



INFORMAL MEETINGS, INCLUDING WORKSHOPS
Bonn, 5-10 June 2000

No. 1

DAILY SCHEDULE OF MEETINGS

Monday, 5 June 2000

Time	Meeting			
	Topic	Room	Topic	Room
10.00 a.m. – 11.30 a.m.	Initial briefing by the Chairmen, Mr. Harald Dovland and Mr. John Ashe in Plenary I			
11.30 a.m. – 1.00 p.m.	Informal meeting on guidelines under Articles 5, 7 and 8 of the Kyoto Protocol	Haydn	Informal meeting on Article 4.8 and 4.9 of the Convention and Article 3.14 of the Kyoto Protocol	Schumann
1.00 p.m. – 3.00 p.m.	Break			
3.00 p.m. – 5.00 p.m.	Workshop on mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol	Schumann	Informal meeting on land-use, land-use change and forestry	Haydn
5.00 p.m. – 7.00 p.m.			—	—
7.00 p.m. – 9.00 p.m.	Informal meeting on guidelines under Articles 5, 7 and 8 of the Kyoto Protocol	Haydn	Informal meeting on Article 4.8 and 4.9 of the Convention and Article 3.14 of the Kyoto Protocol	Schumann

An overall summary of meetings planned for the week is attached. An update of each day's meetings will be produced on a daily basis.

Participants are kindly requested to keep copies of reference and pre-session documents throughout both weeks, in order to reduce paper consumption.

Proposed schedule for the week of informal meetings, including workshops (5 -10 June 2000)

(subject to change)

Time	Monday, 5 June		Tuesday, 6 June		Wednesday, 7 June		Thursday, 8 June		Friday, 9 June		Saturday, 10 June	
10.00 a.m. – 11.30 p.m.	Initial briefing		Informal meeting on Articles 5, 7 and 8	Informal meeting on policies and measures	Informal meeting on Articles 4.8/4.9 and 3.14	Informal meeting on development and transfer of technology	Workshop on mechanisms	—	Informal meeting on Articles 5, 7 and 8	Informal meeting on compliance	Informal meeting on land-use, land-use change and forestry	—
11.30 a.m. – 1.00 p.m.	Informal meeting on Articles 5, 7 and 8	Informal meeting on Articles 4.8/4.9 and 3.14										
1.00 p.m. - 3.00 p.m.	Break		Break		Break		Break		Break		Break	
3.00 p.m. - 5.00 p.m.	Workshop on mechanisms	Informal meeting on land-use, land-use change and forestry	Workshop on mechanisms	Informal meeting on Articles 5, 7 and 8	Informal meeting on Compliance	Briefing on the “IPCC Special Report on LULUCF”	Informal meeting on compliance	Informal meeting on policies and measures	Informal meeting on land-use, land-use change and forestry	Informal meeting on compliance	Informal meeting on land-use, land-use change and forestry	—
5.00 p.m. – 7.00 p.m.	—	—	Cross-cutting issues meeting				Informal meeting on Articles 5, 7 and 8	Informal meeting on Articles 4.8/4.9 and 3.14	Informal meeting on policies and measures	Informal meeting on capacity building	Informal meeting on Articles 4.8/4.9 and 3.14 (<i>reserve</i>)	—
7.00 p.m. – 9.00 p.m.	Informal meeting on Articles 5, 7 and 8	Informal meeting on Articles 4.8/4.9 and 3.14	Workshop on mechanisms (industry and environmental NGOs)	Informal meeting on land-use, land-use change and forestry	Informal meeting on Articles 5, 7 and 8	Informal meeting on capacity building	Cross-cutting issues meeting (<i>if needed</i>)	Informal meeting on Articles 4.8/4.9 and 3.14 (<i>if no cross-cutting meeting</i>)	Informal meeting on Articles 4.8/4.9 and 3.14	Informal meeting on capacity building (<i>reserve</i>)	—	—

