



Date: 5 July 2013
Reference: WT/PB/gg
Direct line: +49 228 815 1393

NOTIFICATION

Seventh meeting of the Technology Executive Committee 4 – 7 September 2013 Bonn, Germany

Pursuant to decision 1/CP.16, I am pleased to notify admitted intergovernmental organizations that the seventh meeting of the Technology Executive Committee (TEC) will take place in Bonn from 4 to 6 September 2013. For your information, please be informed that the Advisory Board of the CTCN will also convene its second meeting on 9 to 11 September 2013 in conjunction with the TEC meeting also in Bonn.

The provisional agenda, as well as other details of the meeting, are being finalized and will soon be made available on the UNFCCC website at: <<http://unfccc.int/ttclear>>.

In accordance with the above-mentioned decision, the meetings of the TEC will be open to accredited observers. Given space limitations, access may have to be limited. Representatives from IGOs nominated by the Designated Contact Point must register for the meeting using the Observer Registration Form for IGOs, which is attached as Annex I. Confirmation by the Designated Contact 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.**

The deadline for registration as an observer is **Friday, 16 August 2013, 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.

Annex II contains information for participants.

Yours sincerely,

(signed by)

Wanna Tanunchaiwatana
Officer in Charge
Finance, Technology and Capacity-building Programme



Annex I
Seventh meeting of the Technology Executive Committee
4 – 7 September 2013, Bonn, Germany

OBSERVER REGISTRATION FORM FOR IGOs

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

Organization represented:	
First and last name:	
Position/Title:	
Address (incl. city and post code):	
Country:	
Telephone/fax:	
E-mail address:	
Nationality:	
Passport Number and date of issue/expiry:	
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 Head of the Organization.

Organization represented:	
First and last name:	
Telephone/fax:	
E-mail address:	
I herewith confirm that the above is nominated as an observer to the seventh meeting of the Technology Executive Committee, and agree to the conditions set out under 'Important Information for Observers'.	
Signature of the IGO Designated Contact Point: _____	

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, 16 August 2013, 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 1999.**



Annex II

IMPORTANT INFORMATION FOR OBSERVERS

- This registration is **only valid** for the **seventh 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 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 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/diplo/en/Startseite.html>> (also available in French and Spanish). Please note that the European Union has introduced new procedures on the issuance of Schengen visas. Kindly refer to the following links 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>
- 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.