



Date: 14 December 2017  
Reference: WT/AC/mw  
Direct line: +49 228 815 1095

## NOTIFICATION

### **Sixteenth meeting of the Technology Executive Committee 13 – 16 March 2018**

Pursuant to the rules of procedure of the Technology Executive Committee (TEC), as contained in annex II to decision 4/CP.17, I am pleased to notify admitted non-governmental organizations (NGOs) that the 16<sup>th</sup> meeting of the TEC will take place from 13 to 16 March 2018 at the “Altes Abgeordnetenhaus” (AHH building) at the United Nations Campus in Bonn, Germany.

The provisional agenda and other documents for the meeting are being prepared and will be made available on the UNFCCC website at: <<http://unfccc.int/ttclear/tec>>.

In accordance with the above-mentioned decision, the meeting will be open to admitted observer organizations. Given space limitations, participation will be limited to representatives by constituency. Exact numbers of allocation will be communicated to the Constituency Focal Points. A webcast of the meeting will be available on the UNFCCC website.

Representatives from NGOs nominated by the Constituency Focal Point must register for the meeting using the Observer Registration Form for NGOs, which is sent to the Constituency Focal Points. Confirmation by the Constituency Focal Point is provided for in the form. The Observer Registration Form should be sent by the Constituency Focal Point to the secretariat using the following email address: **cool@unfccc.int**.

The deadline for registration as an observer is **Friday, 23 February 2018, 17:00 hrs. 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.

Yours sincerely,

*(signed by)*

Wanna Tanunчайwatana (Ms.)  
Officer-in-Charge  
Finance, Technology and Capacity Building

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