



Executive Secretary
Secrétaire exécutive

Bonn, 1 September 2010

CAS/OBS/SEP/10

Page 1 of 5

INFORMATION NOTE
United Nations Climate Change Conference, Cancun
29 November to 10 December 2010

I wish to inform all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties of the forthcoming sessions under the Convention and its Kyoto Protocol:

- Sixteenth session of the Conference of the Parties (COP 16), from 29 November to 10 December 2010;
- Sixth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 6), from 29 November to 10 December 2010;
- Thirty-third session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 33), from 30 November to 4 December 2010;
- Thirty-third session of the Subsidiary Body for Implementation (SBI 33), from 30 November to 4 December 2010;
- Fifteenth session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP 15);*
- Thirteenth session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA 13).*

The sessions will take place at the Moon Palace Hotel/Cancun Messe complex, Cancun, Mexico, from Monday, 29 November to Friday, 10 December 2010.

I also wish to inform IGOs and NGOs that the online registration system, which will allow admitted organizations to electronically nominate individuals to attend sessions organized by the UNFCCC secretariat, has been implemented for these sessions.

The system allows IGOs and NGOs to organize compile and replace names in their respective delegations according to their needs and it is expected that this will expedite the issuance of badges.

*Exact dates within the sessional period are subject to confirmation.

Distribution: To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties.



The user manual for the system is available at the following web address:

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

It contains complete information and guidelines on how to obtain access to the system and its use. A help desk is available at the following email address:

<onlinereg@unfccc.int>

Nominations to attend these sessions will be accepted on-line, from Thursday, 2 September to Wednesday, 29 September at midnight CET.

Registration on-line is the official channel to nominate participants from IGOs and NGOs. The secretariat will not accept nominations by any other method such as e-mails, letters and faxes.

The attached annex also provides important information for participants and guidelines for the issuance of visas. Additional information on the sessions, including the provisional agendas and the annotations to the provisional agendas for the sessions, will be posted on the UNFCCC website www.unfccc.int in due course.

Yours sincerely,

(signed by Feng Gao for)

Christiana Figueres



Information for participants

Visas	<p>All foreign delegates entering Mexico must have a valid passport. Participants requiring a visa for Mexico, or a transit visa, are strongly encouraged to contact the appropriate consular authorities as soon as this information note is received. To facilitate the issuance of a visa, a copy of the information note should be attached to the visa request.</p> <p>Once the participant is confirmed by the Designated Contact Point (DCP) or Head of the Organization, a visa support letter will be generated by the online registration system, which should be attached also to the visa request.</p> <p>For more information, please visit the host country website: <http://cc2010.mx/en/cop/Visas>.</p>
Hotels	<p>Representatives who require assistance in making a hotel reservation in Cancun should visit the following website:</p> <p><http://www.cop16accommodation.com/></p> <p>Telephone: +52-55-51487509/10/11/12.</p>
Nominations Nominations and side events	<ul style="list-style-type: none">• Online registration for IGOs and NGOs to nominate their representatives: open from, Thursday, 2 September to Wednesday 29 September at midnight CET.• Online registration for IGOs and NGOs to confirm their representatives: open from Thursday, 7 October to Tuesday, 16 November at midnight CET. <p>Allocation of side events and exhibits will only be confirmed after the nomination deadline. Potential organizers, speakers and participants must be nominated as representatives of Parties or admitted observer organizations for the sessions before the nomination deadline of 29 September in order to secure their access to the premises.</p>



<p>Registration</p> <p>Registration times:</p>	<ul style="list-style-type: none">• All participants are requested to register upon arrival at the desk located in Cancun Messe.• The acknowledgement of the participant's nomination form and a valid photo ID should be presented to the registration staff in order to issue the corresponding badge.• For non-host country participants, a valid passport or a nationally approved identification card is required.• The minimum identification document requirements are:<ul style="list-style-type: none">Name written in Latin alphabetPassport type photoNationalityDate of BirthA unique identification number• Early registration on Saturday, 27 November, is highly recommended in order to avoid delays.• Saturday, 27 November to Sunday, 28 November 2010, from 09.00 a.m. to 06.00 p.m.• Monday, 29 November from 02.00 p.m to 06.00 p.m. and from Tuesday, 30 November until Friday, 10 December 2010, from 7.15 a.m. to 06.00 p.m. <p>Registration for IGOs and NGOs will be closed on Monday, 29 November from 7.15 a.m. to 02.00 p.m.</p> <p>Double registration for the session is not permitted (i.e. observer organization representative and State representative or observer organization representative and press/media representative).</p>
<p>Access to the premises</p>	<p>Access through Cancun Messe will be granted to participants beginning 07.15 a.m. daily, Monday, 29 November to Friday 10 December 2010.</p> <p>No restriction to the circulation of participants is expected at this stage. If the circumstances so require, for security reasons, a system of secondary badges will be implemented for access to certain areas. Designated Contact Point will be informed as soon as the information is available.</p> <p>Exhibit organizers who are issued a photo badge will be granted access to the venue as of Sunday, 28 November 2010, from 01:00 p.m.</p>



