



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 26 September 2012
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NOTIFICATION

United Nations Climate Change Conference Doha, Qatar, 26 November to 7 December 2012

I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the forthcoming sessions:

- Eighteenth session of the Conference of the Parties (COP 18), from Monday, 26 November to Friday, 7 December 2012;
- Eighth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 8), from Monday, 26 November to Friday, 7 December 2012;
- Thirty-seventh session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 37), from Monday, 26 November to Saturday, 1 December 2012;
- Thirty-seventh session of the Subsidiary Body for Implementation (SBI 37), from Monday, 26 November to Saturday, 1 December 2012;
- The second part of the seventeenth session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP 17, Part II) from 27 November 2012;
- The second part of the fifteenth session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA 15, Part II) from 27 November 2012;
- The second part of the first session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 1, Part II).

The exact dates of the second part of the ADP 1, as well as the closing dates of the second part of the AWG-KP 17 and AWG-LCA 15, will be clarified in due course.

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



Five annexes are attached to this notification as follows:

Annex I contains the provisional agendas for COP 18, CMP 8, SBSTA 37, SBI 37 and the agendas for the second parts of AWG-KP 17, AWG-LCA 15 and the AWG-DP 1.

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 on protocol issues concerning credentials and on the list of speakers at the high-level segment.

Annex IV provides information for participants, including opening hours for the registration desk as well as indications for the issuance of visas for Qatar on-line.

Finally, Annex V provides important information regarding changes to the distribution of official documents during these and future sessions. Participants are encouraged to carefully read this annex so they are aware of all issues pertaining to distribution of official documents.

The online registration system, which allows Parties to nominate individuals electronically and efficiently, to attend the sessions was opened on 14 September 2012. Registration online 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>

I would also like to inform Parties and observer States that in coordination with the Government of Qatar, the secretariat is collecting relevant information aimed at providing all participants with visas to attend the forthcoming sessions of the Conference of the Parties and its Kyoto Protocol. Further information on this issue is provided in Annex IV, to this notification "Information for Participants" under the "Visas".

Parties and representatives in a position to do so are invited to consider offsetting the "carbon footprints" associated with their attendance at the Doha Conference.

Yours sincerely,

(Signed by Richard Kinley for)

Christiana Figueres



Annex I

Provisional agendas

**Provisional agenda for the eighteenth session of the
Conference of the Parties**

**Doha, Qatar
26 November to 7 December 2012**

1. Opening of the session.
2. Organizational matters:
 - a) Election of the President of the Conference of the Parties at its eighteenth session;
 - b) Adoption of the rules of procedure;
 - c) Adoption of the agenda;
 - d) Election of officers other than the President;
 - e) Admission of organizations as observers;
 - f) Organization of work, including the sessions of the subsidiary bodies;
 - g) Dates and venues of future sessions;
 - h) Adoption of the report on credentials.
3. Reports of the subsidiary bodies:
 - a) Report of the Subsidiary Body for Scientific and Technological Advice;¹
 - b) Report of the Subsidiary Body for Implementation.²
4. Report of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention.³
5. Report of the Ad Hoc Working Group on the Durban Platform for Enhanced Action.⁴

¹ Annotations to the provisional agenda of the eighteenth session of the Conference of the Parties (COP) under this item will indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Scientific and Technological Advice in 2012 for consideration at COP 18.

² Annotations to the provisional agenda of COP 18 under this item will indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Implementation in 2012 for consideration at COP 18.

³ Annotations to the provisional agenda of COP 18 under this item will indicate recommendations for draft decisions and conclusions arising from the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention in 2012 for consideration at COP 18.

⁴ Annotations to the provisional agenda of COP 18 under this item will reflect the status of work under the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) as appropriate. At its seventeenth session, the COP decided that the ADP shall report to future sessions of the COP on the progress of its work (decision 1/CP.17, para. 3).



