



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

**Bonn, 15 October 2010**

Ref: ODES/AWGLCA 12/AWGKP14/10  
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**MESSAGE TO PARTIES**

**Early submission of information and views**

This note contains an updated table listing upcoming deadlines for submission of information and views invited by Convention and Kyoto Protocol bodies. The note has been prepared as a reference for Parties to facilitate the early submission of information and views. The update reflects the outcomes of the recent sessions of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention and the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol. Where the reports of the sessions are not yet ready the table refer to the appropriate in-session documents.

In order for documents to be produced in a timely manner and to facilitate preparations, it is important that the submissions reach the secretariat on time. Electronic submissions, either on diskette/CD-ROM or sent via e-mail, will facilitate the timely production of documents. E-mail submissions should be sent to [secretariat@unfccc.int](mailto:secretariat@unfccc.int); receipt will be acknowledged. Submissions formatted in MS Word 2000 are preferable. If non-electronic submissions are provided, more time will be needed to produce the document.

As submissions are compiled on an issue-by-issue basis, Parties are requested to identify each submission by its subject and mandate and, if possible, send each submission as a separate document.

Yours sincerely,

*(signed by)*

Richard Kinley  
Deputy Executive Secretary

<b>Distribution:</b> To 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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## Upcoming deadlines for submission of views or information by Parties

Submission		Date
2010		
1.	<u>Draft Proposal by the Chair to facilitate preparations for negotiations (AWG-KP)</u> Submissions of views on the Draft Proposal by the Chair to facilitate preparations for negotiations (See FCCC/KP/AWG/2010/CRP.3)	31 October

Annually		
2.	<u>Capacity-building under the Convention (SBI)</u> Information from Parties on the activities they have undertaken pursuant to decision 2/CP.7 and 2/CP.10, which should include, inter alia, such elements as needs and gaps, experiences and lessons learned (See FCCC/CP/2006/5/Add.1, decision 4/CP.12, paragraph 1 (a))	2011
3.	<u>Capacity-building under the Kyoto Protocol (SBI)</u> Information from Parties on the activities that they have undertaken pursuant to decision 29/CMP.1 and reports from relevant multilateral and bilateral agencies and the private sector on their support of the implementation of the framework undertaken pursuant to decision 29/CMP.1, in accordance with national priorities and with the knowledge of relevant national authorities (See FCCC/KP/CMP/2006/10/Add.1, decision 6/CMP.2, paragraph 1 (a) and (b))	2011

2012		
4.	<u>Capacity-building for countries with economies in transition under the Convention (SBI)</u> Information on how Parties have implemented capacity-building activities in EIT countries (See FCCC/SBI/2007/34, paragraph 87)	February
5.	<u>Capacity-building for countries with economies in transition under the Kyoto Protocol (SBI)</u> Information on how Parties have implemented capacity-building activities in EIT countries (See FCCC/SBI/2007/34, paragraph 123)	February