



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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Page 1 of 10

NOTIFICATION

United Nations Climate Change Conference, Bonn

3 to 14 June 2013

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-eighth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 38), Monday 3 to Friday, 14 June 2013;
- Thirty-eighth session of the Subsidiary Body for Implementation (SBI 38), Monday 3 to Friday, 14 June 2013;
- Concurrent session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP).

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

Three annexes are attached to this notification as follows:

Annex I contains the provisional agendas for SBSTA 38 and SBI 38. The provisional agenda for the concurrent session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action will be provided after the second part of the ADP will be held in Bonn, Germany, from 29 April to 3 May 2013.

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

Distribution: To Parties and observer States through their National Focal Points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



Annex III provides information for participants, including opening hours for the registration desk as well as relevant information on the issuance of visas for Germany, and on hotel accommodation and transportation. I would like to draw your attention to some new services designed to make participants' stays in Bonn more convenient. More detailed information is available, in English, at <http://www.bonn-region.de/english/service.html>.

Additionally, the secretariat, in an effort to improve the services to participants, has included practical and relevant information on our website. Please visit the secretariat website at http://unfccc.int/meetings/bonn_apr_2013/meeting/7386/php/view/logistics.php.

The online registration system, which allows Parties to nominate individuals electronically and efficiently, will be accepted on-line as of today Central European Time (CET). This convenient and user-friendly system is the **only** official channel in which to nominate participants for the sessions. The secretariat is not in a position to receive nominations by any other method such as e-mail, letter or fax.

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 obtain access to the system and its use. A help desk is available at the following e-mail address:

<onlinereg@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 sessions.

Yours sincerely,

(Signed by Richard Kinley for)

Christianana Figueres



Annex I

Provisional agendas

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

**Bonn, Germany
3 – 14 June 2013**

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 other than the Chair;
 - (d) Election of replacement officers.
3. Nairobi work programme on impacts, vulnerability and adaptation to climate change.
4. Methodological guidance for activities relating to reducing emissions from deforestation and forest degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries.
5. Coordination of support for the implementation of activities in relation to mitigation actions in the forest sector by developing countries, including institutional arrangements.
6. Development and transfer of technologies and implementation of the technology mechanism.
7. Research and systematic observation.
8. Impact of the implementation of response measures:
 - (a) Forum and work programme;
 - (b) Matters relating to Article 2, paragraph 3, of the Kyoto Protocol.
9. Issues relating to agriculture.
10. Methodological issues under the Convention:
 - (a) Work programme on the revision of the guidelines for the review of biennial reports and national communications, including national inventory reviews, for developed country Parties;
 - (b) General guidelines for domestic measurement, reporting and verification of domestically supported, nationally appropriate mitigation actions by developing country Parties;
 - (c) Revision of the UNFCCC reporting guidelines on annual inventories for Parties included in Annex I to the Convention;
 - (d) Greenhouse gas data interface;
 - (e) Emissions from fuel used for international aviation and maritime transport.



11. Methodological issues under the Kyoto Protocol:
 - (a) Implications of the implementation of decisions 2/CMP.7 to 4/CMP.7 and 1/CMP.8 on the previous decisions on methodological issues related to the Kyoto Protocol including those relating to Articles 5, 7 and 8 of the Kyoto Protocol
 - (b) Land use, land-use change and forestry under Article 3, paragraphs 3 and 4, of the Kyoto Protocol and under the clean development mechanism;
 - (c) Implications of the inclusion of reforestation of lands with forest in exhaustion as afforestation and reforestation clean development mechanism project activities.
12. Market and non-market mechanisms under the Convention:
 - (a) Framework for various approaches;
 - (b) Non-market-based approaches;
 - (c) New market-based mechanism.
13. The 2013-2015 review.
14. Work programme on clarification of quantified economy-wide emission reduction targets of developed country Parties.
15. Scientific, technical and socio-economic aspects of mitigation of climate change.
16. Cooperation with other international organizations
17. Other matters.
18. Report on the session.