Abbreviations that may be used in the schedule:

5, 7 and 8 Guidelines under Articles 5, 7 and 8 of the Kyoto Protocol

LULUCF Land-use, land-use change and forestry

(4.8/4.9; 3.14) Article 4.8 and 4.9 of the Convention and 3.14 of the Kyoto Protocol

P and M Policies and measures

Mech Mechanisms pursuant to Articles 6, 12 and 17 of the Kyoto Protocol

Tech Development and transfer of technology



SPECIAL ANNOUNCEMENTS

Reception

On the occasion of the World Environment Day and the UNFCCC sessions of the subsidiary bodies in Bonn, the Mayor of Bonn, Mr. Ulrich Hausschild, invites all participants to a buffet reception in the Old City Hall (Altes Rathaus) on the Market Square (Marktplatz) in Bonn on **Monday 5 June** at 7.30 p.m. Participants should take either a taxi or the streetcar/subway line 16 or 63 at the stop outside the “Landesbehördenhaus” on Friedrich-Ebert-Allee in the direction of Bonn. They should then leave the subway at “Universität/Markt” and take the exit “Stockentor – Markt”. The Altes Rathaus can be reached from here in approx. three minutes by going through the archway and proceeding straight ahead.

Reception by the Executive Secretary

On the occasion of the twelfth sessions of the subsidiary bodies of the Convention, the Executive Secretary and his colleagues in the secretariat invite all participants and support staff to a reception on **Wednesday, 14 June**, at 6.30 p.m. at the Hotel Maritim.



**12th SESSIONS OF THE UNFCCC SUBSIDIARY BODIES
12 - 16 JUNE 2000,
preceded by one week of informal meetings,
including workshops
HOTEL MARITIM, BONN**

INFORMATION FOR PARTICIPANTS

PLEASE KEEP THIS INFORMATION SHEET WITH YOU THROUGHOUT THE MEETING PERIOD FOR EASY REFERENCE.

Registration and Press/Media Accreditation

Registration of all participants, including press/media representatives, takes place at the **Registration Desk**, located in the foyer of the Hotel Maritim next to the main entrance.

Hours: 8 a.m. - 6 p.m.
Monday, 5 June - Friday, 16 June
(except Sunday, 11 June)

Contact: Ms Carrie Bullington
Tel.: 902-4360

Representatives of the Press/Media are accredited at the **Press/Media Desk**, which also distributes press releases. (Note: The press badges are handed out at the Registration Desk.)

Hours: 9 a.m. - 6 p.m.
Monday, 12 June - Friday, 16 June

Contact: Ms Nardos Assefa
Tel.: 902-4380

(Please note that double registration is not permitted.)

Information on the Meetings

The following sources of information are available:

The **Daily Schedule of Meetings** and the **Daily Programme**. The Daily Schedule lists all meetings and workshops scheduled for the first week of informal meetings (5-10 June). For the formal sessions of the subsidiary bodies (12-16 June), the Daily Schedule will be replaced by the official Daily Programme. Both the Daily Schedule and the Daily Programme are available at the Documents Counter (see below) and on UNFCCC's website (<http://www.unfccc.int>).

The **Electronic Notice Board**. Please consult this notice board in the conference foyer for important announcements or last-minute changes not contained in the Daily Schedule or the Daily Programme. The information provided on the Electronic Notice Board can also be viewed on the TV sets located

around the conference facilities and those in the Maritim hotel rooms.

The **Information Desk**. Located next to the Registration Desk in the foyer of the hotel, the Information Desk provides information about the meetings and the venue.

Hours: 8 a.m. - 6 p.m.
Monday, 5 June - Friday, 16 June
(except Sunday, 11 June)

Contact: Mr. Andreas Engler
Tel.: 902-4355 or 902-4350

The **Meeting Room Reservation Desk**. Located at the Information Desk near the main entrance, the desk is available for participants who wish to arrange meeting room reservations.



