



**Conférence des Parties**

**Rapport de la Conférence des Parties sur sa dix-neuvième  
session, tenue à Varsovie du 11 au 23 novembre 2013**

**Additif**

**Deuxième partie Mesures prises par la Conférence des  
Parties à sa dix-neuvième session**

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\* Retirage pour raisons techniques.



## Décision 24/CP.19

### Modalités et procédures du Centre et du Réseau des technologies climatiques et de leur Conseil consultatif

*La Conférence des Parties,*

*Rappelant* le paragraphe 1 de l'article 4, le paragraphe 2 de l'article 10 et le paragraphe 1 de l'article 12 de la Convention,

*Rappelant également* les décisions 3/CP.5, 18/CP.8, 13/CP.9, 14/CP.11 et 15/CP.17,

*Notant* qu'il est nécessaire de mettre à jour la révision des «Directives pour l'établissement des communications nationales des Parties visées à l'annexe I de la Convention, première partie: directives FCCC pour la notification des inventaires annuels», adoptées par la décision 3/CP.5 et révisées et complétées par la suite par les décisions 18/CP.8 et 14/CP.11, pour y incorporer les *Lignes directrices 2006 du GIEC pour les inventaires nationaux des gaz à effet de serre*,

1. *Adopte* la révision des «Directives pour l'établissement des communications nationales des Parties visées à l'annexe I de la Convention, première partie: directives FCCC pour la notification des inventaires annuels des gaz à effet de serre» figurant à l'annexe I, les tableaux révisés du cadre commun de présentation figurant à l'annexe II et les potentiels de réchauffement de la planète figurant à l'annexe III;

2. *Décide* qu'à compter de 2015 et jusqu'à ce que la Conférence des Parties adopte une *nouvelle* décision, les potentiels de réchauffement de la planète utilisés par les Parties visées à l'annexe I de la Convention (Parties visées à l'annexe I) pour calculer l'équivalent dioxyde de carbone des émissions anthropiques par les sources et des absorptions par les *puits* des gaz à effet de serre sont ceux qui sont définis dans la colonne intitulée «Global warming potential for given time horizon» du tableau 2.14 des erratas à la *Contribution du Groupe de travail I au quatrième rapport d'évaluation du Groupe d'experts intergouvernemental sur l'évolution du climat*, sur la base des effets des gaz à effet de serre sur cent ans, tels qu'ils figurent à l'annexe III;

3. *Décide également* que les Parties visées à l'annexe I utiliseront les directives mentionnées au paragraphe 1 ci-dessus pour l'établissement de leurs inventaires, à soumettre avant le 15 avril de chaque année, à compter de 2015, à condition que la version améliorée du logiciel du CRF soit disponible conformément au paragraphe 5 ci-après. Si le logiciel du CRF n'est pas disponible conformément au paragraphe 5 ci-après, les Parties peuvent soumettre les tableaux du CRF après le 15 avril mais pas plus tard que le retard correspondant à la mise à disposition du logiciel du CRF;

4. *Encourage* les Parties visées à l'annexe I à utiliser le *Supplément 2013 aux Lignes directrices 2006 du GIEC pour les inventaires nationaux des gaz à effet de serre: Zones humides* pour établir leurs inventaires annuels au titre de la Convention à compter de 2015 et au-delà;

5. *Demande* au secrétariat de mettre à la disposition des Parties visées à l'annexe I, pour le mois de juin 2014 au plus tard, la version améliorée du logiciel du CRF, afin qu'elles soient en mesure de présenter leur inventaire, à soumettre pour le 15 avril 2015;

6. *Invite* les Parties visées à l'annexe I qui sont en mesure de le faire à fournir des fonds supplémentaires pour achever la mise au point de la version améliorée du logiciel du CRF;

7. *Prend note* de l'estimation des incidences budgétaires des activités qui seront entreprises par le secrétariat conformément aux dispositions du paragraphe 5 ci-dessus;

8. *Demande* que les mesures que le secrétariat est appelé à prendre dans la présente décision soient mises en œuvre sous réserve que des ressources financières soient disponibles.

## Annexe I

[*Anglais seulement*]

### **Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories**

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## **I. Introduction**

### **A. Mandate**

1. The Conference of the Parties (COP), by decision 24/CP.19, adopted the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories” (UNFCCC Annex I inventory reporting guidelines) and tables of the common reporting format to implement the use of the *2006 IPCC Guidelines for National Greenhouse Gas inventories* (2006 IPCC Guidelines).

### **B. Scope of the note**

2. This document contains the complete updated UNFCCC Annex I inventory reporting guidelines for all inventory sectors. The UNFCCC Annex I reporting guidelines on annual greenhouse gas inventories have been updated to reflect the implementation of the use of the 2006 IPCC Guidelines.

## **II. Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories**

### **A. Objectives**

1. The “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual greenhouse gas inventories” (hereinafter referred to as the UNFCCC Annex I inventory reporting guidelines) cover the estimation and reporting of anthropogenic<sup>1</sup> greenhouse gas (GHG) emissions and removals in both annual GHG inventories and inventories included in national communications, as specified by decision 11/CP.4 and other relevant decisions of the COP.

2. The objectives of the UNFCCC Annex I inventory reporting guidelines are:

(a) To assist Parties included in Annex I to the Convention (Annex I Parties) in meeting their commitments under Articles 4 and 12 of the Convention;

(b) To contribute to ensuring the transparency of emission reduction commitments;

(c) To facilitate the process of considering annual national inventories, including the preparation of technical analysis and synthesis documentation;

(d) To facilitate the process of verification, technical assessment and expert review of the inventory information;

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<sup>1</sup> Any reference to GHG emissions and removals in the guidelines shall be understood as anthropogenic GHG emissions and removals.

(e) To assist Annex I Parties in ensuring and/or improving the quality of their annual GHG inventory submissions.

## **B. Principles and definitions**

3. The annual GHG inventory should be transparent, consistent, comparable, complete and accurate.

4. In the context of these UNFCCC Annex I inventory reporting guidelines:

(a) *Transparency* means that the data sources, assumptions and methodologies used for an inventory should be clearly explained, in order to facilitate the replication and assessment of the inventory by users of the reported information. The transparency of inventories is fundamental to the success of the process for the communication and consideration of the information. The use of the common reporting format (CRF) tables and the preparation of a structured national inventory report (NIR) contribute to the transparency of the information and facilitate national and international reviews;

(b) *Consistency* means that an annual GHG inventory should be internally consistent for all reported years in all its elements across sectors, categories and gases. An inventory is consistent if the same methodologies are used for the base and all subsequent years and if consistent data sets are used to estimate emissions or removals from sources or sinks. Under certain circumstances referred to in paragraphs 16 to 18 below, an inventory using different methodologies for different years can be considered to be consistent if it has been recalculated in a transparent manner, in accordance with the *2006 IPCC Guidelines for National Greenhouse Gas Inventories* (hereinafter referred to as the 2006 IPCC Guidelines);

(c) *Comparability* means that estimates of emissions and removals reported by Annex I Parties in their inventories should be comparable among Annex I Parties. For that purpose, Annex I Parties should use the methodologies and formats agreed by the COP for making estimations and reporting their inventories. The allocation of different source/sink categories should follow the CRF tables provided in annex II to decision 24/CP.19 at the level of the summary and sectoral tables;

(d) *Completeness* means that an annual GHG inventory covers at least all sources and sinks, as well as all gases, for which methodologies are provided in the 2006 IPCC Guidelines or for which supplementary methodologies have been agreed by the COP. Completeness also means the full geographical coverage of the sources and sinks of an Annex I Party;<sup>2</sup>

(e) *Accuracy* means that emission and removal estimates should be accurate in the sense that they are systematically neither over nor under true emissions or removals, as far as can be judged, and that uncertainties are reduced as far as practicable. Appropriate methodologies should be used, in accordance with the 2006 IPCC Guidelines, to promote accuracy in inventories.

5. In the context of these reporting guidelines, the definitions of common terms used in GHG inventory preparation are those provided in the 2006 IPCC Guidelines.

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<sup>2</sup> According to the instrument of ratification, acceptance, approval or accession to the Convention of each Annex I Party.

## C. Context

6. The UNFCCC Annex I inventory reporting guidelines also cover the establishment and maintenance of national inventory arrangements for the purpose of the continued preparation of timely, complete, consistent, comparable, accurate and transparent annual GHG inventories.

7. An annual GHG inventory submission shall consist of an NIR and the CRF tables, as set out in annexes I and II to decision 24/CP.19. The annual submission also comprises information provided by an Annex I Party in addition to its submitted NIR and CRF tables.

## D. Base year

8. The year 1990 should be the base year for the estimation and reporting of inventories. According to the provisions of Article 4, paragraph 6, of the Convention and decisions 9/CP.2, 11/CP.4 and 7/CP.12, the following Annex I Parties that are undergoing the process of transition to a market economy are allowed to use a base year or a period of years other than 1990, or a level of emissions as established by a decision of the COP, as follows:

|           |                                       |
|-----------|---------------------------------------|
| Bulgaria: | 1988                                  |
| Croatia:  | 1990 <sup>3</sup>                     |
| Hungary:  | the average of the years 1985 to 1987 |
| Poland:   | 1988                                  |
| Romania:  | 1989                                  |
| Slovenia  | 1986                                  |

## E. Methods

### Methodology

9. Annex I Parties shall use the methodologies provided in the 2006 IPCC Guidelines, unless stated otherwise in the UNFCCC Annex I inventory reporting guidelines, and any supplementary methodologies agreed by the COP, and other relevant COP decisions to estimate anthropogenic emissions by sources and removals by sinks of GHGs not controlled by the Montreal Protocol.

10. Annex I Parties may use different methods (tiers) contained in the 2006 IPCC Guidelines, prioritizing these methods in accordance with the 2006 IPCC Guidelines. Annex I Parties may also use national methodologies which they consider better able to reflect their national situation, provided that these methodologies are compatible with the 2006 IPCC Guidelines and are well documented and scientifically based.

11. For categories<sup>4</sup> that are determined to be key categories, in accordance with the 2006 IPCC Guidelines, and estimated in accordance with the provisions in paragraph 14 below, Annex I Parties should make every effort to use a recommended method, in accordance with the corresponding decision trees in the 2006 IPCC Guidelines. Annex I Parties should

<sup>3</sup> In accordance with decision 7/CP.12.

<sup>4</sup> The term “categories” refers to both source and sink categories as set out in the 2006 IPCC Guidelines. The term “key categories” refers to the key categories as addressed in the 2006 IPCC Guidelines.

also make every effort to develop and/or select emission factors (EFs), and collect and select activity data (AD), in accordance with IPCC good practice. Where national circumstances prohibit the use of a recommended method, then the Annex I Party shall explain in its annual GHG inventory submission the reason(s) as to why it was unable to implement a recommended method in accordance with the decision trees in the 2006 IPCC Guidelines.

12. The 2006 IPCC Guidelines provide default methodologies which include default EFs and in some cases default AD for the categories to be reported. As the assumptions implicit in these default data, factors and methods may not be appropriate for specific national circumstances, Annex I Parties should use their own national EFs and AD, where available, provided that they are developed in a manner consistent with the 2006 IPCC Guidelines and are considered to be more accurate than the defaults. If Annex I Parties lack country-specific information, they could also use EFs or other parameters provided in the IPCC Emission Factor Database, where available, provided that they can demonstrate that those parameters are appropriate in the specific national circumstances and are more accurate than the default data provided in the 2006 IPCC Guidelines. Annex I Parties shall transparently explain in their annual GHG inventory submissions what data and/or parameters have been used.

13. Parties are encouraged to refine estimates of anthropogenic emissions and removals in the land use, land-use change and forestry (LULUCF) sector through the application of tier 3 methods, provided that they are developed in a manner consistent with the 2006 IPCC Guidelines, and information for transparency is provided in accordance with paragraph 50(a) below.

#### Key category identification

14. Annex I Parties shall identify their key categories for the base year and the latest reported inventory year, using approach 1, level and trend assessment, including and excluding LULUCF. Parties are encouraged to also use approach 2 and to add additional key categories to the result of approach 1.

#### Uncertainties

15. Annex I Parties shall quantitatively estimate the uncertainty of the data used for all source and sink categories using at least approach 1, as provided in the 2006 IPCC Guidelines, and report uncertainties for at least the base year and the latest inventory year and the trend uncertainty between these two years. Annex I Parties are encouraged to use approach 2 or a hybrid of approaches 1 and 2 provided in the 2006 IPCC Guidelines, in order to address technical limitations of approach 1. The uncertainty of the data used for all source and sink categories should also be qualitatively discussed in a transparent manner in the NIR, in particular for categories that were identified as key categories.

#### Recalculations and time-series consistency

16. The inventory for a time series, including the base year and all subsequent years for which the inventory has been reported, should be estimated using the same methodologies, and the underlying AD and EFs should be obtained and used in a consistent manner, ensuring that changes in emission trends are not introduced as a result of changes in estimation methods or assumptions over the time series of estimates.

17. Recalculations should ensure the consistency of the time series and shall be carried out to improve accuracy and/or completeness. Where the methodology or manner in which underlying AD and EFs are gathered has changed, Annex I Parties should recalculate their inventories for the base year and subsequent years of the times series. Annex I Parties should evaluate the need for recalculations relative to the reasons provided in the 2006 IPCC Guidelines, in particular for key categories. Recalculations should be performed in



accordance with 2006 IPCC Guidelines and the general principles set down in these reporting guidelines.

18. In some cases it may not be possible to use the same methods and consistent data sets for all years, owing to a possible lack of AD, EFs or other parameters directly used in the calculation of emission estimates for some historical years, including the base year. In such cases, emissions or removals may need to be recalculated using alternative methods not generally covered by paragraph 9 above. In these instances, Annex I Parties should use one of the techniques provided in the 2006 IPCC Guidelines to estimate the missing values. Annex I Parties should document and report the methodologies used for the entire time series.

#### Quality assurance/quality control

19. Each Annex I Party shall elaborate an inventory quality assurance/quality control (QA/QC) plan and implement general inventory QC procedures in accordance with its QA/QC plan following the 2006 IPCC Guidelines. In addition, Annex I Parties should apply category-specific QC procedures for key categories and for those individual categories in which significant methodological changes and/or data revisions have occurred, in accordance with the 2006 IPCC Guidelines. In addition, Annex I Parties should implement QA procedures by conducting a basic expert peer review of their inventories in accordance with the 2006 IPCC Guidelines.

## **F. National inventory arrangements**

20. Each Annex I Party should implement and maintain national inventory arrangements for the estimation of anthropogenic GHG emissions by sources and removals by sinks. The national inventory arrangements include all institutional, legal and procedural arrangements made within an Annex I Party for estimating anthropogenic emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol, and for reporting and archiving inventory information.

21. National inventory arrangements should be designed and operated:

(a) To ensure the transparency, consistency, comparability, completeness and accuracy of inventories, as defined in paragraphs 3 and 4 above;

(b) To ensure the quality of inventories through the planning, preparation and management of inventory activities. Inventory activities include collecting AD, selecting methods and EFs appropriately, estimating anthropogenic GHG emissions by sources and removals by sinks, implementing uncertainty assessment and QA/QC activities, and carrying out procedures for the verification of the inventory data at the national level, as described in these reporting guidelines.

