



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 11 December 2013  
Reference: CAS/PART/ADP 2.4/DEC. 13  
Page 1 of 2

## INFORMATION NOTE

### **United Nations Climate Change Conference, Bonn, Germany 10 to 14 March 2014**

I am pleased to inform Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol that the fourth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2.4) will be held in Bonn, Germany, from Monday, 10 to Friday, 14 March 2014.

The session will be preceded by one day preparatory meetings of the Least Developed Countries (LDCs), the Small island developing States (SIDS), the African Group and the Group of 77 and China from 7 to 9 March 2014.

The adopted agenda is available on the UNFCCC website at:

[http://unfccc.int/meetings/bonn\\_mar\\_2014/session/7980/php/view/documents/sort/agenda.php](http://unfccc.int/meetings/bonn_mar_2014/session/7980/php/view/documents/sort/agenda.php)

There will not be exhibits during the session.

The formal notification of the session, including the venue, will be provided in due course. It will include also useful information for participants on logistics, visas and other details and arrangements for the preparatory meetings of the LDCs, SIDS, African Group and the G 77 & China.

I would further like to inform Parties and observer States that the online registration system, which allows Parties to nominate representatives to attend the sessions is open as of today. Registration online is the only official channel in which to nominate participants for the sessions. The secretariat is not in a position to receive nominations by any other method such as e-mail, letter or fax.

**Distribution:** To Parties and observer States through National Focal Points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



Page 2

The user manual for the system is available at the following web address:

[https://onlinereg.unfccc.int/onlinereg/public/UNFCCC\\_ORIS\\_User\\_Manual-Parties\\_and\\_Observer\\_States.pdf](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Parties_and_Observer_States.pdf)

The manual contains complete information and guidelines on how to obtain access to the system and its use. A “help desk” is available at the following e-mail address:

[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)

I would like to remind Parties and observer States 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 the nomination of women participants to attend the forthcoming session.

Yours sincerely,

*(Signed by Richard Kinley for)*

Christiana Figueres