



Subsidiary Body for Implementation

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Administrative, financial and institutional matters

Budget performance for the biennium 2012–2013

Budget performance for the biennium 2012–2013 as at 30 June 2013

Note by the Executive Secretary

Summary

The budget performance for the first 18 months of the biennium 2012–2013 of the trust funds administered by the secretariat is presented. The aim is to inform Parties of income and expenditure and the results achieved as at 30 June 2013. As at 30 June 2013 EUR 36.2 million, or 80.5 per cent of the total core budget indicative contributions expected for the biennium, had been received. Voluntary contributions received amounted to USD 5.45 million under the Trust Fund for Participation in the UNFCCC Process and USD 29.3 million under the Trust Fund for Supplementary Activities. Approximately 70.7 per cent of the 2012–2013 core budget had been spent. USD 26.3 million had been spent on various projects under the Trust Fund for Supplementary Activities and USD 7.9 million under the Trust Fund for Participation in the UNFCCC Process to cover the participation of eligible Parties in sessional meetings. This report also contains information on the status of the Trust Fund for the Clean Development Mechanism, the Trust Fund for the International Transaction Log and the Trust Fund for the Special Annual Contribution from the Government of Germany and on programme support costs. It further provides information on human resources and contains a detailed report on programme delivery.

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I. Introduction

A. Mandate

1. The Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), by decisions 18/CP.17 and 17/CMP.7, approved the programme budget for the biennium 2012–2013, and the COP requested the Executive Secretary to report to it on income and budget performance and to propose any adjustments that might be needed in the programme budget.

B. Scope of the note

2. This document reports the income and budget performance of the trust funds administered by the secretariat as at 30 June 2013. It should be read in conjunction with document FCCC/SBI/2011/2/Add.1, which contains the 2012–2013 biennial work programme of the secretariat, and document FCCC/SBI/2013/INF.15, which provides information on the status of contributions as at 31 October 2013. The document also provides information on human resources and programme delivery.

C. Possible action by the Subsidiary Body for Implementation

3. The Subsidiary Body for Implementation (SBI) may wish to take note of the information presented and decide on actions that may need to be included in draft decisions on administrative and financial matters to be recommended for adoption by the COP at its nineteenth session and by the CMP at its ninth session.

II. Income and expenditure report

A. Trust Fund for the Core Budget of the UNFCCC

4. The COP, by decision 18/CP.17, and the CMP, by decision 17/CMP.7, approved a total budget of EUR 48.5 million for the biennium 2012–2013 (see table 1).

Table 1

Approved core programme budget and income for the biennium 2012–2013

	<i>2012 (EUR)</i>	<i>2013 (EUR)</i>	<i>Total (EUR)</i>
Programme expenditures	21 507 201	21 258 557	42 765 758
Programme support costs	2 795 936	2 763 612	5 559 548
Adjustment to the working capital reserve	185 875	0	185 875
Total approved programme budget	24 489 012	24 022 169	48 511 181
Indicative contributions	22 722 074	22 255 231	44 977 305
Unspent balance or contributions from previous financial periods (carry-over)	1 000 000	1 000 000	2 000 000
Contribution from the Host Government	766 938	766 938	1 533 876
Total income	24 489 012	24 022 169	48 511 181

5. Table 2 shows the actual income to the Trust Fund for the Core Budget of the UNFCCC for the first 18 months of the biennium, which amounts to EUR 48.6 million. This consists mainly of EUR 36.2 million from indicative contributions received from Parties for 2012–2013, a fund balance from previous financial periods (i.e. 2010–2011 carry-over) of EUR 9.2 million and voluntary contributions from the Host Government of EUR 1.5 million.

Table 2

Core budget income as at 30 June 2013

	<i>2012–2013 (EUR)</i>
Carry-over from 2010–2011 ^a	9 232 047
Indicative contributions for 2012–2013 to the Convention	24 490 208
Indicative contributions for 2012–2013 to the Kyoto Protocol	11 710 724
Voluntary contributions from the Host Government	1 533 876
Contributions for future years received in advance ^a	905 778
Interest, miscellaneous income and prior-period savings ^a	679 878
Total income^b	48 552 511

^a Where applicable, the exchange rate used (USD 1 = EUR 0.767) is the official United Nations exchange rate for 30 June 2013.

^b Working capital reserve amounts to EUR 2,017,160.

6. As at 30 June 2013, of the 195 Parties to the Convention, 113 had not made their contributions for 2013, and of the 192 Parties to the Kyoto Protocol, 118 had not made their contributions for 2013.

7. Table 3 shows the approved core budget for 2012–2013 by programme as well as the programmes' expenditures for the first 18 months of the biennium. As at 30 June 2013 expenditure amounted to EUR 30.2 million, or 70.7 per cent of the approved budget for 2012–2013.

Table 3

Approved 2012–2013 core budget and expenditure by programme as at 30 June 2013

	<i>Budget (EUR)</i>	<i>Expenditure (EUR)</i>	<i>Expenditure as a percentage</i>
<i>A. Programme</i>			
Executive Direction and Management	4 371 974	3 065 133	70.1
Mitigation, Data and Analysis	10 193 264	7 078 431	69.4
Finance, Technology and Capacity-building	5 648 394	3 547 696	62.8
Adaptation	3 873 544	2 580 502	66.6
Sustainable Development Mechanisms	1 120 318	794 754	70.9
Legal Affairs	2 710 628	1 765 533	65.1
Conference Affairs Services	3 286 432	2 353 880	71.6
Communications and Knowledge Management Services	3 414 864	2 367 744	69.3
Information Technology Services	6 229 090	4 459 401	71.6

	Budget (EUR)	Expenditure (EUR)	Expenditure as a percentage
<i>B. Secretariat-wide operating costs^a</i>	3 239 902	2 203 078	68.0
Subtotal (A + B)	44 088 410	30 216 152	68.5
Less: Extraordinary efficiency dividend	1 322 652		
Total^b	42 765 758	30 216 152	70.7

^a Secretariat-wide operating costs are managed by the Administrative Services programme.

^b Excludes programme support costs and adjustment to the working capital reserve.

8. Table 4 presents the approved core budget for 2012–2013 and expenditure to the end of June 2013 by object of expenditure. “Staff costs” include salaries and common staff costs, salaries of short-term staff, temporary assistance and overtime. External expertise, both individual and institutional, is included under “Consultants”. Travel of staff on official missions is shown separately from travel of experts to workshops and informal consultations. Payments to suppliers for goods and services and other running costs such as telecommunication charges are combined under “General operating expenses”. “Grants and contributions” include payments to the United Nations Common Services Unit in Bonn, Germany, for premises management, which provides logistical and administrative services to the secretariat, and the annual contribution to the Intergovernmental Panel on Climate Change (IPCC).

Table 4

Approved 2012–2013 core budget and expenditure by object of expenditure as at 30 June 2013

Object of expenditure	Budget (EUR)	Expenditure (EUR)	Expenditure as a percentage
Staff costs	33 060 721	22 500 134	68.1
Consultants	1 488 718	1 353 180	90.9
Expert groups	2 039 656	945 278	46.3
Travel of staff	1 473 301	1 227 856	83.3
General operating expenses	4 363 760	3 096 664	71.0
Grants and contributions	1 662 254	1 093 040	65.8
Subtotal	44 088 410	30 216 152	68.5
Less: Extraordinary efficiency dividend	1 322 652		
Total^a	42 765 758	30 216 152	70.7

^a Excludes programme support costs and adjustment to the working capital reserve.

9. Some objects of expenditure remain under the ideal implementation rate of 75 per cent as at 30 June 2013. For example, expenditure for expert groups is low, primarily because several Compliance Committee meetings, as well as all centralized reviews to be coordinated by the Mitigation, Data and Analysis (MDA) programme, are planned for the second half of 2013. Expenditure for staff costs is expected to increase in the next six months to reflect the settlement of education grants for the academic year 2012–2013. Expenditure for consultants has an implementation rate higher than 75 per cent, which reflects the fact that, owing to the urgency of work, some consultants were employed where vacant posts could not be filled as quickly as needed. The high rate of expenditure for staff travel results from a higher than anticipated demand for travel relating to: outreach activities; participation in international forums relating to land use, land-use change and

forestry (LULUCF) and REDD-plus;¹ and the provision of support to Parties not included in Annex I to the Convention (non-Annex I Parties), inter alia, for the preparation of their nationally appropriate mitigation actions (NAMAs).

B. Trust Fund for Participation in the UNFCCC Process

10. The Trust Fund for Participation in the UNFCCC Process supports the participation of representatives of eligible developing country Parties and Parties with economies in transition in the sessions of the COP and its subsidiary bodies, using voluntary contributions. Parties are eligible for funding if their per capita gross domestic product did not exceed USD 7,500 in 2007 according to the statistics published by the United Nations Conference on Trade and Development. This ceiling is raised to USD 14,000 for small island developing States.

11. Table 5 shows the income and expenditure under the Trust Fund for Participation in the UNFCCC Process as at 30 June 2013. Voluntary contributions received by the secretariat during the reporting period amounted to USD 5.4 million. The contributions received to date, added to the carried over balance from 2010–2011, interest, miscellaneous income and adjustments, result in a total income of USD 10.9 million.

12. Expenditure incurred during the first 18 months of the biennium 2012–2013 amounted to USD 7.9 million, which covered the participation of representatives of eligible Parties in five sessions, leaving a balance of income over expenditure of USD 2.9 million, excluding the operating reserve of USD 0.6 million. This balance, together with any further voluntary contributions to the trust fund, will be used to cover the participation of representatives of eligible Parties in COP 19 and CMP 9, to be held in Warsaw, Poland, at the end of 2013.

Table 5

Status of the Trust Fund for Participation in the UNFCCC Process as at 30 June 2013

(United States dollars)

<i>Income</i>	
Carry-over from 2010–2011	5 121 373
Voluntary contributions received in 2012	4 887 083
Voluntary contributions received in 2013	557 962
Interest	52 669
Miscellaneous income	247 862
Total income	10 866 949
<i>Expenditure</i>	
Travel of 199 participants to SBI 36, SBSTA 36, AWG-KP-17, AWG-LCA 15 and ADP 1	1 310 488
Travel of 194 participants to the informal sessions of AWG-KP 17, AWG-LCA 15 and ADP 1	956 185

¹ Policy approaches and positive incentives on issues relating to reducing emissions from deforestation and forest degradation in developing countries; and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries.

Travel of 338 participants to COP 18, CMP 8, SBI 37, SBSTA 37, AWG-KP 17-2, AWG-LCA 15-2 and ADP 1-2	2 844 515
Travel of 130 participants to ADP 2	539 082
Travel of 204 participants to SBI 38, SBSTA 38 and ADP 2-2	1 329 343
Other travel-related costs	45 941
Programme support costs	914 944
Total expenditure	7 940 498
Balance^a	2 926 451

Abbreviations: ADP = Ad Hoc Working Group on the Durban Platform for Enhanced Action, AWG-KP = Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol, AWG-LCA = Ad Hoc Working Group on Long-term Cooperative Action under the Convention, CMP = Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, COP = Conference of the Parties, SBI = Subsidiary Body for Implementation, SBSTA = Subsidiary Body for Scientific and Technological Advice.

^a Excludes the operating reserve of USD 596,582.

C. Trust Fund for Supplementary Activities

13. A number of mandated core activities continue to be funded from the Trust Fund for Supplementary Activities through voluntary contributions made by Parties, enabling the secretariat to implement the work programme for this biennium more effectively, including supporting the negotiations under the ad hoc working groups.

14. Table 6 shows the income and expenditure under the Trust Fund for Supplementary Activities as at 30 June 2013.

15. Voluntary contributions amounting to USD 29.3 million were received during the reporting period. Other sources of income to the Trust Fund for Supplementary Activities include the fund balance of USD 26.5 million carried over from the biennium 2010–2011, joint implementation (JI) fees, interest income and miscellaneous income, totalling USD 35.2 million as at 30 June 2013.

16. Expenditure under the Trust Fund for Supplementary Activities amounted to USD 26.3 million as at 30 June 2013. The unspent balance of USD 38.1 million, together with any further voluntary contributions received, will be used to finance ongoing activities for the remainder of this biennium.

Table 6

Status of the Trust Fund for Supplementary Activities as at 30 June 2013

(United States dollars)

<i>Income</i>	
Carry-over from 2010–2011	26 534 977
Voluntary contributions received in 2012	22 223 308
Voluntary contributions received in 2013	7 047 118
Joint implementation fees	6 984 465
Interest	332 393
Miscellaneous income	1 330 645

Total income	64 452 906
<i>Expenditure</i>	
Expenditure	23 347 992
Programme support costs	2 985 309
Total expenditure	26 333 301
Balance^a	38 119 605

^a Excludes the operating reserve of USD 2,500,000.

D. Trust Fund for the Clean Development Mechanism

17. Table 7 highlights the income and expenditure under the Trust Fund for the Clean Development Mechanism as at 30 June 2013. Income for the biennium 2012–2013 amounted to USD 260.3 million and consists mainly of funds carried over from the previous biennium of USD 119.2 million and clean development mechanism (CDM) fees of USD 138.9 million.

18. Expenditure as at 30 June 2013 amounted to USD 59.2 million, leaving an unspent balance of USD 201.1 million, or USD 156.1 million after accounting for the operating reserve of USD 45 million.

Table 7

Status of the Trust Fund for the Clean Development Mechanism as at 30 June 2013

(United States dollars)

<i>Income</i>	
Carry-over from 2010–2011	119 203 135
Clean development mechanism fees	138 927 168
Interest	1 623 883
Miscellaneous income	544 725
Total income	260 298 911
<i>Expenditure</i>	
Expenditure	52 504 505
Programme support costs	6 694 141
Total expenditure	59 198 646
Balance^a	201 100 265

^a Excludes the operating reserve of USD 45 million.

E. Trust Fund for the International Transaction Log

19. Table 8 shows the income to the Trust Fund for the International Transaction Log as at 30 June 2013. Income for 2012–2013 amounted to EUR 9.6 million, which consists mainly of EUR 3.9 million from funds carried over from the previous biennium and fees of EUR 5.6 million (99 per cent of the fees for the biennium).

Table 8

Income to the Trust Fund for the International Transaction Log as at 30 June 2013

(Euros)

<i>Income</i>	
Carry-over from 2010–2011 ^a	3 853 078
International transaction log fees for 2012–2013	5 590 020
Interest, miscellaneous income and prior-period savings ^a	136 384
Total income^b	9 579 482

^a Where applicable, the exchange rate used (USD 1 = EUR 0.767) is the official United Nations exchange rate for 30 June 2013.

^b Operating reserve amounts to EUR 239,680.

20. Table 9 shows the approved budget for 2012–2013 by object of expenditure, as well as the expenditure under the Trust Fund for the International Transaction Log as at 30 June 2013. For detailed information on the budget performance of the international transaction log (ITL), see the annual report of the administrator of the ITL under the Kyoto Protocol (FCCC/SBI/2013/INF.16).

Table 9

Approved 2012–2013 budget and expenditure under the Trust Fund for the International Transaction Log by object of expenditure as at 30 June 2013

<i>Object of expenditure</i>	<i>Budget (EUR)</i>	<i>Expenditure (EUR)</i>	<i>Expenditure as a percentage</i>
Staff costs	1 469 568	755 702	51.4
Contractors and consultants	3 295 728	2 154 941	65.4
Expert groups	35 496	5 493	15.5
Travel of staff	35 016	11 469	32.8
General operating expenses and contributions to common services	275 184	93 369	33.9
Total^a	5 110 992	3 020 974	59.1

^a Excludes programme support costs and adjustment to the working capital reserve.

F. Trust Fund for the Special Annual Contribution from the Government of Germany (Bonn Fund)

21. As part of its offer to host the secretariat in Bonn, the Government of Germany makes a special annual contribution to the secretariat of EUR 1.8 million. As at 30 June 2013 the contributions for 2012–2013 had been received in full. The contributions to the Trust Fund for the Special Annual Contribution from the Government of Germany (Bonn Fund) were used to pay for the logistical arrangements for the sessions held in Bonn during the reporting period.

22. Table 10 shows the income and expenditure under the Bonn Fund in 2012–2013 as at 30 June 2013. After accounting for the total expenditure of EUR 3.2 million and the

operating reserve of EUR 241,200, the unspent balance of the fund amounts to EUR 374,186, which is expected to be fully spent by the end of 2013.

Table 10

Status of the Bonn Fund as at 30 June 2013

(Euros)

Income	
Carry-over from 2010–2011 ^a	210 953
Contributions	3 579 044
Interest income and prior-period income	17 769
Total income	3 807 766
Expenditure	
Conference support	2 367 222
Conference information support	420 763
Share of costs for common services	25 291
Programme support costs	379 104
Total expenditure	3 192 380
Less: Operating reserve	241 200
Balance	374 186

^a Where applicable, the exchange rate used (USD 1 = EUR 0.767) is the official United Nations exchange rate for 30 June 2013.

