



COP 21/CMP 11

Paris (Le Bourget) France
30 November–11 December 2015



Questions from A – Z

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Introduction

The present Q&A is a quick response to questions regarding COP 21/CMP 11. Please note that an information hub has been created where you can find more detailed information.

<http://newsroom.unfccc.int/cop21parisinformationhub/>

Accommodation

Please see Hotels (Accommodation).

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Accreditation

1. Who is allowed to attend the UNFCCC Climate Change Conference?

In accordance with Article 7, paragraph 6 of the Convention, Parties to the Convention, United Nations organizations and duly accredited observer organizations may attend the sessions under the Convention. Consequently, the conference is not open to the public.

2. I am a student/writer/scientist/interested member of the public and would like to attend the sessions of the COP/CMP. Please send me a registration form or inform me how to register.

UNFCCC conferences are not open to the public. Please convey your interest to participate in the conference in Paris through your government or to an accredited observer organization, which may be in a position to include your name as part of its delegation, if they so decided. The list of National Focal Points for climate change as well as accredited observer organizations may be found at the following link:

http://unfccc.int/parties_and_observers/parties/items/2352.php

There is no registration form for the conference and all formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions of the Convention and its Kyoto Protocol, are free of charge.

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Use of cameras and audio/video recording

3. Taking photographs?

Photographs may be taken by participants within the United Nations designated conference venue's public areas, such as lobbies and corridors, and meeting rooms provided that such activities do not disrupt the activities or movements of participants or the security provisions of that area. In the case of professional/commercial photographers accompanying a Party or observer organization delegation, the Party or observer organization is requested to identify such person(s) on their delegation list, and provide information on the purpose of the photographic assignment. Once approved by the secretariat, the professional/ commercial photographer will be assisted by UN staff on site to complete their assignments, including an escort by UN staff or security into meeting rooms or other areas should this be requested. UNFCCC media accreditation provided for

professional/commercial photographers from media organizations, including any needed assistance or guidance.

http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf

4. Making video and audio recordings

Participants may make video and audio recordings in public areas, such as lobbies and corridors, provided that such activities do not cause disruption to the activities or movements of other participants or security provisions for that area. Those making recordings should seek permission in advance from any persons they wish to record.

The making of audio and video recordings by Party or observer organization delegations during open and closed official meetings and in designated high-security zones is not permitted. The UNFCCC secretariat provides full recordings of all official open plenary meetings in audio format and webcast on the Internet. All webcast recordings are available on the secretariat's website.

In the case of professional/commercial audio, video or film producers and technicians accompanying a Party or an observer organization delegation, the delegation is requested to identify such person(s) on their delegation list, and provide information on the purpose of the audio, video or film production. Once approved by the secretariat, the professional/commercial photographer will be assisted on-site by UN staff to complete their assignments, including an escort by UN staff or security into meeting rooms or other areas should this be requested. UNFCCC media accreditation provides for radio and television as well as film production organizations, including any assistance or guidance needed.

http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf

5. What if my Head of State or Government wishes to take a personal photographer?

There will only be a limited number of access cards for delegations to the VVIP area and also to the restricted areas of the plenary. If your Head of State or Government wishes to take a personal photographer, this photographer should hold one of the five VVIP access cards allocated to your delegation. The same applies for taking photographs in the plenary; the photographer will have to hold one of the delegation's passes from the quota.

Note that this pass will not come from the media quota of passes.

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Badges

6. Where and when do I collect my conference badge?

Registration and the collection of the badges will take place at the conference venue at the Paris-Le Bourget site (Parc des expositions du Bourget). Badges are compulsory for participants to gain access to the premises. They are issued only on the basis of being nominated from Parties, observer States or observer organizations. You must first register at the registration desk, which will be open from:

Sunday, 22 November to Friday, 11 December 2015.

Please note the opening hours indicated in the section on registration. A valid photo identification in addition to the acknowledgment letter generated from the online registration system must be presented to registration staff.

All participants are requested to wear their badges at all times.

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Communication

7. Where can I get a local mobile phone?

Mobile phones are available for purchase at the Business Centre, located close to the negotiation rooms.

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Credentials

8. What are credentials and why are they needed?

Each Party participating in a session shall be represented by a delegation consisting of a head of delegation and such other accredited representatives, alternate representatives and advisers as it may require. In accordance with rule 19 of the draft rules of procedure being applied (see document FCCC/CP/1996/2), the **credentials** of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat if possible not later than 24 hours after the opening of the session. Any later change in the composition of the delegation shall also be communicated to the secretariat.

