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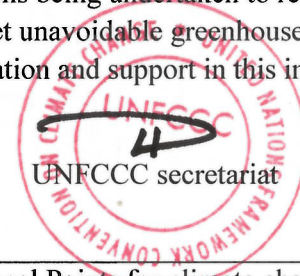
## INFORMATION NOTE

### United Nations Climate Change Conference COP 23/CMP 13/CMA 1.2 6–17 November 2017, Bonn, Germany

The UNFCCC secretariat is committed to sustainable practices such as the improved management of operations and facilities, building on existing efforts and promoting cost effectiveness, including – in cooperation with host countries – the sustainability<sup>1</sup> of UNFCCC sessions.

In 2009, in approving the secretariat's programme budget for the biennium 2010-2011,<sup>2</sup> 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”, in line with the UN Climate Neutrality Strategy.

Against this background, and as part of the secretariat's overall sustainability strategy and the efforts of the Federal Government of Germany to organize a sustainable COP 23/CMP 13/CMA 1-2, we are pleased to inform participants in the UNFCCC process on the actions being undertaken to reduce the carbon and overall environmental footprint of the conference and offset unavoidable greenhouse gas (GHG) emissions related to it (see the annex for details). Your cooperation and support in this important endeavour are highly appreciated.



**Distribution:** To Parties and observer States through their National Focal Points for climate change and diplomatic missions accredited to the Federal Republic of Germany, 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.

<sup>1</sup> In the present context, unless stated differently sustainability refers to the environmental pillar of sustainable development as defined by the [Brundtland Commission](#) and the [World Commission on Environment and Development \(1987\)](#).

<sup>2</sup> FCCC/CP/2009/11/Add.1, Decision 12/CP.15



Annex

**Actions to reduce the carbon and environmental footprint of COP 23**

<b>Climate neutrality</b>	<p>To achieve the overall goal of a climate neutral conference (which has become standard practice for COPs), the amount of GHG emissions generated in connection with the sessions will be reduced to the extent possible. Yet, certain emissions (such as those associated with travel, which is responsible for the lion's share of the overall footprint) remain unavoidable and will therefore be offset (this measure is related to <a href="#">UN Sustainable Development Goal (SDG) 13</a>).</p> <p>In close coordination with the UNFCCC secretariat, the Federal Government of Germany will calculate GHG emissions associated with the conference (for both the Bula and Bonn Zones) in accordance with robust international standards and offset them by purchasing <a href="#">certified emission reduction credits</a> (CERs) preferably from <a href="#">Clean Development Mechanism</a> (CDM) projects registered in small island developing States (in recognition of the fact that the COP 23 Presidency will be held by Fiji) (<a href="#">SDG 10</a>). Other criteria for the selection of CERs include a high sustainability impact in the host country; no HFC-23, N<sub>2</sub>O, super-critical coal or large hydropower projects; preference for credits from the Kyoto Protocol's second commitment period.</p> <p>More information on the points summarized in this information note can be found on the <a href="#">Information for Participants website</a>.</p>
<b>Travel</b>	<p>All travel of funded participants to Bonn will be by economy class, which generates only half the emissions of travel by business class.</p> <p>Participants are invited to <b>consider offsetting the carbon footprint associated with their attendance at the conference</b>. UNFCCC's <a href="#">Climate Neutral Now initiative</a> offers the possibility to compensate GHG emissions related to travel to and from Bonn using CERs from CDM projects (<a href="#">SDG 13</a>). Participants who compensate their emissions through the platform will receive a Climate Neutral Now lanyard at the time of registration, upon provision of the personal offsetting certificate.</p> <p>Your purchase will fund a range of projects in developing countries – from wind power and efficient bus transit systems to projects that replace harmful cook stoves with healthy, clean-burning ones. Act now by visiting <a href="https://offset.ClimateNeutralNow.org">https://offset.ClimateNeutralNow.org</a>.</p> <p>Climate Neutral Now invites you to also <b>consider compensating unavoidable GHG emissions generated by your personal activities</b> not related to COP 23 (transport, electricity consumption, waste generation etc.). A basic emissions calculator is available <a href="#">here</a>.</p> <p>Participants are also invited to visit the Climate Neutral Now Help Desk in the Bonn Zone where staff will be available to help with climate footprint estimations, reduction options and climate compensation with CERs.</p>



