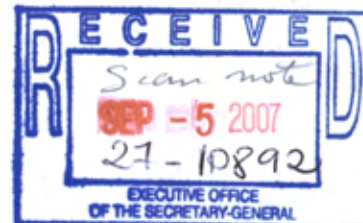


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Note to the Chef de Cabinet

Subject: SG's letters to agencies regarding the high-level event on climate change ✓

I refer to the high-level event on climate change to be held on 24 September 2007 at the UN Headquarters. The attached draft letters to UN agencies have been prepared to welcome their attendance at the opening and closing sessions of the event.

I would be grateful if you could bring the attached draft letters to the attention of the Secretary-General for his signature.

Sha Zukang

Sha Zukang
5 September 2007



List of UN system Heads of Organizations and CEB Members

Specialized Agencies

International Labour Organization (ILO)

Mr. Juan Somavia

Director-General

Geneva

Food and Agricultural Organization of the UN (FAO)

Mr. Jacques Diouf

Director-General

Rome

UN Education, Scientific and Cultural Organization (UNESCO)

Mr. Koichiro Matsuura

Director-General

Paris

International Civil Aviation Organization (ICAO)

Mr. Taieb Cherif

Secretary-General

Montreal

World Health Organization (WHO)

Dr. Margaret Chan

Director-General

Geneva

World Bank

Mr. Robert Zoellick

President

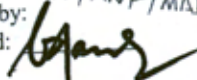
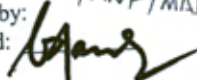
Washington, DC

International Monetary Fund (IMF)

Mr. Rodrigo Rato

Managing Director

Washington, DC

Drafter: DESA
Proofread by: IH/ANF/MAB
Approved by: 
Authorized: 
Date:

Universal Postal Union (UPU)

Mr. Edouard Dayan
Director-General
Geneva

International Telecommunications Union (ITU)

Mr. Hamadoun I. Touré
Secretary-General
Geneva

World Meteorological Organization (WMO)

Mr. Michel Jarraud
Secretary-General
Geneva

International Maritime Organization (IMO)

Mr. Efthimios E. Mitropoulos
Secretary-General
London

World Intellectual Property Organization (WIPO)

Mr. Kamil Idris
Director-General
Geneva

International Fund for Agriculture Development (IFAD)

Mr. Lennart Båge
President
Rome

United Nations Industrial Development Organization (UNIDO)

Mr. Kandeh Kolleh Yumkella
Director-General
Vienna

World Tourism Organization (UNWTO)

Mr. Francesco Frangialli
Secretary-General
Madrid

International Atomic Energy Agency (IAEA)

Mr. Mohamed El-Baradei
Director-General
Vienna

World Trade Organization (WTO)

Mr. Pascal Lamy
Director-General
Geneva

United Nations programmes:

United Nations Conference on Trade and Development (UNCTAD)

Mr. Supachai Panitchpakdi
Secretary-General
Geneva

United Nations Development Programme (UNDP)

Mr. Kemal Dervis
Administrator
New York

United Nations Environmental Programme (UNEP)

Mr. Achim Steiner
Executive Director
Nairobi

United Nations High Commissioner for Refugees (UNHCR)

Mr. Antonio Guterres
High Commissioner
Geneva

UN Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)

Ms. Karen AbuZayd
Commissioner-General
Amman

United Nations Children's Fund (UNICEF)

Ms. Anne Veneman
Executive Director
New York

United Nations Population Fund (UNFPA)

Ms. Thoraya Obaid
Executive Director
New York

World Food Programme (WFP)

Ms. Josette Sheeran
Executive Director
Rome

United Nations Office on Drugs Crime (UNODC)

Mr. Antonio Maria Costa
Executive Director

United Nations Human Settlements Programme (UNHABITAT)

Mrs. Anna Kajumulo Tibaijuka
Executive Director
Nairobi

Regional Commissions

Economic Commission for Africa (ECA)

Mr. Abdoulie Janneh
Executive Secretary
Addis Ababa

Economic Commission for Europe

Mr. Marek Belka
Executive Secretary
Geneva

Economic and Social Commission for Latin America and the Caribbean (ECLAC)

Mr. José Luis Machinea
Executive Secretary
Santiago

Economic and Social Commission for Asia and the Pacific (ESCAP)

Ms. Noeleen Heyzer
Executive Secretary
Bangkok

Economic and Social Commission for West Asia (ESCWA)

