



FRAMEWORK CONVENTION ON CLIMATE CHANGE – Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES – Secrétariat

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Bonn, 12 September 2005

MESSAGE TO PARTIES TO THE KYOTO PROTOCOL

This notification is being sent to Parties to the Kyoto Protocol. It is addressed to their National Focal Points for Climate Change. For those Parties that have not yet identified National Focal Points, the message is being sent to their Diplomatic Missions accredited to the Federal Republic of Germany; for those Parties not accredited to the Federal Republic of Germany, it is being sent to the Permanent Missions in New York or Ministries of Foreign Affairs as appropriate. In all cases, the communication is copied to all national focal points of Parties to the Convention and diplomatic missions in Bonn, accredited to the Federal Republic of Germany.

On behalf of the Executive Secretary, I wish to draw the attention of those Parties to the Kyoto Protocol that are included in Annex I to the Convention to the reports required under the Protocol and their corresponding due dates.

Action by these Parties at the national level is critical to ensure that necessary institutions, systems and procedures are in place to estimate greenhouse gas emissions and account for assigned amounts in the lead-up to, and during, the first commitment period of the Protocol. The action, including the reports, is called for in decisions recommended by the Conference of the Parties for adoption at the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP).

It is important that reports are complete and submitted by their due dates to ensure the effective implementation of the Kyoto Protocol and its mechanisms. Particular attention should be given to the initial report under Article 7, paragraph 4. Failure to submit this report on time could result in delay in establishing a Party's assigned amount or leave a Party ineligible to participate in the Kyoto Protocol mechanisms.

The annex to this notification contains a list of reports called for under the Kyoto Protocol and their dates for submission, summarizes the requirements of each report, and provides supporting references on reporting requirements as contained in draft decisions forwarded to the COP/MOP for adoption. (A compendium of these draft decisions is contained in document FCCC/KP/CMP/2005/3 and Add. 1-4, available at <www.unfccc.int>.)

It is hoped that this information will facilitate the preparation and timely submission of Parties' reports. Questions or requests for clarification can be addressed to the secretariat <secretariat@unfccc.int>.

Yours sincerely,
Original Signed
Richard J. Kinley
a signé l'original
Richard Kinley
Acting Deputy Executive Secretary

Annex**Summary of reporting requirements for Parties included in Annex I to the Convention that are Parties to the Kyoto Protocol****Table 1. Upcoming reports required under the Kyoto Protocol**

	Report required	Due date
I.	Fourth national communications from Parties included in Annex I to the Convention	1 January 2006
II.	Report demonstrating progress	1 January 2006
III.	Initial report under Article 7, paragraph 4, of the Kyoto Protocol (to facilitate the calculation of assigned amount and demonstrate capacity to account for emissions and assigned amount)	Prior to 1 January 2007 , or within one year of entry into force of the Kyoto Protocol for the Party, whichever is later
IV.	Annual report under Article 7, paragraph 1	15 April 2007 , for those Parties that wish to participate in the Kyoto Protocol mechanisms 15 April 2010 , for all other Annex I Parties

I. Fourth national communications from Parties included in Annex I to the Convention

1. In accordance with decision 4/CP.8, Parties included in Annex I to the Convention (Annex I Parties) are to submit their fourth national communications under the Convention by 1 January 2006. For Parties to the Kyoto Protocol, this will also be the first national communication under the Protocol (Table 2).

2. For Parties to the Kyoto Protocol, these national communications shall include the Convention elements specified in the "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention" (FCCC/CP/1999/7), as well as supplementary information to demonstrate compliance with commitments under Article 7, paragraph 2, of the Kyoto Protocol in relation to:

- National inventory systems in accordance with Article 5, paragraph 1
- National registries under Article 7, paragraph 4
- Supplementarity in the use of the mechanisms pursuant to Articles 6, 12 and 17
- Domestic policies and measures in accordance with Article 2
- Domestic and regional programmes and/or legislative arrangements and enforcement and administrative procedures
- Information under Article 10, including technology transfer to, and capacity-building for, developing countries
- Financial resources provided in accordance with Article 11.



3. In addition, some decisions of the Conference of the Parties (COP) request Parties to provide information in their national communications:

- Decision 5/CP.7 – requests Parties included in Annex II to the Convention to provide information on support programmes in developing countries on adaptation and on needs and concerns arising from the impact of implementation of response measures
- Decision 2/CP.7 – requests all Parties to provide information to facilitate the monitoring of progress in implementation of the framework for capacity-building
- Decision 11/CP.8 – requests all Parties to provide information on the implementation of the New Delhi work programme on education, training and public awareness under Article 6.

