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MESSAGE TO PARTIES

Early submission of information and views

This note contains an updated table listing deadlines for submission of information and views invited by Convention and Kyoto Protocol bodies, as well as for submission of national communications, biennial reports and biennial update reports by Parties. The note has been prepared as a reference for Parties to facilitate the early submission of information and views.

The update includes the outcomes of the recent sessions of Conference of the Parties, the Conference of the Parties serving as the Meeting of the Parties to the Kyoto Protocol, the Subsidiary Body for Scientific and Technological Advice, the Subsidiary Body for Implementation, and the Ad Hoc Working Group on the Durban Platform for Enhanced Action. Where the reports of the sessions are not yet ready the table refers to the appropriate in-session documents.

In order to facilitate preparation of submissions in a timely manner, it is important that the submissions reach the secretariat on time. Electronic submissions, preferably formatted in MS Word should be sent to secretariat@unfccc.int where receipt will be acknowledged.

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,

(Signed by Richard Kinley for)

Christiana Figueres

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
2014		
1.	<p><u>Information, views and proposals on the work of the ADP (ADP)</u> Information, views and proposals from Parties and admitted observer organizations on the work of the ADP. (FCCC/ADP/2012/3, paragraph 22)</p>	Before each ADP session ¹
2.	<p><u>Work programme on the revision of the guidelines for the review of biennial reports, national communications, including national inventory reviews, for developed country Parties (SBSTA)</u> Detailed views on the structure, outline, key elements and content of the review guidelines for GHG inventories. (FCCC/SBSTA/2012/5, annex 1; FCCC/SBSTA/2013/L.32, paragraph 6)</p>	19 February
3.	<p><u>Implications of the inclusion of reforestation of lands with forest in exhaustion as afforestation and reforestation clean development mechanism project activities (SBSTA)</u> Views of Parties on the implications of a possible revision to the eligibility of lands as clean development mechanism afforestation and reforestation project activities during the second commitment period of the Kyoto Protocol. (FCCC/SBSTA/2013/3, para.151)</p>	19 February
4.	<p><u>Capacity-building under the Convention (SBI)</u> Views from Parties on specific thematic issues relating to capacity-building under the Convention in developing countries, to be considered at the 3rd meeting of the Durban Forum on capacity-building, to be held during SBI 40, as well as their views on the organization of that meeting. (FCCC/SBI/2013/L.19, paragraph 2)</p>	26 February
5.	<p><u>Capacity-building under the Kyoto Protocol (SBI)</u> Views from Parties on specific thematic issues relating to capacity-building for developing countries under the Kyoto Protocol, to be considered at the 3rd meeting of the Durban Forum on capacity-building, to be held during SBI 40, as well as their views on the organization of that meeting. (FCCC/SBI/2013/L.18/Rev.1, paragraph 2)</p>	26 February
6.	<p><u>Land use, land-use change and forestry under Article 3, paragraphs 3 and 4 of the Kyoto Protocol and under the clean development mechanism (SBSTA)</u> Views on specific possible additional land use, land-use change and forestry activities and specific alternative approaches to addressing the risk of non-permanence under the clean development mechanism. (FCCC/SBSTA/2013/3, paragraph 143; FCCC/SBSTA/2013/L.26, paragraph 4)</p>	28 February

¹ The ADP will hold the fourth part of its second session on 10-14 March 2014.



Submission		Date
2014		
7.	<p><u>Enhanced action on mitigation, A. Nationally appropriate mitigation commitments or actions by developed country Parties (UNFCCC biennial reporting guidelines for developed countries) (SBI)</u></p> <p>Views from Annex I Parties on their experience with reporting the first biennial reports.</p> <p>(Decision 2/CP.17, paragraph 17)</p>	1 March
8.	<p><u>Methodological guidance for activities relating to reducing emissions from deforestation and forest degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (SBSTA)</u></p> <p>Views from Parties on methodological guidance for non-market-based approaches related to the implementation of the activities referred to in decision 1/CP.16, paragraph 70.</p> <p>(FCCC/SBSTA/2013/3, paragraph 40)</p>	26 March
9.	<p><u>Methodological guidance for activities relating to reducing emissions from deforestation and forest degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (SBSTA)</u></p> <p>Views from Parties on the issues referred to in decision 1/CP.18, paragraph 40.</p> <p>(FCCC/SBSTA/2013/3, paragraph 48)</p>	26 March
10.	<p><u>Research and systematic observation (SBSTA)</u></p> <p>Views from Parties on possible topics for consideration as part of the research dialogue to be held during SBSTA 40.</p> <p>(FCCC/SBSTA/2013/3, paragraph 68)</p>	26 March
11.	<p><u>National adaptation plans (SBI)</u></p> <p>Information from United Nations organizations, specialized agencies and other relevant organizations, as well as bilateral and multilateral agencies on how they have responded to the invitation to consider establishing or enhancing support programmes for the national adaptation plan process within their mandates, as appropriate, which could facilitate the provision of financial and technical support to developing country Parties that are not least developed countries.</p> <p>(FCCC/SBI/2013/L.10/Add.1, paragraph 5)</p>	26 March 2014
12.	<p><u>National adaptation plans (SBI)</u></p> <p>Information from Parties and relevant organizations on their experience with the application of the initial guidelines for the formulation of national adaptation plans, as well as any other information relevant to the formulation and implementation of the national adaptation plans.</p> <p>(FCCC/SBI/2013/L.10/Add.1, paragraph 6)</p>	26 March 2014