Only original credentials written in one of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian or Spanish) should be deposited during the conference with the External Relations counter, located beside the main Information Desk in the conference centre.

http://unfccc.int/files/parties_and_observers/notifications/application/pdf/notification_to_parties_cop21_cmp11_paris_2015.pdf#page=13

9. Who should issue the credentials?

The credentials must be issued by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. They should indicate the date and place where the instrument was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim as the Head of State or Government or as the Minister of Foreign Affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

10. Where should I deliver my delegation's credentials?

Only one set of credentials is necessary to cover the participation of Parties to the Convention and Parties to the Kyoto Protocol in the COP and the CMP.

Original credentials, duly signed as indicated above, written in one of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian or Spanish) should be deposited during the conference with the External Relations counter, located beside the main Information Desk in the conference centre. No other office or authority of the UNFCCC secretariat or the Host Country is designated to receive credentials. To facilitate the examination of credentials, a courtesy translation in English would be appreciated if the credentials have been executed in another language. The receipt of the document will be acknowledged by the secretariat in writing on a copy of the original. Please provide a copy of the original document for that purpose.

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Documents

11. Where can I find the agenda and official documents for the sessions?

The agendas for the sessions of the relevant bodies and all other documents for the conference can be found on the UNFCCC website at the following link:

http://unfccc.int/meetings/paris_nov_2015/meeting/8926.php

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Dress code

12. What is the dress code for the conference?

There is no established dress code for the conference. However, participants should bear in mind that the temperature in Paris in November and December typically ranges from 3°C to 8°C and may wish to dress accordingly. Participants may wish to visit the following link for more information regarding the weather in Paris at the time of the conference:

www.weather.com

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High-Level Segment

Please see Leaders Event/High-Level Segment

Hotels (accommodation)

13. Are there any recommended hotels for the meetings?

The UNFCCC secretariat is not in a position to make recommendations for specific hotels. However, the link below to the host country's website offers information on hotels and available options:

<http://www.cop21.b-network.com/Default.aspx?SortExpression=PriceFrom,%20Name>

14. How do I make hotel arrangements for Paris?

Hotel arrangements for COP 21/CMP 11 in Paris can be undertaken by the host country. Please see the link below to the web page of the host country where you can find more information:

<http://www.cop21.b-network.com/Default.aspx?SortExpression=PriceFrom,%20Name>

15. Are hotel arrangements being made for my Minister?

The UNFCCC secretariat is not in a position to make hotel arrangements for ministers. Delegations are kindly requested to make their own arrangements or contact their diplomatic mission in Paris for assistance. The link below from the host country website provides information on accommodation:

<http://www.cop21.b-network.com/HotelsGeographicList.aspx?TemplateGuid=ead575f6-8bc4-4240-bd2d-083a59c79ea4&PageName=Hotels+Categories+List+by+area>

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Leaders Event/High-Level Segment

16. What is the Leaders Event?

In the run-up to the Paris 2015 UN climate change conference, world leaders have voiced broad support for reaching a durable and meaningful new climate change agreement. Underlining the importance of their commitment, the Government of France has invited Heads of State or Government to a Leaders Event at the opening of the conference on Monday, 30 November. This event will provide Heads of State or Government with an opportunity to make statements before the conference proceeds with its official business.

17. Is it possible to speak during the Leaders Event and the High-Level Segment?

Those Parties whose Head of State or Government have spoken during the Leaders Event on Monday, 30 November, pursuant to decisions by the Bureau of the COP/CMP, are encouraged to refrain from making another national statement.

http://unfccc.int/files/parties_and_observers/notifications/application/pdf/message_to_parties_leaders_event_and_hls_cop21_cmp_11_web.pdf

18. How do I register my Head of State or Government for the speakers list of the Leaders Event or the High-Level Segment?

Registration for inscription to deliver a statement during the Leaders Event or the High-Level Segment can be done by completing the registration form, which has been sent to the relevant focal points. The registration form may also be found at the following link:

http://unfccc.int/files/parties_and_observers/notifications/application/pdf/message_to_parties_leaders_event_and_hls_cop21_cmp_11_web.pdf

An additional Message to Parties on high-level events, including the Leaders Event on 30 November 2015 and the respective protocol arrangements, was issued by the secretariat to the relevant focal points.

19. When does the High-Level Segment start?

The High-Level Segment is scheduled to start on Monday, 7 December 2015. National statements by representatives of Parties to the UNFCCC and on behalf of groups of Parties will be heard on Monday, 7 December. Furthermore a Leader's Event is planned for the opening of the conference on Monday, 30 November.

http://unfccc.int/files/parties_and_observers/notifications/application/pdf/message_to_parties_leaders_event_and_hls_cop21_cmp_11_web.pdf

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Media

20. How can I obtain media accreditation?

Media accreditation for UNFCCC conferences is strictly reserved for members of the press (print, photo, radio, TV, film, news agencies and online media) who represent a bona fide media organization, which means being formally registered as a media organization in a country recognized by the United Nations General Assembly.

