



**FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat  
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat**

**Executive Secretary  
Secrétaire exécutif**

**Bangkok, 5 October 2009**

Ref: CAS/PART/COP 15/09

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**NOTIFICATION**  
**Copenhagen 2009: United Nations Climate Change Conference  
7 to 18 December 2009**

I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the forthcoming sessions which will take place from 7 to 18 December 2009 at the Bella Center, Center Boulevard 5, 2300 Copenhagen S, Denmark:

- The fifteenth session of the Conference of the Parties (COP 15)
- The fifth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 5)
- The thirty-first session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 31)\*
- The thirty-first session of the Subsidiary Body for Implementation (SBI 31)\*
- The tenth session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP 10)
- The eighth session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA 8)

Four annexes are attached to this notification:

- Annex I contains the provisional agendas for COP 15, CMP 5, SBSTA 31 and SBI 31
- 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 information on protocol issues concerning credentials and on the list of speakers at the high-level segment
- Annex IV offers useful information for participants, including important guidelines for the issuance of visas.

\* Exact dates within the sessional period are subject to confirmation.

**Distribution:** To Parties and observer States through national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



The provisional agendas for AWG-KP 10 and AWG-LCA 8 will be provided after the resumed ninth session of the AWG-KP and the resumed seventh session of the AWG-LCA which will be held in Barcelona from 2 to 6 November 2009.

A preliminary overview of the sessional period is available in documents FCCC/CP/2009/1 and FCCC/KP/CMP/2009/1 and on the UNFCCC website <[www.unfccc.int](http://www.unfccc.int)>. Further information regarding the arrangements for the conference, including the high-level segment will be provided in addenda to these documents after consultation with the Bureau and the host Government of COP 15/CMP 5.

It would be appreciated if the names, titles and contact details (including address, telephone, fax and e-mail) of the head of delegation and representatives who will attend the sessions could be communicated to me **not later than Friday, 6 November 2009** at the following address:

Climate Change Secretariat  
P.O. Box 260 124  
53153 Bonn  
Germany  
Fax: +49 228 815 1855  
E-mail: <[sessions@unfccc.int](mailto:sessions@unfccc.int)>

Parties and representatives in a position to do so are invited to consider offsetting the "carbon footprints" associated with their attendance at the Copenhagen Conference.

Finally, I would like to bring to the attention of Parties a recent resolution (47/1) which was adopted at the United Nations Commission for Social Development at its session in February 2009, which urges Parties "to consider including youth representatives in their delegations as appropriate, bearing in mind the principles of gender balance and non-discrimination, and emphasizes that such youth representatives should be selected through a transparent process which ensures that they have a suitable mandate to represent young people in their countries."

Yours sincerely,

*(signed by Richard Kinley for)*

Yvo de Boer

Annex 1

**Provisional agendas**

**Provisional agenda of the  
Conference of the Parties at its fifteenth session**

Symbols of documents for each agenda item are indicated. Please consult <<http://maindb.unfccc.int/library>> for updated information, including a full list of relevant documents and titles.

1. Opening of the session
2. Organizational matters
  - (a) Election of the President of the Conference of the Parties at its fifteenth session
  - (b) Adoption of the rules of procedure  
*FCCC/CP/1996/2*
  - (c) Adoption of the agenda  
*FCCC/CP/2009/1*
  - (d) Election of officers other than the President
  - (e) Admission of organizations as observers  
*FCCC/CP/2009/8*
  - (f) Organization of work, including the sessions of the subsidiary bodies  
*FCCC/CP/2009/1 and Add.1; FCCC/SBSTA/2009/4; FCCC/SBI/2009/9; FCCC/AWGLCA/2009/X*
  - (g) Dates and venues of future sessions
  - (h) Adoption of the report on credentials
3. Reports of the subsidiary bodies and decisions and conclusions arising therefrom
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice  
*FCCC/SBSTA/2009/3 and Add.1*
  - (b) Report of the Subsidiary Body for Implementation  
*FCCC/SBI/2009/8 and Add.1*
4. Report of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention  
*FCCC/AWGLCA/2008/17; FCCC/AWGLCA/2009/3; FCCC/AWGLCA/2009/5; FCCC/AWGLCA/2009/9; FCCC/AWGLCA/2009/10; FCCC/AWGLCA/2009/X*



