



Date: 10th September 2018
Reference: NS/AVA
Direct line: +49 228 815-1594

NOTIFICATION

**“Regional Workshop on Action for Climate Empowerment for Europe and the Mediterranean region”,
2–4 October 2018
La Spezia, Italy**

I am pleased to notify constituencies of admitted non-governmental organizations that the **“Regional Workshop on Action for Climate Empowerment for Europe and the Mediterranean region”** will take place at NH Hotel in La Spezia, Italy from 2–4 October 2018.

In accordance with the modalities and procedures adopted by decision 15/CP.18, the workshop will be open to admitted observer organizations. Given space limitations, participation will be limited to **two representatives per constituency**.

Representatives from admitted NGOs nominated by the Constituency Focal Points must register for the meeting using the Observer Registration Form for NGOs, which is sent to Constituency Focal Points. Once the Constituency Focal Points confirm the nomination(s), they should forward the registration form to the secretariat using the following email address:

<cool@unfccc.int>

The deadline for registration as an observer is **Monday, 24th September 2018** 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 NGOs received after this deadline.

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



Page 2

Information and all relevant documents regarding the workshop are being prepared and will be made available on the UNFCCC website at: <https://unfccc.int/event/regional-workshop-on-action-for-climate-empowerment-for-europe-and-the-mediterranean-region>.

Kindly note that the secretariat is not responsible for making travel and accommodation arrangements for participants. Participants are also strongly advised to obtain international travel and medical insurance to cover them from the time they depart for the meeting until the time they return.

The United Nations and the UNFCCC secretariat **disclaim** all responsibility for medical, accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.

Participants requiring a **visa for Italy, or a transit visa**, are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. A copy of this notification should be attached to the visa request form to facilitate issuance.

We look forward to receiving your confirmation.

Yours sincerely,

A handwritten signature in blue ink, reading "Niclas Svenningsen".

Niclas Svenningsen
Manager
Global Climate Action