



Date: 10 May 2013

Reference: WT/AK/af

## **NOTIFICATION**

### **First forum of the Standing Committee on Finance**

**Barcelona, Spain**  
**28 May 2013**

On behalf of the members of the Standing Committee on Finance, I am pleased to invite representatives from your country to attend the first forum of the Standing Committee on Finance to be held in Barcelona, Spain, on 28 May 2013, in collaboration with the World Bank Institute, who is organizing the Carbon Expo from 29 to 31 May 2013 in Barcelona, Spain. The draft programme of the workshop will be posted shortly on the web page<sup>1</sup> of the Standing Committee on Finance.

As this activity is being organised in collaboration with the World Bank Institute, the secretariat is not in a position to offer funding for participation. Therefore, should your country be interested in participating, it would have to do so at its own expense.

The Conference of the Parties (COP), at its sixteenth session, established the Standing Committee on Finance to assist the COP in exercising its functions with respect to the financial mechanism of the Convention in terms of improving coherence and coordination in the delivery of climate change financing, rationalization of the financial mechanism, mobilization of financial resources and measurement, reporting and verification of support provided to developing country Parties. At COP 17, Parties further defined the roles and functions of the Standing Committee on Finance and requested the Committee to organize a forum for the communication and continued exchange of information among bodies and entities dealing with climate change finance in order to promote linkages and coherence.

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

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<sup>1</sup> < <https://unfccc.int/6877.php> >.



The members of the Standing Committee on Finance encourage the participation of experts in the field of climate change finance to stimulate and contribute to the discussions during the forum. In order to ensure transparency and inclusiveness, the members have requested that an open invitation is made to all Parties and observer organizations for participation at the forum.

We request that participants complete the enclosed forum registration form, and return it to us **no later than 17 May 2013**, either by fax (+49 228 815 1999) or by e-mail ([standingcommittee@unfccc.int](mailto:standingcommittee@unfccc.int)). Logistical details of the forum will be communicated to the participants in due course.

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 forum 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 Spain, 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).

The members of the Standing Committee on Finance would also like to inform you that the forum that it regularly organizes will additionally make use of online activities, including the creation of a virtual platform which will be launched during the forum on 28 May in Barcelona. You are encouraged to actively participate in and contribute to the future online activities of this forum.

We look forward to welcoming you at the forum.

Yours sincerely,

*(Signed by)*

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



Annex



**REGISTRATION FORM  
Non-Funded Participants  
First forum of the Standing Committee on Finance**



**28 May 2013, Barcelona, Spain**

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

*I will attend this workshop*

*I will not attend this workshop*

**Participants should note the following:**

- The United Nations and the Convention secretariat are not responsible for travel, visa, 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 as soon as you confirm your participation to the workshop.

**Signature/date** \_\_\_\_\_ / \_\_\_\_\_

<p><b>Please complete and return to:</b></p> <p>UNFCCC Secretariat Bonn / Germany          Fax: +49 228 815 1999    E-mail: standingcommittee@unfccc.int</p>
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