G. Programme support costs

23. In accordance with the financial procedures of the United Nations, 13 per cent overhead charges are payable on all trust funds of the UNFCCC to cover administrative services. Most of these services are provided within the secretariat by the Administrative Services (AS) programme. Central services, such as audit, payroll, investment, treasury and services related to the administration of justice, are provided by the United Nations on a reimbursable basis.

24. Table 11 shows the status of the programme support costs. As at 30 June 2013 income amounted to USD 30.8 million and consisted of USD 13.3 million of funds carried over from the previous biennium, programme support cost income of USD 17.1 million, and interest and miscellaneous income of USD 0.4 million.

25. During the reporting period, USD 14.3 million was used to cover staff and non-staff costs. That includes the main charges for services rendered by the United Nations Office at Geneva for 2012, but as at 30 June 2013 the charges for the first six months of 2013 had not yet been paid. After accounting for the operating reserve of USD 2.3 million, the unspent balance of the special account for programme support costs amounts to USD 14.3 million.

Table 11

Status of the special account for programme support costs as at 30 June 2013

(United States dollars)

Income	
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Carry-over from 2010–2011	13 317 393
Programme support cost income from trust funds	17 141 645
Interest and miscellaneous income	364 515
Total income	30 823 553
<i>Expenditure</i>	
Secretariat staff costs	10 811 611
Secretariat non-staff costs	2 476 306
Services rendered by the United Nations	969 429
Total expenditure	14 257 346
Less: Operating reserve	2 251 200
Balance	14 315 007

III. Programme delivery

26. Programme delivery is based on the work programme for the biennium 2012–2013 and on mandates given to the secretariat after the presentation of the work programme. This chapter should therefore be read in conjunction with document FCCC/SBI/2011/2/Add.1, which outlines the work programme.

27. The following sections provide a brief overview of each programme's responsibilities, indicate whether the expected results of the work programme for the biennium are being achieved and summarize the activities that have contributed to the secretariat's achievements.

A. Executive Direction and Management

28. The overall purpose of the Executive Direction and Management (EDM) programme is to provide strategic guidance, ensure the overall coherence of the secretariat's work and maintain strategic cooperation and partnerships with other organizations, including with the United Nations system, and key stakeholders in the climate change process.

29. In the reporting period, the focus areas of EDM included, inter alia, the delivery of key aspects of the international support infrastructure, such as the operationalization of the Technology Mechanism, and of the Green Climate Fund in the period prior to the establishment of its independent secretariat. Other priorities included the implementation of the measurement, reporting and verification (MRV) system, the implementation of the second commitment period of the Kyoto Protocol, and increasing the coherence and impact of the support infrastructure of the Convention.

30. EDM provided direct support to the Presidents and Bureau of the COP and the CMP in their efforts to facilitate a successful outcome of COP 18 and CMP 8 and in their preparations for COP 19 and CMP 9. The programme's Implementation Strategy Unit coordinated the secretariat's support for the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) and supported the work of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP) and the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA), which concluded their work in 2012. In the area of supporting negotiations, the Executive Secretary has, inter alia, increased efforts to enhance the transparency of the

information made available to Parties on the progress of negotiations through enhanced use of the UNFCCC website and social media tools.

31. In order to enhance both the impact and efficiency of the secretariat's operations and its support to Parties, the Executive Secretary has continued efforts to consolidate a number of important organizational change initiatives into a coherent, results-oriented strategic framework organized around three pillars: 'People', 'Processes' and 'Impact'.

32. Under the 'Impact' pillar, the secretariat has identified specific measures to increase the impact of its work, including supporting the implementation of agreed institutions and mechanisms and strengthening strategic partnerships with civil society and other stakeholders. Activities include the launch of partnerships with the Rockefeller Foundation and the World Economic Forum to expand the scope of the Momentum for Change initiative,² and scaling up the existing collaboration with the United Nations Environment Programme (UNEP) and the United Nations Global Compact Office in the Caring for Climate initiative.³ EDM has also provided strategic support to the office of the United Nations Secretary-General in preparing for his 2014 Climate Summit.

33. Under the 'Processes' pillar of the strategic framework, the Executive Secretary has put a focus on concrete actions aimed at improving the efficiency, quality and environmental sustainability of the secretariat's operations. In an effort to increase the cost-efficiency of its operations, the secretariat has undertaken in-depth reviews of its internal processes using Lean Six Sigma tools, successfully concluding nine projects during the reporting period.⁴

34. Under the 'People' pillar, a comprehensive human resources strategy framework was adopted for 2012–2014. The framework includes specific measures to attain gender balance for posts at the Professional level and above, maintain an appropriate geographical distribution of staff and enhance performance management and accountability at all levels. During the reporting period, 91 per cent of the senior managers completed a leadership development programme, 56 per cent of the mid-level managers undertook management development programmes and 70 per cent of all supervisors participated in supervisory skills training.

B. Mitigation, Data and Analysis

35. MDA supports the intergovernmental process in relation to the mitigation-related activities of developed and developing country Parties, REDD-plus activities, sectoral approaches and bunker fuels, and response measures. MDA facilitates consideration of the information and data provided by all Parties in their national communications, greenhouse gas (GHG) inventories and other relevant submissions, and it also contributes to the provision of technical assistance to non-Annex I Parties for the preparation of their national communications and biennial update reports.

36. MDA is actively engaged in the negotiations relating to MRV of mitigation actions of developed and developing countries, including the mitigation-related work of the AWG-LCA and the AWG-KP and the relevant work programmes under the SBI and the

² See <http://unfccc.int/secretariat/momentum_for_change/items/6214.php>.

³ See <http://www.unglobalcompact.org/issues/environment/climate_change/>.

⁴ In addition, staff received targeted training and used Lean Six Sigma tools for numerous smaller initiatives in their respective areas of work. Training, mentoring and coaching of staff is ongoing, enabling secretariat staff to undertake process reviews on their own and report on the benefits resulting from the improvements. More details on the dynamic efficiency gains achieved by the end of 2012 are contained in document FCCC/SBI/2013/INF.5.

Subsidiary Body for Scientific and Technological Advice (SBSTA). MDA also supports the mitigation-related negotiations under the ADP under workstreams 1 and 2, with a focus on the mitigation aspects of the 2015 agreement and the workplan on enhancing mitigation ambition.

37. In terms of the support provided by the programme in relation to the communication and consideration of information from Parties included in Annex I to the Convention (Annex I Parties), of particular note are the completion of the reviews of the fifth national communications from Annex I Parties, the continuation of the annual review process for the submissions of GHG inventories and supplementary information from Annex I Parties, the provision of support to the work of the Compliance Committee under the Kyoto Protocol, the organization of multiple training activities for expert reviewers, including refresher seminars, the development of a new version of the common reporting format Reporter software and the preparation of information technology (IT) systems and processes, such as the ITL and the compilation and accounting database, for the second commitment period of the Kyoto Protocol.

38. The communication and consideration of information from non-Annex I Parties were supported through the organization of four meetings of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), the implementation of a wide range of technical and capacity-building activities of the CGE and the upgrading of the software to assist non-Annex I Parties in the preparation of their GHG inventories. Five initial national communications, 28 second national communications, one third national communication and one fifth national communication from non-Annex I Parties were received during the reporting period.

39. The reporting period was marked by MDA deploying a functional version of the NAMA registry. The deployment was followed by the maintenance of the operation of the registry, liaison with NAMA proponents, the organization of a regional workshop to support the NAMA preparation process, and outreach to potential providers of support. MDA supported the implementation of the SBI/SBSTA work programme on the impact of the implementation of response measures, including the organization of several meetings of the forum on the impact of the implementation of response measures.

40. MDA made its contribution to the work of the COP and the CMP and their subsidiary bodies on a wide range of methodological and scientific matters. The negotiation of numerous issues relating to REDD-plus, LULUCF and agriculture, the provision of support to the COP work programme on results-based finance for the full implementation of activities relating to REDD-plus, the maintenance of information-sharing on matters relating to REDD-plus through the Web Platform, and the provision of support to the work on emissions from international aviation and maritime transport and common metrics, should be noted in particular.

41. Finally, MDA has started preparations for the launch and operation of international assessment and review for Annex I Parties (including the submission and consideration of their biennial reports) and international consultation and analysis for non-Annex I Parties (including the submission and consideration of their biennial update reports). The planning effort has allowed for the identification and scheduling of relevant tasks and activities for the 2014–2015 biennium, when both processes will need to become operational and produce tangible deliverables, marking the transition from the conceptual phase of MRV development (2012–2013) to a fully operational MRV regime (2014–2015).

C. Finance, Technology and Capacity-building

42. The Finance, Technology and Capacity-building (FTC) programme provides support to Parties, especially non-Annex I Parties, in the implementation of the Convention and its Kyoto Protocol, including in negotiations under the SBI, the SBSTA, the COP, the CMP and the ADP in the areas of finance, technology development and transfer, capacity-building, and education, training and public awareness. The programme also coordinates the secretariat's support for the SBSTA and contributes to the support of the SBI, ensuring their effective and efficient functioning.

43. In the reporting period, FTC supported the organization of four meetings of the Standing Committee on Finance (SCF)⁵ and the preparation and implementation of its workplan, including the organization of the first information exchange forum of the SCF, held in conjunction with the Carbon Expo in Barcelona in May 2013.⁶ It also supported the design and implementation of the work programme on long-term finance, including the organization of two workshops in 2012 and two web-based seminars and the development of web-based tools, and supported the Co-Chairs in preparing their report to COP 18.⁷ The programme continued updating the finance portal⁸ and produced one COP information document on the submissions from developed country Parties relating to fast-start finance. Furthermore, the programme, in collaboration with the Adaptation Fund Board secretariat, organized two regional workshops.⁹ It continued liaising with the Global Environment Facility (GEF) on a number of matters, including the finance portal and climate change activities under the GEF Trust Fund.

44. FTC supported the organization of five meetings¹⁰ of the Technology Executive Committee (TEC) and the preparation and implementation of the rolling workplan of the TEC for 2012–2013, including the organization of three thematic dialogues on enabling environments and barriers to technology transfer and on the research, development and demonstration of environmentally sound technologies, and an expert meeting on technology road maps. In addition, the programme established inventories of existing technology road maps and tools and compiled and synthesized information on the technology needs of non-Annex I Parties. It developed and implemented a new technology information platform within the UNFCCC technology information clearing house TT:CLEAR.¹¹ FTC facilitated the selection process for the host of the Climate Technology Centre (CTC), including by issuing the call for proposals, convening and supporting the evaluation panel to assess the proposals received and communicating with proponents during the selection process. It also facilitated the development of the memorandum of understanding between the COP and UNEP regarding the hosting of the CTC, which was adopted at COP 18.

⁵ See <http://unfccc.int/cooperation_and_support/financial_mechanism/standing_committee/items/6881.php>.

⁶ See <https://unfccc.int/cooperation_and_support/financial_mechanism/standing_committee/items/7624.php> and <https://unfccc.int/cooperation_and_support/financial_mechanism/standing_committee/items/7554.php>.

⁷ Available at <http://unfccc.int/cooperation_support/financial_mechanism/long-term_finance/items/7421.php>.

⁸ <<http://unfccc.int/pls/apex/f?p=116:1:1273473751496967>>.

⁹ See <http://unfccc.int/cooperation_and_support/financial_mechanism/adaptation_fund/items/6193.php>.

¹⁰ See <http://unfccc.int/ttclear/templates/render_cms_page?TEC_meetings>.

¹¹ <<http://unfccc.int/ttclear/pages/home.html>>.

45. FTC organized the 1st and 2nd meetings of the Durban Forum on capacity-building;¹² improved the design and layout of the UNFCCC web pages on capacity-building;¹³ and organized a Capacity-building Day on the UNFCCC Facebook and Twitter pages on a weekly basis. In addition, FTC facilitated the implementation of the Doha work programme on Article 6 of the Convention by: fostering partnerships and catalysing action by organizing a workshop¹⁴ and the 1st Dialogue on Article 6 of the Convention;¹⁵ further developing and promoting the information network clearing house CC:iNet;¹⁶ coordinating the United Nations Alliance on Climate Change Education, Training and Public Awareness¹⁷ and the United Nations Joint Framework Initiative on Children, Youth and Climate Change;¹⁸ and contributing to the work of the United Nations Inter-Agency Committee for the Decade of Education for Sustainable Development¹⁹ and the United Nations Inter-Agency Network on Youth Development.²⁰ To enhance the engagement of young people, FTC has further developed the CC:iNet Youth Portal,²¹ coordinated a joint publication²² and contributed to relevant initiatives led by the United Nations Secretary-General.

D. Adaptation

46. The Adaptation programme supports Parties, in particular developing country Parties, in assessing, developing and implementing adaptation plans, policies and actions aimed at reducing vulnerability and building resilience, and in improving the scientific basis for international climate policy and action on climate change, including by facilitating the review of the adequacy of the long-term global temperature goal. The programme supports intergovernmental work and negotiations on those matters, as well as on a shared vision for long-term cooperative action.

47. In the reporting period, the programme facilitated the implementation of the Cancun Adaptation Framework by supporting:

(a) The work of the Adaptation Committee by preparing for its meetings,²³ through the subsidiary bodies. The Committee successfully initiated the implementation of its three-year workplan²⁴ in a number of areas;

(b) The implementation of the work programme on loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change;²⁵

¹² See <http://unfccc.int/cooperation_and_support/capacity_building/items/7503.php>.

¹³ <http://unfccc.int/cooperation_and_support/capacity_building/items/1033.php>.

¹⁴ See <http://unfccc.int/cooperation_and_support/education_and_outreach/items/6903.php>.

¹⁵ See <http://unfccc.int/cooperation_and_support/education_and_outreach/items/7670.php>.

¹⁶ See <http://unfccc.int/cc_inet/cc_inet/items/3514.php>.

¹⁷ See <http://unfccc.int/cooperation_and_support/education_and_outreach/items/7403.php>.

¹⁸ Activities and events included high-level briefings with the Chairs and Co-Chairs of negotiating bodies and a virtual dialogue with the United Nations Secretary-General (see <<http://bit.ly/19617mQ>>). See <http://unfccc.int/cc_inet/cc_inet/youth_portal/items/6578.php>.

¹⁹ See <<http://bit.ly/19wJgEy>>.

²⁰ See <<http://undesadspd.org/Youth/UNInterAgencyNetworkonYouthDevelopment.aspx>>.

²¹ See <http://unfccc.int/cc_inet/cc_inet/youth_portal/items/6578.php>.

²² Available at <http://unfccc.int/cc_inet/cc_inet/six_elements/public_awareness/items/3529.php?displayPool=1584>.

²³ See <unfccc.int/6989>.

²⁴ Available at <unfccc.int/7517>.

²⁵ See <unfccc.int/6989> and <unfccc.int/7585>.

(c) The process for the formulation and implementation of national adaptation plans²⁶ by the least developed countries and by other interested developing country Parties, as appropriate, including through the publication of two synthesis reports.²⁷

48. The Least Developed Countries Expert Group was supported in implementing its work programme.²⁸

49. Continued efforts to engage a wide range of stakeholders in supporting the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP) have resulted in increasing the number of the work programme's partner organizations and their pledged actions.²⁹

50. The programme facilitated knowledge-sharing among Parties, organizations, experts, communities and the private sector in relation to the NWP.³⁰ The secretariat created a new and more user-friendly website to enable partner organizations to more effectively share information and knowledge on relevant actions undertaken and resulting lessons learned. In addition, various events were organized to enhance the collaboration and learning among different stakeholders through in-person interactions.³¹ Also, the secretariat has collaborated with partner organizations in hosting and organizing knowledge-sharing events. Furthermore, the secretariat has maintained a newsletter series, eUpdate,³² to keep all stakeholders informed of relevant activities relating to adaptation under the UNFCCC in general, and under the NWP in particular.³³

51. There has been an increase in the number of case studies in the Private Sector Initiative online database, intended to facilitate the engagement of the private sector from a wide range of regions and sectors in adaptation.³⁴

52. For research and systematic observation, the programme facilitated the flow of information and communication on research activities and findings as well as on research needs in the context of decisions 9/CP.11 and 16/CP.17. It organized the mandated research dialogue, including the meetings held during SBSTA 36 and 38 with representatives of regional and international research programmes and organizations, the IPCC and Parties from all major Party groups.³⁵ The programme continued to be the focal point for activities with the IPCC, including the consideration of its upcoming Fifth Assessment Report.

53. Negotiations under the AWG-LCA on the periodic review of the adequacy of the long-term global goal, which led to an agreement at the 2012 United Nations Climate Change Conference in Doha on the scope and modalities of the review, were supported, as well as the work of the SBSTA and the SBI on the 2013–2015 review and of the structured expert dialogue.³⁶

54. The programme supported negotiations under:

²⁶ See <unfccc.int/6057>.

²⁷ Available at <unfccc.int/7576>.

²⁸ See <unfccc.int/7517> and <unfccc.int/6989>.