Submission		Date
2014		
13.	<p><u>Second review of the Adaptation Fund (SBI)</u></p> <p>Views from Parties and observer organizations, as well as other interested international organizations, stakeholders and non-governmental organizations involved in the activities of the Adaptation Fund and implementing entities accredited by the Adaptation Fund Board on the review of the Adaptation Fund based on the terms of reference contained in the annex to this decision.</p> <p>(FCCC/SBI/2013/L.6, paragraph 3)</p>	26 March 2014
14.	<p><u>The 2013-2015 review (SBSTA/SBI)</u></p> <p>Views from Parties on the future work of the SED, including the further use of different sources of information.</p> <p>(FCCC/SB/2013/L.1, paragraph 9)</p>	26 March
15.	<p><u>The 2013-2015 review (SBSTA/SBI)</u></p> <p>Views from Parties on how the outcomes of the review will inform the work of the Ad Hoc Working Group on the Durban Platform for Enhanced Action, as requested by decision 1/CP.17, paragraph 6.</p> <p>(FCCC/SB/2013/L.1, paragraph 10)</p>	26 March
16.	<p><u>Opportunities for actions with high mitigation potential, including those with adaptation and sustainable development co-benefits, as referred to in decision 1/CP.19 “Further advancing the Durban Platform”, paragraph 5(a) (ADP)</u></p> <p>Information from Parties and admitted observer organizations on the opportunities for actions with high mitigation potential, including those with adaptation and sustainable development co-benefits, as referred to in decision 1/CP.19 “Further advancing the Durban Platform”, paragraph 5(a), including their mitigation benefits, costs, co-benefits and barriers to their implementation and strategies to overcome those barriers, including finance, technology and capacity-building support for mitigation action in developing country Parties.</p> <p>(FCCC/ADP/2013/L.4, paragraph 3, as orally amended²)</p>	30 March 2014 (and regularly thereafter)
17.	<p><u>Outcome of the work of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (CMP)</u></p> <p>Submission by each Party with a quantified emission limitation and reduction commitment inscribed in the third column of Annex B as contained in annex I to the decision of information relating to its intention to increase the ambition of its commitment, including progress made towards achieving its quantified emission limitation and reduction commitment, the most recently updated projections for greenhouse gas emissions until the end of the second commitment period, and the potential for increasing ambition.</p> <p>(Decision 1/CMP.8, paragraph 9)</p>	30 April

² http://unfccc.int/files/bodies/awg/application/pdf/adp_conclusions_as_adopted.pdf



