



Date: 2 May 2014  
Reference: DT/YV/af  
Direct line: +49 228 815-1427

## **NOTIFICATION**

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

**Montego Bay, Jamaica**  
**21–22 June 2014**

On behalf of the members of the Standing Committee on Finance, I am pleased to invite representatives from your country to attend the second forum of the Standing Committee on Finance on “Mobilizing adaptation finance” to be held in Montego Bay, Jamaica, from 21 to 22 June 2014. The draft programme of the forum, as well as the information for participants, has been posted on the web page of the forum (<https://unfccc.int/8138>). It will be held back to back with the Climate Investment Funds Partnership Forum, which will take place from 23 to 24 June 2014 in the same venue (<https://www.climateinvestmentfunds.org/cif/event-partnership/2014>).

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 SCF 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. At COP 18, Parties invited the SCF to consider focusing its second forum on mobilizing finance for adaptation from both public and private sectors.

**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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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 Friday 30 May 2014**, either by fax (+49 228 815 1999) or by e-mail ([standingcommittee@unfccc.int](mailto:standingcommittee@unfccc.int)).

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 Jamaica, 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 SCF would also like to inform you that the forum will additionally make use of online activities, including the virtual platform. You are also encouraged to actively participate in and contribute to the future online activities of this forum (<http://unfccc.int/7552>).

We look forward to welcoming you at the forum.

Yours sincerely,

(signed by)

Dechen Tsering (Ms.)  
Coordinator

Finance, Technology and Capacity-building Programme



Annex  
**REGISTRATION FORM**

**Non-Funded Participants**

**Second forum of the Standing Committee on Finance**

**21–22 June 2014, Montego Bay, Jamaica**

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

*I will attend this forum*

**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** \_\_\_\_\_ / \_\_\_\_\_

**Please complete and return by 30 May 2014 to:**

UNFCCC Secretariat Bonn / Germany

Fax: +49 228 815 1999    E-mail: [standingcommittee@unfccc.int](mailto:standingcommittee@unfccc.int)