



Date: 21 February 2019  
Reference: OS/HER

## NOTIFICATION

### Workshop on the proposed UNFCCC programme budget for 2020–2021

**25-26 March 2019, Bonn, Germany**

I have the pleasure to inform Parties and observer States to the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the Paris Agreement that the Chair of the Subsidiary Body for Implementation will be convening a workshop on the preparation of the UNFCCC programme budget for 2020–2021, to be held in Bonn on 25-26 March 2019.

In our continued efforts to ensure transparency and clarity of the 2020–2021 budget, the workshop will provide a forum for the secretariat to present all Parties an advanced version of the UNFCCC budget proposal for 2020–2021 and complement the information provided during the briefings held on 18 and 20 February that is available on the secretariat's website at: <https://unfccc.int/about-us/budget>.

Due to limited resources available, the secretariat is in a position to offer financial support only to Chairs and Coordinators of negotiating groups from Parties eligible for funding plus a second delegate from each of these groups, preferably those who are normally following the budget process. Noting that the secretariat is organizing other meetings to be held in Bonn prior to the budget workshop, travel arrangements for participants eligible for funding will be coordinated to take into consideration attendance at more than one meeting. A separate communication related to this offer will be sent to chairs and coordinators from Parties eligible for funding.

**Distribution:** To Parties and observer States through their National Focal Points for climate change and diplomatic missions accredited to the Federal Republic of Germany



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Please provide the name and contact details of those intending to attend the workshop, using the registration form attached to this note, to Ms. Dzenet Brimbal (e-mail [dbrimbal@unfccc.int](mailto:dbrimbal@unfccc.int)) as soon as possible, but no later than Friday, 08 March 2019. The registration procedure as well as logistical details of the workshop will be communicated directly to attendants upon registration.

Mr. Andreas Engler ([AEngler@unfccc.int](mailto:AEngler@unfccc.int)) and Mr. Hernani Escobar Rodriguez ([HEscobarRodriguez@unfccc.int](mailto:HEscobarRodriguez@unfccc.int)), are available for any further information you may require.

Finally, I am pleased to inform you that the meeting will be webcast, thus enabling virtual participation.

Yours sincerely,

*(Signed by)*

Ovais Sarmad  
Deputy Executive Secretary



## REGISTRATION FORM

Workshop on the proposed UNFCCC programme budget  
for 2020–2021  
25-26 MARCH 2019, BONN, GERMANY

**Please only fill in electronically and return as WORD-document.**

<i>Country</i>			
<i>Family name (IN CAPITALS)</i>	Mr. / Ms.		
<i>First name</i>			
<i>Job title and field of expertise</i>			
<i>Organization</i>			
<i>Address</i>			
<i>City, country</i>			
<i>Telephone / Mobile phone</i>			
<i>Fax</i>			
<i>E-mail address(es)</i>			
<i>Date of birth (day/month/year)</i>			
<i>Nationality</i>			
<i>Passport number:</i>	<i>Date of issue:</i>	<i>Expiry date:</i>	
<i>Visa for host country needed? Yes / No (If yes, please find instructions below. Participants are responsible for making their own visa arrangement).</i>			
<b>PLEASE SEND A COPY OF YOUR PASSPORT ALONG WITH THE COMPLETED REGISTRATION FORM</b>			
<i>Flight from/to which city?</i>			

Participants should note the following:

- **Participants are responsible for making their own hotel arrangements.**
- The secretariat strongly advises early contact with the appropriate consular authorities to allow sufficient time for issuance of necessary visas (and transit visas) before departure.
- The United Nations and the Convention secretariat are not responsible for medical, accident and travel insurance, for compensation of death or disability, for loss or damage to personal property and for any other costs or losses that may incur during travel time or the period of participation. In this context, it is strongly recommended that international medical insurance be obtained for the period of participation.

*Date* \_\_\_\_\_

*Electronic Signature* \_\_\_\_\_

**Please complete and return no later than 8 March 2019 to:  
UNFCCC secretariat-Attn: Ms. Dzenet Brimbal, e-mail: [dbrimbal@unfccc.int](mailto:dbrimbal@unfccc.int)**