4. A review by an expert review team is envisaged for the fourth national communication of each Annex I Party that is also a Party to the Kyoto Protocol. This will cover the supplementary information required for the Kyoto Protocol, as well as the Convention elements, and is to be completed within two years of the submission of the national communication. The review is to highlight potential problems identified relating to transparency, completeness and timeliness, and is to propose remedies. Any problems identified could result in action by the Facilitative Branch of the Compliance Committee.

Table 2. Reporting requirements and related references pertaining to the fourth national communication from Parties included in Annex I to the Convention vis-à-vis the Kyoto Protocol

Reporting element	Supporting references
Supplementary information under Article 7, paragraph 2	<ul style="list-style-type: none"> • Chapter II of the annex to draft decision -/CMP.1 (<i>Guidelines for the preparation of the information required under Article 7 of the Kyoto Protocol</i>), hereinafter referred to as draft decision -/CMP.1 (Article 7), as contained in text F in document FCCC/KP/CMP/2005/3/Add.2
National systems in accordance with Article 5, paragraph 1	<ul style="list-style-type: none"> • Chapter II, section D, of the annex to draft decision -/CMP.1 (<i>Article 7</i>) • The annex to draft decision -/CMP.1 (<i>Guidelines for national systems under Article 5, paragraph 1, of the Kyoto Protocol</i>), hereinafter referred to as draft decision -/CMP.1 (Article 5.1), as contained in text E of document FCCC/KP/CMP/2005/3/Add.2
National registries	<ul style="list-style-type: none"> • Chapter II, section E, of the annex to draft decision -/CMP.1 (<i>Article 7</i>) • Chapter II of the annex to draft decision -/CMP.1 (<i>Modalities for the accounting of assigned amounts under Article 7, paragraph 4, of the Kyoto Protocol</i>), hereinafter referred to as draft decision -/CMP.1 (Modalities for the accounting of assigned amounts), as contained in text O in document FCCC/KP/CMP/2005/3/Add.3 • Decision 16/CP.10 (<i>Issues relating to registry systems under Article 7, paragraph 4, of the Kyoto Protocol</i>) in FCCC/CP/2004/10/Add.2
Supplementarity relating to the mechanisms pursuant to Articles 6, 12 and 17	<ul style="list-style-type: none"> • Chapter II, section F, of the annex to draft decision -/CMP.1 (<i>Article 7</i>) • Draft decision -/CMP.1 (<i>Principles, nature and scope of the mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol</i>), as contained in text L of document FCCC/KP/CMP/2005/3/Add.3
Policies and measures in accordance with Article 2	<ul style="list-style-type: none"> • Chapter II, section G, of the annex to draft decision -/CMP.1 (<i>Article 7</i>) • Article 2 of the Kyoto Protocol
Domestic and regional programmes and/or legislative arrangements and enforcement and administrative procedures	<ul style="list-style-type: none"> • Chapter II, section H, of the annex to draft decision -/CMP.1 (<i>Article 7</i>)
Information under Article 10	<ul style="list-style-type: none"> • Chapter II, section I, of the annex to draft decision -/CMP.1 (<i>Article 7</i>) • Article 10 of the Kyoto Protocol
Financial resources	<ul style="list-style-type: none"> • Chapter II, section J, of the annex to draft decision -/CMP.1 (<i>Article 7</i>) • Decision 10/CP.7 (<i>Funding under the Kyoto Protocol</i>) in FCCC/CP/2001/13/Add.1

Note: All draft decisions (-/CMP) can be found in document "Compendium of draft decisions forwarded for adoption by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its first session" (FCCC/KP/CMP/2005/3 and Add.1-4). This document and all other references are available on the UNFCCC web site <www.unfccc.int>.



II. Report demonstrating progress

5. Decision 22/CP.7 urged Annex I Parties that are Parties to the Kyoto Protocol to submit a report to facilitate the review by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP) of the demonstration of progress by 2005 in achieving their commitments under the Kyoto Protocol (Table 3).

6. Decision 25/CP.8 specifies that each Party's report demonstrating progress shall comprise the following elements:

- A description of the Party's domestic measures (including legal and institutional) taken to prepare for implementation of commitments under the Kyoto Protocol to mitigate greenhouse gas (GHG) emissions, and any programmes for domestic compliance and enforcement
- Trends in, and projections of, the Party's GHG emissions
- An evaluation of how such domestic measures, in the light of these trends and projections, will contribute to the Party meeting its commitments under Article 3
- A description of the activities, actions and programmes undertaken by the Party in fulfilment of its commitments under Articles 10 and 11 of the Kyoto Protocol.

Table 3. Reporting requirements and related references pertaining to the report demonstrating progress

Reporting element	Supporting references
Report demonstrating progress	<ul style="list-style-type: none"> • Decision 22/CP.7 (<i>Guidelines for the preparation of the information required under Article 7 of the Kyoto Protocol</i>) in FCCC/CP/2001/13/Add.3 • Decision 25/CP.8 (<i>Demonstrable progress under Article 3, paragraph 2, of the Kyoto Protocol</i>) in FCCC/CP/2002/7/Add.3

Note: See note and bold text in table 2 regarding references.

