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**Conference of the Parties serving as the meeting
of the Parties to the Kyoto Protocol**
Tenth session
Lima, 1–12 December 2014

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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8. Report on the high-level ministerial round table on increased ambition of Kyoto Protocol commitments.
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10. Clarification of the text in section G (Article 3, paragraph 7 ter) of the Doha Amendment to the Kyoto Protocol, in particular the information to be used to determine the “average annual emissions for the first three years of the preceding commitment period”.
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 - (b) Statements by observer organizations.
16. Other matters.
17. Conclusion of the session:
 - (a) Adoption of the report of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol on its tenth session;
 - (b) Closure of the session.

II. Proposed organization of the session: overview

1. A welcoming event will be held on the morning of Monday, 1 December 2014, to mark the opening of the United Nations Climate Change Conference in Lima, Peru.
2. The President of the Conference of the Parties (COP) at its nineteenth session will open COP 20 and propose the election of the President of COP 20, who will also serve as the President of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) at its tenth session. The COP will then take up some of the organizational and procedural matters under item 2. The COP will refer items of its agenda to the subsidiary bodies, as appropriate. The opening plenary meeting of the COP will then be adjourned. CMP 10 will then be opened. The CMP will take up item 1 of its provisional agenda, as well as some procedural matters under item 2, including the adoption of the

¹ The term “Party included in Annex I” is defined in Article 1, paragraph 7, of the Kyoto Protocol.

agenda and the organization of work. The CMP will refer items of its agenda to the subsidiary bodies, as appropriate. The opening plenary meeting of the CMP will then be adjourned.

3. After launching their work, the COP and the CMP will convene in a joint plenary meeting to hear statements on behalf of groups of Parties. Based on the guidance from the SBI urging Parties and presiding officers to conclude the conference in a timely manner,² it is envisaged that statements made on behalf of groups of Parties will be concise.

4. The following sessions of the subsidiary bodies have been scheduled in conjunction with COP 20 and CMP 10:

(a) Forty-first session of the Subsidiary Body for Scientific and Technological Advice (SBSTA);

(b) Forty-first session of the Subsidiary Body for Implementation (SBI);

(c) Third session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action.

5. The COP and the CMP will convene in plenary meetings during the first week to take up the remaining items on their agendas that are not to be referred to the SBSTA and/or the SBI.

6. The inauguration of the high-level segment will take place on the morning of Tuesday, 9 December (see paras. 63–68 below for further details on the high-level segment).

7. In order to ensure timely closure of the conference, Parties are invited to make every effort to ensure sessions are concluded during the afternoon of Friday, 12 December. Separate plenary meetings of the COP and the CMP will be held on the morning of that Friday so that the COP and the CMP can adopt the recommended decisions and conclusions at their respective plenary meetings.

8. Given that five bodies will be meeting during the sessional period, meeting time will be very limited. Meetings will be organized in line with the conclusions of the SBI³ to ensure the observance of clear and effective time management practices, as well as the relevant procedures and working practices agreed to by all Parties. To maximize the time available for negotiations and to ensure a timely closing of the conference, presiding officers, in consultation with Parties, may propose time-saving measures and approaches to expedite work. Such proposals will be based on those consultations and on the relevant submissions and statements made during plenary meetings, and will take into account any previous relevant negotiations and/or conclusions.⁴

9. As a result of the time constraints and owing to the fact that all five bodies are meeting during the two-week period, groups are invited to adjust their meeting times to enable discussions under all five bodies to begin punctually. Parties will be invited to maximize the use of negotiation time and conclude issues early in order to facilitate a timely closure of the conference.

10. In keeping with the conclusions adopted at SBI 40,⁵ all meetings are scheduled to end by 6 p.m. in order to give Parties and regional groups sufficient time to prepare for daily meetings, but may, in exceptional circumstances, and on a case-by-case basis, continue for two to three hours.

² FCCC/SBI/2014/8, paragraph 218.

³ FCCC/SBI/2014/8, paragraphs 218–221.

⁴ Including the conclusions referred to in footnote 2 above.