22. In the implementation of its national inventory arrangements, each Annex I Party should perform the following general functions:

(a) Establish and maintain the institutional, legal and procedural arrangements necessary to perform the functions defined in paragraphs 23 to 27 below, as appropriate, between the government agencies and other entities responsible for the performance of all functions defined in these reporting guidelines;

(b) Ensure sufficient capacity for the timely performance of the functions defined in these reporting guidelines, including data collection for estimating anthropogenic GHG emissions by sources and removals by sinks and arrangements for the technical competence of the staff involved in the inventory development process;

- (c) Designate a single national entity with overall responsibility for the national inventory;
- (d) Prepare national annual GHG inventories in a timely manner in accordance with these reporting guidelines and relevant decisions of the COP, and provide the information necessary to meet the reporting requirements defined in these reporting guidelines and in relevant decisions of the COP;
- (e) Undertake specific functions relating to inventory planning, preparation and management.

Inventory planning

23. As part of its inventory planning, each Annex I Party should:

- (a) Define and allocate specific responsibilities in the inventory development process, including those relating to choosing methods, data collection, particularly AD and EFs from statistical services and other entities, processing and archiving, and QA/QC. Such definition should specify the roles of, and the cooperation between, government agencies and other entities involved in the preparation of the inventory, as well as the institutional, legal and procedural arrangements made to prepare the inventory;
- (b) Elaborate an inventory QA/QC plan as indicated in paragraph 19 above;
- (c) Establish processes for the official consideration and approval of the inventory, including any recalculations, prior to its submission, and for responding to any issues raised in the inventory review process.

24. As part of its inventory planning, each Annex I Party should consider ways to improve the quality of AD, EFs, methods and other relevant technical elements of the inventory. Information obtained from the implementation of the QA/QC programme, the inventory review process and other verification activities should be considered in the development and/or revision of the QA/QC plan and the quality objectives.

Inventory preparation

25. As part of its inventory preparation, each Annex I Party should:

- (a) Prepare estimates in accordance with the requirements defined in these reporting guidelines;
- (b) Collect sufficient AD, process information and EFs as are necessary to support the methods selected for estimating anthropogenic GHG emissions by sources and removals by sinks;
- (c) Make quantitative estimates of uncertainty for each category and for the inventory as a whole, as indicated in paragraph 15 above;
- (d) Ensure that any recalculations are prepared in accordance with paragraphs 16–18 above;
- (e) Compile the NIR and the CRF tables in accordance with these reporting guidelines;
- (f) Implement general inventory QC procedures in accordance with its QA/QC plan, following the 2006 IPCC Guidelines.

26. As part of its inventory preparation, each Annex I Party should:

- (a) Apply category-specific QC procedures for key categories and for those individual categories in which significant methodological and/or data revisions have occurred, in accordance with the 2006 IPCC Guidelines;

(b) Provide for a basic review of the inventory by personnel that have not been involved in the inventory development process, preferably an independent third party, before the submission of the inventory, in accordance with the planned QA procedures referred to in paragraph 19 above;

(c) Provide for a more extensive review of the inventory for key categories, as well as for categories where significant changes to methods or data have been made, in accordance with the 2006 IPCC Guidelines;

(d) On the basis of the reviews described in paragraph 26(b) and (c) above and periodic internal evaluations of the inventory preparation process, re-evaluate the inventory planning process, in order to meet the established quality objectives referred to in paragraph 24 above.

#### Inventory management

27. As part of its inventory management, each Annex I Party should:

(a) Archive all relevant inventory information for the reported time series, including all disaggregated EFs and AD, documentation on how these factors and data have been generated and aggregated for the preparation of the inventory, internal documentation on QA/QC procedures, external and internal reviews, and documentation on annual key categories and key category identification and planned inventory improvements;

(b) Provide review teams with access to all archived information used by the Party to prepare the inventory through the single national entity, in accordance with relevant decisions of the COP;

(c) Respond, in a timely manner, to requests for clarifying inventory information resulting from the different stages of the process of review of the inventory information and information on the national inventory arrangements.

## **G. Reporting**

### **1. General guidance**

#### Estimates of emissions and removals

28. Article 12, paragraph 1(a), of the Convention requires that each Party shall communicate to the COP, through the secretariat, inter alia, a national inventory of anthropogenic emissions by sources and removals by sinks of all GHGs not controlled by the Montreal Protocol. As a minimum requirement, inventories shall contain information on the following GHGs: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), perfluorocarbons (PFCs), hydrofluorocarbons (HFCs), sulphur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>).

29. In addition, Annex I Parties should provide information on the following precursor gases: carbon monoxide (CO), nitrogen oxides (NO<sub>x</sub>) and non-methane volatile organic compounds (NMVOCs), as well as sulphur oxides (SO<sub>x</sub>). Annex I Parties may report indirect CO<sub>2</sub> from the atmospheric oxidation of CH<sub>4</sub>, CO and NMVOCs. Annex I Parties may report as a memo item indirect N<sub>2</sub>O emissions from other than the agriculture and LULUCF sources. These estimates of indirect N<sub>2</sub>O should not be included in national totals. For Parties that decide to report indirect CO<sub>2</sub> the national totals shall be presented with and without indirect CO<sub>2</sub>.

30. GHG emissions and removals should be presented on a gas-by-gas basis in units of mass, with emissions by sources listed separately from removals by sinks, except in cases where it may be technically impossible to separate information on sources and sinks in the

area of LULUCF. For HFCs and PFCs, emissions should be reported for each relevant chemical in the category on a disaggregated basis, except in cases where paragraph 36 below applies.

31. Annex I Parties should report aggregate emissions and removals of GHGs, expressed in CO<sub>2</sub> equivalent (CO<sub>2</sub> eq), using the global warming potential values as agreed by decision 24/CP.19 or any subsequent decision by the COP on global warming potentials.

32. Annex I Parties shall report actual emissions of HFCs, PFCs, SF<sub>6</sub> and NF<sub>3</sub>, providing disaggregated data by chemical (e.g. HFC-134a) and category in units of mass and in CO<sub>2</sub> eq, except in cases where paragraph 36 below applies. Annex I Parties should report emission estimates or notation keys in line with paragraph 37 below and trends for these gases for 1990 onwards, in accordance with the provisions of these reporting guidelines.

33. Annex I Parties are strongly encouraged to also report emissions and removals of additional GHGs, such as hydrofluoroethers (HFEs), perfluoropolyethers (PFPEs), and other gases for which 100-year global warming potential values are available from the IPCC but have not yet been adopted by the COP. These emissions and removals should be reported separately from national totals.

34. In accordance with the 2006 IPCC Guidelines, international aviation and marine bunker fuel emissions should not be included in national totals but should be reported separately. Annex I Parties should make every effort to both apply and report according to the method contained in the 2006 IPCC Guidelines for separating domestic and international emissions. Annex I Parties should also report emissions from international aviation and marine bunker fuels as two separate entries in their inventories.

35. Annex I Parties should clearly indicate how feedstocks and non-energy use of fuels have been accounted for in the inventory, under the energy or industrial processes sector, in accordance with the 2006 IPCC Guidelines.

36. Emissions and removals should be reported at the most disaggregated level of each source/sink category, taking into account that a minimum level of aggregation may be required to protect confidential business and military information.

#### Completeness

37. Where methodological or data gaps in inventories exist, information on these gaps should be presented in a transparent manner. Annex I Parties should clearly indicate the sources and sinks which are not considered in their inventories but which are included in the 2006 IPCC Guidelines, and explain the reasons for such exclusion. Similarly, Annex I Parties should indicate the parts of their geographical area, if any, not covered by their inventory and explain the reasons for their exclusion. In addition, Annex I Parties should use the notation keys presented below to fill in the blanks in all the CRF tables.<sup>5</sup> This approach facilitates the assessment of the completeness of an inventory. The notation keys are as follows:

(a) “NO” (not occurring) for categories or processes, including recovery, under a particular source or sink category that do not occur within an Annex I Party;

(b) “NE” (not estimated) for AD and/or emissions by sources and removals by sinks of GHGs which have not been estimated but for which a corresponding activity may occur within a Party.<sup>6</sup> Where “NE” is used in an inventory to report emissions or removals

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<sup>5</sup> If notation keys are used in the NIR, they should be consistent with those reported in the CRF tables.

<sup>6</sup> The notation key “NE” could also be used when an activity occurs in the Party but the 2006 IPCC Guidelines do not provide methodologies to estimate the emissions/removals.

of CO<sub>2</sub>, N<sub>2</sub>O, CH<sub>4</sub>, HFCs, PFCs, SF<sub>6</sub> and NF<sub>3</sub>, the Annex I Party shall indicate in both the NIR and the CRF completeness table why such emissions or removals have not been estimated. Furthermore, a Party may consider that a disproportionate amount of effort would be required to collect data for a gas from a specific category<sup>7</sup> that would be insignificant in terms of the overall level and trend in national emissions and in such cases use the notation key “NE”. The Party should in the NIR provide justifications for exclusion in terms of the likely level of emissions. An emission should only be considered insignificant if the likely level of emissions is below 0.05 per cent of the national total GHG emissions,<sup>8</sup> and does not exceed 500 kt CO<sub>2</sub> eq. The total national aggregate of estimated emissions for all gases and categories considered insignificant shall remain below 0.1 per cent of the national total GHG emissions.<sup>9</sup> Parties should use approximated AD and default IPCC EFs to derive a likely level of emissions for the respective category. Once emissions from a specific category have been reported in a previous submission, emissions from this specific category shall be reported in subsequent GHG inventory submissions;

(c) “NA” (not applicable) for activities under a given source/sink category that do occur within the Party but do not result in emissions or removals of a specific gas. If the cells for categories in the CRF tables for which “NA” is applicable are shaded, they do not need to be filled in;

(d) “IE” (included elsewhere) for emissions by sources and removals by sinks of GHGs estimated but included elsewhere in the inventory instead of under the expected source/sink category. Where “IE” is used in an inventory, the Annex I Party should indicate, in the CRF completeness table, where in the inventory the emissions or removals for the displaced source/sink category have been included, and the Annex I Party should explain such a deviation from the inclusion under the expected category, especially if it is due to confidentiality;

(e) “C” (confidential) for emissions by sources and removals by sinks of GHGs of which the reporting could lead to the disclosure of confidential information, given the provisions of paragraph 36 above.

38. Annex I Parties are encouraged to estimate and report emissions and removals for source or sink categories for which estimation methods are not included in the 2006 IPCC Guidelines. If Annex I Parties estimate and report emissions and removals for country-specific sources or sinks or of gases which are not included in the 2006 IPCC Guidelines, they should explicitly describe what source/sink categories or gases these are, as well as what methodologies, EFs and AD have been used for their estimation, and provide references for these data.

#### Key categories

39. Annex I Parties shall estimate and report the individual and cumulative percentage contributions from key categories to their national total, with respect to both level and trend. The emissions should be expressed in terms of CO<sub>2</sub> eq using the methods provided in the 2006 IPCC Guidelines. As indicated in paragraph 50 below, this information should be included in the NIR using tables 4.2 and 4.3 of the 2006 IPCC Guidelines, adapted to the level of category disaggregation that the Annex I Party used for determining its key categories.<sup>10</sup>

<sup>7</sup> Category as defined in the CRF tables.

<sup>8</sup> “National total GHG emissions” refers to the total GHG emissions without LULUCF for the latest reported inventory year.

<sup>9</sup> As footnote 8 above.

<sup>10</sup> Table 4.1 of the 2006 IPCC Guidelines should be used as the basis for preparing the key category analysis but does not need to be reported in the NIR.

#### Verification

40. For the purposes of verification, Annex I Parties should compare their national estimates of CO<sub>2</sub> emissions from fuel combustion with those estimates obtained using the IPCC reference approach, as contained in the 2006 IPCC Guidelines, and report the results of this comparison in the NIR.

41. Annex I Parties that prepare their estimates of emissions and/or removals using higher-tier (tier 3) methods and/or models shall provide in the NIR verification information consistent with the 2006 IPCC Guidelines.

#### Uncertainties

42. Annex I Parties shall report, in the NIR, uncertainties estimated as indicated in paragraph 15 above, as well as methods used and underlying assumptions, for the purpose of helping to prioritize efforts to improve the accuracy of national inventories in the future and to guide decisions on methodological choice. This information should be presented using table 3.3 of volume 1 of the 2006 IPCC Guidelines. In addition, Annex I Parties should indicate in that table those categories that have been identified as key categories in their inventory.

#### Recalculations

43. Recalculations of previously submitted estimates of emissions and removals as a result of changes in methodologies, changes in the manner in which EFs and AD are obtained and used, or the inclusion of new sources or sinks which have existed since the base year but were not previously reported, shall be reported for the base year and all subsequent years of the time series up to the year for which the recalculations are made. Further, a discussion on the impact of the recalculations on the trend in emissions should be provided in the NIR at the category, sector and national total level, as appropriate.

44. Recalculations shall be reported in the NIR, with explanatory information and justifications for recalculations. Information on the procedures used for performing the recalculations, changes in the calculation methods, EFs and AD used, and the inclusion of sources or sinks not previously covered should be reported with an indication of the relevant changes in each source or sink category where these changes have taken place.

45. Annex I Parties shall report any other changes in estimates of emissions and removals, and clearly indicate the reason for the changes compared with previously submitted inventories (e.g. error correction, statistical reason or reallocation of categories), in the NIR as indicated in paragraph 50 below. Small differences (e.g. due to the rounding of estimates) should not be considered as recalculations.

#### Quality assurance/quality control

46. Annex I Parties shall report in the NIR on their QA/QC plan and give information on QA/QC procedures already implemented or to be implemented in the future. In addition, Annex I Parties are encouraged to report on any peer review of their inventory, apart from the UNFCCC review.

#### Corrections

47. Inventories shall be reported without corrections relating, for example, to climate variations or trade patterns of electricity.

## **2. National inventory report**

48. Annex I Parties shall submit to the COP, through the secretariat, an NIR containing detailed and complete information on their inventories. The NIR should ensure transparency and contain sufficiently detailed information to enable the inventory to be

reviewed. This information should cover the base year, the most recent 10 years and any previous years since the base year ending with 0 or 5 (1990, 1995, 2000, etc.).

49. Each year, an updated NIR shall be electronically submitted in its entirety to the COP, through the secretariat, in accordance with the relevant decisions of the COP.

