



Date: 30 September 2011
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NOTIFICATION

Fourth meeting of the Transitional Committee for the design of the Green Climate Fund 16–18 October 2011

Cape Town, South Africa

Pursuant to decision 1/CP.16, and in accordance with agreements reached at the first meeting of the Transitional Committee, I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change of the Fourth meeting of the Transitional Committee (TC) for the design of the Green Climate Fund from 16 to 18 October 2011. The meeting is scheduled to start at 14.00 hrs on 16 October 2011.

The meeting is being organized with the generous support of the Government of South Africa and will be held at the:

Cape Town International Convention Centre
Convention Square
1 Lower Long Street
Cape Town, South Africa
Website: <http://www.cticc.co.za/public/Main/Home.aspx>

The provisional agenda, as well as further details of the meeting, will be communicated shortly. Additional information will be made available at the following UNFCCC secretariat website: http://unfccc.int/cancun_agreements/green_climate_fund/items/6038.php.

The meetings of the TC are open to registered observers. Such observers include Parties, observer States, United Nations organizations and admitted intergovernmental and non-governmental organizations. Given space limitations, access may have to be limited. Webcast of the meeting will also be available on the website of the UNFCCC secretariat (http://unfccc.int/cancun_agreements/green_climate_fund/items/6038.php).

Distribution: To Parties and observer States through national focal points for climate change, Permanent Representatives to the United Nations in New York and to diplomatic missions accredited to the Federal Republic of Germany. It is also available on the UNFCCC website at the following link: http://unfccc.int/parties_and_observers/notifications/items/3153.php.



Representatives nominated to attend the meeting should register using the Observer Registration Form for Parties and Observer States, which is attached as Annex I. Confirmation by the National Focal Point is provided for in the form. The form should be completed and sent to the UNFCCC secretariat by **Thursday, 6 October 2011, 17:00 hours, Central European Time** using one of the following:

E-mail address: **tc@unfccc.int**; or
Fax number: **+49 228 815 1499**.

In view of the need to confirm the arrangements for the meeting as early as possible, please be advised that Observer Registration Forms for Parties and Observer States received after the deadline may not be processed.

We kindly remind participants that they themselves are responsible for making their own hotel, insurance and visa arrangements.

Yours sincerely,

(Signed by)

Henning Wuester
Secretary to the
Transitional Committee

Enclosures: Registration Form
Important Information for Observers

Annex I

**Fourth meeting of the Transitional Committee for the design
of the Green Climate Fund
16–18 October 2011
Cape Town, South Africa**

**OBSERVER REGISTRATION FORM
FOR PARTIES AND OBSERVER STATES**

<i>UNFCCC Party:</i>	
<i>First and last name:</i>	Mr. / Ms.
<i>Position / Title:</i>	
<i>Address (incl. city, post code and country):</i>	
<i>Date of birth:</i>	
<i>Telephone/fax:</i>	
<i>E-mail address:</i>	
<i>Nationality:</i>	
<i>Passport Number and date of issue/expiry:</i>	
Signature of the nominee: _____ Date: _____	

Confirmation of nomination by the UNFCCC National Focal Point

<i>Ministry:</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 Fourth Meeting of the Transitional Committee for the design of the Green Climate Fund, and both agree to the conditions set out under 'Important Information for Observers'.	
Signature: _____ Date: _____	



IMPORTANT INFORMATION FOR OBSERVERS

- This registration is **only valid** for the fourth meeting of the Transitional Committee for the design of the Green Climate Fund.
- Please be advised that **participants are responsible** for making their own hotel, visa and insurance arrangements.
- Participants are **strongly advised** to arrange for international travel and medical insurance coverage 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 delegates entering South Africa **must have** a valid passport. Participants to the meeting who require an entry or a transit visa for South Africa, are strongly encouraged to contact the appropriate consular authorities, as soon as possible. To facilitate the issuance of a visa, a copy of this invitation letter should be attached to the visa application form. For assistance, please contact any of the following:
 1. Department of Home Affairs
Mr. Desmond Lackay
E-mail: desmond.lackay@dha.gov.za
Tel. no.: +27 12 810 8407
 2. Ms. Mariana Jones
E-mail: mariana.Jones@dha.gov.za
Tel. no.: +27 12 810 8160
 3. Department of International Relations and Cooperation (DIRCO)
(formerly known as Dept of Foreign Affairs)
Ms. Hendra Pienaar
E-mail: pienaarh@dirco.gov.za
Tel. no.: +27 12 351 0966
- All participants are **requested to register** upon arrival at the venue for the meeting. A valid photo ID should be presented to the registration staff in order to issue the corresponding badge. For participants who are not citizens of South Africa, a valid passport or a nationally approved identification card is required. 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.