



**United Nations**  
Climate Change Secretariat

**Nations Unies**  
Secrétariat sur les changements climatiques

Date: 15 May 2014  
Reference: DT/YV/af  
Direct line: +49 228 815 1999

## NOTIFICATION

### **Seventh meeting of the Standing Committee on Finance 16–18 June 2014 Bonn, Germany**

Pursuant to decision 2/CP.17, I am pleased to notify constituencies of admitted non-governmental organizations (NGOs) that the seventh meeting of the Standing Committee on Finance (SCF) will take in Bonn, Germany from 16 to 18 June 2014.

In accordance with the modalities and procedures adopted by decision 2/CP.17, the seventh meeting of Standing Committee on Finance will be open to admitted observer organizations.

Representatives from admitted NGOs nominated by the Constituency Focal Points must register for the meeting using the Observer Registration Form for NGOs, which is sent to Constituency Focal Points. Once the Constituency Focal Points confirm the nomination(s), they should forward the registration form to the secretariat using the following email address:

[cool@unfccc.int](mailto:cool@unfccc.int)

The deadline for registration is **Friday, 30 May 2014**. 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.

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



Kindly note that the secretariat does not provide any arrangements for travel, visa, 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 meeting 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 participants require an entry visa for Germany, 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 substantive matters, please contact the secretariat at [standingcommittee@unfccc.int](mailto:standingcommittee@unfccc.int).

I would like to remind all constituency focal points that the Conference of the Parties, by 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 its Kyoto Protocol, with the aim of a gradual but significant increase in the participation of women. To this end, I would like to encourage NGO constituencies to adopt a similar approach with regards to gender balance in the nomination of their respective delegations to attend the upcoming meeting.

We look forward to welcoming you at the seventh meeting of the SCF.

Yours sincerely,

*(signed by)*

Dechen Tsering (Ms.)  
Coordinator

Finance, Technology and Capacity-building Programme