50. The NIR shall include:

(a) Descriptions, references and sources of information for the specific methodologies, including higher-tier methods and models, assumptions, EFs and AD, as well as the rationale for their selection. For tier 3 models, additional information for improving transparency;<sup>11</sup>

(b) An indication of the level of complexity (IPCC tier) applied and a description of any national methodology used by the Annex I Party, as well as information on anticipated future improvements;

(c) For key categories, an explanation if the recommended methods from the appropriate decision tree in the 2006 IPCC Guidelines are not used;

(d) A description of the national key categories, as indicated in paragraph 39 above, including:

(i) A summary table with the key categories identified for the latest reporting year (by level and trend);

(ii) Information on the level of category disaggregation used and the rationale for its use;

(iii) Additional information relating to the methodology used for identifying key categories;

(e) Information on how and where feedstocks and non-energy use of fuels have been reported in the inventory;

(f) Assessment of completeness, including information and explanations in relation to categories not estimated or included elsewhere, and information related to the geographical scope;

(g) Information on uncertainties, as requested in paragraph 42 above;

(h) Information on any recalculations relating to previously submitted inventory data, as requested in paragraphs 43 to 45 above, including changes in methodologies, sources of information and assumptions, in particular in relation to recalculations made in response to the review process;

(i) Information on changes in response to the review process;

(j) Information on the national inventory arrangements and changes to the national inventory arrangements, including a description of the institutional arrangements for inventory preparation, as well as information on verification as requested in paragraphs 40 and 41 above and on QA/QC as requested in paragraph 46 above.

51. The NIR should follow the outline and general structure contained in annex I to decision 24/CP.19.

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<sup>11</sup> Parties should, as applicable, report information on: basis and type of model, application and adaptation of the model, main equations/processes, key assumptions, domain of application, how the model parameters were estimated, description of key inputs and outputs, details of calibration and model evaluation, uncertainty and sensitivity analysis, QA/QC procedures adopted and references to peer-reviewed literature.

### 3. Common reporting format tables

52. The CRF tables are designed to ensure that Annex I Parties report quantitative data in a standardized format and to facilitate comparison of inventory data and trends. Explanation of information of a qualitative character should mainly be provided in the NIR rather than in the CRF tables. Such explanatory information should be cross-referenced to the specific chapter of the NIR.

53. Annex I Parties shall submit annually to the COP, through the secretariat, the information required in the CRF tables, as contained in annex II to decision 24/CP.19. This information shall be electronically submitted on an annual basis in its entirety to the COP, through the secretariat, in accordance with the relevant decisions of the COP. Parties should submit their CRF tables, generated by the CRF Reporter software, via the UNFCCC submission portal, with a view to facilitating the processing of the inventory information by the secretariat.

54. The CRF is a standardized format for reporting estimates of GHG emissions and removals and other relevant information. The CRF allows for the improved handling of electronic submissions and facilitates the processing of inventory information and the preparation of useful technical analysis and synthesis documentation.

55. The CRF tables shall be reported in accordance with the tables included in annex II to decision 24/CP.19 and as specified in these reporting guidelines. In completing the CRF tables, Annex I Parties:

(a) Shall provide a full set of CRF tables for the base year and all years from 1990 up to the most recent inventory year;

(b) Should provide completeness tables for the latest inventory year only, if the information applies to all years of the time series. If the information in those tables differs for each reported year, then either the tables or information on the specific changes must be provided for each year in the CRF tables;

(c) Should use the documentation boxes provided at the foot of the sectoral report and background data tables to provide cross references to detailed explanations in the NIR, or any other information, as specified in those boxes.

56. Annex I Parties should provide the information requested in the additional information boxes. Where the information called for is inappropriate because of the methodological tier used by the Annex I Party, the corresponding cells should be completed using the notation key "NA". In such cases, the Annex I Parties should cross-reference in the documentation box the relevant chapter in the NIR where equivalent information can be found.

57. Annex I Parties should use the notation keys, as specified in paragraph 37 above, in all the CRF tables to fill in the cells where no quantitative data are directly entered. Using the notation keys in this way facilitates the assessment of the completeness of an inventory.

## H. Record-keeping

58. Annex I Parties should gather and archive all relevant inventory information for each year of the reported time series, including all disaggregated EFs and AD, and documentation on how those factors and data were generated, including expert judgement where appropriate, and how they have been aggregated for their reporting in the inventory. This information should allow for the reconstruction of the inventory by the expert review teams. Inventory information should be archived from the base year and should include corresponding data on the recalculations applied. The 'paper trail', which can include



spreadsheets or databases used to compile inventory data, should enable estimates of emissions and removals to be traced back to the original disaggregated EFs and AD. Also, relevant supporting documentation related to QA/QC implementation, uncertainty evaluation or key category analyses should be kept on file. This information should facilitate the process of clarifying inventory data in a timely manner when the secretariat prepares annual compilations of inventories or assesses methodological issues.

## **I. Systematic updating of the guidelines**

59. The UNFCCC Annex I inventory reporting guidelines on annual GHG inventories shall be reviewed and revised, as appropriate, in accordance with decisions of the COP on this matter.

## **J. Language**

60. The NIR shall be submitted in one of the official languages of the United Nations. Annex I Parties are encouraged to submit an English translation of the NIR to facilitate its use by the expert review teams.

## **Appendix**

### **An outline and general structure of the national inventory report**

#### **EXECUTIVE SUMMARY**

- ES.1. Background information on greenhouse gas (GHG) inventories and climate change (e.g. as it pertains to the national context)
- ES.2. Summary of national emission and removal-related trends
- ES.3. Overview of source and sink category emission estimates and trends
- ES.4. Other information (e.g. indirect GHGs)

#### **Chapter 1: Introduction**

- 1.1. Background information on GHG inventories and climate change (e.g. as it pertains to the national context, to provide information to the general public)
- 1.2. A description of the national inventory arrangements
  - 1.2.1. Institutional, legal and procedural arrangements
  - 1.2.2. Overview of inventory planning, preparation and management
  - 1.2.3. Quality assurance, quality control and verification plan

*Indicate:*

- *Quality assurance/quality control (QA/QC) procedures applied*
- *QA/QC plan*
- *Verification activities*
- *Treatment of confidentiality issues*

1.2.4. Changes in the national inventory arrangements since previous annual GHG inventory submission

- 1.3. Inventory preparation, and data collection, processing and storage
- 1.4. Brief general description of methodologies (including tiers used) and data sources used
- 1.5. Brief description of key categories

*Provide a summary table with the key categories identified for the latest reporting year (by level and trend) on the basis of table 4.4 of volume 1 of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories (hereinafter referred to as the 2006 IPCC Guidelines) and provide more detailed information in annex 1. Indicate whether the key category analysis differs from the one included in the common reporting format (CRF) table and, if so, give a short description of the differences.*

- 1.6. General uncertainty evaluation, including data on the overall uncertainty for the inventory totals
- 1.7. General assessment of completeness

*Provide, inter alia, information and explanations in relation to categories not estimated or included elsewhere, and information related to the geographical scope.*

## **Chapter 2: Trends in greenhouse gas emissions**

- 2.1. Description and interpretation of emission trends for aggregated GHG emissions
- 2.2. Description and interpretation of emission trends by sector

*Explain, inter alia, significant changes compared with 1990 and the previous year.*

## **Chapter 3: Energy (CRF sector 1)**

- 3.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)
- 3.2. Fuel combustion (CRF 1.A), including detailed information on:
  - 3.2.1. Comparison of the sectoral approach with the reference approach
  - 3.2.2. International bunker fuels
  - 3.2.3. Feedstocks and non-energy use of fuels
  - 3.2.4. Category (CRF category number)
    - 3.2.4.1. Category description (e.g. characteristics of sources)
    - 3.2.4.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, information on carbon dioxide (CO<sub>2</sub>) capture, any specific methodological issues (e.g. description of national methods and models))
    - 3.2.4.3. Uncertainties and time-series consistency
    - 3.2.4.4. Category-specific QA/QC and verification, if applicable
    - 3.2.4.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.2.4.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

3.3. Fugitive emissions from solid fuels and oil and natural gas and other emissions from energy production (CRF 1.B)

3.3.1. Category (CRF category number)

3.3.1.1. Category description (e.g. characteristics of sources)

3.3.1.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

3.3.1.3. Uncertainties and time-series consistency

3.3.1.4. Category-specific QA/QC and verification, if applicable

3.3.1.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.3.1.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

3.4. CO<sub>2</sub> transport and storage (CRF 1.C)

3.4.1. Category (CRF category number)

3.4.1.1. Category description (e.g. characteristics of sources)

3.4.1.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

3.4.1.3. Uncertainties and time-series consistency

3.4.1.4. Category-specific QA/QC and verification, if applicable

3.4.1.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

3.4.1.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

#### **Chapter 4: Industrial processes and product use (CRF sector 2)**

4.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

4.2. Category (CRF category number)

4.2.1. Category description (e.g. characteristics of sources)

4.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, information on CO<sub>2</sub> capture, any specific methodological issues (e.g. description of national methods and models))

4.2.3. Uncertainties and time-series consistency

4.2.4. Category-specific QA/QC and verification, if applicable

4.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

4.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

### **Chapter 5: Agriculture (CRF sector 3)**

5.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

5.2. Category (CRF category number)

5.2.1. Category description (e.g. characteristics of sources)

5.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission and removal estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

5.2.3. Uncertainties and time-series consistency

5.2.4. Category-specific QA/QC and verification, if applicable

5.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

5.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

### **Chapter 6: Land use, land-use change and forestry (CRF sector 4)**

6.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category, and coverage of pools)

6.2. Land-use definitions and the classification systems used and their correspondence to the land use, land-use change and forestry categories (e.g. land use and land-use change matrix)

6.3. Information on approaches used for representing land areas and on land-use databases used for the inventory preparation

6.4. Category (CRF category number)

6.4.1. Description (e.g. characteristics of category)

6.4.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission and removal estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

6.4.3. Uncertainties and time-series consistency

6.4.4. Category-specific QA/QC and verification, if applicable

6.4.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

6.4.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including those in response to the review process

#### **Chapter 7: Waste (CRF sector 5)**

7.1. Overview of sector (e.g. quantitative overview and description, including trends and methodological tiers by category)

7.2. Category (CRF category number)

7.2.1. Category description (e.g. characteristics of sources)

7.2.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

7.2.3. Uncertainties and time-series consistency

7.2.4. Category-specific QA/QC and verification, if applicable

7.2.5. Category-specific recalculations, if applicable, including changes made in response to the review process

7.2.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including those in response to the review process

#### **Chapter 8: Other (CRF sector 6) (if applicable)**

#### **Chapter 9: Indirect CO<sub>2</sub> and nitrous oxide emissions<sup>12</sup>**

9.1. Description of sources of indirect emissions in GHG inventory

9.2. Methodological issues (e.g. choice of methods/activity data/emission factors, assumptions, parameters and conventions underlying the emission estimates and the rationale for their selection, any specific methodological issues (e.g. description of national methods and models))

9.3. Uncertainties and time-series consistency

9.4. Category-specific QA/QC and verification, if applicable

9.5. Category-specific recalculations, if applicable, including changes made in response to the review process and impact on emission trend

9.6. Category-specific planned improvements, if applicable (e.g. methodologies, activity data, emission factors, etc.), including tracking of those identified in the review process

#### **Chapter 10: Recalculations and improvements**

10.1. Explanations and justifications for recalculations, including in response to the review process

10.2. Implications for emission levels

10.3. Implications for emission trends, including time-series consistency

10.4. Planned improvements, including in response to the review process

<sup>12</sup> Content of this chapter should be consistent with paragraph 29.

**Annexes to the national inventory report**

**Annex 1: Key categories**

Description of methodology used for identifying key categories, if different from the Intergovernmental Panel on Climate Change (IPCC) tier 1 approach

Information on the level of disaggregation

Tables 4.2 and 4.3 of volume 1 of the 2006 IPCC Guidelines, including and excluding land use, land-use change and forestry

**Annex 2: Assessment of uncertainty**

Description of methodology used for identifying uncertainties

Table 3.3 of volume 1 of the 2006 IPCC Guidelines

**Annex 3: Detailed methodological descriptions for individual source or sink categories**

A.3.X (sector or category name)

**Annex 4: The national energy balance for the most recent inventory year**

**Annex 5: Any additional information, as applicable.**

**References**

All references used in the national inventory report must be listed in the references list.

## Annexe II

*[Anglais seulement]*

### **Common reporting format tables**

Owing to the complexity of and the importance of colour coding in the common reporting format (CRF) tables, they are not included in this document but can be downloaded from the UNFCCC website at

<[http://unfccc.int/national\\_reports/annex\\_i\\_ghg\\_inventories/reporting\\_requirements/items/5333.php](http://unfccc.int/national_reports/annex_i_ghg_inventories/reporting_requirements/items/5333.php)>.

## Annexe III

[Anglais seulement]

Global warming potential values<sup>a</sup>

| <i>Greenhouse gas</i>                        | <i>Chemical formula</i>   | <i>Global warming potentials</i> |
|--|---|----------------------------------|
| Carbon dioxide                               | CO <sub>2</sub>   | 1                                |
| Methane                                      | CH <sub>4</sub>   | 25                               |
| Nitrous oxide                                | N <sub>2</sub> O  | 298                              |
| <b>Hydrofluorocarbons (HFCs)</b>             |   |                                  |
| HFC-23                                       | CHF <sub>3</sub>  | 14 800                           |
| HFC-32                                       | CH <sub>2</sub> F <sub>2</sub>  | 675                              |
| HFC-41                                       | CH <sub>3</sub> F   | 92                               |
| HFC-43-10mee                                 | CF <sub>3</sub> CHFCHFCF <sub>2</sub> CF <sub>3</sub>                             | 1 640                            |
| HFC-125                                      | C <sub>2</sub> HF <sub>5</sub>  | 3 500                            |
| HFC-134                                      | C <sub>2</sub> H <sub>2</sub> F <sub>4</sub> (CHF <sub>2</sub> CHF <sub>2</sub> ) | 1 100                            |
| HFC-134a                                     | C <sub>2</sub> H <sub>2</sub> F <sub>4</sub> (CH <sub>2</sub> FCF <sub>3</sub> )  | 1 430                            |
| HFC-143                                      | C <sub>2</sub> H <sub>3</sub> F <sub>3</sub> (CHF <sub>2</sub> CH <sub>2</sub> F) | 353                              |
| HFC-143a                                     | C <sub>2</sub> H <sub>3</sub> F <sub>3</sub> (CF <sub>3</sub> CH <sub>3</sub> )   | 4 470                            |
| HFC-152                                      | CH <sub>2</sub> FCH <sub>2</sub> F  | 53                               |
| HFC-152a                                     | C <sub>2</sub> H <sub>4</sub> F <sub>2</sub> (CH <sub>3</sub> CHF <sub>2</sub> )  | 124                              |
| HFC-161                                      | CH <sub>3</sub> CH <sub>2</sub> F   | 12                               |
| HFC-227ea                                    | C <sub>3</sub> HF <sub>7</sub>  | 3 220                            |
| HFC-236cb                                    | CH <sub>2</sub> FCF <sub>2</sub> CF <sub>3</sub>                                  | 1 340                            |
| HFC-236ea                                    | CHF <sub>2</sub> CHFCF <sub>3</sub>   | 1 370                            |
| HFC-236fa                                    | C <sub>3</sub> H <sub>2</sub> F <sub>6</sub>                                      | 9 810                            |
| HFC-245ca                                    | C <sub>3</sub> H <sub>3</sub> F <sub>5</sub>                                      | 693                              |
| HFC-245fa                                    | CHF <sub>2</sub> CH <sub>2</sub> CF <sub>3</sub>                                  | 1 030                            |
| HFC-365mfc                                   | CH <sub>3</sub> CF <sub>2</sub> CH <sub>2</sub> CF <sub>3</sub>                   | 794                              |
| <b>Perfluorocarbons</b>                      |   |                                  |
| Perfluoromethane – PFC-14                    | CF <sub>4</sub>   | 7 390                            |
| Perfluoroethane – PFC-116                    | C <sub>2</sub> F <sub>6</sub>   | 12 200                           |
| Perfluoropropane – PFC-218                   | C <sub>3</sub> F <sub>8</sub>   | 8 830                            |
| Perfluorobutane – PFC-3-1-10                 | C <sub>4</sub> F <sub>10</sub>  | 8 860                            |
| Perfluorocyclobutane – PFC-318               | c-C <sub>4</sub> F <sub>8</sub>   | 10 300                           |
| Perfluoropentane – PFC-4-1-12                | C <sub>5</sub> F <sub>12</sub>  | 9 160                            |
| Perfluorohexane – PFC-5-1-14                 | C <sub>6</sub> F <sub>14</sub>  | 9 300                            |
| Perfluorodecalin – PFC-9-1-18 <sup>b</sup>   | C <sub>10</sub> F <sub>18</sub>   | >7 500                           |
| Perfluorocyclopropane <sup>c</sup>           | c-C <sub>3</sub> F <sub>6</sub>   | >17 340                          |
| <b>Sulphur hexafluoride (SF<sub>6</sub>)</b> |   |                                  |
| Sulphur hexafluoride                         | SF <sub>6</sub>   | 22 800                           |
| <b>Nitrogen trifluoride (NF<sub>3</sub>)</b> |   |                                  |
| Nitrogen trifluoride                         | NF <sub>3</sub>   | 17 200                           |
| <b>Fluorinated ethers</b>                    |   |                                  |
| HFE-125                                      | CHF <sub>2</sub> OCF <sub>3</sub>   | 14 900                           |
| HFE-134                                      | CHF <sub>2</sub> OCHF <sub>2</sub>  | 6 320                            |
| HFE-143a                                     | CH <sub>3</sub> OCF <sub>3</sub>  | 756                              |



