



**United Nations**  
Climate Change Secretariat

**Nations Unies**  
Secrétariat sur les changements climatiques

Date: 19 February 2016  
Reference: DT/YV/LL/JL  
Direct line: +49 228 815-1083

## NOTIFICATION

### Twelfth Meeting of the Standing Committee on Finance

**6–7 April 2016**

**Bonn, Germany**

Pursuant to decision 2/CP.17, I am pleased to notify admitted intergovernmental organizations (IGOs) and the United Nations organizations (UN) that the twelfth meeting of the Standing Committee on Finance (SCF) will take place from 6 to 7 April 2016 in Bonn, Germany.

The provisional agenda, as well as other details of the meeting will soon be made available on the UNFCCC website at: <http://unfccc.int/6881.php>.

The twelfth meeting of the SCF will be open to accredited observers. Representatives from the IGOs and UN organizations must register for the meeting using the observer registration form which is attached. The filled out observer registration form should then be sent by e-mail or fax to the UNFCCC secretariat using the following e-mail address: [standingcommittee@unfccc.int](mailto:standingcommittee@unfccc.int) or Fax number: +49 228 815 1999.

The deadline for registration as an observer is **18 March 2016**. 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 received after this deadline.

**Distribution:** To United Nations organizations and intergovernmental organizations admitted as observers by the Conference of the Parties.



Page 2

I would like to remind all IGO and UN organizations representatives that the Conference of the Parties, by decision 23/CP.18, invited Parties to commit to meeting the goal of gender balance by, inter alia, nominating women to bodies established under the Convention and its Kyoto Protocol, with the aim of a gradual but significant increase in the participation of women. To this end, I would like to encourage IGOs to adopt a similar approach with regard to gender balance in the nomination of their respective representatives to attend the upcoming meeting.

Yours sincerely,

(Signed by)

Dechen Tsering (Ms.)  
Coordinator  
Finance, Technology and Capacity Building

Enclosure: Registration form

**REGISTRATION FORM**  
**(IGOs & UN Organizations OBSERVERS)**



**Twelfth Meeting of the Standing Committee on Finance**  
**6–7 April 2016**



**Bonn, Germany**

<i>Organization:</i>	
<i>Family name:</i>	
<i>First name</i>	
<i>Position/Title:</i>	
<i>Nationality:</i>	
<i>Full postal address (incl. street, city and postcode):</i>	
<i>Country:</i>	
<i>Telephone/Fax:</i>	
<i>Mobile number during the meeting:</i>	
<i>E-mail address:</i>	

**NOTE FROM THE SECRETARIAT FOR OBSERVERS:**

- Observers are responsible for making their own travel and hotel arrangements.
- Observers requiring a visa for Bonn, or a transit visa, are strongly encouraged to contact the appropriate consular authorities as soon as this invitation is received. A copy of this invitation should be attached to the visa request in order to facilitate issuance.
- Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation. The United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of 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. The confirmation of registration of the participant and a valid photo ID should be presented to the registration staff in order to issue the corresponding badge.
- In submitting this form through electronic means, the submitter accepts all risks and responsibilities associated with the use of electronic means of submitting the form.
- Please be informed that this registration is **valid ONLY for the twelfth meeting** of the Standing Committee on Finance.

Signature \_\_\_\_\_

Date \_\_\_\_\_

<p><b>Please complete and return to:</b></p> <p>UNFCCC Secretariat Bonn / Germany</p> <p>Fax: +49 228 815 1999    E-mail: <a href="mailto:standingcommittee@unfccc.int">standingcommittee@unfccc.int</a></p> <p><b>The deadline for registration is 18 March 2016</b></p>
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