



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

Date: 8 August 2014
Reference: DT/AL/mw
Direct line: +49 228 815 1346

NOTIFICATION

Workshop on National Systems of Innovation **13–14 October 2014** **Wissenschaftszentrum, Bonn, Germany**

I am pleased to notify admitted intergovernmental organizations (IGOs) of the workshop of the Technology Executive Committee on *Strengthening national systems of innovation in developing countries, covering the entire technology cycle for climate technology*, to be convened on 13–14 October 2014 in Bonn, Germany at the Wissenschaftszentrum. The workshop will be open to admitted observer organizations. Given space limitations, participation may have to be limited.

Representatives from admitted IGOs nominated by the Designated Contact Points must register for the meeting using the Observer Registration Form for IGOs, which is attached as Annex I. Once the Designated Contact Points confirm the nomination, they should forward the registration form to the secretariat using the following email address:

<tec@unfccc.int>

The deadline for registration as an observer is **Friday, 5 September 2014, 1700 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 IGOs received after this deadline.

Distribution: To intergovernmental organizations admitted as observers by the Conference of the Parties.



Page 2

I would like to remind all designated contact points 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 IGOs to adopt a similar approach with regards to gender balance in the nomination of their respective delegations to attend the upcoming workshop.

Yours sincerely,

(signed by Wanna Tanunchaiwatana for)

Dechen Tsering
Coordinator
Finance, Technology and Capacity-Building Programme



Annex 1: OBSERVER REGISTRATION FORM FOR IGOs



Workshop on National Systems of Innovation
13–14 October 2014



Representative nominated by the Designated Contact Point or the Head of the Organization

Organization represented:	Click here to enter text.
First and last name:	Click here to enter text.
Position/Title:	Click here to enter text.
Address (incl. city and post code):	Click here to enter text.
Country:	Click here to enter text.
Telephone/fax:	Click here to enter text.
E-mail address:	Click here to enter text.
Nationality:	Click here to enter text.
Passport Number and date of issue/expiry:	Click here to enter text.
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 Designated Contact Point or the Head of the Organization.

Organization represented:	Click here to enter text.
First and last name:	Click here to enter text.
Telephone/fax:	Click here to enter text.
E-mail address:	Click here to enter text.
I herewith confirm that the above is nominated as an observer to the workshop on national systems of innovation and agree to the conditions set out under 'Important Information for Observers'.	
Signature of the IGO Designated Contact Point / Date : _____	

SUBMISSION OF REGISTRATION FORM

1. This form must be submitted by the IGO Designated Focal Point.
2. The deadline for the submission of this form is: **Friday, 5 September 2014, 1700 hrs. Central European Time**
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 1134**



IMPORTANT INFORMATION FOR OBSERVERS:

- *Observers are responsible for making their own travel and hotel arrangements.*
- *All foreign citizens entering the Federal Republic of Germany must have a valid passport. Participants requiring an entry or transit visa are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received.*
- *The issuance of a visa for the Schengen States may take weeks from the date of submission of the visa application. To facilitate the issuance of a Schengen visa, a copy of the notification should be attached to the visa request. For more information, please visit the website of the Federal Foreign Office: < http://www.auswaertiges-amt.de/DE/Startseite_node.html>*

*Please note that the European Union **has introduced new procedures** on the issuance of Schengen visas. Kindly refer to the links below for further information.*

http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/visa-information-system/index_en.htm

http://europa.eu/rapid/press-release_MEMO-11-682_en.htm?locale=en

- *Participants are strongly advised 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.*
 - ***In the interest of the security and safety of all participants and the smooth running of the workshop/meeting, the Convention secretariat reserves the right to deny and/or restrict access to the workshop/meeting premises, or to request registered participants to leave the premises. The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.***
 - *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.*
 - *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.*
 - *The UNFCCC secretariat shall not be made responsible for any claim or loss arising from the transmission, storage or use of documentation obtained through electronic means. Neither the confidentiality nor the integrity of the documentation submitted can be guaranteed following electronic transmission and storage.*
 - *Please be informed that this registration is valid ONLY for the aforementioned workshop/meeting.*
 - *NGO participants must comply with the rules and policies of the United Nations and the UNFCCC available on the UNFCCC official webpage (http://unfccc.int/parties_and_observers/ngo/items/3667.php).*
-