



United Nations
Climate Change Secretariat

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Secrétariat sur les changements climatiques

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NOTIFICATION

Second meeting of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts

**Bonn, Germany
2–5 February 2016**

Pursuant to decision 2/CP.20, I am pleased to notify constituencies of admitted non-governmental organizations (NGOs) that the second meeting of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (hereinafter referred to as the Executive Committee) will take place at the United Nations Campus in Bonn, Germany, from 2 to 5 February 2016.

In accordance with the modalities and procedures adopted by decision 2/CP.20, the meeting of the Executive Committee will be open to admitted observer organizations. Given space limitations, participation will be limited to two representatives for each constituency.

Representatives from NGOs nominated by the Constituency Focal Point must register for the meeting using the Observer Registration Form for NGOs, which is sent to Constituency Focal Points. Confirmation by the Constituency Focal Point is provided for in the form. The Observer Registration Form should be sent by email by the Constituency Focal Point to the secretariat using the following email address: **cmantsch@unfccc.int**.

The deadline for registration as an observer is **Friday, 27 November 2015**. 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 registrations for NGOs received after this deadline.

Further details on the meeting will be communicated directly to registered observers. Additional information for observers is contained in the annex.

Yours sincerely,

(signed by)

Youssef Nassef
Coordinator

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



Annex

IMPORTANT INFORMATION FOR OBSERVERS

- This registration is **only valid** for the second meeting of the Executive Committee.
- Please be advised that the **nominee is responsible** for making his/her own travel, visa and accommodation arrangements.
- Participants are **strongly advised** to obtain international travel and medical insurance to cover themselves 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 at the meeting.
- All foreign citizens entering Germany must have a valid passport. Participants requiring a **visa for Germany, or a transit visa**, are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received.