⁵ FCCC/SBI/2014/8, paragraph 219.

11. The SBI also recommended⁶ that the secretariat, when organizing sessional periods, follow the practice of holding no more than two meetings of plenary and/or contact groups concurrently, with the total number of meetings held concurrently, including informals, not exceeding six, to the extent possible. It further recommended that the secretariat continue to take into consideration, when scheduling meetings, the constraints faced by delegations and avoid clashes on similar issues, to the extent possible.

12. The principles of openness, transparency and inclusiveness will guide the organization of work in the sessions leading up to and during the Lima Conference. To this end, efforts will continue, as at recent conferences, to demonstrate these principles through the use of informal plenary meetings, the enhanced availability of electronic documentation, timely meeting announcements and the broadcasting of meeting information on closed-circuit television, the UNFCCC website and Twitter.

III. Annotations to the provisional agenda

1. Opening of the session

13. CMP 10 will be opened by the President of COP 20, Mr. Manuel Gerardo Pedro Pulgar-Vidal Otálora, Minister of the Environment of Peru, who will also serve as the President of CMP 10. Mr. Pulgar-Vidal Otálora was nominated by the Latin American and Caribbean States in accordance with the principle of rotation of the Presidency among regional groups.

2. Organizational matters

(a) Adoption of the agenda

14. *Background:* The secretariat, in agreement with the President of CMP 9,⁷ has drafted the provisional agenda for CMP 10, after consultations with the Bureau and Parties.

15. *Action:* The CMP will be invited to adopt its agenda.

<p><i>FCCC/KP/CMP/2014/1 Provisional agenda and annotations. Note by the Executive Secretary</i></p>

(b) Election of replacement officers

16. *Background:* If any member of the Bureau represents a State that is not a Party to the Kyoto Protocol, consultations will be required to identify a nominee representing a Party to the Kyoto Protocol to replace such a member, in accordance with Article 13, paragraph 3, of the Kyoto Protocol. Parties are invited to recall decisions 36/CP.7 and 23/CP.18 and give active consideration to the nomination of women for elective posts in any body established under the Convention or its Kyoto Protocol.

17. *Action:* The CMP will be invited, as necessary, to elect additional members of the Bureau of COP 21 and CMP 11 to replace any members representing States that are not Parties to the Kyoto Protocol.

⁶ FCCC/SBI/2010/10, paragraph 164.

⁷ The President of CMP 9 is Mr. Marcin Korolec (Poland).

(c) Organization of work, including the sessions of the subsidiary bodies

18. *Action:* The CMP will be invited to agree on the organization of the work of the session, including the proposed schedule of meetings (see paras. 1–12 above). The CMP will also be invited to organize the work in a flexible manner, so that it can respond to circumstances and developments, and be guided by the principles of openness, transparency and inclusiveness. In this context, the CMP will organize its work with a view to ensuring that mandates given for CMP 10 are addressed.

<i>FCCC/KP/CMP/2014/1</i>	<i>Provisional agenda and annotations. Note by the Executive Secretary</i>
<i>FCCC/SBSTA/2014/3</i>	<i>Provisional agenda and annotations. Note by the Executive Secretary</i>
<i>FCCC/SBI/2014/9</i>	<i>Provisional agenda and annotations. Note by the Executive Secretary</i>

(d) Approval of the report on credentials

19. *Background:* The Bureau will examine the credentials submitted by Parties to the Convention and submit its report on credentials for approval at CMP 10.⁸

20. *Action:* The CMP will be invited to approve the report on credentials of the representatives of Parties attending CMP 10. Representatives may participate provisionally, pending this action.

(e) Status of ratification of the Doha Amendment to the Kyoto Protocol

21. *Background:* The CMP will have before it a status report on the instruments of acceptance received by the Depository in respect of the Doha Amendment to the Kyoto Protocol.

22. *Action:* The CMP may wish to note the information provided by the secretariat and to invite Parties intending to do so to expedite the deposit of their instruments of acceptance of the Doha Amendment to the Kyoto Protocol.

