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Item 13 (a–c) of the provisional agenda

Arrangements for intergovernmental meetings

Fourteenth session of the Conference of the Parties

Fourth session of the Conference of the Parties

serving as the meeting of the Parties to the Kyoto Protocol

Future sessional periods

Arrangements for intergovernmental meetings

Note by the Executive Secretary*

Summary

This document addresses two main topics:

- (a) The fourteenth session of the Conference of the Parties (COP) and the fourth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP): information on the sessions is presented, including an organizational scenario and possible elements of the provisional agendas;
- (b) Future sessional periods: information is provided on preparations for the fifteenth session of the COP and fifth session of the CMP. Guidance is also invited on the dates for the two regular sessional periods in 2013.

* This document was submitted after the due date in order to take into account the outcomes of consultations held with the Bureau.

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I. Introduction

A. Mandate

1. Article 8, paragraph 2, of the Convention provides that the functions of the secretariat shall be, inter alia, to “make arrangements for sessions of the Conference of the Parties and its subsidiary bodies ... and to provide them with services as required”. In order to make the necessary arrangements for intergovernmental meetings, the secretariat periodically seeks guidance from Parties.

B. Possible action by the Subsidiary Body for Implementation

2. The Subsidiary Body for Implementation (SBI) may wish to consider the matters raised in this note and:
- (a) Provide advice on possible elements of the provisional agendas for the fourteenth session of the Conference of the Parties (COP) and the fourth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP);
 - (b) Provide guidance on the organization of the work at COP 14 and CMP 4, including the sessions of the subsidiary bodies and arrangements for joint meetings during the high-level segment to be attended by ministers and other heads of delegation;
 - (c) Provide guidance on the proposed dates for the two regular sessional periods in 2013.

II. Fourteenth session of the Conference of the Parties and fourth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

A. Date and venue

3. The COP, by its decision 14/CP.13, decided that COP 14 and CMP 4 shall be held from 1 to 12 December 2008 and accepted with appreciation the generous offer by the Government of Poland to host these sessions in Poznan, Poland. Fact-finding and technical missions have since been undertaken and, in accordance with the same decision, the Executive Secretary concluded a Host Country Agreement with the Government of Poland on 17 January 2008. The conference will be held at the Poznan International Fair and preparations by the Government of Poland are well under way. Further information will be provided at the twenty-eighth session of the SBI.

B. Possible elements of the provisional agendas

4. Rule 9 of the draft rules of procedure being applied provides that: “In agreement with the President, the secretariat shall draft the provisional agenda of each session.”¹ Possible elements of the provisional agendas for COP 14 and CMP 4 have been prepared by the secretariat, after consulting the Bureau, and are contained in annexes I and II.

5. The possible elements of the provisional agendas for COP 14 and CMP 4 have been modelled on the provisional agendas for previous sessions. They also reflect issues arising from decisions and conclusions adopted at the most recent sessions. In addition, the possible elements address organizational and procedural matters, as well as the high-level segment for ministers and other heads of delegation.

¹ FCCC/CP/1996/2.

6. At COP 13, the President's consultations on the agenda item entitled "Second review of the adequacy of Article 4, paragraph 2(a) and (b), of the Convention", which had been held in abeyance, did not produce a consensus and the President consulted the Bureau on how to proceed with this item. Based on these consultations, the COP invited the Executive Secretary to reflect on the situation in the light of developments at COP 13 and to come forward with proposals to be considered by the SBI at its twenty-eighth session.² The Executive Secretary will present his proposals to the SBI at its twenty-eighth session when it takes up the agenda item on arrangements for intergovernmental meetings.

