



United Nations
Climate Change Secretariat

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Secrétariat sur les changements climatiques

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NOTIFICATION

Tenth Meeting of the Standing Committee on Finance

12–13 June 2015

Bonn, Germany

Pursuant to decision 2/CP.17, I am pleased to notify admitted intergovernmental organizations (IGOs) that the tenth meeting of the Standing Committee on Finance (SCF) will take place from 12 to 13 June 2015 in the Langer Eugen (LEU) building at the UN Campus, Platz der Vereinten Nationen 1, 53113 Bonn, Germany.

The provisional agenda, as well as other details of the meeting, are being finalized and will soon be made available on the UNFCCC website at: <http://unfccc.int/6881.php>.

The tenth meeting of the SCF will be open to accredited observers. Representatives from IGOs must register for the meeting using the observer registration form for IGOs, which you may find attached. The observer registration form should please be sent by e-mail or fax to the UNFCCC secretariat using the following:

E-mail address: standingcommittee@unfccc.int or Fax number: +49 228 815 1999.

The deadline for registration as an observer is **24 April 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 IGOs received after this deadline.

Distribution: To intergovernmental organizations admitted as observers by the Conference of the Parties.



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I would like to remind all IGO representatives that the Conference of the Parties, by decision 23/CP.18, invited Parties to commit to meeting the goal of gender balance by, inter alia, nominating women to bodies established under the Convention and its Kyoto Protocol, with the aim of a gradual but significant increase in the participation of women. To this end, I would like to encourage IGOs to adopt a similar approach with regard to gender balance in the nomination of their respective representatives to attend the upcoming meeting.

Yours sincerely,

(signed by)

Dechen Tsering (Ms.)
Coordinator
Finance, Technology and Capacity Building Programme

Enclosure: Registration form

REGISTRATION FORM FOR IGO OBSERVERS



Tenth Meeting of the Standing Committee on Finance



12–13 June 2015

LEU/1916/UN Campus/Bonn, Germany

Please complete the information requested below:

<i>Organization represented:</i>	
<i>First and family name:</i>	
<i>Position/Title:</i>	
<i>Nationality:</i>	
<i>Full postal address (incl. street, city and postcode):</i>	
<i>Country:</i>	
<i>Telephone/Fax:</i>	
<i>Mobile number during the meeting:</i>	
<i>E-mail address:</i>	
<p>Please complete and return to: UNFCCC Secretariat Bonn / Germany Fax: +49 228 815 1999 E-mail: standingcommittee@unfccc.int The deadline for registration is 24 April 2015.</p>	

NOTE FROM THE SECRETARIAT FOR OBSERVERS:

- Observers are responsible for making their own travel and hotel arrangements.
- Observers requiring a visa for Bonn, or a transit visa, are strongly encouraged to contact the appropriate consular authorities as soon as this invitation is received. A copy of this invitation should be attached to the visa request in order to facilitate issuance.
- Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation. The United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of 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 participants are requested to register upon arrival at the venue for the meeting. The confirmation of registration of the participant and a valid photo ID should be presented to the registration staff in order to issue the corresponding badge.
- In submitting this form through electronic means, the submitter accepts all risks and responsibilities associated with the use of electronic means of submitting the form.
- Please be informed that this registration is **valid ONLY for the tenth meeting** of the Standing Committee on Finance.

Signature _____

Date _____