




FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

FACSIMILE

TO/A: Accredited observer organizations Date: 25 April 2001
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Ref: BB/cok
Log no: -
Direct line: 815-1523

FROM/DE: 
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Coordinator
Intergovernmental and Conference Affairs

SUBJECT/OBJET: Observer organization contact points

In the light of the growing number of observer organizations accredited to the UNFCCC process, the secretariat is taking steps to improve and regularize its contacts with these organizations. In this context, your organization is asked to designate an individual who will be the contact point for official communications with the secretariat.

Observer organization contact points will:

- Serve as the official channel for the exchange of information with the secretariat;
- Be the official channel for relaying nominations of representatives for sessions of the Convention bodies, together with their full contact information, to the secretariat;
- Liaise with the secretariat on matters related to special events and exhibits or other session-related activities.

In order to facilitate your response, a form is attached which should be completed and returned to the secretariat before 18 May 2001. This form requests information on the organization and the designated contact point to ensure that the most current information is registered in our database.

Any further information on this matter should be addressed to Barbara Black, NGO Outreach Officer, telephone (49-228) 815-1523, e-mail: bblack@unfccc.int.

The secretariat would like to take this opportunity to draw the attention of accredited observer organizations to their responsibility for the conduct of their representatives at sessions. In this context, the secretariat will be developing, and consulting on, a code of conduct for accredited observer organizations.



ORGANIZATION CONTACT DETAILS

The information you provide below will be entered into our database and will be used in all future correspondence and documentation. Please print clearly and accurately.

Name of organization: (as it should appear in our records)

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Name of organization: (if translated into another language)

.....

Acronym:

Type of organization: Intergovernmental organization Non-governmental organization

Address:

City: Zip/Postfix:

Country:

Main telephone of the organization:
Please specify (country code - city code) +number

Main fax of the organization:
Please specify (country code - city code) +number

E-mail: WWW Site:

Name and title of the Head of the organization:

.....
Title First name Middle name

.....
Last Name

Telephone of the Head of the organization:
Please specify (country code - city code) +number

Fax of the Head of the organization:
Please specify (country code - city code) +number

E-mail of the Head of the organization:



Name and title of the contact point for the organization (if different to the Head of the organization):

.....
Title First name Middle name

.....
Last Name

Telephone of the contact point:
Please specify (country code - city code) +number

Fax of the contact point:
Please specify (country code - city code) +number

E-mail of the contact point:

Name and Title of Sender:

Signature: Date:

Please notify the secretariat of any changes as soon as possible. This applies particularly to the contact point in order to ensure registration of representatives for sessions.