**Provisional agenda for the thirty-eighth session of the
Subsidiary Body for Implementation**

**Bonn, Germany
3 – 14 June 2013**

1. Opening of the session
2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session.
3. National communications from Parties included in Annex I to the Convention: status of submission and review of fifth national communications from Parties included in Annex I to the Convention.
4. National communications from Parties not included in Annex I to the Convention:
 - (a) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention;
 - (b) Information contained in national communications from Parties not included in Annex I to the Convention;¹
 - (c) Provision of financial and technical support.
5. Nationally appropriate mitigation actions by developing country Parties:
 - (a) Composition, modalities and procedures of the team of technical experts under international consultations and analysis;
 - (b) Work programme to further the understanding of the diversity of nationally appropriate mitigation actions.
6. Coordination of support for the implementation of activities in relation to mitigation actions in the forest sector by developing countries, including institutional arrangements
7. Matters relating to the mechanisms under the Kyoto Protocol:
 - (a) Review of the modalities and procedures of the clean development mechanism;
 - (b) Review of the joint implementation guidelines;
 - (c) Modalities for expediting the continued issuance, transfer and acquisition of joint implementation emission reduction units;
 - (d) Modalities for expediting the establishment of eligibility for Parties included in Annex I to the Convention with commitments for the second commitment period whose eligibility has not yet been established;
 - (e) Procedures, mechanisms and institutional arrangements for appeals against the decisions of the Executive Board of the clean development mechanism
8. Matters relating to the least developed countries.

¹ At the thirty-seventh session of the Subsidiary Body for Implementation (SBI), there was no consensus to include this item on the agenda. It was therefore held in abeyance. On a proposal by the Chair, the SBI decided to include this item on the provisional agenda for its thirty-eighth session.



9. National adaptation plans²
10. Approaches to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change to enhance adaptive capacity.³
11. Matters relating to finance:
 - (a) Adaptation Fund under the Kyoto Protocol;
 - (b) Other matters.
12. Development and transfer of technologies and implementation of the technology mechanism.
13. Capacity-building.
14. Impact of the implementation of response measures:
 - (a) Forum and work programme;
 - (b) Matters relating to Article 3, paragraph 14, of the Kyoto Protocol;
 - (c) Progress on the implementation of decision 1/CP.10.
15. The 2013–2015 review.
16. Parties included in Annex I to the Convention whose special circumstances are recognized by the Conference of the Parties.
17. Arrangements for intergovernmental meetings.
18. Administrative, financial and institutional matters:
 - (a) Budget performance for the biennium 2012–2013;
 - (b) Programme budget for the biennium 2014–2015;
 - (c) Continuing review of the functions and operations of the secretariat;
 - (d) Implementation of the Headquarters Agreement;
 - (e) Methodology for the collection of international transaction log fees in the biennium 2014–2015;
 - (f) Privileges and immunities for individuals serving on constituted bodies established under the Kyoto Protocol.
19. Other matters.
20. Report on the session.

² Decision 1/CP.16, paragraphs 15–18.

³ Decision 1/CP.16, paragraphs 26–29.



Annex II

List of preparatory meetings

Least Developed Countries	28 – 29 May 2013	Wissenschaftszentrum Bonn Ahrstrasse 45 53175 Bonn Germany
Small Island Developing States	30 – 31 May 2013	
African Group	30 – 31 May 2013	
Group of 77 and China	1 – 2 June 2013	Hotel Maritim, Godesberger Allee 53175 Bonn Germany



