



**UNITED
NATIONS**



**Framework Convention
on Climate Change**

Distr.
GENERAL

FCCC/SBI/2003/12
22 September 2003

Original: ENGLISH

SUBSIDIARY BODY FOR IMPLEMENTATION

Nineteenth session

Milan, 1–9 December 2003

Item 9 (a) of the provisional agenda

ADMINISTRATIVE AND FINANCIAL MATTERS

INTERIM FINANCIAL PERFORMANCE FOR THE BIENNIUM 2002–2003

Income and budget performance as at 30 June 2003

Note by the Executive Secretary

Summary

Budget performance for the first three quarters of the biennium 2002–2003 of the trust funds administered by the Convention secretariat is presented. The aim is to inform Parties of the income received, expenditures incurred and results achieved by 30 June 2003.

About 70 per cent of the indicative contributions to the core budget for 2002–2003 had been received and expenditures were maintained at about 67 per cent of the approved budget for the year. Voluntary contributions to the trust funds for participation and for supplementary activities (including the prompt start of the clean development mechanism) were low; only 24 per cent of the total amount estimated for the biennium had been received by the end of June 2003.

The Subsidiary Body for Implementation is invited to take note of the information and decide on the actions to be included in draft decisions on administrative and financial matters to be recommended for adoption by the Conference of the Parties at its ninth session.

CONTENTS

	<u>Paragraphs</u>	<u>Page</u>
I. INTRODUCTION.....	1 – 5	3
A. Mandate.....	1 – 3	3
B. Scope of the note.....	4	3
C. Possible action by the SBI and the COP.....	5	3
II. INCOME AND EXPENDITURE REPORT.....	6 – 19	3
A. Trust Fund for the Core Budget of UNFCCC.....	6 – 13	3
B. Trust Fund for Participation in the UNFCCC Process.....	14 – 16	6
C. Trust Fund for Supplementary Activities.....	17 – 18	7
D. Trust Fund for the Special Annual Contribution from the Government of Germany (Bonn Fund).....	19	8
III. PROGRAMME DELIVERY.....	20 – 72	8
A. Executive Direction and Management.....	20 – 22	8
B. Intergovernmental and Conference Affairs and Conference Affairs Services.....	23 – 34	9
C. Information Services.....	35 – 39	10
D. Administrative Services.....	40 – 43	11
E. Methods, Inventories and Science.....	44 – 49	11
F. Sustainable Development.....	50 – 57	13
G. Cooperative Mechanisms.....	58 – 67	14
H. Implementation.....	68 – 72	15
IV. HUMAN RESOURCES.....	73 – 78	16
A. Staff.....	73 – 76	16
B. Consultants and individual contractors.....	77 – 78	18

Annex

Projects and events funded from the Trust Fund for Supplementary Activities in the biennium 2002–2003.....	19
---	----

I. INTRODUCTION

A. Mandate

1. The Conference of the Parties (COP), by its decision 38/CP.7,¹ approved the programme budget for the biennium 2002–2003, and requested the Executive Secretary to report to the COP on income and budget performance and to propose any adjustments that might be needed in the Convention budget.
2. Rule 10 (e) of the draft rules of procedure being applied (FCCC/CP/1996/2) stipulates that the provisional agenda for each ordinary session of the Conference of the Parties shall include, as appropriate, the proposed budget as well as all questions pertaining to the accounts and financial arrangements.
3. It is the practice of the Subsidiary Body for Implementation (SBI) to consider these matters and prepare recommendations for action by the COP as appropriate.

B. Scope of the note

4. This document updates income, expenditure and budget performance as at 30 June 2003. It should be read in conjunction with document FCCC/SBI/2003/INF.13 containing the interim financial statements as at 31 December 2002, and document FCCC/SBI/2003/INF.18 on the status of contributions as at 31 October 2003.

C. Possible action by the SBI and the COP

5. The SBI may wish to take note of the information presented and decide on actions that may need to be included in the draft decisions on administrative and financial matters to be recommended for adoption by the COP at its ninth session.

II. INCOME AND EXPENDITURE REPORT

A. Trust Fund for the Core Budget of UNFCCC

1. Budget

6. The COP, by its decision 38/CP.7, approved a total budget of US\$ 32.84 million for the biennium 2002–2003, of which US\$ 16.07 million was for 2002 and US\$ 16.77 million for 2003. Table 1 shows the budget summary as approved by the COP.

Table 1. Programme budget for the biennium 2002–2003

(United States dollars)

	2002	2003	2002–2003
Direct cost for programme activities	14 043 300	14 781 100	28 824 400
Programme support costs	1 825 600	1 921 600	3 747 200
Adjustment to the working capital reserve	196 300	69 200	265 500
Total approved budget	16 065 200	16 771 900	32 837 100

¹ For the full text of decision 38/CP.7, see document FCCC/CP/2001/13/Add.4.

2. Income

7. The approved budget is expected to be funded from three sources: (a) indicative contributions by all Parties to the Convention; (b) unspent balances from previous financial periods; and (c) the annual contribution of the host Government. Table 2 shows a breakdown of the expected income.

Table 2. Expected income for the biennium 2002–2003
(United States dollars)

	2002	2003	2002–2003
Indicative contributions from all Parties	13 407 300	13 114 000	26 521 300
Unspent balance of contributions from previous financial periods (carry-over)	2 000 000	3 000 000	5 000 000
Contribution from the host Government ^a	657 900	657 900	1 315 800
Total expected income	16 065 200	16 771 900	32 837 100

^a Calculated at the rate of US\$ 1 = DM 2.28, prevailing at the time of the budget preparation.

8. By 30 June 2003, 71 Parties had paid at least 50 per cent of their indicative contributions to the core budget, and 69.7 per cent of the total indicative contribution expected for the biennium has been received. Table 3 shows actual income as at 30 June 2003.

Table 3. Actual income as at 30 June 2003
(United States dollars)

	2002–2003
Indicative contributions for 2002–2003	18 475 955
Voluntary contribution from the host Government	1 483 794
Contribution for prior years	2 884 741
Contributions for future years received in advance	1 138 492
Total actual income	23 982 982

9. Contributions from four of the top 10 or 10 of the top 20 contributors² for 2003 had not been received by 30 June 2003. Of the 188 Parties to the Convention, 117 had not made their contributions for 2003, and 74 had not made their contributions for the whole biennium of 2002–2003. More than 62 per cent of the Parties have outstanding contributions for at least one year. Twenty-two Parties have never made contributions to the core budget of the UNFCCC since its inception in 1996. The status of outstanding contributions is shown in table 4.

² Contributions by the top 10 contributors make up 76 per cent, and those of the top 20 make up 89 per cent, of the total indicative contributions.