Mr. Bader Al-Dafa
Executive Secretary
Beirut

Other UN Entities

Global Environmental Facility (GEF)

Mrs. Monique Barbut
CEO-Chairperson
Washington, DC

Secretariat for the UN Convention to Combat Desertification (UNCCD)

Mr. ~~Mr.~~ Grégoire de Kalbermatten
Executive Secretary
Bonn

United Nations University (UNU)

Dr. Konrad Osterwalder
Rector
Tokyo

Secretariat for the Convention on Biological Diversity (CBD)

Dr. Ahmed Djoghlaif
Executive Secretary
Montreal



THE SECRETARY-GENERAL

7 September 2007

Dear Colleague,

I have the honour to inform you that I will be convening a high-level event on climate change on 24 September 2007 at the United Nations Headquarters in New York under the title: "The Future in our Hands: Addressing the Leadership Challenge of Climate Change".

The main goal of the high-level event is to generate political momentum and send a strong signal to the December United Nations Framework Convention on Climate Change Conference of the Parties in Bali. I expect that a large number of Heads of State or Government of United Nations Member States will participate in the event.

I would welcome your attendance at the opening and closing sessions of the event, which will be held in the General Assembly Hall. As per the attached information on the event's modalities, the main part of the event will consist of four parallel thematic plenaries, which will start in the morning, after the opening, and will continue into the afternoon. These plenaries will be dedicated to adaptation, mitigation, technology and financing respectively and will take place in smaller conference rooms, where seating is limited. If you or your deputy would be interested in attending one of these plenaries, I would be grateful if you could kindly indicate your preference to my Climate Change Team (llanto-barnett@un.org) at your earliest convenience.

I look forward to continuing to work with you to ensure that the United Nations system does its part in helping address the global challenge of climate change.

Yours sincerely,

A handwritten signature in black ink, reading "Ki Moon Ban". The signature is fluid and cursive, with the first name "Ki" and last name "Ban" being more prominent than the middle name "Moon".

Ban Ki-moon

Ms. Thoraya Obaid
Executive Director
United Nations Population Fund
New York

Note to the Secretary-General

(Through Mr. Sha)

Pending decisions on modalities of the 24 September High-Level Event

Following up on last Friday's meeting on the HLE that you chaired, and before the second such weekly meeting on the coming Friday, I would like to bring to your attention the following pending matters for decision:

Background Note

As you suggested, the Background Note was taken as "weekend homework" by the participants in last Friday's meeting. As of now, no comments have been received, other than a few minor ones from UNDP, which have been incorporated. With your permission, we would need to submit the Note to the DGACM colleagues by Friday at the latest, for line editing and eventual publication in the six official languages. The Permanent Missions have been calling to ask for it, as they expect to get more clarity on the substance of the thematic plenaries before the deadline for speaker registration expires on 31 August. They also want to use it as a basis and source of inspiration for the speeches that they will start drafting for their leaders and group representatives. It is recommended that the edited Note in English is circulated as soon as it is ready, even before the other languages, to satisfy the demand among Member States.

Group statements at the HLE opening

You may recall that the G-77 and the EU have approached us with the request that the respective Chair/Presidency of each group speaks on behalf of the group as part of the opening plenary that you chair, before the break out into thematic plenaries. The arguments they bring up are both political, to highlight the importance of the groups and their comprehensive positions on climate change, and practical/logistical, as otherwise each group will have to make four separate statements, in each of the four plenaries, using not only the statement of its Chair/Presidency but also the statements of three other countries. The groups of course prefer to be given a slot at the opening, but even if your decision is not favourable, they want to know it as soon as possible so that they can organize their representation.

You may want to consider the following options:

- a) Allow groups to make statements at the opening, but limiting this prerogative to 3 key groups, the G-77, EU and SIDS (for which there are precedents in the CSD context). Of course, this will not please other groups like the LDCs, LLDCs, African Group, CARICOM, etc., and will not cover countries like the US, Russia and Japan that do not belong to any of these groups. But it would maintain the overall timeframe for the day and would limit the impression of UN business as usual for the broader public that is not accustomed to the UN procedures and jargon that such groups would unavoidably use.

