services being offered by the WTC, other hotels and accommodation facilities are also available in Poznan and its vicinity.

Participants may therefore wish to make their own reservations independently. Participants who prefer this option are requested to inform the WTC accordingly.

### Medical insurance
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.

### Disclaimer
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.

### Funding
The present notification does not constitute an offer for funding. A separate communication for this purpose will be sent to eligible Parties.
### Registration
- 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.

### 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.

Double registration for the session is not permitted (i.e. State representative and observer organization representative, or State representative and press/media representative).

### 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
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

### Documents
The list below indicates the symbols of the main documents prepared for the sessions.

Please consult the UNFCCC website <http://maindb.unfccc.int/library> for all available documents.

#### Provisional agendas:
- FCCC/CP/2008/1
- FCCC/KP/CMP/2008/1
- FCCC/SBSTA/2008/7
- FCCC/SBI/2008/9
- FCCC/KP/AWG/2008/6
- FCCC/AWGLCA/2008/14

#### Reports:
- FCCC/CP/2007/6 and Add.1 and 2
- FCCC/KP/CMP/2007/9 and Add.1 and 2
- FCCC/SBSTA/2008/6
- FCCC/SBI/2008/8 and Add. 1
- FCCC/KP/AWG/2008/3
- FCCC/KP/AWG/2008/5
- FCCC/AWGLCA/2008/8
- FCCC/AWGLCA/2008/12