5. Consideration of proposals by Parties under Article 17 of the Convention  
*FCCC/CP/2009/3; FCCC/CP/2009/4; FCCC/CP/2009/5; FCCC/CP/2009/6; FCCC/CP/2009/7*
6. Consideration of a proposal by Malta for an amendment to Annex I to the Convention  
*FCCC/CP/2009/2*
7. Review of implementation of commitments and of other provisions of the Convention
  - (a) Financial mechanism of the Convention
    - (i) Fourth review of the financial mechanism
    - (ii) Report of the Global Environment Facility to the Conference of the Parties and guidance to the Global Environment Facility  
*FCCC/CP/2009/9*
    - (iii) Assessment of the Special Climate Change Fund
  - (b) National communications
    - (i) National communications from Parties included in Annex I to the Convention
    - (ii) National communications from Parties not included in Annex I to the Convention
  - (c) Development and transfer of technologies
  - (d) Capacity-building under the Convention
  - (e) Reducing emissions from deforestation in developing countries: approaches to stimulate action
  - (f) Implementation of Article 4, paragraphs 8 and 9, of the Convention
    - (i) Implementation of the Buenos Aires programme of work on adaptation and response measures (decision 1/CP.10)
    - (ii) Matters relating to the least developed countries
  - (g) Other matters referred to the Conference of the Parties by the subsidiary bodies
8. Administrative, financial and institutional matters
  - (a) Budget performance in the biennium 2008–2009
  - (b) Programme budget for the biennium 2010–2011
9. High-level segment
10. Statements by observer organizations



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11. Other matters
  12. Conclusion of the session
    - (a) Adoption of the report of the Conference of the Parties on its fifteenth session
    - (b) Closure of the session

**Provisional agenda of the  
Conference of the Parties serving as the meeting of the Parties  
to the Kyoto Protocol at its fifth session**

Symbols of documents for each agenda item are indicated. Please consult <<http://maindb.unfccc.int/library>> for updated information, including a full list of relevant documents and titles.

1. Opening of the session
2. Organizational matters
  - (a) Adoption of the agenda  
*FCCC/KP/CMP/2009/1*
  - (b) Election of replacement officers
  - (c) Organization of work, including the sessions of the subsidiary bodies  
*FCCC/KP/CMP/2009/1 and Add.1; FCCC/SBSTA/2009/4; FCCC/SBI/2009/9; FCCC/KP/AWG/2009/X*
  - (d) Approval of the report on credentials
3. Reports of the subsidiary bodies and decisions and conclusions arising therefrom
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice  
*FCCC/SBSTA/2009/3 and Add.1*
  - (b) Report of the Subsidiary Body for Implementation  
*FCCC/SBI/2009/8 and Add.1*
4. Report of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol  
*FCCC/KP/AWG/2009/5; FCCC/KP/AWG/2009/9; FCCC/KP/AWG/2009/X*
5. Consideration of proposals by Parties for amendments to the Kyoto Protocol  
*FCCC/KP/CMP/2009/2; FCCC/KP/CMP/2009/3; FCCC/KP/CMP/2009/4; FCCC/KP/CMP/2009/5; FCCC/KP/CMP/2009/6; FCCC/KP/CMP/2009/7; FCCC/KP/CMP/2009/8; FCCC/KP/CMP/2009/9; FCCC/KP/CMP/2009/10; FCCC/KP/CMP/2009/11; FCCC/KP/CMP/2009/12; FCCC/KP/CMP/2009/13*
6. Issues relating to the clean development mechanism  
*FCCC/KP/CMP/2009/16*



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7. Issues relating to joint implementation  
*FCCC/KP/CMP/2009/18*
  8. Report of the Compliance Committee  
*FCCC/KP/CMP/2009/17*
  9. Adaptation Fund
    - (a) Report of the Adaptation Fund Board  
*FCCC/KP/CMP/2009/14*
    - (b) Review of the Adaptation Fund
  10. Amendment of the Kyoto Protocol in respect of procedures and mechanisms relating to compliance
  11. Review of implementation of commitments and of other provisions of the Kyoto Protocol
    - (a) Report of the administrator of the international transaction log under the Kyoto Protocol  
*FCCC/KP/CMP/2009/19*
    - (b) National communications from Parties included in Annex I to the Convention: reporting and review
    - (c) Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol  
*FCCC/KP/CMP/2009/15; FCCC/KP/CMP/2009/15/Add.1*
    - (d) Capacity-building under the Kyoto Protocol
    - (e) Matters relating to Article 3, paragraph 14, of the Kyoto Protocol
    - (f) Matters relating to Article 2, paragraph 3, of the Kyoto Protocol
  12. Administrative, financial and institutional matters
    - (a) Budget performance in the biennium 2008–2009
    - (b) Programme budget for the biennium 2010–2011
  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
  14. High-level segment
  15. Statements by observer organizations
  16. Other matters