²⁹ See <unfccc.int/6989> and <unfccc.int/7509>.

³⁰ <http://unfccc.int/3633>.

³¹ See <unfccc.int/6989> and <unfccc.int/4623>.

³² See <http://unfccc.int/7565>.

³³ See <http://unfccc.int/7565>.

³⁴ See <unfccc.int/6547>.

³⁵ See <http://unfccc.int/6793.php>.

³⁶ See <http://unfccc.int/7521>.

(a) The AWG-LCA on a shared vision for long-term cooperative action, which included a discussion on the application of the principle of equity;³⁷

(b) The ADP, including supporting a round table on adaptation during the first part of its second session³⁸ and the organization of an adaptation workshop during the second part of its second session.³⁹

55. Under its various workstreams, the programme collaborated with many multilateral, international, regional and national organizations, including the GEF, the IPCC, the World Meteorological Organization, the Global Climate Observing System, the Global Earth Observation System of Systems, the Global Terrestrial Observing System and the United Nations International Strategy for Disaster Reduction.

E. Sustainable Development Mechanisms

56. The main role of the Sustainable Development Mechanisms (SDM) programme during the reporting period continued to be the provision of substantive support to the two constituted bodies that supervise the implementation of the project-based mechanisms under the Kyoto Protocol, namely the CDM Executive Board and the Joint Implementation Supervisory Committee (JISC). In addition, SDM supports the intergovernmental negotiations on all aspects related to market-based and non-market-based approaches, including relevant work conducted under AWG-KP, AWG-LCA, SBI, SBSTA and ADP. A majority of SDM's activities are funded from share of proceeds from the Clean Development Mechanism and Joint Implementation. Only non-CDM/JI activities are charged to the secretariat's programme budget.

57. The programme supported the High-level Panel on the CDM Policy Dialogue in conducting an assessment of the CDM, including its impact, governance and potential future role as a tool to support the objectives of the Convention and its Kyoto Protocol. The final report of the panel was published on the CDM Policy Dialogue website⁴⁰ in September 2012 and is referred to in decision 5/CMP.8, paragraphs 7 and 8.

58. SDM made arrangements for eight meetings of the CDM Executive Board and 22 meetings of its panels and working groups. For the Executive Board meetings, the programme prepared 174 documents that assisted the Board in developing or revising procedures and standards related to CDM project activities and programmes of activities (PoAs). These covered a wide range of issues, including: the management of significant deficiencies in registered project activities and PoAs; a voluntary tool to highlight the sustainable development co-benefits of project activities and PoAs; standardized baselines; guidelines on the treatment of suppressed demand; governance matters; and recommendations to the SBI on possible changes to the CDM modalities and procedures.

59. In response to requests from the CMP to provide direct support to project developers in regions underrepresented in the CDM, a partnership approach was initiated to establish a network of CDM Regional Collaboration Centres. Four centres are now operational (two in Africa and two in Latin America and the Caribbean).

60. The programme supported the registration of 3,247 CDM projects and the issuance of just over 537 million certified emission reductions, in addition to processing to post-registration changes, changes to and deviations from methodologies, and requests for

³⁷ See <<http://unfccc.int/6658>>.

³⁸ See <<http://unfccc.int/7733>>.

³⁹ Report forthcoming.

⁴⁰ <<http://www.cdmpolicydialogue.org>>.

renewal of crediting periods. As per the accreditation procedures, 138 entity assessments were carried out during the reporting period. The programme also supported the assessment of 41 new methodologies, six standardized baselines, 52 requests for revision and 122 requests for clarification. Furthermore, the programme developed or revised 42 top-down methodologies to facilitate the access of underrepresented regions to the CDM.

61. The programme organized 19 stakeholder interventions, including a training session for designated national authorities (DNAs) in Bonn and four regional ones, in Africa, Asia and Latin America, undertaken in collaboration with the Nairobi Framework⁴¹ partners.

62. Communication work included 21 news releases and the more than 400 queries answered by the CDM-info service. More than 40 separate media inquiries were responded to on a variety of CDM, JI and carbon-market related matters. Social media efforts continued, with the number of Twitter and Facebook followers of relevant pages increasing by 34 per cent and 32 per cent, respectively, during the reporting period.

63. SDM organized and supported five meetings of the JISC as well as two meetings of the JI accreditation panel, and prepared 21 documents that assisted the JISC in developing and revising procedures and standards for JI as well as facilitating the long-term operation of the mechanism. SDM also provided substantive technical support to the SBSTA in relation to the topics of materiality and carbon dioxide capture and storage and to issues related to hydrofluorocarbons.

F. Legal Affairs

64. The overall purpose of the Legal Affairs (LA) programme is to provide legal advice and support on matters relating to the implementation of the Convention and its Kyoto Protocol and the agreed outcomes under the Bali Road Map, as well as on the operations of the secretariat, to:

(a) Convention and Kyoto Protocol bodies, as well as bodies that may be created under the agreed outcome under decisions 1/CMP.1 and 1/CP.13;

(b) The Executive Secretary, secretariat programmes and Parties.

65. In the reporting period, LA provided support to Parties on procedural and legal issues relating to the Doha amendment and the seamless transition to the second commitment period of the Kyoto Protocol, including on methodological issues, with a focus on reporting and review requirements and the rules relating to eligibility to participate in the market-based mechanisms. LA also provided support to the negotiation process under the ADP in relation to procedural and substantive matters. Legal support was provided for the implementation and operationalization of the outcomes of the Bali Road Map, in particular in relation to finance and technology. Legal advice on procedural, institutional and substantive matters was given to the Adaptation Committee, the TEC and the SCF. LA also supported the preparation and finalization of the arrangements for UNEP to host the CTC and provided legal advice and support in the development of the arrangements between the COP and the Green Climate Fund as an operating entity of the financial mechanism of the Convention.

66. In addition, LA advised on a number of procedural and substantive legal issues concerning negotiations, including advice on the legal and procedural considerations in concluding the work of the AWG-LCA and the AWG-KP, the adoption of agendas, the organization of work and the participation of observers. Significant support was provided to

⁴¹ <http://cdm.unfccc.int/Nairobi_Framework/index.html>.

Parties regarding the procedures for the nomination and election of officers to Convention and Kyoto Protocol bodies.

67. Furthermore, LA provided substantive legal advice, as well as organizational support, to the Compliance Committee of the Kyoto Protocol, both during the meetings of the Committee and in the intersessional period. At the request of the CMP, LA prepared a technical paper on the procedural requirements, scope and content of applicable law for the consideration of appeals to the CMP against decisions of the enforcement branch.⁴² Advice was also provided on the operations of the ITL as well as on the implementation of reporting and review guidelines under the Convention and its Kyoto Protocol and the development of further guidelines.

68. The CDM Executive Board received legal advice and support on various aspects of its work, the consideration of project activities, the implementation of existing modalities, guidelines, methodologies and procedures and the development of new ones, and the establishment of the Regional Collaboration Centres for CDM project activities. In addition, LA provided advice on the implementation of CDM project activities in disputed territories and in countries subject to resolutions of the United Nations Security Council, as well as on the operations of the CDM registry, including on security matters.

69. LA ensured that the operations of the secretariat were in compliance with the rules and regulations of the United Nations and with the UNFCCC requirements. This included reviewing or drafting and approving all legal instruments to be entered into by the secretariat with third parties and facilitating the prompt conclusion of the Host Country Agreements for COP 18 and CMP 8 and COP 19 and CMP 9 and arrangements for meetings of Convention and Kyoto Protocol bodies away from the secretariat's established headquarters. LA provided legal advice and support to the Joint Local Committee on Contracts and Joint Local Property Board. It also provided legal advice, on a regular basis, on issues relating to the management and operations of the secretariat, including on procurement, institutional, administrative and human resources policies and issues, such as the resolution of disputes with consultants and private entities.

G. Conference Affairs Services

70. The overall purpose of the Conference Affairs Services (CAS) programme is to provide a conducive environment for UNFCCC events. The programme also ensures that Parties receive high-quality official documentation for their negotiations and implementation activities in the six official languages of the United Nations in good time for informed deliberation and decision-making. CAS liaises with all stakeholders, facilitates participation, especially by eligible Parties and observer organizations, and ensures a secure meeting environment. The programme provides the full range of conference-related facilities and services to the high standards expected by Parties.

71. In the reporting period, CAS made logistical arrangements, including security arrangements and arrangements to facilitate the participation and registration of Parties and observer organizations, and edited and processed UNFCCC documents for the sessions of the SBI, the SBSTA, the ADP, the AWG-KP, the AWG-LCA, the COP and the CMP held in 2012 and of the ADP, the SBI and the SBSTA held in April and June 2013, respectively. Apart from plenary meetings, the sessions encompassed numerous meetings of contact groups, negotiating groups, delegations and observer organizations, side events and media events. In addition, 27 days of pre-session meetings of four negotiating groups and 167 bilateral meetings of the Chairs of the respective bodies with 13 negotiating groups were

⁴² FCCC/TP/2011/6.

held during the reporting period. Preparations for the sessions of the COP, the CMP, the SBI and the SBSTA in the second half of 2013 and the session of the ADP in the first half of 2014 were well under way during the reporting period.

72. In addition, during the reporting period, CAS supported 173 meetings and workshops in Bonn and abroad by preparing memoranda of understanding, pre-registering participants, facilitating visa matters and observer participation and/or assisting with logistical arrangements.

73. CAS processed a total of 1,115 requests for financial support for representatives of eligible Parties to facilitate their attendance at the sessions of the bodies established under the Convention and its Kyoto Protocol and at the workshops and events held in conjunction with those sessions.

74. The programme focused on the implementation of the conclusions of the SBI from 2010–2011⁴³ on observer engagement in the intergovernmental process by undertaking a number of activities aimed at increasing the transparency of the intergovernmental process and the engagement of observer organizations, including: streamlining and revamping the web pages for publishing observers' submissions, in order to enhance Parties' accessibility to them; facilitating more observer participation in intersessional workshops and meetings; and requiring Parties to partner with an observer organization when applying to host a side event and/or an exhibit at a session. The latter was widely accepted by Parties and 35 Parties successfully engaged with observer organizations in organizing side events at COP 18 and CMP 8.⁴⁴

75. CAS implemented efficiency measures that contributed to coping with a reduction in staff in the area of liaison with observer organizations, which resulted from a reduction in supplementary funding; for example:

(a) Introducing free-flow briefings by presiding officers and the Executive Secretary, thereby making prior collection of questions and briefings unnecessary;

(b) Stopping the collection of individual names of speakers or statement transcripts from observer organizations before plenary meetings, unless requested by the presiding Chairs;

(c) Applying more strictly the deadlines for side-event applications, registration for participation in sessions and requests for plenary interventions;

(d) Introducing new deadlines for admission in order to ensure the timely issuance of COP documents to Parties within the scope of the reduced level of resources.

76. During the reporting period, the programme continued to implement measures aimed at reducing the carbon footprint of sessions. Among other things, the weight of staff shipments to the conference site, as compared with in the previous year, was reduced by 12 per cent for SBI 36 and SBSTA 36 and by 36 per cent for SBI 38 and SBSTA 38, while used lanyards were collected from conference participants for reuse at future sessions.

77. Furthermore, a weight allowance for shipments by Parties and observer organizations was introduced. Internally, the weight of staff shipments to the conference site for COP 18 and CMP 8, as compared with that for COP 17 and CMP 7, was reduced by 18 per cent. In addition, to allow more targeted action for future sessions, a monitoring and reporting system for selected sustainability indicators was put in place.

⁴³ FCCC/SBI/2010/27, paragraphs 139–152, and FCCC/SBI/2011/7, paragraphs 168–179.

⁴⁴ See <http://unfccc.int/files/parties_and_observers/notifications/application/pdf/information_note_on_party_eligibility_criterion_for_see.pdf>.

78. The implementation of a paper-reduction initiative, including, among other things, a limited print-on-demand approach for SBI 36 and SBSTA 36 and reduced print runs and an electronic-only version of the Daily Programme for SBI 38 and SBSTA 38, led, as compared with in the previous year, to a reduction in overall paper usage of 44 per cent (62 per cent for official documents) for SBI 36 and SBSTA 36 and 72 per cent (60 per cent for official documents) for SBI 38 and SBSTA 38. The implementation of a PaperSmart system at COP 18 and CMP 8, in collaboration with the Integrated Sustainable PaperSmart Services secretariat, led to improved accessibility to official documents and yielded, as compared with at COP 17 and CMP 7, a reduction in paper usage for official documents of 89 per cent (78 per cent with regard to overall paper usage).

H. Communications and Knowledge Management Services

79. The overall purpose of Communications and Knowledge Management Services (CKM) is to manage external communications, online public information and media relations and services, including internal knowledge management services to support the processes under the Convention and its Kyoto Protocol, as well as the implementation of decisions taken at sessions of the COP to make as large an impact as possible by promoting positive action and policy to address climate change.

80. In the reporting period, the secretariat organized the Rio Conventions Pavilion with the United Nations Convention to Combat Desertification and the Convention on Biological Diversity on the occasion of the Rio+20 event in 2012 and published the Rio Conventions calendars for 2012 and 2013. The programme issued five editions of the secretariat's electronic newsletters in English and Spanish.⁴⁵ The English version has approximately 15,000 subscribers and the Spanish version approximately 6,000.

81. The UNFCCC website was enhanced by four new sections to improve access to information, specifically the "in focus" section, which is the one-stop entry point for information on the four thematic pillars: adaptation, finance, mitigation and technology. Other sections enhanced were: "from the podium" and "implementation updates", including the new section that highlights the link between gender and climate change. During the reporting period, a total of 155.8 million pages were viewed and 46.7 million files were downloaded from the UNFCCC website. The UNFCCC iPhone/iPad application Negotiator was downloaded approximately 10,000 times. The secretariat YouTube channel reached 225,000 views, which is an increase of 32,000 views within the reporting period. The channel now hosts 170 videos. The secretariat's Flickr account now hosts 1,100 photos of conferences and Executive Secretary outreach activities, which have been viewed a total of 220,000 times. The secretariat's Google+ page was established during the reporting period and currently 5,000 users follow the page.

82. CKM conducted a website survey on user satisfaction in 2013 and the respondents indicated that the UNFCCC website is a very useful information source. For example, over 80 per cent of respondents gave the UNFCCC homepage news section, the official documents and meeting-specific information a positive score. However, user navigation within the range of topics was seen as a challenge, particularly related to the time it takes to find the required information on the UNFCCC website. Solutions to this challenge are proposed for the next phase of the website project, scheduled for 2014.

83. CKM launched a new programme of improvements and initiatives in social media outreach to the public, media and key professional and government stakeholders, which emphasizes global climate action and policy developments. Comments were sought by the

⁴⁵ See <http://unfccc.int/press/news_room/newsletter/items/3642.php>.

Co-Chairs of the ADP and of the work programme on long-term finance from stakeholders via social media during several special in-session events held during ADP 2 and the June 2013 sessions of the subsidiary bodies.

84. The programme provided webcast services for meetings and workshops of several bodies and groups,⁴⁶ thereby contributing to transparency in the intergovernmental process. During the reporting period, over 218,000 visitors to the UNFCCC website viewed webcasts.

85. The programme continued working closely with the media to enhance understanding of and the accurate reporting on climate change and the intergovernmental process. CKM fielded a total of 656 requests for information, handled 90 requests for media interviews with the Executive Secretary and prepared 48 press releases and 12 press briefings explaining the status of negotiations or implementation activities. CKM continued preparing daily press reviews,⁴⁷ which provide an overview of the status of key global reporting on the United Nations climate change process and climate change related events.

86. In preparation for the move of staff to the secretariat's new offices in Bonn, the Altes Abgeordnetenhaus, in 2013, CKM continued to provide guidance on records transfer to the Records Centre. Approximately 20 linear metres of inactive records have been transferred from the programmes to the Records Centre and approximately 10 linear metres have been destroyed or are being prepared for destruction.

87. CKM continued providing Intranet services for sharing information and news and providing five editions of the secretariat's internal newsletter, in order to promote a climate of collaboration and involvement throughout the secretariat. The newsletter editions were viewed almost 9,800 times during the reporting period. The Intranet has received over 460,000 page views in 2013.

88. The library services responded to 673 reference requests, the cataloguing of over 115 items and the ordering of 35 books. To be cost-efficient, the management decided in 2013 to suspend a physical library in favour of more modern, electronically accessible resources.

I. Information Technology Services

89. The Information Technology Services (ITS) programme provides IT infrastructure and specialized information systems to support the secretariat in fulfilling its mandate. ITS ensures that work mandated by Parties is enabled, by implementing and operating dependable and secure information and communication technology supporting infrastructure and specialized applications. It also operates the underlying infrastructure to ensure that the UNFCCC website is continuously available and that Parties have easy access to official documentation, information, data, proceedings and details of events.

