



Date: 5 July 2013
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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 constituencies of admitted non-governmental organizations that the seventh meeting of the Technology Executive Committee (TEC) will take place in Bonn **from 4 to 7 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.

In accordance with the modalities and procedures adopted by the above-mentioned decision, the meetings for the TEC will be open to admitted observer organizations. Given space limitations, participation will be limited to representatives by constituency. Exact numbers of allocation will be communicated to Constituency Focal Points.

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 the Constituency Focal Point to the secretariat using the following email address:

cool@unfccc.int

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>>.

The deadline for registration as an observer is **Friday, 16 August 2013**. 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 NGOs received after this deadline.

Yours sincerely,

(signed by)

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

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