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Twentieth session

Bonn, 16–25 June 2004

Item 2 (a) of the provisional agenda

Organizational matters

Adoption of the agenda

Provisional agenda and annotations

Note by the Executive Secretary

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II. Annotations to the provisional agenda²

1. Opening of the session

1. The twentieth session of the Subsidiary Body for Implementation (SBI) is scheduled to be opened by the Chair on 16 June 2004.

2. Organizational matters

- (a) Adoption of the agenda
2. *Background:* The Executive Secretary, in consultation with the Chair of the SBI, has drafted the provisional agenda for the twentieth session of the SBI.
3. *Action:* The SBI will be invited to adopt the provisional agenda.

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¹ Included at the request of Saudi Arabia on behalf of the Group of 77 and China, pursuant to rule 10 (d) of the draft rules of procedure being applied.

² Only brief background information is given in these annotations. For each agenda item, readers are referred to the relevant background documents for the full mandate.

(b) Organization of the work of the session

4. *Action:* Parties are invited to consult the Daily Programme, published during the session, for a detailed and up-to-date schedule of work of the SBI.

5. Representatives of Parties and international organizations are requested to keep their oral statements as brief as possible. Those wishing to make a written statement available should bring copies for distribution.

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(c) Election of officers other than the Chair

6. *Background:* Pursuant to rule 27 of the draft rules of procedure being applied, the SBI is expected to elect its Vice-Chair and Rapporteur. At the nineteenth session of the SBI, agreement was reached among the regional groups for the post of Vice-Chair of the SBI and Mr. Fadhel Akbar Lari (Kuwait) was re-elected by the SBI for a second term of one year to serve at the twentieth and twenty-first sessions. Election for the post of Rapporteur is pending.

7. *Action:* The SBI will be invited to elect its Rapporteur at the opening of the session.

3. National communications from Parties included in Annex I to the Convention: status report on the review of third national communications

8. *Background:* The Conference of the Parties (COP), by its decision 33/CP.7, requested the secretariat to apply the procedures for the review of national communications, including in-depth reviews, as defined in decisions 2/CP.1 and 6/CP.3, to the third national communications submitted by Parties included in Annex I to the Convention (Annex I Parties) in accordance with decision 11/CP.4. By March 2004, 33 in-depth reviews had been conducted; reviews of the national communications of Australia, the European Community and Portugal are planned for the first half of 2004; and reviews of the national communications of Greece and Ireland are scheduled for the second half of 2004. The third national communications from Luxembourg, Romania and the Ukraine are still pending.

9. *Action:* The SBI will be invited to take note of the status report on the review of third national communications.

FCCC/SBI/2004/INF.7	<i>Status report on the review of third national communications</i>
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4. National communications from Parties not included in Annex I to the Convention

(a) Submission of second and, where appropriate, third national communications

10. *Background:* The SBI, at its nineteenth session, concluded that it had not completed its consideration of this agenda sub-item and agreed to continue its consideration at its twentieth session.

11. *Action:* The SBI will be invited to further consider this issue and to recommend a draft decision for adoption by the COP at its tenth session.

(b) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

12. *Background:* The COP, by its decision 3/CP.8, decided to continue the mandate of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) to improve the process of preparation of national communications by providing technical advice and support to non-Annex I Parties.

13. By the same decision, the COP also established the new terms of reference for the CGE, including a provision for holding no more than two meetings per year, in conjunction with meetings of the subsidiary bodies or with scheduled workshops. The first CGE meeting under the new terms of reference was held in Mexico City, Mexico, from 23 to 24 September 2003. The second meeting is scheduled to be held in Manila, Philippines, from 3 to 4 May 2004, in conjunction with the UNFCCC workshop on the preparation of national communications from non-Annex I Parties. The main objective of the second meeting is to discuss the implementation of the work programme of the CGE for the period 2003–2007 adopted at its first meeting.

14. *Action:* The SBI will be invited to consider the CGE report and adopt conclusions thereon.

FCCC/SBI/2004/INF.5	<i>Report on the second meeting of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention</i>
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(c) Provision of financial and technical support

15. *Background:* In accordance with Article 8.2 (c) and (d) of the Convention, the secretariat facilitates assistance to the Parties in the compilation and communication of information, in particular for the preparation of national communications, and prepares reports on its activities.

16. *Action:* The SBI will be invited to consider the report of the secretariat in response to this mandate. The SBI may also wish to examine the progress made in providing financial and technical support to non-Annex I Parties for the preparation of national communications and advise the secretariat on any additional actions that may be required to continue providing this support.