90. In addition to its normal work in relation to operations, upgrades and maintenance, in the reporting period ITS undertook five major initiatives to strengthen the IT infrastructure and enhance information systems. The initiatives to strengthen the IT infrastructure are the following: outsourcing systems to a commercial data centre operator (Bedag); the Office 2010 rollout; and supporting the IT needs of the move of secretariat staff to the new office building. The major initiatives on strengthening the information systems are the implementation of SharePoint (collaboration platform) and the development

⁴⁶ The SBI, the SBSTA, the AWG-KP, the AWG-LCA, the ADP, the CDM Executive Board, the JISC, DNAs, the Compliance Committee and the TEC.

⁴⁷ Available at <http://unfccc.int/press/news_room/items/2768.php>.

of several new systems to support programmes and Parties in the implementation of various decisions. Some examples are the SDM information system (SDM IS), the NAMA registry, biennial reporting software and non-Annex I inventory reporting software. During the reporting period, the first move of operational systems into Bedag was completed, the Office 2010 rollout was completed and the move into the new office building was thoroughly planned and, following building handover in July 2013, the deployment of the IT infrastructure will take place. In the area of information systems, the SharePoint platform technical foundation was deployed, the initial processes of SDM IS were delivered and several systems and software solutions were delivered. In addition to those five major initiatives, there was a continuing effort to improve the level of ITS infrastructure services and information systems, including streamlining the organizational structure, assessing the maturity levels of IT capabilities, and the reskilling and reassignment of staff. The ITS programme of work definition under engagement agreements has been improved, a higher efficiency reached in service delivery and regular reporting to client programmes on the delivery status of services established. Some innovative services or products were rolled out, including providing iPads to senior staff, various 'software as a service' products, a Numara service desk system and virtual presence facilities such as the WebEx Internet collaboration tool. Virtual presence facilities are being used for activities such as interviews with remote candidates, training sessions and enabling remote delegates to actively participate in workshops. Considerable effort has also been made in the area of IT security, including conducting and analysing vulnerability reports and investigating various incidents.

91. The programme maintained a dependable and secure IT network infrastructure and services that enabled the secretariat to meet the requirements of the intergovernmental process. Services were provided to the sessions of the bodies established under the Convention and its Kyoto Protocol, to 119 workshops and smaller meetings, to mandated systems such as the UNFCCC GHG database, the compilation and accounting database, the GHG data interface, the CDM and JI information systems and the CDM registry, and to secretariat-wide systems, such as the content management system for the UNFCCC website and the records management system. In addition, the technical oversight and contract administration of the ITL was performed effectively. In that area, a major accomplishment was the testing and integration of the European Union registry into the ITL.

J. Administrative Services

92. The overall function of AS is to provide central services in the management of the human and financial resources of the secretariat and the development of financial and administrative policies and guidelines, and to provide procurement, premises management, facilities management and travel arrangement services.

93. During 2012, AS provided administrative support to the interim secretariat of the Green Climate Fund, including in relation to human resources, procurement, finance/budget and facilities. During the reporting period, AS facilitated the audit by the United Nations Board of Auditors of the financial statements for the biennium ended 31 December 2011 and the interim audit for the year ended 31 December 2012. The Board noted an improved implementation rate of 70 per cent, compared with 38 per cent in the previous biennium, and issued only three new audit recommendations as a result of the 2010–2011 audit.

94. The gender distribution among staff at the Professional level and above for the secretariat remains unchanged when compared with 2012, with 40 per cent of staff at the Professional and higher levels being female. At the same time, the proportion of staff from non-Annex I Parties at the Professional level and above slightly increased, from 49.4 per cent to 51 per cent, during the reporting period.

95. Emanating from the Human Resources Strategy, several strategic human resources actions were undertaken to help create a healthy working environment, including: piloting a new performance management system; implementing an ethics strategy; continuing learning and development efforts; and leveraging a lean methodology to review the recruitment and selection process for increased efficiency and improved effectiveness in attracting and selecting the right people for the right jobs.

96. Between January 2012 and June 2013 the programme made a total of 4,470 travel arrangements for nominated participants in sessions of the COP and the CMP, the subsidiary bodies and the ad hoc working groups, meetings of the constituted bodies and their panels, expert meetings, workshops, in-country reviews and other official UNFCCC events. Over 89 per cent of those travel arrangements resulted in actual meeting attendance. However, in one instance, the nomination of three participants was sent so late that the secretariat could not obtain tickets for them to arrive in time for the meeting. In all remaining cases of nominees not eventually attending, this was reportedly because of conflicting business or personal commitments, health issues, visa problems or missed flights or connections.

97. Procurement in AS was carried out in a competitive, cost-effective manner, ensuring fairness and transparency and providing best value for money as per United Nations rules and regulations and UNFCCC policies. AS conducted a total of 108 tenders and selected offers, bids and proposals that were on average 33 per cent less expensive than the highest ones received. On average, four offers were received in response to each tender. Over 98 per cent of procurement cases were processed within established time frames (1,005 of 1,025). Existing Long-Term Agreements covered 917 of the 1,025 procurement cases.

98. AS coordinated the secretariat's contribution to the completion of the Altes Abgeordnetenhaus building and the preparations for the relocation of part of the secretariat. The ceremonial handover of the building from the host government to the United Nations took place on 31 October 2012 and the actual, technical handover on 15 July 2013, so the physical move can take place in the third quarter of 2013. AS also supported and advised the Executive Secretary in her role as member of the jury for the design of the new building to be built on the United Nations Campus in Bonn and on matters relating to the new Bonn conference centre being completed.

IV. Additional information

99. Information on the secretariat's human resources is contained in annex I. Annex II contains information on income and expenditure for activities funded under the Trust Fund for Supplementary Activities. Annex III contains performance data for all objectives of the secretariat's programmes.

Annex I

[English only]

Human resources

A. Staff

1. Table 12 shows the number of approved posts and filled posts by grade and source of funding. As at 30 June 2013, of the 519 approved posts, 447.5 were filled. In addition, 24 Professional and 25 General Service level staff members were hired under temporary assistance contracts, bringing the total number of staff at the secretariat to 496.5.

Table 12

Approved established posts and filled posts by source of funding as at 30 June 2013

	ASG	D-2	D-1	P-5	P-4	P-3	P-2	P-1	Subtotal	GS	Total
<i>Trust Fund for the Core Budget</i>											
Approved	1	3	7	15	30	37	13		106	51.5	157.5
Filled ^a	1	3	7	9	28	31	11		90	50.0	140.0
<i>Trust Fund for Supplementary Activities</i>											
Approved				3	6	15	20		44	20	64
Filled				2	4	9	13		28	18	46
<i>Trust Fund for the Clean Development Mechanism</i>											
Approved			2	4	19	47	65	1	138	58	196
Filled			1	4	18	41	59	1	124	49.5	173.5
<i>Trust Fund for the International Transaction Log</i>											
Approved					2	2	1		5	2	7
Filled						2	1		3	1.5	4.5
<i>Trust Fund for the Special Annual Contribution from the Government of Germany (Bonn Fund)</i>											
Approved						1	1		2	6	8
Filled						1			1	5	6
<i>Special account for conferences and other recoverable costs^b</i>											
Approved							1		1	4	5
Filled							1		1	1	2
<i>Programme support (overhead)</i>											
Approved			1	2	4	13	7		27	54.5	81.5
Filled			1	2	3	12	5		23	52.5	75.5
<i>Total</i>											
Approved	1	3	10	24	61	115	108	1	323	196	519.0
Filled	1	3	9	17	53	96	90	1	270	177.5	447.5

Abbreviations: ASG = Assistant Secretary-General, D = Director, GS = General Service, P = Professional.

^a Filled posts are occupied by staff members who have been awarded a fixed-term contract of one year or more and are appointed against established posts after going through the complete recruitment process, including review by the Review Board.

^b These posts are in support of operating the split office premises and are funded by the Government of Germany.

2. Table 13 provides information on the geographical distribution of the staff appointed at the Professional level and above. As at 30 June 2013 Western European and other States accounted for the highest percentage (40.4 per cent) of staff appointed at the Professional level and above, whereas Eastern European States accounted for the lowest (8.1 per cent).

3. The secretariat has continued its efforts in relation to achieving a good geographical distribution and gender balance among staff at the Professional level and above. Vacancy announcements are placed in many regional and global media, covering as many Parties not included in Annex I to the Convention (non-Annex I Parties) as possible.

Table 13

Geographical distribution of staff members appointed at the Professional level and above as at 30 June 2013

<i>Grade</i>	<i>African States</i>	<i>Asia-Pacific States</i>	<i>Latin America and Caribbean States</i>	<i>Eastern European States</i>	<i>Western European and other States</i>	<i>Total</i>
ASG			1			1
D-2	1				2	3
D-1	3	1	1		4	9
P-5	3	4	1	3	6	17
P-4	5	10	7	6	25	53
P-3	6	36	11	4	39	96
P-2	6	29	14	9	32	90
P-1					1	1
Total	24	80	35	22	109	270
Percentage of total	8.9	29.6	13.0	8.1	40.4	100.0

Abbreviations: ASG = Assistant Secretary-General, D = Director, P = Professional.

4. Table 14 highlights the distribution of staff members appointed at the Professional level and above between Parties included in Annex I to the Convention (Annex I Parties) and non-Annex I Parties. As at 30 June 2013 the percentage of staff from non-Annex I Parties at the Professional and higher levels was 49.3 per cent, compared with 50.7 per cent for Annex I Parties.

Table 14

Distribution of staff members at the Professional level and above between Annex I and non-Annex I Parties

<i>Grade</i>	<i>Annex I Parties</i>	<i>Non-Annex I Parties</i>
ASG		1
D-2	2	1
D-1	4	5
P-5	9	8
P-4	32	21
P-3	48	48
P-2	41	49

<i>Grade</i>	<i>Annex I Parties</i>	<i>Non-Annex I Parties</i>
P-1	1	
Total	137	133
Percentage of total	50.7	49.3

Abbreviations: ASG = Assistant Secretary-General, D = Director, P = Professional.

5. Table 15 highlights the distribution of staff members by gender. As at 30 June 2013 the percentage of female staff at the Professional and higher levels was 42.4 per cent, slightly down by 1.3 per cent from June 2012. The percentage of female staff at all levels was 54.2 per cent.

Table 15
Distribution of staff members by gender

<i>Grade</i>	<i>Male</i>	<i>Female</i>
ASG		1
D-2	3	
D-1	7	2
P-5	14	3
P-4	33	20
P-3	52	44
P-2	49	41
P-1	1	
GS	46	131.5
Total	205	242.5
Percentage of total	45.8	54.2

Abbreviations: ASG = Assistant Secretary-General, D = Director, GS = General Service, P = Professional.

B. Individual consultants and individual contractors

6. Between 1 January 2012 and 30 June 2013 a total of 245 individual consultants and individual contractors were hired. They provided a combined total of 572.6 working months at a total cost of USD 5.25 million under all sources of funding. Table 16 provides information on the distribution of these services by programme.

Table 16
Services of individual consultants and individual contractors by programme from 1 January 2012 to 30 June 2013

<i>Programme</i>	<i>Person-months</i>	<i>Cost (USD)</i>
Executive Direction and Management	28.1	251 629
Mitigation, Data and Analysis	60.4	643 650
Finance, Technology and Capacity-building	61.5	530 011
Green Climate Fund	43.2	476 167
Adaptation	28.3	204 395
Sustainable Development Mechanisms	180.2	1 745 753

<i>Programme</i>	<i>Person-months</i>	<i>Cost (USD)</i>
Legal Affairs	0.8	9 542
Conference Affairs Services	70.3	421 431
Communications and Knowledge Management Services	15.1	103 199
Information Technology Services	23.9	186 312
Administrative Services	60.8	678 617
Total	572.6	5 250 706

Annex II

[English only]

**Projects and events funded from the Trust Fund for Supplementary
Activities in the biennium 2012–2013**

Table 17

Income and expenditure of projects and events funded from the Trust Fund for Supplementary Activities in the biennium 2012–2013 as at 30 June 2013

<i>Project</i>	<i>Income (USD)^a</i>	<i>Expenditure (USD)</i>	<i>Balance (USD)</i>
<i>Executive Direction and Management</i>			
Enhancing and strengthening cooperation with the United Nations through the Office of the Secretary-General	143 717	134 666	9 051
Momentum for Change	1 436 235	862 133	574 102
Supporting negotiations and new institutional arrangements aimed at enhancing the implementation of the Convention and its Kyoto Protocol	2 245 965	902 305	1 343 660
Momentum for Change: Women for Results	400 000	72 064	327 936
Kyoto Protocol eligibility consultation	53 996	53 727	269
<i>Mitigation, Data and Analysis</i>			
Supporting communication by and the consideration of information from developing countries on the implementation of the Convention	2 582 091	1 484 653	1 097 438
Maintaining the database system for the annual compilation and accounting of emission inventories and assigned amounts under the Kyoto Protocol	355 731	155 988	199 743
Supporting activities relating to land use, land-use change and forestry: reducing emissions from deforestation and forest degradation, enhancement of carbon sinks and the role of sinks in future mitigation actions	1 156 486	293 266	863 220
Providing training for expert review teams and organizing meetings of the lead reviewers	1 781 937	791 744	990 193
Supporting the implementation of national greenhouse gas (GHG) inventories and related activities by non-Annex I Parties, including national forest monitoring systems	2 051 616	848 773	1 202 843
Developing and maintaining the UNFCCC information systems for the receipt and processing of GHG data, including the UNFCCC submission portal, the Virtual Team Room and the GHG data interface	273 774	136 144	137 630
Supporting activities relating to scientific, technical and socioeconomic aspects of mitigation of climate change	7 486	—	7 486

<i>Project</i>	<i>Income (USD)^a</i>	<i>Expenditure (USD)</i>	<i>Balance (USD)</i>
Facilitating the implementation of the work programme for the revision of the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories” and the use of the Intergovernmental Panel on Climate Change (IPCC) 2006 IPCC Guidelines for National Greenhouse Gas Inventories	365 248	87 077	278 171
Supporting the implementation of enhanced action on mitigation by developing country Parties	1 246 691	449 984	796 707
Supporting activities relating to the impact of the implementation of response measures	70 000	36 101	33 899
Supporting the work programme for the development of modalities and guidelines for enhanced reporting and review by developed country Parties, in accordance with decision 1/CP.16, paragraph 46, and implementing the relevant requirements of decision 2/CP.17	1 402 039	166 157	1 235 882
Redesigning and developing the software for the reporting of GHG emissions by all Parties to the Convention	2 072 705	933 705	1 139 000
Organizing a workshop on common metrics to calculate the carbon dioxide equivalence of anthropogenic GHG emissions by sources and removals by sinks	41 462	41 415	47
Developing, deploying and operating a beta version of the nationally appropriate mitigation action (NAMA) registry	186 318	212 286	(25 968)
Holding a side event at the eighteenth session of the Conference of the Parties (COP): joint effort to support the preparation and implementation of the NAMA registry	17 012	15 036	1 976
<i>Finance, Technology and Capacity-building</i>			
Supporting capacity-building in developing countries and countries with economies in transition	411 935	176 488	235 447
Supporting the implementation of a work programme on Article 6 of the Convention and Article 10, paragraph (e), of the Kyoto Protocol: networking and exchange of information and good practices	553 778	187 286	366 492
Organizing workshops on the process and requirements of the accreditation of national implementing entities that can access resources from the Adaptation Fund directly	646 023	422 995	223 028
Supporting the full operation of the Technology Mechanism	1 133 992	541 590	592 402
Support to the functioning of the Standing Committee	487 848	343 473	144 375
Supporting the work programme on long-term finance	1 488 009	791 048	696 961
Enhancing the participation of youth in COP 18 and the eighth session of the Conference of the Parties serving as the	99 380	99 380	–

<i>Project</i>	<i>Income (USD)^a</i>	<i>Expenditure (USD)</i>	<i>Balance (USD)</i>
meeting of the Parties to the Kyoto Protocol			
<i>Adaptation</i>			
Supporting the least developed countries and the Least Developed Countries Expert Group	2 324 737	1 159 645	1 165 092
Supporting the implementation of the Nairobi work programme on impacts, vulnerability and adaptation to climate change	1 384 752	605 784	778 968
Supporting activities relating to climate change science, research and systematic observation	215 228	11 592	203 636
Supporting the implementation of the Cancun Adaptation Framework	3 034 537	880 922	2 153 615
Supporting the periodic review of the adequacy of the long-term global goal referred to in decision 1/CP.16, paragraph 4	158 398	3 793	154 605
<i>Sustainable Development Mechanisms</i>			
Supporting the operation of joint implementation	11 342 860	2 298 640	9 044 220
Elaborating modalities and procedures for the inclusion of carbon capture and storage in geological formations as project activities under the clean development mechanism	39 996	—	39 996
Implementing the two work programmes mandated under the Ad Hoc Working Group on Long-term Cooperative Action under the Convention agenda item on various approaches, relating to: (a) a framework for various approaches; and (b) the new market-based mechanism	425 877	11 870	414 007
Organizing a workshop on the review of the modalities and procedures of the clean development mechanism	60 948	29 671	31 277
<i>Legal Affairs</i>			
Handbook on the UNFCCC	48 842	—	48 842
Support to the Compliance Committee	418 290	254 929	163 361
<i>Conference Affairs Services</i>			
Providing interpretation services during the thirty-fourth sessions of the subsidiary bodies and COP 17	2 522	2 479	43
Supporting stakeholder engagement in the UNFCCC process	466 401	149 303	317 098
Servicing the ad hoc working group session in Bangkok, Thailand, in 2012	3 792 795	3 564 243	228 552
Providing temporary structure during the thirty-sixth sessions of the subsidiary bodies	547 798	547 675	123

<i>Project</i>	<i>Income (USD)^a</i>	<i>Expenditure (USD)</i>	<i>Balance (USD)</i>
Developing a handbook and film documentary on conference management	499 967	172 081	327 886
Servicing the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action in April 2013	1 059 941	1 041 282	18 659
Providing temporary structure during the thirty-eighth sessions of the subsidiary bodies	612 565	657 639	(45 074)
<i>Communications and Knowledge Management Services</i>			
Developing an online portal for UNFCCC information in Spanish	237 213	51 931	185 282
Developing country media training in the run-up to COP 17 in Durban, South Africa, in 2011	131 414	123 007	8 407
Providing information technology services	189 996	188 326	1 670
Relaunching the website for the UNFCCC: phase II – from negotiation support to climate action	275 000	–	275 000
Establishing an electronic library and knowledge management	150 000	113 894	36 106
Maintaining internal communications	181 120	119 103	62 017
<i>Administrative Services</i>			
Administering the UNFCCC Fellowship Programme	3 667	867	2 800
<i>Information Technology Services</i>			
Project implementation of the secretariat's office move to the Altes Abgeordnetenhaus	231 541	234 896	(3 355)
Replacing the e-mail and instant messaging system	45 964	–	45 964
Undertaking phase I of developing sustainable support for the UNFCCC collaboration platform	252 264	–	252 264
<i>Other expenditure</i>			
Junior Professional Officers	1 719 446	942 932	776 514
<i>Green Climate Fund</i>			
Supporting the work of the Transitional Committee for the design of the Green Climate Fund	145 587	31 824	113 763
Supporting the interim secretariat of the Green Climate Fund	5 558 859	2 895 493	2 663 366
Total	58 269 999	26 333 305	31 936 694

^a Note that not all income available under the Trust Fund for Supplementary Activities has been allocated to projects.

