



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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NOTIFICATION

Informal additional sessions of the ad hoc working groups Bangkok, Thailand, 30 August to 5 September 2012

I wish to notify United Nations Secretariat units and bodies, specialized agencies and related organizations of the following forthcoming sessions under the Convention and its Kyoto Protocol:

- The Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol;
- The Ad Hoc Working Group on Long-term Cooperative Action under the Convention;
- The Ad Hoc Working Group on the Durban Platform for Enhanced Action.

The informal additional sessions will be held at the United Nations Conference Centre of the Economic and Social Commission for Asia and the Pacific in Bangkok, Thailand, from Thursday, 30 August to Wednesday, 5 September 2012. The precise dates of the opening and closing meetings for each body will be posted on the UNFCCC website <www.unfccc.int> in due course.

Due to the above-mentioned financial constraints, work during the additional sessions will be of an informal nature, hence there will be no formal plenary meetings, no interpretation or webcast services and no official documents during these sessions. The sessions will, nevertheless, be organized in an open, inclusive and transparent manner.

In addition, taking into consideration the space limitations, there will be no side events and exhibits during these meetings. Please consult the annex to this notification for information on the application periods for side events and exhibits at forthcoming sessions in the remainder of 2012.

Distribution: To United Nations secretariat units and bodies, specialized agencies and related organizations.



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It would be appreciated if the names, titles and contact details (including address, telephone, fax and e-mail) of the representatives of your organization who will attend the sessions could be communicated to the secretariat **not later than Monday, 16 July 2012**, at the following address:

Climate Change Secretariat

P.O. Box 260 124

53153 Bonn, Germany

Fax: +49 229 815 1999

E-mail: <sessions@unfccc.int>. (Please use this address for all matters concerning nominations.)

The annex to this notification contains important information for participants, information on application for side events and exhibits at future sessions, recommendations on sustainable behaviour for the sessions.

Any additional information will be posted on the UNFCCC website.

Yours sincerely,

(Signed by Vitaly Matsarski for)

Christiana Figueres



Annex

Information for participants

Essential documents	Please consult the UNFCCC website < http://maindb.unfccc.int/library > for all available essential documents.
Registration and registration times	<p>All participants are requested to register upon arrival at the registration desk located in ESCAP.</p> <p>Early registration on Tuesday, 28 and Wednesday, 29 August 2012 is highly recommended to avoid delays on the first day of the sessions.</p> <p>Registration times:</p> <p>Tuesday, 28 and Wednesday, 29 August 2012 from 9 a.m. to 6 p.m.</p> <p>Thursday, 30 August to Wednesday, 5 September 2012 from 8 a.m. to 6 p.m.</p> <p>Double registration for the session is not permitted (i.e. registration as a UN Observer Organization representative and as either a State representative, an observer organization representative or a press/media representative).</p>
Badges	Badges are essential in order for participants to gain access to the premises. They are issued only on the basis of a letter of nomination from United Nations Secretariat units and bodies, specialized agencies and related organizations. For security reasons, all participants are requested to wear their badges at all times.
Application periods for side events and exhibits at future sessions in 2012	<p>Applications for side events and exhibits can only be received through the Side Events and Exhibits Online Registration System within the respective application period.</p> <p>For further information on the application process, please consult the UNFCCC website at the following address :<http://regserver.unfccc.int/seors>.</p> <p>Organizers, speakers and participants at side events and exhibits must be nominated by the nomination deadline as representatives of Parties, admitted UN or admitted observer organizations for the sessions, in order to gain access to the premises.</p>

Recommendations for greening the sessions of the subsidiary bodies

Travel	<p>For shorter trips, use the train instead of a car/coach and plane.</p> <p>Please do not forget to offset the carbon footprint of your travel.</p>
Accommodation	<p>Stay in hotels, which operate in an environmentally responsible manner.</p> <p>Select a hotel located near public transportation.</p> <p>Request group pick-up from the hotel when local transport is not an option.</p>
Green behaviour during the sessions of the Convention of the subsidiary bodies	<p>Only print what you need before travelling and request only essential documents from the Documentation desk.</p> <p>Travel by foot, bicycle or public transport as much as possible.</p> <p>Recycle your waste: bottles, cans, paper, etc.</p> <p>As far as possible, provide information electronically.</p>



Materials for the meeting	<p>Any paper used (promotional material, programme, signs) should be 100 per cent recycled, with a minimum of 65 per cent of post-consumer waste content and totally or elementary chlorine free.</p> <p>Reduce the shipment of printed material to the minimum necessary.</p> <p>Consider alternatives to printing at the venue of the meeting (memory sticks, website).</p> <p>Reduce the use of colour paper in your information products.</p> <p>Print and photocopy on both sides, and keep font size to a legible minimum.</p> <p>Collect paper that has been used on one side only in collector trays and reuse.</p> <p>Turn off lights and equipment when not in use and enable energy-saving features.</p> <p>Use the waste collector provided by the secretariat during the sessions.</p>
Pigeon holes	<p>Avoid communication through the pigeon holes.</p> <p>Please avoid distributing information of other meetings, future conferences or publicity material through pigeon holes.</p>
Recycling of badges and lanyards	<p>Please return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of ESCAP for this purpose.</p>
