



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 14 April 2014  
Reference: CAS/SBs/UN/June/14  
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**NOTIFICATION**  
**United Nations Climate Change Conference**  
**Bonn, 4–15 June 2014**

I wish to notify United Nations Secretariat units and bodies, specialized agencies and related organizations of the forthcoming sessions:

- Fortieth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 40), Wednesday, 4 June, to Sunday, 15 June 2014;
- Fortieth session of the Subsidiary Body for Implementation (SBI 40), Wednesday, 4 June, to Sunday, 15 June 2014;
- Fifth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2.5), Wednesday, 4 June, to Sunday, 15 June 2014.

In addition, I would like to notify United Nations Secretariat units and bodies, specialized agencies and related organizations that the high-level ministerial round table on increased ambition of Kyoto Protocol commitments, mandated by decision 1/CMP.8, paragraph 10, and the high-level ministerial dialogue on the Durban Platform for Enhanced Action, mandated by decision 1/CP.19, paragraph 7, will take place on Thursday, 5 June, and Friday, 6 June 2014, respectively.

The sessions, as well as the high-level ministerial dialogue and the high-level ministerial round table will be held at the Hotel Maritim, Godesberger Allee, 53175 Bonn, Germany.

Two annexes are attached to this notification:

- Annex I contains the provisional agendas for SBSTA 40 and SBI 40.

The adopted agenda for ADP 2.5 is available on the UNFCCC website at:

<[http://unfccc.int/meetings/bonn\\_jun\\_2014/session/8133/php/view/agenda.php](http://unfccc.int/meetings/bonn_jun_2014/session/8133/php/view/agenda.php)>

<b>Distribution:</b> To United Nations secretariat units and bodies, specialized agencies and related organizations.
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- Annex II provides information for participants, including opening hours of the registration desk and relevant information on hotel accommodation and transportation.

Any additional information will be posted on the UNFCCC website <[www.unfccc.int](http://www.unfccc.int)>.

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 5 May 2014**, at the following address:

Climate Change Secretariat

P.O. Box 260 124

53153 Bonn, Germany

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

More information on attending meetings is available at:

<[http://unfccc.int/meetings/bonn\\_jun\\_2013/meeting/7431/php/view/logistics.php](http://unfccc.int/meetings/bonn_jun_2013/meeting/7431/php/view/logistics.php)>

I would also like to draw your attention to services designed to make the participants' stays in Bonn more convenient, described in English at <<http://www.bonn-region.de/english/service.html>>.

Representatives in a position to do so are invited to consider offsetting the “carbon footprints” associated with their attendance at the Conference.

Yours sincerely,

*(Signed by)*

Christiana Figueres



Annex I

**Provisional agendas**

**Provisional agenda for the fortieth session of the  
Subsidiary Body for Scientific and Technological Advice**

**Bonn, Germany  
4–15 June 2014**

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. Nairobi work programme on impacts, vulnerability and adaptation to climate change.
4. Development and transfer of technologies and implementation of the Technology Mechanism:
  - (a) Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network for 2013;
  - (b) Third synthesis report on technology needs identified by Parties not included in Annex I to the Convention.
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. Research and systematic observation.
7. The 2013-2015 review.
8. Issues relating to agriculture.
9. Warsaw international mechanism for loss and damage associated with climate change impacts.
10. Impact of the implementation of response measures:
  - (a) Forum and work programme;
  - (b) Matters relating to Article 2, paragraph 3, of the Kyoto Protocol.
11. Methodological issues under the Convention:
  - (a) 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;
  - (b) Common metrics to calculate the carbon dioxide equivalence of greenhouse gases;
  - (c) Emissions from fuel used for international aviation and maritime transport.



12. Methodological issues under the Kyoto Protocol:
  - (a) Implications of the implementation of decisions 2/CMP.7 to 4/CMP.7 and 1/CMP.8 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;
  - (b) Clarification of the text in section G (Article 3, paragraph 7 ter) of the Doha Amendment to the Kyoto Protocol, in particular the information to be used to determine “average annual emissions for the first three years of the preceding commitment period”;
  - (c) Land use, land-use change and forestry under Article 3, paragraphs 3 and 4, of the Kyoto Protocol and under the clean development mechanism;
  - (d) Implications of the inclusion of reforestation of lands with forest in exhaustion as afforestation and reforestation clean development mechanism project activities.
13. Market and non-market mechanisms under the Convention:
  - (a) Framework for various approaches;
  - (b) Non-market-based approaches;
  - (c) New market-based mechanism.
14. Work programme on clarification of quantified economy-wide emission reduction targets of developed country Parties.
15. Scientific, technical and socioeconomic aspects of mitigation of climate change.
16. Cooperation with other international organizations.
17. Other matters.
18. Report on the session.



