



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 14 March 2012  
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**NOTIFICATION**  
**United Nations Climate Change Conference, Bonn**  
**14 to 25 May 2012**

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

- Thirty-sixth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 36), Monday, 14 to Friday, 25 May 2012;
- Thirty-sixth session of the Subsidiary Body for Implementation (SBI 36), Monday, 14 to Friday, 25 May 2012;
- Seventeenth session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP 17), Tuesday, 15 to Thursday, 24 May 2012;
- Fifteenth session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA 15), Tuesday, 15 to Thursday, 24 May 2012;
- First session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 1), Thursday, 17 to Thursday, 24 May 2012.

The sessions will be held at the Hotel Maritim, Godesberger Allee, 53175 Bonn, Germany.

<b>Distribution:</b> To all Parties and observer States through national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.
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I also wish to inform Parties and observer States that, following the successful pilot phase of the online registration system conducted in 2011, the system has now been fully implemented. On-line registration allows Parties and observer States to electronically nominate individuals to attend UNFCCC sessions. It also allows Parties and observer States to organize, compile and replace names in their respective delegations according to their needs, and will expedite considerably the issuance of badges.

The user manual for the system is available at the following web address:

**<<https://onlinereg.unfccc.int/>>**

The manual contains complete information and guidelines on how to access and use the system. A help desk is available at the following email address:

**<[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)>**

Nominations to attend these sessions will be accepted on-line as of today at midnight Central European Time (CET). Registration on-line is the official channel to nominate participants for the sessions<sup>1</sup>. The secretariat is not in a position to receive nominations by any other method such as e-mails, letters and faxes.

Three annexes are attached to this notification. Annex I contains the provisional agendas of the AWG-KP 17 and the ADP 1. The provisional agendas for the AWG-LCA 15, SBI 36 and SBSTA 36 will be communicated at a later date.

Annex II contains information on the preparatory meetings of the Least Developed Countries, Small island developing States, the African Group and the Group of 77 and China.

Annex III provides important information for participants, deadlines for the application to side events and exhibits and recommendations on sustainable behaviour for the sessions.

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

Yours sincerely,

*(Signed by Richard Kinley for)*

Christiana Figueres

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<sup>1</sup> See Annex III to this notification.



Annex I

**Provisional agendas**

**Provisional agenda of the Ad Hoc Working Group on Further Commitments for Annex I Parties  
under the Kyoto Protocol at its seventeenth session**

**Bonn, Germany  
15 – 24 May 2012**

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



**Provisional agenda of the Ad Hoc Working Group on the Durban Platform  
for Enhanced Action at its first session**

**Bonn, Germany  
17 – 24 May 2012**

1. Opening of the session.
2. Organizational matters:
  - (a) Election of officers;
  - (b) Adoption of the agenda;
  - (c) Organization of the work.
3. Planning of work in accordance with decision 1/CP.17.
4. Workplan on enhancing mitigation ambition.
5. Other matters.
6. Report on the session.



Annex II

**List of preparatory meetings**

Least developed countries (LDCs)	8 to 9 May 2012	Venue of be communicated in due course
Small island developing States (SIDS)	10 to 11 May 2012	Venue of be communicated in due course
African Group	10 to 11 May 2012	Venue of be communicated in due course
Group of 77 and China	12 to 13 May 2012	Hotel Maritim Godesberger Allee 53175 Bonn Germany



Annex III

**Information for participants**

<b>Essential documents</b>	Please consult the UNFCCC website < <a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a> > for all available documents.
<b>Funding</b>	<i>A separate communication will be sent to eligible Parties.</i>
<b>Visas</b>	All foreign delegates entering the Federal Republic of Germany must have a valid passport. Participants requiring an entry or transit visa are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. <b>The issuance of a visa for the Schengen States may take up to two weeks from the date of submission of the visa application.</b> To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request. For more information, please visit the website of the Federal Foreign Office: < <a href="http://www.auswaertiges-amt.de/diplo/en/Startseite.html">http://www.auswaertiges-amt.de/diplo/en/Startseite.html</a> > (also available in French and Spanish).
<b>Nominations</b>	Online registration for Parties and observer States to <b>nominate</b> their representatives: open as of today at midnight CET. Online registration for Parties and observer States to <b>confirm</b> their representatives: open as of today at midnight CET.
<b>Registration</b>	All participants are requested to register upon arrival at the desk located in the Hotel Maritim. A valid photo ID should be presented at registration in order to issue the corresponding badge.
<b>Registration Times</b>	<b>Registrations times:</b> Saturday, 12 to Sunday, 13 May 2012 from 8 a.m. to 6 p.m. Monday, 14 to Saturday, 19 May 2012 from 8 a.m. to 7 p.m. <b>Sunday, 20 May 2012 - Registration will be closed.</b> Monday, 21 to Thursday, 24 May 2012 from 8 a.m. to 7 p.m. Friday, 25 May 2012 from 8 a.m. to 6 p.m.  Early registration from Saturday, 12 or Sunday, 13 May 2012, is highly recommended to avoid delays on the first day of the sessions.  Double registration for the session is not permitted (i.e. observer organization representative and Party or State representative and/or press/media representative).



