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INFORMATION NOTE

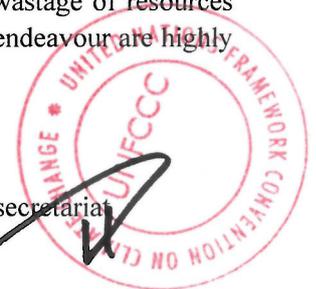
United Nations Climate Change Conference COP 22/CMP 12/CMA 1, 7 to 18 November 2016 Marrakech, Kingdom of Morocco

The UNFCCC secretariat is committed to sustainable development practices such as the improved management of operations and facilities, building on existing efforts and promoting cost effectiveness, as well as the greening of UNFCCC sessions, in cooperation with host countries.

In 2009, in approving the secretariat's Programme Budget for the Biennium 2010-2011¹, the Conference of the Parties encouraged the Executive Secretary to "continue to implement initiatives to reduce the level of greenhouse gas emissions of the secretariat's operations and activities".

Against this background, and as part of the secretariat's overall sustainability efforts as well as the efforts of the Government of the Kingdom of Morocco to host a sustainable COP 22/CMP 12/CMA 1, I am pleased to inform participants in the UNFCCC process on the actions being undertaken to reduce the carbon footprint of the conference and minimize wastage of resources related to it (see annex for details). Your cooperation and support in this important endeavour are highly appreciated.

UNFCCC secretariat



Distribution: To Parties and observer States through their National Focal Points for climate change and diplomatic missions accredited to the Federal Republic of Germany and the Kingdom of Morocco, United Nations bodies and programmes, specialized agencies and related organizations and all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties.

¹ FCCC/CP/2009/11/Add.1, Decision 12/CP.15



Annex

Actions to reduce the carbon and environmental footprint of the conference

Climate neutrality	<p>The Government of Morocco will estimate greenhouse gas emissions associated with hosting the conference in accordance with accepted international standards. It will reduce greenhouse gas emissions associated with hosting the conference to the extent possible and offset the emissions that cannot be so reduced to attain climate neutrality of the conference.</p>
Travel and transportation	<p>Participants in a position to do so are invited to consider offsetting the carbon footprint associated with their attendance at the conference. UNFCCC's Climate Neutral Now initiative offers the possibility to compensate greenhouse gas emissions related to your travel to and from Marrakech. Emissions that cannot be avoided may be compensated by purchasing certified offsets from the Clean Development Mechanism (CERs).</p> <p>Your purchase will fund a range of worthwhile projects in developing countries – from wind power projects, to efficient bus transit systems, to projects that replace harmful cook stoves with healthy, clean-burning ones. Act now by visiting https://offset.ClimateNeutralNow.org.</p> <p>Greenhouse gas emissions generated by air travel can be calculated using ICAO's official calculator.</p> <p>Climate Neutral Now invites all participants to also consider compensating unavoidable greenhouse gas emissions generated by their personal activities (transport, electricity consumption, waste generation etc.). A basic emissions calculator is available on the Climate Neutral Now website.</p> <p>Participants who compensate their emissions through the platform will receive a personalized certificate.</p> <p>Participants funded by the secretariat and secretariat staff, through their travel to UNFCCC meetings and especially the large climate change conferences, make up for the lion's share of the secretariat's carbon footprint. All travel of secretariat staff between Bonn and Marrakech as well as the travel of all funded participants will be by economy class, which generates only half the emissions of travel by business class. In order to offset the residual balance of greenhouse gas emissions, the secretariat will purchase and cancel Adaptation Fund CERs.</p> <p>More information on the secretariat's efforts to reduce its emissions and offset the unavoidable balance can be found here.</p> <p>The Government of Morocco is planning the mobilization of 50 electric cars for the use of participants during the conference.</p>
Accommodation	<p>If possible, choose a hotel that operates in an environmentally responsible manner (eg sustainable energy management and towel and linen re-use). The appointed hotel agency can assist with choices and may be contacted via this link.</p>