- b) Regret that groups cannot be accommodated due to the time constraints and the inability to restrict participation once a group list is opened. This might cause bad feelings for the event (especially among the G-77) and thereafter, particularly regarding future negotiations in which these groups are expected to play an important role.
- c) Regret that groups cannot be accommodated as per (b) above, but offer as alternative "preferential treatment" to key group speakers in the plenaries. This could mean three minutes for the group statement before the five minutes of the national statement by the respective HoS/HoG, and placement at the beginning of the Speakers' list in each plenary if indeed a group is represented by a Head of State or Government. In such a case, an effort should be made for key countries which are not members of the groups to make statements immediately after the group ones, if they are also represented by HoS/HoG. Such an arrangement would probably minimize any residual bad feelings for the exclusion from the opening of groups and key states.

Statements by sub-national actors

In particular this concerns the statement by the Governor of the US State of California, Mr. Schwarzenegger, and the still to be identified Mayor or Governor from a developing country. The following options seem to be available:

- a) The overall inclination is to include this pair of speakers in the opening, especially in light of the star quality and positive message that Governor Schwarzenegger is recognizable for. This indeed would attract the media and the public, would make the headlines and would convey a strong message. But some reactions may be expected, including from the US Government, who may disagree with such prominence given to a sub-national actor vis-à-vis the official representation of the host country. Also this might upstage somewhat the message that you would like to convey in a more low-tone way.
- b) Alternatively, these two sub-national speakers could be added to the small number of civil society and business speakers, 2 or 3 of whom will be given the floor at the end of the morning session of each one of the four thematic plenaries. Thus Governor Schwarzenegger could talk in the Mitigation plenary, while the developing country mayor/governor could talk at the Adaptation plenary.

Based on your decision, we shall prepare the invitations for Governor Schwarzenegger and the second sub-national speaker. Recommendations on who the latter could be, along with recommendations for other speakers from civil society and business, will be sent to you under separate cover before the Friday meeting.

Invitations to heads of UN system entities

Attached for your approval are letters of invitation to all CEB heads, as well as the heads of a few additional UN entities that are directly involved in dealing with climate change, namely the five UN regional Commissions, the Desertification and Biodiversity Convention Secretariats, the Global Environment Facility and the UN University. We have been receiving questions from many among them who would like to attend and if possible speak at

the HLE. The suggested letter invites them all to attend the opening and closing, but explains that speaking time is not available due to the very tight schedule, and requests expressions of preference for the attendance of thematic plenaries in conference rooms where seating is limited.

Secretary-General's reception for Heads of Delegation before the opening of the HLE

In light of your hosting a breakfast and a dinner for the Heads of Delegation the following day, 25 September, it has been suggested by Protocol that another formal reception for the informal HLE would be superfluous. Instead, a welcoming get-together may be arranged on the morning of 24 September in two areas, namely at the Indonesian Lounge where Heads of State or Government and their spouses could be received and escorted to and the other at the Treaty-signing area at the Delegates' entrance south of the escalator where all cabinet level ministers and their spouses could be escorted to by Protocol. Light refreshments and snacks would be available in both areas for those able to benefit from this (i.e. not observing Ramadan), as a courtesy from 8:00 – 8:50 a.m. prior to the opening of the event by you. Subject to your approval, you may wish to spend fifteen minutes each in both areas since they are here on your invitation. If you agree, a clarification to this effect will be included in the revised programme of the day and Protocol will inform delegations accordingly.

Approach to key countries

As discussed at last Friday's meeting, it is important to continue the efforts to have key countries represented at the highest level on 24 September. Such countries include China, India and Russia. You asked for suggestions on how this could be done. You may want to consider the following:

- China: Kindly advise whether you would like to speak to the Foreign Minister, as suggested by the Chinese side through the Permanent Mission, or you would prefer that Dr. Han talk to him
- India: Perhaps Mr. Nambiar could explore the possibility of the Prime Minister changing his mind and coming to the event; alternatively Dr. Han might be able to visit Delhi
- Russia: Dr. Brundtland could try to arrange a visit to Moscow or a telephone call with President Putin

We look forward to your advice on how to proceed, on this and the other pending issues brought up above.


Richard Kinley
22 August 2007

cc: The Deputy Secretary-General
Mr. Orr

The Future in our Hands:
Addressing the Leadership Challenge of Climate Change
A High-Level Event convened by the Secretary-General of the United Nations
24 September 2007
United Nations Headquarters, New York

Introduction

This note builds on and supplements the information circulated to Permanent Missions on 12 June 2007. The Secretary-General is very appreciative of the strong messages of support he has received for his initiative. Very useful feedback from delegations on the modalities of the event has allowed the design of the meeting to be refined and elaborated. In the light of the indications received of very high participation by leaders, the scope for statements and interaction has been expanded through the addition of parallel plenary sessions.

