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## NOTIFICATION

### **First Meeting of the Paris Committee on Capacity-building 11–13 May 2017 Bonn, Germany**

Pursuant to decision 1/CP.21, I am pleased to notify admitted intergovernmental organizations (IGOs) and the United Nations organizations (UN) that the first meeting of the Paris Committee on Capacity-building (PCCB) will take place from 11 to 13 May 2017 in Bonn, Germany.

Please find attached the provisional agenda, and other details of the meeting will soon be made available on the UNFCCC website at: <<http://unfccc.int/10053.php>>.

The first meeting of the PCCB will be open to accredited observers. Representatives from the IGOs and UN organizations must register for the meeting using the observer registration form which is attached. The filled out observer registration form should then be sent by e-mail or fax to the UNFCCC secretariat using the following e-mail address: **cfc-b-pccb@unfccc.int** or Fax number: **+49 228 815 1999**.

The deadline for registration as an observer is **11 April 2017**. 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 received after this deadline.

**Distribution:** To United Nations organizations and intergovernmental organizations admitted as observers by the Conference of the Parties.



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The UNFCCC secretariat is a climate neutral organization and therefore strongly encourages all participants to choose the most climate friendly mode of travel and compensate for unavoidable emissions by cancelling Certified Emission Reductions. Please visit the air travel carbon emissions calculator at [www.icao.int/environmentalprotection/carbonoffset/pages/default.aspx](http://www.icao.int/environmentalprotection/carbonoffset/pages/default.aspx) to calculate the climate footprint of your travel. Secondly, you are also encouraged to compensate for your climate footprint by cancelling the corresponding amount of offsets through UNFCCC's voluntary cancellation platform at [www.offset.climateneutralnow.org](http://www.offset.climateneutralnow.org). Should you be travelling by train or car, we propose that you compensate for your emissions by cancelling one Certified Emission Reduction (one tonne of offset) at the voluntary cancellation platform.

In accordance with the Conference of the Parties decision 23/CP.18, and with a view to informing more effective climate change policy that addresses the needs of women and men equally, you are kindly encouraged to nominate women participants to attend the First Meeting of the Paris Committee on Capacity-building.

Yours sincerely,

*(signed by)*

Wanna Tanunчайwatana (Ms.)  
Officer in Charge  
Finance, Technology and Capacity Building

Enclosure: Registration form  
Provisional agenda