C. Organizational matters

1. Organization of the sessional period

7. The sessional period would be organized as follows:³
- (a) The President of COP 13 would open COP 14 on Monday, 1 December. The opening meeting of the COP would take up item 1 of the provisional agenda. The COP would also take up some procedural sub-items under item 2, including the election of the President of COP 14, the adoption of the agenda and the organization of work. The COP would refer items of its agenda to the subsidiary bodies as appropriate. Statements are not envisaged except for those made on behalf of groups. The opening meeting of the COP would then be adjourned;
 - (b) CMP 4 would then be opened and the CMP would take up item 1 of the provisional agenda, as well as some procedural sub-items under item 2, including the adoption of the agenda and the organization of work. The CMP would refer items on its agenda to the subsidiary bodies as appropriate. Statements are not envisaged except for those made on behalf of groups. The opening meeting of the CMP would then be adjourned;
 - (c) The Subsidiary Body for Scientific and Technological Advice (SBSTA), the SBI, the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA) and the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG) would be convened on Monday, 1 December, in the afternoon, as time permits. They would continue their sessions until Tuesday, 11 December. They would finalize as many matters as possible, and transmit the results to the COP and the CMP;
 - (d) The CMP would convene on Wednesday, 3 December, to take up the items on its agenda not referred to the SBSTA and the SBI;
 - (e) Joint meetings of the COP and the CMP would be convened during the high-level segment to be held from 10 to 12 December. The joint meetings would be attended by ministers and other heads of delegation, who would deliver national statements. The high-level segment would be convened on the understanding that there would be one speakers' list and each Party, including Parties to both the Convention and its Kyoto Protocol, would speak only once; and that no decisions would be taken in joint meetings. In addition to national statements, further opportunities to engage ministers during the high-level segment may be possible;

² FCCC/CP/2007/6, paragraph 23.

³ A possible scenario for the conference is contained in annex III.

- (f) Statements would be made by heads of United Nations bodies and programmes, specialized agencies and related organizations, and by representatives of intergovernmental and non-governmental organizations;
- (g) The high-level segment would conclude on Friday, 12 December, with separate meetings of the COP and the CMP to adopt decisions and conclusions emerging from the sessions in progress.

8. With the addition of the new process established by decision 1/CP.13, the sessional period will now need to accommodate the sessions of four subsidiary bodies in addition to the sessions of the COP and the CMP. The SBI will need to consider the possible impacts on the organization of work arising from the increased demand for meeting time, especially in terms of the pressures placed on small delegations. Parties may wish to recall that the SBI has previously addressed such concerns by endorsing the principle that measures to use meeting time more efficiently should be introduced and noting with appreciation the willingness of Parties to be flexible and disciplined in this regard. The SBI also encouraged limiting the time for statements in plenary.⁴

9. Under the guidance of the President and the Chairs of the subsidiary bodies, practices have been introduced to improve the overall functioning of the intergovernmental process, such as reducing the number of contact groups and informal consultations by referring related items to the same group. The SBI may wish to encourage the President and the Chairs of the subsidiary bodies to continue to develop practices to facilitate the organization of the intergovernmental process and ensure the success of the United Nations Climate Change Conference in Poznan.

2. Officers

10. Informal consultations on the nomination of officers of the Bureau of COP 14 and officers of the subsidiary bodies, as appropriate, will be held during the twenty-eighth sessions of the subsidiary bodies. If necessary, consultations will be held on the nomination of members of constituted bodies established under the Kyoto Protocol.

11. At the first meeting of the COP, the President will invite the COP to elect the remainder of its officers and the Chairs of the subsidiary bodies. This election will take place at the beginning of the session, provided that consultations on the nominations to the Bureau of COP 14 have been completed. If further consultations are needed, the election of the other officers would be deferred, with the existing Chairs of the subsidiary bodies continuing in office until their successors are elected.

III. Future sessional periods

A. Fifteenth session of the Conference of the Parties and fifth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

12. The COP, by its decision 14/CP.13, decided that COP 15 and CMP 5 shall be held from 30 November to 11 December 2009. The COP also decided to accept with appreciation the generous offer by the Government of Denmark to host these sessions in Copenhagen, Denmark, subject to confirmation by the Bureau that all logistical, technical and financial requirements for hosting the sessions can be met, in conformity with General Assembly resolution 40/243. By the same decision, the COP requested the Executive Secretary to continue consultations with the Government of Denmark and to negotiate a Host Country Agreement for convening the sessions, with a view to concluding and signing the Host Country Agreement no later than at the twenty-eighth sessions of the subsidiary bodies.

13. The secretariat has undertaken fact-finding and technical missions to Denmark and, as required by decision 14/CP.13, a Host Country Agreement will be concluded at the twenty-eighth sessions of the

⁴ FCCC/SBI/2006/11, paragraph 102.

subsidiary bodies. Planning for the conference, which will be held at the Bella Center in Copenhagen, is already under way. Further information will be provided during the twenty-eighth session of the SBI.