Table 4. Outstanding contributions by year as at 30 June 2003
(United States dollars)

Outstanding since 1 January of	Number of years	Number of Parties	Outstanding amount
1996	8	22	17 754
1997	7	28	37 713
1998	6	33	26 534
1999	5	39	31 101
2000	4	42	56 380
2001	3	52	366 888
2002	2	74	1 327 360
2003	1	117	6 483 205
Total			8 346 935

3. Expenditures

10. Expenditures as at 30 June amounted to US\$ 19,313,940 (US\$ 21,823,700 including programme support costs) or 67 per cent of the approved budget for programme activities for the biennium. The ideal and full performance by the end of the third quarter of the biennium would have been 75 per cent. Because of the late payments of contributions and low working capital reserve, efforts are being made to keep expenditures at a slightly lower level in comparison with the approved budget.

Expenditures by programme

11. Table 5 (a) provides a comparison of budget appropriation and expenditures by programme.

Table 5 (a). Expenditures by programme as at 30 June 2003
(United States dollars)

Programme	Approved budget for 2002–2003	Expenditures as at 30 June 2003	Expenditure as a percentage of budget
Executive Direction and Management (EDM)	3 348 951	1 985 513	59.3
Intergovernmental and Conference Affairs (ICA)	1 386 944	910 513	65.6
Conference Affairs Service (CAS)	2 171 634	1 616 888	74.5
Information Service (IS)	3 698 786	2 774 877	75.0
Administrative Services (AS)	3 030 000	1 830 809	60.4
Methods, Inventories and Science (MIS)	5 711 830	3 700 848	64.8
Sustainable Development (SD)	2 464 695	1 780 852	72.9
Cooperative Mechanisms (COOP)	1 925 623	1 057 941	54.9
Implementation (IMP)	5 085 966	3 639 856	71.6
Totals	28 824 429	19 313 940	67.0

Expenditures by object of expenditure

12. Table 5 (b) shows expenditures by object of expenditure, grouped into six items. Staff costs include salaries and common staff costs of staff members appointed to approved posts, salaries of short-term staff, temporary assistance and overtime. Other external expertise, both individual and institutional, is included under "consultants". Travel of staff on official missions is shown separately from that of experts to workshops and informal consultations, General operating expenses include payments to

suppliers of various goods and services, and grants and contributions are payments to the United Nations common premises management that provides logistic and administrative services to the secretariat, and the annual contribution to the IPCC.

13. With the exception of expenditure on consultants and on general operating expenses, all expenditures are below the approved budget and within the ideal maximum expenditure of 75 per cent. Over-expenditure on consultants is covered from the unspent resources initially budgeted to cover staff costs. General operating expenses are slightly higher than 75 per cent because these expenditures include obligations for goods and services that will be delivered after 30 June.

Table 5 (b). Expenditures by object of expenditure as at 30 June 2002
(United States dollars)

Object of expenditure	Budgeted amount for 2002–2003	Expenditures as at 30 June 2003	Expenditure as a percentage of budget	Percentage of expenditures by object
Staff costs	20 341 623	13 351 040	65.6	69.1
Consultants	1 412 000	1 175 491	83.3	6.1
Experts	1 253 760	514 724	41.0	2.7
Travel of staff	1 573 046	1 048 150	66.6	5.4
General operating expenses	2 544 000	2 024 535	79.6	10.5
Grants and contributions	1 700 000	1 200 000	70.6	6.2
Total direct expenditures	28 824 429	19 313 940	67.0	100.0

B. Trust Fund for Participation in the UNFCCC Process

14. As at 30 June 2003, contributions received for this biennium amounted to US\$ 1,172,383, and expenditures amounted to US\$ 1,796,412. At the beginning of 2003, this shortfall seriously compromised the participation of eligible Parties in the eighteenth sessions of the subsidiary bodies.

15. In the first 18 months of the biennium, financial assistance was provided to 363 participants to attend three sessions. In 2002, at least one representative from each eligible Party was offered financial support to attend the sixteenth subsidiary body sessions and the eighth session of the Conference of the Parties (COP). This practice could not be implemented in the first half of 2003. For the first time in several years, the secretariat was able to fund only a limited number of Parties (85) to attend the eighteenth sessions of the subsidiary bodies. Table 6 provides detailed information on income and expenditures under the Trust Fund for Participation in the UNFCCC Process. For more information concerning contributions received in 2003, see document FCCC/SBI/2003/INF.18.

16. The secretariat continues to apply its current policy of providing financial support to eligible Parties. Parties are eligible for funding if their per capita gross domestic product did not exceed US\$ 6,500 in 2000 according to the Data Management Service of the United Nations Conference on Trade and Development. This ceiling is raised to US\$ 10,000 in the case of small island developing States or if the Party provides an officer to serve as a member of the Bureau. Parties which are not least developed countries or small island developing States and which would normally be eligible for financial support to participate in the meetings of the COP and its subsidiary bodies, but which have not paid their contributions for the current year and the preceding year, will not be considered for funding from the Trust Fund for Participation in the UNFCCC Process to participate in the nineteenth sessions of the subsidiary bodies and the ninth session of the COP.

**Table 6. Status of the Trust Fund for Participation in the UNFCCC Process
as at 30 June 2003**
(United States dollars)

	Amount
Income	
Brought forward from 2000–2001	630 239
Contributions received	1 172 383
Interest and miscellaneous income	40 131
Total income	1 842 753
Expenditures	
Travel of Bureau members	16 314
Travel of 120 participants to SBSTA 16 and SBI 16, Bonn, June 2002	482 807
Travel of 158 participants to COP 8, SBSTA 17 and SBI 17, New Delhi, India, October 2002	642 895
Travel of 85 participants to SBSTA 18 and SBI 18, Bonn, June 2003	424 220
Participant travel from prior years	24 174
Total direct expenditures	1 590 410
Programme support costs	206 002
Total expenditures	1 796 412
Prior period adjustments	180 209
Balance	226 550

C. Trust Fund for Supplementary Activities

17. The secretariat continues to undertake additional fund-raising for supplementary activities, especially for workshops and events based on approved projects. Table 7 provides information on income and estimated expenditures under the Trust Fund for Supplementary Activities. The balance of US\$ 1,437,036 includes funds that have been received, but are (a) pending finalization of projects which are under preparation, (b) awaiting instructions from the contributor to identify the activity for which they should be used, and (c) a working capital reserve of 15 per cent of the 2002 expenditures.

Table 7. Status of the Trust Fund for Supplementary Activities as at 30 June 2003
(United States dollars)

	Amount
Income	
Brought-forward from 2000–2001	4 426 171
Contributions received in 2002–2003	3 043 353
Interest and miscellaneous income	274 790
Total income (as at 30 June 2003)	7 744 313
Cost of approved projects	
Programme support costs	725 616
Total commitments	6 307 277
Balance	1 437 036

18. During the reporting period, 28 projects were approved at a total cost of US\$ 5,581,661. A list of projects and events funded from the Trust Fund for Supplementary Activities in the biennium 2002–2003 is attached as an annex to this document.

D. Trust Fund for the Special Annual Contribution from the Government of Germany (Bonn Fund)

19. As part of its offer to host the secretariat in Bonn, the Government of Germany pledged a special annual contribution (the Bonn Fund) of 1,789,522 Euro (equivalent to DM 3.5 million). Table 8 provides information on income and expenditures under the Bonn Fund in 2002–2003 as at 30 June 2003.

