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Direct line: +49 228 815 1764

NOTIFICATION

Second Meeting of the Paris Committee on Capacity-building 3–5 May 2018 Bonn, Germany

I am pleased to notify constituencies of admitted non-governmental organizations (NGOs) that the second meeting of the Paris Committee on Capacity-building (PCCB) will take place from 3 to 5 May 2018 in Bonn, Germany.

Please find attached the provisional agenda. Other details of the meeting will soon be made available on the UNFCCC website at: <<http://unfccc.int/10260.php>>.

In accordance with decision 2/CP.22, Annex, paragraph 16, the second meeting of the PCCB 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 **13 April 2018**. 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.



Page 2

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 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. 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 Second Meeting of the Paris Committee on Capacity-building.

Yours sincerely,

(signed by)

Daniele Violetti (Mr.)
Director

Finance, Technology and Capacity-building Programme

Enclosure: Provisional agenda



Paris Committee on Capacity-building

Second meeting

Bonn, Germany, 3 to 5 May 2018

Draft agenda

1. Opening of the meeting.
2. Election of the Co-Chairs.
3. Organizational matters.
4. Implementation of the rolling workplan of the Paris Committee on Capacity-building for 2017-2019.
5. Focus area or theme of the Paris Committee on Capacity-building for 2018.
6. Focus area or theme of the Paris Committee on Capacity-building for 2019.
7. Annual technical progress report of the Paris Committee on Capacity-building to the Conference of the Parties.
8. Other matters:
 - (a) Date and venue of next meeting,
 - (b) Report of the second meeting of the Paris Committee on Capacity-building.
9. Closure of the meeting.