



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 intergovernmental organizations (IGOs) 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 accredited observers. Given space limitations, access may have to be limited. However, a webcast of the meeting will be available on the UNFCCC website.

Representatives from IGOs nominated by the Designated Contact Point must register for the meeting using the Observer Registration Form for IGOs, which is attached as Annex I. Confirmation by the Designated Contact 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: [tec@unfccc.int](mailto:tec@unfccc.int) or fax number: +49 228 815 1999.

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 IGOs received after this deadline.

Annex II contains important information for observers.

Yours sincerely,

*(signed by)*

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

**Distribution:** To intergovernmental organizations admitted as observers by the Conference of the Parties.



Annex I  
**Sixteenth meeting of the Technology Executive Committee**  
13 – 16 March 2018, Bonn, Germany

**OBSERVER REGISTRATION FORM FOR IGOs**

**Representative nominated by the Designated Contact Point or Head of the Organisation**

<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 Designated Contact Point or Head of the Organization.**

<i>Organization represented:</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 16 <sup>th</sup> meeting of the Technology Executive Committee, and agree to the conditions set out under 'Important Information for Observers'.	
Signature of the IGO Designated Contact Point: _____	

**SUBMISSION OF REGISTRATION FORM**

1. This form must be submitted by the IGO Designated Focal Point.
2. The deadline for the submission of this form is: **Friday, 23 February 2018, 1700 hrs. CET.**
3. Please complete and return this form by e-mail or by fax to e-mail address: **tec@unfccc.int**;  
fax number: **+49 228 815 1999.**



## Annex II

### IMPORTANT INFORMATION FOR OBSERVERS

- This registration is **only valid** for the **16<sup>th</sup> 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 the Federal Republic of Germany must have a valid passport. Participants requiring an entry or transit visa are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. The issuance of a visa for the Schengen States may take up to two weeks from the date of submission of the visa application. 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 Federal Foreign Office:  
<[http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html)>  
(also available in French and Spanish).

Please note that the European Union has introduced new procedures on the issuance of Schengen visas. Kindly refer to the following links for further information:

<[http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/visa-information-system/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/visa-information-system/index_en.htm)>

<[http://europa.eu/rapid/press-release\\_MEMO-11-682\\_en.htm?locale=en](http://europa.eu/rapid/press-release_MEMO-11-682_en.htm?locale=en)>

- 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.
-