3. Reports of the subsidiary bodies(a) Report of the Subsidiary Body for Scientific and Technological Advice

23. *Background:* The Chair of the SBSTA will report, inter alia, on any recommendations of draft decisions or conclusions for adoption at CMP 10 arising from the work conducted at SBSTA 40 and 41 and on any other issues that have been mandated for consideration by the SBSTA.

24. *Action:* The CMP will be invited to take note of the progress made in the work of the SBSTA in 2014 and consider the recommended draft decisions or conclusions for adoption.

<i>FCCC/SBSTA/2014/2 and Add.1</i>	<i>Report of the Subsidiary Body for Scientific and Technological Advice on its fortieth session, held in Bonn</i>
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⁸ Decision 36/CMP.1 states that credentials from Parties to the Kyoto Protocol would apply for the participation of their representatives in sessions of the COP and the CMP, and that a single report on credentials would be submitted for approval, following established procedures, by the Bureau of the COP to the COP and the CMP. For further information on the submission of credentials, see the annotations to the COP 20 agenda, contained in document FCCC/CP/2014/1, paragraphs 28 and 29.

from 4 to 15 June 2014

(b) Report of the Subsidiary Body for Implementation

25. *Background:* The Chair of the SBI will report, inter alia, on any recommendations of draft decisions or conclusions for adoption at CMP 10 arising from the work conducted at SBI 40 and 41 and on any other issues that have been mandated for consideration by the SBI.

26. *Action:* The CMP will be invited to take note of the progress made in the work of the SBI in 2014 and consider the recommended draft decisions or conclusions for adoption.

<i>FCCC/SBI/2014/8 and Add.1</i>	<i>Report of the Subsidiary Body for Implementation on its fortieth session, held in Bonn from 4 to 15 June 2014</i>
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4. Issues relating to the clean development mechanism

27. *Background:* The annual report of the Executive Board of the clean development mechanism (CDM) to the CMP provides information on the progress made in the implementation of the CDM arising from the action taken by the Board during its most recent year of operation.⁹ The report also addresses governance issues, as well as the recommendations of the Board on specific matters, including those requested by the CMP in previous years. The CMP also requested the SBI to continue relevant considerations on the review of the modalities and procedures for the CDM.¹⁰ The Chair of the Board will provide a brief oral report, highlighting the tasks and achievements of the Board over the past year and the challenges ahead.

28. *Action:* The CMP will be invited to take note of the annual report of the Board and to consider this item with a view to providing guidance relating to the CDM. The CMP will also be invited to consider any recommendations of the SBI, as appropriate.

29. The CMP will further be invited to elect members and alternate members of the Executive Board, as necessary.

<i>FCCC/KP/CMP/2014/5</i>	<i>Annual report of the Executive Board of the clean development mechanism to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (Parts I and II)</i>
<i>Further information</i>	<i><http://cdm.unfccc.int/></i>

5. Issues relating to joint implementation

30. *Background:* The annual report of the Joint Implementation Supervisory Committee (JISC) to the CMP provides information on the progress made in the implementation of the

⁹ As stated in decision 3/CMP.1, annex, paragraphs 2–5, the Executive Board of the CDM shall report on its activities to each session of the CMP, in accordance with the provisions of the modalities and procedures for the CDM. The CMP shall review annual reports, provide guidance and take decisions, as appropriate. Following the requests of CMP 2 and 3, the report of the Board to the CMP covers the period from the previous session of the CMP to the Board meeting that takes place just prior to the one held in conjunction with the session of the CMP (decision 1/CMP.2, paragraph 11, and decision 2/CMP.3, paragraph 7).

¹⁰ Decision 4/CMP.9.

joint implementation (JI) mechanism arising from the action taken by the JISC during its most recent year of operation. The report also addresses governance issues, as well as the recommendations of the JISC on specific matters, including those requested by the CMP in previous years. The CMP also requested the SBI to prepare recommendations, including draft revised JI guidelines, for consideration by the CMP.¹¹ The Chair of the JISC will provide a brief oral report, highlighting the tasks and achievements of the JISC over the past year and the challenges ahead.

