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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 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](mailto: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)*

Christiana Figueres  
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
<b>2013</b>		
1.	<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>Additional views on the scope, structure, timing, outline and publication of the review reports, and specific views on key elements and content and proposed texts of the review guidelines for NCs and BRs.</p> <p>(FCCC/SBSTA/2013/L.10)</p>	15 July
2.	<p><u>Implementation of all the elements of decision 1/CP.17, (a) Matters related to paragraphs 2 to 6; (ADP)<sup>1</sup></u></p> <p>Information, views and proposals from Parties and accredited observer organizations on matters related to the work of the ADP, including, inter alia, mitigation, adaptation, finance, technology, development and transfer, capacity-building, and transparency of action and support, addressing aspects such as those indicated in paragraph 29 (a)-(d) of the ADP conclusions contained in document FCCC/ADP/2012/3. In their submissions, Parties may wish to further explore and elaborate specific ideas and proposals.</p> <p>(<a href="#">FCCC/ADP/2012/3</a>, paragraph 29 and <a href="#">FCCC/ADP/2013/L.2</a>, paragraphs 4 and 6)</p>	1 September
3.	<p><u>Implementation of all the elements of decision 1/CP.17, (b) Matters related to paragraphs 7 and 8. (ADP)<sup>1</sup></u></p> <p>Information, views and proposals from Parties and accredited observer organizations on actions, initiatives and options to enhance ambition, including through the workplan on enhancing mitigation ambition, with a particular focus on 2013, including aspects indicated in paragraph 31 of the ADP conclusions contained in document FCCC/ADP/2012/3 and on further activities for its plan of work in 2014. In their submissions, Parties may wish to further explore and elaborate specific ideas and proposals.</p> <p>(<a href="#">FCCC/ADP/2012/3</a>, paragraph 31 and <a href="#">FCCC/ADP/2013/L.2</a>, paragraphs 5 and 6)</p>	1 September
4.	<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 developing guidance to the operating entities of the financial mechanism of the Convention.</p> <p>(Decision 9/CP.18, paragraph 7 and Decision 6/CP.18, paragraph 16)</p>	2 September
5.	<p><u>Information on strategies and approaches for mobilizing scaled-up climate finance (COP)</u></p> <p>Developed country Parties to submit information on their strategies and approaches for mobilizing scaled-up climate finance to USD 100 billion per year by 2020 in the context of meaningful mitigation actions and transparency on implementation.</p> <p>(Decision 1/CP.18, paragraph 67)</p>	2 September

<sup>1</sup> The ADP invited Parties and admitted observer organizations to provide information, views and proposals on the work of the ADP before each session, as per FCCC/ADP/2012/3, paragraph 22.



<b>Submission</b>		<b>Date</b>
<b>2013</b>		
6.	<p><u>Advancing the goal of gender balance in bodies (COP)</u></p> <p>Views from Parties and observer organizations on options and ways to advance the goal of gender balance in bodies</p> <p>(Decision 23/CP.18, paragraph 11)</p>	2 September
7.	<p><u>Forum and work programme on the impact of the implementation of response measures (SBSTA/SBI)</u></p> <p>Views from Parties and relevant organizations on the following areas of the work programme in accordance with decision 8/CP.17, paragraph. 1: Area (b) - Cooperation on response strategies</p> <p>(FCCC/SBSTA/2012/2, annex III and FCCC/SBI/2012/15, annex I)</p>	2 September
8.	<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></p> <p>Views from Parties and relevant organizations on specific possible additional LULUCF activities under the CDM and specific alternative approaches to addressing the risk of non-permanence under the CDM</p> <p>(FCCC/SBSTA/2013/L.5, paragraph 5)</p>	2 September
9.	<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></p> <p>Views from Parties and relevant organizations on issues relating to modalities and procedures for applying the concept of additionality</p> <p>(FCCC/SBSTA/2013/L.5, paragraph 8)</p>	2 September
10.	<p><u>Framework for various approaches (SBSTA)</u></p> <p>Views from Parties and admitted observer organizations on the role and technical design of the framework for various approaches</p> <p>(FCCC/SBSTA/2013/L.6, paragraph 4 (a))</p>	2 September
11.	<p><u>Non-market-based approaches (SBSTA)</u></p> <p>Views from Parties and admitted observer organizations on the elements of the work programme for non-market-based approaches and examples of specific non-market-based approaches</p> <p>(FCCC/SBSTA/2013/L.7, paragraph 5 (a))</p>	2 September
12.	<p><u>New market-based mechanism (SBSTA)</u></p> <p>Views from Parties and admitted observer organizations on the role and technical design of the new market-based mechanism</p> <p>(FCCC/SBSTA/2013/L.8, paragraph 6 (a))</p>	2 September
13.	<p><u>Nairobi work programme on impacts, vulnerability and adaptation to climate change (SBSTA)</u></p> <p>Views from Parties and relevant organizations on ways to enhance the relevance of, and to support the objective of, the work programme, taking into account paragraph 5 of the conclusions contained in document FCCC/SBSTA/2013.L9</p> <p>(FCCC/SBSTA/2013.L9, paragraph 8)</p>	2 September