Table 8. Status of the Bonn Fund as at 30 June 2003
(United States dollars)

	Amount
Income	
Contributions ^a	3 568 288
Interest and miscellaneous income	61 906
Total income	3 630 194
Expenditures	
Conference support	
Conference facilities	1 694 528
Staff	497 261
Subtotal: Conference support	2 191 789
Information support	
Computers and networking	428 583
Staff	70 513
Subtotal: Information support	499 096
Travel for participation in workshops	49 747
Programme support costs	356 282
Total expenditures	3 096 914
Prior period adjustments	88 264
Balance ^b	621 544

^a Equivalent to 1,789,522 Euro per year.

^b The balance does not include US\$ 675,496 brought forward from prior years for working capital reserve, and unspent balance refundable to the Government.

III. PROGRAMME DELIVERY

A. Executive Direction and Management

20. The outputs of the Executive Direction and Management (EDM) Programme have been consistent with those described in the programme budget for the biennium 2002–2003 (refer to FCCC/SBI/2001/17/Add.1). The new Executive Secretary and/or the Officer-in-Charge planned, coordinated and managed the activities of the secretariat, and all internal management processes functioned adequately. Furthermore, support services were managed efficiently and effectively, which maximized the ability of the secretariat to respond to the needs of the Convention bodies.

21. EDM ensured responsiveness to intergovernmental mandates and provided the COP, its subsidiary bodies and the Bureau with timely, coherent and suitable advice, as well as with substantive input. Emerging policy issues, including compliance procedures, and trade and environment issues were analysed in a timely fashion and brought to the attention of Parties.

22. The Programme continued to effectively present the views of the Convention bodies and the secretariat, as appropriate, to partner agencies and at conferences and other events. The secretariat was represented at outreach activities and continued to promote coordination with partner organizations. As

part of the institutional outreach activities to coordinating bodies within the United Nations system, input was provided to the General Assembly, the United Nations Commission on Sustainable Development, the United Nations Environment Programme (UNEP), and the World Trade Organization, as well as to the High Level Committee on Programmes of the Chief Executives Board for Coordination and the Environmental Management Group of the United Nations. Preparations and follow-up activities for the World Summit on Sustainable Development (WSSD) were undertaken by EDM.

B. Intergovernmental and Conference Affairs and Conference Affairs Services

23. The Intergovernmental and Conference Affairs (ICA) Programme consists of two subprogrammes: Management and Coordination, and Intergovernmental and Legal Affairs. The Coordinator of ICA also oversees the work of Conference Affairs Services (CAS), one of the three support services of the secretariat.
24. The Management and Coordination subprogramme continued its activities to coordinate the secretariat support to, and promote coherence in, the intergovernmental process. In this context, it liaised with Parties, seeking their views on policies, problems and issues for discussion and follow-up. It provided assistance and advice to the Presidents of the COP in the planning and organization of COP 8 and COP 9, meetings of the Bureau, and high-level consultations of ministers and senior officials. The subprogramme also prepared the provisional agendas and annotations and provided guidance in the preparation of documents on arrangements for COP 9 and for the first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP 1).
25. By coordinating the work of CAS, the Management and Coordination subprogramme ensured the adequate and timely provision of conference services for sixteenth, seventeenth and eighteenth sessions of the subsidiary bodies and the eighth session of the COP, and the timely preparation of conference services for COP 9. The subprogramme also processed the reports from these sessions ensuring accuracy and consistency of these documents.
26. In addition to these regular activities, the subprogramme initiated and oversaw a project on reviewing the format and style of UNFCCC documents in order to enhance readability and user-friendliness. It also sought to enhance secretariat support to the effective functioning of contact groups and informal consultations at sessions by conducting an in-house seminar for substantive officers in the programmes concerned.
27. The Intergovernmental and Legal Affairs subprogramme provided legal advice to the President, the Bureau, the chairs of the subsidiary bodies, the secretariat, and others as part of its ongoing activities to promote legal and procedural coherence within the climate change process. Work also covered various procedural, institutional and legal aspects relating to the implementation, interpretation, application and further development of the Convention and, to the extent applicable, the Kyoto Protocol.
28. The subprogramme assisted in the organization of meetings of the Bureau and informal high-level consultations, and coordinated processes for elections to the Bureau and to membership of expert groups. It prepared documents for consideration by the sessions of the subsidiary bodies, with particular emphasis on possible arrangements for the first session of the COP/MOP.
29. The subprogramme gave advice on legal matters relating to the preparation of host country agreements for COP 8 and COP 9 and of memoranda of understanding for workshops organized outside the secretariat headquarters. It also provided legal advice to the secretariat and its programmes on substantive legal issues in connection with their effective operation, including advice concerning administrative and operational activities.
30. In addition to these regular activities, the subprogramme launched a project on procedural and institutional aspects of the effective participation of observers in the Convention process and arrangements connected with the entry into force of the Kyoto Protocol. It also undertook first steps

towards the preparation of a handbook that will serve as a reference tool on the work of the COP to develop guidelines for promoting implementation of the Convention.

31. Conference Affairs Services (CAS) provided conference facilities and services for the sixteenth, seventeenth, and eighteenth sessions of the subsidiary bodies and the eighth session of the COP, including pre-sessional meetings and workshops, and for workshops and meetings of limited membership bodies constituted under the Convention held in Bonn (a total of 36 meetings including 14 pre-sessional events). Since December 2002, CAS has undertaken several technical missions and continuous liaison with the Italian Government to ensure the timely planning and preparation of conference facilities for COP 9.

32. In the context of its regular logistical support to sessions of Convention bodies, CAS coordinated the participation of delegates in sessions (about 1,200 participants at each of the subsidiary body sessions, and about 4,500 participants at COP 8), including the timely notification of Parties and observers, protocol arrangements and the registration and accreditation of participants, the provision of adequate security arrangements, and the provision of financial assistance for participants from eligible Parties. In addition, it provided external relations and pre-registration support to 17 workshops held away from Bonn.

33. Apart from its regular liaison with, and the provision of information to, observer organizations, CAS processed the admission of 35 new organizations. For the sessions of Convention bodies, it coordinated side events (about 60 per session) and exhibits (about 25 per session) and provided information on these events to a global audience through hard copy publications, webcasts and electronic presentations. In addition, the application process for side events was rendered more efficient by the creation of an on-line registration system.

34. As part of its ongoing activities, CAS edited official and unofficial documents, provided quality control for outsourced editorial services and coordinated translation and reproduction services to ensure the timely availability of documents to Parties. During the reporting period a total of about 9,000 pages were processed.

C. Information Services

35. Information Services (IS) provided a range of services covering information and communication technology, information systems, library, web site and public information, as well as media relations.