Hours: 9 a.m. - 6 p.m.
Monday, 5 June - Friday, 16 June
(except Sunday, 11 June)

Contact: Ms Jasmine Lee
Tel.: 902-4350

Information on UNFCCC and Climate Change

The **Climate Change Learning Centre**. Located in the exhibit area in the hotel foyer, the Learning Centre is a newly-created facility whose goal is to provide information about climate change and the secretariat. Implemented on a trial basis at the current sessions, it is a resource for anyone interested in:

- Information on climate change information sources
- Background information on the climate change process and the secretariat
- Who's doing what in the process
- Who's doing what in the secretariat
- How to contact members of the secretariat
- How to obtain access to or copies of secretariat information products or services.

The Learning Centre includes display panels as well as a computer with an Internet connection which will be used in providing assistance on how to:

- Effectively search and retrieve climate change related information from the web;
- Evaluate the quality of web-based information;
- Locate other sources of climate change information.

A special feature of the Climate Change Learning Centre is the **Climate Talk Kiosk**, a small area where participants can give demonstrations, presentations, or show videos. The Climate Talk Kiosk is equipped with a podium, video player, TV and a PC with a 21" monitor.

Participants are encouraged to use this area for their events. The kiosk can be reserved for presentations of 30 minutes on a first come, first served basis by contacting staff at the Learning Centre.

The **UNFCCC Library and Documentation Centre**. Located at secretariat headquarters in Haus Carstanjen, the library is open to participants of the meetings. For further information on services provided by the library and arrangements for a guided tour, please contact library staff at the Climate Change Learning Centre (see above).

The **UNFCCC web site on methodologies and tools to evaluate strategies for adaptation to climate change** can be accessed at <http://www.unfccc.int/program/index.html>.

For further information, please contact Ms Olga Pilifosova. Tel.: 815-1428, Fax: 815-1999, or E-mail: opilifosova@unfccc.de



Documentation

All official documents as well as the Daily Schedule, the Daily Programme, and lists of participants, are available at the **Documents Distribution Counter** in the conference foyer.

Hours: 8 a.m. - 6 p.m. (week days)

Tel.: 902-4335

UNFCCC documents are also available on the World Wide Web (<http://www.unfccc.int>) and by direct electronic mail upon request to: secretariat@unfccc.int.

Computer and Communication Services

Computer Centre. Computers and one high-speed printer are available to participants on a first come, first served basis. These computers, located in the foyer of the 1st floor, are equipped with word processing and spreadsheet software and are connected to the Internet.

In addition, there are six computers set up in the main foyer on the ground floor to provide participants with quick access to e-mail accounts and the Internet.

Note: Please be considerate and do not monopolize the equipment as all participants should have access to it.

Photocopying machines. Two card-operated photocopying machines are available for the use of participants for the duration of the meetings. These machines are located in the conference foyer, between the stairs and the Documents Counter. The cards needed to operate these machines can be

purchased from the Bonn Information Desk (see below).

Participants who wish to reproduce larger quantities or need special reproduction services are advised to use the copy shops listed on page 5 (see also the map "Maritim Area Services and Restaurants" included in this folder).

Telephones, fax machines, and modem jacks. Two coin-operated telephones and three card-operated telephones, two card-operated fax machines and two card-operated telephones with modem jacks are located in the Conference foyer behind the main stairs. Please note that the coin-operated telephones belong to the Hotel Maritim and charge a higher rate. The Deutsche Telekom cards needed for the card-operated telephones may be purchased at the Bonn Information Desk, which is located next to the Information Desk.

Funding for Delegates

Delegates from Parties eligible for funding may collect their daily subsistence allowance (DSA) from the **Administration** office located in the foyer of the hotel.

Hours: 9 a.m. - 12 p.m. and
1 p.m. - 5 p.m.
Monday, 5 June - Friday, 9 June
Tuesday, 13 June - Friday, 16 June

Contact: Ms Candy Karhausen
Ms Gaby Kaufmann

Tel.: 902-4340

Delegates are kindly requested to present their passports or other official identity document (photo ID), tickets and boarding pass stubs to the travel officer when claiming DSA.



