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NOTIFICATION

**Workshop on Lessons Learned from Relevant Funds and Institutions
12 July 2011
Second meeting of the Transitional Committee for the design
of the Green Climate Fund
13–14 July 2011**

Tokyo, Japan

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 (UNFCCC) of the following meetings:

- Workshop on Lessons Learned from Relevant Funds and Institutions on 12 July 2011; and
- Second meeting of the Transitional Committee (TC) for the design of the Green Climate Fund from 13 to 14 July 2011.

The above mentioned workshop and meeting will be held at the UNU's Headquarters building at 53-70, Jingumae 5-chome, Shibuya-ku, Tokyo 150-8925, Japan. They are organised jointly by the United Nations University (UNU) and the secretariat of the UNFCCC, with the support of the Government of Japan.

The provisional agenda, as well as further details of the meeting, are being finalized and will be communicated shortly. Additional information will soon be made available on the UNFCCC website at: <http://unfccc.int/cancun_agreements/green_climate_fund/items/5869.php>.

The meetings of the TC are open to 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 of the TC (13–14 July) will be available on the website of the UNFCCC secretariat.

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>.



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: tc@unfccc.int or Fax number: +49 228 815 1499.

An invitation letter from UNU is also attached to this notification to facilitate the issuance of a visa and it should be included with the visa application.

The deadline for registration as an observer is **Friday, 1 July 2011, 1700 hours 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 this deadline.

Yours sincerely,

(Signed by)

Henning Wuester
Secretary to the
Transitional Committee

Annex I

**Workshop on Lessons Learned from Relevant Funds and Institutions
12 July 2011
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Green Climate Fund
13–14 July 2011
Tokyo, Japan**

**OBSERVER 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 workshop and the second 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 of the UNFCCC National Focal Point/date:	

SUBMISSION OF REGISTRATION FORM

1. This form must be submitted by the National Focal Point of a UNFCCC Party
2. The deadline for the submission of this form is: **Friday, 1 July 2011, 1700 hours Central European Time.**
3. Please complete and return this form by E-Mail or by fax to: **E-mail address: tc@unfccc.int; Fax Number: +49 228 815 1499.**



IMPORTANT INFORMATION FOR OBSERVERS

- This registration is **only valid** for the workshop and second meeting of the Transitional Committee for the design of the Green Climate Fund.
- 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 Japan **must have** a valid passport. Participants to the meeting who require a visa for Japan, or a transit visa, are strongly encouraged to contact the appropriate consular authorities as soon as possible. To facilitate the issuance of a visa, a copy of this notification and invitation letter from UNU should be attached to the visa request in order to facilitate issuance. While participants are strongly encouraged to contact directly the consular section of the Japanese Embassy, any further questions regarding visas should be addressed to:

Mr. Go Tsuruta (E-mail: go.tsuruta@mofa.go.jp)

- 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 Japan, 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.
