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NOTIFICATION

Scaling-up Climate Finance: Work Programme on Long-term Finance Wrap-up Event

**Incheon, Republic of Korea
10–12 September 2013**

Pursuant to decision 4/CP.18 on the extended work programme on long-term finance, I am pleased to notify constituencies of admitted non-governmental organizations that the **Scaling-up Climate Finance: Work Programme on Long-term Finance Wrap-up Event** will take place at Hyatt Regency Hotel in Incheon, Republic of Korea from 10 to 12 September 2013. On behalf of the co-chairs of the work programme on long-term finance, I would like to invite you to nominate participants from your constituency to attend this wrap-up event. The draft programme of the workshop will be posted shortly on the web page of the work programme¹.

The Conference of the Parties to the United Nations Framework Convention on Climate Change at its eighteenth session, decided that the aim of the extended work programme on long-term finance is to inform developed country Parties in their efforts to identify pathways for mobilizing scaled-up climate finance to USD 100 billion per year by 2020 from public, private and alternative sources in the context of meaningful mitigation actions and transparency on implementation, and to inform Parties in enhancing their enabling environments and policy frameworks to facilitate the mobilization and effective deployment of climate finance in developing countries.

The co-chairs of the work programme encourage you to nominate experts in the field of climate finance to stimulate and contribute to the discussions during the wrap-up event. In order to ensure transparency and inclusiveness, the co-chairs have requested that an open invitation is made to all Parties and observer organizations. Given space limitations, participation will be limited to representatives by each constituency and exact numbers of allocation will be communicated to Constituency Focal Points.

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

¹ <<http://unfccc.int/6814.php>>.



Representatives from NGOs nominated by the Constituency Focal Point 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 **Wednesday, 14 August 2013**. Logistical details of the event will be communicated to the participants in due course. 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.

Kindly note that the secretariat does not provide any arrangements for medical, accident and travel insurance, nor does it provide compensation in case of death or disability, loss or damage to personal property and/or cover any other costs or losses that participants may incur during travel time or the meeting period. It is therefore strongly recommended that international medical and/or travel insurance cover for the period of participation of your participants be arranged prior to departure. Additionally, should your nominees require an entry visa for Republic of Korea, and/or other transit visas, we strongly encourage them to contact appropriate consular authorities as soon as possible. A copy of this invitation should be attached to the visa request form in order to facilitate issuance. The secretariat will be pleased to provide further assistance or advice if required.

Should you require further information or wish to discuss substantive matters, please contact Mr. Marenglen Gjonaj (Phone +49 228 815 1335 or e-mail mgjonaj@unfccc.int). For questions on administrative matters, please contact Ms. Ayhan Polat (Phone: +49 228 815 1689 or e-mail apolat@unfccc.int) at the UNFCCC secretariat.

Yours sincerely,

(signed by)

Wanna Tanunchaiwatana (Ms.)
Officer-in-charge
Finance, Technology and Capacity-building Programme