



Date: 12 December 2017
Reference: YN/MNK/gre
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NOTIFICATION

Seventh meeting of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts

**Bonn, Germany
13–16 March 2018**

I am pleased to notify constituencies of admitted non-governmental organizations (NGOs) that the seventh meeting of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (hereinafter referred to as the Executive Committee) will take place in Bonn, Germany, from 13 to 16 March 2018.

The meeting of the Executive Committee will be open to admitted observer organizations in accordance with the modalities and procedures adopted by decision 2/CP.20. Given space limitations, each constituency may send two representatives to participate.

The Constituency Focal Point must nominate representatives to attend. Once nominated by the Constituency Focal Point, representatives must register for the meeting using the Observer Registration Form for NGOs (obtain this from the Constituency Focal Points, fill it out, and then return to the focal point). The deadline for registration as an observer is **Monday, 5 February 2018**.

Upon receiving the registration form, the Constituency Focal Points should confirm the nomination(s) and forward the registration form to the secretariat at cool@unfccc.int. In view of the need to confirm the arrangements for the meeting as early as possible, observer registrations for NGOs received after this deadline may not be processed.

Further details on the meeting will be communicated directly to registered observers. Additional information for observers is contained in the annex.

Yours sincerely,

(signed by)

Youssef Nassef
Director

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



Annex

IMPORTANT INFORMATION FOR OBSERVERS

- This registration is **only valid** for the seventh meeting of the Executive Committee.
- Please be advised that the **nominee is responsible** for making his/her own travel, visa and accommodation arrangements.
- All foreign delegates entering the Federal Republic of Germany must have a valid passport. Participants requiring a visa are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. The issuance of a visa for Schengen States may take up to two weeks from the date of submission of the visa application. To facilitate the issuance of a visa, this notification should be attached to the visa application.
- **Participants are advised that obtaining a Schengen visa is contingent on the participant securing comprehensive insurance that covers the entire stay. If you are travelling more than once, it is recommended to directly get insurance that covers the time period of all intended stays.**
- Consequently, participants are therefore **strongly advised** to obtain international travel and medical insurance to cover themselves from the time they depart for the meeting until the time they return.
- For more information, please visit the English language website of the German Federal Foreign Office: http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html (also available in French and Spanish) and the website of the German Mission where you plan to apply for your visa.
- The United Nations and the UNFCCC secretariat **disclaim** any and all responsibility for medical, accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation at the meeting.