



Executive Secretary
Secrétaire exécutive

Date: 09 February 2011
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NOTIFICATION
United Nations Climate Change Talks, Bangkok
3 to 8 April 2011

I wish to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the following forthcoming events under the Convention and its Protocol:

- The sixteenth session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol will take place from 5 to 8 April 2011;
- The fourteenth session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention will take place from 5 to 8 April 2011;
- Pre-sessional workshops open to all Parties will take place from 3 to 5 April 2011. The topics and further details of these workshops will be communicated soon.

The sessions and workshops will be held at the United Nations Conference Centre (UNCC) of the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), Rajdamnern Nok Avenue, Bangkok 10200, Thailand.

The provisional agendas for the sessions as well as further details of the above workshops are being finalized and will be communicated in due course.

Due to space constraints, there will be no Side Events and Exhibits during these sessions. Please consult Annex II to this notification for information on the application periods for Side Events and Exhibits at forthcoming session in 2011.

Distribution: To Parties and observer States through national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



It would be appreciated if the names, titles and contact details (including address, telephone, fax and e-mail) of the head of delegation and representatives who will attend these meetings could be communicated to me **not later than Wednesday, 2 March 2011**, at the following address:

Climate Change Secretariat
P.O. Box 260 124
53153 Bonn, Germany
Fax: +49 229 815 1855
E-mail: <sessions@unfccc.int>.

Annex I contains information on the preparatory meetings of the least developed countries, small island developing States, the African Group and the Group of 77 and China.

Annex II contains information for participants. Additional information will soon be posted on the UNFCCC website <www.unfccc.int>.

Yours sincerely,

(signed by Richard Kinley for)

Christiania Figueres



Annex I

List of preparatory meetings

Least developed countries (LDCs)	- 30 March 2011
Small island developing States (SIDS)	- 31 March 2011
African Group	- 31 March 2011
Group of 77 and China	- 1 to 2 April 2011

The meetings will be held at the United Nations Conference Centre of UNESCAP.

Annex II**Information for participants**

Essential documents	Please consult the UNFCCC website < http://maindb.unfccc.int/library > for all available documents.
Funding	<i>A separate communication will be sent to eligible Parties.</i>
Registration	<ul style="list-style-type: none">• All participants are requested to register upon arrival at the desk located in UNESCAP.• A valid photo ID should be presented to the registration staff.• Early registration on Wednesday 30 March 2011 is highly recommended to avoid delays on the first day of the sessions. <p>Registration times:</p> <p>Wednesday, 30 March 2011 to Saturday 2 April 2011 from 9 a.m. to 6 p.m.</p> <p>Sunday, 3 April until Thursday, 7 April from 8 a.m. to 7 p.m.</p> <p>Friday, 8 April from 8 a.m. to 6 p.m.</p> <p>Double registration for the session is not permitted (i.e. State representative and observer organization representative, or state representative and press/media representative).</p>
Badges	Badges are essential in order for participants to gain access to the premises. They are issued only on the basis of a letter of nomination from Parties, observer States or observer organizations. For security reasons, all participants are requested to wear their badges at all times.
Visas	<i>A separate communication will inform participants on visa requirements.</i>
Application periods for Side Events and Exhibits at future sessions in 2011	<p>Applications for Side Events and Exhibits can only be received through the Side Events and Exhibits Online Registration System within the respective application period:</p> <p>SB 34: Tuesday, 12 April, 11 a.m. Central European Time (CET) to Friday, 15 April, 5 p.m. (CET)</p> <p>COP 17/CMP 7: Tuesday, 16 August, 11 a.m. (CET) to Friday, 19 August, 5 p.m. (CET)</p> <p>For further information on the application process, please consult the UNFCCC website at the following link:</p> <p><http://regserver.unfccc.int/seors></p>
Disclaimer	Participants are strongly recommended to obtain international medical insurance for the period of participation. 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.