Annex III

[English only]

Programme performance data for the period from 1 January 2012 to 30 June 2013

Table 18

Objectives, expected results,^a performance indicators and performance data for the Executive Direction and Management programme

Objective 1: To continue to enhance the secretariat's responsiveness to the needs of the Convention and the Kyoto Protocol bodies and to enhance the coherence of its work in order to facilitate the efficient and effective implementation of the Convention

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
The secretariat responds to Party priorities and requests and supports emerging issues, including those that relate to the implementation of the Cancun Agreements and subsequent mandates by Parties	Proportion of mandated outputs delivered and delivered on time Level of satisfaction of Parties with the work of the secretariat	A total of 819 mandates required the secretariat to deliver outputs during the reporting period, including some that required ongoing output delivery. In 99 per cent of cases outputs were fully delivered or output delivery was ongoing. Ninety-five per cent of the outputs were delivered on time A survey on the level of satisfaction of Parties with the work of the secretariat was conducted in July 2013. The results of the survey, ^b which had an overall response rate of 36.5 per cent (71 of 195 possible respondents), indicate that Parties have a high level of satisfaction with the work of the secretariat. For example, 92 per cent of all respondents somewhat agreed, agreed or strongly agreed with the statement that their level of satisfaction with the work of the secretariat was consistently high
Activities undertaken are coherent across programmes. The strategic objectives of programmes and the distribution of tasks and responsibilities among the programmes are clear	The members of the secretariat management consult each other and take decisions on a regular basis (bilaterally and in management bodies)	The secretariat Management Team met 22 times during the reporting period (from 1 January 2012 to 30 June 2013) The Executive Secretary and Deputy Executive Secretary held regular bilateral meetings with senior management

Objective 2: To ensure optimal secretariat support for the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), thus enabling progress in the intergovernmental process

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
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Climate change intergovernmental meetings provide a forum for taking decisions and advancing the process of responding to climate change	Level of satisfaction of Parties with the secretariat's support of negotiation sessions	Respondents to the above-mentioned satisfaction survey indicated a high level of satisfaction with the support provided by the secretariat to negotiation sessions, with 85 per cent of all respondents somewhat agreeing, agreeing or strongly agreeing with the statement that the secretariat effectively supported the intergovernmental process
Presidents of the COP and the COP Bureau are well informed and able to carry out their functions effectively	Level of satisfaction of the COP President and the COP Bureau with secretariat support	A survey on the level of satisfaction of the COP President and the COP Bureau with secretariat support was conducted in June and July 2013. The results of the survey, which had a 50 per cent response rate (9 of 18 possible respondents), indicate that the President and Bureau of the COP and the CMP have a high level of satisfaction with the services provided to them by the secretariat. Matters of process, documentation, timing and logistical arrangements were acknowledged as entirely satisfactory. They were also very satisfied with the overall communication, keeping them updated on any urgent information. Changes in practical matters were proposed by some Bureau members, including the following: increasing the number of meetings for decision-making purposes; and exploring options for more efficient means of collaboration among Bureau members, such as an online discussion forum and a web-based repository for meeting agendas, minutes and documents. The Bureau members also suggested areas where the Bureau could play a more active role, such as: addressing improvements to the intergovernmental process and having more involvement in the arrangements and agendas for the sessions of the COP and the CMP. The secretariat will address the suggestions made in the survey in collaboration with the President of COP 19 and CMP 9
The high-level segment provides political impetus to the intergovernmental process	One or more political issues is/are resolved with the help of high-level participants	Ministerial outreach on high-level issues undertaken by the President of COP 18 and CMP 8, with the support of the secretariat, has assisted in resolving or advancing key outstanding issues relating to the Kyoto Protocol, finance, reporting and loss and damage

Objective 3: To ensure effective communication and outreach on the intergovernmental process and close liaison with Parties, intergovernmental organizations and other stakeholders, which will enhance the contribution of all stakeholders to the implementation of the Convention

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Information on the UNFCCC process is effectively communicated by the secretariat	Frequency of reference in the media to the UNFCCC messages issued during the sessions of the COP	No relevant data are available. Previously data were provided by the United Nations Department of Public Information, but it has discontinued this practice, and within the secretariat it was not possible to carry out continuous analysis with existing communications resources

Number and duration of visits to the UNFCCC website and the volume of content downloads

A total of 155.8 million pages were viewed and 46.7 million files were downloaded from the UNFCCC website. The UNFCCC iPhone/iPad application Negotiator was downloaded approximately 10,000 times. Eighty per cent of responses to the website survey gave a positive score to the UNFCCC homepage news section, official documents and meeting-specific information

Support provided by the United Nations and intergovernmental agencies to Parties in the implementation of the Convention is enhanced^a

Objective 4: To continue to develop the secretariat as a well-managed, high-performance institution with a healthy working culture

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Competent and motivated staff representing a broad geographical spectrum and gender balance are recruited, trained and retained	Percentage of staff from Parties not included in Annex I to the Convention and women in posts in the Professional and higher levels	Forty-nine per cent of staff in the Professional and higher levels are from non-Annex I Parties. Forty-two per cent of staff in the Professional and higher levels are women
Internal processes function smoothly and staff are satisfied with their work and management	Level of staff satisfaction with their job, management and development opportunities	A staff survey was conducted in July 2013, with a 43 per cent response rate (222 of 500 possible respondents). Over 73 per cent of the respondents expressed a high level of satisfaction with their job and the secretariat's management. Thirty-nine per cent of the respondents expressed the view that they had adequate opportunities to advance their career
The secretariat has the required financial resources to implement mandates given to it by the COP and the CMP	Percentage of mandated outputs that cannot be delivered as a result of insufficient funding	Sufficient funding was available for the delivery of almost all mandated outputs. Insufficient funding resulted in delays in relation to the nationally appropriate mitigation action registry and the common reporting format Reporter software
	Contribution rate to core budget	EUR 36.2 million, or 80.5 per cent of the total core budget indicative contributions expected for 2012–2013, had been received as at 30 June 2013
	Level of contribution to the Trust Fund for Supplementary Activities	During the reporting period, the secretariat received USD 29.3 million in voluntary contributions from Parties, against an initial requirement of USD 33 million for the biennium
Financial resources are managed in a sound manner and are utilized to maximize the benefit to	Proportion of actual expenditure compared with the approved budget	The 2012–2013 core budget for the secretariat had a budget implementation rate of 70.7 per cent through to June 2013, which is below the ideal implementation rate of 75 per cent

the UNFCCC process	Level of expenditure under the Trust Fund for Supplementary Activities	The actual expenditure incurred to support mandated supplementary funded activities as at the end of June 2013 amounted to USD 26.3 million, using contributions received in 2013 and the carry-over from 2010–2011
	Implementation rate of audit recommendations relating to financial and administrative matters	The three audit recommendations made for the biennium 2010–2011, related to International Public Sector Accounting Standards and information technology equipment, are under active implementation

^a Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

^b For further information on the results of the survey, see <<http://unfccc.int/secretariat/items/7724.php>>.

Table 19

Objectives, expected results,^a performance indicators and performance data for the Mitigation, Data and Analysis programme

Objective 1: To support Parties in the communication and consideration of information relating to implementation

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
The launch and operation of the process for international assessment of emissions and removals relating to quantified economy-wide emission reduction targets for developed country Parties is facilitated	Proportion of mandated outputs delivered and delivered on time	<p>The operation of the process for international assessment is expected to start in January 2014</p> <p>In 2013, the Mitigation, Data and Analysis (MDA) programme initiated the preparation of the internal processes and procedures to operationalize international assessment and review once it has been launched</p>
The development of modalities for measurement, reporting and verification (MRV) of developed countries' commitments and actions is facilitated	Proportion of mandated outputs delivered and delivered on time	<p>All mandated activities were performed and all outputs were delivered on time</p> <p>The MDA programme prepared papers and a workshop held in October 2012 to facilitate the work of the Subsidiary Body for Scientific and Technological Advice (SBSTA) on reporting in biennial reports and on modalities for MRV of developed countries' commitments and actions. The reporting formats were adopted at the eighteenth session of the Conference of the Parties (COP)</p> <p>The MDA programme is now preparing papers and a workshop, to be held in October 2013, to facilitate the work of the SBSTA on the revision of the review guidelines for the national communications of developed country Parties, including biennial reports</p>

Parties are informed about available guidelines, methods and tools for preparing and submitting their national communications, greenhouse gas (GHG) inventories and other reports	Number of visits to the UNFCCC website to download guidelines, methods and tools	The relevant web pages were visited about 1,021,000 times during the reporting period
	Number of booklets and CD-ROMs collected by Parties from the UNFCCC information kiosk during sessions	This indicator is no longer monitored because of the 'paper-light' policy of the secretariat
Data reported by Parties included in Annex I to the Convention under the Convention and its Kyoto Protocol are processed, stored and published in a timely and accurate manner	All relevant UNFCCC data systems (e.g. the GHG database, the compilation and accounting database, the GHG online data interface and common reporting format (CRF) Reporter) and their interlinkages, including those to the international transaction log where relevant, are kept operational without unplanned interruptions	<p>Five full updates of the online GHG data interface have been implemented, in March, June and November 2012 and in March and June 2013, in order to ensure that the data are correct and up to date</p> <p>All systems have operated in accordance with their availability requirements</p> <p>Changes in Parties' eligibility in response to decisions of the Compliance Committee under the Kyoto Protocol have been implemented in the international transaction log and the compilation and accounting database in real time for all eligibility cases considered in the reporting period</p>
The UNFCCC is recognized as an authoritative source of GHG data for Annex I Parties	<p>All queries and reports required to support the reporting and review processes for Annex I Parties are made available in accordance with agreed timelines</p> <p>The two key annual UNFCCC data reports (the GHG data reports and the compilation and accounting reports) have been considered by the COP and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)</p> <p>Ninety-five per cent or more of all data-related inquiries received by the secretariat have been answered within one week</p>	<p>Forty-three reports on the technical review of GHG inventories of Annex I Parties conducted in the 2011 inventory reporting and review cycle for Annex I Parties and 27 such reports from the 2012 cycle were published during the reporting period</p> <p>All 43 annual status reports for the GHG inventory submissions from Annex I Parties in 2012 and all 44 annual status reports in 2013 have been prepared and published in accordance with the mandated time frame</p> <p>The 2012 and 2013 editions of part I of the synthesis and assessment report for Annex I Parties has been prepared and published in accordance with the mandated time frame</p> <p>The two key annual UNFCCC data reports (the GHG data report and the compilation and accounting report) were considered at COP 18 and CMP 8</p> <p>MDA responded to about 140 requests for GHG data or data clarifications from Parties, national and international organizations, the media and individuals; the responses were provided within the agreed time frame of one week</p>

Effective support is provided for the fulfilment of reporting requirements and for the review of the implementation of the Convention and its Kyoto Protocol by Annex I Parties	All GHG inventories from Annex I Parties submitted on time in the biennium 2012–2013 are received and reviewed by international expert teams within the mandated time frames	<p>The 2012 and 2013 GHG inventory submissions from all Annex I Parties (43 Parties in 2012 and 44 Parties in 2013) have been received and processed, including the submissions of supplementary information under Article 7, paragraph 1, of the Kyoto Protocol for relevant Annex I Parties</p> <p>MDA organized and supported the 9th meeting of the lead reviewers of the GHG inventories of Annex I Parties in March 2012 and their 10th meeting in March 2013</p> <p>Arrangements for conducting the 2012 cycle of technical reviews of GHG inventories of Annex I Parties were completed in a timely manner; such arrangements for the 2013 cycle are currently being made</p>
Effective support is provided for the implementation of the work programme for the revision of the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories”	Proportion of mandated outputs delivered and delivered on time	All mandated inputs have been provided on time, except for the delivery of the pilot version of the new CRF Reporter, which reflects the revised guidelines on 22 October 2012 as per the mandate in decision 15/CP.17. The release of that version was made later than on the mandated date of 1 October 2012 because of the lack of funding for the project
A sufficient number of experts are trained and ready to participate in GHG inventory reviews	Number of GHG inventory review experts passing the relevant examination annually	Three training cycles for GHG inventory review experts under the Convention were organized. Eighty-nine experts received training and 88 experts passed the mandatory examinations. Two training cycles were organized under the Kyoto Protocol and 72 experts passed the mandatory examinations

Objective 2: To support non-Annex I Parties in preparing and submitting national communications and national inventory and biennial reports and preparing and implementing nationally appropriate mitigation actions (NAMAs) required for the implementation of the Convention

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
The launch and operation of the process of international consultation and analysis of biennial reports from developing countries is facilitated	<p>Proportion of mandated outputs delivered and delivered on time</p> <p>All NAMA submissions are made available on the UNFCCC website in a timely manner</p> <p>All NAMAs are accurately recorded in the registry in a timely manner</p>	<p>One paper on the cost implications of the international consultation and analysis process was prepared in a timely manner</p> <p>NAMAs were received and made available on the UNFCCC website in document FCCC/SBI/2013/INF.12/Rev.2</p> <p>The working prototype of the registry was launched in June 2013, which is accessible only to Parties. The final web-based platform accessible to Parties and open to the public will be completed by October 2013</p>

The development of modalities for MRV of developing countries' actions and the support received for those actions is facilitated	Proportion of mandated outputs delivered and delivered on time	A draft decision on the general guidelines for domestic MRV may be adopted at COP 19
The NAMA registry is established effectively and updated regularly, including, as appropriate, the 'matching' function	Number of mitigation actions recorded	Over 50 mitigation actions and one source of support have been recorded in the registry. However, the matching of action with support will happen outside of the registry
Parties are informed about available guidelines, methods and tools for preparing and submitting their national communications, GHG inventories and other reports	Number of visits to the UNFCCC website to download guidelines, methods and tools Number of booklets and CD-ROMs collected by Parties from the UNFCCC information kiosk during sessions	The relevant web pages with information on national communications from Parties not included in Annex I to the Convention, including the pages for downloading guidelines, methods and tools, were visited about 90,000 times during the reporting period About 1,500 national experts from the Asia-Pacific States, the African States and the Latin America and Caribbean States were provided with CD-ROMs and/or access, via a file transfer protocol, to updated training materials from the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention on the preparation of national communications by non-Annex I Parties
Effective support is provided to non-Annex I Parties in their fulfilment of the reporting requirements under the Convention	Number of non-Annex I Parties that have submitted their subsequent national communications Number of national reports received by the secretariat Number of non-Annex I experts that have been trained	Four initial national communications, 28 second national communications, one third national communication and one fifth national communication were submitted by Parties and received and processed by the secretariat during the reporting period More than 950 experts from the Asia-Pacific States, the African States and the Latin America and Caribbean States participated either on site or remotely in the training workshops on national GHG inventories; over 300 experts participated on site or remotely in the workshops on mitigation assessment; and over 450 experts participated on site or remotely in the workshops on vulnerability assessment
Data reported by non-Annex I Parties under the Convention and its Kyoto Protocol are processed, stored and published in a timely and accurate manner	All relevant UNFCCC data systems (e.g. the GHG database, the online GHG data interface and the non-Annex I software for the preparation of inventory data) are kept operational without unplanned interruptions	All relevant systems operated without unplanned interruptions Five updates of the online GHG data interface were implemented during the reporting period, in order to incorporate the latest data on GHG emissions reported in the latest national communications The development of non-Annex I Party software for the preparation and submission of inventory data led to a first release in June 2013; further developments are ongoing