FCCC/SBI/2004/INF.2	<i>Activities of the secretariat to facilitate the preparation of national communications and information on those communications</i>
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17. *Background:* In accordance with decision 10/CP.2, paragraph 1 (b), the Global Environment Facility (GEF) Secretariat provided information on the financial support provided to non-Annex I Parties for the preparation of initial national communications, including the date of first disbursement, and the funds made available to each Party.

18. *Action:* The SBI may wish to consider this information and take any action it deems necessary.

FCCC/SBI/2004/INF.3	<i>Information on activities by the Global Environment Facility</i>
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19. *Background:* In accordance with decision 12/CP.4, information on projects proposed for funding by non-Annex I Parties, in accordance with Article 12, paragraph 4, of the Convention, has been updated by the secretariat, based on national communications recently submitted by Parties.

20. *Action:* The SBI will be invited to consider the list of projects and take any action it deems necessary.

<i>FCCC/SBI/2004/INF.4</i>	<i>List of projects submitted by Parties not included in Annex I to the Convention in accordance with Article 12, paragraph 4, of the Convention</i>
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21. *Background:* In accordance with Article 8.2 (c) and (d) of the Convention, the secretariat facilitates assistance to the Parties in the compilation and communication of information, in particular for the preparation of national communications. In fulfilment of this mandate, the secretariat is organizing a global workshop to facilitate the use of the UNFCCC guidelines for the preparation of national communications from non-Annex I Parties. The workshop will be held in Manila, Philippines, from 26 to 30 April 2004.

22. *Action:* The SBI will be invited to consider the report on the workshop and take any action it deems necessary.

<i>FCCC/SBI/2004/INF.6</i>	<i>Report on the workshop on the preparation of second national communications from Parties not included in Annex I to the Convention</i>
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23. *Background:* The SBI, at its seventeenth session, invited Parties to submit views on their experience with the GEF and its implementing agencies in relation to the preparation of their national communications, and requested the secretariat to compile the information contained in those submissions. If any submissions are received, they will be compiled in a miscellaneous document.

5. Financial mechanism of the Convention

(a) Matters relating to the implementation of decision 5/CP.8

24. *Background:* The COP, by its decision 5/CP.8, requested the Convention secretariat, in consultation with the GEF Secretariat, to prepare a report on the implementation of decisions 12/CP.2 and 12/CP.3 on the determination of funding necessary and available for the implementation of the Convention.

25. *Action:* The SBI will be invited to consider the report and adopt conclusions, with a view to providing further guidance on the process of assessing funding needs for the implementation of the Convention.

<i>FCCC/SBI/2004/6</i>	<i>Implementation of guidance from the Conference of the Parties on the determination of funding for the implementation of the Convention</i>
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6. Article 6 of the Convention

26. *Background:* The SBI considered this agenda item at its nineteenth session. It concluded that further guidance to the secretariat is necessary for the implementation of the clearing house and, in so doing, requested the secretariat, subject to the availability of resources, to set up an interim informal advisory group of interested Parties to facilitate the prompt start of the preparation phase of the clearing house. The SBI also requested the secretariat to further explore possible institutions that could house and/or support the clearing house and report back to the SBI no later than at its twenty-first session.

27. The secretariat was requested to organize a pre-session workshop to receive feedback from interested Parties on the further development of the clearing house and to provide input to the SBI, at its

twentieth session. The SBI also invited interested Parties, and those in a position to do so, to provide information, expertise and financial resources to this endeavour.

28. The SBI also encouraged the secretariat to explore possible cooperation with the United Nations Environment Programme or other United Nations agencies for the financing of regional workshops addressing the needs of Asia, Latin America and the members of the Alliance of Small Island States (AOSIS). The SBI further invited Parties, in a position to do so, to consider funding these remaining workshops.

29. *Action:* The SBI will be invited to consider the report on the African regional workshop on Article 6, and the oral report on the pre-sessional workshop on feedback regarding the further development of the clearing house and the status of arrangements for conducting other regional workshops, with a view to proposing follow-up action, as appropriate.

<i>FCCC/SBI/2004/7</i>	<i>Report on the African regional workshop on Article 6 of the Convention</i>
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7. Capacity-building

30. *Background:* The COP, at its ninth session, decided to complete the comprehensive review of the implementation of the framework for capacity-building in developing countries by its tenth session and every five years thereafter. At the same session, the COP also decided to complete the review of the effectiveness of the implementation of the framework for capacity-building in countries with economies in transition (EIT) by its tenth session and that further reviews should be based on the review of national communications of these countries.

