



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

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## NOTIFICATION

### **Second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action Bonn, Germany, 29 April to 3 May 2013**

I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2).

The session will be held at the World Conference Center Bonn, Platz der Vereinten Nationen 2, 53113 Bonn, Germany from Monday, 29 April to Friday, 3 May 2013. For information on the venue please see <<http://www.worldccbonn.com/?L=1>>

The session has been organized under financial constraints. There will be no side events or exhibits during the session and the premises can only accommodate a limited number of participants. Given this situation, Parties and observers States are invited to consider this when making their nominations.

The online registration system, which allows Parties to nominate individuals electronically and efficiently, to attend the session, is currently open. This convenient and user-friendly system is the **only** official channel in which to nominate participants for the sessions. The secretariat is not in a position to receive nominations by any other method such as e-mail, letter or fax.

The user manual for the system is available at the following web address:

<<https://onlinereg.unfccc.int/>>

The manual contains complete information and guidelines on how to obtain access to the system and its use. A help desk is available at the following e-mail address:

<[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)>

**Distribution:** To Parties and observer States through their National Focal Points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



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Three annexes are attached to this notification.

Annex I contains the provisional agenda for ADP 2.

Annex II provides information on the preparatory meetings of the Least Developed Countries, Small Island Developing States, the African Group and the Group of 77 and China.

Annex III provides information for participants, including opening hours for the registration desk as well as indications for the issuance of visas for Germany.

Parties and representatives in a position to do so are invited to consider offsetting the “carbon footprints” associated with their attendance at the sessions.

Yours sincerely,

*(Signed by Richard Kinley for)*

Christiana Figueres



Annex I

**Provisional agenda of the  
Ad Hoc Working Group on the Durban Platform for Enhanced Action  
at its second session**

**Bonn, Germany  
29 April to 3 May 2013**

1. Opening of the session.
2. Organizational matters:
  - (a) Election of officers;
  - (b) Adoption of the agenda;
  - (c) Organization of the work of the session.
3. Implementation of all the elements of decision 1/CP.17:<sup>1</sup>
  - (a) Matters related to paragraphs 2 to 6;
  - (b) Matters related to paragraphs 7 and 8.
4. Other matters.
5. Report on the session.

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<sup>1</sup> This item will be considered within the context of decision 1/CP.17 and under the Convention, without prejudice to the position of any Party or to the work of the other subsidiary bodies. Two workstreams, one on paragraph 3(a) and one on paragraph 3(b) are initiated. Further workstreams may be considered as the need arises.



Annex II

**List of preparatory meetings**

Least Developed Countries	26 April 2013	United Nations Campus "Langer Eugen"
Small island developing States	27 April 2013	Hermann-Ehlers-Str. 10 53113 Bonn
African Group	27 April 2013	Germany
Group of 77 and China	28 April 2013	World Conference Center Bonn Platz der Vereinten Nationen 2 53113 Bonn Germany