31. The CMP further requested the JISC to submit elaborated recommendations on the accreditation system for JI aligned with that of the CDM, taking into consideration decision 6/CMP.8, paragraph 15(b), for consideration at SBI 40 (held in June 2014).¹²

32. *Action:* The CMP will be invited to take note of the annual report of the JISC and to consider this item with a view to providing guidance relating to the JI. The CMP will also be invited to consider any recommendations of the SBI, as appropriate.

33. The CMP will further be invited to elect members and alternate members of the JISC, as necessary.

<i>FCCC/KP/CMP/2014/4</i>	<i>Annual report of the Joint Implementation Supervisory Committee to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol</i>
<i>Further information</i>	<i><http://ji.unfccc.int/index.html></i>

6. Report of the Compliance Committee

34. *Background:* The ninth annual report¹³ of the Compliance Committee to the CMP provides information on the activities of the Compliance Committee for the period from 19 September 2013 to 5 September 2014.

35. *Action:* The CMP will be invited to take note of the report of the Compliance Committee and take any action it deems appropriate.

36. The CMP will also be invited to elect members and alternate members of the Compliance Committee, as necessary.

<i>FCCC/KP/CMP/2014/2</i>	<i>Annual report of the Compliance Committee to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol</i>
<i>Further information</i>	<i><http://unfccc.int/kyoto_protocol/compliance/items/2875.php></i>

7. Adaptation Fund

(a) Report of the Adaptation Fund Board

37. *Background:* By decision 1/CMP.9, the CMP requested the Adaptation Fund Board to provide, in its report to CMP 10, its views on the matters included in the terms of

¹¹ Decision 6/CMP.8. CMP 9 took note of the conclusions adopted at SBI 39 to continue consideration of the review of the JI guidelines, with a view to recommending a draft decision for consideration and adoption at CMP 10.

¹² Decision 5/CMP.9, paragraph 5.

¹³ As stated in decision 27/CMP.1, annex, section III, paragraph 2(a), the plenary of the Compliance Committee shall report on its activities to each ordinary session of the CMP.

reference for the second review of the Adaptation Fund annexed to decision 2/CMP.9, taking into account the deliberations and conclusions of SBI 40.¹⁴ It further requested the Adaptation Fund Board to consider the arrangements for the monetization of the 2 per cent share of proceeds levied in accordance with decision 1/CMP.8, paragraph 21, including the appropriate entity or entities to monetize the share of proceeds, and to forward a recommendation to CMP 10.

38. *Action:* The CMP will be invited to take note of the report of the Adaptation Fund Board, provide guidance to the Adaptation Fund Board and take any action it deems appropriate.

<i>FCCC/KP/CMP/2014/6</i>	<i>Report of the Adaptation Fund Board. Note by the Chair of the Adaptation Fund Board</i>
<i>Further information</i>	<i><http://unfccc.int/cooperation_and_support/financial_mechanism/adaptation_fund/items/4264.php></i>

(b) Second review of the Adaptation Fund

39. *Background:* See the SBI 41 provisional agenda and annotations (FCCC/SBI/2014/9) for further details.

40. *Action:* The CMP will be invited to refer this sub-item to the SBI for its consideration and take any action it deems appropriate, with a view to recommending a draft decision for consideration and adoption at CMP 10.

8. Report on the high-level ministerial round table on increased ambition of Kyoto Protocol commitments

41. *Background:* By decision 1/CMP.8, the CMP adopted the Doha Amendment to the Kyoto Protocol, which establishes a second commitment period of the Kyoto Protocol.

42. The CMP recognized the urgent need to increase the level of mitigation ambition. Parties included in Annex I taking on commitments in the second commitment period were therefore requested to submit information on their intention to increase the ambition of their mitigation commitments by 30 April 2014. This information would be considered at a high-level ministerial round table to be held during the first sessional period in 2014. The CMP also requested the secretariat to prepare a report on the round table for consideration at CMP 10.

43. The round table was convened on 5 June 2014 in Bonn, Germany, in conjunction with the June sessions of the subsidiary bodies.