<p>Electronic dissemination information</p>	<p>of</p> <p>With a view to significantly reducing paper usage and wastage at the conference, the selection criteria of official side events and exhibits now include the commitment of side event organizers and exhibitors to disseminate all documentation in electronic form only. Side event organizers and exhibitors are requested to upload electronic files on the UNFCCC website, post QR codes on their exhibit booths and in side event rooms and promote their websites and mobile applications, if any.</p> <p>In addition, it is planned that official exhibits, side events and certain other areas will be equipped with an innovative NFC-based touch-to-collect technology, to disseminate electronic materials in an easy and interactive way. The touch-to-collect devices will be distributed to registered participants, free of charge, inside the conference venue.</p> <p>Side event schedules will be announced through the UNFCCC website and the free UNFCCC mobile application “Negotiator”. Information on other events may be posted on the UNFCCC website.</p> <p>All side events are planned to be broadcast live through Google Hangouts on Air and YouTube. Links to the recordings of the broadcasts will be available on the UNFCCC website.</p> <p>In this context, please note that daily updates on the negotiations, such as the Earth Negotiations Bulletin, ECO and Third World Network, will be disseminated in electronic form. In order to facilitate access, as per past practice the secretariat will include web links to these updates in the Daily Programme. The publishing organizations may wish to display a copy with QR codes at their exhibit stands.</p> <p>The Climate Change Studio provides an additional option for delegates to disseminate information, namely in the form of interviews that will be broadcast and archived on the UNFCCC website.</p> <p>Participants are requested to refrain from distributing printed non-official material, such as publications and information related to other meetings or future conferences. Please note that the secretariat strongly encourages the electronic dissemination of information, such as through the use of USB flash drives.</p>
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<p>Circular economy</p>	<p>Make every effort to minimize the generation of waste.</p> <p>Re-use or recycle your materials to the extent possible, including by:</p> <ul style="list-style-type: none"> • Keeping the original packaging of your shipment in good condition for re-use when sending back left-over materials at the end of the conference; • Keeping the UNFCCC lanyard for use at your next UNFCCC meeting. <p>For any waste remaining after all efforts to minimize, reduce, re-use and recycle use the waste collectors provided during the sessions.</p> <p>A study is underway towards the valorization of all organic waste by a local provider.</p>
<p>Energy management</p>	<p>Turn off room lights, ventilation and air-conditioning as well as ICT equipment when not in use and enable energy-saving features.</p> <p>Available power sources include a photovoltaic system and optimized generators.</p> <p>LED lighting will be used in certain areas, and a study is underway to ensure independent lighting systems at car parks.</p>
<p>Water conservation</p>	<p>It is planned to implement automatic water taps and an automatic flushing system at washrooms.</p>
<p>Potable water and catering</p>	<p>The welcome kit for all registered participants will include a re-usable water bottle that can be filled with potable water at fountains available throughout the official conference venue.</p> <p>Catering options at the conference venue will include seasonal and local food, and a strong focus will be on avoiding wastage.</p>
<p>Paper use</p>	<p>In line with the objectives of the paper-reduction initiative, participants are encouraged to rely on digital versions of official documents which can be downloaded from the UNFCCC website. To further facilitate access, QR codes for selected official documents will be displayed on poster boards close to the Documents Counter.</p> <p>The Daily Programme for the conference will continue to be made available in electronic form only. A PDF version will be posted each morning on the corresponding website.</p> <p>Participants are encouraged to print and photocopy only what is minimally necessary prior to and during the sessions. Once on site at Bab Ighli, request only essential documents from the Documentation Services Desk.</p> <p>Print and photocopy on both sides and keep the font size to a legible minimum.</p> <p>Collect and re-use paper that has print on one side only.</p> <p>Any paper used (e.g. for promotional material, programmes, signs) should be 100 per cent recycled, with a minimum of 65 per cent of post-consumer waste content and totally or elemental chlorine free. The use of colour paper should be kept to a minimum.</p> <p>Consider eliminating the use of paper business cards. Many smartphone apps support sharing digital business cards that are automatically updated in case of changes or scanning and storing personal information received from others.</p> <p>In addition to collecting digital materials from official exhibits and other areas, the touch-to-collect technology will provide a possibility for participants to exchange digital business cards.</p>



Shipment allowance	In order to reduce the carbon footprint of the conference, and due to logistical considerations such as storage, the secretariat will not be in a position to receive shipments in excess of a cumulative total weight of 150 kg per Party and observer organization. Parties or observer organizations organizing ‘areas’ ² within delegation offices on a commercial basis will be permitted an extra allowance of 50 kg per ‘area’. Any weight in excess of this allowance shall give rise to an extra charge. The charge shall be equal to €0.80/kg excl. VAT, payable upon receipt of package/shipment.
Practical advice	The host country website features additional useful information under the tab “I’m eco-friendly”.

² In this context, an ‘area’ is defined as a clearly defined and delimited space, incorporated as such in the secretariat’s space allocation scheme and regardless of its size, where Parties and observer organizations showcase their achievements, products and services pertaining to climate change.