The UNFCCC is recognized as an authoritative source of GHG data for non-Annex I Parties	<p>All queries and reports required for supporting the reporting of GHG data by non-Annex I Parties are made available in accordance with agreed timelines</p> <p>Ninety-five per cent or more of all data-related inquiries received by the secretariat have been answered within one week</p>	<p>During the reporting period, neither queries nor reports were required for supporting the reporting of GHG data by non-Annex I Parties</p> <p>All of the 19 inquiries relating to national communication processes were responded to within one week of their receipt</p>
The development of modalities for MRV of anthropogenic forest-related emissions by sources and removals by sinks, forest carbon stock and forest area changes resulting from the implementation of REDD-plus ^b activities is facilitated	Proportion of mandated outputs delivered and delivered on time	All mandated outputs in the context of supporting relevant negotiations following decision 1/CP.16, appendix II, were delivered on time
The identification of land use, land-use change and forestry (LULUCF) activities in developing countries, in particular those that are linked to the drivers of deforestation and forest degradation, is facilitated	Proportion of mandated outputs delivered and delivered on time	All mandated outputs in the context of supporting relevant negotiations following decision 1/CP.16, paragraph 72, were delivered on time
A sufficient number of experts are trained and ready to contribute to the preparation of national communications and to other national reporting obligations	<p>Number of national reports received by the secretariat</p> <p>Number of non-Annex I experts that have been trained</p>	<p>All 14 countries (there are eight participating countries in the Southern and Eastern African regional capacity-building project: Botswana, Malawi, Mauritius, Namibia, Rwanda, South Africa, United Republic of Tanzania and Zambia; the South-East Asian regional capacity-building project involves six countries: Cambodia, Malaysia, Philippines, Papua New Guinea, Thailand and Viet Nam) have prepared national reports that were incorporated into annual and mid-year regional reports</p> <p>Approximately 110 experts were trained in the use of agriculture, land-use and forestry software</p>

Objective 3: To improve the methodological and scientific bases for enhancing the implementation of the Convention and its Kyoto Protocol

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Effective support is provided for the consideration of matters related to targets for Annex I Parties	Proportion of mandated outputs delivered and delivered on time	A total of eight outputs were mandated to be delivered during the reporting period and all were delivered on time, including supporting negotiations, the preparation of a technical paper on developed country targets, the organization of an in-session workshop on developed country mitigation actions and a briefing in relation to the clarification of developed country targets

Work on the methodological and scientific basis for long-term cooperative action on policy approaches and positive incentives on issues relating to REDD-plus in developing countries is facilitated	Proportion of mandated outputs delivered and delivered on time	A total of nine outputs were mandated to be delivered during the reporting period and all of them were delivered on time, including the preparation of: (a) three workshops; (b) a technical paper on modalities and procedures for financing results-based actions and considering activities related to decision 1/CP.16, paragraphs 38 and 39; and (c) two compilations of relevant views of Parties
	Number of submissions that are posted on the reducing emissions from deforestation and forest degradation in developing countries (REDD) Web Platform, developed in response to decision 2/CP.13	<p>A total of 69 submissions were posted on the REDD Web Platform during the reporting period</p> <p>A total of 174 registrations were recorded on the REDD Web Platform during the reporting period</p>
Work on methodological and scientific matters is facilitated, including in the areas of LULUCF, sectoral approaches, international aviation and maritime transport, and fluorinated gases	Proportion of mandated outputs delivered and delivered on time	<p>A total of 12 outputs were mandated to be delivered during the reporting period, all of which were on time</p> <p>The outputs included the provision of support by MDA for the launch of work programmes on LULUCF and work on agriculture under the SBSTA, and five compilations of views of Parties (one on agriculture and four on LULUCF)</p> <p>They also included the support by MDA of the ongoing work of the SBSTA on: (a) international aviation and maritime transport; (b) common metrics and the organization of a workshop on common metrics in April 2012; and (c) implications of decisions 2/CMP.7 to 5/CMP.7 in relation to the second commitment period of the Kyoto Protocol on the previous decisions of the CMP on methodological issues related to the Kyoto Protocol, including those relating to Articles 5, 7 and 8, as well as the preparation of a relevant technical paper and the organization of a workshop</p>

Objective 4: To support Parties, in particular developing country Parties, in meeting their specific needs and concerns arising from the impact of the implementation of response measures

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Effective support is provided to work on the impact of the implementation of response measures, including support for the implementation of the work programme under the subsidiary bodies to address said impact, and a possible forum	Proportion of mandated outputs delivered and delivered on time	<p>Seven in-forum workshops were held and one in-forum expert meeting was conducted</p> <p>Seven in-forum workshop reports and one in-forum expert meeting report were prepared on time</p>

^a Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

^b See <http://unfccc.int/methods/redd/redd_finance/items/7671.php>.

Table 20

Objectives, expected results,^a performance indicators and performance data for the Financial, Technology and Capacity-building programme
Objective 1: To support the intergovernmental process with regard to the provision of financial resources to developing country Parties for adaptation and mitigation

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Parties are effectively supported in intergovernmental negotiations on the financial mechanism of the Convention and on the provisions of the Cancun Agreements relating to fast-start finance, long-term finance, the Green Climate Fund and the Standing Committee on Finance (SCF)	Number of mandated outputs delivered in a timely manner	A total of seven mandates required output delivery. The required outputs were two regional workshops on the process and the requirements for the accreditation of national implementing entities for direct access under the Adaptation Fund. Both workshops were held on time. In addition, one official Conference of the Parties (COP) information document on the submissions from developed country Parties relating to fast-start finance was prepared and delivered on time. Two workshops on long-term finance were organized and the Co-Chairs' report was delivered. Four meetings of the SCF and one forum of the SCF were held on time. A report from the SCF was made available to COP 18 in a timely manner, as was a report from the Green Climate Fund
Parties are regularly provided with information on financial resources to assist developing country Parties in implementing mitigation and adaptation measures	Proportion of mandated outputs delivered and delivered on time	The finance portal modules on fast-start finance and the Global Environment Facility (GEF) have been updated and a new module on the Adaptation Fund has been developed. New web pages on long-term finance and the SCF, including its virtual forum, have been developed
	Number of visits to the section on the financial mechanism on the UNFCCC website	A total of 268,000 visits were made to the sections on the financial mechanism, long-term finance and the SCF
Information on the implementation of the COP guidance to the GEF as an operating entity of the financial mechanism, as well as on the work of the Adaptation Fund, is provided regularly and in accordance with mandates under the Convention	Number of reports prepared by the GEF made available by the secretariat in a timely manner	One report from the GEF was made available to COP 18 in a timely manner. One GEF information document was produced on time for the thirty-eighth session of the Subsidiary Body for Implementation (SBI)
	Number of reports prepared by the Adaptation Fund Board made available by the secretariat in a timely manner	One report prepared by the Adaptation Fund Board was made available to the eighth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol in a timely manner. One technical report and one information document were prepared for SBI 38
Parties are supported effectively in the fifth review of the financial mechanism	Proportion of mandated outputs delivered and delivered on time	No outputs were mandated to be delivered during the reporting period

Objective 2: To support and enhance cooperation among Parties and relevant organizations on the research, development, demonstration, deployment, diffusion and transfer of technologies for adaptation and mitigation

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Effective support is provided for making the Technology Mechanism fully operational, as mandated by the Cancun Agreements and in response to other subsequent decisions of the COP	Proportion of mandated outputs delivered and delivered on time	A total of five outputs were required to be delivered during the reporting period. All were delivered on time
Effective support is provided to the Technology Executive Committee (TEC)	The draft business plans of the TEC are developed in accordance with its decisions	A rolling workplan was developed by the TEC at its 2 nd meeting and made available at the thirty-sixth sessions of the subsidiary bodies, in accordance with decision 4/CP.17
	The annual report of the TEC is made available in a timely manner	The report on activities and performance of the TEC for 2012 was made available to the subsidiary bodies at their thirty-seventh sessions in a timely manner
Effective support is provided in relation to the Climate Technology Centre and Network (CTCN), as mandated by the COP and relevant bodies	The selection process for the host of the CTCN is launched and completed in a timely manner, in accordance with relevant decisions of the COP	The call for proposals for hosting the Climate Technology Centre (CTC) was issued in a timely manner and all related documents were made available on the UNFCCC website
		The report on the evaluation of the proposals to host the CTC was made available to SBI 36
		The report on the discussions on key elements of the potential host agreement for the CTC was made available to SBI 37
Effective support is provided for the implementation of the technology transfer framework in collaboration with partner organizations	Proportion of mandated outputs delivered and delivered on time	A total of two outputs were required to be delivered during the reporting period. An experience-sharing workshop on technology needs assessments was organized in collaboration with the United Nations Environment Programme and the report thereon was made available on time for consideration by the Subsidiary Body for Scientific and Technological Advice at its thirty-seventh session
The technology information clearing house (TT:CLEAR) is transformed to become the technology information platform of the Technology Mechanism	Number of visits to the technology information platform	A total of 205,533 visits were made to the technology information platform
	Number of page displays and file downloads	Data on the number of file downloads are not available as the new and improved platform is still being finalized

Objective 3: To enhance the capacity of Parties and education, training and public awareness activities by Parties, in particular developing country Parties, for their active engagement and participation in implementing the Convention and its Kyoto Protocol

<i>Expected result(s) under the Convention</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Parties are regularly provided with information on progress, effectiveness and gaps in capacity-building for non-Annex I Parties and Parties with economies in transition	Annual reports are made available in a timely manner	Seven reports were mandated and made available during the reporting period. Five reports were made available on time and two were delayed, owing to a temporary shortage of human resources
Information is made available on the support provided by developed country Parties for capacity-building in developing country Parties as well as on the use of that support	Information from submissions is compiled and made available on the UNFCCC website in a timely manner	Seven submissions were received during the reporting period, which were made available on the UNFCCC website in a timely manner
The implementation of the capacity-building frameworks is facilitated through coordination with United Nations agencies and other relevant institutions	Number of partner agencies and organizations that contribute to the implementation of the capacity-building frameworks	A total of 356 partner agencies and organizations contributed to the implementation of the capacity-building frameworks
	Number of activities undertaken by partner agencies and relevant organizations to contribute to the implementation of the capacity-building frameworks as listed in annual reports	A total of 506 activities were submitted during the reporting period by partner agencies and relevant organizations and are listed in the annual report
Effective support is provided to the review of the implementation of the amended New Delhi work programme on Article 6 of the Convention	Proportion of mandated outputs delivered on time	Five outputs were mandated to be delivered during the reporting period. Three documents were made available to the SBI on time and two were delayed, owing to a temporary shortage of human resources
Relevant United Nations agencies and other organizations are mobilized to provide coordinated input to the implementation of the work programme on Article 6 of the Convention	Number of relevant United Nations agencies and other organizations mobilized by the secretariat to provide input to the implementation of the work programme on Article 6 of the Convention	A total of 19 intergovernmental and 23 non-governmental organizations was mobilized by the secretariat during the reporting period
The information network clearing house (CC:iNet) is used actively as a tool to enhance the exchange of information on activities under Article 6 of the	Number of registered users in different world regions	A total of 593 users from different world regions were registered
	Number of page displays and file downloads	More than 133,000 page displays and more than 900 downloads were registered on CC:iNet during the reporting period

Convention	Level of satisfaction with CC:iNet of users surveyed	A total of 84 responses were received to an online user survey on CC:iNet conducted in January and February 2012. Eighty-six per cent of survey respondents found that the navigation structure of CC:iNet provides easy access to information and 70 per cent rated the layout of the CC:iNet web pages and the quality of the information provided as good or excellent. The survey was advertised on the UNFCCC website and the homepage of CC:iNet and e-mail notifications were sent to all Parties and more than 1,600 admitted observer organizations, as well as to registered CC:iNet users and participants in regional workshops on the implementation of Article 6 of the Convention
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^a Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

Table 21

Objectives, expected results,^a performance indicators and performance data for the Adaptation programme

Objective 1: To support Parties, in particular developing country Parties, in assessing impacts, vulnerability and risks and in developing and implementing adaptation plans, policies and actions

<i>Expected result(s) under the Convention</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
The overall coherent implementation of the Cancun Adaptation Framework is facilitated	Proportion of mandated outputs delivered and delivered on time	A total of 21 mandates required output delivery during the reporting period, pertaining to all three components of the Cancun Adaptation Framework. All mandates were delivered. Those that had a specific delivery date were delivered on time, except several documents depending on timely receipt of submissions and those documents that were slightly delayed owing to the timing of related activities
The work of the Adaptation Committee (AC) is facilitated	Proportion of mandated AC reports delivered and delivered on time	The first report of the AC to the Conference of the Parties (COP), through the subsidiary bodies, was delivered with a slight delay, which was caused by the delayed 1 st meeting of the AC
	Number of working papers and information products prepared in support of the work programme of the AC	The 1 st , 2 nd and 3 rd meetings of the AC were held during the reporting period. A total of 20 working papers were made available, which were all well received by the AC
	Level of satisfaction of the AC members with the secretariat's support for the work of the AC	AC members have expressed their full satisfaction with the support provided by the secretariat

The process for the formulation and implementation of national adaptation plans (NAPs) is facilitated	Proportion of mandated outputs delivered and delivered on time	Four mandates to the secretariat required output delivery during the reporting period, including requests for two miscellaneous documents and two synthesis reports. There are also ongoing mandates pertaining to the use and enhancement of existing databases and the collection and compilation of information for the Subsidiary Body for Implementation (SBI) to monitor and evaluate the NAP process. All mandates with specific deadlines were delivered on time
	Number of experts trained in the modalities and guidelines for NAPs	A total of 66 experts were trained in the modalities and guidelines for NAPs during the Least Developed Countries Expert Group (LEG) workshop on adaptation for francophone least developed countries (LDCs), which took place in Lomé, Togo, on 18–22 March 2013. Additional experts were introduced to the modalities and guidelines for NAPs during the NAP Expo, which took place on 9 June 2013 and was aimed at launching the NAP process in the LDCs
The implementation of the work programme on loss and damage is facilitated	Proportion of mandated outputs delivered and delivered on time	A total of 10 concrete mandates required output delivery during the reporting period. Five expert meetings were organized and two meeting reports, two technical papers and one literature review were produced. The secretariat also complied with the mandates to invite experts from regional centres and networks to expert meetings and to engage stakeholders
The implementation of the Nairobi work programme on impacts, vulnerability and adaptation to climate change is facilitated	Proportion of mandated outputs delivered and delivered on time	A total of 10 concrete mandates required output delivery during the reporting period. These included three progress reports to the Subsidiary Body for Scientific and Technological Advice (SBSTA), which were delivered on time, and ongoing mandates relating to stakeholder engagement and the development of information and knowledge products and their dissemination. One knowledge product on the private-sector initiative, two leaflets and four issues of the electronic newsletter (eUpdate) were produced during the reporting period. Stakeholder engagement is ongoing
	Number of action pledges by Nairobi work programme partners	During the reporting period, the secretariat received a total of 18 new action pledges, bringing the total number of action pledges received to 178
The work of the LEG is facilitated	Proportion of mandated LEG reports delivered and delivered on time	Three LEG reports were mandated to be delivered during the reporting period and were made available on time
	Number of working papers and information products prepared in support of the work programme of the LEG	A total of 12 such working papers and information products were prepared. Some of them were disseminated and made available in English, French and Portuguese
	Level of satisfaction of the LEG members with the secretariat's support of the work of the LEG	The results of a recently conducted survey indicate that the LEG expresses satisfaction with the support provided by the secretariat

Collaboration between the LEG and the Global Environment Facility (GEF) and its agencies is facilitated	Number of joint activities between the GEF and its agencies and the LEG facilitated by the secretariat	Eight such activities were facilitated by the secretariat: three LEG meetings, two LEG regional training workshops and two LEG side events each at SBI 36 and SBI 37/COP 18; the contribution to the development of training materials for the LEG 2012–2013 regional training workshops on adaptation for the LDCs through electronic means and interaction during sessions of the subsidiary bodies; the contribution to the facilitation of the above-mentioned workshops; and active participation in the review meeting of the LEG technical guidelines and the NAP Expo
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Objective 2: To support the review of the adequacy of the long-term global goal and the consideration of various matters related to science, research and systematic observation