Services Available to NGOs

Rooms 148 and 150 in the hotel section of the Maritim have been allocated to **environmental groups**.

Tel.: 902-4875

Rooms 149 and 151 in the hotel section of the Maritim have been allocated to **business and industry organizations**.

Tel.: 902-4885

One PC and one printer has been installed for each NGO constituency.

General Services

Message Board. There are no pigeon holes available. Delegates who wish to leave messages for other participants are requested to use the Message Board at the Information Desk.

Bonn Information Desk. Operated by Tourismus & Congress GmbH, the Bonn Information Desk provides information on hotel reservations, local transportation, train and air travel, and tourist information about Bonn and Germany. Deutsche Telekom cards needed to operate the telephones, fax machines and modem jacks as well as copy cards and discounted public transportation tickets for the Cologne/Bonn area can also be purchased at this desk.

Hours: 9 a.m. - 6 p.m. (week days)
9 a.m. - 5 p.m. (Saturday)

Tel.: 902-4356

Information on Lyon and The Hague. There will be two stands in the main foyer providing information on the venues for the 13th Sessions of the Subsidiary Bodies, to be held in September in Lyon, France, and the 6th Conference of the Parties scheduled for November 2000 in The Hague, Netherlands.

Restaurants. There is a restaurant ("Rotisserie") and a café/brasserie in the Hotel Maritim. Further restaurants in the vicinity of the hotel are indicated on the map "Maritim Area Services and Restaurants" included in this folder. Participants of the sessions can also use the restaurant/cafeteria at UNFCCC headquarters. On presentation of their conference badges, delegates will be granted a discount. For more information, please contact the Information Desk.

Focal point for shipment. Participants expecting deliveries to the secretariat or Hotel Maritim should contact Mr. Patrick Garba located at the Information Desk.

Bank. Deutsche Bank, located in the hotel foyer, provides banking services from 5 to 16 June.

Hours: 11 a.m. - 3 p.m.

Tel.: 902-4325

Note: The bank desk will be closed during the weekend and on Whit Monday, 12 June (public holiday).

Parking. Underground and open-air parking is available at the Hotel Maritim. Please note that underground parking is not free of charge. The cost is DM 19.00 per car per day.

Travel services. American Express travel office, located in Haus Carstanjen, will provide travel services, cash in Travellers' cheques and change currencies.

Hours: 8.30 a.m. - 12.30 p.m. (Mon - Fri)
1.30 p.m. - 5.30 p.m. (Mon - Thu)
1.30 p.m. - 4 p.m. (Fri)

Tel.: 815-2705/ 07/ 08 for information and reservations
815-2711/ 12 to confirm or change reservations made at the AmEx travel agency.

Transportation.

Taxi service: Taxis can be called directly at the following telephone number: 555555.



Information on trains: German Railways (Deutsche Bahn) provides an English-language Internet service at <http://bahn.hafas.de/bin/query.exe/en> allowing you to search for connections, make reservations or order tickets online.

Information on the shuttle service to Bonn/Cologne airport is available at: 02203 4040-01 or -02.

For more information on local public transport, please contact the Bonn Information Desk.

Miscellaneous

Copy shops. Participants who wish to reproduce larger quantities or need special reproduction services are requested to contact a copy shop. Two shops in relative proximity to the conference centre are:

- Copy Service Center
Aennchenplatz 6
Bad Godesberg

Hours: 9 a.m. - 6.30 p.m. (Mo - Fr)
9.30 a.m. - 2 p.m. (Sat)
Tel.: 31 91 32

- Eberwein Schriften-Service
Plittersdorfer Str. 32b
Bad Godesberg

Hours: 9 a.m. - 7 p.m. (Mo - Fr)
9 a.m. - 2 p.m. (Sat)
Tel.: 3 68 15 75

Both of these shops are within walking distance of the subway station "Plittersdorfer Straße". For their exact location, please see the map "Maritim Area Services and Restaurants" included in this folder.