B. Other sessional periods

14. To facilitate planning for future sessions of the COP and the CMP, the SBI may wish to invite offers from Parties interested in hosting COP 16 and CMP 6 or COP 17 and CMP 7.

15. In keeping with the principle of rotation among regional groups, and recent consultations among the groups, the President of COP 16 would come from the Latin America and the Caribbean Group and the President of COP 17 would come from the African Group.

16. To facilitate planning for future sessions of the AWG-LCA and the AWG to be held separately from the regular sessional periods, the SBI may wish to note the overall approach used in proposing venues for these sessions. The secretariat seeks to find a balance between a number of variables, such as costs (including the potential saving associated with holding sessions in Bonn), the submission of official offers to host sessions and the availability of facilities in Bonn, in potential host countries and at other United Nations premises.

17. The SBI may also wish to invite Parties to provide contributions to assist with the costs arising from the additional sessions of the AWG-LCA and AWG, including those to be held in Bonn.

18. As requested by the AWG-LCA at its first session,⁵ the secretariat will provide information on meeting facilities and resources needed and available for its work in 2009.

C. Calendar of meetings

19. The COP, at its thirteenth session, adopted dates for the sessional periods for 2012 for inclusion in the calendar of meetings of Convention bodies for 2008–2012.

20. In the light of decisions and conclusions adopted at COP 13 and CMP 3, the calendar for 2008 has been adjusted to accommodate two additional sessional periods. Further adjustments will be necessary when the dates for the third sessional period are confirmed. The dates for the current calendar for 2008 are as follows:

- First sessional period: 31 March to 4 April
- Second sessional period: 2–13 June
- Third sessional period: A period of five to six days in late August is anticipated; the exact dates are contingent upon the availability of host facilities
- Fourth sessional period: 1–12 December.

21. Dates for two sessional periods for 2009 have already been adopted by the COP. The conclusions adopted by the AWG-LCA at its first session state that it would need to hold at least four sessions in 2009, of a total duration of up to eight weeks. On the understanding that two additional sessional periods should therefore be planned, the calendar for 2009 could be:

- First sessional period: March/April (proposed)
- Second sessional period: 1–12 June
- Third sessional period: September/October (proposed)

⁵ FCCC/AWGLCA/2008/L.2.

- Fourth sessional period: 30 November to 11 December.

22. The conclusions also state that the AWG-LCA will start considering its work programme for 2009 at its second session in 2008, and complete it no later than at its fourth session in 2008. The calendar for 2009 may need to be adjusted following the completion of the AWG-LCA work programme.

23. Dates for the sessional periods for 2010–2012 as adopted by the COP are as follows:

- First sessional period in 2010: 31 May to 11 June
- Second sessional period in 2010: 8–19 November
- First sessional period in 2011: 6–17 June
- Second sessional period in 2011: 28 November to 9 December
- First sessional period in 2012: 14–25 May
- Second sessional period in 2012: 26 November to 7 December.

24. Because of the need to book United Nations conference services well in advance, and to assist Parties in their planning, the SBI may wish to consider the following dates proposed for the two sessional periods in 2013 and recommend them for adoption by the COP at its fourteenth session:

- First sessional period in 2013: 3–14 June
- Second sessional period in 2013: 11–22 November.

Annex I

**Possible elements of the provisional agenda for the fourteenth session of
the Conference of the Parties**

1. Opening of the session.
2. Organizational matters:
 - (a) Election of the President of the Conference of the Parties at its fourteenth session;
 - (b) Adoption of the rules of procedure;
 - (c) Adoption of the agenda;
 - (d) Election of officers other than the President;
 - (e) Admission of organizations as observers;
 - (f) Organization of work, including the sessions of the subsidiary bodies;
 - (g) Dates and venues of future sessions;
 - (h) Adoption of the report on credentials.
3. Reports of the subsidiary bodies and decisions and conclusions arising therefrom:
 - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
 - (b) Report of the Subsidiary Body for Implementation.
4. Report of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention.
5. Review of implementation of commitments and of other provisions of the Convention:
 - (a) Financial mechanism of the Convention;
 - (b) National communications:
 - (i) National communications from Parties included in Annex I to the Convention;
 - (ii) National communications from Parties not included in Annex I to the Convention;
 - (c) Development and transfer of technologies;
 - (d) Capacity-building under the Convention;
 - (e) Implementation of Article 4, paragraphs 8 and 9, of the Convention:
 - (i) Implementation of the Buenos Aires programme of work on adaptation and response measures (decision 1/CP.10);
 - (ii) Matters relating to the least developed countries;
 - (f) Other matters referred to the Conference of the Parties by the subsidiary bodies.