36. Information and communication technology (ICT) support services were organized for the eighteenth sessions of the subsidiary bodies held in Bonn in June 2003, and to 11 workshops and meetings of experts. Eighty-eight computer training courses were organized for staff and, for the first time, for participants to subsidiary body meetings in June. Telecommunications and computer networking systems were installed in the United Nations Office in Geneva (UNOG) in order to allow the secretariats of UNFCCC and United Nations for Convention to Combat Desertification (UNCCD) in Bonn to use the Integrated Management Information System (IMIS) in Geneva. ICT staff maintained services at the secretariat and handled 2,435 requests from staff, consultants and visiting experts. The secretariat successfully upgraded its computer network environment to Microsoft Windows 2000. ICT policies for hardware, software and service level agreement are under development to enhance ICT services.

37. The library published the first four volumes of a fully searchable CD-ROM suite containing all official documents and in all official United Nations languages. A total of 4,499 copies were distributed at the subsidiary body sessions in Bonn in June 2003. The library handled 2,973 requests for information from staff, national focal points and external researchers. In addition, 3,000 third national communications from six Annex I Parties were distributed to diplomatic missions, national focal points and admitted NGOs, IGOs and observers states.

38. The UNFCCC web site received 18.4 million hits and more than 907,000 visits from around the world. Preparatory work began to further enhance and re-launch the web site and the project will start in the second half of 2003. IS distributed 11,432 copies of public information materials. The secretariat requested and received an International Standard Book Number and began work on its first publications, to be published in the second half of the year 2003. The first publications will be guide books to the Convention.

39. Preparatory work to plan ICT, web cast and media and broadcasting services for COP 9 in Milan was completed by IS.

D. Administrative Services

40. Administrative Services (AS) consists of four units: Human Resources Management Unit, Budget Unit, Finance Unit, and Procurement and General Services Unit. The main responsibility of AS is to support the secretariat in the management of its financial resources, in personnel services, and in procurement and travel services, and to liaise with the United Nations on administrative matters.

41. AS continued the gradual implementation of the various modules of the Integrated Management Information System (IMIS). Release III, which includes budget management, accounts, procurement and travel, was implemented on 1 April 2003. Release IV, which processes payroll, was implemented in June 2002, following earlier implementation of releases I and II on human resources management.

42. In the area of staff development, AS coordinated a wide range of training activities to meet the diverse needs of the organization and to ensure a high level of performance. In addition to the standard training in the United Nations languages and computer skills, training was given on supervisory skills, general services development, stress management and presentation skills.

43. AS continued its discussions with the Host Government with regard to the establishment of a United Nations campus to accommodate all United Nations organizations located in Bonn. As an interim solution to accommodate new staff recruited in accordance with the 2002–2003 programme budget, additional office space was negotiated with the Government in the Otto Benecke Stiftung building. Regular meetings were held with representatives of the Host Government to ensure staff members' rights and privileges in accordance with the Headquarters Agreement.

E. Methods, Inventories and Science

44. The Methods, Inventories and Science (MIS) Programme consists of three subprogrammes: Coordination and Management, Methods and Inventories. The Programme coordinates the work of the Subsidiary Body for Scientific and Technological Advice (SBSTA). It facilitated the work of the Parties through the preparation of documents for the sixteenth, seventeenth and eighteenth sessions of the SBSTA and the eighth session of the COP.

45. The programme concentrated on facilitating the work on the following:

- (a) Consideration of the IPCC Third Assessment Report by the SBSTA;
- (b) Development and implementation of guidelines for reporting and reviewing GHG inventories of Annex I Parties under the Convention and the Kyoto Protocol;
- (c) Land use, land-use change and forestry (LULUCF) issues, including the development of definitions and modalities for including afforestation and reforestation project activities under the clean development mechanism (CDM) in the first commitment period, in cooperation with the COOP Programme;
- (d) Emissions from fuel used for international aviation and maritime transportation;

- (e) Relationship between efforts to protect the stratospheric ozone layer and efforts to safeguard the global climate system on issues relating to hydrofluorocarbons and perfluorocarbons;
- (f) Cooperation with other Conventions;
- (g) The global observing systems for climate.

46. The Programme assisted the IMP Programme in preparing the compilation and synthesis of the third national communications from Annex I Parties. It also coordinated its activities with relevant international organizations, such as the IPCC, the secretariat of the Global Climate Observing System (GCOS), the International Civil Aviation Organization (ICAO), the International Maritime Organization (IMO), the Food and Agriculture Organization of the United Nations (FAO), and the Montreal Protocol on Substances that deplete the Ozone Layer. The Programme also coordinated the activities of the Joint Liaison Group, which was formed by the secretariats of the Convention on Biological Diversity, the UNCCD and the UNFCCC.

47. The Methods subprogramme provided support to the IPCC on the development of good practice guidance for LULUCF and on the development of definitions for degradation of forests and other vegetation types. It initiated the review of methodological work under the Convention and the Kyoto Protocol, continued its work on collecting and disseminating information on the methods and tools to assess climate change impacts and adaptation, and participated in the cross-programme work on developing a common strategy on adaptation. The subprogramme organized one workshop on the IPCC Third Assessment Report; two workshops, in cooperation with the COOP Programme, on definitions and modalities for including afforestation and reforestation project activities under the CDM in the first commitment period; one workshop, in cooperation with the SD Programme, on synergies with other Conventions; one expert meeting on the assessment of contributions to climate change (Brazilian proposal); and pre-session consultations on the global observing systems for climate and the related GCOS second adequacy report. It also assisted in the organization of two expert meetings organized by ICAO and IMO on methodological issues relating to emissions from international aviation and maritime transportation.

48. As part of its on-going activities relating to reporting and review of GHG inventories from Annex I Parties pursuant to decisions 6/CP.5, 34/CP.7 and 19/CP.8, the Inventories subprogramme integrated the 2002 and 2003 GHG inventory submissions into the GHG database, completed six inventory reviews (three in-country, one centralized and two desk reviews) and initiated 11 more for 40 countries. The final review reports are posted on the web site of the secretariat (<http://unfccc.int/program/mis/ghg/index.html>). The subprogramme carried out an assessment of the experience with reporting and review of GHG inventories during the trial period, which enabled revision of these guidelines by Parties (decisions 18/CP.8 and 19/CP.8). The subprogramme also organized a pilot training course for the experts who will be integrated into expert review teams. The subprogramme continued the development of a GHG emissions information system, including the integration of GHG inventory information of all Parties in a common database. It continued the development of software tools to be used by Annex I Parties for reporting and by expert review teams for review of GHG information in accordance with the UNFCCC guidelines. It has also provided information to the COP each year on GHG emissions and trends of all Annex I Parties from 1990 until the year of the latest inventory year submitted by Annex I Parties.