6. Consideration of proposals by Parties under Article 17 of the Convention.
7. Consideration of proposals by Parties for amendments to the Convention under Article 15:
 - a) Proposal from the Russian Federation to amend Article 4, paragraph 2(f), of the Convention;
 - b) Proposal from Papua New Guinea and Mexico to amend Articles 7 and 18 of the Convention.
8. Report of the Adaptation Committee.
9. Development and transfer of technologies and implementation of the Technology Mechanism:
 - a) Report of the Technology Executive Committee;
 - b) Matters relating to the Climate Technology Centre and Network: selection of the host and constitution of the advisory board.
10. Second review of the adequacy of Article 4, paragraph 2(a) and (b), of the Convention.⁵
11. Matters relating to finance:
 - a) Work programme on long-term finance;
 - b) Report of the Standing Committee;
 - c) Report of the Green Climate Fund to the Conference of the Parties and guidance to the Green Climate Fund;
 - d) Arrangements between the Conference of the Parties and the Green Climate Fund;
 - e) Report of the Global Environment Facility to the Conference of the Parties and guidance to the Global Environment Facility;
 - f) Further guidance to the Least Developed Countries Fund.
12. National communications:
 - a) National communications from Parties included in Annex I to the Convention;
 - b) National communications from Parties not included in Annex I to the Convention.
13. Capacity-building under the Convention;

⁵ Parties may recall that at COP 4, it “proved impossible to reach any agreed conclusions or decisions” on this matter (FCCC/CP/1998/16, para. 64). The item was therefore included in the provisional agenda for the fifth session of the COP in accordance with rules 10(c) and 16 of the draft rules of procedure being applied. The COP, at its fifth session, could not reach a conclusion on this matter (FCCC/CP/1999/6, para. 18) and following rules 10(c) and 16 of the draft rules of procedure being applied, the item was included in the provisional agenda for the sixth up to, and including, the twelfth sessions of the COP with a footnote reflecting a proposal made by the Group of 77 and China to amend the item to read “Review of the adequacy of implementation of Article 4, paragraph 2(a) and (b), of the Convention”. On a proposal by the President, and on the basis of the recommendation made by the SBI, it was decided at COP 14 to defer consideration of this item to COP 16 (FCCC/CP/2008/7, para. 10). The COP, at its sixteenth session, based on a proposal by the President, deferred its consideration of this item, pursuant to rule 13 of the draft rules of procedure being applied, to COP 17. This item was held in abeyance at COP 17 and in accordance with rule 16 of the draft rules of procedure being applied, it will be considered at COP 18.



14. Implementation of Article 4, paragraphs 8 and 9, of the Convention;
 - a) Implementation of the Buenos Aires programme of work on adaptation and response measures (decision 1/CP.10);
 - b) Matters relating to the least developed countries.
15. Article 6 of the Convention.
16. Other matters referred to the Conference of the Parties by the subsidiary bodies.
17. Administrative, financial and institutional matters:
 - a) Audited financial statements for the biennium 2010–2011;
 - b) Budget performance for the biennium 2012–2013.
18. High-level segment.
19. Statements by observer organizations.
20. Other matters.
21. Conclusion of the session:
 - a) Adoption of the report of the Conference of the Parties on its eighteenth session;
 - b) Closure of the session.



**Provisional agenda for the eighth session of the Conference of the Parties
serving as the meeting of the Parties to the Kyoto Protocol**

Doha, Qatar

26 November to 7 December 2012

1. Opening of the session.
2. Organizational matters:
 - a) Adoption of the agenda;
 - b) Election of replacement officers;
 - c) Organization of work, including the sessions of the subsidiary bodies;
 - d) Approval of the report on credentials.
3. Reports of the subsidiary bodies:
 - a) Report of the Subsidiary Body for Scientific and Technological Advice;¹
 - b) Report of the Subsidiary Body for Implementation.²
4. Report of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol.³
5. Consideration of proposals by Parties for amendments to the Kyoto Protocol.
6. Proposal from Kazakhstan to amend Annex B to the Kyoto Protocol.
7. Issues relating to the clean development mechanism.
8. Issues relating to joint implementation:
 - a) Guidance on joint implementation;
 - b) Review of the joint implementation guidelines.
9. Matters relating to compliance under the Kyoto Protocol:
 - a) Report of the Compliance Committee;
 - b) Amendment of the Kyoto Protocol in respect of procedures and mechanisms relating to compliance.