Submission		Date
2014		
18.	<p><u>Review of the modalities and procedures for the clean development mechanism (SBI)</u></p> <p>Views from Parties and admitted observer organizations on suggested changes to the modalities and procedures for the clean development mechanism, taking into account the implications elaborated in the technical paper referred to in paragraph 1 of FCCC/KP/CMP/L.8.</p> <p>(FCCC/KP/CMP/L.8, paragraph 2)</p>	30 April
19.	<p><u>Appropriate methodologies and systems used to measure and track climate finance (COP)</u></p> <p>Information from developed country Parties on the appropriate methodologies and systems used to measure and track climate finance.</p> <p>(Decision 5/CP.18, paragraph 10)</p>	1 May
20.	<p><u>Work programme on the revision of the guidelines for the review of biennial reports, national communications, including national inventory reviews, for developed country Parties (SBSTA)</u></p> <p>Further views on the updated draft of the revised review guidelines for GHG inventories.</p> <p>(FCCC/SBSTA/2012/5, annex 1)</p>	15 July
21.	<p><u>Further guidance to the Least Developed Countries Fund (SBI)</u></p> <p>Information from Parties and relevant organizations on their experiences with the implementation of the remaining elements of the least developed countries work programme, considering the options contained in the report of the twenty-first meeting of the Least Developed Countries Expert Group.</p> <p>(Decision 10/CP.18, paragraph 8)</p>	1 August
22.	<p><u>Nairobi work programme on impacts, vulnerability and adaptation to climate change (SBSTA)</u></p> <p>Information from Parties and Nairobi work programme partner organizations on good practices in and lessons learned from national adaptation planning</p> <p>(FCCC/SBSTA/2013/L.34, paragraph 3 (b))</p>	20 August
23.	<p><u>Long-term finance (COP)</u></p> <p>Biennial submissions from developed country Parties on their updated strategies and approaches for scaling up climate finance from 2014 to 2020, including any available information on quantitative and qualitative elements of a pathway.</p> <p>FCCC/CP/2013/L.13, paragraph 10</p>	24 September
24.	<p><u>Methodological guidance for activities relating to reducing emissions from deforestation and forest degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (SBSTA)</u></p> <p>Views from developing country Parties on experiences and lessons learned from their development of systems for providing information on how all the safeguards are being addressed and respected and the challenges they face in developing such systems.</p> <p>(FCCC/SBSTA/2013/3, paragraph 29)</p>	24 September



Submission		Date
2014		
25.	<p><u>Methodological guidance for activities relating to reducing emissions from deforestation and forest degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries (SBSTA)</u></p> <p>Views from Parties on the type of information from systems for providing information on how all the safeguards are being addressed and respected that would be helpful and that may be provided by developing country Parties.</p> <p>(FCCC/SBSTA/2013/3, paragraph 30)</p>	24 September
26.	<p><u>Nationally appropriate mitigation actions by developing country Parties in the context of sustainable development, supported and enabled by technology, financing and capacity-building, in a measurable, reportable and verifiable manner (SBI)</u></p> <p>Voluntary information by developing country Parties to the Conference of the Parties of their intention to implement nationally appropriate mitigation actions in association with decision 1/CP.16, paragraph 50.</p> <p>(Decision 1/CP.18, paragraph 16)</p>	Open call
27.	<p><u>Actions and plans in pursuit of economic diversification that have co-benefits in the form of emission reductions, adaptation to the impacts of climate change and response measures (SBI)</u></p> <p>Further information from Parties concerned and other Parties on actions and plans in pursuit of economic diversification that have co-benefits in the form of emission reductions, adaptation to the impacts of climate change and response measures.</p> <p>(Decision 24/CP.18, paragraph 2)</p>	Open call
28.	<p><u>Development and transfer of technologies and implementation of the technology mechanism (SBSTA)</u></p> <p>Information on nominations from Parties of their national designated entities in accordance with decisions 2/CP.17 and 14/CP.18.</p> <p>(FCCC/SBSTA/2013/3, paragraph 60)</p>	Open call

Submission		Date
Annually		
29.	<p><u>Capacity-building under the Convention (SBI)</u></p> <p>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.</p> <p>(Decision 4/CP.12, paragraph 1 (a))</p>	For 2014 19 February
30.	<p><u>Capacity-building under the Kyoto Protocol (SBI)</u></p> <p>Information from Parties on the activities that they have undertaken pursuant to decision 29/CMP.1 and reports from relevant multilateral and bilateral agencies and the private sector on their support of the implementation of the framework undertaken pursuant to decision 29/CMP.1, in accordance with national priorities and with the knowledge of relevant national authorities.</p> <p>(Decision 6/CMP.2, paragraph 1 (a) and (b))</p>	For 2014 19 February