49. The Inventories subprogramme facilitated the completion of the guidelines under Article 5, 7 and 8 of the Kyoto Protocol. It also organized two workshops on technical guidance on adjustments under Article 5, paragraph 2, of the Kyoto Protocol that resulted in completion of this guidance, as mandated by the COP at its seventh session. Finally, the subprogramme facilitated the preparation of decisions to improve the implementation of the inventory review process through protection of confidential information, the use of a code of practice and the training of inventory review experts, relevant also under the Convention

F. Sustainable Development

50. The Sustainable Development (SD) Programme consists of two subprogrammes: Coordination and Management, and Technology. It coordinated the work on the development and transfer of technologies, adaptation to adverse effects of climate change and support to LDCs, capacity-building; and Article 6 of the Convention. The Programme supported the work of the subsidiary bodies and the COP on these matters.

51. The Technology subprogramme continued to provide support to Parties in the implementation of Article 4.5 of the Convention and decision 4/CP.7. Pursuant to this decision, it organized two expert workshops on technology information and on methodologies on technology needs assessments in April 2002. It also facilitated the work of Parties in undertaking their technology needs assessments. In broadening access of Parties to information on environmentally sound technologies to mitigate and adapt to climate change, the subprogramme continued to update and maintain its technology information system (TT:CLEAR). Following the request of the SBSTA at its seventeenth session, an outreach programme for TT:CLEAR was initiated.

52. The Technology subprogramme also facilitated the work of the expert group on technology transfer (EGTT) by assisting it, both substantively and logistically, in undertaking its programme of work for the period 2002–2003 and in preparing its annual reports to the SBSTA. It supported the EGTT in organizing two special and three regular meetings and one workshop on the enabling environments for technology transfer. It also supported the EGTT in preparing two technical papers – one on enabling environments and the other on capacity-building for technology transfer. The subprogramme, in consultation with the EGTT, is collaborating with the United Nations Development Programme (UNDP) and the Climate Technology Initiative (CTI) to develop a handbook for technology needs assessments.

53. The LDC/Adaptation unit supported work relating to addressing the adverse effects of climate change under Article 4.8 and 4.9 of the Convention, including the implementation of the LDC work programme. It provided logistical and substantive support to the work of the LDC Expert Group (LEG), and facilitates the coordination of adaptation activities in the secretariat. During the reporting period the unit organized three meetings of the LEG and the reports of these three meetings were presented to the SBI for its consideration and follow-up action. It supported the work of the LEG in producing annotations to the guidelines for preparation of national adaptation programmes of action (NAPAs) and in conducting three training workshops for NAPA preparation: one general workshop for all LDCs, one for Pacific small island LDCs, and one for Anglophone African LDCs. To facilitate the dissemination of information to LDC Parties, the unit has produced a low-bandwidth web page for LDCs, which provides simplified and direct access to information and documents on matters relating to LDCs.

54. Pursuant to decision 5/CP.7, the LDC/Adaptation unit, in cooperation with the IMP Programme, organized the workshop on the status of modelling activities to assess the adverse effects of climate change and the impact of implemented response measures in May 2002. The workshops on insurance and risk assessment in the context of climate change and extreme weather events, and on insurance-related actions to address the specific needs and concerns of developing country Parties arising from the adverse effects of climate change and from the impact of the implementation of the response measures, were organized back to back in May 2003.

55. The work on capacity-building, within the limited resources available, was mainly devoted to preparatory activities for the comprehensive review of the implementation of decisions 2/CP.7 and 3/CP.7 on the capacity-building frameworks for developing countries and EIT Parties, scheduled to take place at COP 9. The programme also initiated work to facilitate and enhance information sharing among the key agencies involved in capacity-building activities. It supported the preparation and organization of three meetings of an informal inter-agency group on capacity building, including the GEF Secretariat, UNDP, World Bank, UNEP and UNITAR, and worked on capacity-building information through data gathering and facilitating information sharing among agencies

56. The work on Article 6 of the Convention focused mainly on providing support to Parties in developing a work programme at national and international levels. A workshop was organized by the secretariat in June 2002 to set out a first draft for the proposed five-year work programme, which was adopted at COP 8 and named the "New Delhi work programme". The Programme also assisted in the preparation of the European regional workshop in May 2003 – the first of a series of regional workshops aimed at facilitating the implementation of the work programme. It continued efforts to strengthen cooperation with intergovernmental and non-governmental organizations, and further supported the needs of Parties to access information and exchange experiences on activities relating to Article 6 by working on the structure and content of an information clearing house.

57. The Programme assisted the IMP Programme in preparing the compilation and synthesis of the third national communications from Annex I Parties, by analysing information relevant to the provision of financial resources and transfer of technology, and information relevant to the implementation of activities relating to Article 6 .

G. Cooperative Mechanisms

58. The Cooperative Mechanisms (COOP) Programme supported the efforts of Parties relating to the implementation of the part of the Marrakesh Accords which deals with the mechanisms under the Kyoto Protocol (decisions 15/CP.7–19/CP.7, further specified through decisions 21/CP.8 and 24/CP.8). The work mainly focused on facilitating the prompt start of the CDM and on developing the registries systems needed for operating the emissions trading regime under the Kyoto Protocol. COOP also continued its work in support of decisions 5/CP.1, 8/CP.7 and 14/CP.8 on activities implemented jointly (AIJ) under the pilot phase.

59. COOP has devoted considerable effort to facilitating the implementation of decision 17/CP.7, and its annex on CDM modalities and procedures, mainly by performing and supporting preparatory functions needed to launch and maintain operational activities, such as the registration of proposed CDM project activities. Key preparatory functions included the servicing of the institutional infrastructure of the CDM, notably providing policy and procedural advice as well as technical and logistical support to eight CDM Executive Board meetings and three panels holding a total of 16 meetings. The panels were set up by the Board to prepare recommendations on issues relating to methodologies and the accreditation of aspiring designated operational entities, and on simplified modalities for small-scale CDM projects. In order to promote common understanding and consistency of approach on the most critical issues among Board and panel members and members of assessment teams, a joint workshop was organized by the secretariat for 40 participants in March 2003.

60. The COOP Programme undertook a number of measures to help the CDM Executive Board exercise its functions in an efficient, cost-effective and transparent manner. It prepared drafts of the rules of procedure of the Board, terms of reference for the panels and special contractual agreements with experts serving under the Board. COOP also developed drafts of key procedures of the CDM process for consideration by the Board and its panels, and of provisions for ensuring user-friendly and transparent access to it. To this end, Board meetings were webcast, and a dedicated UNFCCC CDM web site was established (www.unfccc.int/cdm) to supplement the existing electronic links and discussion tools. This web site contains all pertinent information on the CDM and also provides functions relating to designated national authorities, operational entities and public input.

61. In order to supplement the limited core resources and allow the above-mentioned activities to go ahead, COOP also engaged in mobilizing resources from outside the core budget, such as contributions to the UNFCCC Trust Fund for Supplementary Activities, and assisted the Board in establishing provisions for collecting fees relating to case-specific activities of the Board, such as accreditation and registration.

62. Details of the work which the CDM Executive Board performed with the assistance of the secretariat are contained in the first and second annual reports of the CDM Executive Board to the COP (FCCC/CP/2002/3 and Add.1, and FCCC/CP/2003/2, and Add.1 and 2, respectively).