31. The COP, at its ninth session, outlined the necessary steps to complete the review of the implementation of the framework annexed to decision 2/CP.7. It requested the secretariat to prepare a paper, with technical appendices, on the range and effectiveness of capacity-building activities in developing countries aimed at implementing decision 2/CP.7. It also invited Parties to submit to the secretariat, by 15 February 2004, additional information as input to that paper. The COP also requested the secretariat to prepare a compilation and synthesis report on capacity-building activities in EIT countries.

32. *Action:* The SBI will be invited to consider the information provided in the documents listed below and to draft a report on the range and effectiveness of capacity-building activities in developing countries aimed at implementing decision 2/CP.7.

<i>FCCC/SBI/2004/8</i>	<i>Compilation and synthesis of capacity-building activities in countries with economies in transition</i>
<i>FCCC/SBI/2004/9 and Add.1-3</i>	<i>Range and effectiveness of capacity-building activities in developing countries, aimed at implementing decision 2/CP.7</i>
<i>FCCC/SBI/2004/MISC.1</i>	<i>Additional information relating to the comprehensive review of the implementation of the framework for capacity-building in developing countries. Submissions from Parties</i>

8. Implementation of Article 4, paragraphs 8 and 9, of the Convention

(a) Progress on the implementation of activities under decision 5/CP.7

33. *Background:* The SBI, at its nineteenth session, invited Parties and relevant international organizations to submit to the secretariat, by 15 May 2004, information on current and/or planned activities including, where appropriate, support programmes, to meet the specific needs and circumstances of developing country Parties arising from the adverse effects of climate change, implemented in support of the various provisions of decision 5/CP.7.

34. The SBI decided to continue its consideration of issues under this agenda sub-item at its twentieth session on the basis of a text contained in document FCCC/SBI/2003/19, annex I.

35. *Action:* The SBI will be invited to consider the above-mentioned submissions as well as to continue its consideration of the text contained in document FCCC/SBI/2003/19, annex I.

<i>FCCC/SBI/2004/MISC.2</i>	<i>Information on current and/or planned activities implemented in support of the various provisions of decision 5/CP.7. Submissions from Parties</i>
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(b) Matters relating to the least developed countries

36. *Background:* The COP, by its decision 7/CP.9, extended the mandate of the Least Developed Countries Expert Group (LEG) to the eleventh session of the COP. The first meeting of the LEG under its new term was held in March 2004.

37. *Action:* The SBI may wish to consider the report of the LEG and take any action it deems necessary.

<i>FCCC/SBI/2004/3</i>	<i>Progress report of the Least Developed Countries Expert Group</i>
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9. Arrangements for intergovernmental meetings

Issues relating to sub-items 9 (a), (b) and (c) are included in document FCCC/SBI/2004/4. They will be taken up together by the SBI.
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(a) Tenth session of the Conference of the Parties

38. *Background:* The COP, by its decision 14/CP.9, decided that its tenth session (COP 10) would be held from 29 November to 10 December 2004. In this decision, the COP also noted with appreciation the expression of interest of the Government of Argentina in hosting its tenth session and requested the Bureau to decide on the venue. Following a secretariat fact-finding mission to assess the proposed facilities, the members of the Bureau accepted the generous offer of the Government of Argentina to host COP 10 in Buenos Aires and agreed to a proposal by the Government of Argentina to change the dates by one week to 6–17 December 2004, taking into account the availability of La Rural exhibition centre. This acceptance was communicated to all Parties in an information note dated 2 March 2004.

39. Document FCCC/SBI/2004/4 includes a list of possible elements for a provisional agenda of the session, suggestions concerning the organization of the work for the sessions of the subsidiary bodies and the COP, and possible arrangements for the participation of ministers and other heads of delegations in the high-level segment.

40. *Action:* The SBI will be invited to consider the possible elements for inclusion in the provisional agenda for COP 10 as well as the proposals concerning the organization of the session contained in the above-mentioned document and to provide the secretariat with further guidance.

(b) Future sessional periods

41. *Background:* There are two issues with regard to this sub-item:

(i) The venue for the COP at its eleventh session, which is scheduled from 7 to 18 November 2005;

(ii) The dates for the two sessional periods in 2009.

