



**UNITED
NATIONS**



**Framework Convention
on Climate Change**

Distr.
GENERAL

FCCC/SBI/2004/11
7 September 2004

Original: ENGLISH

SUBSIDIARY BODY FOR IMPLEMENTATION

Twenty-first session

Buenos Aires, 6–14 December 2004

Item 2 (a) of the provisional agenda

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Adoption of the agenda

Provisional agenda and annotations

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II. Annotations to the provisional agenda

1. Opening of the session

1. The twenty-first session of the Subsidiary Body for Implementation (SBI) is scheduled to be opened by the Chair on Monday, 6 December 2004.

2. Organizational matters

- (a) Adoption of the agenda
2. The provisional agenda for the session will be presented for adoption.

(b) Organization of the work of the session

3. *Action:* Parties are invited to refer to the proposed schedule of work contained in annex I to the annotations to the provisional agenda of the Conference of the Parties (COP) and to consult the Daily Programme, published during the session, for a detailed and up-to-date schedule of the work of the SBI.

4. Representatives of Parties and international organizations are requested to keep their oral statements as brief as possible. Those wishing to make a written statement available should bring copies for distribution.

FCCC/SBI/2004/11	Provisional agenda and annotations. Note by the Executive Secretary
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(c) Election of officers other than the Chair

5. *Background:* Pursuant to rule 27 of the draft rules of procedure being applied, the SBI is expected to elect its Vice-Chair and Rapporteur. Consultations with the coordinators of the regional groups will be undertaken in coordination with those relating to the election of new Bureaux for the COP and for the Subsidiary Body for Scientific and Technological Advice (SBSTA). Early agreement on the nominations by the regional groups will enable the SBI to continue its substantive work in an efficient manner. The current officers of the SBI will remain in office until their successors are elected.

6. *Action:* The SBI will be invited to elect its Vice-Chair and Rapporteur for its twenty-second and twenty-third sessions at the earliest opportunity following completion of consultations. Parties are invited to recall decision 36/CP.7 and to give active consideration to the nomination of women for elective posts in any body established under the Convention.

3. National communications from Parties included in Annex I to the Convention

(a) Summary report on in-depth reviews

7. *Background:* The COP requested the secretariat:

- To prepare a report summarizing information available from in-depth reviews of national communications from Parties included in Annex I to the Convention (Annex I Parties) for consideration at COP 10 (decision 1/CP.9);
- To provide information relating to greenhouse gas inventory data submitted by Annex I Parties¹ for the consideration of the subsidiary bodies and the COP² (see the guidelines adopted by decision 19/CP.8).

8. *Action:* The SBI will be invited to consider the information contained in the documents listed below and to recommend a draft decision for adoption by the COP at its tenth session. The draft decision could address the issues identified in the report with a view to providing guidance to the Parties and the secretariat on further implementation of reporting and review under the Convention.

¹ FCCC/CP/2002/8, paragraphs 42 and 43.

² The COP, at its tenth session, will consider this information under its agenda sub-item 4 (b) (i).

<i>FCCC/CP/2004/5</i>	<i>Information on national greenhouse gas inventory data from Parties included in Annex I to the Convention for the period 1990–2002, including the structure of reporting. Executive summary. Note by the secretariat³</i>
<i>FCCC/CP/2004/INF.2</i>	<i>Summary of information available from in-depth reviews of national communications from Parties included in Annex I to the Convention. Note by the secretariat</i>

(b) Report on the workshop on the preparation of fourth national communications

9. *Background:* The COP requested the secretariat to organize a workshop in the second half of 2004 in order to facilitate the timely submission of fourth national communications (decision 1/CP.9). The workshop is scheduled to be held in Dublin, Ireland, from 30 September to 1 October 2004.

10. *Action:* The SBI will be invited to take note of the report on the workshop.

<i>FCCC/SBI/2004/INF.14</i>	<i>Report on the workshop on the preparation of fourth national communications from Parties included in Annex I to the Convention. Note by the secretariat</i>
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(c) Status report on the review of third national communications

11. *Background:* The COP, by its decision 33/CP.7, requested the secretariat to apply the procedures for the review of national communications, including in-depth reviews, as defined in decisions 2/CP.1 and 6/CP.3, to the third national communications submitted by Annex I Parties in accordance with decision 11/CP.4. By September 2004, 33 in-depth reviews had been conducted and reviews of the national communications of Greece and Ireland were scheduled for the last quarter of 2004. The third national communications from Luxembourg, Romania and Ukraine have not yet been received.

