



United Nations
Climate Change Secretariat

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Secrétariat sur les changements climatiques

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NOTIFICATION

Third meeting of the Standing Committee on Finance 8–10 March 2013

Bonn, Germany

Pursuant to decision 1/CP.16, I am pleased to notify constituencies of admitted non-governmental organizations that the third meeting of the Standing Committee on Finance (SCF) will take place in Bonn, Germany from 8 to 10 March 2013.

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/cooperation_and_support/financial_mechanism/standing_committee/items/6877.php.

In accordance with the above-mentioned decision, the meeting of the SCF will be open to accredited observers. Representatives from NGOs nominated by the Constituency Focal Point must register for the meeting using the Observer Registration Form for NGOs, which is sent to Constituency Focal Points. Confirmation by the Constituency Focal Point is provided for in the form. The Observer Registration Form should be sent by e-mail or fax by the Constituency Focal Point to the secretariat using the following:

E-mail address: cool@unfccc.int **or** Fax number: **+49 228 815 1999**.



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The deadline for registration as an observer is **Friday, 1 February 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 NGOs received after this deadline.

Annex I contains additional information for participants.

Yours sincerely,

(Signed by)

Wanna Tanunchaiwatana (Ms.)
Officer-in-Charge
Finance, Technology and Capacity-building Programme



Annex I

IMPORTANT INFORMATION FOR OBSERVERS

- This registration is **only valid** for the third meeting of the Standing Committee on Finance.
- 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 citizens entering the Federal Republic of Germany must have a valid passport. Participants requiring a visa for Germany, or a 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)
- 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 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.
