



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 16 January 2014  
Reference: CAS/UN/ADP 2.4/JAN. 14  
Page 1 of 3

## NOTIFICATION

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

I wish to notify United Nations Secretariat units and bodies, specialized agencies and related organizations 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. United Nations Secretariat units and bodies, specialized agencies and related organizations are invited to consider this when making their nominations.

It would be appreciated if the names, titles and contact details (including address, telephone, fax and e-mail) of the representatives of your organization who will attend the sessions could be communicated to the secretariat **not later than Friday, 14 February 2014**, at the following address:

Climate Change Secretariat

P.O. Box 260 124

53153 Bonn, Germany

Fax: +49 229 815 1999

**E-mail:** <[sessions@unfccc.int](mailto:sessions@unfccc.int)>. (Please use this address for all matters concerning nominations.)

**Distribution:** To United Nations secretariat units and bodies, specialized agencies and related organizations.



Page 2

The annex attached to this notification provides useful information for participants, including opening hours for the registration desk. Any additional information will be posted on the UNFCCC website <[www.unfccc.int](http://www.unfccc.int)>.

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



## 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>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>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 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>
<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>Badges</b>	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.
<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>	Avoid bringing any material for distribution to this session.
<b>Recycling of badges and lanyards</b>	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.