44. *Action:* The CMP will be invited to take note of progress made in implementing the Kyoto Protocol and its Doha Amendment and to consider any relevant action, as needed.

<i>FCCC/KP/CMP/2014/3</i>	<i>Report on the high-level ministerial round table on increased ambition of Kyoto Protocol commitments</i>
<i>Further information</i>	<i><http://unfccc.int/meetings/bonn_jun_2014/items/8186.php></i>

¹⁴ As stated in decision 1/CMP.3, paragraph 5(l), the Adaptation Fund Board shall report on its activities at each session of the CMP.

9. Reporting from and review of Parties included in Annex I¹⁵

(a) National communications

45. *Background:* See the SBI 41 provisional agenda and annotations (FCCC/SBI/2014/9) for further details.

46. *Action:* The CMP will be invited to refer this sub-item to the SBI for its consideration and take any action it deems appropriate.

(b) Date of the completion of the expert review process under Article 8 of the Kyoto Protocol for the first commitment period

47. *Background:* SBI 40 recommended a draft decision for adoption at CMP 10 (FCCC/SBI/2014/8/Add.1).

48. *Action:* The CMP will be invited to consider for adoption the draft decision referred to in paragraph 47 above.

(c) Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol

49. *Background:* See the SBI 41 provisional agenda and annotations (FCCC/SBI/2014/9) for further details.

50. *Action:* The CMP will be invited to refer consideration of the 2014 compilation and accounting report to the SBI, consider the outcome and take any action it deems appropriate.

<i>FCCC/KP/CMP/2014/7</i>	<i>Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol for 2014. Note by the secretariat</i>
<i>FCCC/KP/CMP/2014/7/Add.1</i>	<i>Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol for 2014. Note by the secretariat. Addendum. Compilation and accounting information by Party</i>
<i>Further information</i>	<i><http://unfccc.int/di/FlexibleCADQueries.do></i>

10. Clarification of the text in section G (Article 3, paragraph 7 ter) of the Doha Amendment to the Kyoto Protocol, in particular the information to be used to determine the “average annual emissions for the first three years of the preceding commitment period”

51. *Background:* See the SBSTA 41 provisional agenda and annotations (FCCC/SBSTA/2014/3) for further details.

52. *Action:* The CMP will be invited to refer this item to the SBSTA for its consideration and take any action it deems appropriate.

¹⁵ The term “Party included in Annex I” is defined in Article 1, paragraph 7, of the Kyoto Protocol.

11. Capacity-building under the Kyoto Protocol

53. *Background:* See the SBI 41 provisional agenda and annotations (FCCC/SBI/2014/9) for further details.

54. *Action:* The CMP will be invited to refer this item to the SBI for its consideration and take any action it deems appropriate.

12. Matters relating to Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol

55. *Background:* See the SBSTA 41 provisional agenda and annotations (FCCC/SBSTA/2014/3) and the SBI 41 provisional agenda and annotations (FCCC/SBI/2014/9) for further details.

56. *Action:* The CMP will be invited to refer this item to the SBSTA and the SBI for their consideration and take any action it deems appropriate.

13. Other matters referred to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol by the subsidiary bodies

57. *Background:* Any other matters concerning the Kyoto Protocol referred to the CMP by the subsidiary bodies will be taken up under this agenda item.

58. *Action:* The CMP will be invited to consider for adoption any draft decisions or conclusions pertaining to the Kyoto Protocol.

14. Administrative, financial and institutional matters

(a) Audited financial statements for the biennium 2012–2013

59. *Background:* See the SBI 41 provisional agenda and annotations (FCCC/SBI/2014/9) for further details.

60. *Action:* The CMP will be invited to refer this sub-item to the SBI for its consideration and take any action it deems appropriate.

(b) Budget performance for the biennium 2014–2015

61. *Background:* See the SBI 41 provisional agenda and annotations (FCCC/SBI/2014/9) for further details.

62. *Action:* The CMP will be invited to refer this sub-item to the SBI for its consideration and take any action it deems appropriate.