Due to unprecedented demand for media accreditation, the deadline for applications was brought forward to 9 November 2015 and the system is now closed. Please be advised that official government press and/or press accompanying ministers or Heads of State or Government should be registered with the delegation.

No double registration (e.g. as press and delegate, or as press and NGO) is allowed.

The registration contact person for press and media is Ms. Carrie Assheuer at press@unfccc.int.

21. Where is the Media Centre located and do I need a special badge to gain access?

The Media Centre is located in Hall 5. In order to gain access to the Media Centre, you will need the conference badge received at registration. Badges may be collected at the registration desk in the conference venue. Please consult the registration section for information on the opening dates and times of registration.

22. Will there be a media information desk?

The Media Information Desk will be located in the Media Centre in Hall 5. The staff will be happy to address queries from the media and will also make media advisories and other materials available to accredited members of the press.

23. How do I book a press conference room?

To book a press conference room, please complete the press conference request form, which can be downloaded from the following link: <http://unfccc.int/press/items/4862.php>

After completion please send the form to the UNFCCC Press Office at press@unfccc.int. Press conferences may be requested up until the final day of the conference and there is no cost for use of a press conference room.

24. How do I go about organizing a press conference?

The UNFCCC secretariat's Media and Communications Team will be available to provide information and respond to queries and interview requests. They may be contacted through the Media Information Desk or by e-mail at press@unfccc.int.

Only registered government representatives and admitted observer organizations may hold a press conference. In addition, the UNFCCC secretariat regularly briefs the press throughout the conference. All requests will be allocated on a first-come, first-served basis with close alternatives being offered should the time slot be already reserved. First priority is given to Parties and the UNFCCC secretariat.

Normal press conference services are provided between the hours of 9 a.m. and 8 p.m. (subject to change in exceptional circumstances). Same-day requests must be received at least an hour before the requested time. Same-day press conferences to be held after 6 p.m. must be booked by 5 p.m. Each press conference is limited to a maximum duration of 30 minutes. The time limit will be strictly enforced.

Please note that attendance at a press conference is limited to accredited media registered for the conference. Access is also granted to the UNFCCC communications team plus a limited number of staff from the delegation/organization holding the press conference.

25. To whom should I communicate the name of my delegation's media contact (spokesperson)?

The UNFCCC secretariat has a dedicated e-mail account for this purpose. Please send the contact details of your delegation's media contact to the secretariat's media team at mediainfo@unfccc.int. An official notification will be sent to all delegates to request the contact details of the delegation's media contact (spokesperson) between 9 and 13 November.

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Meeting rooms

26. How do I reserve a meeting room and are there any costs involved?

Depending on availability, meeting rooms may be booked for closed meetings, every day from 8 a.m. to 7 p.m.

Until 29 November 2015, requests for meeting rooms may be sent via e-mail. However, as priority will be given to meetings related to the negotiations, you will only receive a confirmation/response near to the starting date of the conference.

As of Monday, 30 November 2015 (the official start of the conference), the meeting room assignment (MRA) request form will no longer be accepted via e-mail. From that date on, forms may only be handed in at the Information Desk and MRA Counter, in hard copy only. The location of the MRA Counter will be announced in due course. The MRA request form may be downloaded from the UNFCCC website at the following link:

http://unfccc.int/meetings/paris_nov_2015/meeting/8926/php/view/logistics.php#logistics6

Please send the completed form as an e-mail attachment to meetingrequest@unfccc.int. There is no charge for booking a meeting room.

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Notification

27. Where can I find the official notification for COP 21/CMP 11?

The official Notification to Parties for the opening of the conference was sent on 1 October 2015. It is also posted on the UNFCCC website at the following link:

http://unfccc.int/files/parties_and_observers/notifications/application/pdf/notification_to_parties_cop21_cmp11_paris_2015.pdf

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Nominations

28. Is there a limit on the number of persons from each delegation?

For Parties and observer States to the Convention and its Kyoto Protocol and United Nations organizations, the delegation is determined by the respective Government/Party or organization.

For NGOs and IGOs, the limit for each organization is determined by the number of observer organizations and the number of participants nominated for these organizations taking into consideration the capacity of the premises, the services available and the safety and security of the participants. The participation is managed by an online system.

