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MESSAGE TO PARTIES

Early submission of information and views

This note contains an updated table listing upcoming deadlines for submissions of information and views invited by Convention and Kyoto Protocol bodies. The note has been prepared as a reference for Parties to facilitate the early submission of information and views requested by the COP, CMP and subsidiary bodies. Where the reports of the sessions are not yet available, the table refers to the appropriate in-session documents.

In order 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 sent via e-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. If non-electronic submissions are provided, more time will be 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, send each submission 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
2009		
1.	<u>Elements of paragraph 1 of the Bali Action Plan (AWG-LCA)</u> Ideas and proposals on the elements of paragraph 1 of the Bali Action Plan received from Parties by this date will be compiled into a miscellaneous document and made available one week before the first part of the seventh session of the AWG-LCA (See FCCC/AWGLCA/2008/3, paragraph 23 and FCCC/AWGLCA/2008/8, paragraphs 24, 25 and 27.)	11 September ¹
2.	<u>Nairobi work programme on impacts, vulnerability and adaptation to climate change (SBSTA)</u> Submissions under the area of socio-economic information: 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/2008/6, paragraph 51)	18 September
3.	<u>Nairobi work programme on impacts, vulnerability and adaptation to climate change (SBSTA)</u> Submissions under the area of adaptation planning and practices: 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/2008/6, paragraph 63)	18 September
4.	<u>Fourth review of the financial mechanism (SBI)</u> Submissions on the operation of funds under the Global Environment Facility as an operating entity of the financial mechanism, as well as the Special Climate Change Fund and the Least Developed Countries Fund, to inform the fourth review of the financial mechanism (See FCCC/SBI/2009/L.15/Rev.1, paragraph 2)	28 September
5.	<u>Assessment of the Special Climate Change Fund (SBI)</u> Views and recommendations on the assessment of the implementation of paragraph 2 (a) to (e), of decision 1/CP.12, which should be carried out with a view to considering further guidance on how the Special Climate Change Fund shall support concrete implementation projects in accordance with paragraphs 22 to 29 of decision 5/CP.7 (See FCCC/SBI/2009/L.14, paragraphs 1–3)	28 September
6.	<u>Matters relating to Article 4, paragraph 8 and 9, of the Convention: Progress on the implementation of decision 1/CP.10 (SBI)</u> Parties and relevant organizations to submit their views on possible further action on this matter (See FCCC/SBI/2009/L.13, paragraph 3)	28 September, with the option to make further submissions by 22 March 2010
7.	<u>Carbon dioxide capture and storage (CCS) in geological formations as clean development mechanism (CDM) projects activities (SBSTA)</u> Submissions from Parties that may wish to do so of further views on issues relevant to the consideration of CCS in geological formations as CDM project activities (See FCCC/SBSTA/2009/L.12, paragraph 2)	28 September

¹ All AWG-LCA submissions will be posted on the web as soon as they are received.



2010		
8.	<u>Development and transfer of technologies (SBI)</u> Following decision 2/CP.14, paragraph 3, Parties and relevant organizations, particularly those that have not done so, are invited to submit their views on the areas of focus set out in Section IV of the Terms of Reference for the review and assessment of the effectiveness of the implementation of Article 4, paragraphs 1(c) and 5, of the Convention (See FCCC/SBI/2009/L.8, paragraph 8)	15 February
9.	<u>Intergovernmental Panel on Climate Change guidelines for national greenhouse gas inventories (SBSTA)</u> Submission of views from Parties on the following issues: a) The process and timelines for implementing the work programme referred to in paragraph 6 of document FCCC/SBSTA/2009/L.11; b) Issues related to the revision of the UNFCCC Annex I reporting guidelines; c) Methodological issues related to reporting when using the 2006 IPCC Guidelines; d) Areas in which the SBSTA may consider inviting the IPCC to carry out additional work and contribute to the work programme (See FCCC/SBSTA/2009/L.11, paragraph 8)	15 February
10.	<u>Adaptation Fund under the Kyoto Protocol (SBI)</u> Views and recommendations on the possible terms of reference for the review of all matters relating to the Adaptation Fund, which will be undertaken at the sixth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) in accordance with decision 1/CMP.3, paragraphs 32 to 34, including the institutional arrangements referred to in paragraphs 19 and 23 of the same decision (See FCCC/SBI/2009/L.16, paragraph 1)	22 March
11.	<u>International transaction log (SBI)</u> Parties to the Convention that are also Parties to the Kyoto Protocol are invited to submit their additional views on the approach to be taken by the Executive Secretary with regard to the collection of international transaction log fees (See FCCC/SBI/2009/L.9/Add.1, draft decision -/CMP.5, paragraph 13)	22 March
12.	<u>Research and systematic observation (SBSTA)</u> Views on topics to be discussed at the research dialogue meeting to take place during SBSTA 32, taking into account developments in research activities outlined in document FCCC/SBSTA/2007/4, paragraph 47 (a) to (f) (See FCCC/SBSTA/2009/L.6, paragraph 4)	22 March
13.	<u>Activities implemented jointly under the pilot phase (SBSTA)</u> Reports on activities implemented jointly under the pilot phase, to be included in the eighth synthesis report (See decision 7/CP.14, paragraph 2)	1 June
14.	<u>Least Developed Countries Fund (SBI)</u> Submissions from Parties and relevant organizations of information on the preparation and implementation of national adaptation programmes of action, including on accessing funds from the Least Developed Countries Fund (See decision 5/CP.14, paragraph 4)	17 August



2012		
15.	<u>Capacity-building for countries with economies in transition under the Convention (SBI)</u> Information on how Parties have implemented capacity-building activities in EIT countries (See FCCC/SBI/2007/34, paragraph 87)	February
16.	<u>Capacity-building for countries with economies in transition under the Kyoto Protocol (SBI)</u> Information on how Parties have implemented capacity-building activities in EIT countries (See FCCC/SBI/2007/34, paragraph 123)	February

Annually		
17.	<u>Capacity-building under the Kyoto Protocol (SBI)</u> Information from Parties on the activities that they have undertaken pursuant to decision 29/CMP.1 (See decision 6/CMP.2 and FCCC/SBI/2007/15, paragraph 101)	23 August
18.	<u>Capacity-building under the Convention (SBI)</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 decision 4/CP.12 and FCCC/SBI/2007/15, paragraph 90)	23 August