



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

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Direct line: +49 228 815-1427

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 constituencies of admitted non-governmental organizations (NGO) 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>.

In accordance with the modalities and procedures adopted by decision 2/CP.17, the tenth meeting of the SCF will be open to admitted observer organizations. Representatives from admitted NGOs nominated by the Constituency Focal Points must register for the meeting using the Observer Registration Form for NGOs, which is sent to Constituency Focal Points. Once the Constituency Focal Points confirm the nomination(s), they should forward the registration form to the secretariat using the following email address:

<cool@unfccc.int>

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 NGOs received after this deadline.

Distribution: To constituency focal points of non-governmental organizations admitted as observers by the Conference of the Parties.



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I would like to remind all Constituency Focal Points 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 NGO constituencies to adopt a similar approach with regards to gender balance in the nomination of their respective delegations to attend the upcoming meeting.

Yours sincerely,

(signed by)

Dechen Tsering (Ms.)

Coordinator

Finance, Technology and Capacity Building Programme

Enclosure: Registration form



OBSERVER REGISTRATION FORM FOR NGO OBSERVERS



Tenth Meeting of the Standing Committee on Finance

12–13 June 2015, LEU/UN Campus, Bonn, Germany

<i>Organization</i>	
<i>Title</i>	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>
<i>Given names</i>	
<i>Family name</i>	
<i>Date of birth</i>	
<i>Nationality</i>	
<i>Position/title</i>	
<i>Full postal address (incl. street, city and postcode)</i>	
<i>Country</i>	
<i>Telephone</i>	
<i>Mobile number during the meeting</i>	
<i>E-mail address</i>	
<i>Passport number</i>	
<i>Place and date of passport issuance</i>	
<i>Date of passport expiry</i>	
<i>Constituency represented: Please indicate the nominating constituency</i>	<input type="checkbox"/> BINGO / <input type="checkbox"/> ENGO / <input type="checkbox"/> Farmers / <input type="checkbox"/> IPO / <input type="checkbox"/> LGMA / <input type="checkbox"/> RINGO / <input type="checkbox"/> TUNGO / <input type="checkbox"/> Women and Gender / <input type="checkbox"/> YOUNGO
<input type="checkbox"/> <i>I, the nominated representative named above, herewith confirm that the information I have provided above is correct and agree to the conditions set out under 'Important Information for Observers'.</i> <i>Checking the box above (or marking an X next to the checkbox) indicates that you agree to the terms and conditions. Please also include an electronic signature below if possible.</i> <i>Date and signature:</i>	
<input type="checkbox"/> <i>I, the Focal Point of the nominating constituency, herewith confirm that the person named above is nominated to represent my constituency and agree to the conditions set out under 'Important Information for Observers'.</i> <i>Date and signature:</i>	

Completed registration forms should be sent by the Focal Point of the nominating constituency to:

Nathalie Sneider, UNFCCC Secretariat Bonn/Germany

E-mail: cool@unfccc.int

The deadline for registration **24 April 2015**.

IMPORTANT INFORMATION FOR OBSERVERS:

- *Observers are responsible for making their own travel and hotel arrangements.*
- *All foreign citizens entering Federal Republic of Germany must have a valid passport. Participants requiring a visa for the Federal Republic of Germany, or a transit visa, are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received.*
- *The issuance of a visa for the Schengen States may take weeks from the date of submission of the visa application. To facilitate the issuance of a Schengen visa, a copy of the notification should be attached to the visa request. For more information, please visit the website of the Federal Foreign Office: <
http://www.auswaertiges-amt.de/DE/Startseite_node.html>
Please note that the European Union **has introduced new procedures** on the issuance of Schengen visas. Kindly refer to the links below for further information.
http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/visa-information-system/index_en.htm
http://europa.eu/rapid/press-release_MEMO-11-682_en.htm?locale=en*
- *Participants are strongly advised 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.*
- ***In the interest of the security and safety of all participants and the smooth running of the workshop/meeting, the Convention secretariat reserves the right to deny and/or restrict access to the workshop/meeting premises, or to request registered participants to leave the premises. The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.***
- *All participants are requested to register upon arrival at the venue for the meeting. A valid passport or a nationally approved photo identification card should be presented to the registration staff in order to issue 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.*
- *The UNFCCC secretariat shall not be made responsible for any claim or loss arising from the transmission, storage or use of documentation obtained through electronic means. Neither the confidentiality nor the integrity of the documentation submitted can be guaranteed following electronic transmission and storage.*
- *Please be informed that this registration is valid **ONLY** for the aforementioned workshop/meeting.*
- *NGO participants must comply with the rules and policies of the United Nations and the UNFCCC available on the UNFCCC official webpage (http://unfccc.int/parties_and_observers/ngo/items/3667.php).*