| <i>Greenhouse gas</i>   | <i>Chemical formula</i>  | <i>Global warming potentials</i> |
|---|--|----------------------------------|
| HCFE-235da2   | CHF <sub>2</sub> OCHClCF <sub>3</sub>  | 350                              |
| HFE-245cb2  | CH <sub>3</sub> OCF <sub>2</sub> CF <sub>3</sub>                                       | 708                              |
| HFE-245fa2  | CHF <sub>2</sub> OCH <sub>2</sub> CF <sub>3</sub>                                      | 659                              |
| HFE-254cb2  | CH <sub>3</sub> OCF <sub>2</sub> CHF <sub>2</sub>                                      | 359                              |
| HFE-347mcc3   | CH <sub>3</sub> OCF <sub>2</sub> CF <sub>2</sub> CF <sub>3</sub>                       | 575                              |
| HFE-347pcf2   | CHF <sub>2</sub> CF <sub>2</sub> OCH <sub>2</sub> CF <sub>3</sub>                      | 580                              |
| HFE-356pcc3   | CH <sub>3</sub> OCF <sub>2</sub> CF <sub>2</sub> CHF <sub>2</sub>                      | 110                              |
| HFE-449sl (HFE-7100)  | C <sub>4</sub> F <sub>9</sub> OCH <sub>3</sub>   | 297                              |
| HFE-569sf2 (HFE-7200)   | C <sub>4</sub> F <sub>9</sub> OC <sub>2</sub> H <sub>5</sub>                           | 59                               |
| HFE-43-10pccc124<br>(H-Galden 1040x)  | CHF <sub>2</sub> OCF <sub>2</sub> OC <sub>2</sub> F <sub>4</sub> OCHF <sub>2</sub>     | 1 870                            |
| HFE-236ca12 (HG-10)   | CHF <sub>2</sub> OCF <sub>2</sub> OCHF <sub>2</sub>                                    | 2 800                            |
| HFE-338pcc13 (HG-01)  | CHF <sub>2</sub> OCF <sub>2</sub> CF <sub>2</sub> OCHF <sub>2</sub>                    | 1 500                            |
|   | (CF <sub>3</sub> ) <sub>2</sub> CFOCH <sub>3</sub>                                     | 343                              |
|   | CF <sub>3</sub> CF <sub>2</sub> CH <sub>2</sub> OH                                     | 42                               |
|   | (CF <sub>3</sub> ) <sub>2</sub> CHOH   | 195                              |
| HFE-227ea   | CF <sub>3</sub> CHFOCF <sub>3</sub>  | 1 540                            |
| HFE-236ea2  | CHF <sub>2</sub> OCHF <sub>2</sub> CF <sub>3</sub>                                     | 989                              |
| HFE-236fa   | CF <sub>3</sub> CH <sub>2</sub> OCF <sub>3</sub>                                       | 487                              |
| HFE-245fa1  | CHF <sub>2</sub> CH <sub>2</sub> OCF <sub>3</sub>                                      | 286                              |
| HFE-263fb2  | CF <sub>3</sub> CH <sub>2</sub> OCH <sub>3</sub>                                       | 11                               |
| HFE-329mcc2   | CHF <sub>2</sub> CF <sub>2</sub> OCF <sub>2</sub> CF <sub>3</sub>                      | 919                              |
| HFE-338mcf2   | CF <sub>3</sub> CH <sub>2</sub> OCF <sub>2</sub> CF <sub>3</sub>                       | 552                              |
| HFE-347mcf2   | CHF <sub>2</sub> CH <sub>2</sub> OCF <sub>2</sub> CF <sub>3</sub>                      | 374                              |
| HFE-356mec3   | CH <sub>3</sub> OCF <sub>2</sub> CHF <sub>2</sub> CF <sub>3</sub>                      | 101                              |
| HFE-356pcf2   | CHF <sub>2</sub> CH <sub>2</sub> OCF <sub>2</sub> CHF <sub>2</sub>                     | 265                              |
| HFE-356pcf3   | CHF <sub>2</sub> OCH <sub>2</sub> CF <sub>2</sub> CHF <sub>2</sub>                     | 502                              |
| HFE-365mcf11 t3   | CF <sub>3</sub> CF <sub>2</sub> CH <sub>2</sub> OCH <sub>3</sub>                       | 11                               |
| HFE-374pc2  | CHF <sub>2</sub> CF <sub>2</sub> OCH <sub>2</sub> CH <sub>3</sub>                      | 557                              |
|   | – (CF <sub>2</sub> ) <sub>4</sub> CH (OH) –  | 73                               |
|   | (CF <sub>3</sub> ) <sub>2</sub> CHOCHF <sub>2</sub>                                    | 380                              |
|   | (CF <sub>3</sub> ) <sub>2</sub> CHOCH <sub>3</sub>                                     | 27                               |
| <b>Perfluoropolyethers</b>  |  |                                  |
| PFPME   | CF <sub>3</sub> OCF(CF <sub>3</sub> )CF <sub>2</sub> OCF <sub>2</sub> OCF <sub>3</sub> | 10 300                           |
| <b>Trifluoromethyl sulphur pentafluoride (SF<sub>5</sub>CF<sub>3</sub>)</b> |  |                                  |
| Trifluoromethyl sulphur pentafluoride                                       | SF <sub>5</sub> CF <sub>3</sub>  | 17 700                           |

<sup>a</sup> As listed in the column entitled “Global warming potential for given time horizon” in table 2.14 of the errata to the contribution of Working Group I to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change, based on the effects of greenhouse gases over a 100-year time horizon.

<sup>b</sup> The CRF Reporter will use the value of 7,500 for perfluorodecalin.

<sup>c</sup> The CRF Reporter will use the value of 17,340 for perfluorocyclopropane.

10<sup>th</sup> plenary meeting  
22 November 2013

## Decision 25/CP.19

### Modalités et procédures du Centre et du Réseau des technologies climatiques et de leur Conseil consultatif

*La Conférence des Parties,*

*Rappelant* ses décisions 1/CP.16, 2/CP.17 et 14/CP.18, et en particulier le paragraphe 135 de sa décision 2/CP.17, dans lequel le Centre et le Réseau des technologies climatiques ont été invités, une fois opérationnels, à définir leurs modalités et procédures et à rendre compte à la Conférence des Parties, par l'intermédiaire de ses organes subsidiaires, afin qu'elle adopte une décision sur cette question à sa dix-neuvième session,

1. *Accueille avec satisfaction* le rapport sur les modalités et les procédures du Centre et du Réseau des technologies climatiques<sup>1</sup>;
2. *Adopte* les modalités et les procédures du Centre et du Réseau des technologies climatiques, figurant dans l'annexe I;
3. *Adopte également* le règlement intérieur du Conseil consultatif du Centre et du Réseau des technologies climatiques, figurant dans l'annexe II;
4. *Note* que les modalités et les procédures élaborées par le Conseil consultatif du Centre et du Réseau des technologies climatiques, compte tenu des fonctions du Centre et du Réseau des technologies climatiques<sup>2</sup>, s'articulent principalement autour des six éléments suivants:
  - a) Rôles et responsabilités du Centre et du Réseau des technologies climatiques;
  - b) Gestion des demandes des autorités nationales désignées des pays en développement afin de leur apporter des réponses;
  - c) Encouragement de la collaboration et de l'accès à l'information et aux connaissances afin d'accélérer le transfert des technologies climatiques;
  - d) Renforcement des réseaux, des partenariats et de la création de capacités en vue du transfert de technologies climatiques;
  - e) Liens avec le Comité exécutif de la technologie;
  - f) Partage de l'information et des connaissances;
5. *Demande* au Centre et au Réseau des technologies climatiques, lorsqu'ils appliqueront leurs modalités et procédures, de travailler en collaboration avec le Comité exécutif de la technologie afin de garantir une cohérence et une synergie au sein du Mécanisme technologique, de manière à:
  - a) Accélérer la mise au point et le transfert de technologies, en tenant compte du souci d'égalité entre les sexes;

<sup>1</sup> FCCC/SB/2013/INF.7.

<sup>2</sup> Décision 1/CP.16, par. 123.

b) Intensifier la collaboration internationale dans la mise au point et le transfert de technologies;

6. *Est consciente* des efforts constants que déploient le Centre et le Réseau des technologies climatiques et le Comité exécutif de la technologie afin de garantir une cohérence et une synergie au sein du Mécanisme technologique;

7. *Demande* au Conseil consultatif du Centre et du Réseau des technologies climatiques de nouer des liens, en prenant en compte les différences sur le plan du développement technologique, avec des institutions de pays en développement et de pays développés parties afin les intégrer au Réseau, tout en notant la nécessité de respecter les principes directeurs et critères régissant la mise en place du Réseau des technologies climatiques<sup>3</sup>

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<sup>3</sup> Voir à l'adresse <http://www.unep.org/climatechange/ctcn>.

## Annexe I

[Anglais seulement]

### Modalities and procedures of the Climate Technology Centre and Network

#### I. Definitions

1. For the purpose of the modalities and procedures of the Climate Technology Centre and Network:

(a) “Convention” means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) “COP” means the Conference of the Parties to the Convention;

(c) “Parties” means Parties to the Convention;

(d) “Developing country Parties” means Parties to the Convention not included in Annex I to the Convention;

(e) “CTCN” means the Climate Technology Centre and Network formed by a Climate Technology Centre (CTC) and a Network managed by the CTC;

(f) “CTC” means the Climate Technology Centre that is hosted by the United Environment Programme (UNEP) in collaboration with the United Nations Industrial Development Organization (UNIDO) and supported by a technical resource pool formed by 11 institutions;

(g) “Technical resource pool” means the 11 partner institutions that with UNEP and UNIDO submitted to the UNFCCC a proposal to host the CTCN;

(h) “Network” means the collection of institutions and other entities established in accordance with the criteria approved by the Advisory Board for the designation of members of the Network and its structure;

(i) “Advisory Board” means the Advisory Board of the CTCN;

(j) “TEC” means the Technology Executive Committee;

(k) “CTCN terms of reference” means the terms of reference of the Climate Technology Centre and Network included in annex VII to decision 2/CP.17;

(l) “National designated entity” (NDE) means the national entity designated under decision 4/CP.13;

(m) “Prioritization criteria” means the criteria for prioritizing the requests from NDEs;

(n) “Technology needs assessments” means the technology needs assessments conducted under the framework for meaningful and effective actions to enhance the implementation of Article 4, paragraph 5, of the Convention adopted by decision 4/CP.7 and enhanced by decision 3/CP.13;

(o) “National adaptation programmes of action” means national adaptation programmes of action referred to in decision 5/CP.7, paragraph 11(c);

(p) “Nationally appropriate mitigation actions” means nationally appropriate mitigation actions referred to in decision 1/CP.16, chapter III.B;

(q) “National adaptation plans” means national adaptation plans referred to in decision 1/CP.16, paragraph 15.

## **II. Roles and responsibilities of the Climate Technology Centre and Network**

2. The CTC, consistent with the terms of reference of the CTCN as described in decision 2/CP.17, paragraph 135, will:

- (a) Receive requests from developing country Parties through their NDE;
- (b) Assess with support from the technical resource pool the received requests and prioritize and refine those requests in conjunction with the NDE with the aim of determining their technical feasibility;
- (c) Respond to requests, through either the Centre or the Network, based on considerations of appropriate capacity, expertise and cost-effectiveness;
- (d) Build the CTC Network, applying the criteria for the structure of the Network and designation of organizations as members of the Network as approved by the CTCN Advisory Board;
- (e) Manage and coordinate the Network in executing the work related to the functions of the CTCN;
- (f) Monitor and evaluate the quality and effectiveness of responses in consultation with the requesting NDE;
- (g) Ensure the application of fiduciary standards, and legal and ethical integrity by the Network members in executing the work related to the functions of the CTCN.

3. The members of the Network of the CTCN will:

- (a) Undertake the substantive work as directed by the CTC to respond to requests made to the CTCN by NDEs.

## **III. Manage requests from developing country national designated entities and deliver responses**

4. In performing the functions described in decision 1/CP.16, paragraph 123(a)(i–iii) and (c)(iii), with regard to the management of requests from developing country Parties submitted through their NDEs, the modalities will consist of, inter alia, the following:

- (a) Support countries in developing draft proposals into fully articulated proposals, building on their technology needs assessments (TNAs), national adaptation programmes of action (NAPAs), other national climate change strategies including research, development and demonstration (RD&D) related activities, to enable implementation and action, also in the form of nationally appropriate mitigation actions and national adaptation plans, in collaboration with the financial mechanism of the Convention, international financial institutions, and the private sector;
- (b) Provide technical support and advice for development of TNAs, national technology road maps and actions plans, planning and implementation of climate technologies, and policies and measures in support of implementation;

- (c) Provide technical support and advice on tools for identifying, planning and implementing climate technologies;
- (d) Provide advice on policies and measures in support of implementation of climate technologies;
- (e) Match needs to available support and facilitate access to support.

