



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

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Direct line: +49 228 815 1393

NOTIFICATION

Second meeting of the Technology Executive Committee 15 – 17 February 2012

Bonn, Germany

Pursuant to decision 1/CP.16, I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change (UNFCCC) that the second meeting of the Technology Executive Committee (TEC) will take place from 15 – 17 February 2012.

The above mentioned meeting will be held at Langer Eugen at Hermann-Ehlers-Strasse 10, 53175 Bonn, Germany.

The provisional agenda, as well as further details of the meeting, are being finalized and will be communicated shortly. Additional information will soon be made available on the UNFCCC website at: <http://unfccc.int/tclear/jsp/TEC.jsp>.

In accordance with the above mentioned decision, the meetings of the TEC will be open to observers. Such observers include Parties, observer States and UNFCCC admitted organizations. Given space limitations, access may have to be limited. However, a webcast of the meeting of the TEC (15 – 17 February) will be available on the website of the UNFCCC secretariat.

Interested Parties and observer States must register for the meeting using the Observer Registration Form, which is attached as Annex I. Confirmation by the National Focal Point is provided for in the form. The Observer Registration Form should be sent by e-mail or fax to the UNFCCC secretariat using the following:

E-mail address: tec@unfccc.int or Fax number: +49 228 815 1999.

Martin-Luther-King-Strasse 8 • 53175 Bonn • Germany
Telephone +49 228 815 1000 • Fax +49 228 815 1999
secretariat@unfccc.int • unfccc.int



Distribution: To Parties and observer States through national focal points for climate change, Permanent Representatives to the United Nations in New York and to diplomatic missions accredited to the Federal Republic of Germany. It is also available on the UNFCCC website at the following link: http://unfccc.int/parties_and_observers/notifications/items/3153.php.

The deadline for registration as an observer is **Wednesday, 11 January 2012, 1700 hours 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 Parties and observer States received after this deadline.

Annex II contains information for participants. Additional information will soon be posted on the UNFCCC website at: <http://unfccc.int/ttclear/jsp/TEC.jsp>.

Yours sincerely,

A handwritten signature in black ink, reading 'Preety Bhahdari'.

Preety Bhahdari
Coordinator

Financial and Technical Support Programme



Annex I

**Second meeting of the Technology Executive Committee
15 – 17 February 2012, Bonn, Germany**

**OBSERVER REGISTRATION FORM
FOR PARTIES AND OBSERVER STATES**

<i>UNFCCC Party</i>	
<i>First and last name:</i>	
<i>Position/Title:</i>	
<i>Address (incl. city and post code):</i>	
<i>Country:</i>	
<i>Telephone/fax:</i>	
<i>E-mail address:</i>	
<i>Nationality:</i>	
<i>Passport Number and date of issue/expiry:</i>	
Signature of the nominee / Date:	

Confirmation of nomination by the UNFCCC National Focal Point.

<i>Ministry:</i>	
<i>First and last name:</i>	
<i>Telephone/fax:</i>	
<i>E-mail address:</i>	
<p>I herewith confirm that the above is nominated as an observer to the second meeting of the Technology Executive Committee, and both agree to the conditions set out under 'Important Information for Observers'.</p> <p>Signature of the UNFCCC National Focal Point/date:</p>	



SUBMISSION OF REGISTRATION FORM

1. This form must be submitted by the National Focal Point of a UNFCCC Party
2. The deadline for the submission of this form is: **Wednesday, 11 January 2012, 1700 hours 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 1999.**



Annex II

IMPORTANT INFORMATION FOR OBSERVERS

- This registration is **only valid** for the second meeting of the Technology Executive Committee.
- Please be advised that the **nominee is responsible** for making their own travel and accommodation arrangements.
- Participants are **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.
- All foreign citizens entering the Federal Republic of 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. The issuance of a visa for the Schengen States may take up to two weeks from the date of submission of the visa application. To facilitate the issuance of a visa, a copy of this 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/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html>
(also available in French and Spanish).
- All participants are **requested to register** upon arrival at the venue for the meeting. A valid passport or a nationally approved identification card should be presented to the registration staff in order to issue the corresponding badge. Badges are essential in order for participants to gain access to the premises. For security reasons, all participants are requested to wear their badges at all times.
- In submitting the form through electronic means, the submitter **accepts all risks and responsibilities** associated with the use of electronic means of submitting the form.