¹ Annotations to the provisional agenda of the eighth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) under this item will indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Scientific and Technological Advice in 2012 for consideration at CMP 8.

² Annotations to the provisional agenda of CMP 8 under this item will indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Implementation in 2012 for consideration at CMP 8.

³ Annotations to the provisional agenda of CMP 8 under this item will indicate recommendations for draft decisions and conclusions arising from the work of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol in 2012 for consideration at CMP 8.



10. Adaptation Fund:
 - a) Report of the Adaptation Fund Board;
 - b) Initial review of the Adaptation Fund.
11. Issues relating to the international transaction log.
12. National communications from Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol.
13. Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol.
14. Capacity-building under the Kyoto Protocol.
15. Matters relating to Article 2, paragraph 3, of the Kyoto Protocol.
16. Matters relating to Article 3, paragraph 14, of the Kyoto Protocol.
17. Other matters referred to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol by the subsidiary bodies.
18. Administrative, financial and institutional matters:
 - a) Audited financial statements for the biennium 2010–2011;
 - b) Budget performance for the biennium 2012–2013;
 - c) Privileges and immunities for individuals serving on constituted bodies established under the Kyoto Protocol.
19. High-level segment.
20. Statements by observer organizations.
21. Other matters.
22. Conclusion of the session:
 - a) Adoption of the report of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol on its eighth session;
 - b) Closure of the session.



**Provisional agenda of the
Subsidiary Body for Scientific and Technological Advice at its thirty-seventh session**

**Doha, Qatar
26 November–1 December 2012**

1. Opening of the session.
2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session.
3. Nairobi work programme on impacts, vulnerability and adaptation to climate change.
4. Report of the Adaptation Committee.
5. 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.
6. Development and transfer of technologies and report of the Technology Executive Committee.
7. Research and systematic observation.
8. Forum and work programme on the impact of the implementation of response measures.
9. Matters relating to Article 2, paragraph 3, of the Kyoto Protocol.
10. Issues relating to agriculture.
11. Methodological issues under the Convention:
 - (a) Work programme on a common tabular format for the “UNFCCC biennial reporting guidelines for developed country Parties”;
 - (b) Work programme on the revision of the guidelines for the review of biennial reports and national communications, including national inventory reviews, for developed country Parties;
 - (c) General guidelines for domestic measurement, reporting and verification of domestically supported, nationally appropriate mitigation actions by developing country Parties;
 - (d) Emissions from fuel used for international aviation and maritime transport;
 - (e) Annual report on the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention.
12. Methodological issues under the Kyoto Protocol:
 - (a) Carbon dioxide capture and storage in geological formations as clean development mechanism project activities;
 - (b) Land use, land-use change and forestry under Article 3, paragraphs 3 and 4, of the Kyoto Protocol and under the clean development mechanism;



- (c) Implications of the implementation of decisions 2/CMP.7 to 5/CMP.7 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;
 - (d) Implications of the establishment of new hydrochlorofluorocarbon-22 (HCFC-22) facilities seeking to obtain certified emission reductions for the destruction of hydrofluorocarbon-23 (HFC-23);
 - (e) Annual report on the technical review of greenhouse gas inventories and other information reported by Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol under Article 7, paragraph 1, of the Kyoto Protocol;
 - (f) Report on the implementation of domestic action by Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol based on the information reported in their national communications.
13. Other matters.
14. Report on the session.



**Provisional agenda for the thirty-seventh session of the
Subsidiary Body for Implementation**

**Doha, Qatar
26 November–1 December 2012**

1. Opening of the session.
2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session;
 - (c) Election of officers other than the Chair;
 - (d) Election of replacement officers.
3. National communications and greenhouse gas inventory data from Parties included in Annex I to the Convention:
 - (a) Status of submission and review of fifth national communications from Parties included in Annex I to the Convention;
 - (b) Report on national greenhouse gas inventory data from Parties included in Annex I to the Convention for the period 1990-2010;
 - (c) Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol for 2012.
4. National communications from Parties not included in Annex I to the Convention:
 - (a) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention;
 - (b) Information contained in national communications from Parties not included in Annex I to the Convention;¹
 - (c) Provision of financial and technical support.
5. Nationally appropriate mitigation actions by developing country Parties:
 - (a) Prototype of the registry;
 - (b) Composition, modalities and procedures of the team of technical experts under international consultation and analysis.