III. Initial report under Article 7, paragraph 4, of the Kyoto Protocol

7. In order to demonstrate that it has implemented the requirements for accounting under the Kyoto Protocol, each Annex I Party with a commitment inscribed in Annex B is required to submit a report to facilitate the calculation of its assigned amount and demonstrate its capacity to account for its emissions and assigned amount (Table 4). The timely submission of this so-called "initial report" is an essential step for the Party in recording its assigned amount under Article 3, paragraph 1, and becoming eligible to participate in the Kyoto Protocol mechanisms.

8. The information required in the initial report is outlined in paragraphs 6–8 of draft decision -/CMP.1 (*Modalities for the accounting of assigned amounts*). The report shall contain the following information:

- A complete GHG inventory for all years from 1990 (or another approved base year or period under Article 3, paragraph 5) to the most recent year
- Identification of the selected base year for hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF₆) in accordance with Article 3, paragraph 8
- The agreement under Article 4, where the Party has reached such an agreement, to fulfil its commitments under Article 3 jointly with other Parties
- Calculation of the Party's assigned amount pursuant to Article 3, paragraphs 7 and 8
- Calculation of the Party's commitment period reserve in accordance with draft decision -/CMP.1 (*Article 17*)
- Information on definitions, activities and accounting period for use in accounting for the Party's land use, land-use change and forestry activities under Article 3, paragraphs 3 and 4
- A description of the Party's national system in accordance with Article 5, paragraph 1



- A description of the Party's national registry, reported in accordance with the guidelines for the preparation of the information required under Article 7.

9. Each Party is to submit its initial report prior to 1 January 2007, or within one year of the entry into force of the Kyoto Protocol for that Party, whichever is later. Submission of the initial report initiates the review process under Article 8 of the Kyoto Protocol. Any problems identified during the review will be considered by the Enforcement Branch of the Compliance Committee. Late submission, or failure to resolve any problems identified by the Compliance Committee, could leave the Party ineligible to participate in the Kyoto Protocol mechanisms under Articles 6, 12 and 17, and/or result in a reduction in the Party's assigned amount.

Table 4. Reporting requirements and related references pertaining to the initial report

Reporting element	Supporting references
Initial report under Article 7, paragraph 4 of the Kyoto Protocol	<ul style="list-style-type: none"> • Paragraphs 6–8 of the annex to draft decision -/CMP.1 (<i>Modalities for the accounting of assigned amounts</i>)
National greenhouse gas inventory	<ul style="list-style-type: none"> • Decision 18/CP.8 (<i>Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, part I: UNFCCC reporting guidelines on annual inventories</i>) in FCCC/CP/2002/7/Add.2 • Decision 13/CP.9 (<i>Good practice guidance for land use, land-use change and forestry in the preparation of national greenhouse gas inventories under the Convention</i>) in FCCC/CP/2003/6/Add.1 • Compiled reporting guidelines contained in document FCCC/SBSTA/2004/8
Base year for HFCs, PFCs, and SF ₆	<ul style="list-style-type: none"> • Article 3, paragraph 8, of the Kyoto Protocol • Paragraph 7 (b) of the annex to draft decision -/CMP.1 (<i>Modalities for the accounting of assigned amounts</i>)
Agreement on Article 4 (as appropriate)	<ul style="list-style-type: none"> • Article 4 of the Kyoto Protocol
Calculation of assigned amount	<ul style="list-style-type: none"> • Article 3, paragraphs 7 and 8, of the Kyoto Protocol • Paragraph 5 of the annex to draft decision -/CMP.1 (<i>Modalities for the accounting of assigned amounts</i>)
Calculation of commitment period reserve	<ul style="list-style-type: none"> • Paragraph 6 of the annex to draft decision -/CMP.1 (<i>Modalities, rules and guidelines for emissions trading under Article 17 of the Kyoto Protocol</i>), as contained in text N of document FCCC/KP/CMP/2005/3/Add.3
Identification of values for tree crown cover, land area and tree height for use in accounting for activities under Article 3, paragraphs 3 and 4	<ul style="list-style-type: none"> • Article 3, paragraphs 3 and 4, of the Kyoto Protocol • Paragraphs 1 and 16 of the annex to draft decision -/CMP.1 (<i>Land use, land-use change and forestry</i>), as contained in text B of document FCCC/KP/CMP/2005/3/Add.1
Election of activities under Article 3, paragraph 4, for accounting in the first commitment period	<ul style="list-style-type: none"> • Article 3, paragraph 4, of the Kyoto Protocol • Paragraphs 6–12 of the annex to draft decision -/CMP.1 (<i>Land use, land-use change and forestry</i>)
Identification of the accounting period for each activity	<ul style="list-style-type: none"> • Article 3, paragraph 4, of the Kyoto Protocol • Paragraphs 25 and 32 of the annex to draft decision -/CMP.1 (<i>Modalities for the accounting of assigned amounts</i>)
Description of national system	<ul style="list-style-type: none"> • Chapter II, section D, of the annex to draft decision -/CMP.1 (<i>Article 7</i>) • Draft decision -/CMP.1 (<i>Article 5.1</i>) • Article 5, paragraph 1, of the Kyoto Protocol
Description of national registry	<ul style="list-style-type: none"> • Chapter II, section E, of the annex to draft decision -/CMP.1 (<i>Article 7</i>) • Chapter II of the annex to draft decision -/CMP.1 (<i>Modalities for the accounting of assigned amounts</i>) • Decision 16/CP.10 (<i>Issues relating to registry systems under Article 7, paragraph 4, of the Kyoto Protocol</i>) in FCCC/CP/2004/10/Add.2

