



**United Nations**  
Climate Change Secretariat

**Nations Unies**  
Secrétariat sur les changements climatiques

Date: 6 July 2012  
Reference: WT/VH/gg  
Direct line: +49 228 815 1393

## **NOTIFICATION**

### **Fourth meeting of the Technology Executive Committee 6–8 September 2012**

#### **Bangkok, Thailand**

Pursuant to decision 1/CP.16, I am pleased to notify constituencies of admitted non-governmental organizations that the fourth meeting of the Technology Executive Committee (TEC) will take place at the Siam City Hotel in Bangkok, Thailand from 6 to 8 September 2012.

The provisional agenda, as well as other details of the meeting, are being finalized and will soon be made available on the UNFCCC website at: <<http://unfccc.int/ttclear/jsp/TECMeeting.jsp>>.

In accordance with the above-mentioned decision, the meeting of the TEC will be open to accredited observers. Given space limitations, access may have to be limited. Representatives from NGOs nominated by the Constituency Focal Point must register for the meeting using the Observer Registration Form for NGOs, which is attached as Annex I. Confirmation by the Constituency Focal Point is provided for in the form. The Observer Registration Form should be sent by e-mail or fax to the UNFCCC secretariat using the following:

E-mail address: [cool@unfccc.int](mailto:cool@unfccc.int) or Fax number: **+49 228 815 1999**.



Page 2

The deadline for registration as an observer is **Wednesday, 25 July 2012, 1200 hours Central European Time**. 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.

Annex II contains information for participants.

Yours sincerely,

*(Signed by)*

Wanna Tanunchaiwatana  
Officer-in-Charge  
Finance Technology and Capacity-building Programme



Annex I

**Fourth meeting of the Technology Executive Committee  
6–8 September 2012, Bangkok, Thailand**

**OBSERVER REGISTRATION FORM FOR NGOs**

**Representative nominated by the NGO Constituency Focal Point**

<i>Organization represented:</i>	
<i>First and last name:</i>	
<i>Position/Title:</i>	
<i>Address (incl. city and post code):</i>	
<i>Country:</i>	
<i>Telephone/fax:</i>	
<i>E-mail address:</i>	
<i>Nationality:</i>	
<i>Passport Number and date of issue/expiry:</i>	
I herewith confirm that the above is correct and agree to conditions set out under 'Important Information for Observers'	
Signature of the nominee / Date: _____	

**Confirmation of nomination by the NGO Constituency Focal Point**

<i>Constituency:</i>	
<i>Organization:</i>	
<i>First and last name:</i>	
<i>Telephone/fax:</i>	
<i>E-mail address:</i>	
I herewith confirm that the above is nominated as an observer to the fourth meeting of the Technology Executive Committee, and agree to the conditions set out under 'Important Information for Observers'.	
Signature of the NGO Constituency Focal Point / Date: _____	

**SUBMISSION OF REGISTRATION FORM**

1. This form must be submitted by the NGO Constituency Focal Point.
2. The deadline for the submission of this form is: **Wednesday, 25 July 2012, 1200 hours Central European Time.**
3. Please complete and return this form by E-Mail or by fax to: **E-mail address: cool@unfccc.int; Fax Number: +49 228 815 1999.**



Annex II

**IMPORTANT INFORMATION FOR OBSERVERS**

- This registration is **only valid** for the fourth meeting of the Technology Executive Committee.
- Please be advised that the **nominee is responsible** for making their own travel and accommodation arrangements.
- Participants are **strongly advised** to obtain international travel and medical insurance to cover them from the time they depart for the meeting until the time they return.
- The United Nations and the UNFCCC secretariat **disclaim** 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.
- All foreign citizens entering Thailand must have a valid passport. Participants requiring a visa for Thailand, or a transit visa, are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. 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 Thai consular authorities: <<http://www.mfa.go.th/web/12.php>>.
- All participants are **requested to register** upon arrival at the venue for the meeting. A valid passport or a nationally approved identification card should be presented to the registration staff in order to issue the corresponding badge. Badges are essential in order for participants to gain access to the premises. For security reasons, all participants are requested to wear their badges at all times.
- In submitting the form through electronic means, the submitter **accepts all risks and responsibilities** associated with the use of electronic means of submitting the form.