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Offices (delegation)

29. How can I make arrangements to book an office for my delegation?

For enquiries on booking delegation offices on a commercial basis inside the conference centre, including space for pavilions, please send an e-mail to espacecommercial@cop21.gouv.fr.

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Parking

30. I will be driving to the conference venue on a daily basis. Will there be dedicated parking available and, if so, what will it cost?

Free parking will be available within working distance from the entrance of the conference centre. The specific location will be made available on a venue map in due course.

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Press

Please see Media

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Registration

31. How do I register for the conference and how much does it cost?

In accordance with Article 7, paragraph 6 of the Convention, Parties to the Convention, United Nations organizations and duly accredited observer organizations may attend the sessions of the Convention. Consequently, the conference is not open to the public. All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions of the Convention and its Kyoto Protocol, are free of charge.

Parties, NGOs and IGOs are required to register for the conference using the online registration system. The online registration system is the only official channel through which to nominate participants for the sessions. The secretariat does not accept nominations by any other method such as e-mail, letter or fax.

32. Is online registration open for Parties?

Online registration is already open for Parties and observer States, as per the notification sent on 2 July 2015:

http://unfccc.int/files/parties_and_observers/notifications/application/pdf/information_note_to_parties_registration_and_access_cop21_cmp11.pdf

Please refer to the online registration link: <https://onlinereg.unfccc.int/>

33. Is online registration open for NGOs and IGOs?

Online registration for NGOs and IGOs was opened on 23 January 2015 and closed on 22 June 2015. The online registration for NGOs and IGOs to confirm their nominations is currently open. Confirmation closes on 26 November 2015, as per the notification sent on 23 January 2015 (first page):

http://unfccc.int/files/parties_and_observers/notifications/application/pdf/information_note_to_ngos_and_igos_opening_of_ors_cop21_cmp_11.pdf

Please refer to the online registration link: <https://onlinereg.unfccc.int/>

34. Is there a deadline for registration?

For admitted IGOs and NGOs, the nomination deadline was closed on 22 June 2015. The online registration for NGOs and IGOs to confirm their nominations is currently open. Confirmation closes on 26 November 2015, as per the notification sent on 23 January 2015 (first page):

http://unfccc.int/files/parties_and_observers/notifications/application/pdf/information_note_to_ngos_and_igos_opening_of_ors_cop21_cmp_11.pdf

The confirmed representatives will be registered by the secretariat to attend.

For Parties, observer States and specialized agencies, registration is open until the end of the conference.

Online registration: <https://onlinereg.unfccc.int/>

35. What are the dates and times for badge issuance at the Registration Counter?

Badge issuance **for Parties** will be open from:

Sunday, 22 November to Friday, 27 November 2015, from 8 a.m. to 9 p.m.

Saturday, 28 November to Friday, 11 December 2015, from 8 a.m. to 8 p.m.

Badge issuance **for NGOs and IGOs** will be open from:

Sunday, 22 November to Friday, 27 November 2015, from 8 a.m. to 9 p.m.

Saturday, 28 November to Sunday, 29 November 2015, from 8 a.m. to 8 p.m.

Monday, 30 November, from 1.00 p.m. until 8.00 p.m.

Registration counter is closed to IGOs and NGOs in the morning hours of Monday, 30 November.

Tuesday, 1 December, to Friday, 11 December 2015, from 8 a.m. to 8 p.m.

To avoid delays, it is highly recommended that you issuance your badge as soon as possible and before Saturday, 28 November 2015.

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Rest day

36. Is there an official rest day?

Further information on a possible rest day will be posted on the UNFCCC website in due course.

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Security

37. How is security for the conference managed?

The conference venue will be under the authority of the United Nations. Access to the conference venue will be controlled by the United Nations Department of Safety and Security. They work in close collaboration with the host country national and local security and ensure the safety of participants in the conference venue.

Security checks will take place at the entrance. The carrying of the following items in particular will be prohibited: sharp objects (knives, scissors, etc.), explosive or flammable substances (flammable aerosols, combustible materials, etc.) and all liquids, regardless of volume, nature and container.

For any questions regarding security, please contact UNFCCC Security directly at security-unfccc@unfccc.int. This e-mail address will only be monitored from 23 November onwards. E-mails received before that date will be answered thereafter.

Please be informed that any security personnel from your delegation need to be registered via the online registration system to secure quick and easy access to the conference venue.

38. Are there any security concerns that should be taken into account when visiting France and Le Bourget?

French security forces will be operating and in charge of security throughout Paris at locations such as the airport and hotels and on the routes between the airport, hotels and the external perimeters of the conference venue.