<b>Badges</b>	<p>Badges are essential in order for participants to gain access to the premises. They are issued only on the basis of a letter of nomination from Parties, observer States or observer organizations. For security reasons, all participants are requested to wear their badges at all times.</p>
<b>Side Events and Exhibits</b>	<p>Applications for Side Events and Exhibits can only be received through the Side Events and Exhibits Online Registration System within the respective application period.</p> <p>For further information on the application process, please consult the UNFCCC website at the following link: &lt;<a href="http://regserver.unfccc.int/seors">http://regserver.unfccc.int/seors</a>&gt;</p> <p>Organizers, speakers and participants at Side Events and Exhibits must be nominated by the nomination deadline as representatives of Parties or admitted observer organizations for the sessions, in order to gain access to the premises.</p> <p>Exhibit organizers who are issued a photo badge will be granted access to the Hotel Maritim as of Sunday, 13 May, 2012 from 2 p.m. to 6 p.m. for the purpose of setting up their exhibits.</p>
<b>Press briefings</b>	<p>In order that the secretariat can provide adequate logistical and technical facilities, it would be useful to know to what extent observer organizations intend to brief the press/media during the forthcoming sessions. Responses should be addressed directly to the UNFCCC Press Office, &lt;<a href="mailto:press@unfccc.int">press@unfccc.int</a>&gt; telephone: +49 228 815 1005, fax: +49 228 815 1999.</p>
<b>Hotels</b>	<p>Representatives who require assistance in making a hotel reservation in Bonn should contact:</p> <p>Tourismus &amp; Congress GmbH Adenauerallee 131 53113 Bonn Telephone: +49 228 910 4170 Fax: +49 228 910 4177 E-Mail: &lt;<a href="mailto:info@bonn-region.de">info@bonn-region.de</a>&gt;</p>
<b>Disclaimer</b>	<p><b>Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation.</b> The United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.</p> <p><b>In the interest of the security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises.</b> The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.</p>



## Recommendations for greening the sessions of the Subsidiary bodies

<b>Travel</b>	<p>For shorter trips, prefer train to car/coach and plane.</p> <p>Please do not forget to offset the carbon footprint of your travel.</p>
<b>Accommodation</b>	<p>Stay in hotels which operate in an environmentally responsible manner.</p> <p>Select a hotel located near public transportation.</p> <p>Request group pick-up from the hotel when local transport is not an option.</p>
<b>Green behaviour during the sessions of the Convention</b>	<p>Only print what you need before travelling and request only essential documents from the Documentation desk.</p> <p>Travel by foot, bike or public transport as much as possible.</p> <p>Recycle your waste: bottles, cans, paper, etc.</p> <p>As far as possible, provide information electronically.</p> <p>Avoid communication through the pigeon holes.</p>
<b>Materials for the meeting</b>	<p>Any paper used (promotional material, programme, signs) should be 100% recycled, with a minimum of 65% of post consumer waste content, and totally or elementary chlorine free.</p> <p>Reduce shipment of printed material to the minimum necessary.</p> <p>Consider alternatives to printing at the venue of the meeting, (memory sticks, webpages).</p> <p>Reduce the use of colour paper in your information products.</p> <p>Print and photocopy on both sides, and keep font size to a legible minimum.</p> <p>Collect paper that has been used on one side only in collector trays and reuse.</p> <p>Turn off lights and equipment when not in use and enable energy saving features.</p> <p>Use the waste collector provided by the secretariat during the sessions.</p>
<b>Side Events and Exhibits</b>	<p>As part of the ongoing efforts to reduce the carbon footprint of the UNFCCC sessions, the secretariat is considering how best to make information on side events and other events available during sessions. Further information will be provided in a separate information note before the sessions.</p> <p>Use decorations and display materials which are made of recycled materials and/or can be reused for future meetings.</p> <p>See above “<b>Materials for the meetings</b>”.</p>
<b>Recycling of badges and lanyards</b>	<p>Please return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of the Hotel Maritim for this purpose.</p>