¹ At the thirty-sixth session of the Subsidiary Body for Implementation (SBI), there was no consensus to include this item on the agenda. It was therefore held in abeyance. On a proposal by the Chair, the SBI decided to include this item on the provisional agenda for its thirty-seventh session.



6. Matters relating to Finance:
 - (a) Review of the financial mechanism;
 - (b) Report of the Global Environment Facility to the Conference of the Parties and additional guidance to the Global Environment Facility;
 - (c) Initial review of the Adaptation Fund under the Kyoto Protocol;
 - (d) Further guidance to the Least Developed Countries Fund.
7. Matters relating to Article 4, paragraphs 8 and 9, of the Convention:
 - (a) Progress on the implementation of decision 1/CP.10;
 - (b) Matters relating to the least developed countries.
8. Report of the Adaptation Committee
9. National adaptation plans:²
 - (a) A process to enable least developed country Parties to formulate and implement national adaptation plans, building upon their experience in preparing and implementing national adaptation programmes of action;³
 - (b) Modalities and guidelines for least developed country Parties and other developing country Parties to employ the modalities formulated to support national adaptation plans.⁴
10. Approaches to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change to enhance adaptive capacity⁵
 - Activities to be undertaken under the work programme.
11. Matters relating to Article 3, paragraph 14, of the Kyoto Protocol.
12. Forum and work programme on the impact of the implementation of response measures.
13. Development and transfer of technologies:
 - (a) Report of the Technology Executive Committee;
 - (b) Matters relating to the Climate Technology Centre and Network: selection of the host and constitution of the advisory board;
 - (c) Poznan strategic programme on technology transfer.
14. Article 6 of the Convention.
15. Capacity-building:
 - (a) Capacity-building under the Convention;
 - (b) Capacity-building under the Kyoto Protocol.

² Decision 1/CP.16, paragraphs 15–18.

³ Decision 1/CP.16, paragraphs 15, 17, 18.

⁴ Decision 1/CP.16, paragraphs 15–18.

⁵ Decision 1/CP.16, paragraphs 26–29.



16. Amendment of the Kyoto Protocol in respect of procedures and mechanisms relating to compliance.
17. Procedures, mechanisms and institutional arrangements for appeals against the decisions of the Executive Board of the clean development mechanism.
18. Review of the design of the commitment period reserve.
19. Report of the administrator of the international transaction log under the Kyoto Protocol.
20. Administrative, financial and institutional matters:
 - (a) Audited financial statements for the biennium 2010–2011;
 - (b) Budget performance for the biennium 2012–2013.
21. Other matters.
22. Report on the session.



**Agenda for the seventeenth session of the Ad Hoc Working Group on Further
Commitments for Annex I Parties under the Kyoto Protocol**

**Bonn, Germany
15-24 May 2012**

and

**Doha, Qatar
27 November 2012 – ***

1. Opening of the session.
2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session;
 - (c) Election of officers.
3. Consideration of further commitments for Annex I Parties under the Kyoto Protocol.
4. Other matters.
5. Report on the session.

* The second part of the session will be held in conjunction with the eighth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP). The closing date of the session of the AWG-KP will be determined in due course.



**Agenda* of the
Ad Hoc Working Group on Long-term Cooperative Action under the Convention
at its fifteenth session**

**Bonn, Germany
15–24 May 2012**

and

**Doha, Qatar
27 November 2012 – ****

1. Opening of the session.
2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session.
3. Preparation of an agreed comprehensive and balanced outcome to be presented to the Conference of the Parties for adoption at its eighteenth session, to enable the full, effective and sustained implementation of the Convention through long-term cooperative action now, up to and beyond 2012, pursuant to decision 1/CP.13, taking into account decisions adopted by the Conference of the Parties at its sixteenth and seventeenth sessions and recognizing that the work of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention includes both implementation tasks and issues that are still to be concluded:
 - (a) A shared vision for long-term cooperative action, including a long-term global goal for emission reductions, to achieve the ultimate objective of the Convention, in accordance with the provisions and principles of the Convention, in particular the principle of common but differentiated responsibilities and respective capabilities, and taking into account social and economic conditions and other relevant factors;
 - (b) Enhanced national/international action on mitigation of climate change:
 - (i) Measurable, reportable and verifiable nationally appropriate mitigation commitments or actions, including quantified emission limitation and reduction objectives, by all developed country Parties, while ensuring the comparability of efforts among them, taking into account differences in their national circumstances;

