



Executive Secretary  
Secrétaire exécutif

27 May 2010  
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**NOTIFICATION**  
**United Nations Climate Change Talks, Bonn**  
**2 to 6 August 2010**

I wish to notify all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties of the forthcoming sessions under the Convention and its Kyoto Protocol:

- Thirteenth session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP 13);
- Eleventh session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA 11).

The sessions will take place at the Hotel Maritim, Godesberger Allee, 53175 Bonn, Germany, from Monday, 2 to Friday, 6 August 2010.

It would be appreciated if the names, titles and addresses (including telephone, fax and e-mail) of the representatives for the sessions could be communicated by each observer organization, through its designated contact point for climate change, as soon as possible and **not later than Monday, 28 June 2010**, at the following address:

Climate Change Secretariat  
P.O. Box 260 124  
53153 Bonn, Germany  
E-mail: <[sessions@unfccc.int](mailto:sessions@unfccc.int)>  
Fax: +49 228 815 1855.

**Distribution:** To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties.



**After Monday, 28 June 2010, it will not be possible to process any new nominations, replacements or additions to the received lists of representatives.**

In addition, taking into consideration the total number of participants and the capacity of the Hotel Maritim, access to the premises will need to be limited. In the light of the capacity of the facility, a maximum of 2,300 representatives from observer organizations will be registered. For this reason, it is strongly recommended that the **list of nominees be provided in order of priority**.

Moreover, a maximum of 1,800 representatives from observer organizations will be admitted to the premises at any given time. In order to implement this arrangement, a system of secondary badges will be put in place. Further details concerning the distribution of the secondary badges can be found in the annex to this note.

The attached annex also provides important information for participants and guidelines for the issuance of visas. Additional information on the sessions, including the provisional agendas and the annotations to the provisional agendas for the sessions, will be posted on the UNFCCC website <[www.unfccc.int](http://www.unfccc.int)> in due course.

Yours sincerely,

*(signed by Richard Kinley for)*

Yvo de Boer



## Information for participants

<b>Visas</b>	<p>All foreign delegates entering the Federal Republic of 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.</p> <p><b>The issuance of a visa for the Schengen States may take up to two weeks from the date of submission of the visa application.</b> To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request. For more information, please visit the website of the Federal Foreign Office: <a href="http://www.auswaertiges-amt.de/diplo/en/Startseite.html">http://www.auswaertiges-amt.de/diplo/en/Startseite.html</a> (also available in French and Spanish).</p>
<b>Hotels</b>	<p>Representatives who require assistance in making a hotel reservation in Bonn should contact:</p> <p>Tourismus &amp; Congress GmbH Adenauerallee 131 D-53113 Bonn Telephone: +49 228 910 4170 Fax: +49 228 910 4177 E-Mail: &lt;info@bonn-region.de&gt;</p>
<b>Nominations</b>          <b>Nominations and side events</b>	<ul style="list-style-type: none"><li>• Deadline: Monday, 28 June 2010. <b>No new nominations, replacements or additions will be processed after that date.</b></li><li>• Please use the attached sample nomination letter as a template for organizing your delegation list.</li><li>• It is strongly recommended that the <b>list of nominees be provided in order of priority</b> in the light of the registration limit of 2,300 participants.</li><li>• Allocation of side events and exhibits will be confirmed <b>after</b> the nomination deadline. Potential organizers, speakers and participants must be nominated as representatives of Parties or admitted observer organizations for the sessions <b>before</b> the nomination deadline in order to secure their access to the premises.</li></ul>
<b>Secondary Badges</b>	<p>As soon as the number of observer organization participants in the premises reaches 1,800, the secretariat will immediately inform the designated contact point or head of delegation of each observer organization concerning the time, place and modalities for the distribution of secondary badges as well as any additional information on this matter.</p>



<b>Registration</b>	<ul style="list-style-type: none"><li>• All participants are requested to register upon arrival at the desk located in the Hotel Maritim.</li><li>• A valid photo ID should be presented to the registration staff.</li><li>• Early registration on Saturday, 31 July, is highly recommended in order to avoid delays.</li></ul> <p><b>Registration times:</b></p> <p>Saturday, 31 July and Sunday, 1 August 2010, from 9 a.m. to 6 p.m. Monday, 2 August to Friday, 6 August 2010, from 8 a.m. to 6 p.m.</p> <p>Double registration for the session is not permitted (i.e., observer organization representative and State representative or observer organization representative and press/media representative).</p>
<b>Opening of the premises</b>	<ul style="list-style-type: none"><li>• The premises will be open to observer organizations at 8 a.m. from Monday, 2 to Friday 6 August 2010.</li><li>• Exhibit organizers who are issued a photo badge will be granted access to the Hotel Maritim as of Sunday, 1 August 2010, from 10:30 a.m. to 6 p.m.</li></ul>
<b>Disclaimers</b>	<p><b>Participants are strongly recommended to obtain international medical insurance for the period of participation.</b> 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.</p> <p><b>In the interest of security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises.</b> The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, refused registration or access to the sessions for which they have been nominated and/or registered as participants.</p>
<b>Side events and exhibits</b>	<p>Applications for side events and exhibits can be received through the online application system (SEORS) from <b>Monday, 14 June at 11 a.m (CET) to Wednesday, 16 June, 2010 at 5 pm (CET).</b></p> <p>Please see also above: “Nominations and side events” and “Opening of the premises”.</p>
<b>Press briefings</b>	<p>In order that the secretariat can provide adequate logistical and technical facilities, it would be useful to know to what extent observer organizations intend to brief the press/media during the forthcoming sessions. Responses should be addressed directly to the UNFCCC Press Office, telephone: +49 228 815 1005, fax: +49 228 815 1856, e-mail: &lt;press@unfccc.int&gt;.</p>
<b>Essential documents</b>	<p>Please consult the UNFCCC website &lt;<a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a>&gt; for all available documents.</p>