



**United Nations**  
Climate Change Secretariat

**Nations Unies**  
Secrétariat sur les changements climatiques

Date: 5 July 2013  
Reference: WT/PB/gg  
Direct line: +49 228 815 1393

## **NOTIFICATION**

### **Seventh meeting of the Technology Executive Committee 4 – 7 September June 2013**

#### **Bonn, Germany**

Pursuant to decision 1/CP.16, I am pleased to notify United Nations organizations that the seventh meeting of the Technology Executive Committee (TEC) will take place in Bonn from 4 to 7 September June 2013. For your information, please be informed that the Advisory Board of the CTCN will also convene its second meeting on 9 to 11 September 2013 in conjunction with the TEC meeting also in Bonn.

The provisional agenda, as well as other details of the meeting, are being finalized and will soon be made available on the UNFCCC website at: <<http://unfccc.int/ttclear>>.

In accordance with the above-mentioned decision, the meetings of the TEC will be open to accredited observers. Given space limitations, access may have to be limited.

Interested representatives of United Nations organizations must register for the meeting using the Observer Registration Form, which is attached as Annex I. Confirmation of nomination 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](mailto:tec@unfccc.int) or Fax number: +49 228 815 1999.



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The deadline for registration as an observer is **Friday, 16 August 2013, 1700 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 UN organizations received after this deadline.

Annex II contains information for participants.

Yours sincerely,

*(signed by)*

Wanna Tanunчайwatana  
Officer in Charge  
Finance Technology and Capacity-building Programme



Annex I

**Seventh meeting of the Technology Executive Committee  
4 – 7 September June 2013, Bonn, Germany**

**OBSERVER REGISTRATION FORM  
FOR UNITED NATIONS ORGANIZATIONS**

<i>Organization represented</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**

<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 seventh meeting of the Technology Executive Committee, and agree to the conditions set out under 'Important Information for Observers'.	
Signature / Date: _____	

**SUBMISSION OF REGISTRATION FORM**

1. The deadline for the submission of this form is: **Friday, 16 August 2013, 1700 hrs. Central European Time.**
2. Please complete and return this form by E-Mail or by fax to: **E-mail address: [tec@unfccc.int](mailto:tec@unfccc.int); Fax Number: +49 228 815 1999.**



Annex II

**IMPORTANT INFORMATION FOR OBSERVERS**

- This registration is **only valid** for the seventh meeting of the Technology Executive Committee.
- Participation may be limited due to the availability of space.
- 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 participants are **requested to register** upon arrival at the venue for the meeting. A valid LP should be presented to the registration staff in order to issue the corresponding badge. 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.

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