



Date: 17 January 2019
Reference: DV/WT/AC/mw
Direct line: +49 228 815 1095

NOTIFICATION

Eighteenth meeting of the Technology Executive Committee 25 – 27 March 2019

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 Parties and observer States to the United Nations Framework Convention on Climate Change (UNFCCC) that the 18th meeting of the TEC will take place from 25 to 27 March 2019 at “UN City Campus” in Copenhagen, Denmark. Please note that the TEC meeting is organized in conjunction with the 13th meeting of the Advisory Board of the Climate Technology Centre and Network (CTCN), with an all-day TEC-CTCN joint session scheduled on Wednesday, 27 March.

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 observers. Such observers include Parties, observer States and UNFCCC admitted organizations. Given space limitations, access may have to be limited. However, a webcast of the meeting will be available on the UNFCCC website.

Interested Parties and observer States must register for the meeting using the Observer Registration Form which is attached as Annex I. Confirmation by the National Focal 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 or fax number: +49 228 815 1999.

Distribution: To Parties and observer States through national focal points for climate change, Permanent Representatives to the United Nations in New York and to diplomatic missions accredited to the Federal Republic of Germany and the Kingdom of Denmark. It is also available on the UNFCCC website at the following link: <<https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/the-big-picture/notification-to-parties-and-observers>>.



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The deadline for registration as an observer is Friday, 22 February 2019, 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 Parties and observer States received after the deadline.

Annex II contains information for participants. Additional information will soon be posted on the UNFCCC website at: <http://unfccc.int/ttclear/tec/meetings.html>.

Yours sincerely,

(signed by)

Daniele Violetti
Director
Finance, Technology and Capacity Building



Annex I

Eighteenth meeting of the Technology Executive Committee
25 – 27 March 2019, UN City Campus, Copenhagen, Denmark

REGISTRATION FORM FOR PARTIES AND OBSERVER STATES

<i>UNFCCC Party</i>	
<i>Family name as in passport (IN CAPITALS)</i>	<i>Mr.</i> <input type="checkbox"/> <i>Ms.</i> <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 UNFCCC National Focal Point

<i>Ministry:</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 18 th meeting of the Technology Executive Committee, and both agree to the conditions set out under “Important Information for Observers”	
Signature of the UNFCCC National Focal Point / Date: _____	

SUBMISSION OF REGISTRATION FORM

1. This form must be submitted by the National Focal Point of an UNFCCC Party.
2. The deadline for the submission of this form is: **Friday, 22 February 2019, 17:00 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

- This registration is only valid for the 18th meeting of the Technology Executive Committee.
- 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.
- 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.