**Provisional agenda for the fortieth session of the  
Subsidiary Body for Implementation**

**Bonn, Germany  
4–15 June 2014**

1. Opening of the session
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of the work of the session.
3. Reporting and review of Parties included in Annex I to the Convention:
  - (a) Status of submission and review of sixth national communications and first biennial reports from Parties included in Annex I to the Convention;
  - (b) Revision of the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications”;
  - (c) Date of the completion of the expert review process under Article 8 of the Kyoto Protocol for the first commitment period.
4. Reporting from Parties not included in Annex I to the Convention:
  - (a) Information contained in national communications from Parties not included in Annex I to the Convention;<sup>1</sup>
  - (b) Provision of financial and technical support.
5. Work programme to further the understanding of the diversity of nationally appropriate mitigation actions.
6. Matters relating to the mechanisms under the Kyoto Protocol:
  - (a) Review of the modalities and procedures for the clean development mechanism;
  - (b) Review of the joint implementation guidelines;
  - (c) Synergy relating to accreditation under the mechanisms of the Kyoto Protocol;
  - (d) Modalities for expediting the continued issuance, transfer and acquisition of joint implementation emission reduction units;
  - (e) Procedures, mechanisms and institutional arrangements for appeals against decisions of the Executive Board of the clean development mechanism;
  - (f) Matters relating to the international transaction log under the Kyoto Protocol.
7. Matters relating to the least developed countries.
8. National adaptation plans.
9. Warsaw international mechanism for loss and damage associated with climate change impacts.

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<sup>1</sup> At the thirty-ninth 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 of SBI 40.



10. Second review of Adaptation Fund.
11. Development and transfer of technologies and implementation of the Technology Mechanism:
  - (a) Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network for 2013;
  - (b) Poznan strategic programme on technology transfer.
12. Capacity-building:
  - (a) Capacity-building under the Convention;
  - (b) Capacity-building under the Kyoto Protocol.
13. Parties included in Annex I to the Convention whose special circumstances are recognized by the Conference of the Parties.
14. Article 6 of the Convention.
15. Impact of the implementation of response measures:
  - (a) Forum and work programme;
  - (b) Matters relating to Article 3, paragraph 14, of the Kyoto Protocol;
  - (c) Progress on the implementation of decision 1/CP.10.
16. The 2013–2015 review.
17. Arrangements for intergovernmental meetings.
18. Administrative, financial and institutional matters:
  - (a) Financial matters;
  - (b) Continuing review of the functions and operations of the secretariat;
  - (c) Implementation of the Headquarters Agreement;
  - (d) Privileges and immunities for individuals serving on constituted bodies established under the Kyoto Protocol;
  - (e) Privileges and immunities for individuals serving on constituted bodies established under the Convention.
19. Other matters.
20. Report on the session.



Annex II

**Information for participants**

<b>Essential documents</b>	Please consult the UNFCCC website, at <a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a> , for all available documents.
<b>Registration</b>	<p>All participants are requested to register upon arrival at the registration desk, where they will receive the corresponding badge. A valid photo ID is required.</p> <p><b>Registration times:</b></p> <p>Monday, 2 June, and Tuesday, 3 June 2014, from 8 a.m. to 6 p.m.</p> <p>Wednesday, 4 June, until Sunday, 8 June 2014, from 8 a.m. to 7 p.m.</p> <p><b><u>The Conference venue, including the registration desk, will be closed on Monday, 9 June 2014</u></b></p> <p>Tuesday, 10 June, until Saturday, 14 June 2014, from 8 a.m. to 7 p.m.</p> <p>Sunday, 15 June 2014, from 8 a.m. to 6 p.m.</p> <p>Early registration on Monday, 2 June, and Tuesday, 3 June 2014, is highly recommended to avoid delays on the first day of the sessions.</p>
<b>Badges</b>	A badge is needed to gain access to the premises. For security reasons, all participants are requested to wear their badges at all times.
<b>Registration concerning side event, exhibit and press briefing organizers</b>	All potential organizers, speakers, participants and technical staff for side events and exhibits must be registered to ensure that they are granted access to the premises.
<b>Side events and exhibits</b>	<p>The application period for side events and exhibits ended on Friday, 21 March 2014, at 5.00 p.m. CET.</p> <p>Details on eligibility are provided through the information note “Revised eligibility and selection criteria for Party applications for side events and exhibits”, at <a href="https://seors.unfccc.int">https://seors.unfccc.int</a>. The selection and allocation criteria for side events and exhibits are available on the same web page.</p> <p>For additional information, please contact <a href="mailto:see@unfccc.int">see@unfccc.int</a>.</p> <p>There will be no official side events and exhibits on Monday, 9 June, and Sunday, 15 June 2014.</p> <p>Individuals nominated by organizations with an exhibit allocated by the secretariat who are issued a photo badge will be granted access to the Hotel Maritim as of Tuesday, 3 June, from 2 p.m. to 6 p.m., for the purpose of setting up their exhibits.</p>