63. In cooperation with the MIS Programme, and with a view to the COP taking a decision on this issue at its ninth session, COOP assisted Parties to develop definitions and modalities for including afforestation and reforestation activities under Article 12 of the Kyoto Protocol in the first commitment period, as mandated by decision 17/CP.7, paragraph 10 (b). This included the organization of two workshops to exchange views among Parties in April 2002 and February 2003, the compilation and consolidation of views submitted by Parties, and assistance to the co-chairs in their preparation, in consultation with Parties, of a negotiating text on this issue at SBSTA 18. The workshops were supported through contributions made to the UNFCCC Trust Fund for Supplementary Activities.

64. The Programme supported work on the implementation of decision 18/CP.7 on emissions trading and decision 19/CP.7 on modalities for the accounting of assigned amounts, in particular relating to the development of the national registries of Annex I Parties, the transaction log and the technical standards for the exchange of data between registry systems. COOP facilitated this work by drafting technical standards and informal documentation; organizing three pre-session consultations with Parties; consulting with technical experts in the area of registries; drafting requirements for the technical standards and the transaction log; and developing a process for the establishment and implementation of the transaction log. This work was conducted with a view to completing the specifications of the technical standards by COP 9 and completing the implementation and testing of the transaction log by COP 10, as agreed at COP 8. In order to supplement the limited core resources and allow these activities to go ahead, the Programme also mobilized resources from outside the core budget, such as contributions to the UNFCCC Trust Fund for Supplementary Activities.

65. The work on Article 6 (joint implementation) of the Kyoto Protocol was mainly devoted to facilitating capacity-building and included, within the limited resources available, preparatory activities for the establishment of the Article 6 Supervisory Committee (which is to be elected at COP/MOP 1), and outreach activities.

66. COOP supported Parties in work on issues relating to cleaner or less-greenhouse-gas-emitting energy during sessions of the SBSTA and COP 8. Following a request by the SBSTA at its fifteenth session, COOP organized a workshop in May 2002 to facilitate the exchange of information and views on this issue.

67. COOP facilitated the work of Parties on AIJ under the pilot phase by organizing a pre-session workshop on the draft revised uniform reporting format and by servicing the negotiations on this issue at sessions of the SBSTA and COP. A revised uniform reporting format was adopted at COP 8. In continuing to monitor AIJ, COOP prepared the sixth synthesis report, considered at SBSTA 17 and COP 8, and continues to monitor activities implemented jointly in preparation for the seventh synthesis report (to be considered at SBSTA 21 and COP 10).

H. Implementation

68. The IMP Programme consists of three subprogrammes: Management and Coordination including the GEF Support Unit, Annex I Implementation, and Non-Annex I Implementation. The programme provides overall coordination of work at sessions of the SBI.

69. In the context of the implementation of Article 4.8 of the Convention, the IMP Programme, in cooperation with the SD Programme, organized several workshops mandated by decision 5/CP.7. Among these were the workshops on the status of modelling activities to assess the adverse effects of climate change and the impact of response measures already implemented on individual developing country Parties, including on how to enhance the participation of developing country experts in such efforts; on insurance and risk assessment in the context of climate change and extreme weather events;

and on insurance-related actions to address the specific needs and concerns of developing country Parties arising from the adverse effects of climate change and from the impact of the implementation of response measures. IMP also collaborated with the SD and MIS programmes in conducting the workshops on possible synergies and joint action with the other multilateral environmental conventions and agreements and on cooperation with other conventions. The Programme initiated work in support of negotiations on the implementation of Article 2.3 of the Kyoto Protocol at sessions of the subsidiary bodies.

70. The Annex I subprogramme conducted in-depth reviews of third national communications of Annex I Parties, pursuant to decision 33/CP.7. A total of 21 reviews were completed, and work was initiated on the preparation of six other reviews to be conducted by the end of the year. Seven reports were published and reports from other reviews already completed were at various stages of preparation. The compilation and synthesis (C&S) report on third national communications has been prepared for consideration by the COP at its ninth session. The work on "good practices" in policies and measures continued to be guided by decision 13/CP.7 and the relevant conclusions of the subsidiary bodies. The subprogramme also collaborated with the MIS Programme on various activities, in particular on GHG inventories.

71. The Non-Annex I subprogramme provided technical support to non-Annex I Parties for the implementation of the Convention, and facilitated financial support and capacity-building activities relating to the preparation of national communications, through, inter alia, support to the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), and to the GEF and its implementing agencies including the National Communications Support Unit (NCSU) of UNDP. The subprogramme supported the negotiation process on all matters relating to national communications from non-Annex I Parties, including the review and adoption of guidelines for the preparation of national communications. A manual/template is currently being developed, in liaison with the CGE, to facilitate the use of the new UNFCCC guidelines for second national communications. Other activities of the subprogramme focused on providing assistance to non-Annex I Parties, which included, but was not limited to, the coordination and organization of two workshops and one meeting of the CGE. Two other meetings of the CGE are scheduled before the end of 2003. The subprogramme provides comments and advice on the GEF enabling activity projects for the preparation of initial and second national communications as well as the enabling activities phase II. The subprogramme prepared the fourth compilation and synthesis (C&S) report on national communications from non-Annex I Parties and an executive summary covering the information contained in the 83 initial national communications. It is now in the process of finalizing the fifth compilation and synthesis of 16 national communications submitted since the fourth C&S report. It organized a global workshop on the use of the guidelines adopted at COP 8 (decision 17/CP.8). It is supporting the negotiation process relating to operationalization of the Special Climate Change Fund and the provision of additional guidance to the GEF as an entity operating the financial mechanism of the Convention.

72. The GEF Support Unit provided support for the second review of the financial mechanism by the COP. It assisted in the review of GEF-funded GHG mitigation and national capacity self-assessment project proposals prior to funding. It assisted the intergovernmental negotiations on the operationalization of the Special Climate Change Fund.

IV. HUMAN RESOURCES

A. Staff

73. The COP, at its seventh session, approved a staffing table listing 71 Professional (P) and 39.5 General Service (GS) posts under the core budget in 2003. In addition, 58 posts were established under the Supplementary Fund, the Bonn Fund and the programme support costs (overheads). A comparison of the number of approved posts with the number filled by 30 June 2003 is given in table 9. "Filled" posts in the table means posts occupied by staff who have been awarded a fixed-term contract of

one year or more, and are appointed against established posts after going through the complete recruitment process including review by the UNFCCC Appointment and Promotion Board.

74. In addition to the 142 staff appointed against established posts shown in table 8, eight Professionals and 11 staff members in the General Service category had been hired under temporary assistance contracts as at 30 June.

75. Some of the funds available for posts currently vacant have been used to finance the hiring of consultants or staff under "general temporary assistance", to perform specialized functions for a short period or because of the urgency of services required.