#### **IV. Foster collaboration and access to information and knowledge to accelerate climate technology transfer**

5. In performing the functions described in decision 1/CP.16, paragraph 123(a)(ii), (b) and (c)(v), with regard to fostering collaboration and access to information and knowledge to accelerate technology transfer, the modalities will consist of, inter alia, the following:

- (a) Catalyse and develop information and knowledge regarding climate technologies including: needs for technologies, existing human resources development programmes and needs, best practices, RD&D programmes, analytical tools, training curriculums and academic programmes, technology deployment, etc., including online training packages;
- (b) Assess available support for 1) identifying gaps and 2) opportunities for helping developing countries access support;
- (c) Assess needs and opportunities for technology cooperation;
- (d) Recommend to the Advisory Board policies and programme priorities related to technology development and transfer, with special consideration given to least developed country Parties.

#### **V. Strengthen networks, partnerships and capacity-building for climate technology transfer**

6. In performing the functions as contained in decision 1/CP.16, paragraph 123(c)(i), (ii) and (iv), with regard to strengthen networks, partnerships and capacity-building for climate technology transfer, the modalities will include, inter alia, the following:

- (a) Catalyse and develop programmes to strengthen institutions and institutional capacities in developing countries;
- (b) Catalyse and develop regional/national training programmes for projects seeking a range of needs including financing;
- (c) Catalyse and develop capacity-building programmes targeted at developing technology cooperation and partnership forming capabilities of technology centres and institutes in developing countries;
- (d) Catalyse and support forums conducted by the Network to promote public-private partnerships and partnerships between relevant organizations to advance technology RD&D;
- (e) Catalyse forums to leverage resources from relevant agencies and centres and promote public and private investment (domestic and international) in the development and deployment of technologies.

## **VI. Linkages with the Technology Executive Committee**

7. The CTCN, also through its Advisory Board, will consult with the Technology Executive Committee in order to promote coherence and synergy and establish procedures for preparing a joint annual report as requested by decisions 2/CP.17 and 14/CP.18.

## **VII. Information and knowledge-sharing**

8. The CTCN should disseminate its outputs and facilitate knowledge-sharing through a well-functioning information platform that responds to the information and knowledge service requirements of its potential users, including NDEs, Parties and a wide range of technology actors, experts and stakeholders.

9. The platform would be a tool used to promote the collaboration between various actors and to seek cooperation with relevant international organizations and initiatives. It would support the efforts of the CTCN by, inter alia: facilitate online training, peer-to-peer exchange, and expert advice; capture experiences and results of technology cooperation activities to achieve continuous learning and improvements to knowledge; collect, analyse, and communicate CTCN results and lessons learned and continuously gather external feedback from a variety of CTCN stakeholders and partner organizations; serve as a comprehensive, up-to-date, and easily accessible library of information on technology availability, costs, and performance; policies; financing; and other topics for use by countries, with seamless links to resources available from sources around the world; provide information to support matchmaking of country requests with existing international programs; share information on current CTCN activities and results; enable internal tracking and evaluation of CTCN activities.

## Annexe II

[Anglais seulement]

### **Rules of procedure of the Advisory Board of the Climate Technology Centre and Network**

#### **I. Scope**

1. These rules of procedure shall apply to the Advisory Board of the Climate Technology Centre and Network (CTCN) in accordance with decision 14/CP.18, paragraphs 7 and 15, and annex II thereto, on the constitution of the Advisory Board of the CTCN as well as on any other relevant decisions of the Conference of the Parties.

#### **II. Definitions**

2. For the purpose of these rules:

(a) The “Convention” means the United Nations Framework Convention on Climate Change (UNFCCC);

(b) The “COP” means the Conference of the Parties to the Convention;

(c) “CTCN” means the Climate Technology Centre and Network;

(d) The “Board” means the Advisory Board of the CTCN;

(e) The “Chair” means the member of the Board elected as Chair of the Board;

(f) The “Vice-Chair” means the member of the Board elected as Vice-Chair of the Board;

(g) “Stakeholders” mean the entities that have a role in the implementation of the functions of the Board, or who may affect or be affected by the recommendations and actions of the Board;

(h) The “Secretary” means the Secretary of the Board, as per decision 14/CP.18, annex II, paragraph 3.

#### **III. Members**

3. The Board of the CTCN, with the aim of achieving fair and balanced representation, shall constitute the following:

(a) Sixteen government representatives, comprising equal representation from Parties included in Annex I to the Convention (Annex I Parties) and Parties not included in Annex I to the Convention (non-Annex I Parties);

(b) The Chair and the Vice-Chair of the Technology Executive Committee (TEC) in their official capacity as TEC representatives;

(c) One of the Co-Chairs, or a member designated by the Co-Chairs, of the Green Climate Fund Board in his/her official capacity as a Green Climate Fund representative;



(d) The Chair or the Vice-Chair of the Adaptation Committee, or a member designated by the Chair and the Vice-Chair, in his/her official capacity as an Adaptation Committee representative;

(e) One of the Co-Chairs, or a member designated by the Co-Chairs, of the Standing Committee in his/her official capacity as a Standing Committee representative;

(f) The Director of the CTCN in his/her official capacity as the CTCN representative;

(g) Three representatives, with one being selected by each of the following UNFCCC observer organization constituencies, taking into account balanced geographical representation: environmental non-governmental organizations, business and industry non-governmental organizations and research and independent non-governmental organizations, with relevant expertise in technology, finance or business, received by the host organization of the Climate Technology Centre (CTC), taking into account balanced geographical representation.

4. Government representatives shall be nominated by their respective groups or constituencies and elected by the Conference of the Parties (COP). Groups or constituencies are encouraged to nominate the government representatives to the Board, with a view to achieving an appropriate balance of expertise relevant to the development and transfer of technologies for adaptation and mitigation, taking into account the need to achieve gender balance in accordance with decisions 36/CP.7 and 23/CP.18.

5. Government representatives elected to the Board shall serve for a term of two years and shall be eligible to serve a maximum of two consecutive terms of office. The following rules shall apply:

(a) Half of the members shall be elected initially for a term of three years and half shall be elected for a term of two years;

(b) Thereafter, the COP shall elect half of the members every year for a term of two years;

(c) The members shall remain in office until their successors are elected.

6. If a government representative of the Board resigns or is otherwise unable to complete the assigned term of office or to perform the functions of that office, the Board may decide, bearing in mind the proximity of the next session of the COP, to appoint another representative from the same constituency to replace said member for the remainder of that member's mandate, in which case the appointment shall count as one term.

7. The members of the Board referred to in paragraph 3(b) above shall serve in accordance with their term of office.

8. The members of the Board referred to in paragraph 3(c), (d) and (e) above shall serve in accordance with their term of office.

9. The members of the Board referred to in paragraph 3(g) above shall be eligible to serve for a maximum term of office of one year.

10. The term of office of a member shall start at the first meeting of the Board in the calendar year following his or her election and shall end immediately before the first meeting of the Board in the calendar year following the term ends, as applicable two or three years thereafter.

11. If a member is unable to participate in two consecutive meetings of the Board or is unable to perform the functions and tasks set out by the Board, the Chair of the Advisory

Board will bring this matter to the attention of the Advisory Board and will seek clarification from the regional group that nominated that member on the status of his or her membership.

#### **IV. Chair and Vice-Chair**

12. The Advisory Board shall elect annually a Chair and a Vice-Chair from among the members referred to in paragraph 3(a) above for a term of one year each, with one being from an Annex I Party and the other being from a non-Annex I Party. The term shall start at the end of first meeting of the calendar year until the end of first meeting of the following calendar year. The positions of Chair and Vice-Chair shall alternate annually between a member from an Annex I Party and a member from a non-Annex I Party. After the Chair completes her or his term, the Vice-Chair shall be elected as the Chair, and another member shall be elected as Vice-Chair.

13. If the Chair is temporarily unable to fulfil the obligations of the office, the Vice-Chair shall serve as Chair. In the absence of the Chair and the Vice-Chair at a particular meeting, any other members identified in paragraph 3(a) above designated by the Board shall temporarily serve as the Chair of that meeting.

14. If the Chair or the Vice-Chair is unable to complete the term of office, the Board shall elect a replacement to complete the term of office, taking into account paragraph 12 above.

15. The Chair and the Vice-Chair shall collaborate in chairing meetings of the Board and in executing the work of the Board throughout the year so as to ensure coherence between meetings.

16. The Chair shall, inter alia, declare the opening and closing of the meeting, ensure the observance of these rules, accord the right to speak and announce decisions. The Chair shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order.

17. The Chair and/or the Vice-Chair, or any member designated by the Board, shall report to the COP, to the Subsidiary Body for Implementation, and/or to the Subsidiary Body for Scientific and Technological Advice on behalf of the Board.

18. The Chair and/or the Vice-Chair, or any member designated by the Board, shall represent the Board at external meetings and shall report back to the Board on those meetings.

19. The Board may further define additional roles and responsibilities for the Chair and Vice-Chair.

20. The Chair and the Vice-Chair in the exercise of their functions remain under the authority of the Board.

#### **V. Secretary**

21. The Director of the CTCN shall be the Secretary of the Board.

22. The Secretary shall be responsible for facilitating and providing support to:

(a) Making the necessary arrangements for the meetings of the Board, including announcing meetings, issuing invitations and making available the documents for meetings;

(b) Maintaining meeting records and arranging for the storage and preservation of documents of meetings;

(c) Making available to the public documents of the meetings of the Board, unless a specific document is deemed confidential by the Board.

23. The Secretary shall be responsible for facilitating the tracking of the implementation of decisions on actions taken by the Board and report on the progress of these actions between meetings and at each meeting of the Board.

24. In addition, the Secretary shall facilitate support that the Board may require or that the COP may direct with respect to the work of the Board.

## **VI. Meetings**

25. The Board shall meet twice per year, or more frequently if necessary, to discharge its responsibilities.

26. The meetings of the Board shall take place at the premises of the CTC, unless otherwise decided by the Board and subject to the necessary arrangements being made by the Secretary in consultation with the Chair and the Vice-Chair. Decisions on the location of meetings other than at the premises of the CTC shall take into account the benefits of venue rotation, particularly in developing countries and facilitating the participation of key stakeholders.

27. At the first Board meeting of each calendar year, the Chair, in consultation with the Vice-Chair, shall propose, for the approval of the Board, a provisional schedule of meetings for that calendar year.

28. If changes to the schedule or additional meetings are required, the Secretary shall notify members of the dates and venues of those meetings by circulating a notification and posting such information on the CTCN website at least eight weeks prior to that meeting. Where it is essential to facilitate the work of the Board, the Chair and Vice-Chair may decide to shorten the notification period.

29. Members are requested to confirm their attendance at meetings of the Board as early as possible and at least four weeks prior to that meeting.

30. The Chair and the Vice-Chair, with the assistance of the Secretary, will decide on the organization of a planned meeting if confirmation by members does not ensure quorum, as defined in section VII.

## **VII. Quorum**

31. At least 11 of the Board members referred to in paragraph 3(a) above must be present to constitute a quorum, with a minimum of five being from Annex I Parties and a minimum of five being from non-Annex I Parties.

32. The quorum shall be verified by the Chair at the time of the adoption of decisions by the Board.

## **VIII. Agenda and documents for meetings**

33. The Chair of the Board shall, in consultation with the Vice-Chair and assisted by the Secretary, prepare the provisional agenda for each meeting as well as a draft report of the meeting.
34. The provisional agenda for each meeting shall be transmitted to members at least four weeks in advance of the meeting.
35. Members may propose additions or changes to the provisional agenda, in writing, to the Secretary within one week of receiving the provisional agenda, and these additions or changes shall be included in a revised provisional agenda by the Secretary in agreement with the Chair and the Vice-Chair.
36. The Secretary shall indicate the administrative and financial implications of all substantive items on the proposed agenda.
37. The Secretary shall transmit the provisional annotated agenda and any supporting documentation to the members at least two weeks prior to that meeting. Documents may be transmitted after that date with the approval of the Chair and the Vice-Chair.
38. Documents for a meeting of the Board shall be published on the CTCN website at least one week prior to that meeting, unless it has been decided by the Chair and Vice-Chair that the documentation should be restricted to protect confidential information.
39. The Board shall, at the beginning of each meeting, adopt the meeting agenda.
40. Any item included in the agenda for a meeting of the Board, consideration of which has not been completed at that meeting, shall automatically be included on the provisional agenda for the next meeting, unless otherwise decided by the Board.

## **IX. Decision-making**

41. Decisions of the Board will be taken by consensus of the Board members referred to in paragraph 3(a) and (b) above.
42. The Chair or Vice-Chair shall ascertain whether consensus has been reached. The Chair or Vice-Chair shall declare that a consensus does not exist if there is a stated objection to the proposed decision under consideration by a member of the Board referred to in paragraph 41 above.
43. If all efforts at reaching a consensus have been exhausted and no agreement has been reached, decisions shall be taken by a three-fourths majority of the members referred to in paragraph 41 above present and voting at the meeting. Members abstaining from voting shall be considered as not voting in determining the majority.
44. The Chair or Vice-Chair shall ensure quorum, as defined in section VII, before conducting a vote.
45. Decisions outside of official meetings may occur on an extraordinary basis when, in the judgement of the Chair and Vice-Chair, a decision must be taken by the Board that should not be postponed until the next meeting of the Board.
46. The Secretary, with the approval of the Chair and the Vice-Chair, shall transmit to each member a proposed decision with an invitation to approve the decision.
47. Each member's comments on the proposed decision shall be sent to the Secretary, and made available to all members including the attribution of those comments, during such period as the Secretary may prescribe, provided that such period is no less than two weeks.

48. At the expiration of the comments period, the decision shall be approved if there are a minimum of five votes in favour from members referred to in paragraph 3(a) above from Annex I Parties and five votes in favour from members referred to in paragraph 3(a) above from non-Annex I Parties and no objections from members referred to in paragraph 3(a) and (b) above.

49. Each member referred to in paragraph 3(a) and (b) above shall have one vote. For the purpose of this rule, the phrase “members present and voting” means members referred to in paragraph 3(a) and (b) above that are present at the meeting at which voting takes place, and casting an affirmative or negative vote.

## **X. Working language**

50. The working language of the Board shall be English.

## **XI. Participation of expert advisors at meetings**

51. The Advisory Board will invite expert observers to attend meetings based on specific requirements of the agenda.

52. The Chair may, in consultation with the Vice-Chair and members of the Board, invite representatives of intergovernmental and international organizations as well as the private sector and civil society to participate in the meeting of the Board as expert advisors on specific matters under consideration by the Board.

53. Secretary shall assist in identifying and arranging participation of expert observers as per the Board’s request.

## **XII. Participation of observers**

54. The meetings of the Board shall be open to attendance as observers, by Parties, the Secretary, and accredited members of observer organizations, except where otherwise decided by the Board.