12. *Action:* The SBI will be invited to take note of the status report.

<i>FCCC/SBI/2004/INF.9</i>	<i>Status report on the review of third national communications. Note by the secretariat</i>
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4. National communications from Parties not included in Annex I to the Convention

(a) Submission of second and, where appropriate, third national communications

13. *Background:* At SBI 20,⁴ Parties decided to continue consideration of this sub-item at their twenty-first session, based on a bracketed draft decision text⁵ that was produced at SBI 20. Prior to the closure of SBI 20, the Group of 77 and China submitted a package proposal addressing the timing of submissions (FCCC/SBI/2004/MISC.3); this proposal will also form part of the SBI's continued consideration of this sub-item.

³ More detailed greenhouse gas inventory data, complementing this document, will be published electronically as document FCCC/SBSTA/2004/WEB.3 on the UNFCCC web site <<http://unfccc.int>>

⁴ FCCC/SBI/2004/10, paragraph 14.

⁵ FCCC/SBI/2004/10, annex I.

14. *Action:* The SBI will be invited to further consider this issue and to recommend a draft decision for adoption by the COP at its tenth session.

<i>FCCC/SBI/2004/MISC.3</i>	<i>Submissions from Parties on agenda item 4 (a)</i>
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(b) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

15. *Background:* The third meeting of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) is scheduled to be held immediately before SBI 21. The CGE has also scheduled a hands-on training workshop on national greenhouse gas inventories for the Latin America and the Caribbean region, to take place in October 2004.

16. *Action:* The SBI will be invited to take note of the status of the implementation of the CGE programme of work for 2004 and 2005. It may also wish to consider possible further actions to strengthen the work of the CGE in support of national communications from Parties not included in Annex I to the Convention (non-Annex I Parties).

(c) Provision of financial and technical support

17. *Background:* At SBI 18,⁶ Parties requested the secretariat to make available to them information on the status of preparation of national communications from non-Annex I Parties, as well as details of the financial support provided to non-Annex I Parties by the Global Environment Facility (GEF) for the preparation of initial and subsequent national communications.

18. *Action:* The SBI will be invited to take note of the information which has been provided as an input to the overall guidance to the GEF.

<i>FCCC/SBI/2004/INF.11</i>	<i>Information on activities by the Global Environment Facility. Note by the secretariat</i>
<i>FCCC/SBI/2004/INF.12</i>	<i>Status of the preparation of national communications from Parties not included in Annex I to the Convention. Note by the secretariat</i>

(d) Compilation and synthesis of initial national communications

19. *Background:* Information compiled in accordance with decision 12/CP.4 on projects proposed by non-Annex I Parties for funding, in accordance with Article 12, paragraph 4, of the Convention, has been updated by the secretariat, based on national communications recently submitted by non-Annex I Parties.

20. The COP requested the secretariat, in consultation with the financial mechanism of the Convention and its implementing agencies, to prepare, for consideration at its tenth session, an information document on possible means to facilitate the implementation of projects proposed for funding by non-Annex I Parties, on a voluntary basis, in accordance with Article 12, paragraph 4, of the Convention (decision 2/CP.9).

⁶ FCCC/SBI/2003/8, paragraph 19 (b).

21. *Action:* The SBI will be invited to consider the documents listed below and take any action it deems necessary.

<i>FCCC/SBI/2004/INF.13</i>	<i>List of projects submitted by Parties not included in Annex I to the Convention in accordance with Article 12, paragraph 4, of the Convention. Note by the secretariat</i>
<i>FCCC/SBI/2004/INF.16</i>	<i>Possible means to implement projects pursuant to Article 12, paragraph 4, of the Convention. Note by the secretariat</i>

5. Financial mechanism of the Convention

(a) Special Climate Change Fund

22. *Background:* The COP, by its decision 7/CP.7, established a Special Climate Change Fund (SCCF). It further decided, by its decision 5/CP.9, that activities under paragraph 2 (c) and (d) of decision 7/CP.7 are to be funded by the SCCF. The SBI invited Parties to submit further views on activities, programmes and measures in these areas for further consideration at its twenty-first session, in order for the COP to take a decision on this matter at its tenth session.