Submission		Date
Annually		
31.	<p><u>Guidance to the operating entities of the financial mechanism of the Convention (COP)</u></p> <p>Views and recommendations from Parties on the elements to be taken into account in the development of annual guidance for the operating entities of the financial mechanism of the Convention.</p> <p>(Decision 9/CP.18, paragraph 7, Decision 6/CP.18, paragraph 16 and FCCC/CP/2013/L.12, paragraph 17)</p>	<p>For 2014 19 September</p> <p>No later than 10 weeks prior to a session of the COP</p>
32.	<p><u>Support provided for capacity-building in developing country Parties (SBI)</u></p> <p>Information from developed country Parties in a position to do so, through annual submissions, to the secretariat and other appropriate channels, on the support they have provided for capacity-building in developing country Parties.</p> <p>(Decision 1/CP.16, paragraph 133)</p>	Open call
33.	<p><u>Progress made in enhancing capacity to address climate change (SBI)</u></p> <p>Information from developing country Parties in a position to do so, through annual submissions to the secretariat and other appropriate channels, on progress made in enhancing capacity to address climate change, including on the use of the support received.</p> <p>(Decision 1/CP.16, paragraph 135)</p>	Open call
34.	<p><u>Financial, technology and capacity-building support (SBI)</u></p> <p>Developed country Parties, the entity or entities entrusted with the operation of the financial mechanism, including the Global Environment Facility and the Green Climate Fund, multilateral, bilateral and other public donors, and private and non-governmental organizations that are in a position to do so, to submit, as appropriate, information on financial, technology and capacity-building support available and/or provided for the preparation and/or implementation of nationally appropriate mitigation actions, in accordance with decision 2/CP.17, paragraph 48.</p> <p>(Decision 16/CP.18, paragraph 2)</p>	Open call
35.	<p><u>Further individual nationally appropriate mitigation actions seeking international support (SBI)</u></p> <p>Developing country Parties to submit, as appropriate, information on further individual nationally appropriate mitigation actions seeking international support in accordance with decision 2/CP.17, paragraph 46.</p> <p>(Decision 16/CP.18, paragraph 3)</p>	Open call
36.	<p><u>Other individual nationally appropriate mitigation actions (SBI)</u></p> <p>Developing country Parties to submit other individual nationally appropriate mitigation actions, for their recognition, in accordance with decision 2/CP.17, paragraph 47.</p> <p>(Decision 16/CP.18, paragraph 4)</p>	Open call
37.	<p><u>National adaptation plans (SBI)</u></p> <p>United Nations organizations, multilateral, intergovernmental and other international and regional organizations to provide information on their activities to support the national adaptation plan process.</p> <p>(Decision 5/CP.17, paragraph 35)</p>	Open call



Submission		Date
Annually		
38.	<p><u>National adaptation plans (SBI)</u></p> <p>United Nations organizations, specialized agencies and other relevant organizations, as well as bilateral and multilateral agencies, to support the national adaptation plan process in the least developed country Parties and, where possible, to consider establishing or enhancing support programmes for the national adaptation plan process within their mandates, as appropriate, which could facilitate financial and technical support to the least developed country Parties, drawing upon the work of, and where appropriate in consultation with, the Least Developed Countries Expert Group, and to keep the Subsidiary Body for Implementation informed, through the secretariat, on how they have responded to this invitation.</p> <p>(Decision 12/CP.18, paragraph 8)</p>	Open call

Submission		Date
2015		
39.	<p><u>Contributions, without prejudice to the legal nature of the contributions, in the context of adopting a protocol, another legal instrument or an agreed outcome with legal force under the Convention as set out in its Article 2 as referred to in decision 1/CP.19 “Further advancing the Durban Platform”, paragraph 2(b) (ADP)</u></p> <p>Communication on contributions, without prejudice to the legal nature of the contributions, in the context of adopting a protocol, another legal instrument or an agreed outcome with legal force under the Convention applicable to all Parties towards achieving the objective of the Convention as set out in its Article 2 to be submitted well in advance of the twenty-first session of the Conference of the Parties (by the first quarter of 2015 by those Parties ready to do so) in a manner that facilitates the clarity, transparency and understanding of the intended contributions, without prejudice to the legal nature of the contributions;</p> <p>Decision 1/CP.19 “Further advancing the Durban Platform”, paragraph 2(b)³</p>	Well in advance of COP 21 (by the first quarter of 2015 by those Parties ready to do so)
40.	<p><u>Matters relating to Article 4, paragraphs 8 and 9, of the Convention. Matters relating to the least developed countries (SBI)</u></p> <p>Views from Parties on the work of the Least Developed Countries Expert Group.</p> <p>(Decision 6/CP.16, paragraph 9 (b))</p>	1 February
41.	<p><u>Modalities for expediting the establishment of eligibility for Parties included in Annex I to the Convention with commitments for the second commitment period whose eligibility has not yet been established (SBI)</u></p> <p>A Party referred to in paragraph 1 of FCCC/SBI/2013/L.14/Add.1 may, by 30 June 2015, submit a report on the establishment of its national registry, in accordance with chapter II.E of the annex to decision 15/CMP.1, demonstrating that it has in place a national registry in accordance with Article 7, paragraph 4, of the Kyoto Protocol, which has been established in accordance with the requirements set out in chapter II.A of the annex to decision 13/CMP.1.</p> <p>(FCCC/SBI/2013/L.14/Add.1, paragraph 2)</p>	30 June 2015

