



Date: 22 January 2020  
Reference: DV/WT/AC/mw  
Direct line: +49 228 815 1095

## NOTIFICATION

### Twentieth meeting of the Technology Executive Committee 1 – 3 April 2020

Pursuant to the rules of procedure of the Technology Executive Committee (TEC), as contained in annex II to decision 4/CP.17, I am pleased to notify admitted intergovernmental organizations (IGOs) that the 20<sup>th</sup> meeting of the TEC will take place from 1 to 3 April 2020 at “UN City Campus” in Copenhagen, Denmark. Please note that the TEC meeting is organized in conjunction with the 15<sup>th</sup> meeting of the Advisory Board of the Climate Technology Centre and Network (CTCN AB), with a half-day TEC-CTCN joint session scheduled on Wednesday morning, 1 April 2020.

The provisional agenda and other documents for the meeting are being prepared and will be made available on the UNFCCC website at: <http://unfccc.int/ttclear/tec/meetings.html>.

In accordance with the above-mentioned decision, the meeting will be open to accredited observers. Given space limitations, access may have to be limited. However, a webcast of the meeting will be available on the UNFCCC website.

Representatives from IGOs nominated by the Designated Contact Point must register for the meeting using the Observer Registration Form for IGOs, which is attached as Annex I. Confirmation by the Designated Contact Point 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.

The deadline for registration as an observer is Friday, 28 February 2020, 17:00 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 IGOs received after this deadline.

Annex II contains important information for observers.

Yours sincerely,

*(signed by)*

Daniele Violetti  
Director

Finance, Technology and Capacity Building

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



Annex I

**Twentieth meeting of the Technology Executive Committee**  
1 – 3 April 2020, UN City Campus, Copenhagen, Denmark

**OBSERVER REGISTRATION FORM FOR IGOs**

**Representative nominated by the Designated Contact Point or Head of the Organisation**

<i>Organization represented</i>	
<i>Family name as in passport (IN CAPITALS)</i>	Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>
<i>First and middle names as in passport</i>	
<i>Job Title and Field of expertise</i>	
<i>Organization</i>	
<i>Work Address</i>	
<i>City, Country</i>	
<i>Telephone / Mobile phone</i>	
<i>Fax</i>	
<i>E-mail address</i>	
<i>Private Address (as on your ID)</i>	
<i>City, Country</i>	
<i>Date of birth (dd/mm/yy)</i>	
<i>Nationality</i>	
<i>Passport number and expiry date</i>	
<i>Additional nationality</i>	
<i>Passport number and expiry date</i>	
I herewith confirm that the above is correct and agree to conditions set out under 'Important Information for Observers'	
Signature of the nominee / Date: _____	



**Confirmation of nomination by the Designated Contact Point or Head of the Organization.**

<i>Organization represented:</i>	
<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 20 <sup>th</sup> meeting of the Technology Executive Committee, and agree to the conditions set out under 'Important Information for Observers'.	
Signature of the IGO Designated Contact Point: _____	

**SUBMISSION OF REGISTRATION FORM**

1. This form must be submitted by the IGO Designated Focal Point.
2. The deadline for the submission of this form is: **Friday, 28 February 2020, 1700 hrs. CET.**
3. Please complete and return this form by e-mail or by fax to e-mail address: **tec@unfccc.int;**  
fax number: **+49 228 815 1999.**



Annex II

**IMPORTANT INFORMATION FOR OBSERVERS**

- Observers are responsible for making their own travel and hotel arrangements.
- The secretariat strongly advises early contact with the appropriate consular authorities to allow sufficient time for issuance of necessary visas (including transit visas) before departure.
- 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. A valid passport or a nationally approved photo identification card should be presented to the registration staff in order to issue 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.
- Please be informed that this registration is valid **ONLY** for the aforementioned meeting.
- 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.