23. *Action:* The SBI will be invited to consider information contained in the document listed below and to recommend a draft decision on further guidance to the GEF for the operation of the SCCF for adoption by the COP at its tenth session.

<i>FCCC/SBI/2004/MISC.6</i>	<i>Views on activities, programmes and measures in the areas listed in paragraph 2 (c) and (d) of decision 7/CP.7. Submissions from Parties</i>
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(b) Report of the Global Environment Facility to the Conference of the Parties

24. *Background:* The Memorandum of Understanding (MOU) between the COP and the Council of the GEF, annexed to decision 12/CP.2, provides, inter alia, that the GEF will make available to the COP annual reports and other official public documentation.

25. The COP, by its decision 4/CP.9, requested the GEF to include in its report to COP 10 information on specific steps it has taken to implement the provisions of the guidance it had received in that decision.

26. *Action:* The SBI will be invited to take note of this report and to recommend relevant conclusions for consideration by the COP at its tenth session.

<i>FCCC/CP/2004/6</i>	<i>Report of the Global Environment Facility to the Conference of the Parties. Note by the secretariat</i>
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(c) Matters relating to the implementation of decision 5/CP.8

Assessment of funding necessary to assist developing countries in fulfilling their commitments under the Convention

27. *Background:* At SBI 20,⁷ Parties requested the secretariat, in collaboration with the GEF secretariat, to prepare a report to be considered at COP 10 on the assessment of the funding necessary to assist developing countries in fulfilling their commitments under the Convention. This is to enable the

⁷ FCCC/SBI/2004/10, paragraph 36.

COP to contribute, together with the Council of the GEF, to the joint determination of the amount of funding necessary and available for the implementation of the Convention, as defined in the MOU between the COP and the Council of the GEF.

28. *Action:* The SBI may wish to consider information contained in the documents listed below, with a view to recommending a draft decision, for adoption by the COP at its tenth session, on the contribution by the COP to the joint determination, with the Council of the GEF, of the amount of funding necessary and available for the implementation of the Convention.

<i>FCCC/SBI/2004/18</i>	<i>Report on the assessment of funding to assist developing countries in fulfilling their commitments under the Convention in the context of the Memorandum of Understanding between the Conference of the Parties and the Council of the Global Environment Facility. Note by the secretariat</i>
<i>FCCC/SBI/2004/18/Add.1</i>	<i>Report on the assessment of funding to assist developing countries in fulfilling their commitments under the Convention in the context of the Memorandum of Understanding between the Conference of the Parties and the Council of the Global Environment Facility. Note by the secretariat. Addendum. Additional information</i>

Third review of the financial mechanism

29. *Background:* The COP requested the SBI to initiate the third review of the financial mechanism at its twenty-first session and to take appropriate measures, and report on the outcome to the COP at its twelfth session (decision 5/CP.8). The review is to be undertaken in accordance with the criteria contained in the guidelines annexed to decision 3/CP.4.

30. *Action:* The SBI will be invited to initiate the process of the third review of the financial mechanism with a view to implementing the guidelines for the review of the financial mechanism annexed to decision 3/CP.4.

(d) Additional guidance to the Global Environment Facility

31. *Background:* Several decisions relevant to this agenda item are expected to be adopted by the COP at its tenth session. These may include decisions on capacity-building (item 7 of the provisional agenda of SBI 21), national communications from non-Annex I Parties (item 4 of the provisional agenda of SBI 21), Article 6 of the Convention (item 6 of the provisional agenda of SBI 21), and development and transfer of technologies (item 6 of the provisional agenda of SBSTA 21). To facilitate their effective implementation, these decisions could be compiled into a consolidated text.

32. *Action:* The SBI may wish to prepare a consolidated draft decision on additional guidance to the GEF, covering items mentioned in paragraph 31 above, for adoption by the COP at its tenth session.