Annex III

Information for participants

Essential documents	Please consult the UNFCCC website < http://maindb.unfccc.int/library > for all available documents.
Funding	<i>Please refer to the Offer for Funding notification dated 26 February regarding the ADP session from 29 April to 3 May and SB 38 from 3 June to 14 June 2013.</i>
Visas New!	<p>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. The issuance of a visa for the Schengen States may take up to two weeks from the date of submission of the visa application. 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:</p> <p><http://www.auswaertiges-amt.de/diplo/en/Startseite.html> (also available in French and Spanish).</p> <p>Please note that the European Union has introduced new procedures on the issuance of Schengen visas. Kindly refer to the links below for further information.</p> <p>http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/visa-information-system/index_en.htm</p> <p>http://europa.eu/rapid/press-release_MEMO-11-682_en.htm?locale=en</p>
Nominations	<p>Online registration for Parties and observer States to nominate their representatives:</p> <p>open as of today at midnight CET.</p> <p>Online registration for Parties and observer States to confirm their representatives:</p> <p>open as of today at midnight CET.</p>
Registration	<p>All participants are requested to register upon arrival at the desk located in the Hotel Maritim.</p> <p>A valid photo ID should be presented at registration in order to issue the corresponding badge.</p>
Registration Times	<p>Registration times:</p> <p>Saturday, 1 and Sunday, 2 June 2013 from 9 a.m. to 6 p.m.</p> <p>Monday, 3 until Saturday, 8 June 2013 from 8 a.m. to 7 p.m.</p> <p>Sunday, 9 June 2013 - Registration will be closed.</p> <p>Monday, 10 until Thursday, 13 June 2013 from 8 a.m. to 7 p.m.</p> <p>Friday, 14 June 2013 from 8 a.m. to 6 p.m.</p> <p>Early registration on Saturday, 1 or Sunday, 2 June 2013, is highly recommended to avoid delays on the first day of the sessions.</p>



	Double registration for the session is not permitted (i.e. observer organization representative and Party or State representative and/or press/media representative).
Badges	Badges are essential in order for participants to gain access to the premises. For security reasons, all participants are requested to wear their badges at all times.
Nominations concerning side event and exhibit organizers	All potential organizers, speakers, participants and technical staff for side events and exhibits must be confirmed in the online registration to ensure that they are granted access to the premises.
Press briefings	In order for the secretariat to 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, telephone: +49 228 815 1005, fax: +49 228 815 1999, e-mail: <press@unfccc.int>.
Hotels New!	<p>A new service is being offered by the city of Bonn concerning accommodation and public transport.</p> <p>Hotel bookings placed through the link to the City of Bonn's designated page for the sessions (http://www.bonn-region.de/UNFCCC) includes a free public transportation ticket for the city and the region of Bonn (Verbund Rhein Sieg). The print-at-home PDF ticket is valid for the duration of the hotel stay of the delegate. The ticket will be sent automatically along with the hotel reservation confirmation..</p> <p>For further assistance, please contact: E-mail: a.isengard@bonn-region.de. Telephone: +49 (0)2 28/ 910 41 33.</p>
Disclaimer	<p>Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation. 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>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. 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

Travel	<p>For shorter trips, use the train instead of a car/coach and plane.</p> <p>Please do not forget to offset the carbon footprint of your travel.</p>
Accommodation	<p>Stay in hotels which operate in an environmentally responsible manner.</p> <p>Select a hotel located near public transportation.</p>
Green behaviour during the sessions of the Convention	<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>Request group pick-up from the hotel when local transport is not an option.</p> <p>Recycle your waste: bottles, cans, paper, etc.</p> <p>As far as possible, provide information electronically.</p>
Materials for the meeting	<p>Reduce shipment of printed material to the minimum necessary.</p> <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>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> <p>Avoid bringing any material for distribution to this session.</p>
Pigeonholes	<p>Only material in electronic/digital (USB, CD-ROM, etc.) format that has been authorized by the secretariat can be distributed through pigeonholes.</p> <p>Please refrain from distributing print material on general information, other meetings, future conferences and activities of your organization or publicity material.</p>
Recycling of badges and lanyards	<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>