Travellers should be alert to the risk of petty crime, which may include pickpocketing and street scams, and should exercise caution while transiting in public areas as well as when using ATM machines or money exchange tellers.

39. How can I get security clearance to Le Bourget for an authorized country delegation vehicle?

Please see Transportation

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Shipment

40. I will need to ship brochures, documents etc. to the conference. What is the procedure for shipment consignments?

The shipment service for the conference will operate from 2 November to 11 December 2015. The Organization of the COP21 shall not be held accountable for any packages shipped before 2 November 2015.

Ensure that your label lists the single destination address as follows:

COP21/ Garonor
Bâtiment 22 – Cellule M

Avenue Anatole Sigonneau
93150 Le Blanc Mesnil – France

FOR DELEGATIONS

The mandatory labels are available on your online account, «your file» section.

FOR SIDE EVENTS AND EXHIBITS

Shipping labels will be sent to the official organizers through their accounts in the Side Events and Exhibits Online System (SEORS)

Only correctly-labelled and correctly-packaged parcels will be picked up for transfer to the depots.

In support of the sustainability efforts to reduce the carbon footprint of the conference and minimize wastage of resources related to it, the total cumulative weight of your shipments may not exceed 150kg. Further information on shipments are available on:

http://unfccc.int/files/meetings/paris_nov_2015/application/pdf/guide_shipment_cop21_en.pdf

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Transportation

41. Will there be official shuttle buses or free public transport for conference participants?

The host country will provide free public transport for all registered conference participants holding a conference badge. All information regarding transportation can be found at the link <http://www.cop21.gouv.fr/en/faq> under “How does one get to the Paris-Le Bourget site?”

42. Are there recommended taxis for participants to use?

To travel from other parts of Paris to Le Bourget, participants are strongly advised to use public transport serving the site. All information regarding transportation can be found at the link <http://www.cop21.gouv.fr/en/faq> under “How does one get to the Paris-Le Bourget site?”

43. Will taxis be able to drive directly to the conference venue?

There will be a designated drop-off area for taxis within walking distance of the entrance of the conference centre.

44. Will transportation be provided by the UNFCCC secretariat or the French Government for Ministers?

There will be no transportation provided for Ministers by the UNFCCC secretariat or the host country. Delegations should make transportation arrangements for their Ministers, or contact their diplomatic mission in Paris to assist with such arrangements.

45. How do I register the car of my Minister/delegation/embassy to have access to the conference venue?

Ministers' cars will be able to access the conference venue through a dedicated entrance. The Minister must be in the car in order for the car to be allowed access.

Ambassador's car will be able to access the conference venue. In addition, one extra vehicle is allowed which should contain no more than seven seats.

Modalities concerning the application for and issuance of decals for these cars will be provided in due course.

Only vehicles fitted with a decal will be allowed access to the VIP/Ministerial parking area adjacent to the Blue Zone (UN security area). Decals for the VIP/Ministerial parking area will only be issued to vehicles transporting Ministers. **These are the only vehicles that will be allowed to access the VIP/Ministerial parking area.**

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Venue

46. Where will the conference be held?

COP 21/CMP 11 will take place at the Paris-Le Bourget site (Parc des expositions du Bourget).

*Parc des expositions du Bourget
Place Charles Lindbergh
93350 Le Bourget
France*

47. Is there a map or any information on the conference venue?

At this point, there is no map of the conference venue. However, the host country has a dedicated website showing information on the conference venue. Please consult the following link:

<http://www.cop21.gouv.fr/en/practical-arrangements/paris-le-bourget-site>

48. Where can I find information about the city of Paris?

Information about Paris can be found at the following links:

<http://www.paris.fr/>
<http://www.parisinfo.com/>
<http://www.tourisme93.com/>
<http://www.iledefrance.fr/>

49. Will there be vegetarian food available at the venue?

A variety of food options, including vegetarian, will be available throughout the conference venue.

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Visas

50. How do I get a visa for France?

All foreign delegates entering France must have a passport which is valid for at least six months. Participants requiring a visa for France, or a transit visa, are strongly encouraged to contact the appropriate consular authorities immediately. To facilitate the issuance of a visa, a copy of the acknowledgement letter from the online registration system should be attached to the visa request.

For more information, please visit the following link on the host country's website for the conference, where information on the issuance of visas can be found:

<http://www.cop21.gouv.fr/en/practical-arrangements/coming-france>

<http://www.diplomatie.gouv.fr/en/coming-to-france/>

Please note that the UNFCCC secretariat is not in a position to issue invitation letters for visa purposes. You may use the confirmation of your accreditation when making your visa application. For Media you may as well need the letter of assignment from your media organization.

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