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NOTIFICATION

Informal additional sessions of the ad hoc working groups Bangkok, Thailand, 30 August to 5 September 2012

I wish to notify all Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the forthcoming informal additional sessions of:

- The Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol;
- The Ad Hoc Working Group on Long-term Cooperative Action under the Convention;
- The Ad Hoc Working Group on the Durban Platform for Enhanced Action.

The informal additional sessions will be held at the United Nations Conference Centre of the Economic and Social Commission for Asia and the Pacific in Bangkok, Thailand, from Thursday, 30 August to Wednesday, 5 September 2012. The precise dates of the opening and closing meetings for each body will be posted on the UNFCCC website <www.unfccc.int> in due course.

I am pleased to inform delegations that, despite the current financial limitations, it has been possible to make the necessary arrangements for the informal additional sessions of the above-mentioned bodies, so as to enable them to continue the work from their meetings held last May in Bonn, Germany, and to advance their preparations for the resumed sessions of the ad hoc working groups to be convened in Doha, Qatar, this November/December.

Due to the above-mentioned financial constraints, work during the additional sessions will be of an informal nature, hence there will be no formal plenary meetings, no interpretation or webcast services and no official documents during these sessions. The sessions will, nevertheless, be organized in an open, inclusive and transparent manner.

Distribution: To Parties and observer States through national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



In addition, taking into consideration the space limitations, there will be no side events and exhibits during these meetings. Please consult the annex to this notification for information on the application periods for side events and exhibits at forthcoming sessions in the remainder of 2012.

Information regarding funding for participation of all eligible Parties will be communicated to such Parties in a separate notification.

I also wish to inform Parties and observer States that the online registration system, which will allow Parties to electronically nominate individuals to attend the informal additional sessions, is currently open. Nominations to attend these informal additional sessions will be accepted online as of today at midnight Central European Time. Registration online is the official channel in which to nominate participants for the sessions.¹ The secretariat is not in a position to receive nominations by any other method such as e-mail, letter or fax.

The user manual for the system is available at the following web address:

<<https://onlinereg.unfccc.int/>>

It contains complete information and guidelines on how to obtain access to the system and on its use. Should you have any queries, you may contact the system help desk at the following e-mail address:

<onlinereg@unfccc.int>

I would also like to inform Parties and observer States that in coordination with the Government of Qatar, the secretariat is collecting relevant information aimed at providing all participants with visas to attend the forthcoming sessions of the Conference of the Parties and its Kyoto Protocol. Further information on this issue is provided in the annex to this notification under "Nominations and registration online".

The annex to this notification contains information on the preparatory meetings of the least developed countries, small island developing States, the African Group, and the Group of 77 and China. It also provided important information for participants, information on application for side events and exhibits at future sessions, recommendations on sustainable behaviour for the sessions and as indicated in the paragraph above, information on visas for Qatar.

Any additional information will be posted on the UNFCCC website.

Yours sincerely,

(signed by)

Christiana Figueres

¹ See the annex to this notification.

Annex**List of preparatory meetings**

Least developed countries (LDCs)	24 and 25 August 2012
Small island developing States (SIDS)	26 and 27 August 2012
African Group	26 and 27 August 2012
Group of 77 and China	28 and 29 August 2012

The meetings will be held at the United Nations Conference Centre of the Economic and Social Commission for Asia and the Pacific (ESCAP).

