

**Ninth CTCN Advisory Board Meeting  
3- 5 April 2017 in Bonn, Germany**

**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>	
<p>I herewith confirm that the above is correct and agree to the conditions set out under “Important Information for Observers”</p> <p>Signature of the nominee / Date: _____</p>	

**Confirmation of nomination by the UNFCCC National Focal Point**

<i>Ministry:</i>	
<i>First, last name:</i>	
<i>Telephone/fax:</i>	
<i>E-mail address:</i>	
<p>I herewith confirm that the above individual is nominated as an observer to the ninth meeting of the CTCN Advisory Board, and agree to the conditions set out under “Important Information for Observers”</p> <p>Signature of the Head of UNFCCC National Focal Point / Date: _____</p>	

**SUBMISSION OF REGISTRATION FORM**

1. This form must be submitted by the UNFCCC Focal Point.
2. The deadline for the submission of this form is: **Friday, 3rd March 2017, 1700 hrs. Central European Time.**
3. Please complete and return this form by E-Mail to: [bibiana.sanchez@unep.org](mailto:bibiana.sanchez@unep.org)

Annex I

**IMPORTANT INFORMATION FOR OBSERVERS**

- This registration is **only valid** for the Ninth CTCN Advisory Board Meeting.
- Please be advised that the **nominee is responsible** for 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 Environment Programme and the United Nations Industrial Development Organization **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 Germany must have a valid passport. Before leaving the home country, participants should complete all formalities regarding entry and transit visas, which they may require for the journey to Germany. Participants are asked to contact the nearest Embassy of Germany as soon as possible. The visa process will require at least three weeks. In the absence of an Embassy in the home country, participants are advised to contact the CTCN to assist them with obtaining their visa.
- 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.