Table 9. Comparison of established posts and filled posts by source of funding, as at 30 June 2003

Level	Core		Supplementary		Bonn Fund		Overhead		Total	
	Approved	Filled	Approved	Filled	Approved	Filled	Approved	Filled	Approved	Filled
ASG	1	1							1	1
D-2	4	3							4	3
D-1	6	5					1	1	7	6
P-5	8	7					1	0	9	7 ^a
P-4	18	13	1	1			4	3	23	17
P-3	25	23	3	3	1	1	5	2	34	29 ^b
P-2	9	8	2	2	2	1	2	1	15	12
Subtotal	71	60	6	6	3	2	13	7	93	75
GS	39.5	34.5	5	5	6	5	27	22	78.5	66.5
TOTAL	110.5	94.5	11	11	9	7	40^c	29	168.5	141.5

^a One post filled by a staff member at one level lower, pending effective date for promotion.

^b Three posts filled by staff members at one level lower, pending effective date for promotion.

^c A temporary position at the P-5 level has been established and filled for 17 months to manage the IMIS project.

76. Information on the geographical distribution of the staff appointed at the Professional level and above is provided in table 10 (a). Efforts are made to ensure the highest standards of efficiency, competence and integrity in the staffing of the secretariat, while paying due regard to the importance of recruiting staff on as wide a geographical basis as possible, in accordance with Article 101.3 of the United Nations Charter, as well as promoting gender balance. Further distribution between Annex I and non-Annex I countries as well as gender distribution among Professional staff is also shown in table 10 (b).

Table 10 (a). Geographical distribution of appointed staff members at the Professional level and above, as at 30 June 2003

Grade	Africa	Asia and the Pacific	Latin America and the Caribbean	Eastern Europe	Western Europe and others	Total
ASG					1	1
D-2	1		1		1	3
D-1		1		2	3	6
P-5	2	1	2		1	6
P-4	3	1	3	3	8	18
P-3	3	6	5	2	10	26
P-2	1	3	2	1	8	15
Total	10	12	13	8	32	75
Percentage of total	13	16	17	11	43	100

Table 10 (b): Distribution of appointed staff members at the Professional level and above, between Annex I and non-Annex I countries and by gender

Grade	Annex I	Non-Annex I	Male	Female
ASG	1			1
D-2	1	2	3	0
D-1	5	1	4	2
P-5	1	5	3	3
P-4	10	8	13	5
P-3	13	13	12	14
P-2	9	6	11	4
Total	40	35	46	29
Percentage of total	53	47	61	39

B. Consultants and individual contractors

77. Between 1 January and 30 June 2003, a total of 74 individual consultants were hired, and provided a combined total of 173.25 months of work at a total cost of US\$ 1,232,732 under all sources of funding; 74.3 per cent of the consultants and individual contractors were nationals of Annex I countries. As indicated in the earlier report on the subject, as at 30 June 2000 (FCCC/SBI/2000/8, para. 50), the nature of these tasks and, in some cases, the linguistic requirements, direct the search for such services to the region in which the secretariat is located, thus skewing the geographical distribution of consultants towards those resident in Annex I Parties.

78. Other consultancies provided other types of expertise not available within the secretariat. Table 11 provides information on how such services were distributed among the various programmes.

**Table 11. Services of individual consultants by programme,
1 January 2002 to 30 June 2003**

Programme	Person-months	Cost (US\$)
Executive Direction and Management	5.25	47 142
Intergovernmental and Conference Affairs	6.0	48 188
Conference Affairs Services	25.0	117 148
Information Services	16.25	84 839
Administrative Services	18.5	180 196
Methods, Inventories and Science	39.75	301 912
Sustainable Development	15.25	78 778
Cooperative Mechanisms	10.75	109 583
Implementation	36.5	264 946
Total	173.25	1 232 732

Annex

**Projects and events funded from the Trust Fund for Supplementary
Activities in the biennium 2002–2003**
(United States dollars)

Project	Approved commitment
<p>Knowledge networking. Under this project the secretariat organizes, stores and retrieves data on people, organizations and projects and makes the data available to Parties and observer organizations on the secretariat web site. The objective is to enhance participation in the Convention process through effective knowledge networking.</p>	188 631
<p>Communicating the climate change process. This project is established to continue and enhance efforts to disseminate official information; to act as a catalyst to increase awareness of the climate change issues and process; and to further develop the UNFCCC web site.</p>	111 825
<p>Initial implementation and strengthening of the outreach subprogramme. This project started on 1 March 2000 to supplement the limited resources approved under the core budget in 2000–2001 for outreach activities. The project closed in February 2002. The amount committed in 2002 covered the first two months' salary of the programme officer, pending transfer from the project post to a newly established core post.</p>	12 000
<p>UNFCCC fellowship programme. The fellowship programme was established in 1998 following a decision by the Parties to provide training opportunities in the field of climate change for young professionals from developing countries or countries with economies in transition who would not otherwise have a chance to gain international exposure. Five fellows are expected to be funded from this project in 2003.</p>	64 000
<p>High-level consultations in preparation for COP 8. This project provided an opportunity for the President designate of COP 8 and the President of COP 7 to meet with ministers and high-level officials of Parties to discuss the outcomes of the World Summit on Sustainable Development and its implications for the climate change process and agenda issues for COP 8.</p>	44 247
<p>Handbook on the United Nations Framework Convention on Climate Change. A handbook on the Convention will be prepared and published and will serve as a reference tool for Parties and others in the public, who are interested in the climate change negotiation process.</p>	126 946
<p>Additional support for the development of the greenhouse gas (GHG) emissions database and software for the GHG inventory reporting and review process. Under this project, the database on GHG and related software will be further developed taking into account experience gained by Parties and the secretariat in the course of the two-year trial period since 1999. The approved budget for this project is used mainly to maintain the post of a systems analyst at the P-3 level.</p>	232 941

Project	Approved commitment
<p>Development of methodological activities relating to land use, land-use change and forestry (LULUCF) and further development of the GHG emissions databases of inventories from Annex I and non-Annex I Parties. The main objectives of this project are to analyse available LULUCF data as reported in national GHG inventories by Parties, to integrate the results of the IPCC Report on <i>Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories</i> and to promote coherence in the work on LULUCF between the UNFCCC secretariat and other United Nations bodies. Two professional and one General Service level posts have been established and are funded from this project.</p>	479 278
<p>Support for workshops on methodologies for adjustments under Article 5.2 of the Kyoto Protocol. This project responds to the request of the Subsidiary Body for Scientific and Technological Advice (SBSTA) to organize workshops on methodologies in order to assess the results of the case studies and to refine the draft technical guidelines. Workshops have taken place in Athens, Greece (2–5 April 2002) and in Lisbon, Portugal (7–9 April 2003).</p>	61 948
<p>Workshop on the IPCC Third Assessment Report (TAR). The workshop took place in Bonn from 4 to 6 April 2002, and the report of the workshop was submitted to SBSTA 16. Most of the budgeted amount was spent to support travel and daily subsistence allowances (DSA) for 29 participants.</p>	103 250
<p>Definitions and modalities for including afforestation and reforestation activities under Article 12. The objective of this project is to support SBSTA in developing a draft decision on definitions and modalities for including afforestation and reforestation project activities in the first commitment period, with a view to COP 9 taking a decision on the issue. Workshops have taken place in Orvieto, Italy (7–9 April 2002) and in Foz de Iguacu, Brazil (12–14 February 2003).</p>	155 762
<p>Greenhouse gas emissions inventory database and software support for the GHG review process. This project will provide additional support for the development of the GHG database and software for the GHG inventory reporting and review processes, and will focus on the development of a new common reporting format software to be used by Annex I Parties; the development of software tools to support the analysis and review by the secretariat and expert review teams of GHG inventories of Annex I Parties; and the enhancement of the information in the section of the secretariat web site on GHG emissions inventories, in order to ensure accessibility to emissions inventory related information reported by Parties and information produced for the review process.</p>	247 788
<p>Expert meeting on methodological assessment of contributions to climate change. The objective of this project is to organize an expert meeting on the assessment of contributions to climate change as mandated by the SBSTA.</p>	42 773

