



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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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**

On behalf of the co-chairs of the extended work programme on long-term finance, Mr. Naderev Saño and Mr. Mark Storey, I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change, of the **Scaling-up Climate Finance: Work Programme on Long-Term Finance Wrap-up Event** to be held in Songdo, Republic of Korea, from 10 to 12 September 2013. The draft programme of the event and additional information will be posted shortly on the webpage 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 on long-term finance invite you to nominate experts from your country in the field of climate change finance to stimulate and contribute to the discussions during the 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 for participation at the event through the regional/group coordinators and focal points.

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

¹ http://unfccc.int/cooperation_support/financial_mechanism/long-term_finance/items/6814.php



Funding to cover the participation of eligible developing countries in this event is limited and has been made available through the corresponding regional groups.

The secretariat requests that your nominees complete the enclosed participant registration form, and return it to us **no later than 2 August 2013**, either by fax (+49 228 815 1999) or by e-mail (apolat@unfccc.int). Logistical details of the event will be communicated to the participants in due course.

The COP, in decision 23/CP.18, invited Parties to commit to meeting the goal of gender balance by, inter alia, nominating women to bodies established under the Convention and Kyoto Protocol, with the aim of a gradual but significant increase in the participation of women towards achieving this goal. In this regard, and with a view to informing more effective climate change policy that addresses the needs of women and men equally, you are encouraged to nominate women participants to attend the event.

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 workshop 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 the 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 matters related to the event, please contact Mr. Marenglen Gjonaj at Telephone : +49 228 815 1335/email: mgjonaj@unfccc.int).

We look forward to welcoming you at the event.

Yours sincerely,

(Signed by)

Christiana Figueres



REGISTRATION FORM

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

10–12 September 2013, Incheon, Republic of Korea

<i>Party:</i>	
	<i>Mr.</i> <input type="checkbox"/> <i>Ms.</i> <input type="checkbox"/>
<i>FAMILY NAME:</i>	
<i>First name:</i>	
<i>Title:</i>	
<i>Organization:</i>	
<i>Address:</i>	
<i>City:</i>	
<i>Country:</i>	
<i>Telephone:</i>	
<i>Fax:</i>	
<i>Email:</i>	
<i>Date of birth (dd/mm/yy):</i>	
<i>Nationality:</i>	
<i>Passport number:</i>	
<i>Dates of Issue and Expiry:</i>	

I will attend this event

I will not attend this event

Participants should note the following:

- The United Nations and the Convention secretariat are not responsible for medical and accident insurance, for compensation for death or disability, for loss or damage to personal property and for any other costs or losses that may incur during travel time or the period of participation.
- Information on other logistical arrangements will be provided to you soon after you confirm your participation to the event.
- Should you require an entry visa for the Republic of Korea, and/or other transit visas, we strongly encourage you to contact appropriate consular authorities as soon as possible. The secretariat will be pleased to provide further assistance or advice, if required.

Signature/date _____ / _____

Please complete and return to:

Ms. Ayhan Polat, UNFCCC Secretariat Bonn / Germany
Fax: +49 228 815 1689 E-mail: apolat@unfccc.int