

**Organization of the work of the session**  
**UN Climate Change Conference 6 – 17 November, 2017**  
**Information note**

The UNFCCC secretariat renews its commitment to make every effort to support the Presiding Officers of the COP, CMP, CMA, SBSTA, SBI and APA in their management of the Conference in a transparent, open and inclusive manner to ensure the most conducive working environment for Parties and stakeholders and the most effective use of time and the available facilities.

**Time management and scheduling**

Meetings of negotiating groups will be scheduled between 10:00 a.m. and 1 p.m. and 3:00 and 6:00 p.m. As agreed by Parties in SBI conclusions, it is recommended that no official meetings are held after 6 p.m. Party consultations after 6:00 p.m. can be convened, with invitation of facilitators if Parties so decide. The practice of holding no more than two parallel meetings of plenary and/or contact groups, with the total number of parallel meetings held, including informal meetings, not exceeding six will be continued, as called for by the SBI.

Similar to previous sessions, at this session the preliminary scheduling of meetings will be organized around thematic clusters within and across the negotiating Bodies. This will facilitate the work of the Parties by ensuring coherence and avoiding clashes, to the extent possible. The overview schedule of the session is posted on the UNFCCC website, and participants are encouraged to regularly consult the Daily Programme, CCTV and the new [web calendar](#) for information on schedule and meeting venues.

In order to ensure that conclusions are available in all UN languages for their adoption at the closing plenary meetings, it is essential that the content of all documents under the subsidiary bodies requiring translation be finalized by Monday, 13 November at 6 p.m.

**Attendance of observer organizations**

[Observer organizations](#) have played an invaluable role in the UNFCCC process and will continue to do so in the implementation of the Paris Agreement and in raising the ambition.

In accordance with decision 18/CP.4 on the attendance of intergovernmental (IGO) and non-governmental organizations (NGO) at **contact groups**, representatives of IGOs and NGOs may be invited to attend as observers, unless at least one-third of the Parties present at that contact group object and on the understanding that the co-chairs of the contact group may determine, at any time, that the contact group be closed. In the event that there is no contact group for an agenda item – the first and last meetings of informal consultations may be open to observer organizations, as per SBI 34 recommendations, recognizing the right of Parties to keep informal meetings closed.

**Plenary statements**

Statements from Parties and other stakeholders are important for the intergovernmental process. As per usual practice, the COP / CMP / CMA will jointly hear statements from Parties and observer organizations. Similarly, to respond to continued requests and support from Parties to improve time management at sessions and as encouraged by SBI 46 (See FCCC/SBI/2017/7, para. 114), a joint plenary meeting of the SBSTA and the SBI is planned for the afternoon of Monday, 6 November, upon completion of the

SBI and SBSTA opening plenary meeting, to hear statements from Parties and observer organizations. Due to limited time available, groups of Parties are requested to limit their statements to 3 minutes, and Parties and observer organizations to limit their statements to 2 minutes. Parties are encouraged to upload their statements on the submission portal at <<http://unfccc.int/5900.php>>, if possible, before the opening of the session. Observers are encouraged to send their statements to the secretariat by email to [cool@unfccc.int](mailto:cool@unfccc.int).

Copies of interventions can be provided to the Conference Officers ([Conference-Officer@unfccc.int](mailto:Conference-Officer@unfccc.int)) in advance to facilitate the work of the interpreters.