Project	Approved commitment
<p>Further multilateral work relating to issues under Article 4.8 and 4.9 of the Convention. This project implemented the mandate of decision 5/CP.7 relating to the organization of workshops on:</p>	
<p>Modelling activities to assess the adverse effects of climate change and the impact of response measures already implemented on individual developing country Parties, Bonn, Germany (16–18 May 2002).</p>	32,750
<p>Insurance and risk assessment in the context of climate change and extreme weather events, Bonn, Germany (12–13 May, 2003), and insurance-related actions to address the specific needs and concerns of developing country Parties arising from the adverse effects of climate change and from the impact of the implementation of response measures, Bonn, Germany (14–15 May 2003).</p>	152, 610
<p>Possible synergies and joint action with the other multilateral environmental conventions and agreements and cooperation with other conventions, held back to back with the SBSTA workshop on cooperation with other conventions, Espoo, Finland (2–4 July 2003).</p>	97 345
<p>Preparatory work on training activities for members of expert review teams. Under this project, material will be converted from the GHG inventories training course and other related courses into e-learning modules. These e-learning modules form part of the training course that the SBSTA, at its seventeenth session, requested the secretariat to organize.</p>	15 022
<p>Meetings of the Least Developed Countries Expert Group (LEG). This project responds to COP 7 decisions relating to least developed country Parties. Its main aim is to support the work of the LEG, with the objective of advising on the strategy for preparing and implementing the national adaptation programmes of action. Three meetings have been held to date, in Arusha, United Republic of Tanzania (26–28 February 2002), Bonn, Germany (18-22 June 2002) and Apia, Samoa (6–8 March 2003).</p>	293 269
<p>Support for secretariat activities on Article 6 of the Convention. The objective of this project is to respond to the request by the SBSTA to develop cost-effective dissemination of lessons learned, best practices and other information. The project has enabled the secretariat to initiate actions on Article 6 of the Convention. A workshop organized in Bonn, Germany (2–3 June 2003) provided Parties with an opportunity to share their experience and to discuss the prioritization of elements of a SBSTA work programme.</p>	133 317

Project	Approved commitment
<p>Support to Parties to enhance the implementation of Article 4.5 of the Convention. The objective of this project is to produce reports on technology transfer and technology needs assessments and to develop a work plan for the Expert Group on Technology Transfer for consideration by the SBSTA. Two workshops were organized: one in Beijing, China (18–19 April 2002) and the other in Seoul, Republic of Korea (22–25 April 2002).</p>	125 972
<p>Support for the UNFCCC technology information system (TT:CLEAR). The objectives of this project are to design and implement an outreach programme to make the TT:CLEAR known to intended users, and to identify and analyse ways to facilitate users' access to the system; to update and maintain the existing UNFCCC technology information system; and to assess the effectiveness of the use of the technology information system, including the identification of any information gaps, and make recommendations for improvement.</p>	44 248
<p>Workshop on enabling environments for technology transfer. A workshop was held in Ghent, Belgium (9–10 April 2003), with the objectives of initiating activity for the promotion of enabling environments for the development and transfer of technologies in response to the request by the SBSTA at its seventeenth session; facilitating the work of the Expert Group on Technology Transfer (EGTT) in implementing its programme of work for the biennium 2002–2003; and supporting Parties in implementing the enabling environments component of the framework for meaningful and effective actions to enhance the implementation of Article 4.5 of the Convention contained in the annex to decision 4/CP.7.</p>	118 381
<p>Clean development mechanism (CDM). The aim of this project is to facilitate the prompt start of the CDM in 2002–2003 by complementing resources provided under the core budget, with the expectation that the CDM will become self-financing once an adequate flow of resources from the share of proceeds from certified emission reductions is assured. A P-2 programme officer and a G-4 secretarial post are funded under this project.</p>	1 429 370
<p>International workshop on cleaner or less-greenhouse-gas-emitting energy. At its fifteenth session, the SBSTA requested the secretariat to organize a workshop on the subject of cleaner or less greenhouse gas-emitting energy. The workshop was held in Whistler, Canada (7–8 May 2002). Funds were provided for travel and DSA for three experts and 35 participants, and for a G-3 post for three months.</p>	158 662
<p>Work programme on technical standards for registries and the transaction log. This project is intended to provide a forum for exchanging information between Parties, and resources for the work of the secretariat, in relation to the development and establishment of national registries, the CDM registry and the transaction log.</p>	119 378
<p>In-depth review of third national communications from Annex I Parties. This project had to be established in order to complete the in-depth review of national communications from Annex I Parties and to prepare the compilation and synthesis of national communications. To this end, one post at the P-3 level and one secretarial post were established.</p>	253 473

Project	Approved commitment
<p>Workshops on the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) and workshop on the revision of the guidelines for the preparation of national communications from Parties not included in Annex I to the Convention. The aim of this project is to organize interregional workshops of the CGE, and one intersessional workshop on the revision of the guidelines for the preparation of national communications in response to decision 31/CP.7. Workshops were held in Bonn, Germany (10–12 April 2002 and 15–17 April 2002), and Nassau, Bahamas (8–10 August 2002).</p>	215 428
<p>Further multilateral work relating to issues under Article 4.8 and 4.9 of the Convention. This project enabled the secretariat to organize a workshop on modelling activities to assess the adverse effects on individual developing country Parties of climate change and of the impact of response measures already implemented.</p>	32 750
<p>Workshop on the use of new guidelines for the preparation of national communications from Parties not included in Annex I to the Convention. The objective of this project was to support the preparation of second, and where appropriate third, national communications from non-Annex I Parties by organizing an interregional workshop on the use of the revised guidelines adopted at COP 8 by decision 17/CP.8. A workshop was held in Port Louis, Mauritius (8–11 April 2003).</p>	132 641
<p>Relaunching of the UNFCCC web site. The secretariat web site serves as the ultimate portal for dissemination of UNFCCC data, documents and information for Parties, observers, media and the general public, as well as internally.</p>	388 407