³ http://unfccc.int/files/meetings/warsaw_nov_2013/decisions/application/pdf/cop19_adp.pdf



Submission		Date
2016		
42.	<p><u>Capacity-building under the Convention for countries with economies in transition (SBI)</u></p> <p>Information from Parties and relevant organizations on how they have implemented capacity-building activities in those countries with economies in transition that are currently receiving support. Parties could include this information as part of their annual submissions on capacity-building in accordance with decision 4/CP.12, paragraph 1(a).</p> <p>(FCCC/SBI/2012/15/Add.1, page 4 paragraph 5)</p>	29 February
43.	<p><u>Capacity-building under the Kyoto Protocol for countries with economies in transition (SBI)</u></p> <p>Information from Parties and relevant organizations on how they have implemented capacity-building activities in those countries with economies in transition that are currently receiving support. Parties could include this information as part of their annual submissions on capacity-building in accordance with decision 4/CP.12, paragraph 1(a).</p> <p>(FCCC/SBI/2012/15/Add.1, page 6 paragraph 5)</p>	29 February
44.	<p><u>Long-term finance (COP)</u></p> <p>Biennial submissions from developed country Parties on their updated strategies and approaches for scaling up climate finance from 2014 to 2020, including any available information on quantitative and qualitative elements of a pathway.</p> <p><u>FCCC/CP/2013/L.13, paragraph 10</u></p>	X September
45.	<p><u>Doha work programme on Article 6 of the Convention (SBI)</u></p> <p>Information from Parties (as part of their national communications, where appropriate) on their efforts and steps taken to implement the work programme and to share their experiences and best practices for the purpose of reviewing the programme in 2016 and 2020.</p> <p>Information from Parties on the funding received from all sources, including the GEF. Bilateral and multilateral agencies and the United Nations organizations, for the implementation of Article 6 of the Convention.</p> <p>(Decision 15/CP.18., paragraphs 3 & 4)</p>	Open call

Submission		Date
2017		
46.	<p><u>Revision of the UNFCCC reporting guidelines on annual inventories for Parties included in Annex I to the Convention (SBSTA)</u></p> <p>Views from Parties on their experience in using the guidance contained in the <i>2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands</i> for reporting in national GHG inventories, as well as views on the use of the full scope of this guidance for reporting by Parties included in Annex I to the Convention.</p> <p><u>(FCCC/SBSTA/2013/L.29, paragraph 4)</u></p>	1 March



Submission		Date
2020		
47.	<p><u>Doha work programme on Article 6 of the Convention (SBI)</u></p> <p>Information from Parties (as part of their national communications, where appropriate) on their efforts and steps taken to implement the work programme and to share their experiences and best practices for the purpose of reviewing the programme in 2016 and 2020.</p> <p>Information from Parties on the funding received from all sources, including the GEF. Bilateral and multilateral agencies and the United Nations organizations, for the implementation of Article 6 of the Convention.</p> <p>(Decision 15/CP.18., paragraphs 3 & 4)</p>	Open call

III - Upcoming deadlines for submission of national communications, biennial reports and biennial update reports by Parties

Submission		Date
2014		
1.	<p><u>Enhanced action on mitigation, A. Nationally appropriate mitigation commitments or actions by developed country Parties (UNFCCC biennial reporting guidelines for developed country Parties) (SBI)</u></p> <p>Submission of first biennial reports by developed country Parties.</p> <p>(Decision 2/CP.17, paragraph 13)</p>	1 January
2.	<p><u>Enhanced action on mitigation, A. Nationally appropriate mitigation commitments or actions by developed country Parties (UNFCCC biennial reporting guidelines for developed country Parties) (SBI)</u></p> <p>Submission of a full national communication by Parties included in Annex I to the Convention every four years, noting that the next national communication is due by 1 January 2014 according to decision 9/CP.16.</p> <p>(Decision 2/CP.17, paragraph 14 and decision 9/CP.16, paragraph 5)</p>	1 January
3.	<p><u>Enhanced action on mitigation, B. Nationally appropriate mitigation actions by developing country Parties (UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention) (SBI)</u></p> <p>First biennial update report by non-Annex I Parties; least developed country Parties and small island developing States may submit biennial update reports at their discretion.</p> <p>(Decision 2/CP.17, paragraph 41(a))</p>	31 December