Disclaimers	<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> <p>In the interest of security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises. The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.</p>
Side events and exhibits	<p>The application period for side events and exhibits ended on Friday, 27 August 2010 at 05:00 p.m. CET. No further applications can be accepted.</p> <p>Please see also above: “Nominations and side events” and “Access to the premises”.</p>
Press briefings	<p>In order that the secretariat can provide adequate logistical and technical facilities, it would be useful to know to what extent observer organizations intend to brief the press/media during the forthcoming sessions. Responses should be addressed directly to the UNFCCC Press Office, telephone: +49 228 815 1005, fax: +49 228 815 1856, e-mail: <press@unfccc.int>.</p>
Essential documents Code of conduct	<p>Please consult the UNFCCC website <http://maindb.unfccc.int/library> for all available documents.</p> <p>The Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of UNFCCC are provided together with this notification.</p>



**Guidelines
for the participation of representatives
of non-governmental organizations
at meetings of the bodies of the
United Nations Framework
Convention on Climate Change**

March 2003

Roles of the secretariat and non-governmental organizations

The security of the venues for sessions and meetings of the Convention bodies is the responsibility of the secretariat. The Executive Secretary has the authority to take any action necessary to maintain this security, including denying access to the venues.

Non-governmental organizations are responsible for the conduct of each of their representatives. Any behaviour not consistent with these guidelines may have an impact on the participation of the organization and/or of the individual.

The secretariat welcomes the full support of participants in maintaining an ambience conducive to intergovernmental discussions and negotiations, and to open and fruitful dialogue between Parties and observers.

The secretariat encourages non-governmental organizations and their representatives to liaise with the secretariat during sessions on matters or concerns related to their participation.

For further information on these guidelines or on observer participation at sessions please contact:
Megumi Endo
Observer Organization Liaison Officer, Climate Change secretariat
PO Box 260 124, D- 53153, Germany
Telephone: (49-228)-8151523
Fax: (49-228)-8151999
cool@unfccc.int

**Guidelines for the participation of
representatives of non-governmental organizations
at meetings of the bodies of the
United Nations Framework Convention on Climate Change¹**

Introduction

Meetings of the Convention bodies are convened for negotiations between Parties to the Convention. According to Article 7, paragraph 6, of the Convention “[a]ny body or agency, whether national or international, governmental or non-governmental, which is qualified in matters covered by the Convention, and which has informed the secretariat of its wish to be represented at a session of the Conference of the Parties as an observer, may be so admitted unless at least one third of the Parties present object. The admission and participation of observers shall be subject to the rules of procedure adopted by the Conference of the Parties.”

Since the early days of the climate change Convention, non-governmental organizations (NGOs) have been actively involved, attending sessions and exchanging views with other participants, including delegates. It is recognized that this involvement allows vital experience, expertise, information and perspectives from civil society to be brought into the process to generate new insights and approaches. Furthermore, the access and participation of observers to the process promotes transparency in this increasingly complex universal problem. Such participation flourishes in an atmosphere of mutual trust which acknowledges respect for others and their opinions, and takes into account the nature of intergovernmental sessions.

To promote a harmonious atmosphere supportive of discussions and negotiations at intergovernmental meetings and to encourage the effective participation of observers in the process, the secretariat has prepared guidelines for appropriate conduct during attendance at meetings of bodies of the United Nations Framework Convention on Climate Change (hereinafter referred to as UNFCCC) at whatever premises are used for such meetings (hereinafter referred to as venues). These guidelines are not exhaustive but seek to provide information reflecting current practice regarding attendance of observers at sessions and meetings of the UNFCCC. They are in line with those governing NGO participation at sessions of other bodies in the United Nations system.

Any infringement of these guidelines would normally be resolved following consultations between the secretariat and the responsible organizations and individuals.

¹.....These guidelines shall apply mutatis mutandis to meetings of bodies of the Kyoto Protocol.

A. Access

1. Only representatives, whose names have been communicated to the secretariat through the designated contact points of NGOs admitted to sessions of the Conference of the Parties, in accordance with Article 7, paragraph 6, of the Convention, shall be registered and receive a badge.
2. Badges issued at registration shall be worn visibly at all times.
3. Participants shall be prepared to verify their identity upon the request of United Nations officials or security staff.
4. Representatives shall normally be at least 18 years of age. Younger representatives may be registered at the discretion of the secretariat.