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Work by the Convention bodies on matters related to science, research and systematic observation is facilitated	Proportion of mandated outputs delivered and delivered on time	Eight mandates required output delivery during the reporting period. These included the continuation of the organization of the research dialogue, the production of miscellaneous documents containing additional views on the research dialogue, and enhancing the visibility of scientific information relevant to the Convention on the UNFCCC website (redesigned web pages for research). All achieved outputs were delivered on time; one is still ongoing and is on schedule
	Number of international and regional programmes and organizations taking part in the research dialogue under the Convention	A total of 24 presentations were made during the research dialogues held during SBSTA 36 and 38, with 16 presentations being made on behalf of 10 international research programmes and organizations and the Intergovernmental Panel on Climate Change, and eight presentations made on behalf of Parties, with four of them representing groups of Parties
The review of the adequacy of the long-term global goal is facilitated	Proportion of mandated outputs delivered and delivered on time	Four mandates required output delivery during the reporting period. These included the consideration without delay of available inputs to the 2013–2015 review and the initiation of the structured expert dialogue (SED) on the 2013–2015 review, which was established at COP 18. An in-session workshop under the SED was held during the thirty-eighth sessions of the subsidiary bodies to consider such inputs and the two co-facilitators of the SED were selected. The web page of the review was developed and made available to Parties in May 2013. A total of nine presentations were made during the workshop under the SED, with three presentations made by experts and six presentations made on behalf of Parties, with three of them representing groups of Parties

A shared vision for long-term cooperative action was facilitated under the Ad Hoc Working Group on Long-term Cooperative Action under the Convention	Proportion of mandated outputs delivered and delivered on time	A workshop on equitable access to sustainable development was held during the thirty-sixth sessions of the subsidiary bodies. A total of 14 presentations were made, with two presentations made by experts, 12 presentations made on behalf of Parties, with three of them representing groups of Parties, and two presentations made by intergovernmental organization and non-governmental organizations
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Objective 3: To engage a wide range of stakeholders and to widely disseminate information by effective means, including through the UNFCCC website

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
A wide range of stakeholders is engaged in the implementation of all relevant mandates	Number of collaborative activities facilitated between organizations and between Parties and organizations	The programme continued the facilitation of collaborative activities between organizations and between Parties and organizations under all of its different workstreams. This included organizing 22 workshops, expert meetings and informal meetings and two research dialogue meetings, producing a wide range of documents with stakeholder input, contributing to the Momentum for Change initiative and ongoing communication with all stakeholders across all workstreams
	Diversity of engaged stakeholders, including by geographical region, type and sector	The diversity of engaged stakeholders spans all regions, types, sectors and climate hazards. Statistical data are constantly updated and available on the programme's database of partners, action pledges and experts ^b
Comprehensive user-friendly information is made available in a timely manner	Number of visits to the sections of the UNFCCC website dedicated to adaptation	During the reporting period the main page of the adaptation portal ^c was accessed 142,533 times. All related subpages had a total of 4,942,159 views
	Information contained in the sections of the UNFCCC website dedicated to adaptation is regularly updated	Information contained in the sections of the UNFCCC website dedicated to adaptation was updated on a continuous basis. In May 2013 the web representation of the Adaptation programme under the UNFCCC was restructured to present information in a more coherent, consistent and user-friendly manner
	Level of satisfaction of users of the section of the UNFCCC website dedicated to adaptation	Parties and other stakeholders have expressed satisfaction with the accessibility of adaptation information after the launching of new web pages

^a Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

^b See <<http://unfccc.int/5005.php>>.

^c See <<http://unfccc.int/4159>>.

Table 22

Objectives, expected results,^a performance indicators and performance data for the Sustainable Development Mechanisms programme
Objective 1: To support and optimize the operation of the clean development mechanism (CDM)

<i>Expected result(s) under the Kyoto Protocol</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Meetings of the Executive Board of the CDM are organized efficiently and are well supported	Level of satisfaction of the members of the CDM Executive Board with the support provided by the programme for their work	Eighty-three per cent (10 of 12) of the SDM survey respondents expressed satisfaction with the support provided
	Proportion of meeting documents made available fully in accordance with the rules of procedure of the CDM Executive Board	The secretariat organized and supported meetings of the CDM Executive Board, such that 92 per cent (160 of 174) of all documents were made available fully in accordance with the rules of procedure. The remaining documents were late submissions
The work of the CDM Executive Board on methodologies is facilitated	Level of satisfaction of the members of the Methodologies Panel, Afforestation and Reforestation Working Group, Carbon Capture and Storage, and Small-Scale CDM Working Group with the support provided by the secretariat for their work	Eighty-one per cent (13 of 16) of the SDM survey respondents expressed satisfaction with the support provided
	Proportion of new methodologies processed fully in accordance with the established procedures and timelines	The secretariat facilitated the work of the CDM Executive Board on methodologies, such that all 24 requests for new methodologies were processed fully in accordance with the established procedures and timelines
	Proportion of requests for revisions of, clarifications to and deviations from approved methodologies processed fully in accordance with the procedures and timelines	The secretariat facilitated the work of the CDM Executive Board on methodologies, such that all requests for revisions (51) and clarifications (106) were processed fully in accordance with the established procedures and timelines
The registration of CDM projects and the issuance of certified emission reductions (CERs) are facilitated	Proportion of summary notes delivered to the CDM Executive Board within the specified timelines	Ninety-six per cent of the summary notes were delivered within the specified timelines (i.e. 3,183 of 3,326 for registration and 3,315 of 3,465 for issuance)
	Proportion of project completeness checks conducted within the specified timelines	Ninety-five per cent of the checks for registration and issuance commenced during the reporting period were conducted within the specified timelines, of which 94 per cent were completeness checks (i.e. 3,776 of 4,085 for registration and 3,664 of 3,848 for issuance) and 97 per cent were information and reporting checks (i.e. 3,857 of 3,989 for registration and 3,708 of 3,826 for issuance)

<i>Expected result(s) under the Kyoto Protocol</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
The operation of the CDM registry is facilitated	Proportion of issuance instructions acted upon within one day	<p>The secretariat facilitated the registration of CDM projects and the issuance of CERs. However, upon closer scrutiny, the indicator chosen to measure performance was found not to be suitable for accurately reflecting the secretariat's performance. The indicator will therefore be revised and performance will be reported on in the next biennium</p> <p>The secretariat processed 3,490 issuance instructions</p>
	Proportion of forwarding instructions for CERs acted upon within two weeks	<p>The secretariat facilitated the operation of the CDM registry. However, upon closer scrutiny, the indicator chosen to measure performance was found not to be suitable for accurately reflecting the secretariat's performance. The indicator will therefore be revised and performance will be reported on in the next biennium</p> <p>The secretariat processed 4,878 requests for forwarding instructions for CERs, which is an increase of 26 per cent in comparison with the previous 18 months</p>
The accreditation of operational entities by the CDM Executive Board is facilitated	Proportion of requests to change modalities of communication statements processed within one month	<p>The secretariat facilitated the operation of the CDM registry. However, upon closer scrutiny, the indicator chosen to measure performance was found not to be suitable for accurately reflecting the secretariat's performance. The indicator will therefore be revised and performance will be reported on in the next biennium</p>
	Proportion of requests to change the status of project participants and focal points processed within one month	<p>The secretariat processed 5,174 requests to change the modalities of communication (including digitization of the modalities of communication form)</p>
	Level of satisfaction of the members of the CDM Accreditation Panel, designated operational entities (DOEs) and applicant entities with the support provided by the programme for their work	<p>Sixty per cent (23 of 38) of the DOEs and applicant entities expressed satisfaction with the support provided. The low survey response rate from the CDM Accreditation Panel did not allow for any conclusions to be drawn</p>
	Proportion of cases processed fully in accordance with the procedure for accrediting operational entities	<p>Ninety-four per cent (352 of 374) of the cases brought to the Accreditation Panel were processed fully in accordance with the specified timelines. The remaining documents were mostly late submissions from the assessment team or DOEs</p> <p>All of the 205 cases were brought to the CDM Executive Board for consideration in accordance with the procedure for accrediting operational entities</p>

<i>Expected result(s) under the Kyoto Protocol</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
	Proportion of cases prepared for consideration by the CDM Executive Board and its Accreditation Panel fully in accordance with the accreditation procedures	The secretariat facilitated the accreditation of operational entities, such that 100 per cent of cases prepared for consideration by the CDM Executive Board (205) and its Accreditation Panel (374) were fully in accordance with the accreditation procedures

Objective 2: To support and optimize the operation of joint implementation (JI)

<i>Expected result(s) under the Kyoto Protocol</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Meetings of the Joint Implementation Supervisory Committee (JISC), and of its panels, committees and working groups, are organized efficiently and are well supported	<p>Level of satisfaction of the members of the JISC with the support provided by the programme for their work</p> <p>Proportion of meeting documents made available fully in accordance with the rules of procedure of the JISC</p>	<p>All (11 of 11) of the SDM survey respondents expressed satisfaction with the support provided</p> <p>The secretariat organized and supported meetings of the JISC, such that 16 of the 21 meeting documents (76 per cent) were made available fully in accordance with the rules of procedure. The remaining documents were late submissions</p>
The accreditation of independent entities (IEs) by the JISC is facilitated	<p>Level of satisfaction of the members of the JISC Accreditation Panel with the support provided by the programme for their work</p> <p>Proportion of applications for accreditation received in advance of a JISC Accreditation Panel meeting prepared for assignment to an accreditation team and processed fully in accordance with the procedure for accrediting IEs</p>	<p>A low SDM survey response rate did not allow for any conclusions to be drawn.</p> <p>The (i.e. one re-accreditation) application for accreditation is being processed in accordance with JI regulations</p>
The work of the JISC on the full project cycle of the Joint Implementation Track 2 ^b procedure is facilitated	<p>Level of satisfaction of project participants, applicant/ accredited IEs and members of the JISC with the support provided by the programme for the handling of JI Track 2 procedures</p> <p>Proportion of submissions and calls for input processed fully in accordance with the established modalities and procedures</p>	<p>A low SDM survey response rate did not allow for any conclusions to be drawn.</p> <p>All of the 210 submissions for Track 2 and the one call for input were processed within the given timelines</p>

Objective 3: To realize the full potential of sustainable development mechanisms to enhance the implementation of the Convention

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Work programmes under the intergovernmental bodies concerning the further development of the project-based mechanisms are facilitated	Proportion of mandated outputs delivered on time	All nine mandated outputs were delivered on time (i.e. publication of three submissions, organization of one workshop, preparation of one synthesis report and one compilation report, establishment of the CDM loan scheme, addressing significant CDM deficiencies, and CDM information made publicly available)
Parties are supported in their consideration and development of further market-based and other collaborative mechanisms	Proportion of mandated outputs delivered on time	All 10 mandated outputs (i.e. publication of five submissions, organization of four workshops and preparation of one technical paper) were delivered on time All eight mandated outputs (i.e. publication of three submissions, preparation of two technical syntheses and organization of three workshops) to be delivered in the second half of 2013 are on track
Overall strategic, policy and administrative management is provided to the development and implementation activities of the programme, including in relation to the support of existing market-based mechanisms and further relevant work mandated by Parties	Proportion of mandated outputs delivered on time	All three mandated outputs were delivered on time (i.e. adjusted UNFCCC practice on the costs of travel and the daily subsistence allowance; publication of Party-specific amount of issuance of emission reductions; and further measures to improve the efficiency of the project cycle) Both mandated outputs to be delivered in the second half of 2013 are ongoing (i.e. reducing the average waiting time for registration and issuance of CDM project activities and enhancing support for countries underrepresented in the CDM)
Compliance with United Nations financial regulations and rules, and UNFCCC financial procedures	Implementation rate of audit recommendations relating to financial and administrative matters	All recommendations from the preceding audits have been implemented. There was an audit during the reporting period. The SDM management is aiming to implement the recommendations from the most recent audit report by the first quarter of 2014

^a Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

^b The verification procedure under the JISC, defined in decision 9/CMP.1, annex, paragraphs 30–45.

Table 23

Objectives, expected results,^a performance indicators and performance data for the Legal Affairs programme**Objective 1: To provide legal advice and support so that the Convention and its Kyoto Protocol, as well as the outcomes from the negotiations under the Bali Road Map, are implemented and the associated intergovernmental process is conducted in accordance with legal, procedural and institutional requirements**

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
The Convention and its Kyoto Protocol, as well as any new international agreement(s) adopted thereunder, are interpreted and implemented in accordance with relevant legal, procedural and institutional requirements	Absence of complaints raised by Parties and other stakeholders regarding the timeliness and soundness of legal advice and support provided by the secretariat	During the first 18 months of 2013, the Legal Affairs (LA) programme issued at least 47 legal opinions on different legal issues, six of them directly to Parties, and provided legal advice on at least 22 different legal issues. The secretariat did not receive any complaints from Parties or other stakeholders regarding the timeliness and soundness of such legal advice or the legal support provided by the secretariat during the reporting period
The bodies established under the Convention and its Kyoto Protocol, including constituted bodies, as well as the intergovernmental process, function and operate in accordance with legal, procedural and institutional requirements	Absence of complaints raised by Parties with respect to the legal support provided by the secretariat to the intergovernmental process and the operation and functioning of the constituted bodies under the Kyoto Protocol	The intergovernmental process was a major area of concentration for the legal advice provided by LA during the reporting period. Sixteen of the 47 legal opinions issued from 1 January 2012 to 30 June 2013 dealt with the legal, procedural and institutional requirements of the intergovernmental process
[repeat of above]	Proportion of concerns, issues or disputes raised by public or private entities against constituted bodies under the Kyoto Protocol or their members that are addressed and resolved expeditiously and amicably and do not result in legal action against individuals serving on constituted bodies	The concerns and issues that were raised by public or private entities against constituted bodies or their members in the reporting period were expeditiously resolved and did not lead to legal action against any individuals serving on constituted bodies

Objective 2: To facilitate the operations of the secretariat and to ensure that they are conducted in accordance with legal, procedural and institutional requirements

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
The operations of the secretariat are conducted in accordance with applicable United Nations rules and regulations, the legislative authority of the Conference of the Parties and the Conference of the Parties serving as the meeting of the	The number of contracts and other legal instruments between the secretariat and service providers, governments and other partners that are concluded expeditiously and in a legally sound manner, thereby facilitating the smooth operation of the secretariat	In the period from 1 January 2012 to 30 June 2013, LA provided final clearance to 168 legal instruments that could be concluded on behalf of the secretariat. During the same period, the secretariat concluded 158 legal instruments with third parties after these instruments had been reviewed or drafted and cleared by LA. No disputes in the implementation of these instruments were raised that could not be settled amicably between the parties

Parties to the Kyoto Protocol (CMP) and UNFCCC requirements	The number of audit queries and queries raised by the United Nations Office of Legal Affairs on the appropriateness of legal arrangements entered into by the secretariat	In the period from 1 January 2012 to 30 June 2013, no audit queries or queries from the United Nations Office of Legal Affairs were received in relation to the appropriateness of legal arrangements entered into by the secretariat
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Objective 3: To facilitate the effective operation of the compliance mechanism in support of the environmental integrity of the Kyoto Protocol and the credibility of the market mechanisms (Article 18 of the Kyoto Protocol and decisions 27/CMP.1, 4/CMP.2 and 4/CMP.4)

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
The Compliance Committee takes decisions based on the best available information	Proportion of outputs made available on time	From 1 January 2012 to 30 June 2013, five meetings of the enforcement branch, three meetings of the facilitative branch and three meetings of the plenary took place. In the reporting period, LA delivered all of its mandated outputs relating to the Compliance Committee on time and therefore in accordance with the timelines set out in the procedures and mechanisms relating to compliance under the Kyoto Protocol (annex to decision 27/CMP.1) and the rules of procedure of the Compliance Committee of the Kyoto Protocol (annex to decision 4/CMP.2, as amended by decision 4/CMP.4). One of the supporting documents for the 22 nd meeting of the enforcement branch (document CC/EB/22/2013/2) was not posted on the UNFCCC website in accordance with the secretariat's internal working arrangements (i.e. the next business day after it was made available to the members and alternate members of the branch). This slight delay was due to competing demands on the time of the staff member responsible for website posting
	Level of satisfaction expressed by the members and alternate members of the Compliance Committee regarding secretariat support	A web-based survey on the level of satisfaction expressed by members and alternate members of the Compliance Committee with the support of the secretariat was conducted by an independent expert from 10 to 26 July 2013. The results of the survey, which had a 52 per cent response rate (22 of 42 possible respondents), indicate that members and alternate members of the Committee have a high level of satisfaction with the support provided by the secretariat to the Compliance Committee

