



Executive Secretary  
Secrétaire exécutif

Date: **2 March 2010**  
Reference: CAS/PART/MAR/10  
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**NOTIFICATION**  
**United Nations Climate Change Talks, Bonn**  
**9 to 11 April 2010**

I wish to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the forthcoming sessions under the Convention and its Kyoto Protocol, as decided by the Bureau of COP 15/CMP 5:

- Eleventh session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP 11);
- Ninth session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA 9).

The sessions will take place at the Hotel Maritim, Godesberger Allee, 53175 Bonn, Germany from Friday, 9 April to Sunday, 11 April 2010.

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, 17 March 2010** at the following address:

Climate Change Secretariat  
P.O. Box 260 124  
53153 Bonn, Germany.

Given the volume of nominations received for each session, the secretariat has opened the following e-mail account and fax number to receive nominations: E-mail: [sessions@unfccc.int](mailto:sessions@unfccc.int); Fax: +49 228 815 1855.

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



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Parties and observer States are advised that in the interest of ensuring optimal arrangements and facilities, differentiated badges will henceforth be issued for overflow delegation members. These badges will allow accessing the conference premises while limiting access to the meeting rooms.

Given that the decision to convene the sessions is a recent one, the provisional agendas for the sessions will be provided in due course.

The attached annex offers information for participants and important guidelines for the issuance of visas. Additional information on the sessions will soon be posted on the UNFCCC website <[www.unfccc.int](http://www.unfccc.int)>.

Yours sincerely,

*(signed by Richard Kinley for)*

Yvo de Boer



## Information for participants

<b>Essential documents</b>	Please consult the UNFCCC website < <a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a> > for all available documents:
<b>Funding</b>	<i>A separate communication will be sent to eligible Parties</i>
<b>Registration</b>	<ul style="list-style-type: none"><li>• All participants are requested to register upon arrival at the desk located in the Hotel Maritim.</li><li>• A valid photo ID should be presented to the registration staff.</li><li>• As of Thursday, 8 April, the “no registration, no access” rule will be strictly applied and will be enforced throughout the period of the sessions.</li><li>• Early registration on Thursday, 8 April, is highly recommended in order to avoid delays.</li></ul> <p><b>Registration times:</b></p> <p>Wednesday, 7 April until Sunday, 11 April, from 8 a.m. to 6 p.m.</p> <p>Double registration for the session is not permitted (i.e., Party representative and observer organization representative, or Party representative and press/media representative).</p>
<b>Side events</b>	The online registration system for application for side events and exhibits is open from <b>Tuesday, 2 March to Friday, 5 March 2010</b> . Limited numbers of side events and exhibits will be coordinated through the secretariat. For applications, please visit: <a href="http://regserver.unfccc.int/seors?session_id=AWG9-AWG11">http://regserver.unfccc.int/seors?session_id=AWG9-AWG11</a>
<b>Badges</b>	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.
<b>Visas</b>	All foreign delegates entering the Federal Republic of Germany must have a valid passport. Participants requiring a visa for Germany, or a transit visa, are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. <b>The issuance of a visa for the Schengen States may take up to two weeks from the date of submission of the visa application.</b> To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request. For more information, please visit the website of the German Federal Foreign Office: < <a href="http://www.auswaertiges-amt.de/diplo/en/Startseite.html">http://www.auswaertiges-amt.de/diplo/en/Startseite.html</a> > (also available in French and Spanish).



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<b>Hotels</b>	<p>Representatives who require assistance in making a hotel reservation in Bonn should contact:</p> <p>Tourismus &amp; Congress GmbH Adenauerallee 131 D-53113 Bonn Telephone: +(49 228) 910 4170 Telefax: +(49 228) 910 4177 E-Mail: &lt;<a href="mailto:info@bonn-region.de">info@bonn-region.de</a>&gt;</p>
<b>Disclaimer</b>	<p><b>Participants are strongly recommended to obtain international medical insurance for the period of participation.</b> 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.</p>