Public holiday. Please note that Monday, 12 June (Whit Monday) is a public holiday. All shops and banks (including the bank desk at Hotel Maritim) will be closed on that day.

Emergencies. In case of emergency (security, fire, medical), immediately contact UN security staff (wearing either a UN uniform or a UN armband), who will be located at the entrance of the conference area near the Registration Desk, **or** call 902-4850. Pressing the grey button the internal phones will connect you with the reception desk of the hotel.

Medical services. There are two UN approved physicians, who speak either English (Dr. Hild) or English and Spanish (Dr. Gomez). They can be contacted as follows:

- Dr. Dagmar Hild
Kronprinzenstr. 8
Bad Godesberg
Tel.: 364567
- Dr. Dammeier de Gomez
Engeltalstr. 6
Bad Godesberg
Tel.: 773763

Personal items. Please be aware that unattended items will be removed. Contact UN security staff for lost and found items.

Badges. Participants are requested to wear their badges as soon as they are issued. They must be worn at all times and in all areas for the duration of the conference. Badges are issued only on the basis of a letter of nomination from Parties, Observer States or accredited observer organisations. Lost badges must be reported to the Registration Desk immediately.

Food or drinks are not permitted in the plenary.

Smoking areas. Please note that smoking is not permitted in the Conference Centre, except in the main foyer by the piano bar and in the 1st floor foyer above the snack area.



Summary of Services and Contact Information

What	Where	Remarks
Registration	Registration Desk Hotel foyer	Hours: 8 a.m. - 6 p.m. (except Sunday) Tel.: 902-4360
Press/media registration	Registration Desk Hotel foyer	Hours: 8 a.m. - 6 p.m. (except Sunday) Tel.: 902-4360
Press/media accreditation	Press/Media Desk Hotel foyer	Hours: 9 a.m. - 6 p.m. Monday, 7 June to Friday, 16 June (except Sunday) Tel.: 902-4380
Funding for delegates	Administration Hotel foyer	Hours: 10 a.m.- 1 p.m. and 2 p.m. - 5 p.m. (except Sunday) Tel.: 902-4314
Conference information	Information Desk Hotel foyer	Hours: 8 a.m. - 6 p.m. (except Sunday) Tel.: 902-4355 or 902-4350
Meeting room assignments	Information Desk Hotel foyer	Hours: 9 a.m. - 6 p.m. Tel.: 902-4350
Information on climate change and UNFCCC	Climate Change Learning Centre Exhibit area	For detailed information see page 5
NGO Liaison Special events and exhibits	La Marée	Ms Barbara Black Tel.: 902-4313
List of participants	La Marée	Mr. Horacio Peluffo Tel.: 902-4314
Official documents	Documents Counter Hotel Foyer	Hours: 8 a.m. - 6 p.m. (week days) Tel.: 902-4335
Computer Centre	Foyer on the 1 st Floor	For more information see page 6
Photocopying machines	Conference foyer behind the main stairs	Cards available at Bonn Information Desk; for more information see page 6
Public telephones, fax machines and modem jacks	Conference foyer behind the main stairs	For more information see page 6
Bonn information	Tourismus & Congress Hotel foyer	Hours: 9 a.m. - 6 p.m. (week days) 9 a.m. - 5 p.m. (Saturday) Tel.: 902-4356
Information on the venues for SB 13 and COP 6	Main foyer	Information about Lyon, France, and the Hague, Netherlands
Travel services	UNFCCC headquarters Haus Carstanjen	For hours and more information see page 7
Banking services	Hotel main foyer	Hours: 11 a.m. - 3 p.m. Tel.: 902-4325
Security/emergency situations	Hotel main foyer	To be contacted for emergencies Tel.: 902-4850