<b>Submission</b>		<b>Date</b>
<b>2013</b>		
14.	<p><u>Issues relating to agriculture (SBSTA)</u></p> <p>Views from Parties and relevant organizations on the current state of scientific knowledge on how to enhance the adaptation of agriculture to climate change impacts while promoting rural development, sustainable development and productivity of agricultural systems and food security in all countries, particularly in developing countries, taking into account the diversity of the agricultural systems and the differences in scale as well as possible adaptation co-benefits.</p> <p>(FCCC/SBSTA/2013/L.20, paragraph 2)</p>	2 September
15.	<p><u>Implications of the implementation of decisions 2/CMP.7 to 4/CMP.7 and 1/CMP.8 on the previous decisions on methodological issues related to the Kyoto Protocol including those relating to Articles 5, 7 and 8 of the Kyoto Protocol (SBSTA)</u></p> <p>Further information and views on the implications referred to in paragraph 1 of document FCCC/SBSTA/2013.L17, and in particular on the draft changes to the common reporting format tables required for the reporting of land use, land-use change and forestry activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol for the second commitment period, taking into consideration the forthcoming work of the IPCC on the 2013 Revised Supplementary Methods and Good Practice Guidance Arising from the Kyoto Protocol</p> <p>(FCCC/SBSTA/2013.L17, paragraph 5 (a))</p>	27 September
16.	<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 the reporting of CO<sub>2</sub> emissions from ammonia production and urea application and how to reflect the supplementary guidance on wetlands in the UNFCCC Annex I inventory reporting guidelines, in particular in the common reporting format tables.</p> <p>(FCCC/SBSTA/2013/L.15, paragraph 4)</p>	25 October
17.	<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 (SBSTA/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
18.	<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 (SBSTA/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



<b>Submission</b>		<b>Date</b>
<b>2013</b>		
19.	<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/L.11, paragraph 5)</p>	Open call

<b>Submission</b>		<b>Date</b>
<b>Annually</b>		
20.	<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 2013 18 February
21.	<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 2013 18 February
22.	<p><u>Fast-Start Finance (COP)</u></p> <p>Information from developed country Parties on the resources provided to fulfil the commitment referred to in decision 1/CP.16, paragraph 95, including ways in which developing country Parties access these resources.</p> <p>(Decision 1/CP.16, paragraphs 95–96)</p>	For 2013 May
23.	<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 and Decision 6/CP.18, paragraph 16)</p>	No later than 10 weeks prior to a session of the COP
24.	<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



<b>Submission</b>		<b>Date</b>
<b>Annually</b>		
25.	<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
26.	<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
27.	<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
28.	<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

<b>Submission</b>		<b>Date</b>
<b>2014</b>		
29.	<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>Detailed views on the structure, outline, key elements and content of the review guidelines for GHG inventories.</p> <p>(FCCC/SBSTA/2012/5, annex 1)</p>	15 February
30.	<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></p> <p>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.</p> <p>(FCCC/SBSTA/2013/L.14, para.1)</p>	19 February



Submission		Date
<b>2014</b>		
31.	<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
32.	<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><u>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.</u></p> <p>(FCCC/SBSTA/2013/L.12, paragraph 16)</p>	26 March
33.	<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><u>Views from Parties on the issues referred to in decision 1/CP.18, paragraph 40.</u></p> <p>(FCCC/SBSTA/2013/L.12, paragraph 24)</p>	26 March
34.	<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/L.2, paragraph 5)</p>	26 March
35.	<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
36.	<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



Submission		Date
<b>2014</b>		
37.	<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
38.	<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
39.	<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><u>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.</u></p> <p>(FCCC/SBSTA/2013/L.12, paragraph 5)</p>	24 September
40.	<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><u>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.</u></p> <p>(FCCC/SBSTA/2013/L.12, paragraph 6)</p>	24 September

Submission		Date
<b>2015</b>		
41.	<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





<b>Submission</b>		<b>Date</b>
<b>2016</b>		
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>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 &amp; 4)</p>	Open call

<b>Submission</b>		<b>Date</b>
<b>2020</b>		
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 &amp; 4)</p>	Open call



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

Submission		Date
<b>2014</b>		
1.	<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> Submission of first biennial reports by developed country Parties. (Decision 2/CP.17, paragraph 13)	1 January
2.	<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> 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. (Decision 2/CP.17, paragraph 14 and decision 9/CP.16, paragraph 5)	1 January
3.	<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> 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. (Decision 2/CP.17, paragraph 41(a))	31 December