



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 Parties and observer States to the United Nations Framework Convention on Climate Change (UNFCCC) that the 16th 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/tclear/tec>>.

In accordance with the above-mentioned decision, the meeting will be open to observers. Such observers include Parties, observer States and UNFCCC admitted organizations. Given space limitations, access may have to be limited. However, a webcast of the meeting will be available on the UNFCCC website.

Interested Parties and observer States must register for the meeting using the Observer Registration Form which is attached as Annex I. Confirmation by the National Focal 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 or fax number: +49 228 815 1999.

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>.



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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 Parties and observer States received after the deadline.

Annex II contains information for participants. Additional information will soon be posted on the UNFCCC website at: <<http://unfccc.int/ttclear/tec>>.

Yours sincerely,

(signed by)

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



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

REGISTRATION FORM FOR PARTIES AND OBSERVER STATES

<i>UNFCCC Party</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>	
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 16 th meeting of the Technology Executive Committee, and both agree to the conditions set out under “Important Information for Observers”	
Signature of the UNFCCC National Focal Point / Date: _____	

SUBMISSION OF REGISTRATION FORM

1. This form must be submitted by the National Focal Point of an UNFCCC Party.
2. The deadline for the submission of this form is: **Friday, 23 February 2018, 17:00 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 **16th 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 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: 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 links below for further information.

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

- 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 use the corresponding badge. Badges are essential in order for participation 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.
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