* Items on the agenda have enjoyed different levels of progress through decisions adopted by the Conference of the Parties at its sixteenth and seventeenth sessions. Taking into account the progress achieved, some items may not need further work under the Ad Hoc Working Group on Long-term Cooperative Action under the Convention.

** The second part of the session will be held in conjunction with the eighteenth session of the Conference of the Parties. The closing date of the session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention will be determined in due course.



- (ii) 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;
 - (iii) Policy approaches and positive incentives on issues relating to reducing emissions from deforestation and forest degradation in developing countries; and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries;
 - (iv) Cooperative sectoral approaches and sector-specific actions, in order to enhance implementation of Article 4, paragraph 1(c), of the Convention;
 - (v) Various approaches, including opportunities for using markets, to enhance the cost-effectiveness of, and to promote, mitigation actions, bearing in mind different circumstances of developed and developing countries;
 - (vi) Economic and social consequences of response measures;
 - (vii) Ways to strengthen the catalytic role of the Convention in encouraging multilateral bodies, the public and private sectors and civil society, building on synergies among activities and processes, as a means to support mitigation in a coherent and integrated manner;
- (c) Enhanced action on adaptation:
- (i) International cooperation to support urgent implementation of adaptation actions, including through vulnerability assessments, prioritization of actions, financial needs assessments, capacity-building and response strategies, integration of adaptation actions into sectoral and national planning, specific projects and programmes, means to incentivize the implementation of adaptation actions, and other ways to enable climate-resilient development and reduce vulnerability of all Parties, taking into account the urgent and immediate needs of developing countries that are particularly vulnerable to the adverse effects of climate change, especially the least developed countries and small island developing States, and further taking into account the needs of countries in Africa affected by drought, desertification and floods;
 - (ii) Risk management and risk reduction strategies, including risk sharing and transfer mechanisms such as insurance;
 - (iii) Disaster reduction strategies and means to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change;
 - (iv) Economic diversification to build resilience;
 - (v) Ways to strengthen the catalytic role of the Convention in encouraging multilateral bodies, the public and private sectors and civil society, building on synergies among activities and processes, as a means to support adaptation in a coherent and integrated manner;



- (d) Enhanced action on technology development and transfer to support action on mitigation and adaptation:
 - (i) Effective mechanisms and enhanced means for the removal of obstacles to, and provision of financial and other incentives for, scaling up of the development and transfer of technology to developing country Parties in order to promote access to affordable environmentally sound technologies;
 - (ii) Ways to accelerate deployment, diffusion and transfer of affordable environmentally sound technologies;
 - (iii) Cooperation on research and development of current, new and innovative technology, including win-win solutions;
 - (iv) The effectiveness of mechanisms and tools for technology cooperation in specific sectors;
 - (e) Enhanced action on the provision of financial resources and investment to support action on mitigation and adaptation and technology cooperation:
 - (i) Improved access to adequate, predictable and sustainable financial resources and financial and technical support, and the provision of new and additional resources, including official and concessional funding for developing country Parties;
 - (ii) Positive incentives for developing country Parties for the enhanced implementation of national mitigation strategies and adaptation action;
 - (iii) Innovative means of funding to assist developing country Parties that are particularly vulnerable to the adverse impacts of climate change in meeting the cost of adaptation;
 - (iv) Means to incentivize the implementation of adaptation actions on the basis of sustainable development policies;
 - (v) Mobilization of public- and private-sector funding and investment, including facilitation of climate-friendly investment choices;
 - (vi) Financial and technical support for capacity-building in the assessment of the costs of adaptation in developing countries, in particular the most vulnerable ones, to aid in determining their financial needs;
 - (f) Enhanced action on capacity-building.
4. Review: further definition of its scope and development of its modalities.
 5. Other matters:
 - (a) Parties included in Annex I to the Convention undergoing the process of transition to a market economy;
 - (b) Parties included in Annex I to the Convention whose special circumstances are recognized by the Conference of the Parties.
 6. Additional matters.
 7. Report on the session.



