



Bonn, 16 February 2005

## INFORMATION NOTE

*This message is being sent to Parties and Observers to the Convention and its 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 permanent missions in New York or Ministries of Foreign Affairs as appropriate. In all cases, the communication is copied to the diplomatic missions accredited to the Federal Republic of Germany, the Permanent Missions to the United Nations Office at New York and Geneva.*

The Conference of the Parties at its tenth session requested the secretariat to convene a seminar of governmental experts in order to promote an informal exchange of information on:

- a) Actions relating to mitigation and adaptation to assist Parties to continue to develop effective and appropriate responses to climate change
- b) Policies and measures adopted by their respective governments that support implementation of their existing commitments under the United Nations Framework Convention on Climate Change and the Kyoto Protocol.

The following information is conveyed to Parties to facilitate their preparations for the seminar. In developing the arrangements, the secretariat has consulted the presidency of COP 10 and members of the Bureau.

This seminar will be held on Monday and Tuesday, 16 and 17 May 2005 at the Hotel Maritim in Bonn, immediately before the twenty-second sessions of the subsidiary bodies, which will take place between 19 and 27 May 2005.

The seminar will be co-chaired by one expert from a Party included in Annex I to the Convention and one expert from a Party not included in Annex I, selected by each group respectively. The Bureau urged Parties to consult at their earliest convenience on the selection of these co-chairs and to communicate the names of the designated co-chairs to the secretariat by 8 April 2005, at the latest.

The agenda of the seminar will be based on the two themes mentioned above.



Attendance by governments and observer organizations will be open ended. The President of COP 10, H.E. Mr. Ginés González García, invites Parties to be represented at the seminar by high-level officials.

Presentations will be made at the seminar by experts on behalf of Parties or groups of Parties. Time will be provided for questions and answers and for general discussion. Parties wishing to make presentations at the seminar are invited to express their interest to the secretariat no later than 8 April 2005. To facilitate the organization of the event, Parties are asked to include in their expressions of interest indications of the theme(s) to be addressed and a summary of their presentation. The time available for each presentation and the sequence of presentations will be determined once the expressions of interest have been received.

Full interpretation and web casting facilities will be available. Parties in a position to do so are encouraged to contribute to the Trust Fund for Participation in the UNFCCC Process in order to make it possible for financial support to be offered to all eligible Parties and thus ensure full participation of governmental experts from developing countries in the seminar.

A dedicated area will be set up on the UNFCCC web site for the seminar. It will have two parts: one for the texts of presentations made at the seminar and the other for supporting material submitted by Parties. Posting on this dedicated seminar area of the web site will start on 15 April 2005. Only material submitted by Parties will be posted. Parties not wishing to make oral presentations at the seminar are nevertheless encouraged to submit relevant supporting material for posting on this web site.