



Date: 8 February 2024  
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## NOTIFICATION

**The 28<sup>th</sup> meeting of the Technology Executive Committee  
16–18 April 2024  
Copenhagen, Denmark**

**and**

**The joint session of the Technology Executive Committee and the Advisory Board of the  
Climate Technology Centre and Network  
19 April 2024  
Copenhagen, Denmark**

Pursuant to the rules of procedure of the Technology Executive Committee, contained in [annex II to decision 4/CP.17](#), I am pleased to notify constituencies of admitted non-governmental organizations of the following meetings:

- The **28<sup>th</sup> meeting of the Technology Executive Committee**, to be held in Copenhagen, from 16 to 18 April 2024, from 9 a.m. to 5 p.m. (Central European Summer Time) each day;
- The **joint session of the Technology Executive Committee and the Advisory Board of the Climate Technology Centre and Network**, to be held in Copenhagen, on 19 April 2024, from 9 a.m. to 5 p.m. (Central European Summer Time).

The meetings will be open to admitted non-governmental organizations (NGOs) in accordance with the above-mentioned decision. In accordance with decision 23/CP.18 and with a view to informing more effective climate change policy that addresses the needs of women and men equally, the UNFCCC secretariat encourages the nomination of women participants.

Nominations for the NGO category should be communicated to the secretariat by Constituency Focal Points (CFPs). Representatives of admitted NGOs nominated by CFPs must register via the Observer Registration Form for NGOs, which can be obtained from their CFPs.

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



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Kindly note, that owing to the limited capacity of the venue, two representatives per constituency will be permitted to participate in person. However, meetings will be webcast through the UNFCCC website. Once the CFPs have confirmed their nominations, the registration forms should be emailed to [cool@unfccc.int](mailto:cool@unfccc.int) by 6 p.m. (Central European Summer Time) on **Friday, 1 March 2024**.

In view of the need to confirm the arrangements for the meetings as early as possible, observer registrations for non-governmental organizations received after this deadline may not be processed.

Further details regarding the meetings will be communicated directly to the registered participants. Provisional agendas and other information will be made available at <http://unfccc.int/ttclear/tec/meetings.html>.

Yours sincerely,

*(signed by)*

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