B. Etiquette and safety

1. Representatives of NGOs admitted to sessions of the Conference of the Parties² shall cooperate with, and comply with requests and instructions from, United Nations officials and security staff regarding the use of facilities and access to and conduct within the venues.
2. No participant shall harass or threaten any other participant.
3. Interfering with the movement of participants at any time or location within the venues is not permitted.
4. The flags and any officially recognized symbols of the United Nations and of its member States shall not be treated with disrespect.

²..... Representatives of non-governmental organizations admitted to sessions of the Conference of the Parties will hereinafter be referred to as non-governmental observers.

C. Participation

1. The participation of non-governmental observers in the proceedings of meetings, and of open-ended contact groups, is governed by rules 7 and 30 of the draft rules of procedure of the Conference of the Parties being applied, contained in FCCC/CP/1996/2, and by decision 18/CP.4. In this context, meetings designated as CLOSED are not open to observers.

D. Information materials

1. Only United Nations officials may distribute materials in official meeting rooms.
2. Posters may be displayed only at designated locations, and only with prior permission from the secretariat. The posting of notices for authorized events does not require prior permission from the secretariat, provided that they are posted only in designated locations.
3. Documents may be displayed at the designated locations, provided that there is enough space and that they are relevant to the negotiations. A sample of the documents should be deposited with the secretariat for its library. Documents for display should be clearly marked with the name of the responsible organization.
4. Other materials relevant to the negotiations may be distributed at appropriate locations in consultation with the secretariat.
5. Non-governmental observers shall refrain from using the UNFCCC venues for unauthorized demonstrations, and when distributing written materials shall respect other participants' social, cultural, religious or other opinions and refrain from personal attacks.



Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops

The taking of still photographs and making of audio or video recordings within a United Nations-designated conference venue is subject to the guidelines below, and, as required, other guidance or instruction as deemed necessary by the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) secretariat or United Nations (UN) security¹.

Taking of 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 provide for professional/commercial photographers from media organizations, including any needed assistance or guidance.

Making of video and audio recordings

Video and audio recordings by participants in public areas, such as lobbies and corridors, may be undertaken provided that such activities do not cause disruption to the activities or movements of participants or security provisions of that area. Those making recordings should, in advance, seek the permission of those 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 secretariat provides full audio and video recordings for all official open plenary meetings in audio format and webcast on the Internet. All webcast recordings are available from 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 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 provide for radio and television as well as film production organizations, including any needed assistance or guidance.

¹ These guidelines are intended for government and observer organization delegations and do not change or replace current policies and arrangements regarding the use of cameras, radio or TV equipment by accredited media organizations at UNFCCC meetings.



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

UN Security guidelines related to media actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences

Media actions

- Media actions and publicity events in the designated areas (NGO spots) authorized by the Observer Organizations Liaison Officer are permitted.
- No actions inside plenary rooms and conference rooms are allowed.
- Concealing identity with masks is not allowed.
- No impersonated objects (i.e. satirical drawings of Heads of States, negotiators, individuals) are allowed.
- Smooth flow of crowd and an appropriate level of sound that is acceptable to other participants should be maintained, in consultation with the Observer Organizations Liaison Officer if necessary.
- No activity derisive to the UN, any of their Member States, organizations or any individual or criticism that would go against basic rules of decorum is allowed.
- UN Security reserves the right to revoke previously issued permissions for media actions any time if the security conditions so require.

Distribution of publicity materials

- While the secretariat encourages you to join the efforts to make the conference greener, publicity materials (e.g. leaflets, publications, boards, banners, etc) that are clearly attributable to admitted observer organizations or Parties and relevant to the negotiation process may be posted or displayed at the designated exhibits stands. Limited space for publications from those without exhibit stands can be displayed at the '...inSide climate change' publications counters. Please refer to the contact details in the information brochures.
- Distribution of material outside these areas is prohibited, including in the cafeteria and other public spaces.
- Inside the conference rooms, any documents for statements for distribution must be authorized by the secretariat. Please contact Observer Organizations Liaison Officer.
- Materials containing abusive or offensive language or images are not permitted on United Nations premises.



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- Material for display should be clearly attributable to one of the Parties, UN organizations or to the observer organizations duly admitted by the Conference of the Parties.

Use of the United Nations emblem

- Use of the United Nations emblem on non-official documents and publications, including publicity material is expressly prohibited.
- UNFCCC and Meeting logos may be authorized by the secretariat.
- The United Nations flag may not be displayed in meeting rooms, except with the authorization of the Secretary-General.

Measures

- Kindly note that the secretariat and the UN Security reserve the right to take the following measures for non-observance of the above:
 - a) confiscation of the representative's accreditation badge;
 - b) removal of the representative from the United Nations premises;
 - c) confiscation of unauthorized material;
 - d) any other measure deemed appropriate or necessary.

These UN Security guidelines are to be read in conjunction with the “Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change” and the “Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops” available on the UNFCCC official website.