55. The Board may decide on additional procedures for the participation of observer organizations other than those accredited to the UNFCCC.

56. The Board may, in the interests of economy and efficiency, decide to limit the physical attendance of observers at its meetings.

57. The Board may decide at any time that a meeting or part thereof should be closed to observers.

58. The Secretary shall notify observers of the date and venue of the meeting that they may attend. Observers shall notify the Secretary at least two weeks in advance of a meeting of their intention to attend.

59. The Chair or the Vice-Chair will open the floor for intervention by observers at least once per meeting. In addition observers may, upon invitation from the Chair or the Vice-Chair and if members raise no objection, make presentations relating to matters under consideration by the Board.

### **XIII. Use of electronic means of communication**

60. The Board will use electronic means of communication to facilitate work between meetings and to take decisions as described in paragraphs 45–48 above.

### **XIV. Amendments to the rules of procedure**

61. These rules of procedure may be amended by the Board in accordance with paragraphs 41–43 above and to be effective must be approved formally by the COP. Pending formal approval, the Board may decide to apply the amendment provisionally.

### **XV. Overriding authority of the Convention**

62. In the event of any conflict between any provisions of these rules and any provision of the Convention, the Convention shall take precedence.

*10<sup>th</sup> plenary meeting  
22 November 2013*

## Décision 26/CP.19

### Exécution du budget de l'exercice biennal 2012-2013

*La Conférence des Parties,*

1. *Prend note* des renseignements figurant dans les états financiers vérifiés pour l'exercice biennal 2012-2013 au 31 décembre 2012

<sup>1</sup>, le rapport sur l'exécution du budget pour la période allant du 1<sup>er</sup> janvier 2012 au 30 juin 2013<sup>2</sup> et l'état, au 31 octobre 2013, des contributions au Fonds d'affectation spéciale pour le budget de base de la Convention, au Fonds d'affectation spéciale pour les activités complémentaires et au Fonds d'affectation spéciale pour la participation au processus découlant de la Convention<sup>3</sup>;

2. *Exprime sa gratitude* aux Parties qui ont acquitté ponctuellement leurs contributions au budget de base;

3. *Engage* les Parties qui n'ont pas acquitté leurs contributions au budget de base à le faire sans retard, sachant que, conformément aux procédures financières, les contributions sont exigibles le 1<sup>er</sup> janvier de chaque année;

4. *Exprime sa gratitude* aux Parties pour leurs contributions au Fonds d'affectation spéciale pour la participation au processus découlant de la Convention et au Fonds d'affectation spéciale pour les activités complémentaires;

5. *Exprime de nouveau sa gratitude* au Gouvernement allemand pour sa contribution volontaire annuelle de 766 938 euros au budget de base et pour la contribution spéciale de 1 789 522 euros qu'il verse en tant que Gouvernement du pays hôte du secrétariat.

*10<sup>e</sup> séance plénière  
22 novembre 2013*

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<sup>1</sup> FCCC/SBI/2013/INF.4.

<sup>2</sup> FCCC/SBI/2013/14.

<sup>3</sup> FCCC/SBI/2013/INF.15.

## Décision 27/CP.19

### Budget-programme de l'exercice biennal 2014-2015

*La Conférence des Parties,*

*Rappelant* le paragraphe 4 des procédures financières de la Conférence des Parties à la Convention-cadre des Nations Unies sur les changements climatiques<sup>1</sup>,

*Ayant examiné* le projet de budget-programme de l'exercice biennal 2014-2015 présenté par la Secrétaire exécutive<sup>2</sup>,

9. *Reconnaît* les efforts faits par la Secrétaire exécutive pour atteindre les gains d'efficacité de 3 % dans le cadre de l'exécution du budget-programme pour 2012-2013;

10. *Convient* de faire apparaître dans le budget-programme pour 2014-2015 un dividende exceptionnel d'efficacité de 1 355 094 euros (3 %) pour les dépenses au titre des programmes<sup>3</sup>;

11. *Approuve* le budget-programme de l'exercice biennal 2014-2015 d'un montant de 54 648 484 euros aux fins précisées dans le tableau 1 ci-après;

12. *Note avec satisfaction* la contribution annuelle du gouvernement du pays hôte, d'un montant de 766 938 euros, venant en déduction des dépenses prévues;

13. *Approuve* un prélèvement de 2 800 000 euros sur les soldes ou contributions inutilisés (reports) d'exercices financiers antérieurs afin de couvrir une partie du budget de l'exercice biennal 2014-2015;

14. *Approuve également* le tableau des effectifs (tableau 2) pour le budget-programme;

15. *Note* que le budget-programme contient des éléments concernant à la fois la Convention et le Protocole de Kyoto;

16. *Note aussi* que le budget-programme approuvé prévoit des crédits supplémentaires pour entreprendre des activités visant à renforcer l'exécution des mandats nouveaux ou déjà existants établis pour atteindre les objectifs du programme d'adaptation et du programme Atténuation, données et analyses ainsi que spécifié dans le document FCCC/SBI/2013/6/Add.1;

17. *Demande* au secrétariat, à titre exceptionnel, seulement une fois au cours de l'exercice biennal 2014-2015 et dans le cadre de mesures visant à améliorer la maîtrise des coûts, de procéder aux examens des inventaires individuels annuels des Parties visées à l'annexe I qui n'ont pas pris les engagements chiffrés de réduction ou de limitation inscrits pour la première ou la deuxième période d'engagement du Protocole de Kyoto;

18. *Souligne* la nécessité pour les Parties de réaliser de nouvelles économies en utilisant Bonn (Allemagne) comme principal lieu des réunions<sup>4</sup>;

<sup>1</sup> Décision 15/CP.1, annexe I.

<sup>2</sup> FCCC/SBI/2013/6 et Add.1 à 3.

<sup>3</sup> Compte non tenu des dépenses relatives aux programmes à prévoir pour la mise en place du régime de mesure, de notification et de vérification établi au titre de la Convention parce que les activités correspondantes sont nouvelles et comprennent l'application de plusieurs mesures spécifiques d'économie au cours de l'exercice biennal 2014-2015.



19. *Adopte* le barème indicatif des contributions pour 2014 et 2015 qui figure dans l'annexe et couvre 71,2 % du montant indicatif des contributions consigné au tableau 1;

20. *Invite* la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto à sa neuvième session, à approuver les éléments du budget recommandé qui s'appliquent au Protocole de Kyoto;

21. *Invite également* l'Assemblée générale des Nations Unies à se prononcer, à sa soixante-huitième session (17 septembre 2013 au 15 septembre 2014) sur la question du financement des services de conférence au titre du budget ordinaire de l'ONU;

22. *Approuve* un budget conditionnel pour les services de conférence, d'un montant de 8 381 600 euros, qui viendra s'ajouter au budget-programme de l'exercice biennal 2014-2015 au cas où l'Assemblée générale des Nations Unies déciderait de ne pas prévoir de ressources pour ces activités dans le budget ordinaire de l'ONU (tableau 3);

23. *Prie* la Secrétaire exécutive de faire rapport à l'Organe subsidiaire de mise en œuvre sur l'application des paragraphes 8 et 14 ci-dessus, si nécessaire;

24. *Autorise* la Secrétaire exécutive à opérer des transferts entre les principales lignes de crédit figurant dans le tableau 1 ci-après, étant entendu que le total des sommes transférées ne devra pas dépasser 15 % du montant estimatif total des dépenses imputées sur ces lignes de crédit et que, pour chacune de ces lignes de crédit, la réduction ne devra pas être supérieure à 25 %;

25. *Décide* de maintenir la réserve de trésorerie à un niveau correspondant à 8,3 % du montant estimatif des dépenses;

26. *Invite* toutes les Parties à la Convention à noter que les contributions au budget de base sont dues le 1<sup>er</sup> janvier de chaque année, conformément à l'alinéa *b* du paragraphe 8 des procédures financières, et à verser rapidement et intégralement, pour chacune des années 2014 et 2015, les contributions requises pour financer les dépenses approuvées au titre du paragraphe 3 ci-dessus ainsi que toutes les contributions qui pourraient être nécessaires pour financer les dépenses découlant de la décision visée ci-dessus au paragraphe 14;

27. *Autorise* la Secrétaire exécutive à mettre en œuvre les décisions adoptées par la Conférence des Parties à sa dix-neuvième session pour lesquelles aucun crédit n'a été alloué dans le budget approuvé, en recourant aux contributions volontaires et aux ressources disponibles dans le budget de base;

28. *Demande* instamment aux Parties de verser des contributions volontaires selon ce qui sera nécessaire pour permettre la mise en œuvre sans délai de tous les mandats confiés au secrétariat et de couvrir les besoins en matière d'appui à l'exécution des processus de mesure, de notification et de vérification qui ne peuvent pas être pleinement satisfaits par le budget de base au niveau approuvé;

29. *Prend note* du montant estimatif des ressources nécessaires au titre du Fonds d'affectation spéciale pour la participation au processus découlant de la Convention indiqué par la Secrétaire exécutive (tableau 4) et invite les Parties à verser des contributions à ce fonds;

30. *Prend note également* du montant estimatif des ressources nécessaires au titre du Fonds d'affectation spéciale pour les activités complémentaires indiqué par la Secrétaire

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<sup>4</sup> Décision 25/CP.18, par. 10, et décision 13/CMP.8, par. 11.

exécutive (47 790 786 euros) pour l'exercice biennal 2014-2015 (tableau 5) et invite les Parties à verser des contributions à ce fonds;

31. *Prie* la Secrétaire exécutive de lui faire rapport, à sa vingtième session (décembre 2014) sur les recettes et l'exécution du budget et de proposer tout ajustement qu'il pourrait être nécessaire d'apporter au budget-programme pour l'exercice biennal 2014-2015.

Tableau 1  
**Projet de budget-programme de base pour 2014-2015, par programme (en euros)**

|   | 2014              | 2015              | Total             |
|---|-------------------|-------------------|-------------------|
| A. Crédits demandés, par programme  |                   |                   |                   |
| Direction exécutive et gestion  | 2 255 945         | 2 266 985         | 4 522 930         |
| Atténuation, données et analyse   | 6 723 151         | 7 985 348         | 14 708 499        |
| Financement, technologie et renforcement des capacités                        | 2 747 990         | 2 856 490         | 5 604 480         |
| Adaptation  | 2 478 449         | 2 466 039         | 4 944 488         |
| Mécanismes pour un développement durable                                      | 552 174           | 552 174           | 1 104 348         |
| Affaires juridiques   | 1 352 010         | 1 323 010         | 2 675 020         |
| Affaires de la Conférence   | 1 711 631         | 1 732 131         | 3 443 762         |
| Communication et information  | 1 611 090         | 1 611 090         | 3 222 180         |
| Services informatiques  | 2 949 246         | 2 949 579         | 5 898 825         |
| Services administratifs <sup>a</sup>  |                   |                   |                   |
| B. Dépenses de fonctionnement à l'échelle du secrétariat <sup>b</sup>         | 1 753 803         | 1 577 864         | 3 331 667         |
| <b>Dépenses au titre des programmes (A + B)</b>                               | <b>24 135 489</b> | <b>25 320 710</b> | <b>49 456 199</b> |
| Moins: dividende exceptionnel d'efficacité                                    | 678 702           | 676 392           | 1 355 094         |
| C. Dépenses révisées au titre des programmes                                  | 23 456 787        | 24 644 318        | 48 101 105        |
| Dépenses d'appui aux programmes (frais généraux) <sup>c</sup>                 | 3 049 387         | 3 203 761         | 6 253 148         |
| Ajustement de la réserve de trésorerie <sup>d</sup>                           | 182 852           | 111 379           | 294 231           |
| <b>Total (C + D + E)</b>  | <b>26 689 026</b> | <b>27 959 458</b> | <b>54 648 484</b> |
| Recettes  |                   |                   |                   |
| Contribution du gouvernement du pays hôte                                     | 766 938           | 766 938           | 1 533 876         |
| Soldes ou contributions inutilisés d'exercices financiers antérieurs (report) | 1 400 000         | 1 400 000         | 2 800 000         |
| Montant indicatif des contributions   | <b>24 522 088</b> | <b>25 792 520</b> | <b>50 314 608</b> |
| <b>Total des recettes</b>   | <b>26 689 026</b> | <b>27 959 458</b> | <b>54 648 484</b> |

<sup>a</sup> Les services administratifs (SA) sont financés par les fonds pour les dépenses d'appui aux programmes (frais généraux).

<sup>b</sup> Les dépenses de fonctionnement à l'échelle du secrétariat sont gérées par les services administratifs.

<sup>c</sup> Prélèvement uniforme de 13 % appliqué au titre de l'appui administratif. Voir le chapitre XI du document FCCC/SBI/2013/6.

<sup>d</sup> Conformément aux procédures financières (décision 15/CP.1), le budget de base doit prévoir une réserve de trésorerie de l'ordre de 8,3 % (un mois de frais de fonctionnement). Le montant total de la réserve de trésorerie sera porté à 2 311 391 euros en 2015.

Tableau 2  
**Effectifs nécessaires à l'échelle du secrétariat au titre du budget de base**

|   | 2014         | 2015         |
|---|--------------|--------------|
| Administrateurs et fonctionnaires de rang supérieur <sup>a</sup>          |              |              |
| SSG   | 1            | 1            |
| D-2   | 3            | 3            |
| D-1   | 7            | 7            |
| P-5   | 15           | 15           |
| P-4   | 35           | 35           |
| P-3   | 41           | 43           |
| P-2   | 15           | 16           |
| <b>Total partiel, administrateurs et fonctionnaires de rang supérieur</b> | <b>117</b>   | <b>120</b>   |
| <b>Total partiel, agents des services généraux</b>                        | <b>52,5</b>  | <b>53,5</b>  |
| <b>Total</b>  | <b>169,5</b> | <b>173,5</b> |

<sup>a</sup> Sous-Secrétaire général (SSG); directeur (D); administrateur (P).

Tableau 3  
**Ressources nécessaires au titre du budget conditionnel pour les services de conférence (en euros)**

|   | 2014             | 2015             | 2014-2015        |
|---|------------------|------------------|------------------|
| <i>Objet de dépense</i>                   |                  |                  |                  |
| Interprétation <sup>a</sup>               | 953 700          | 982 300          | 1 936 000        |
| Documentation <sup>b</sup>                |                  |                  |                  |
| Traduction                                | 1 762 100        | 1 815 000        | 3 577 100        |
| Reproduction et distribution              | 596 300          | 614 200          | 1 210 500        |
| Appui au service des séances <sup>c</sup> | 194 100          | 199 900          | 394 000          |
| <b>Total partiel</b>                      | <b>3 506 200</b> | <b>3 611 400</b> | <b>7 117 600</b> |
| Dépenses d'appui aux programmes           | 455 800          | 469 500          | 925 300          |
| Réserve de trésorerie                     | 328 800          | 9 900            | 338 700          |
| <b>Total</b>                              | <b>4 290 800</b> | <b>4 090 800</b> | <b>8 381 600</b> |

*Note:* Pour établir le budget conditionnel des services de conférence:

- a) On est parti du principe qu'il ne devrait pas y avoir plus de 40 séances avec interprétation par session;
- b) Le volume de la documentation est fondé sur des calculs de l'Office des Nations Unies à Genève;
- c) On a considéré que l'appui au service des séances comprenait le personnel normalement fourni par les services de conférence de l'ONUG pour la coordination et le soutien des services d'interprétation, de traduction et de reproduction pendant les sessions;
- d) On a fait des estimations globales prudentes, reposant sur l'hypothèse que les besoins n'augmenteraient pas sensiblement pendant l'exercice biennal.