Annex III

**Information for participants**

<b>Essential documents</b>	Please consult the UNFCCC website < <a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a> > for all available essential documents.
<b>Funding</b>	<i>A separate communication will be sent to eligible Parties.</i>
<b>Nominations and registration online</b>	Online registration for Parties and observer States to nominate their representatives is currently open. Please confirm your delegation as soon as possible and prior to the sessions.
<b>Visas</b>	<p>All foreign delegates entering the Federal Republic of Germany must have a valid passport. Participants requiring an entry or transit visa are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. The issuance of a visa for the Schengen States may take up to two weeks from the date of submission of the visa application. To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request. For more information, please visit the website of the Federal Foreign Office:</p> <p>&lt;<a href="http://www.auswaertiges-amt.de/diplo/en/Startseite.html">http://www.auswaertiges-amt.de/diplo/en/Startseite.html</a>&gt; (also available in French and Spanish).</p> <p>It is strongly recommended to participants that they submit their visa applications immediately after their nominations.</p> <p>Please note that the European Union <b>has introduced new procedures</b> on the issuance of Schengen visas. Kindly refer to the links below for further information.</p> <p><a href="http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/visa-information-system/index_en.htm">http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/visa-information-system/index_en.htm</a></p> <p><a href="http://europa.eu/rapid/press-release_MEMO-11-682_en.htm?locale=en">http://europa.eu/rapid/press-release MEMO-11-682_en.htm?locale=en</a></p>
<b>Hotels</b>	<p>Representatives who require assistance in making a hotel reservation in Bonn should contact:</p> <p>Tourismus &amp; Congress GmbH Adenauerallee 131 53113 Bonn Telephone: +49 228 910 4170 Fax: +49 228 910 4177 E-Mail: &lt;<a href="mailto:info@bonn-region.de">info@bonn-region.de</a>&gt;</p>
<b>Registration</b>	<ul style="list-style-type: none"><li>• All participants are requested upon arrival at the World Conference Center Bonn to proceed to the registration desk, which will be open from Friday, 26 April 2013 to Friday 3 May 2013, in order to collect their badges to access the conference premises.</li><li>• A valid photo ID in addition to the fast-track pass generated from the online registration system should be presented to registration staff.</li></ul>



	<p><b>Registration Times:</b></p> <ul style="list-style-type: none"><li>• Friday, 26 April 2013 to Sunday 28 April 2013 from 9.00 a.m. to 5.00 p.m.</li><li>• Monday, 29 April 2013 until Friday, 3 May 2013 from 8.00 a.m. to 5.00 p.m.</li></ul> <p>Early registration on Saturday, 27 April 2013 or Sunday, 28 April 2013 is highly recommended to avoid delays on the first day of the session.</p> <p>Please be aware that you can only register once for the sessions. Double registration is not permitted (i.e. as a State representative and an observer organization representative, or as an observer organization representative and a press/media representative).</p>
<b>Conference venue opening and closing times</b>	<p>The conference venue will open by 8 a.m and will close at 8 p.m. for the duration of the session.</p>
<b>Application periods for side events and exhibits</b>	<p>No side events or exhibits will be organized for this session.</p> <p>Applications for side events and exhibits for future sessions can only be received through the Side Events and Exhibits Online Registration System within the respective application periods.</p> <p>For further information on the application process, please consult the UNFCCC website at <a href="http://regserver.unfccc.int/seors">http://regserver.unfccc.int/seors</a>.</p>
<b>Disclaimer</b>	<p><b>Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation.</b> The United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.</p> <p><b>In the interest of security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises.</b> The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.</p>
<b>Badges</b>	<p>It is essential that you have an official UNFCCC conference badge in order to gain access to the premises. These are issued only on the basis of confirmation in online registration by an admitted observer organization. For security reasons, all participants are requested to wear their badges visibly at all times.</p>



### Recommendations for greening the session

<b>Travel</b>	For shorter trips, use the train instead of a car/coach and plane. Please do not forget to offset the carbon footprint of your travel.
<b>Accommodation</b>	Stay in hotels which operate in an environmentally responsible manner. Select a hotel located near public transportation. Request group pick-up from the hotel when local transport is not an option.
<b>Green behaviour during the session</b>	Only print what you need before travelling and request only essential documents from the Documentation Desk. Travel by foot, bike or public transport as much as possible. Recycle your waste: bottles, cans, paper, etc. As far as possible, provide information electronically.
<b>Materials for the meeting</b>	Avoid bringing any material for distribution to this session.
<b>Pigeonholes</b>	Only material in electronic/digital (USB, CD-ROM, etc.) format that has been authorized by the secretariat can be distributed through pigeonholes. Please refrain from distributing print material on general information, other meetings, future conferences and activities of your organization or publicity material.
<b>Recycling of badges and lanyards</b>	Please return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of the World Conference Center Bonn for this purpose.

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