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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 fifth session
- (b) Closure of the session



**Provisional agenda of the  
Subsidiary Body for Scientific and Technological Advice at its  
thirty-first session**

1. Opening of the session
2. Organizational matters
  - (a) Adoption of the agenda  
*FCCC/SBSTA/2009/4*
  - (b) Organization of the work of the session  
*FCCC/SBSTA/2009/4*
  - (c) Election of officers other than the Chair
  - (d) Election of replacement officers
3. Nairobi work programme on impacts, vulnerability and adaptation to climate change  
*FCCC/SBSTA/2009/5; FCCC/SBSTA/2009/6; FCCC/SBSTA/2009/7; FCCC/SBSTA/2009/INF.5; FCCC/SBSTA/2009/MISC.9; FCCC/SBSTA/2009/MISC.10; FCCC/TP/2009/2*
4. Development and transfer of technologies  
*FCCC/SB/2009/4; FCCC/SB/2009/4/Summary; FCCC/SB/2009/INF.6*
5. Reducing emissions from deforestation in developing countries: approaches to stimulate action
6. Research and systematic observation  
*FCCC/SBSTA/2009/MISC.12*
7. Methodological issues under the Convention
  - (a) Annual report on the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention  
*FCCC/SBSTA/2009/INF.4*
  - (b) Emissions from fuel used for international aviation and maritime transport
8. Methodological issues under the Kyoto Protocol
  - (a) Implications of the establishment of new hydrochlorofluorocarbon-22 (HCFC-22) facilities seeking to obtain certified emission reductions for the destruction of hydrofluorocarbon-23 (HFC-23)
  - (b) Carbon dioxide capture and storage in geological formations as clean development mechanism project activities  
*FCCC/SBSTA/2009/MISC.11*
  - (c) Common metrics to calculate the CO<sub>2</sub> equivalence of greenhouse gases



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9. Matters relating to Article 2, paragraph 3, of the Kyoto Protocol
  10. Other matters
  11. Report on the session

**Provisional agenda of the  
Subsidiary Body for Implementation at its thirty-first session**

1. Opening of the session
2. Organizational matters
  - (a) Adoption of the agenda  
*FCCC/SBI/2009/9*
  - (b) Organization of the work of the session  
*FCCC/SBI/2009/9*
  - (c) Election of officers other than the Chair
  - (d) Election of replacement officers
3. National communications and greenhouse gas inventory data from Parties included in Annex I to the Convention
  - (a) Report on national greenhouse gas inventory data from Parties included in Annex I to the Convention for the period 1990–2007  
*FCCC/SBI/2009/12*
  - (b) Status report on the review of fourth national communications and preparations for the review of fifth national communications  
*FCCC/SBI/2009/INF.9*
4. National communications from Parties not included in Annex I to the Convention
  - (a) Provision of financial and technical support  
*FCCC/SBI/2009/INF.11; FCCC/CP/2009/9*
  - (b) Information contained in national communications from Parties not included in Annex I to the Convention `
  - (c) Further implementation of Article 12, paragraph 5, of the Convention
5. Financial mechanism of the Convention
  - (a) Fourth review of the financial mechanism  
*FCCC/SBI/2009/MISC.10*
  - (b) Report of the Global Environment Facility to the Conference of the Parties and guidance to the Global Environment Facility  
*FCCC/CP/2009/9*
  - (c) Assessment of the Special Climate Change Fund  
*FCCC/SBI/2009/MISC.9*

6. Matters relating to Article 4, paragraphs 8 and 9, of the Convention
  - (a) Progress on the implementation of decision 1/CP.10  
*FCCC/SBI/2009/MISC.11*
  - (b) Matters relating to the least developed countries  
*FCCC/SBI/2009/13*
7. Development and transfer of technologies  
*FCCC/SB/2009/INF.6; FCCC/SB/2009/4; FCCC/SB/2009/4/Summary; FCCC/SBI/2009/14*
8. Capacity-building under the Convention  
*FCCC/SBI/2009/4; FCCC/SBI/2009/5; FCCC/SBI/2009/MISC.1; FCCC/SBI/2009/MISC.2; FCCC/CP/2009/9; FCCC/SBI/2009/10; FCCC/SBI/2009/MISC.8*
9. Capacity-building under the Kyoto Protocol  
*FCCC/SBI/2009/4; FCCC/SBI/2009/5; FCCC/SBI/2009/MISC.1; FCCC/SBI/2009/MISC.2; FCCC/SBI/2009/10; FCCC/SBI/2009/MISC.8*
10. Reporting and review of information submitted by Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol  
*FCCC/SBI/2009/INF.8*
11. Matters relating to Article 3, paragraph 14, of the Kyoto Protocol
12. Report of the administrator of the international transaction log under the Kyoto Protocol  
*FCCC/KP/CMP/2009/19*
13. Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol  
*FCCC/KP/CMP/2009/15; FCCC/KP/CMP/2009/15/Add.1*
14. Administrative, financial and institutional matters
  - (a) Budget performance for the biennium 2008–2009  
*FCCC/SBI/2009/11; FCCC/SBI/2009/INF.10*
  - (b) Continuing review of the functions and operations of the secretariat  
*FCCC/SBI/2009/11*
  - (c) Privileges and immunities for individuals serving on constituted bodies established under the Kyoto Protocol
15. Other matters
16. Report on the session