<b>Local transportation</b>	<p>Individual transportation arrangements, such as rental of cars or vans, are strongly discouraged. Individual local transportation contributes to higher GHG emissions, air pollution, resource use, land use for roads and parking, and traffic congestion with the resulting aggregate loss of productive time and increased stress levels of all affected. During peak hours, individual traffic hardly brings any reduction of commuting times – on the contrary it may lead to additional delays.</p> <p><b>Transportation by bus, tram, metro and regional trains</b> will be free of charge in Bonn, Cologne and in between, including the Ahr valley (“expanded VRS area”), for all registered participants from Parties, observer organizations and media from 4 to 18 November (<a href="#">SDG 9</a>). The regional trains from and to Koblenz will also be free of charge.</p> <p>The closest bus stop, “Deutsche Welle”, is 100m away from the main entrance to the Bula Zone, the metro stop “Heussallee” 400m and the brand-new train station “UN Campus” 800m.</p> <p>The two conference zones will be connected with each other, the new train station and the “Heussallee” metro stop by dedicated electric shuttles (<a href="#">SDG 7</a>) and regular bus lines with reinforced service. In addition, 600 bicycles will be available for free rental and use within the city.</p> <p>Free transport tickets will be distributed at the Information Desk at the Bonn Zone as of 3 November 2017.</p>
<b>Accommodation</b>	<p>If possible, <b>choose a hotel that operates in an environmentally responsible manner</b> (e.g. sustainable energy management and reuse of towels and linens).</p> <p>Upon request, <a href="#">Tourismus &amp; Congress</a>, the tourism agency of Bonn and the region, will inform participants on green features and eco certifications of hotels within its portfolio (<a href="#">SDG 7</a>), so that participants can make educated choices and help reduce the environmental footprint of the conference.</p> <p>To complement available hotel capacity, Tourismus &amp; Congress also facilitate contact with Bonn residents who have volunteered to offer <a href="#">free homestay opportunities</a> to COP participants. This contributes to sustainability by making use of capacity that already exists.</p>