6. Article 6 of the Convention

33. *Background:* The COP decided to undertake a review of the New Delhi work programme in 2007, with an intermediate review of progress in 2004 (decision 11/CP.8). At SBI 20,⁸ Parties requested the secretariat to prepare an intermediate review report on progress achieved by Parties in implementing Article 6 of the Convention, based on information contained in national communications and other information received, and to make the report available for SBI 21. They also requested the secretariat to

⁸ FCCC/SBI/2004/10, paragraphs 46 and 47.

make available, as part of the interim review process, information on progress achieved by intergovernmental and non-governmental organizations communicated to the secretariat.

34. At SBI 20,⁹ Parties further requested the secretariat to continue its work on the development of the Article 6 information network clearing house and to report on the progress of work to the SBI at its twenty-first session.

35. *Action:* The SBI will be invited to take note of the information contained in the above-mentioned reports, with a view to providing further guidance to the secretariat on its work relating to the development of the Article 6 clearing house. It may also wish to recommend a draft decision on any further actions required to advance the implementation of the New Delhi work programme, for adoption by the COP at its tenth session.

<i>FCCC/SBI/2004/14</i>	<i>Options for the development of an Article 6 information network clearing house. Note by the secretariat</i>
<i>FCCC/SBI/2004/15</i>	<i>Report on progress achieved in implementing Article 6 of the Convention. Note by the secretariat</i>
<i>FCCC/SBI/2004/MISC.5</i>	<i>Compilation of information on progress achieved in implementing Article 6 of the Convention. Submissions from Parties and United Nations and intergovernmental organizations</i>

7. Capacity-building

36. *Background:* The COP decided to complete the first comprehensive review of the implementation of the framework for capacity-building in developing countries by its tenth session (decision 9/CP.9). It also decided to complete, at the same session, the review of the effectiveness of the implementation of the framework for capacity-building in countries with economies in transition (EIT countries), annexed to decision 3/CP.7.

37. At SBI 20,¹⁰ Parties decided to convene a meeting of capacity-building practitioners with the aim of contributing to the comprehensive review at COP 10 and to present the outcome of the meeting to SBI 21. They also requested the secretariat to prepare an analytical paper on the effectiveness of the implementation of the framework for capacity-building in EIT countries. Inputs to the analytical paper will come from submissions from Parties and information provided by the GEF and international organizations.

38. *Action:* The SBI may wish to consider preparing two draft decisions for adoption by the COP at its tenth session, one on the outcome of the comprehensive review of the implementation of the framework for capacity-building in developing countries and one on the outcome of the review of the effectiveness of implementation of the framework for capacity-building in EIT countries.

<i>FCCC/SBI/2004/16</i>	<i>Effectiveness of the implementation of the framework for capacity-building in countries with economies in transition. Note by the secretariat</i>
<i>FCCC/SBI/2004/MISC.4</i>	<i>Additional information on the effectiveness of capacity-building activities in countries with economies in transition. Submissions from Parties</i>

⁹ FCCC/SBI/2004/10, paragraph 50.

¹⁰ FCCC/SBI/2004/10, paragraph 60.

8. Implementation of Article 4, paragraphs 8 and 9, of the Convention

(a) Progress on the implementation of activities under decision 5/CP.7

39. *Background:* At SBI 20,¹¹ Parties made progress on further refining a bracketed draft decision text that was prepared at SBI 19. They decided that they will continue their consideration of this sub-item at SBI 21, on the basis of the bracketed draft decision text¹² that was produced at SBI 20.

40. *Action:* The SBI will be invited to continue its consideration of issues under this sub-item on the basis of the bracketed draft decision text mentioned in paragraph 39 above.

(b) Matters relating to the least developed countries

41. *Background:* At SBI 20,¹³ Parties endorsed the programme of work of the Least Developed Countries Expert Group (LEG) for its second term (2004–2005) and invited the Chair of the LEG to update the SBI, at its twenty-first session, on progress made in implementing the programme of work of the LEG.

42. The COP adopted further guidance for supporting the implementation of national adaptation programmes of action (NAPAs) (decision 6/CP.9). It requested the GEF to report to the COP on the specific steps it has undertaken to implement this decision as well as the preparation of NAPAs.

43. As agreed at COP 9,¹⁴ the COP, at its tenth session, will further assess the status of implementation of Article 4, paragraph 9, with a view to considering further action thereon.

44. *Action:* The SBI may wish to consider the report of the LEG. It may also wish to recommend draft decisions and/or conclusions on the above-mentioned matters for adoption by the COP at its tenth session.