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Annex II

**List of preparatory meetings**

Least developed countries	1 to 2 December 2009
Small island developing States	3 to 4 December 2009
African Group	3 to 4 December 2009
Group of 77 and China	5 to 6 December 2009

### Annex III

## **Protocol issues**

### **Credentials of States Parties to the Convention and its Kyoto Protocol**

In accordance with rule 19 of the draft rules of procedure being applied (FCCC/CP/1996/2), the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat not later than 24 hours after the opening of the session. Any later change in the composition of the delegation shall also be communicated to the secretariat.

The credentials<sup>1</sup> must be issued by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization.

The secretariat wishes to remind Parties that, in accordance with decisions 17/CP.9 and 36/CMP.1, only one set of credentials is necessary to cover the participation of Parties to the Convention and Parties to the Kyoto Protocol in the COP at its fifteenth session and the CMP at its fifth session.

Parties are also reminded that with regard to the adoption of any protocol to the Convention pursuant to its Article 17 as well as the adoption of any amendment to the Kyoto Protocol pursuant to its Articles 20 and 21, only Parties with valid credentials would be able to participate in their adoption. Parties should further note that in accordance with Article 21, paragraph 7, of the Kyoto Protocol any amendment to Annex B to the Protocol shall be adopted only with the written consent of the Party concerned. Parties wishing to be included in Annex B are reminded to deposit with the secretariat, prior to the adoption of any amendment to Annex B, a document providing evidence of such written consent issued and signed by the Head of State or Government or Minister of Foreign Affairs or signed by another official with Full Powers to that effect issued by one of the afore-mentioned qualified authorities.

### **Observer States to the Convention**

States that are not Parties to the Convention are not required to provide their representatives with credentials.

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<sup>1</sup> At COP 15 and CMP 5 new officers will be elected or appointed to the following bodies under the Convention and the Kyoto Protocol:

- The Bureau of the COP and the CMP
- The Subsidiary Body for Implementation
- The Subsidiary Body for Scientific and Technological Advice
- The Executive Board of the Clean Development Mechanism
- The Compliance Committee
- The Joint Implementation Supervisory Committee
- The Adaptation Fund Board
- The Expert Group on Technology Transfer.

Should the COP decide to reconstitute the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, then officers would be appointed to that body as well. Nominations to these bodies are to be submitted by the regional and other groups and constituencies accordingly.



### High-level segment of the session

The high-level segment, to be attended by ministers and other senior officials, will be held from 16 to 18 December 2009. National statements by ministers and other heads of delegation will be heard in joint meetings of the COP and CMP during the high-level segment.

Given the number of Parties and the limited amount of time available for statements, it will be necessary to limit the duration of each statement. **The recommended time limit is three minutes.** Statements on behalf of groups, where the other members of the group do not speak, are strongly encouraged and additional time will be provided for these. Full texts of the official statements will be circulated if a sufficient number of copies is provided to the secretariat during the course of the session.

The list of speakers will be open from Friday, 23 October 2009 to Friday, 20 November 2009. **Requests received before Friday, 23 October 2009 cannot be considered.** Registrations should be made using the attached form and should be addressed to the External Relations Officer, Conference Affairs Services, telephone: +49 228 815 1520 or +49 228 815 1426, fax: +49 228 815 1855, e-mail: <sessions@unfccc.int>.



## **Registration form – COP 15 High-level segment**

### **List of speakers during the high-level segment**

Copenhagen 2009: United Nations Climate Change Conference  
16 to 18 December 2009

The list of speakers will be open from Friday 23 October 2009 to Friday, 20 November 2009. Parties that wish to deliver a national statement during the high-level segment of COP 15 and CMP 5, from 16 to 18 December 2009, are requested to complete this form and return it to the secretariat.