<p><b>Dissemination of information</b></p>	<p>In line with the objectives of the paper-reduction initiative, participants are encouraged to <b>rely on digital versions of official documents</b> which can be downloaded from the <a href="#">UNFCCC website</a>.</p> <p>To further facilitate access, QR codes for selected official documents will be displayed on poster boards close to the Documentation Services Desk and elsewhere.</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 <a href="#">UNFCCC website</a>.</p> <p>To reduce the amount of GHG emissions generated in connection with the conference, and with a view to further reducing paper usage and wastage (<a href="#">SDG 12</a>), participants are asked to <b>refrain from distributing any printed material</b>, such as publications and information related to side events and exhibits, other meetings or future conferences. Please note that the secretariat strongly encourages the electronic dissemination of information.</p> <p>Parties and observers can <b>display visual electronic materials</b> (videos, slideshows, images etc.) to promote their climate action on two screens at the Climate Change Resources Corner. <b>Posters to promote official side events and exhibits</b> may be displayed exclusively on the poster boards at the side events and exhibits area at the Bonn Zone.</p> <p>The selection criteria of official side events and exhibits routinely include the <b>commitment of side event organizers and exhibitors</b> to disseminate all documentation in electronic form only. Side event organizers and exhibitors are requested to <b>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</b>, if any. The secretariat will take note of the amount of printed materials disseminated at each side event and take this into consideration as a selection criterion for side event applications for future sessions.</p> <p>Side event schedules will be announced through the <a href="#">UNFCCC website</a> and the free UNFCCC mobile application "<a href="#">Negotiator</a>". Information on other events may also be posted on the UNFCCC website.</p> <p>It is planned to broadcast all official side events live through Google Hangouts on Air and YouTube. Links to the recordings of the broadcasts will be made 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 only. 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>
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<p><b>Waste management</b></p>	<p>Every effort should be made to avoid generating waste in the first place. All unavoidable waste will be strictly separated at source, to enable the highest possible quality of recycling. Participants are asked to <b>actively participate in the waste management initiative and support waste avoidance and waste separation</b> as much as possible.</p> <p>Instead of disposable products that are discarded after single-time use, reusable items will be chosen wherever possible. This is particularly relevant for the catering services; hence food and drinks will be served with reusable crockery, cutlery, glasses and bottles (upon request, disposable cups can be made available for hot drinks purchased for consumption away from the point of sale).</p> <p><b>Reusable bottles (SDG 12)</b> for use with water dispensers available throughout the conference venue will be distributed to all registered participants free of charge at the Information Desk at the Bonn Zone. By using these bottles, use of paper or plastic cups and disposable water bottles can be eliminated.</p> <p>As a general rule, temporary structures will be made from reusable materials (SDG 12), thus greatly helping to avoid waste. For example, the high-quality materials used in the numerous tent structures will be disassembled and reused elsewhere after the conference. Fittings such as furnishings and technical equipment will be rented. The companies setting up these facilities have committed to avoiding packaging materials as much as possible (or using reusable packaging).</p> <p>If you have goods delivered to the conference venue, please <b>keep the original packaging of your shipments in good condition</b> for reuse when sending back leftover materials at the end of the conference.</p> <p>While unavoidable food waste will be turned into biogas and biofuel – following a good practice established at previous COPs – the procedures in place to avoid food waste in the first place are at least as important (SDG 12). Among other things, it is planned to reduce food waste by ensuring short supply chains (reducing the need to have large quantities on stock) and reusing, to the extent possible, unsold food (including vacuum-sealing and freezing soups and sauces overnight).</p> <p>Participants will find <b>separate bins for paper/ cardboard and packaging materials/ plastics</b> (also for disposable cups) next to the residual waste bins. The pictograms displayed on the bins and further information on the waste management concept are featured on the <a href="#">Information for Participants website</a>.</p> <p>Dedicated “Greening Ambassadors” will be available on site to answer any questions about the waste concept.</p> <p>All plants used for the decoration of meeting rooms and other public areas of the venue will be reused after the conference (SDG 15).</p> <p>Some giveaways, such as pens and umbrellas, are made from recycled plastic bottles (SDG 12).</p> <p>You are highly encouraged to <b>keep your UNFCCC lanyard</b> for use at your next UNFCCC meeting.</p>
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<p><b>Energy management</b></p>	<p>As per past practice, the target average temperature for all indoor areas of the official venue will be 21 degrees Celsius. It should be noted that, due to the dimensions of the conference and the nature of the different buildings and structures, it may not be possible to avoid certain variations between different buildings/ rooms and in the course of any given day (<a href="#">SDG 7</a>).</p> <p>Participants are requested to <b>turn off room lights and ventilation as well as ICT equipment when not in use</b>, enabling energy-saving features.</p> <p>An awareness-raising workshop for Bonn hotels to further improve their energy efficiency was held in September 2017 with support from the <a href="#">NRW Energy Agency</a>, followed by the option of targeted individual advice.</p>
<p><b>Water management</b></p>	<p>Toilets will be fitted with flush-stop buttons to help save water (<a href="#">SDG 6</a>).</p>
<p><b>Food and drinking water</b></p>	<p>In determining the catering menus, every effort was made to strike a balance between aspects related to the environmental (e.g. the provision of “climate-friendly” food) and the economic dimension of sustainability (i.e. catering prices appropriate for all COP participants), while ensuring adequate availability and diversity of food.</p> <p>Conscious of the obligation for organizational aspects of UN climate change conferences to support the objectives of the Convention, and to reduce the carbon footprint of the COP, it was decided to focus on food that has a <a href="#">low carbon footprint</a> and is certified organic (<a href="#">SDG 2</a>), as well as on fair trade (hot) drinks (<a href="#">SDG 8</a>). Consequently, most food will be vegetarian (at least 60%) with optional addition of meat (100% organic certified) or fish/ seafood (100% certified by the <a href="#">Marine Stewardship Council</a> or a similar seal – and no red salmon (<a href="#">SDG 14</a>)). Overall, at least 50% of all food products will be from organic farming. In addition, at least 20% will come from regional production<sup>3</sup>.</p> <p>Information on “climate-friendly” food and the impact of consumer choices on the climate will be made available online and on site, and dedicated “Greening Ambassadors” will be at hand to answer any questions.</p> <p>A CO<sub>2</sub> calculator kindly provided by the City of Frankfurt is available on the <a href="#">Information for Participants website</a> and allows users to compare the carbon footprint of various ingredients and exemplary menus in a playful way.</p> <p><b>Water dispensers available throughout the conference venue (<a href="#">SDG 3</a>, <a href="#">SDG 6</a>)</b> may be used with reusable bottles that will be distributed to all registered participants free of charge at the Information Desk at the Bonn Zone. Bottles left behind on the premises will be thoroughly cleaned and redistributed to participants who have lost their own bottle via the Information Counter. Alternatively, if you should lose your personal bottle you may wish to buy a bottled drink on site or at a nearby supermarket and refill that bottle with the water available through dispensers.</p> <p>The dispensers in the World Conference Center Bonn and the UN Campus will be fed from large water bottles, while the fountains set up at the temporary structures of both conference zones will be connected to the water grid of the city of Bonn. The Bonn water provider, <a href="#">Stadtwerke Bonn GmbH</a>, has attested that the <a href="#">tap water meets the official quality standards</a> and is subject to periodic controls.</p>