**Agenda for the first session of the Ad Hoc Working Group
on the Durban Platform for Enhanced Action**

**Bonn, Germany
17-24 May 2012
and
Doha, Qatar**

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.17:¹
 - (a) Matters related to paragraphs 2 to 6;
 - (b) Matters related to paragraphs 7 and 8.
4. Other matters.
5. Report on the session.

¹ 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	20 to 21 November 2012	Sheraton Doha Resort & Convention Hotel Al Corniche St P.O.Box 6000 Doha, Qatar Tel: +974 4485 4444 Fax: +974 4483 2323 sheratondoha.com
Small island developing States	22 to 23 November 2012	Sheraton Doha Resort & Convention Hotel
African Group	22 to 23 November 2012	Sheraton Doha Resort & Convention Hotel
Group of 77 and China	24 to 25 November 2012	Sheraton Doha Resort & Convention Hotel



Annex III

Protocol Issues

High-level segment of the session

The high-level segment, to be attended by ministers and other senior officials, will be inaugurated during the afternoon of Tuesday, 4 December. Statements by ministers and other heads of delegation will be heard in joint meetings of the COP and CMP on 5 and 6 December. The high-level segment will conclude on Friday, 7 December with the adoption of decisions and conclusions by the COP and the CMP.

Given the number of Parties and the limited amount of time available for statements, it will be necessary to limit the duration of each statement. **The recommended time limit is three minutes.** Statements on behalf of groups, where the other members of the group do not speak, are strongly encouraged and additional time will be provided for these.

The secretariat wishes to inform Parties and observer States that full texts of the official statements will not be circulated in hard-copy form during the high-level segment. For further information concerning distribution of documents and statements, please refer to Annex V of this notification "Documentation – PaperSmart services at COP 18/CMP 8".

The list of speakers will be open from Wednesday, 3 October to Friday, 9 November 2012. **Requests received before Wednesday, 3 October 2012, cannot be considered.** Registrations should be made using the attached form and should be addressed to the External Relations Officer, Conference Affairs Services, telephone: +49 228 815 1611 or +49 228 815 1306, fax: +49 228 815 1999, e-mail: sessions@unfccc.int.

Credentials of States Parties to the Convention and its Kyoto Protocol

In accordance with rule 19 of the draft rules of procedure being applied (FCCC/CP/1996/2), the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat not later than 24 hours after the opening of the session. Any later change in the composition of the delegation shall also be communicated to the secretariat.

The credentials must be issued by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization.

The secretariat wishes to remind Parties that, in accordance with decisions 17/CP.9 and 36/CMP.1, only one set of credentials is necessary to cover the participation of Parties to the Convention and Parties to the Kyoto Protocol in the COP at its eighteenth session and the CMP at its eighth session.

Parties are also reminded that with regard to the adoption of any amendment or protocol to the Convention pursuant to its Articles 15 or 17, as well as the adoption of any amendment to the Kyoto Protocol pursuant to its Articles 20 and 21, only Parties with valid credentials would be able to participate in their adoption. Parties should further note that in accordance with Article 21, paragraph 7, of the Kyoto Protocol any amendment to Annex B to the Protocol shall be adopted only with the written consent of the Party concerned. Parties wishing to be included in Annex B are reminded to deposit with



the secretariat, prior to the adoption of any amendment to Annex B, a document providing evidence of such written consent issued and signed by the Head of State or Government or Minister of Foreign Affairs or signed by another official with Full Powers to that effect issued by one of the afore-mentioned qualified authorities.¹

Credentials should be deposited in the External Relations Office, located in the Conference Affairs and Services Offices at the QNCC. No other office of the secretariat or of the Host Country is designated to receive credentials.

Observer States to the Convention

States that are not Parties to the Convention are not required to provide their representatives with credentials.

¹ A separate notification will be issued providing more details on the requirements for Parties to participate in the adoption of amendments to the Kyoto Protocol.