<b>Press briefings</b>	In order for the secretariat to provide adequate logistical and technical facilities, it would be useful to know to what extent observer organizations intend to brief the press/media during the forthcoming sessions. Responses should be addressed directly to the UNFCCC Press Office (telephone: +49 228 815 1005, fax: +49 228 815 1999, e-mail: < <a href="mailto:press@unfccc.int">press@unfccc.int</a> >).
<b>Hotels</b>	<p>The City of Bonn offers an accommodation and public transport package.</p> <p>Hotel bookings placed through the City of Bonn designated web page for the sessions (&lt;<a href="http://www.bonn-region.de/UNFCCC-2014">http://www.bonn-region.de/UNFCCC-2014</a>&gt;) includes a free public transportation ticket for the city and the region of Bonn (Verbund Rhein-Sieg). The print-at-home PDF ticket is valid for the duration of the hotel stay of the delegate. The ticket will be sent automatically along with the hotel reservation confirmation.</p> <p>For further assistance, please contact:</p> <p>E-mail: &lt;<a href="mailto:a.isengard@bonn-region.de">a.isengard@bonn-region.de</a>&gt;</p> <p>Telephone: +49 (0)2 28/ 910 41 33</p>





## Recommendations for greening the sessions

<b>Travel</b>	<p>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.</p>
<b>Accommodation</b>	<p>Stay in hotels which operate in an environmentally responsible manner. Select a hotel located near public transportation.</p>
<b>Green behaviour during the sessions of the Convention</b>	<p>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. Request group pick-up from the hotel when local transport is not an option. Recycle your waste: bottles, cans, paper, etc. As far as possible, provide information electronically.</p>
<b>Materials for the meeting</b>	<p>Reduce shipment of printed material to the minimum necessary. Any paper used (promotional material, programme, signs) should be 100% recycled, with a minimum of 65% of post-consumer waste content, and totally or elementally chlorine free. Consider alternatives to printing at the meeting venue (memory sticks, web pages). Reduce the use of colour paper in your information products. Print and photocopy on both sides, and keep font size to a legible minimum. Collect paper that has been used on one side only in collector trays and reuse. Turn off lights and equipment when not in use and enable energy-saving features. Use the waste collector provided by the secretariat during the sessions. Avoid bringing any material for distribution to this session.</p>
<b>Pigeonholes</b>	<p>In order to reduce wastage of publications and papers, the secretariat has decided to discontinue the use of pigeonholes at the sessions of the Convention and its Kyoto Protocol. Messages to Parties and IGOs should be conveyed through e-mails or the information desk, available for that purpose.</p>
<b>Electronic dissemination of information</b>	<p>Daily updates on the negotiations such as ENB, ECO, and TWN will be disseminated in electronic formats. In order to facilitate access, the secretariat will include web links to these updates in the Daily Programme. The Daily Programme for the conference will be made available in electronic form only. A PDF version will be made available each morning on the UNFCCC conference website. Side event schedules will be announced through the UNFCCC website, the electronic Side Events and Exhibits brochure, the secretariat's poster board listing the day's events, and the free UNFCCC iPhone/iPad application "Negotiator". Information on outside events may also be posted on the UNFCCC website. The secretariat strongly encourages that information material be disseminated in and electronic manner.</p>
<b>Recycling of badges and lanyards</b>	<p>Please return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of the Hotel Maritim for this purpose.</p>