Note: See note and bold text in table 2 regarding references.



IV. Annual report under Article 7, paragraph 1

10. Article 7, paragraph 1, of the Kyoto Protocol requires Parties to submit annually a national GHG inventory, as required under the Convention, and to include supplementary information relating to the Kyoto Protocol (Table 5). Specifically, each Annex I Party is required to report:

- An annual GHG inventory
- Additional supplementary information relating to activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol
- Information on Kyoto Protocol units (ERUs, CERs, tCERs, ICERs, AAUs and RMUs)
- Changes in national systems
- Changes in national registries
- Information on minimization of adverse impacts of the implementation of its commitments under Article 3, paragraph 1, in accordance with Article 3, paragraph 14.

11. Each Annex I Party is to begin reporting the supplementary information for the first year of the commitment period after the Protocol has entered into force for the Party. Accordingly, Parties which ratify the Protocol prior to the commitment period need to submit their 2008 GHG inventories by 15 April 2010. However, Annex I Parties that wish to participate fully in the Kyoto Protocol mechanisms under Articles 6, 12 and 17 must begin to report their annual inventory and assigned amount information by 15 April 2007.

Table 5. Reporting requirements and related references pertaining to the annual report under Article 7, paragraph 1

Reporting element	Supporting references
Supplementary information under Article 7, paragraph 1	<ul style="list-style-type: none"> • Chapter I of the annex to draft decision -/CMP.1 (Article 7)
GHG inventory	<ul style="list-style-type: none"> • Decision 18/CP.8 (<i>Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, part I: UNFCCC reporting guidelines on annual inventories</i>) in FCCC/CP/2002/7/Add.2 • Decision 13/CP.9 (<i>Good practice guidance for land use, land-use change and forestry in the preparation of national greenhouse gas inventories under the Convention</i>) FCCC/CP/2003/6/Add.1 • Compiled reporting guidelines contained in document FCCC/SBSTA/2004/8
Supplementary inventory information for activities under Article 3, paragraphs 3 and 4.	<ul style="list-style-type: none"> • Draft decision -/CMP.1 (<i>Good practice guidance for land use, land-use change and forestry activities under Article 3, paragraphs 3 and 4, of the Kyoto Protocol</i>), as contained in text C of document FCCC/KP/CMP/2005/3/Add.1 • Chapter I, section D, of the annex to draft decision -/CMP.1 (Article 7)
Information on Kyoto Protocol units	<ul style="list-style-type: none"> • Chapter I, section E, of the annex to draft decision -/CMP.1 (Article 7) • Draft decision -/CMP.1 (<i>Standard electronic format for reporting Kyoto Protocol units</i>), as contained in text G of document FCCC/KP/CMP/2005/3/Add.2
Changes in national systems in accordance with Article 5, paragraph 1	<ul style="list-style-type: none"> • Chapter I, section F, of the annex to draft decision -/CMP.1 (Article 7) • Draft decision -/CMP.1 (Article 5.1)
Changes in national registries	<ul style="list-style-type: none"> • Chapter I, section G, of the guidelines adopted by draft decision -/CMP.1 (Article 7) • Chapter II of the annex to draft decision -/CMP.1 (<i>Modalities for the accounting of assigned amounts</i>)
Minimization of adverse impacts in accordance with Article 3, paragraph 14	<ul style="list-style-type: none"> • Chapter I, section H, of the annex to draft decision -/CMP.1 (Article 7) • Article 3, paragraph 14, of the Kyoto Protocol • Draft decision -/CMP.1 (<i>Matters relating to Article 3, paragraph 14, of the Kyoto Protocol</i>), as contained in text D of document FCCC/KP/CMP/2005/3/Add.1

Note: See note and bold text in table 2 regarding references.