Registration Form – COP 18/CMP 8 High-level segment

List of speakers during the high-level segment
Doha 2012: United Nations Climate Change Conference
5 to 7 December 2012

The list of speakers will be open from **Wednesday, 3 October 2012 to Friday, 9 November 2012**. Parties who wish to deliver a national statement during the high-level segment of COP 18/CMP 8, from 5 to 7 December 2012 are requested to clearly complete this form **electronically** and return it to the secretariat. Please note that this form is attached in a separate word file for your convenience. **Illegible forms will be rejected.**

**Requests received before Wednesday, 3 October 2012 cannot be considered.
Please note that the nomination of representatives of a Party to attend the sessions does not imply inclusion in the list of speakers**

Party/Country _____

Name of speaker _____
(Mr./Ms.) (First name) (Middle initial) (Last name)

Title/Position _____

Institution _____

Contact person _____

Title of contact person _____

Institution _____

Telephone _____ Fax _____

E-mail _____

Signature of the contact person _____ Date: _____

E-Mail address: Climate Change Secretariat
E-mail: <sessions@unfccc.int>



Annex IV

Information for participants

Please visit <http://unfccc.int/2860.php> for additional information related to the sessions

Essential documents	<p>Please consult the UNFCCC website <http://maindb.unfccc.int/library> for all available essential documents.</p> <p>A preliminary overview of the sessional period is available in documents FCCC/CP/2012/1 and FCCC/KP/CMP/2012/1 and on the UNFCCC website <www.unfccc.int>. Further information regarding the arrangements for the conference, including the high-level segment may be provided in addenda to these documents after consultation with the Bureau and the host Government of COP 18/CMP 8.</p> <p>Also please see Annex V, “Documentation – PaperSmart services at COP 18/CMP 8” which provides important information regarding changes to how documentation and distribution of official documents will be handled during these and future sessions. Participants are encouraged to print only what is minimally necessary prior to coming to the session.</p>
Funding	<p><i>A separate communication will be sent to eligible Parties.</i></p>
Nominations and registration online	<p>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.</p>
Visas	<p>All foreign delegates entering the State of Qatar must have a valid passport. The Government of the State of Qatar has implemented an e-Visa system to process the issuance of visas for Qatar. Please note that the e-Visa system is a completely separate system from the on-line registration system. Visas for the State of Qatar to attend COP 18/CMP 8 will be provided online by the State of Qatar upon confirmation of the nomination of the participant. In order to confirm the nomination of delegates to attend COP18/CMP8, it is essential to indicate clearly the passport number and date of birth of participants when registering on-line. More information on the issuance of visas can be found at the following link on the host government’s webpage for the conference.</p> <p>http://www.cop18.qa/en-us/delegateinformation/obtainingvisa.aspx</p>
Hotels	<p>If you require assistance in locating and booking accommodation for your stay in Qatar during COP 18/CMP 8, please visit the host government’s webpage for the sessions at the following link:</p> <p>UN Climate Change Conference COP18 CMP8 > Delegate Information > Book your accommodation</p>



<p style="text-align: center;">Registration</p>	<ul style="list-style-type: none"> • All participants are requested upon arrival at the Qatar National Convention Centre to proceed to the registration desk, which will be open from Saturday, 24 November to Friday, 7 December 2012, in order to collect their badges to access the conference premises. • A valid photo ID in addition to the fast-track pass generated from the online registration system should be presented to registration staff. <p>Registration Opening Hours:</p> <ul style="list-style-type: none"> • Saturday, 24 November and Sunday, 25 November 2012 from 9.00 a.m. to 6.00 p.m. • Monday, 26 November until Saturday, 1 December 2012 from 8.00 a.m. to 7.00 p.m. <p>Sunday, 2 December 2012 - Registration will be closed.</p> <ul style="list-style-type: none"> • Monday, 3 December until Thursday, 6 December 2012 from 8.00 a.m. to 7.00 p.m. • Friday, 7 December 2012 from 8.00 a.m. to 6 00 p.m <p>To avoid delays, it is highly recommended that you register on Saturday, 24 November 2012.</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>
<p style="text-align: center;">Side events and exhibits</p>	<p>The application period for side events and exhibits ended on Friday, 10 August 2012 at 5.00 p.m. CET. No further applications can be accepted.</p> <p>Potential organizers, speakers, participants and technical staff for side events and exhibits must be nominated as representatives of Parties or admitted observer organizations for the sessions to ensure that they are granted access to the premises. Exhibit organizers who are issued with a photo badge will be granted access to the venue as of 1.00 p.m. on Sunday, 25 November 2012.</p>
<p style="text-align: center;">Disclaimer</p>	<p>Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation. 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>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. 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>
<p style="text-align: center;">Badges</p>	<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>