6. Second review of the adequacy of Article 4, paragraph 2(a) and (b), of the Convention.¹
7. Administrative, financial and institutional matters:
 - (a) Audited financial statements for the biennium 2006–2007;
 - (b) Budget performance for the biennium 2008–2009.
8. High-level segment.
9. Statements by observer organizations.
10. Other matters.
11. Conclusion of the session:
 - (a) Adoption of the report of the Conference of the Parties on its fourteenth session;
 - (b) Closure of the session.

¹ At its thirteenth session, the Conference of the Parties invited the Executive Secretary to come forward with proposals to be considered by the Subsidiary Body for Implementation at its twenty-eighth session (FCCC/CP/2007/6, para. 23). For further information, see paragraph 6 of this document.

Annex II

**Possible elements of the provisional agenda for the fourth session of the
Conference of the Parties serving as the meeting
of the Parties to the Kyoto Protocol**

1. Opening of the session.
2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Election of replacement officers;
 - (c) Organization of work, including the sessions of the subsidiary bodies;
 - (d) Approval of the report on credentials.
3. Reports of the subsidiary bodies and decisions and conclusions arising therefrom:
 - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
 - (b) Report of the Subsidiary Body for Implementation.
4. Report of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol.
5. Issues relating to the clean development mechanism.
6. Issues relating to joint implementation.
7. Report of the Compliance Committee.
8. Report of the Adaptation Fund Board.
9. Amendment of the Kyoto Protocol in respect of procedures and mechanisms relating to compliance.
10. Report of the administrator of the International Transaction Log under the Kyoto Protocol.
11. National communications from Parties included in Annex I to the Convention: reporting and review.
12. Second review of the Kyoto Protocol pursuant to its Article 9.
13. Capacity-building under the Kyoto Protocol.
14. Matters relating to Article 3, paragraph 14, of the Kyoto Protocol.
15. Matters relating to Article 2, paragraph 3, of the Kyoto Protocol.
16. Administrative, financial and institutional matters:
 - (a) Audited financial statements for the biennium 2006–2007;
 - (b) Budget performance for the biennium 2008–2009.
17. Other matters referred to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol by the subsidiary bodies.

18. High-level segment.
19. Statements by observer organizations.
20. Other matters.
21. Conclusion of the session:
 - (a) Adoption of the report of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol on its fourth session;
 - (b) Closure of the session.

Annex III

Possible scenario for the fourteenth session of the Conference of the Parties and the fourth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

Monday 1 December	Tuesday 2 December	Wednesday 3 December	Thursday 4 December	Friday 5 December	Saturday 6 December
<p>Opening:</p> <p>COP 14 CMP 4 SBSTA 29 SBI 29 AWG-LCA 4 AWG 6 (resumed)</p>	<p>Plenary:</p> <p>SBSTA 29 SBI 29 AWG-LCA 4 AWG 6</p>	<p>CMP 4 plenary</p>	<p>Informal meetings: COP 14, CMP 4, SBSTA 29, SBI 29, AWG-LCA 4, AWG 6</p>	<p>Informal meetings: COP 14, CMP 4, SBSTA 29, SBI 29, AWG-LCA 4, AWG 6</p>	
<p>Monday 8 December</p> <p>Informal meetings: COP 14 CMP 4 SBSTA 29 SBI 29 AWG-LCA 4 AWG 6</p>	<p>Tuesday 9 December</p> <p>Closing: SBSTA 29 SBI 29 AWG-LCA 4 AWG 6</p>	<p>Wednesday 10 December</p> <p>High-level segment of COP 14 and CMP 4</p> <p>Opening ceremony National statements</p>			

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