15. High-level segment

(a) Statements by Parties

63. The inauguration of the high-level segment will take place on the morning of Tuesday, 9 December. National statements will be heard in the joint plenary meetings of the COP and the CMP on Wednesday, 10 December, and Thursday, 11 December. Separate meetings of the COP and the CMP will be held on the morning of Friday, 12 December, so that decisions and conclusions recommended at their sessions can be adopted.

64. There will be one list of speakers and each Party, including Parties to both the Convention and its Kyoto Protocol, will speak only once. Parties may wish to note that based on the guidance from the SBI urging Parties and presiding officers to conclude the conference in a timely manner,¹⁶ statements must not exceed three minutes. Statements on behalf of groups, where other members of the group do not speak, are strongly encouraged and additional time will be provided for these. In fairness to all speakers, time limits will be strictly enforced. Following UN practice, a mechanism will be used to assist speakers in respecting this limit. A bell system will signal to speakers when the time limit is approaching. Speakers will be interrupted should they exceed the time limit.

65. The full text of the official statements will be posted on the UNFCCC website and will not be circulated in hard copy. In order to have statements posted on the UNFCCC website, Parties speaking at the high-level segment are requested to send a copy of the statement in advance to <external-relations@unfccc.int>.

66. The list of speakers will be open from Monday, 6 October 2014, to Friday, 21 November 2014. Information related to the list, including a registration form, will be included in the notification to Parties for the sessions.

(b) Statements by observer organizations

67. Representatives from intergovernmental and observer organizations will be invited to address the high-level segment. The COP and the CMP will convene in a joint plenary meeting on the afternoon of Thursday, 11 December, to hear these statements.

68. Arrangements should be made for the delivery of concise statements by those representatives, with a time limit of two minutes. Time limits will be strictly enforced (see para. 64 above). The full text of the official statements will be posted on the UNFCCC website and will not be circulated in hard copy (see para. 65 above).

16. Other matters

69. Any other matters for the attention of the CMP will be taken up under this agenda item.

17. Conclusion of the session

(a) Adoption of the report of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol on its tenth session

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

71. *Action:* The CMP will be invited to adopt the draft report and authorize the Rapporteur to complete the report after the session under the guidance of the President and with the assistance of the secretariat.

(b) Closure of the session

72. The President will declare the session closed.

¹⁶ FCCC/SBI/2014/8, paragraph 218.

Annex

Documents before the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its tenth session

Documents prepared for the session

FCCC/KP/CMP/2014/1	Provisional agenda and annotations. Note by the Executive Secretary
FCCC/KP/CMP/2014/2	Annual report of the Compliance Committee to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol
FCCC/KP/CMP/2014/3	Report on the high-level ministerial round table on increased ambition of Kyoto Protocol commitments
FCCC/KP/CMP/2014/4	Annual report of the Joint Implementation Supervisory Committee to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol
FCCC/KP/CMP/2014/5	Annual report of the Executive Board of the clean development mechanism to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (parts I and II)
FCCC/KP/CMP/2014/6	Report of the Adaptation Fund Board. Note by the Chair of the Adaptation Fund Board
FCCC/KP/CMP/2014/7	Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol for 2014. Note by the secretariat
FCCC/KP/CMP/2014/7/Add.1	Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol for 2014. Note by the secretariat. Addendum. Compilation and accounting information by Party

Other documents before the session

FCCC/CP/1996/2	Organizational matters: adoption of the rules of procedure. Note by the secretariat
FCCC/SBSTA/2014/2 and Add.1	Report of the Subsidiary Body for Scientific and Technological Advice on its fortieth session, held in Bonn from 4 to 15 June 2014
FCCC/SBSTA/2014/3	Provisional agenda and annotations. Note by the Executive Secretary

FCCC/SBI/2014/8 and Add.1

Report of the Subsidiary Body for Implementation
on its fortieth session, held in Bonn from 4 to 15
June 2014

FCCC/SBI/2014/9

Provisional agenda and annotations. Note by the
Executive Secretary
