



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 29 August 2012

Reference: CF/YV/mw

NOTIFICATION

Second workshop on long-term finance

**Cape Town, South Africa
1–3 October 2012**

On behalf of the Co-Chairs of the work programme on long-term finance, Mr. Zaheer Fakir and Mr. Georg Børsting, I am pleased to invite you to nominate participants from your country to attend the second workshop on long-term finance to be held in Cape Town, South Africa, from 1–3 October 2012. The draft programme of the workshop will be posted shortly on the web page¹ of the work programme.

The Conference of the Parties (COP), at its seventeenth session, decided to undertake a work programme on long-term finance in 2012, including workshops, to progress on long-term finance in the context of decision 1/CP.16, paragraphs 97–101. The aim of the work programme is to contribute to the on-going efforts to scale up the mobilization of climate change finance after 2012. It will analyse options for the mobilization of resources from a wide variety of sources, public and private, bilateral and multilateral, including alternative sources and relevant analytical work on the climate-related financing needs of developing countries.

The two Co-Chairs of the work programme on long-term finance encourage you to nominate experts in the field of climate change finance to stimulate and contribute to the discussions during the workshop. In order to ensure transparency and inclusiveness, the Co-Chairs have requested that an open invitation is made to all Parties and observer organizations for participation at the workshop. Funding to cover the participation in this workshop of eligible developing countries is limited and has been made available through the corresponding regional groups. Should your country be interested in funding participants to participate in the workshop at its own expense, we would recommend a nomination of up to two representatives from your country.

<p>Distribution: To Parties and observer States through national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.</p>

¹ <http://unfccc.int/cooperation_support/financial_mechanism/long-term_finance/items/6814.php>.



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We request that your nominees complete the enclosed workshop participant registration form, and return it to us **no later than 7 September 2012**, either by fax (+49 228 815 1999) or by e-mail (mwegrzyniak@unfccc.int). Logistical details of the workshop will be communicated to the participants in due course.

Kindly note that the secretariat does not provide any arrangements for medical, accident and travel insurance, nor does it provide compensation in case of death or disability, loss or damage to personal property and/or cover any other costs or losses that participants may incur during travel time or the workshop period. It is therefore strongly recommended that international medical and/or travel insurance cover for the period of participation of your participants be arranged prior to departure. Additionally, should your nominees require an entry visa for South Africa, and/or other transit visas, we strongly encourage them to contact appropriate consular authorities as soon as possible. A copy of this invitation should be attached to the visa request form in order to facilitate issuance. The secretariat will be pleased to provide further assistance or advice if required.

Should you require further information or wish to discuss substantive matters, please contact Mr. Marenglen Gjonaj (Phone +49 228 815 1335 or e-mail mgjonaj@unfccc.int). For questions on administrative matters, please contact Ms. Magdalena Wegrzyniak (Phone: +49 228 8151134 or e-mail mwegrzyniak@unfccc.int) at the UNFCCC secretariat.

Additionally, please be informed that various online activities of the work programme will be organized over the coming weeks, including a continuous e-forum and webinars. The co-chairs would like to encourage active participation by all Parties and relevant stakeholders in those activities. Further information and details, as well as a timeline for said activities can be found on the web page² of the work programme on long-term finance.

We look forward to welcoming you at the workshop.

Yours sincerely,

(signed by Vitaly Matsarski for)

Christiana Figueres

² <http://unfccc.int/cooperation_support/financial_mechanism/long-term_finance/items/6814.php>.



Annex



**REGISTRATION FORM
Non-Funded Participants
Workshop on long-term finance**



1–3 October 2012, Cape Town, South Africa

Party (if applicable):	
	<i>Mr.</i> <input type="checkbox"/> <i>Ms.</i> <input type="checkbox"/>
<i>FAMILY NAME:</i>	
<i>First name:</i>	
<i>Title:</i>	
<i>Organization:</i>	
<i>Address:</i>	
<i>City:</i>	
<i>Country:</i>	
<i>Telephone:</i>	
<i>Fax:</i>	
<i>Email:</i>	
<i>Date of birth (dd/mm/yy):</i>	
<i>Nationality:</i>	
<i>Passport number:</i>	
<i>Dates of Issue and Expiry:</i>	

☐ ***I will attend this workshop***

☐ ***I will not attend this workshop***

Participants should note the following:

- The United Nations and the Convention secretariat are not responsible for medical and accident insurance, for compensation for death or disability, for loss or damage to personal property and for any other costs or losses that may incur during travel time or the period of participation.
- Information on other logistical arrangements will be provided to you as soon as you confirm your participation to the workshop.

Signature/date _____ / _____

Please complete and return to:

Ms. Magdalena Wegrzyniak, UNFCCC Secretariat Bonn / Germany
Fax: +49 228 815 1999 E-mail: mwegrzyniak@unfccc.int