FCCC/SBI/2004/17	<i>Progress report of the Least Developed Countries Expert Group. Note by the secretariat</i>
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9. Administrative and financial matters

(a) Audited financial statements for the biennium 2002–2003

45. *Background:* The financial procedures of the Convention require that the Executive Secretary prepare audited financial statements at the end of each biennium. The financial statements for 2002–2003 have been audited by the United Nations Board of Auditors.

46. *Action:* The SBI will be invited to take note of the financial statements, the report by the United Nations Board of Auditors and the status of implementation of the recommendations in that report, and to recommend a draft decision for adoption by the COP at its tenth session.

¹¹ FCCC/SBI/2004/10, paragraph 65.

¹² FCCC/SBI/2004/10, annex III.

¹³ FCCC/SBI/2004/10, paragraphs 72 and 73

¹⁴ FCCC/CP/2003/6, paragraph 90.

<i>FCCC/SBI/2004/12</i>	<i>Report of the United Nations Board of Auditors. Note by the Executive Secretary</i>
<i>FCCC/SBI/2004/12/Add.1</i>	<i>Report of the United Nations Board of Auditors. Note by the Executive Secretary. Addendum. Comments by the secretariat</i>
<i>FCCC/SBI/2004/12/Add.2</i>	<i>Report of the United Nations Board of Auditors. Note by the Executive Secretary. Addendum. Audited financial statements for the biennium 2002–2003</i>

(b) Budget performance for the biennium 2004–2005

47. *Background:* The COP approved the programme budget for the biennium 2004–2005 and requested the Executive Secretary to report at COP 10 on income and budget performance and to propose any adjustments that might be needed in the programme budget (decision 16/CP.9).

48. *Action:* The SBI will be invited to consider the reports and to recommend a draft decision for adoption by the COP at its tenth session.

<i>FCCC/SBI/2004/13</i>	<i>Income and budget performance as at 30 June 2004. Note by the Executive Secretary</i>
<i>FCCC/SBI/2004/INF.15</i>	<i>Status of contributions as at 15 November 2004. Note by the secretariat</i>

10. Continuing review of the functions and operations of the secretariat

49. *Background:* At SBI 20,¹⁵ Parties agreed to continue consideration of this agenda item at the twenty-first session. They requested the secretariat to provide information on the arrangements for UNFCCC workshops, including such issues as criteria, scheduling and managing with limited funds. They also requested the secretariat to update the information on the geographical distribution of senior staff and provide information on the criteria for the appointment of such staff.

50. *Action:* The SBI will be invited to take note of the information provided and take any action it deems necessary.

<i>FCCC/SBI/2004/13</i>	<i>Income and budget performance as at 30 June 2004. Note by the Executive Secretary</i>
<i>FCCC/SBI/2004/INF.10</i>	<i>Information on arrangements for UNFCCC workshops. Note by the secretariat</i>

11. Other matters(a) Level of emissions for the base year of Croatia

51. *Background:* During SBI 15 the Government of Croatia requested that its base year emissions be considered with reference to Article 4, paragraph 6, of the Convention. The SBI referred the matter to the SBSTA for consideration of the methodological aspects of the request. The SBSTA considered the matter at its fifteenth, sixteenth and seventeenth sessions and completed its consideration of the methodological aspects. The SBSTA referred the consideration of the request of the Government of Croatia to the SBI, which again considered the matter at its seventeenth, eighteenth and nineteenth

¹⁵ FCCC/SBI/2004/10, paragraphs 128 and 131.

sessions. At the request of the Government of Croatia, the matter will be further considered by the SBI at its twenty-first session.

52. *Action:* The SBI may wish to recommend a draft decision for adoption by the COP at its tenth session.

(b) Any other matters

53. Any other matters arising during the session will be taken up under this sub-item.

12. Report on the session

54. *Background:* A draft report on the work of the session will be prepared for adoption by the SBI at the end of the session.

55. *Action:* The SBI will be invited to adopt the draft report and authorize the Rapporteur to complete the report after the session, under the guidance of the Chair and with the assistance of the secretariat.

