



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 14 August 2012  
Reference: YN//IL  
Direct line: +49 228 815 1416

## **NOTIFICATION**

### **First meeting of the Adaptation Committee Bangkok, Thailand 7–10 September 2012**

Pursuant to decisions 1/CP.16 and 2/CP.17, I am pleased to notify constituencies of admitted non-governmental organizations that the first meeting of the Adaptation Committee will take place at the United Nations Conference Centre (UNCC) of the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), in Bangkok, Thailand, from 7–10 September.

In accordance with the modalities and procedures adopted by decision 2/CP.17, the meeting of the Adaptation Committee will be open to admitted observer organizations, except where otherwise decided by the Adaptation Committee. Given space limitations, participation will be limited to two representatives by constituency.

Representatives from NGOs nominated by the Constituency Focal Point must register for the meeting using the observer registration form for NGOs, which is attached as annex I. Confirmation by the Constituency Focal Point is required on the form. The observer registration form should be sent by e-mail or fax to the UNFCCC secretariat using the following:


**E-mail address: [cool@unfccc.int](mailto:cool@unfccc.int) or Fax number: +49 228 815 1999.**

The deadline for registration as an observer is **Friday, 24 August 2012**. In view of the need to confirm the arrangements for the meeting as early as possible, please be advised that the secretariat may not be in a position to process observer registration forms for NGOs received after this deadline.

Annex II contains information for participants.

Yours sincerely,



 Christiana Figueres

Annex I

**First meeting of the Adaptation Committee  
Bangkok, Thailand, 7–10 September 2012**

**OBSERVER REGISTRATION FORM FOR NGOs**

**1. Representative nominated by the NGO Constituency Focal Point**

<i>Organization represented:</i>	
<i>First and last name:</i>	
<i>Position/Title:</i>	
<i>Address (incl. city and post code):</i>	
<i>Country:</i>	
<i>Telephone/fax:</i>	
<i>E-mail address:</i>	
<p>I herewith confirm that the above is correct and agree to conditions set out under 'Important information for observers'</p> <p>Signature of the nominee / Date: _____</p>	

**2. Confirmation of nomination by NGO Constituency Focal Point**

<i>Constituency:</i>	
<i>First and last name:</i>	
<i>Telephone/fax:</i>	
<i>E-mail address:</i>	
<p>I herewith confirm that the above is nominated as an observer to the first meeting of the Adaptation Committee, and agree to the conditions set out under 'Important information for observers'.</p> <p>Signature of NGO Constituency Focal Point / Date: _____</p>	
<p><b>SUBMISSION OF REGISTRATION FORM</b></p>	
<p>1. This form must be submitted by the NGO Constituency Focal Point.  2. The deadline for the submission of this form is: <b><u>24 August 2012.</u></b>  3. <b>E-mail address: cool@unfccc.int; Fax Number: +49 228 815 1999.</b></p>	

Annex II

**IMPORTANT INFORMATION FOR OBSERVERS**

- This registration is **only valid** for the first meeting of the Adaptation Committee.
- Please be advised that the **nominee is responsible** for making their own travel and accommodation arrangements.
- Participants are **strongly advised** to obtain international travel and medical insurance to cover them from the time they depart for the meeting until the time they return.
- The United Nations and the UNFCCC secretariat **disclaim** all responsibility for medical, accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.
- All foreign citizens entering the Thailand must have a valid passport. Participants requiring a **visa for Thailand, or a transit visa**, are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received.

---