



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

Executive Secretary
Secrétaire exécutive

Date: 23 February 2011
Ref: CF/NAW/eps
Page: 1 of 5

NOTICE OF MEETING

**First meeting of the Transitional Committee for the design of the
Green Climate Fund**

Mexico City, Mexico
14 to 15 March 2011

In accordance with decision 1/CP.16, paragraph 110, I wish to notify Parties and observer States to the United Nations Framework Convention on Climate Change (UNFCCC) that the first meeting of the Transitional Committee for the design of the Green Climate Fund will take place from 14 to 15 March 2011.

The meeting will be held at the Conference Area (first floor), Ministry of Foreign Affairs, Plaza Juarez 20, Centro, Mexico City, Mexico.

The provisional agenda, as well as further details of the meeting, are being finalized and will be communicated shortly.

Chairs and Coordinators of groups and constituencies represented on the Transitional Committee are encouraged to transmit to the secretariat the pending confirmed nominations to the Transitional Committee to ensure that all members can participate in this meeting.

In accordance with the above mentioned decision, the meetings of the Transitional Committee will be open to observers. Such observers include Parties, observer States and UNFCCC admitted organizations.

Please be advised that a webcast of the meeting will be available on the website of the UNFCCC secretariat.

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>.



Interested observer Parties must register for the meeting using the Observer Registration Form, which is attached as annex II. 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 at: E-mail address: **tc@unfccc.int** or **fax number: +49 228 815 1999**.

The deadline for registration as an observer is **Wednesday, 2 March 2011, 17:00 hour 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 received after this deadline.

Annex I contains information for participants. Additional information will soon be posted on the UNFCCC website <unfccc.int>.

Yours sincerely,

{signed by Richard Kinley for}

Christian Figueres

Annex I**Information for participants**

Essential documents	Please consult the UNFCCC website for all available documents at: < http://unfccc.int >.
Registration	<p>All observer participants are requested to register upon arrival at the desk located at the Conference Area.</p> <p>A valid photo ID should be presented to the registration staff.</p> <p>This registration is only valid for the First Meeting of the Transitional Committee for the design of the Green Climate Fund.</p> <p>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.</p>
Visas	<p>All foreign citizens entering Mexico must have a valid passport.</p> <p>Participants who have a valid USA visa or a resident permit from USA or the Schengen area are exempt from obtaining a visa for Mexico.</p> <p>Participants to the meeting who require a visa for Mexico, or a transit visa, are strongly encouraged to contact the appropriate consular authorities as soon as possible. To facilitate the issuance of a visa, a copy of the Observer Registration Form and the confirmation of registration issued by the secretariat should be attached to the visa request.</p> <p>For further information concerning visas, please contact:</p> <p>Mr. Edgar Cubero E-Mail address: ecubero@sre.gob.mx Telephone number: +52 55 36865100, ext. 7204.</p>
Disclaimer	<p>Observers are responsible for making their own travel and accommodation arrangements.</p> <p>Participants are strongly recommended to obtain 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.</p>

Annex II

**First meeting of the
Transitional Committee for the design of the Green Climate Fund
14-15 March 2011
Mexico City, Mexico**

**OBSERVER REGISTRATION FORM**

Please complete the information requested below and remember to sign on the last page.

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

Confirmation of nomination by the UNFCCC National Focal Point.

Ministry:	
First and last name:	
Telephone/fax:	
E-mail address:	
I herewith confirm that _____ is nominated as an observer to the initial meeting of the Transitional Committee for the design of the Green Climate Fund.	
Signature of the UNFCCC National Focal Point/date:	

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, 2 March 2011, 17:00 hour, Central European Time.**
3. Please complete and return this form by E-Mail or by fax to: **E-mail address: tc@unfccc.int; Fax Number: +49 228 815 1999.**
4. Observers will receive a confirmation of registration from the secretariat, which is subject to full completion of this form.

IMPORTANT INFORMATION FOR OBSERVERS

- This registration is **only valid** for the Initial Meeting of the Transitional Committee for the design of the Green Climate Fund.
- Please be advised that observers are 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 you 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 Mexico must have a valid passport.
- Participants who have a valid USA visa or a resident permit from USA or the Schengen area are exempt from obtaining a visa for Mexico.
- Participants to the meeting who require a visa for Mexico, or a transit visa, are strongly encouraged to contact the appropriate consular authorities as soon as possible. To facilitate the issuance of a visa, a copy of the Observer Registration Form and the confirmation of registration issued by the secretariat should be attached to the visa request. **For further information on visas, please contact:**

Mr. Edgar Cubero

E-Mail address: ecubero@sre.gob.mx

Telephone number: +52 55 36865100; ext 7204.

- All participants are requested to register upon arrival at the venue for the meeting. The confirmation of registration of the participant and a valid photo ID should be presented to the registration staff in order to issue the corresponding badge. For participants who are not citizens of Mexico, a valid passport or a nationally approved identification card is required.
- 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.

We agree to the conditions set out above.

Signature of the UNFCCC National Focal Point and date:	Signature of the nominee and date:
