



Date: 16 January 2015
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NOTIFICATION

Seventh meeting of the Adaptation Committee Bonn, Germany 24–27 February 2015

Pursuant to decisions 1/CP.16 and 2/CP.17, I am pleased to notify constituencies of admitted non-governmental organizations that the seventh meeting of the Adaptation Committee will take place in Bonn, Germany (venue tbc), from 24–27 February 2015.

The provisional agenda, as well as other details of the meeting, are being finalized and will soon be made available on the UNFCCC website.

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 for each of the nine constituencies.

Representatives from NGO's nominated by the Constituency Focal Point must register for the meeting using the Observer Registration Form for NGO's, which is sent to Constituency Focal Points. Confirmation by the Constituency Focal Point is provided for in the form. The Observer Registration Form should be sent by email or fax by the Constituency Focal point to the secretariat using the following: **klucas@unfccc.int** or **Fax number: +49 228 815 1999**.

The deadline for registration as an observer is **Friday, 30 January 2015**. 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.

The annex contains important information for observers.

Yours sincerely,

(signed by)

Youssef Nassef
Coordinator
Adaptation Programme

Annex



IMPORTANT INFORMATION FOR OBSERVERS

- This registration is **only valid** for the seventh 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 Germany must have a valid passport. Participants requiring a **visa for Germany, or a transit visa**, are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received.
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