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## NOTIFICATION TO NON-GOVERNMENTAL ORGANIZATIONS

### Second meeting of the Board of the Fund for responding to loss and damage 9 - 12 July 2024

#### Songdo, Incheon, Republic of Korea

I am pleased to notify constituencies of non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties that the second meeting of the Board of the Fund for responding to loss and damage will take place from **9 - 12 July 2024** at Songdo Convensia in Songdo, Incheon, Republic of Korea.

The meetings will be webcast and an overflow room will be made available for all in-person observers. In view of the space constraints of the venue, each NGO Constituency is invited to nominate **five** representatives for **in-person** attendance. Observer nominations should be communicated to the secretariat by the constituency focal points. Upon nomination, nominees must register via the observer registration form for NGOs, which can be obtained from their constituency focal point. Once the completed registration forms are received, constituency focal points should confirm the nominations and email the forms to [cool@unfccc.int](mailto:cool@unfccc.int).

The deadline for registration as an observer to the meeting is **Friday, 21 June 2024**. The secretariat may not be able to process observer registrations received after this deadline. The meeting will be broadcast in order to ensure transparency.

Further details regarding the meeting will be made available on the [web page of the interim secretariat](#) once they become available.

Yours sincerely,

*Signed by*

Daniele Violetti  
Senior Director, Programmes Coordination  
Director a. i. Means of Implementation division

**Distribution:** To constituency focal points of non-governmental organizations admitted as observers by the Conference of the Parties.