<b>Requests received before Friday, 23 October 2009 cannot be considered.</b>
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Please note that the nomination of representatives of a Party to attend the sessions does not imply inclusion in the list of speakers.

**Party** .....

**Name of speaker** .....

(Mr./Ms.) (First name) (Middle initial)

.....  
(Last name)

**Title/Position** .....

**Institution** .....

**Contact person** .....

**Title of contact person** .....

**Institution** .....

**Telephone** .....

**Fax** .....

**E-mail** .....

**Signature of the contact person** ..... **Date** .....

**Mailing address**

Secretary of the Conferences  
Climate Change Secretariat  
P. O. Box 260 124  
53153 Bonn  
Germany  
Fax: +49 228 815 1855, E-mail: <sessions@unfccc.int>



Annex IV**Guide for participants**

<b>Visas</b>	<p>All foreign delegates entering Denmark must have a valid passport. Participants requiring a visa for Denmark, or a transit visa, are strongly encouraged to contact the appropriate consular authorities immediately upon receipt of this notification. <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 Ministry of Foreign Affairs of Denmark:</p> <p>&lt;<a href="http://www.um.dk/en/menu/ConsularServices/DanishVisaRules/?WBCMODE=PresentationUnpublish">http://www.um.dk/en/menu/ConsularServices/DanishVisaRules/?WBCMODE=PresentationUnpublish</a>&gt;.</p>
<b>Hotels</b>	<p>The Government of Denmark wishes to inform participants that they are strongly encouraged to register through the Nordic Hotel Group (NHG) booking system to secure their accommodation for Copenhagen. Transport and security will be provided during the conference based on these bookings. If participants make their own accommodation arrangements, they run the risk of excluding themselves from these arrangements.</p> <p>Accommodation requests can be registered at &lt;<a href="http://www.cop15.nhg.dk">www.cop15.nhg.dk</a>&gt;.</p>
<b>Medical insurance</b>	<p>Participants are strongly advised to obtain, before departure to Copenhagen, adequate and valid individual or group travel insurance to cover any expenses that may arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment.</p>
<b>Influenza A (H1N1) Virus</b>	<p>Information on this virus is available at the following link:</p> <p>&lt;<a href="http://www.who.int/csr/disease/swineflu/frequently_asked_questions/about_disease/en/index.html">http://www.who.int/csr/disease/swineflu/frequently_asked_questions/about_disease/en/index.html</a>&gt;.</p>
<b>Disclaimer</b>	<p>The United Nations and the UNFCCC 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. In this context, participants are strongly recommended to obtain international medical insurance for the period of participation.</p>
<b>Funding</b>	<p><i>The present notification does not constitute an offer for funding. A separate communication for this purpose will be sent to eligible Parties.</i></p>



<b>Registration</b>	<ul style="list-style-type: none"><li>• All participants are requested to register upon arrival at the Registration desk located at the Bella Center.</li><li>• A valid photo ID should be presented to the registration staff.</li><li>• As of 1 December 2009, the “no registration, no access” rule shall be strictly applied and will be enforced throughout the period of the sessions.</li><li>• Early registration on 1 December 2009 is highly recommended to avoid delay on the first morning of the sessions.</li></ul> <p><b>Opening hours</b> <b>From Tuesday, 1 December 2009 to Sunday, 6 December 2009, from 9 a.m. to 6 p.m.</b></p> <p><b>From Monday, 7 December 2009 to Friday, 18 December 2009, from 8 a.m. to 6 p.m.</b></p> <p>Double registration for the sessions is not permitted (i.e., as State representative and observer organization representative, or as State representative and press/media representative).</p>
<b>Badges</b>	Badges are required for participants to gain access to the premises. They are issued only on the basis of a letter of nomination from Parties or admitted observer States. For security reasons, all participants are requested to wear their badges at all times.
<b>Side events and exhibits</b>	The schedule of side events and list of exhibits will be available in early November 2009 on the UNFCCC website: < <a href="http://regserver.unfccc.int/seors?session_id=COP15">http://regserver.unfccc.int/seors?session_id=COP15</a> >.
<b>Rental of offices on a commercial basis</b>	Information on the booking of delegation offices can be found at: < <a href="http://www.delegations.bellacenter.dk/english/delegation+facilities">http://www.delegations.bellacenter.dk/english/delegation+facilities</a> >.
<b>Documents</b>	Please consult the UNFCCC website < <a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a> > for all available documents.

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