42. *Action:* The SBI may wish to consider any offers to host the eleventh session of the COP and invite interested Parties to present offers as soon as possible. The COP, at its tenth session, will need to decide on the host country for its eleventh session. The SBI may also wish to consider the dates for the two sessional periods in 2009 and recommend them to the COP at its tenth session.

(c) Organization of the intergovernmental process

43. *Background:* The SBI, at its eighteenth session, noted that the Convention process faces increasing difficulties with regard to agenda management and that the entry into force of the Kyoto Protocol would further intensify the schedule of formal and informal meetings. The SBI invited the Chair of the SBI and the Chair of the SBSTA to initiate further consideration of the organization of future sessional periods, with a view to ensuring that the workload of the subsidiary bodies can be handled as efficiently and effectively as possible within the time available at a session, while ensuring a coherent and responsive approach to issues. The SBI also requested Parties to submit their views and agreed to continue its discussion at its twentieth session.

44. Document FCCC/SBI/2004/4 addresses a number of issues concerning the organization of future two-week sessional periods, including the number of agenda items considered by each body at any one session, the periodicity of COP sessions, the organization of workshops and the adoption of agendas.

45. *Action:* The SBI may wish to consider the issues raised in this document and provide guidance on arrangements to improve the climate change intergovernmental process.

FCCC/SBI/2004/4	<i>Arrangements for intergovernmental meetings. Note by the Executive Secretary</i>
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(d) Effective participation in the Convention process

46. *Background:* The SBI, at its eighteenth session, invited the chairs of the subsidiary bodies, the chairs of limited membership bodies and the secretariat to continue their efforts to facilitate effective participation in the process and promote transparency, and to report on these efforts at its twentieth session.

47. *Action:* The SBI will be invited to consider the information on the efforts made and options for further improvement as well as recommendations from the Permanent Forum on Indigenous Issues regarding the participation of indigenous peoples in the Convention process.

FCCC/SBI/2004/5	<i>Effective participation in the Convention process. Note by the Executive Secretary</i>
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10. Administrative and financial matters

(a) Budget performance for the biennium 2004–2005

48. *Background:* The COP, by its decision 16/CP.9 on the programme budget for the biennium 2004–2005, requested the Executive Secretary to specify how decisions of the COP relating to Article 4.8 of the Convention are reflected in the work programme for the biennium 2004–2005. In response, the Executive Secretary has prepared a note that presents this information. Information on the latest status of contributions by Parties, as at 31 May 2004, to the core budget, the Trust Fund for Participation in the UNFCCC Process and the Trust Fund for Supplementary Activities is contained in document FCCC/SBI/2004/INF.8.

49. *Action:* The SBI will be invited to take note of the information contained in the above-mentioned documents. It may wish to express its appreciation to the Parties that have made timely contributions to the core budget, especially those that have made voluntary contributions to the trust funds. The SBI may also wish to urge Parties that have not made their contributions to do so in a timely manner.

<i>FCCC/SBI/2004/INF.1</i>	<i>Information on the implementation of decision 16/CP.9, paragraph 22. Note by the Executive Secretary</i>
<i>FCCC/SBI/2004/INF.8</i>	<i>Status of contributions as at 31 May 2004</i>

(b) Implementation of paragraph 7 (c) of the financial procedures of the Convention concerning the financial support for participation in the UNFCCC process

50. *Background:* The SBI, at its nineteenth session, requested the secretariat to suspend through COP 10 the practice of not funding eligible Parties whose contributions are in arrears, and to review its financial impacts and the effects on the implementation of paragraph 7 (c) of the financial procedures of the Convention regarding the participation of the representatives of developing country Parties and EIT Parties in the COP and subsidiary body sessions, and to report its findings to the SBI for its consideration at its twentieth session.

51. *Action:* The SBI may wish to take note of the report prepared in response to this request.

<i>FCCC/SBI/2004/2</i>	<i>Financial support for participation in the UNFCCC process</i>
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(c) Implementation of the Headquarters Agreement

52. *Background:* The SBI, at its seventeenth session, requested the Host Government and the Executive Secretary to report, once a year, on progress regarding the implementation of the Headquarters Agreement. The last report was provided to the SBI at its eighteenth session in June 2003.

53. *Action:* A representative of the Host Government and the Executive Secretary will make oral presentations on further progress made. The SBI may wish to consider the information provided and take any action it deems necessary.