<sup>a</sup> Traitements, frais de voyage et indemnité journalière de subsistance des interprètes.

<sup>b</sup> Totalité des coûts afférents au traitement de la documentation avant, pendant et après les sessions; le coût de la traduction comprend la révision et la dactylographie des documents.

<sup>c</sup> Traitements, frais de voyage et indemnité journalière de subsistance du personnel d'appui au service des séances, et frais d'expédition et de télécommunications.

Tableau 4

**Ressources nécessaires au titre du Fonds d'affectation spéciale pour la participation au processus de la Convention pendant l'exercice biennal 2014-2015**

| <i>Nombre de représentants</i>   | <i>Coût estimatif (euros)</i> |
|--|-------------------------------|
| Appui destiné à permettre à un représentant de chaque Partie pouvant prétendre à cette forme d'aide de participer à une session d'une semaine organisée à Bonn (Allemagne)   | 615 000                       |
| Appui destiné à permettre à un représentant de chaque Partie pouvant prétendre à cette forme d'aide de participer à une session de deux semaines organisée à Bonn  | 950 000                       |
| Appui destiné à permettre à un représentant de chaque Partie pouvant prétendre à cette forme d'aide et à un deuxième représentant de chacun des pays comptant parmi les moins avancés et de chaque petit État insulaire en développement de participer à une session de deux semaines organisée à Bonn | 1 485 000                     |
| Appui destiné à permettre à deux représentants de chaque Partie pouvant prétendre à cette forme d'aide de participer à une session de deux semaines organisée à Bonn   | 1 905 000                     |
| Appui destiné à permettre à deux représentants de chaque Partie pouvant prétendre à cette forme d'aide et à un représentant de chacun des pays comptant parmi les moins avancés et de chaque petit État insulaire en développement de participer à une session de deux semaines                        | 2 465 000                     |

Tableau 5

**Ressources nécessaires au titre du Fonds d'affectation spéciale pour les activités complémentaires pendant l'exercice biennal 2014-2015**

| <i>Activités que le secrétariat devra entreprendre</i>   | <i>Euros</i> |
|--|--------------|
| <i>Convention</i>  |              |
| Appui au Groupe de travail spécial de la plate-forme de Durban pour une action renforcée (ADP)   | 1 973 613    |
| Appui à quatre réunions supplémentaires du Groupe ADP  | 4 921 602    |
| Appui, en application des décisions 1/CP.16 et 2/CP.17, au programme de travail visant à élaborer des modalités et des lignes directrices pour le suivi, la notification et la vérification pour les pays développés Parties   | 1 506 832    |
| Appui aux travaux sur les communications nationales des Parties non visées à l'annexe I et à l'exécution du programme de travail du Groupe consultatif reconstitué d'experts des communications nationales des Parties non visées à l'annexe I de la Convention  | 2 073 311    |
| Appui à l'établissement des inventaires nationaux des gaz à effet de serre et à l'exécution des activités y relatives par les Parties non visées à l'annexe I, y compris la poursuite du développement et de la tenue à jour du logiciel créé pour ces inventaires pour les Parties non visées à l'annexe I de la Convention et appui aux systèmes nationaux de surveillance des forêts                | 2 704 768    |
| Appui à l'exécution de l'action renforcée pour l'atténuation par les pays en développement Parties   | 3 649 527    |
| Création, mise en place et fonctionnement du registre des mesures d'atténuation appropriées au niveau national   | 1 166 748    |
| Des engagements ou des initiatives d'atténuation appropriés au niveau national, mesurables, notifiables et vérifiables, y compris des objectifs chiffrés de limitation et de réduction des émissions, de la part de tous les pays développés parties, en veillant à ce que les efforts des uns et des autres soient comparables, compte tenu des différences existant dans la situation de chaque pays | 2 006 793    |

| <i>Activités que le secrétariat devra entreprendre</i>  | <i>Euros</i>      |
|---|-------------------|
| Appui à l'exécution du programme de travail sur la formation aux changements climatiques, la sensibilisation et la participation du public  | 356 899           |
| Appui aux travaux du Comité permanent sur le financement  | 1 304 834         |
| Appui à la mise en place du Mécanisme technologique et aux travaux du Comité exécutif de la technologie, y compris la mise en œuvre du cadre pour des actions judicieuses et efficaces destinées à renforcer l'application du paragraphe 5 de l'article 4 de la Convention.   | 1 105 400         |
| Appui à la mise en œuvre du Cadre de l'adaptation de Cancún   | 4 643 441         |
| Appui aux pays les moins avancés et au Groupe d'experts des pays les moins avancés  | 1 457 418         |
| Appui à l'exécution du Programme de travail de Nairobi sur les incidences des changements climatiques et la vulnérabilité et l'adaptation à ces changements   | 1 507 601         |
| Appui aux activités relatives à la science des changements climatiques ainsi qu'à la recherche et à l'observation systématique dans ce domaine  | 352 567           |
| Appui à l'examen périodique du caractère adéquat de l'objectif global à long terme visé au paragraphe 4 de la décision 1/CP.16  | 935 685           |
| Mobilisation des parties prenantes et gestion du savoir   | 912 964           |
| <b>Total partiel</b>  | <b>32 580 001</b> |
| <i>Protocole de Kyoto</i>   |                   |
| Établissement et tenue à jour de la base de données pour la compilation et la comptabilisation au titre du Protocole de Kyoto   | 429 369           |
| Appui au Comité de contrôle du respect des dispositions du Protocole de Kyoto   | 515 079           |
| <b>Total partiel</b>  | <b>944 448</b>    |
| <i>Convention et Protocole de Kyoto</i>   |                   |
| Appui aux activités relatives à l'utilisation des terres, au changement d'affectation des terres et à la foresterie: réduction des émissions résultant du déboisement et de la dégradation des forêts, renforcement des puits de carbone et rôle des puits dans l'action future en matière d'atténuation  | 2 936 893         |
| Organisation de la formation des équipes d'examen composées d'experts et des réunions des examinateurs principaux   | 1 899 259         |
| Appui aux activités relatives à l'impact de la mise en œuvre des mesures de riposte   | 555 282           |
| Tenue à jour et développement des systèmes d'information de la Convention-cadre pour la réception, le traitement et l'examen des données sur les gaz à effet de serre, y compris le portail de la Convention pour la communication de données, la salle de réunion virtuelle et l'interface d'accès aux données relatives aux gaz à effet de serre  | 343 370           |
| Moyens à mettre en œuvre pour faciliter l'exécution du programme de travail visant à réviser les «Directives pour l'établissement de rapports par les Parties visées à l'annexe I de la Convention, première partie: Directives FCCC pour la notification des inventaires annuels», l'utilisation des <i>Lignes directrices 2006 du GIEC pour les inventaires nationaux des gaz à effet de serre</i> et la révision des dispositions relatives aux articles 5, 7 et 8 du Protocole de Kyoto | 174 020           |
| Appui au logiciel amélioré (CRF Reporter) pour la communication des données sur les émissions de gaz à effet de serre par les Parties visées à l'annexe I   | 909 303           |
| Appui à la mise en œuvre du cadre pour le renforcement des capacités des pays en développement établi en application de la décision 2/CP.7 et du Cadre pour le renforcement des capacités dans les pays en transition sur le plan économique établi en application de la décision 3/CP.7  | 402 099           |
| Appui à l'application du paragraphe 6 de l'article 7 de la Convention et à l'organisation de réunions parallèles et d'expositions lors des sessions   | 836 923           |

| <i>Activités que le secrétariat devra entreprendre</i>   | <i>Euros</i>      |
|--|-------------------|
| Gestion des fichiers comptables du secrétariat   | 848 223           |
| Fourniture de services d'archives pour les relevés historiques de la Convention  | 1 374 204         |
| Numérisation des enregistrements audio et vidéo  | 1 170 462         |
| Mise au point d'outils et de canaux de communication interne au sein du secrétariat, afin d'assurer la communication entre l'administration et le personnel et entre les membres du personnel, afin de favoriser une culture et une mobilisation institutionnelles | 235 085           |
| Relance du site Web de la Convention: phase II – de l'appui aux négociations à l'action face aux changements climatiques   | 1 802 034         |
| Lancement d'une campagne dans les médias numériques pour créer une vaste mobilisation pour la vingt et unième session de la Conférence des Parties   | 330 005           |
| Tenue à jour du portail en ligne pour la diffusion d'informations en espagnol sur la Convention-cadre  | 184 755           |
| Formation à l'intention des médias des pays en développement dans la perspective des futures conférences des Nations Unies sur les changements climatiques   | 264 420           |
| <b>Total partiel</b>   | <b>14 266 337</b> |
| <b>Total général</b>   | <b>47 790 786</b> |

## Annexe

Tableau 6

### Barème indicatif des contributions des Parties à la Convention pour l'exercice biennal 2014-2015

| <i>Partie</i>                   | <i>Barème de l'ONU en 2014</i> | <i>Barème ajusté pour la Convention en 2014</i> | <i>Barème ajusté pour la Convention en 2015</i> |
|---------------------------------|--------------------------------|---|---|
| Afghanistan                     | 0,005                          | 0,005   | 0,005   |
| Afrique du Sud                  | 0,372                          | 0,363   | 0,363   |
| Albanie                         | 0,010                          | 0,010   | 0,010   |
| Algérie                         | 0,137                          | 0,134   | 0,134   |
| Allemagne                       | 7,141                          | 6,963   | 6,963   |
| Andorre                         | 0,008                          | 0,008   | 0,008   |
| Angola                          | 0,010                          | 0,010   | 0,010   |
| Antigua-et-Barbuda              | 0,002                          | 0,002   | 0,002   |
| Arabie saoudite                 | 0,864                          | 0,842   | 0,842   |
| Argentine                       | 0,432                          | 0,421   | 0,421   |
| Arménie                         | 0,007                          | 0,007   | 0,007   |
| Australie                       | 2,074                          | 2,022   | 2,022   |
| Autriche                        | 0,798                          | 0,778   | 0,778   |
| Azerbaïdjan                     | 0,040                          | 0,039   | 0,039   |
| Bahamas                         | 0,017                          | 0,017   | 0,017   |
| Bahreïn                         | 0,039                          | 0,038   | 0,038   |
| Bangladesh                      | 0,010                          | 0,010   | 0,010   |
| Barbade                         | 0,008                          | 0,008   | 0,008   |
| Bélarus                         | 0,056                          | 0,055   | 0,055   |
| Belgique                        | 0,998                          | 0,973   | 0,973   |
| Belize                          | 0,001                          | 0,001   | 0,001   |
| Bénin                           | 0,003                          | 0,003   | 0,003   |
| Bhoutan                         | 0,001                          | 0,001   | 0,001   |
| Bolivie (État plurinational de) | 0,009                          | 0,009   | 0,009   |
| Bosnie-Herzégovine              | 0,017                          | 0,017   | 0,017   |
| Botswana                        | 0,017                          | 0,017   | 0,017   |
| Bésil                           | 2,934                          | 2,861   | 2,861   |
| Brunéi Darussalam               | 0,026                          | 0,025   | 0,025   |
| Bulgarie                        | 0,047                          | 0,046   | 0,046   |
| Burkina Faso                    | 0,003                          | 0,003   | 0,003   |
| Burundi                         | 0,001                          | 0,001   | 0,001   |
| Cabo Verde                      | 0,001                          | 0,001   | 0,001   |
| Cambodge                        | 0,004                          | 0,004   | 0,004   |
| Cameroun                        | 0,012                          | 0,012   | 0,012   |
| Canada                          | 2,984                          | 2,909   | 2,909   |
| Chili                           | 0,334                          | 0,326   | 0,326   |



| <i>Partie</i>                         | <i>Barème de l'ONU en 2014</i> | <i>Barème ajusté pour la Convention en 2014</i> | <i>Barème ajusté pour la Convention en 2015</i> |
|---------------------------------------|--------------------------------|---|---|
| Chine                                 | 5,148                          | 5,019   | 5,019   |
| Chypre                                | 0,047                          | 0,046   | 0,046   |
| Colombie                              | 0,259                          | 0,253   | 0,253   |
| Comores                               | 0,001                          | 0,001   | 0,001   |
| Congo                                 | 0,005                          | 0,005   | 0,005   |
| Costa Rica                            | 0,038                          | 0,037   | 0,037   |
| Côte d'Ivoire                         | 0,011                          | 0,011   | 0,011   |
| Croatie                               | 0,126                          | 0,123   | 0,123   |
| Cuba                                  | 0,069                          | 0,067   | 0,067   |
| Danemark                              | 0,675                          | 0,658   | 0,658   |
| Djibouti                              | 0,001                          | 0,001   | 0,001   |
| Dominique                             | 0,001                          | 0,001   | 0,001   |
| Égypte                                | 0,134                          | 0,131   | 0,131   |
| El Salvador                           | 0,016                          | 0,016   | 0,016   |
| Émirats arabes unis                   | 0,595                          | 0,580   | 0,580   |
| Équateur                              | 0,044                          | 0,043   | 0,043   |
| Érythrée                              | 0,001                          | 0,001   | 0,001   |
| Espagne                               | 2,973                          | 2,899   | 2,899   |
| Estonie                               | 0,040                          | 0,039   | 0,039   |
| États-Unis d'Amérique                 | 22,000                         | 21,450  | 21,450  |
| Éthiopie                              | 0,010                          | 0,010   | 0,010   |
| ex-République yougoslave de Macédoine | 0,008                          | 0,008   | 0,008   |
| Fédération de Russie                  | 2,438                          | 2,377   | 2,377   |
| Fidji                                 | 0,003                          | 0,003   | 0,003   |
| Finlande                              | 0,519                          | 0,506   | 0,506   |
| France                                | 5,593                          | 5,453   | 5,453   |
| Gabon                                 | 0,020                          | 0,020   | 0,020   |
| Gambie                                | 0,001                          | 0,001   | 0,001   |
| Géorgie                               | 0,007                          | 0,007   | 0,007   |
| Ghana                                 | 0,014                          | 0,014   | 0,014   |
| Grèce                                 | 0,638                          | 0,622   | 0,622   |
| Grenade                               | 0,001                          | 0,001   | 0,001   |
| Guatemala                             | 0,027                          | 0,026   | 0,026   |
| Guinée                                | 0,001                          | 0,001   | 0,001   |
| Guinée-Bissau                         | 0,001                          | 0,001   | 0,001   |
| Guinée équatoriale                    | 0,010                          | 0,010   | 0,010   |
| Guyana                                | 0,001                          | 0,001   | 0,001   |
| Haïti                                 | 0,003                          | 0,003   | 0,003   |
| Honduras                              | 0,008                          | 0,008   | 0,008   |
| Hongrie                               | 0,266                          | 0,259   | 0,259   |
| Îles Cook                             | 0,001                          | 0,001   | 0,001   |