Objective of the Event

To promote dialogue, highlight priority issues within four broad thematic areas, and mobilize support at the highest level for a strong political signal to the UN Climate Change Conference in Bali that Governments are ready to accelerate work under the UNFCCC.

Modalities and arrangements
(see also attached programme)

All sessions will be **open to all Member States and Observers** with some participation by civil society and access by the media as security requirements permit. Although access to the conference rooms will need to be limited due to the large numbers of high-level participants expected and related security considerations, the Event proceedings will be accessible on UN TV and through webcasting. Further information on physical access to the conference rooms will be made available in due course. Facilities will be available for interaction with the media.

The Event will be divided into four thematic plenary sessions. Given the expected high demand for speaking, and the limited time available, leaders are invited to indicate in which thematic plenary session they wish to speak. It is not anticipated that time would allow for more than one statement for each delegation. **Statements should not exceed five minutes in duration.**

Each thematic plenary will be chaired by two Co-Chairs at the Head of State/Government level. At the end of the Event, the Secretary-General will provide his **summary of the discussions.**

A **concept paper** will be issued by the Secretary-General in August to establish the context for the discussions at the Event, including the centrality of **sustainable development** considerations in addressing climate change.

Registration and speaking lists

Each Permanent Mission is invited to inform the Secretariat of the name and title of the high-level official who will deliver the statement for their delegation, and in which of the thematic plenaries the statement would be delivered (first and second choice). Every effort will be made to accommodate such preferences.

Registrations should be made using the attached form and sent to:

Secretary-General's Climate Change Team

c/o Ms. Juanita Llanto-Barnett

Two UN Plaza, DC2-2031D

New York, NY 10017

Tel.: (1-212) 963-0391

Fax: (1-212) 963-9883 or 9886

e-mail: llanto-barnett@un.org

Delegations are requested to provide information on speakers as soon as possible but **not later than 31 August 2007** to allow time for the appropriate arrangements to be made.

Presidents of the UNFCCC Conference of the Parties side event

The Secretariat has been informed that a side event entitled "Global Voices on Climate Change" will be hosted during lunch time for Heads of Delegation by Kenya, Indonesia, Poland and Denmark, who are the current and future Presidents of the Conference of the Parties to the United Nations Framework Convention on Climate Change. The side event will be held on UN premises and will feature prominent guest speakers. Lunch will be available.

Secretary-General's Special Envoys

Earlier this year, the Secretary-General named three Special Envoys on Climate Change: Dr. Gro Harlem Brundtland, Dr. Han Seung-Soo, and Dr. Ricardo Lagos Escobar. He has asked the Special Envoys to continue their consultations with a view to advising him on the views of leaders on how the Event might best make a positive contribution to advancing international cooperation on climate change. They will be seeking advice on themes and messages that leaders will bring to the Event and on how these might be encapsulated into a strong signal from the Event to the United Nations Climate Change Conference, 2007, in Bali, Indonesia in December.

Information on the internet

A special internet site has been established for the online provision of up-to-date information on the Event. The site can be accessed through the following electronic address: <http://www.un.org/climatechange>

**Updated Draft Programme for the High-Level Event on Climate Change
Monday, 24 September 2007**

Event title:

“The Future in our Hands: Addressing the Leadership Challenge of Climate Change”

8:30 am – 9:00 am: Secretary-General’s reception for heads of delegation (refreshments available – Indonesian Lounge)

9:00 am – 9:45 am: Opening plenary meeting (General Assembly Hall)

Opening by the Secretary-General, with the participation of the President of the 62nd session of the General Assembly and the Chair of the Intergovernmental Panel on Climate Change.

10:00 am – 1:00 pm: Thematic Plenaries (taking place in parallel)

Thematic Plenary I – Adaptation

“The challenge of adaptation – from vulnerability to resilience”

Thematic Plenary II – Mitigation

“Reducing emissions and stabilizing the climate – safeguarding our common future”

Thematic Plenary III – Technology

“Innovating a climate-friendly world – the role of technology and its dissemination”

Thematic Plenary IV – Financing

“Financing the response to climate change – investing in tomorrow”

[1:15 pm – 2:45 pm: Side event for Leaders hosted by four UNFCCC COP Presidents (*with lunch available*)]

3:00 pm – 5:00 pm: Thematic Plenaries (continued)

5:30 pm – 6:15 pm: Closing (General Assembly Hall)

Closing and presentation of Chair’s Summary by the Secretary-General