Annex

**Documents before the Subsidiary Body for Implementation
at its twenty-first session**

Documents prepared for the session

FCCC/SBI/2004/11	Provisional agenda and annotations. Note by the Executive Secretary
FCCC/SBI/2004/12	Report of the United Nations Board of Auditors. Note by the Executive Secretary
FCCC/SBI/2004/12/Add.1	Report of the United Nations Board of Auditors. Note by the Executive Secretary. Addendum. Comments by the secretariat
FCCC/SBI/2004/12/Add.2	Report of the United Nations Board of Auditors. Note by the Executive Secretary. Addendum. Audited financial statements for the biennium 2002–2003
FCCC/SBI/2004/13	Income and budget performance as at 30 June 2004. Note by the Executive Secretary
FCCC/SBI/2004/14	Options for the development of an Article 6 information network clearing house. Note by the secretariat
FCCC/SBI/2004/15	Report on progress achieved in implementing Article 6 of the Convention. Note by the secretariat
FCCC/SBI/2004/16	Effectiveness of the implementation of the framework for capacity-building in countries with economies in transition. Note by the secretariat
FCCC/SBI/2004/17	Progress report of the Least Developed Countries Expert Group. Note by the secretariat
FCCC/SBI/2004/18	Report on the assessment of funding to assist developing countries in fulfilling their commitments under the Convention in the context of the Memorandum of Understanding between the Conference of the Parties and the Council of the Global Environment Facility. Note by the secretariat
FCCC/SBI/2004/18/Add.1	Report on the assessment of funding to assist developing countries in fulfilling their commitments under the Convention in the context of the Memorandum of Understanding between the Conference of the Parties and the Council of the Global Environment Facility. Note by the secretariat. Addendum. Additional information

FCCC/SBI/2004/INF.9	Status report on the review of third national communications. Note by the secretariat
FCCC/SBI/2004/INF.10	Information on arrangements for UNFCCC workshops. Note by the secretariat
FCCC/SBI/2004/INF.11	Information on activities by the Global Environment Facility. Note by the secretariat
FCCC/SBI/2004/INF.12	Status of the preparation of national communications from Parties not included in Annex I to the Convention. Note by the secretariat
FCCC/SBI/2004/INF.13	List of projects submitted by Parties not included in Annex I to the Convention in accordance with Article 12, paragraph 4, of the Convention. Note by the secretariat
FCCC/SBI/2004/INF.14	Report on the workshop on the preparation of fourth national communications from Parties included in Annex I to the Convention. Note by the secretariat
FCCC/SBI/2004/INF.15	Status of contributions as at 15 November 2004. Note by the secretariat
FCCC/SBI/2004/INF.16	Possible means to implement projects pursuant to Article 12, paragraph 4, of the Convention. Note by the secretariat
FCCC/SBI/2004/MISC.3	Submissions from Parties on agenda item 4 (a)
FCCC/SBI/2004/MISC.4	Additional information on the effectiveness of capacity-building activities in countries with economies in transition. Submissions from Parties
FCCC/SBI/2004/MISC.5	Compilation of information on progress achieved in implementing Article 6 of the Convention. Submissions from Parties and United Nations and intergovernmental organizations
FCCC/SBI/2004/MISC.6	Views on activities, programmes and measures in the areas listed in paragraph 2 (c) and (d) of decision 7/CP.7. Submissions from Parties
Other documents before the session	
FCCC/CP/2004/5	Information on national greenhouse gas inventory data from Parties included in Annex I to the Convention for the period 1990–2002, including the structure of reporting. Executive Summary. Note by the secretariat
FCCC/CP/2004/6	Report of the Global Environment Facility to the Conference of the Parties. Note by the secretariat
FCCC/CP/2003/6	Report of the Conference of the Parties on its ninth session, held at Milan from 1 to 12 December 2003
FCCC/CP/2002/8	Review of the implementation of commitments and of other provisions of the Convention. National communications: Greenhouse gas

inventories from Parties including Annex I to the Convention. UNFCCC guidelines on reporting and review

FCCC/CP/2004/INF.2

Summary of information available from in-depth reviews of national communications from Parties included in Annex I to the Convention. Note by the secretariat

FCCC/SBI/2004/10

Report of the Subsidiary Body for Implementation on its twentieth session, held at Bonn from 16 to 25 June 2004

FCCC/SBI/2003/8

Report of the Subsidiary Body for Implementation on its eighteenth session, held at Bonn from 4 to 13 June 2003