| <i>Partie</i>                  | <i>Barème de l'ONU en 2014</i> | <i>Barème ajusté pour la Convention en 2014</i> | <i>Barème ajusté pour la Convention en 2015</i> |
|--------------------------------|--------------------------------|---|---|
| Îles Marshall                  | 0,001                          | 0,001   | 0,001   |
| Îles Salomon                   | 0,001                          | 0,001   | 0,001   |
| Inde                           | 0,666                          | 0,649   | 0,649   |
| Indonésie                      | 0,346                          | 0,337   | 0,337   |
| Iran (République islamique d') | 0,356                          | 0,347   | 0,347   |
| Iraq                           | 0,068                          | 0,066   | 0,066   |
| Irlande                        | 0,418                          | 0,408   | 0,408   |
| Islande                        | 0,027                          | 0,026   | 0,026   |
| Israël                         | 0,396                          | 0,386   | 0,386   |
| Italie                         | 4,448                          | 4,337   | 4,337   |
| Jamaïque                       | 0,011                          | 0,011   | 0,011   |
| Japon                          | 10,833                         | 10,562  | 10,562  |
| Jordanie                       | 0,022                          | 0,021   | 0,021   |
| Kazakhstan                     | 0,121                          | 0,118   | 0,118   |
| Kenya                          | 0,013                          | 0,013   | 0,013   |
| Kirghizistan                   | 0,002                          | 0,002   | 0,002   |
| Kiribati                       | 0,001                          | 0,001   | 0,001   |
| Koweït                         | 0,273                          | 0,266   | 0,266   |
| Lesotho                        | 0,001                          | 0,001   | 0,001   |
| Lettonie                       | 0,047                          | 0,046   | 0,046   |
| Liban                          | 0,042                          | 0,041   | 0,041   |
| Libéria                        | 0,001                          | 0,001   | 0,001   |
| Libye                          | 0,142                          | 0,138   | 0,138   |
| Liechtenstein                  | 0,009                          | 0,009   | 0,009   |
| Lituanie                       | 0,073                          | 0,071   | 0,071   |
| Luxembourg                     | 0,081                          | 0,079   | 0,079   |
| Madagascar                     | 0,003                          | 0,003   | 0,003   |
| Malaisie                       | 0,281                          | 0,274   | 0,274   |
| Malawi                         | 0,002                          | 0,002   | 0,002   |
| Maldives                       | 0,001                          | 0,001   | 0,001   |
| Mali                           | 0,004                          | 0,004   | 0,004   |
| Malte                          | 0,016                          | 0,016   | 0,016   |
| Maroc                          | 0,062                          | 0,060   | 0,060   |
| Maurice                        | 0,013                          | 0,013   | 0,013   |
| Mauritanie                     | 0,002                          | 0,002   | 0,002   |
| Mexique                        | 1,842                          | 1,796   | 1,796   |
| Micronésie (États fédérés de)  | 0,001                          | 0,001   | 0,001   |
| Monaco                         | 0,012                          | 0,012   | 0,012   |
| Mongolie                       | 0,003                          | 0,003   | 0,003   |
| Monténégro                     | 0,005                          | 0,005   | 0,005   |
| Mozambique                     | 0,003                          | 0,003   | 0,003   |

| <i>Partie</i>                                       | <i>Barème de l'ONU en 2014</i> | <i>Barème ajusté pour la Convention en 2014</i> | <i>Barème ajusté pour la Convention en 2015</i> |
|---|--------------------------------|---|---|
| Myanmar   | 0,010                          | 0,010   | 0,010   |
| Namibie   | 0,010                          | 0,010   | 0,010   |
| Nauru   | 0,001                          | 0,001   | 0,001   |
| Népal   | 0,006                          | 0,006   | 0,006   |
| Nicaragua   | 0,003                          | 0,003   | 0,003   |
| Niger   | 0,002                          | 0,002   | 0,002   |
| Nigeria   | 0,090                          | 0,088   | 0,088   |
| Nioué   | 0,001                          | 0,001   | 0,001   |
| Norvège   | 0,851                          | 0,830   | 0,830   |
| Nouvelle-Zélande                                    | 0,253                          | 0,247   | 0,247   |
| Oman  | 0,102                          | 0,099   | 0,099   |
| Ouganda   | 0,006                          | 0,006   | 0,006   |
| Ouzbékistan   | 0,015                          | 0,015   | 0,015   |
| Pakistan  | 0,085                          | 0,083   | 0,083   |
| Palaos  | 0,001                          | 0,001   | 0,001   |
| Panama  | 0,026                          | 0,025   | 0,025   |
| Papouasie-Nouvelle-Guinée                           | 0,004                          | 0,004   | 0,004   |
| Paraguay  | 0,010                          | 0,010   | 0,010   |
| Pays-Bas  | 1,654                          | 1,613   | 1,613   |
| Pérou   | 0,117                          | 0,114   | 0,114   |
| Philippines   | 0,154                          | 0,150   | 0,150   |
| Pologne   | 0,921                          | 0,898   | 0,898   |
| Portugal  | 0,474                          | 0,462   | 0,462   |
| Qatar   | 0,209                          | 0,204   | 0,204   |
| République arabe syrienne                           | 0,036                          | 0,035   | 0,035   |
| République centrafricaine                           | 0,001                          | 0,001   | 0,001   |
| République de Corée                                 | 1,994                          | 1,944   | 1,944   |
| République démocratique du Congo                    | 0,003                          | 0,003   | 0,003   |
| République démocratique populaire lao               | 0,002                          | 0,002   | 0,002   |
| République de Moldova                               | 0,003                          | 0,003   | 0,003   |
| République dominicaine                              | 0,045                          | 0,044   | 0,044   |
| République populaire démocratique de Corée          | 0,006                          | 0,006   | 0,006   |
| République tchèque                                  | 0,386                          | 0,376   | 0,376   |
| République-Unie de Tanzanie                         | 0,009                          | 0,009   | 0,009   |
| Roumanie  | 0,226                          | 0,220   | 0,220   |
| Royaume-Uni de Grande-Bretagne et d'Irlande du Nord | 5,179                          | 5,050   | 5,050   |
| Rwanda  | 0,002                          | 0,002   | 0,002   |
| Sainte-Lucie  | 0,001                          | 0,001   | 0,001   |
| Saint-Kitts-et-Nevis                                | 0,001                          | 0,001   | 0,001   |
| Saint-Marin   | 0,003                          | 0,003   | 0,003   |
| Saint-Vincent-et-les Grenadines                     | 0,001                          | 0,001   | 0,001   |

| <i>Partie</i>                          | <i>Barème de l'ONU en 2014</i> | <i>Barème ajusté pour la Convention en 2014</i> | <i>Barème ajusté pour la Convention en 2015</i> |
|--|--------------------------------|---|---|
| Samoa                                  | 0,001                          | 0,001   | 0,001   |
| Sao Tomé-et-Principe                   | 0,001                          | 0,001   | 0,001   |
| Sénégal                                | 0,006                          | 0,006   | 0,006   |
| Serbie                                 | 0,040                          | 0,039   | 0,039   |
| Seychelles                             | 0,001                          | 0,001   | 0,001   |
| Sierra Leone                           | 0,001                          | 0,001   | 0,001   |
| Singapour                              | 0,384                          | 0,374   | 0,374   |
| Slovaquie                              | 0,171                          | 0,167   | 0,167   |
| Slovénie                               | 0,100                          | 0,098   | 0,098   |
| Somalie                                | 0,001                          | 0,001   | 0,001   |
| Soudan                                 | 0,010                          | 0,010   | 0,010   |
| Sri Lanka                              | 0,025                          | 0,024   | 0,024   |
| Suède                                  | 0,960                          | 0,936   | 0,936   |
| Suisse                                 | 1,047                          | 1,021   | 1,021   |
| Suriname                               | 0,004                          | 0,004   | 0,004   |
| Swaziland                              | 0,003                          | 0,003   | 0,003   |
| Tadjikistan                            | 0,003                          | 0,003   | 0,003   |
| Tchad                                  | 0,002                          | 0,002   | 0,002   |
| Thaïlande                              | 0,239                          | 0,233   | 0,233   |
| Timor-Leste                            | 0,002                          | 0,002   | 0,002   |
| Togo                                   | 0,001                          | 0,001   | 0,001   |
| Tonga                                  | 0,001                          | 0,001   | 0,001   |
| Trinité-et-Tobago                      | 0,044                          | 0,043   | 0,043   |
| Tunisie                                | 0,036                          | 0,035   | 0,035   |
| Turkménistan                           | 0,019                          | 0,019   | 0,019   |
| Turquie                                | 1,328                          | 1,295   | 1,295   |
| Tuvalu                                 | 0,001                          | 0,001   | 0,001   |
| Ukraine                                | 0,099                          | 0,097   | 0,097   |
| Union européenne                       | 2,500                          | 2,500   | 2,500   |
| Uruguay                                | 0,052                          | 0,051   | 0,051   |
| Vanuatu                                | 0,001                          | 0,001   | 0,001   |
| Venezuela (République bolivarienne du) | 0,627                          | 0,611   | 0,611   |
| Viet Nam                               | 0,042                          | 0,041   | 0,041   |
| Yémen                                  | 0,010                          | 0,010   | 0,010   |
| Zambie                                 | 0,006                          | 0,006   | 0,006   |
| Zimbabwe                               | 0,002                          | 0,002   | 0,002   |
| <b>Total</b>                           | <b>102,498</b>                 | <b>100,000</b>                                  | <b>100,000</b>                                  |

*10<sup>e</sup> séance plénière  
23 novembre 2013*

## Décision 28/CP.19

### Dates et lieux des futures sessions

*La Conférence des Parties,*

*Rappelant* le paragraphe 4 de l'article 7 de la Convention,

*Rappelant également* la résolution 40/243 de l'Assemblée générale, en date du 18 décembre 1985, relative au plan des conférences,

*Rappelant en outre* le paragraphe 1 de l'article 22 du projet de règlement intérieur actuellement appliqué, concernant le principe selon lequel le poste de président est pourvu par roulement entre les cinq groupes régionaux,

### I. Dates et lieux des futures sessions

#### A. Vingtième session de la Conférence des Parties et dixième session de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto

1. *Décide* d'accepter avec gratitude l'offre du Gouvernement péruvien d'accueillir à Lima (Pérou), du lundi 1<sup>er</sup> décembre au vendredi 12 décembre 2014

2. <sup>1</sup>, la vingtième session de la Conférence des Parties et la dixième session de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto, sous réserve de confirmation, par le Bureau de la Conférence des Parties et de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto, que tous les éléments logistiques, techniques et financiers pour l'accueil des sessions sont réunis, conformément à la résolution 40/243 de l'Assemblée générale, et sous réserve de la conclusion d'un accord avec le pays hôte;

3. *Prie* la Secrétaire exécutive de poursuivre les consultations avec le Gouvernement péruvien et de négocier et mettre au point avec le pays hôte un accord sur l'organisation des sessions conforme aux dispositions de l'instruction administrative ST/AI/342 de l'ONU, en vue de conclure et de signer cet accord au plus tard à la quarantième session de l'Organe subsidiaire de conseil scientifique et technologique et de l'Organe subsidiaire de mise en œuvre (juin 2014);

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<sup>1</sup> Les dates ont été modifiées par rapport à celles qui étaient indiquées, pour la vingtième session de la Conférence des Parties et la dixième session de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto, à l'alinéa a du paragraphe 8 de la décision 19/CP.17 et au paragraphe 4 de la décision 26/CP.18.

## **B. Vingt et unième session de la Conférence des Parties et onzième session de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto**

4. *Décide* d'accepter avec gratitude l'offre du Gouvernement français d'accueillir à Paris, du lundi 30 novembre au vendredi 11 décembre 2015<sup>2</sup>, la vingt et unième session de la Conférence des Parties et la onzième session de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto sous réserve de confirmation, par le Bureau de la Conférence des Parties et de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto, que tous les éléments logistiques, techniques et financiers pour l'accueil des sessions sont réunis, conformément à la résolution 40/243 de l'Assemblée générale, et sous réserve de la conclusion d'un accord avec le pays hôte;

5. *Prie* la Secrétaire exécutive de poursuivre les consultations avec le Gouvernement français et de négocier et mettre au point avec le pays hôte un accord sur l'organisation des sessions conforme aux dispositions de l'instruction administrative ST/AI/342 de l'ONU, en vue de conclure et de signer cet accord au plus tard à la quarante-deuxième session de l'Organe subsidiaire de conseil scientifique et technologique et de l'Organe subsidiaire de mise en œuvre (juin 2015);

## **C. Vingt-deuxième session de la Conférence des Parties et douzième session de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto**

6. *Note* que, selon le principe de roulement entre les groupes régionaux et à la lumière des consultations tenues récemment entre les groupes, le Président de la vingt-deuxième session de la Conférence des Parties et de la douzième session de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto serait issu des États d'Afrique;

7. *Prend note* de la proposition du Gouvernement sénégalais d'accueillir la vingt-deuxième session de la Conférence des Parties et la douzième session de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto (novembre-décembre 2016);

## **II. Calendrier des réunions des organes créés en application de la Convention**

8. *Décide* d'adopter les dates ci-après pour les séries de sessions de 2018:
- a) Du mercredi 2 mai au dimanche 13 mai;
  - b) Du mercredi 7 novembre au dimanche 18 novembre.

*8<sup>e</sup> séance plénière  
22 novembre 2013*

<sup>2</sup> Les dates ont été modifiées par rapport à celles qui étaient indiquées, pour la vingt et unième session de la Conférence des Parties et la onzième session de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto, à l'alinéa *b* du paragraphe 8 de la décision 19/CP.17 et au paragraphe 6 de la décision 26/CP.18.

## Résolution 1/CP.19

### Expression de gratitude au Gouvernement de la République de Pologne et aux habitants de Varsovie

#### Projet de résolution présenté par le Pérou

*La Conférence des Parties et la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto,*

*S'étant réunies* à Varsovie du 11 au 22 novembre 2013 à l'invitation du Gouvernement de la République de Pologne,

1. *Expriment* leur profonde gratitude au Gouvernement de la République de Pologne qui a rendu possible la tenue à Varsovie de la dix-neuvième session de la Conférence des Parties et de la neuvième session de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto;

2. *Prient* le Gouvernement de la République de Pologne de faire part aux habitants de Varsovie de la gratitude de la Conférence des Parties et de la Conférence des Parties agissant comme réunion des Parties au Protocole de Kyoto pour l'hospitalité et l'accueil chaleureux qu'ils ont offerts aux participants.

*10<sup>e</sup> séance plénière  
23 novembre 2013*