



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

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## NOTIFICATION

### **United Nations Climate Change Conference, Bonn, Germany 10 to 14 March 2014**

Further to the Information Note dated 11 December 2013, I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the fourth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2.4), which will be held from Monday, 10 to Friday, 14 March 2014 in Bonn, Germany. The session is tentatively set to take place at the World Conference Center Bonn (WCCB), Platz der Vereinten Nationen 2, 53113. This venue will be confirmed in due course.

The adopted agenda is available on the UNFCCC website at:

[http://unfccc.int/meetings/bonn\\_mar\\_2014/session/7980/php/view/documents/sort/agenda.php](http://unfccc.int/meetings/bonn_mar_2014/session/7980/php/view/documents/sort/agenda.php)

There will be some space constraints at the WCCB during the session. This will mean that only a limited number of participants can be accommodated and that it will not be possible to organize side events or exhibits. Parties and observers States are invited to consider this situation when making their nominations.

The online registration system was opened on 11 December 2013 and will remain opened until the end of the sessions. Registration online is the **only** official channel in which to nominate participants for the sessions. The secretariat is not in a position to receive nominations by any other method such as e-mail, letter or fax.

The user manual for the system is available at the following web address:

<[https://onlinereg.unfccc.int/onlinereg/public/UNFCCC\\_ORIS\\_User\\_Manual-Parties\\_and\\_Observer\\_States.pdf](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Parties_and_Observer_States.pdf)>

The manual contains complete information and guidelines on how to obtain access to the system and its use. A help desk is available at the following e-mail address:

<[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)>

**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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Two annexes are attached to this notification.

Annex I provides information on the preparatory meetings of the Least Developed Countries, Small Island Developing States, the African Group and the Group of 77 and China.

Annex II provides useful information for participants, including opening hours for the registration desk as well as indications for the issuance of visas for Germany.

I would like to remind Parties and observer States that the Conference of the Parties, by decision 23/CP.18, invited Parties to commit to meeting the goal of gender balance by, inter alia, nominating women to bodies established under the Convention and its Kyoto Protocol, with the aim of a gradual but significant increase in the participation of women. To this end, I would like to encourage the nomination of women participants to attend the forthcoming session.

Parties and representatives in a position to do so are invited to consider offsetting the “carbon footprints” associated with their attendance at the session.

Yours sincerely,

*(Signed by Richard Kinley for)*

Christiana Figueres



Annex I

**List of preparatory meetings**

Least Developed Countries	7 March 2014	“Altes Hochhaus” United Nations Campus Platz der Vereinten Nationen 1, 53113, Bonn Germany
Small island developing States	8 March 2014	
African Group	8 March 2014	
Group of 77 and China	9 March 2014	Venue will be confirmed in due course



Annex II

**Information for participants**

<b>Essential documents</b>	Please consult the UNFCCC website < <a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a> > for all available essential documents.
<b>Funding</b>	<i>A separate communication will be sent to eligible Parties.</i>
<b>Nominations and registration online</b>	Online registration for Parties and observer States to nominate their representatives was opened on 4 December 2013. Please confirm your delegation as soon as possible and prior to the sessions.
<b>Visas</b>	<p>All foreign delegates 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:</p> <p>&lt;<a href="http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html">http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html</a>&gt; (also available in French and Spanish).</p> <p><b>N.B. Participants are advised that the request for a long term visa is contingent on the participant securing comprehensive insurance to cover the entire period of the visa.</b></p>
<b>Registration</b>	<ul style="list-style-type: none"><li>• All participants are requested upon arrival at the Conference venue to proceed to the registration desk, which will be open from Friday, 7 March to Friday, 14 March 2014, in order to collect their badges to access the conference premises.</li><li>• A valid photo ID in addition to the fast-track pass generated from the online registration system should be presented to registration staff.</li></ul> <p><b>Registration Times:</b></p> <ul style="list-style-type: none"><li>• Friday, 7 March 2014 to Sunday 9 March 2014 from 9.00 a.m. to 5.00 p.m.</li><li>• Monday, 10 March 2014 until Friday, 14 March 2014 from 8.00 a.m. to 5.00 p.m.</li></ul> <p>Early registration on Saturday, 8 March 2014 or Sunday, 9 March 2014 is highly recommended to avoid delays on the first day of the session.</p> <p>Please be aware that double registration is not permitted (i.e. as a State representative and an observer organization representative, or as an observer organization representative and a press/media representative).</p>
<b>Conference venue opening and closing times</b>	The conference venue will open by 8 a.m and will close at 8 p.m. for the duration of the session.
<b>Side events and exhibits</b>	No side events or exhibits will be organized for this session.



<b>Hotels</b>	<p>Combined service of accommodation and public transport.</p> <p>Hotel bookings placed through the link to the City of Bonn's designated page for the sessions (<a href="http://www.bonn-region.de/ADP2014">http://www.bonn-region.de/ADP2014</a>) includes a free public transportation ticket for the city and the region of Bonn (Verbund Rhein Sieg). The print-at-home PDF ticket is valid for the duration of the hotel stay of the delegate. The ticket will be sent automatically along with the hotel reservation confirmation.</p> <p>For further assistance, please contact:</p> <p>E-mail: a.isengard@bonn-region.de. Telephone: +49 (0)2 28/ 910 41 33</p>
<b>Disclaimer</b>	<p><b>Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation.</b> The United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.</p> <p><b>In the interest of security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises.</b> The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.</p>
<b>Badges</b>	<p>It is essential that you have an official UNFCCC conference badge in order to gain access to the premises. These are issued only on the basis of confirmation in the online registration. For security reasons, all participants are requested to wear their badges visibly at all times.</p>
<b>Green behaviour during the session</b>	<p>Only print what you need before travelling and request only essential documents from the Documentation Desk.</p> <p>Travel by foot, bike or public transport as much as possible.</p> <p>Recycle your waste: bottles, cans, paper, etc.</p> <p>As far as possible, provide information electronically.</p>
<b>Materials for the meeting</b>	<p>Avoid bringing any material for distribution to this session.</p>
<b>Recycling of badges and lanyards</b>	<p>Please return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of the Conference venue for this purpose.</p>