Information for participants

Essential documents	Please consult the UNFCCC website < http://maindb.unfccc.int/library > for all available essential documents.
Funding	<i>A separate communication will be sent to eligible Parties.</i>
Nominations and registration online	Online registration for Parties and observer States to nominate their representatives: Open as of today at midnight Central European Time (CET). Online registration for Parties and observer States to confirm their representatives: Open as of today at midnight CET. <u>Registration online and visas for Qatar</u> Visas for the State of Qatar will be provided online upon confirmation of the nomination of the participant through the secretariat. In order to confirm the nomination of delegates to attend COP18/CMP8, it is essential to collect the passport number and date of birth of participants. Consequently, these items are now mandatory fields in the secretariat's online registration system.
Visas	All foreign delegates entering the Kingdom of Thailand must have a valid passport. Participants who require an entry or transit visa are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. <i>A separate communication will inform participants on visa requirements.</i>
Registration and registration times	<ul style="list-style-type: none">• All participants are requested to register upon arrival at the registration desk located in ESCAP.• A valid photo ID in addition to a letter of acknowledgement from the online registration system should be presented to registration staff. Early registration on Tuesday, 28 and Wednesday, 29 August 2012 is highly recommended to avoid delays on the first day of the sessions. Registration times: Tuesday, 28 and Wednesday, 29 August 2012 from 9 a.m. to 6 p.m. Thursday, 30 August to Wednesday, 5 September 2012 from 8 a.m. to 6 p.m. Double registration for the session is not permitted (i.e. registration as a State representative and an observer organization representative or as a State representative and a press/media



	representative).
Badges	Badges are essential in order for participants to gain access to the premises. They are issued only on the basis of a letter of nomination from Parties, observer States or observer organizations. For security reasons, all participants are requested to wear their badges at all times.
Application periods for side events and exhibits at future sessions in 2012	<p>Applications for side events and exhibits can only be received through the Side Events and Exhibits Online Registration System within the respective application period.</p> <p>For further information on the application process, please consult the UNFCCC website at the following address :<http://regserver.unfccc.int/seors>.</p> <p>Organizers, speakers and participants at side events and exhibits must be nominated by the nomination deadline as representatives of Parties or admitted observer organizations for the sessions, in order to gain access to the premises.</p> <p>Parties are reminded of the revised eligibility and selection criteria for side events and exhibits. For further information, please consult the UNFCCC website at the following address:</p> <p><http://unfccc.int/files/parties_and_observers/notifications/application/pdf/information_note_on_party_eligibility_criterion_for_see.pdf>.</p>
Disclaimer	<p>Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation. The United Nations and the UNFCCC secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of, or damage to, personal property, and for any other costs or losses that may be incurred during travel time or the period of participation.</p> <p>In the interest of the security and safety of all participants and the smooth running of the sessions, the UNFCCC secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises. The UNFCCC secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.</p>

Recommendations for greening the sessions of the subsidiary bodies

Travel	<p>For shorter trips, use the train instead of a car/coach and plane.</p> <p>Please do not forget to offset the carbon footprint of your travel.</p>
Accommodation	<p>Stay in hotels, which operate in an environmentally responsible manner.</p> <p>Select a hotel located near public transportation.</p> <p>Request group pick-up from the hotel when local transport is not an option.</p>
Green behaviour during the sessions of the Convention of the subsidiary bodies	<p>Only print what you need before travelling and request only essential documents from the Documentation desk.</p> <p>Travel by foot, bicycle or public transport as much as possible.</p> <p>Recycle your waste: bottles, cans, paper, etc.</p> <p>As far as possible, provide information electronically.</p>



Materials for the meeting	<p>Any paper used (promotional material, programme, signs) should be 100 per cent recycled, with a minimum of 65 per cent of post-consumer waste content and totally or elementary chlorine free.</p> <p>Reduce the shipment of printed material to the minimum necessary.</p> <p>Consider alternatives to printing at the venue of the meeting (memory sticks, website).</p> <p>Reduce the use of colour paper in your information products.</p> <p>Print and photocopy on both sides, and keep font size to a legible minimum.</p> <p>Collect paper that has been used on one side only in collector trays and reuse.</p> <p>Turn off lights and equipment when not in use and enable energy-saving features.</p> <p>Use the waste collector provided by the secretariat during the sessions.</p>
Pigeon holes	<p>Avoid communication through the pigeon holes.</p> <p>Please avoid distributing information of other meetings, future conferences or publicity material through pigeon holes.</p>
Recycling of badges and lanyards	<p>Please return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of ESCAP for this purpose.</p>