Press briefings	<p>In order to facilitate observer organizations wishing to hold press/media briefings during the forthcoming sessions, the secretariat requests that the organizations inform it in advance to what extent they intend to hold such briefings during the sessions. This will facilitate adequate logistical and technical arrangements to be put in place. Requests should be addressed directly to the UNFCCC Press Office, Tel: +49 228 815 1005, E-mail: <pressconf@unfccc.int>. More information on press conferences can be found at the following link: http://unfccc.int/press/items/4862.php</p>
Shipment	<p>An information manual will be issued by the secretariat soon. It will contain all relevant information pertaining to any consignments sent from all participants to the conference venue. The manual will highlight the logistical specificity, i.e. mode of transport, customs process, sender/consignee arrangement, labelling of goods, warehousing and delivery to the final destination (i.e exhibitor's booth, side event room etc.). It is essential to follow the instructions in the manual when preparing your shipment.</p>
Pigeonholes	<p>Please avoid distributing information related to other meetings, future conferences or publicity material through pigeonholes.</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 QNCC for this purpose.</p>



Annex V

Documentation – PaperSmart services at COP 18/CMP 8

The UNFCCC secretariat is committed to enhancing the environmental sustainability of its operations and of UNFCCC conferences and meetings. The reduction of paper usage is one step in this direction. In order to achieve this goal for COP 18/CMP 8 and beyond, and to enhance the electronic availability of documentation and other information, the secretariat has partnered with the United Nations Integrated Sustainable PaperSmart Services (ISPS) secretariat. In the words of ISPS, PaperSmart is “not a fight against paper, more a war against waste”. Although it is too early to say the “war” has been won, initial results are very encouraging. An estimated 19 million sheets of paper were saved at the Rio+20 conference. In addition, through initial steps at the UNFCCC May sessions in Bonn, paper usage was reduced by 50 per cent in comparison with the same event in 2011.

Distribution of documents

The traditional ‘documents counter’ will be replaced at COP 18/CMP 8 in Doha, Qatar, by the next-generation equivalent. Documents will be distributed in two ways:

- **Electronically** to computers and other mobile devices for viewing and downloading via the ISPS portal (<PaperSmart.un.org>). Documents will also continue to be made available as usual on the UNFCCC website.
- **Via eight ISPS desks** throughout the conference centre where assistance with downloading electronic documents will be available. USB disks, on which documents may be downloaded, will be provided on request at the ISPS desks. Hard-copy versions of documents may also be collected at the desks (and can be ordered in advance electronically in limited numbers via the ISPS portal or at the desks).

The service will encompass all pre-session and in-session documentation, including all language versions, as well as an improved Daily Programme, and national statements. A log-in code, which will be provided to registered participants, will be used to access documents via the ISPS portal.

Participants are encouraged to carry their laptops or mobile devices so as to make maximum use of electronic versions of documents. In this context, ways to enhance access to recharging facilities are being investigated.

While this new, more sustainable, mode of work is being introduced, every effort will be made to ensure the smooth progress of the sessions. Special attention will be paid to ensuring that key documents for adoption at the conclusion of the sessions are available to delegates for consideration.

Distribution of statements

PaperSmart services also encompass the distribution through the ISPS portal of national statements delivered during the high-level segment, and other statements as appropriate. Delegations should e-mail a copy of the statement to <PaperSmart@un.org> or submit a hard copy to the ISPS desk in the plenary hall.



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For more information

Please consult the PaperSmart website <PaperSmart.un.org> or e-mail questions to <PaperSmart@un.org>. Further information will also be made available on the UNFCCC website before COP 18/CMP 8.