11. Continuing review of the functions and operations of the secretariat

54. *Background:* Pursuant to rule 10 (d) of the draft rules of procedure being applied, this item has been included in the provisional agenda at the request of Saudi Arabia, on behalf of the Group of 77 and China.

55. *Action:* As this is a new item, the SBI may wish to consider how to address the matter and take any action it deems necessary.

12. Other matters

56. Any other matters for the attention of the SBI will be taken up under this item.

13. Report on the session

57. *Background:* A draft report on the work of the session will be prepared for adoption by the SBI at the end of the session.

58. *Action:* The SBI will be invited to adopt the draft report and authorize the Rapporteur to complete the report after the session, under the guidance of the Chair and with the assistance of the secretariat.

Annex**Documents before the Subsidiary Body for Implementation
at its twentieth session****Documents prepared for the session**

FCCC/SBI/2004/1	Provisional agenda and annotations. Note by the Executive Secretary
FCCC/SBI/2004/2	Administrative and financial matters. Implementation of paragraph 7 (c) of the financial procedures of the Convention concerning the financial support for participation in the UNFCCC process. Financial support for participation in the UNFCCC process
FCCC/SBI/2004/3	Implementation of Article 4, paragraphs 8 and 9, of the Convention. Matters relating to the least developed countries. Progress report of the Least Developed Countries Expert Group
FCCC/SBI/2004/4	Arrangements for intergovernmental meetings. Tenth session of the Conference of the Parties. Future sessional periods. Organization of the intergovernmental process. Arrangements for intergovernmental meetings. Note by the Executive Secretary
FCCC/SBI/2004/5	Arrangements for intergovernmental meetings. Effective participation in the Convention process. Effective participation in the Convention process. Note by the Executive Secretary
FCCC/SBI/2004/6	Financial mechanism of the Convention. Matters relating to the implementation of decision 5/CP.8. Implementation of guidance from the Conference of the Parties on the determination of funding for the implementation of the Convention
FCCC/SBI/2004/7	Article 6 of the Convention. Report on the African regional workshop on Article 6 of the Convention
FCCC/SBI/2004/8	Capacity-building. Compilation and synthesis of capacity-building activities in countries with economies in transition
FCCC/SBI/2004/9 and Add.1–3	Capacity-building. Range and effectiveness of capacity-building activities in developing countries, aimed at implementing decision 2/CP.7
FCCC/SBI/2004/INF.1	Administrative and financial matters. Budget performance for the biennium 2004–2005. Information on the implementation of decision 16/CP.9, paragraph 22. Note by the Executive Secretary
FCCC/SBI/2004/INF.2	National communications from Parties not included in Annex I to the Convention. Provision of financial and technical support. Activities of the secretariat to facilitate the preparation of national communications and information on those communications

- FCCC/SBI/2004/INF.3 National communications from Parties not included in Annex I to the Convention. Provision of financial and technical support. Information on activities by the Global Environment Facility
- FCCC/SBI/2004/INF.4 National communications from Parties not included in Annex I to the Convention. Provision of financial and technical support. List of projects submitted by Parties not included in Annex I to the Convention in accordance with Article 12, paragraph 4, of the Convention
- FCCC/SBI/2004/INF.5 National communications from Parties not included in Annex I to the Convention. Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention. Report on the second meeting of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
- FCCC/SBI/2004/INF.6 National communications from Parties not included in Annex I to the Convention. Provision of financial and technical support. Report on the workshop on the preparation of second national communications from Parties not included in Annex I to the Convention
- FCCC/SBI/2004/INF.7 National communications from Parties included in Annex I to the Convention: status report on the review of third national communications. Status report on the review of third national communications
- FCCC/SBI/2004/INF.8 Administrative and financial matters. Budget performance for the biennium 2004–2005. Status of contributions as at 31 May 2004
- FCCC/SBI/2004/MISC.1 Capacity-building. Additional information relating to the comprehensive review of the implementation of the framework for capacity-building in developing countries. Submissions from Parties
- FCCC/SBI/2004/MISC.2 Implementation of Article 4, paragraphs 8 and 9, of the Convention. Progress on the implementation of activities under decision 5/CP.7. Information on current and/or planned activities implemented in support of the various provisions of decision 5/CP.7. Submissions from Parties

Other documents before the session

- FCCC/SBI/2003/4 Article 6 of the Convention. Proposal for an information network clearing house. Note by the secretariat
- FCCC/SBI/2003/19 Report of the Subsidiary Body for Implementation on its nineteenth session, held in Milan from 1 to 10 December 2003
