



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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INFORMATION NOTE

United Nations Climate Change Conference, Bonn, Germany 10 to 14 March 2014

I wish to inform all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties that the fourth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2.4) will be held in Bonn, Germany, from Monday, 10 to Friday, 14 March 2014.

The adopted agenda is available on the UNFCCC website at:

http://unfccc.int/meetings/bonn_mar_2014/session/7980/php/view/documents/sort/agenda.php

There will not be exhibits during the session. Furthermore, due to the anticipated size of the meeting facilities it will be necessary to limit the number of participants in attendance. As a result, a ceiling of 300 participants from NGOs has had to be established.

The formal notification of the session, including the venue will be provided in due course. It will also include useful information for participants.

Online registration for IGOs and NGOs to **nominate** their representatives will be open as of today until Monday, 20 January 2014 at midnight Central European Time (CET). After this date the secretariat will not be in a position to process late nominations.

Online registration for IGOs and NGOs to **confirm** their representatives will be opened from Friday, 24 January 2014 until Thursday, 6 March 2014 at midnight Central European Time (CET).

The secretariat strongly recommends accessing the system immediately after the above mentioned dates for nomination and confirmation to avoid any problem which may jeopardize the registration of your representatives to the session.

Distribution: To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties



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Nominations from IGOs and NGOs should be conveyed to the secretariat through the online registration system. The secretariat is not able to process nominations sent by any other method, such as emails, letters or faxes. The online registration system is available at the following web address:

<https://onlinereg.unfccc.int/>

The user manual for admitted observer organizations (IGOs and NGOs), which contains complete information and guidelines on how to obtain access to the system and its use, can be found at the following web address:

< https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Observer_Organisations.pdf >

A “help desk” is available at the following email address:

onlinereg@unfccc.int

I would like to remind all intergovernmental organizations and non-governmental organizations that the Conference of the Parties, by decision 23/CP.18, invited Parties to commit to meeting the goal of gender balance by, inter alia, nominating women to bodies established under the Convention and its Kyoto Protocol, with the aim of a gradual but significant increase in the participation of women. To this end, I would like to encourage NGOs and IGO to adopt a similar approach with regards to gender balance in the nomination of their respective delegations to attend the forthcoming session.

Yours sincerely,

(Signed by Richard Kinley for)

Christiana Figueres