The CMP is provided with adequate and effective support in the development of policy guidance to the Compliance Committee	Absence of complaints raised by Parties with respect to the legal support provided by the secretariat in the development of policy guidance	The secretariat provided the CMP with support for the development of policy guidance to the Compliance Committee at CMP 7 and 8. Support was provided, in particular, for the consideration by the CMP of the sixth and seventh annual reports of the Compliance Committee, the appeal by Croatia against a final decision of the enforcement branch, and the proposed amendment to the Kyoto Protocol in respect of procedures and mechanisms relating to compliance. CMP 7 terminated its consideration of the appeal by Croatia after taking note of the withdrawal of the appeal. CMP 8 concluded its consideration of the proposed amendment to the Kyoto Protocol. No complaints were raised by Parties with respect to the legal support provided by the secretariat in these instances
Information on the actions taken by the Compliance Committee is made available in a clear and timely fashion	Proportion of Compliance Committee documents made available to the members and alternate members of the Compliance Committee, Parties concerned and the general public in accordance with the rules of procedure of the Compliance Committee	In the reporting period, all Compliance Committee documents prepared by the secretariat were made available to the members and alternate members of the Compliance Committee, the Party with respect to which a question or questions of implementation had been raised and the public, as appropriate, in accordance with the timelines set out in the annex to decision 27/CMP.1 and the annex to decision 4/CMP.2, as amended by decision 4/CMP.4. One document for consideration at the 22 nd meeting of the enforcement branch (document CC/EB/22/2013/2) was posted on the UNFCCC website a few days after it had been made available to members and alternate members of the enforcement branch. This slight delay in posting was due to competing demands on the time of the staff member responsible for website posting

^a Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

Table 24

Objectives, expected results,^a performance indicators and performance data for the Conference Affairs Services programme

Objective 1: To advance the climate change intergovernmental process as a result of participation in UNFCCC conferences and events

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
The secretariat's relations with Parties are strengthened through networking, the provision of information, in-depth insight and analysis, problem solving and the appropriate treatment of delegates according to protocol	Proportion of communications responded to Average response	The programme responded to all communications in a timely manner The average response time was 53 minutes

Representatives of eligible Parties, including those eligible for funding through the Trust Fund for Participation in the UNFCCC Process, can attend all relevant meetings and actively participate in the process	Proportion of eligible participants funded	<p>A total of 218 participants were eligible for funding for each of the four sessions of the subsidiary bodies, while 359 participants were eligible for funding for the eighteenth session of the Conference of the Parties (COP) and the eighth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) during the reporting period</p> <p>A total of 1,115 nominations were received and reviewed</p> <p>Ninety-five per cent of eligible participants were actually funded. The remaining 5 per cent did not take advantage of the offer for funding, mainly because they did not respond to the offer or declined the offer for unknown reasons</p>
Eligible members of civil-society and intergovernmental organizations are admitted and participate within the capacity limit of the venue	Efficiency of admission process (waiting and processing time)	<p>Of the 150 applications reviewed, 84 were assessed to be eligible by the secretariat and admitted by COP 18. Of those forwarded to COP 18, none were rejected. In the first half of 2013, 118 applications were reviewed for the eligibility assessment in time for COP 19 and CMP 9</p> <p>The majority of the applications were initially responded to within 10 working days. The maximum time required for a response is 20 working days</p> <p>The deadline for applications was 1 March 2012. The Bureau of COP 18 and CMP 8 granted provisional admission to the eligible applicants by 17 August 2012, and the COP admitted those eligible applicants as observers at the first meeting of the eighteenth session, held on 26 November 2012</p> <p>In the first half of 2013, the deadline for applications was 1 March 2013. The Bureau of COP 18 and CMP 8 is expected to grant provisional admission to the eligible applicants after the reporting period</p>
	Proportion of timely applications that are reviewed and processed in time for possible admission to the sessions of the COP	<p>All of the timely applications were reviewed and processed in time for admission to COP 18 in 2012 and 100 per cent of the timely applications were reviewed and processed in time for possible admission to COP 19 in 2013</p>
Input by observer organizations to the intergovernmental process is facilitated	Number of opportunities to make submissions to the negotiation process and opportunities to intervene at plenary and in contact groups and in-session workshops of UNFCCC sessions	<p>A total of 89 opportunities to make submissions were provided and a total of 303 submissions were cleared and all posted within two weeks of the clearance</p> <p>A total of 195 intervention opportunities were provided for non-governmental organization constituencies and 92 interventions were made in the reporting period</p>

Objective 2: To facilitate the work of delegates and assist in the intergovernmental process by maintaining the quality, clarity and readability of documents, and ensuring their timely availability

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Official documents are available on time	Percentage of documents, including versions in the six official languages of the United Nations, that have been submitted to the Conference Affairs Services programme in accordance with United Nations deadlines available to Parties on time	A total of 318 documents were mandated to be made available during the reporting period. All documents were made available and 39 per cent (34 of 87) were made available in accordance with the United Nations deadlines for translated documents

Objective 3: To provide suitable surroundings and comprehensive, state-of-the-art logistical and technical support so that meetings proceed smoothly and productively

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Comprehensive and functional conference facilities for participants in the climate change negotiation process are planned and provided for during the sessions, workshops and meetings	Number of complaints received with regard to conference facilities	No complaints were received with regard to conference facilities during the reporting period
Comprehensive and functional working conditions for staff are planned and provided for during the sessions, workshops and meetings	Number of reports of technical failures for sound, projectors, electricity, etc., relative to the size, duration and frequency of workshops and meetings	No reports of technical failures for sound, projectors, electricity, etc., were received during the reporting period

^a Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

Table 25

Objectives, expected results,^a performance indicators and performance data for the Communications and Knowledge Management Services programme
Objective 1: To make available to Parties, observer organizations, the public and other stakeholders authoritative and up-to-date information regarding the UNFCCC process in a user-friendly and cost-efficient manner

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
The UNFCCC website is recognized as the central information source for authoritative, up-to-date, comprehensive and user-friendly information on the UNFCCC process	Number of users accessing website content	A total of 155.8 million pages were viewed during the reporting period
	Amount of data downloaded	46.7 million files were downloaded from the UNFCCC website
	Number of webcast visits	218,000 visitors to the UNFCCC website viewed webcasts

The UNFCCC publications meet the needs of Parties and stakeholders	Level of satisfaction of Parties and stakeholders with the publications	The 2013 website survey indicated a high level of satisfaction with publications. In total, 82.2 per cent of the respondents gave publications a positive score
Journalists from developed and developing countries consistently attend intersessional and sessional meetings	Number of journalists from developed and developing countries attending the sessional meetings	A total of 43 journalists attended the sessions of the subsidiary bodies in May 2012; 23 journalists attended the ad hoc working group session in August and September 2012; 22 journalists attended the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action in April and May 2012; 861 journalists attended the eighteenth session of the Conference of the Parties (COP) in December 2012; and 45 journalists attended the June 2013 sessions of the subsidiary bodies. Funding was provided under the Trust Fund for Supplementary Activities for 17 journalists to attend COP 18
External communication efforts regarding the UNFCCC are coordinated across the United Nations system	Evaluation of the outcomes of the annual communications plan of the United Nations Communications Group (UNCG) Task Force on Climate Change	The programme worked with United Nations agencies and affiliated organizations (e.g. the World Bank) to ensure UNFCCC messaging was shared with all UNCG Task Force members and reinforced by them. This happened in the form of six telephone conferences, to which all the representatives of the member organizations in the UNCG Task Force were invited. In addition, the programme shared key talking lines and all UNFCCC press releases with the group via a common e-mail distribution list and liaised on a one-on-one basis with the individual communications officers of the United Nations Department of Public Information, the United Nations Environment Programme the World Meteorological Organization and the Intergovernmental Panel on Climate Change. This ensured that all organizations were on the same page in terms of expected key deliverables, notably for COP 18 and the four other sessions during the reporting period

Global and specialist media and non-governmental organizations are informed about the progress and the decisions of the intergovernmental process and its objectives	Assessment of information and data on online access to information on the website and comments posted to Facebook and retweets of secretariat tweets on Twitter	During the reporting period, the secretariat posted a total of 1,840 tweets on Twitter and 2,160 items on the UNFCCC Facebook page. Many of these messages were spread within the stakeholder community, with individual tweets by the Executive Secretary on the United Nations climate process and related events retweeted up to 70,000 times. Following the programme's social media support of the first long-term finance workshop, the head of Climate Action Network International, an umbrella organization comprising more than 700 non-governmental organizations, personally thanked the Executive Secretary for fully enabling civil-society participation via social media and webcasts
	Number of media that the UNFCCC reaches	The programme reached more than 3,226 journalists via its global media distribution lists. A total of 107,000 individuals and organizations were reached via social media (Twitter and Facebook) and around 19,500 via the UNFCCC electronic newsletter

Objective 2: To facilitate search and retrieval of UNFCCC documents and to improve knowledge-sharing and collaboration

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Parties, observers, secretariat staff and the general public have ready access to well-organized and comprehensive official documentation on the climate change negotiation process	Number of official documents published on the UNFCCC website within the agreed time frames	A total of 1,434 official documents, including language versions, were posted in a timely manner
Records are managed in accordance with secretariat policy and guidelines	Number of electronic records captured in the secretariat's records management system	During the reporting period, no additional records were captured in the secretariat's records management system. The total number of records captured so far is 3,472
Internal communication, collaboration and knowledge-sharing is improved through the use of the appropriate tools and systems, including an enhanced Intranet	Level of staff satisfaction with the relaunched Intranet	Five internal newsletter publications were published, with over 9,800 page views. The Intranet is now scheduled to be relaunched in 2014. Information on the level of satisfaction of staff will be provided in the 2015 budget performance report

^a Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

Table 26

Objectives, expected results,^a performance indicators and performance data for the Information Technology Services programme
Objective 1: To maintain and strengthen the secretariat's information technology (IT) infrastructure

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
The IT network infrastructure and support provide an enabling environment for the secretariat to service the Parties' requirements for conferences and mandated activities	Ninety-eight per cent overall planned information and communications technology network availability	<p>For the period from 1 January 2012 to 30 June 2013:</p> <p>Out of 17 monitored systems, 14 reached an availability of over 98 per cent. Three of the systems reached an availability of between 97 per cent and 98 per cent, owing to failures of ageing hardware. For those three systems, technology redesign projects have already been initiated</p> <p>For the period from 1 July 2012 to 30 June 2013:</p> <p>Excluding planned maintenance periods, out of 17 monitored systems, 16 reached an availability of over 98 per cent. A single system reached an availability of between 97 and 98 per cent. The redesign project for that system is still under way in the second half of 2013</p>
Service levels in relation to the help desk and security and disaster recovery meet the requirements	Incident/problem management times meet at a minimum the agreed times in the service-level agreement (SLA)	<p>During the reporting period, 25,648 work orders were created by the in-house service desk (which excludes the externally contracted international transaction log (ITL) service desk). A total of 99.82 per cent were answered within the timelines specified in the SLA and 86.57 per cent were resolved within the timelines specified in the SLA</p> <p>During the reporting period, a total of 219 incoming calls and 17,822 e-mails were received</p> <p>The performance metrics set for the ITL service desk are: 90 per cent of phone calls answered within 10 seconds, no more than 5 per cent of calls abandoned (user hanging up before being answered) within 20 seconds and 85 per cent of e-mails answered within 30 minutes. These three targets were met and exceeded for the 18-month period ending in June 2013: 96.99 per cent of phone calls were answered within 10 seconds, 2.35 per cent of phone calls were abandoned within 20 seconds and 95.45 per cent of e-mails were answered within 30 minutes</p>

Information systems for use by Parties and the secretariat are well developed and supported	All systems are delivered and/or supported in accordance with the requirements defined in the engagement agreements (EAs)	<p>During the current EA season 2013, five out of seven expected EAs have been signed between Information Technology Services (ITS) and the programmes. For the two additional EAs, the client programme's finalization of requirements is pending</p> <p>The EAs represent a list of candidate projects and services which ITS may execute during the year, depending on actual priorities, capacity and funding availability. The current set of EAs identifies 64 prospective projects and 50 potential services. For the 64 candidate projects that have been identified, 35 of them have been initiated at the request of client programmes in 2013, meaning that they have been, are being or will be executed during the year. Of the 35 active ITS projects: six have been completed and closed, 21 are in progress, of which 13 are in execution and eight are in the 'startup' stage (meaning they are in progress and being planned), and eight have not yet started</p> <p>A Project Dashboard, available across the secretariat and containing the actual status of all active projects, was implemented as a new means of communicating information about projects within ITS and the secretariat. Regular meetings are scheduled with coordinators of programmes and ITS to review the Project Dashboard and budgets as part of improved IT governance</p>
The UNFCCC systems supporting the operation of market-based mechanisms under the Kyoto Protocol function properly	The ITL, the clean development mechanism registry and other information systems supporting the market-based mechanisms are available without unplanned interruptions and their downtimes are kept to a minimum	<p>The ITL availability target of 99.9 per cent for its production system was met. The availability target for its non-production system of 98.5 per cent was exceeded</p> <p>For the last 12-month period (from July 2012 to June 2013), the production system annual availability stood at 99.88 per cent, missing the targeted threshold. For the 18-month period ending in June 2013, the average monthly availability reached 99.86 per cent</p> <p>The availability of the non-production systems for the last 12-month period (from July 2012 to June 2013) was 100 per cent, exceeding the target. The 18-month availability of the non-production systems for the period ending in June 2013 was 99.90 per cent</p> <p>Remedial actions will be investigated during the second half of 2013 in order to improve the availability rate of the production system</p> <p>The clean development mechanism and joint implementation information system reached an availability rate of 99.28 per cent, exceeding the target of 98 per cent</p>

^a Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

Table 27

Objectives, expected results,^a performance indicators and performance data for the Administrative Services programme
Objective 1: To facilitate the mobilization, allocation and utilization of resources (Article 8, paragraph 2(f), of the Convention, Article 14, paragraph 2, of the Kyoto Protocol, and decision 15/CP.1)

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Parties are kept fully informed on the receipt and use of financial resources	Financial statements are made available to Parties in a timely manner	The audited interim financial statements for 2012 were completed on time and will be presented to the Subsidiary Body for Implementation in November 2013
Coherence and transparency of fundraising and use of funds	Proportion of donor reports sent on time	A total of 57 donor reports were due during the reporting period, of which 23 (or 40.3 per cent) were issued on time
Optimal budget implementation rate	Proportion of actual expenditure compared with the approved budget	The 2012–2013 core budget for the secretariat had a budget implementation rate of 70.7 per cent through to June 2012, which is below the ideal implementation rate of 75 per cent
Compliance with United Nations financial rules and regulations and with UNFCCC financial procedures	Implementation rate of audit recommendations relating to financial and administrative matters	The three audit recommendations made for the biennium 2010–2011, related to International Public Sector Accounting Standards and information technology equipment, are under active implementation

Objective 2: To facilitate the timely recruitment and retention of staff who meet the highest standards of efficiency, competence and integrity in order to support mandated activities to the largest extent possible (Article 8, paragraph 2(f), of the Convention, and Article 14, paragraph 2, of the Kyoto Protocol)

<i>Expected result(s)</i>	<i>Performance indicators(s)</i>	<i>Performance data</i>
Competent and motivated staff reflecting a broad geographical spectrum and gender balance are recruited and retained	Percentage of staff from Parties not included in Annex I to the Convention	As at 30 June 2013 a share of 51 per cent of staff in the Professional and higher levels were from non-Annex I Parties
	Percentage of recruitment completed within the required time frame	The targeted time frame for recruiting UNFCCC staff (from the posting of the vacancy announcement on the UNFCCC website to the notification of the selected candidate) is four months. Of the 54 posts advertised in the first six months of 2013, a total of 19 (35 per cent) recruitment cases were completed during the reporting period in accordance with that time frame
	Percentage of women in Professional and higher-level posts	As at 30 June 2013 42 per cent of staff in the Professional and higher levels were women
	Number of training programmes designed and implemented	A total of 384 classroom training sessions took place during the reporting period A total of 18 e-learning courses were made available to staff

The Skillsoft courses library, comprising 2,664 course titles, was partially made available to staff in some programmes

Objective 3: To provide travel and procurement services that respond adequately to the needs of Parties (Article 8, paragraph 2(f), of the Convention, and Article 14, paragraph 2, of the Kyoto Protocol)

<i>Expected result(s)</i>	<i>Performance indicator(s)</i>	<i>Performance data</i>
Travel of delegates and staff to official meetings is arranged effectively and efficiently	Proportion of participants attending meetings versus nominations	Eighty-nine per cent of nominated participants attended meetings (3,994 of 4,470)
Procurement of goods and services is carried out in a timely manner in accordance with United Nations rules and regulations and with UNFCCC policies	Percentage of procurement cases processed within established time frames	Over 98 per cent of procurement cases were processed within the established time frames (1,005 of 1,025)
	Average number of responses received per tender	On average, more than four offers, bids and proposals were received in response to each of the secretariat's 108 tenders conducted in the reporting period
	Difference between vendors selected and highest offer received	On average, the offers selected following a tendering process were 33 per cent less expensive than the highest offers received

^a Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.