<sup>3</sup> In this context, regional is defined as within 160 km of Bonn; for reference, at COP 21 the share of vegetarian food was approximately 30%, and at COP 15 the share of regional products was 40% and that of organic food and drinks 75%.



<b>Paper use</b>	<p>Participants are encouraged to <b>print and photocopy only what is absolutely necessary</b> prior to and during the sessions. Once on site in Bonn, <b>request only essential documents</b> from the Documentation Services Desk. All paper used for printing and photocopying at the COP will be 100% recycled (<a href="#">SDG 15</a>) and certified by the <a href="#">Blue Angel eco label</a>, and the same is encouraged for any necessary printing prior to the sessions. The use of colour paper should be kept to a minimum.</p> <p><b>Print and photocopy on both sides and keep the font size to a legible minimum.</b></p> <p><b>Collect and reuse paper that has print on one side only.</b></p> <p><b>Consider eliminating the use of paper business cards.</b> 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>
<b>Accessibility</b>	<p>The conference venue itself as well as all areas in both conference zones are fully accessible to participants with reduced mobility. Wheelchairs will be available to facilitate movement within each conference zone and wheelchair-accessible bus and shuttle services will connect the zones with each other (<a href="#">SDG 10</a>). The World Conference Center Bonn has a wayfinder and facility plan system for people with visual impairments.</p>
<b>Shipments/ Consignments</b>	<p>In order to reduce the carbon footprint associated with the shipping of goods in relation to the conference, as per past practice all shipments processed through the official COP warehouse will be subject to a maximum allowance of a cumulative total weight of 150 kg per Party and observer organization (<a href="#">SDG 12</a>). Parties or observer organizations organizing ‘areas’<sup>4</sup> within delegation spaces on a commercial basis will be permitted an extra allowance of 50 kg per ‘area’.</p> <p>Please <b>keep the original packaging of your shipments in good condition</b> for reuse when sending back leftover materials at the end of the conference.</p> <p>As an innovation, COP 23 will be the first UNFCCC session where the emissions related to the shipping of goods associated with the conference will be estimated and offset as part of the overall carbon footprint.</p>
<b>Sourcing and procurement</b>	<p>Apart from the underlying principle of sustainable sourcing and procurement, the commitment of service providers to adhere to sustainable, ethical and fair practices is strengthened by requesting them to consent to the <a href="#">COP 23 Supplier Code of Conduct</a> (based on the <a href="#">UN Supplier Code of Conduct</a> and taking into account the City of Bonn’s <a href="#">Sustainable Bonn</a> project) (<a href="#">SDG 12</a>, <a href="#">SDG 16</a>).</p> <p>Other related policy documents specifically developed for the COP include the <a href="#">Sustainability Guidelines for Exhibitors</a>, <a href="#">Pavilion Organizers and Pavilion Stand Builders</a>.</p>

<sup>4</sup> 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.





<p><b>Partnerships</b></p>	<p>Temporary staffing needs will be covered through a <a href="#">partnership with UN Volunteers (SDG 17)</a> to mobilize more than 650 volunteers from Bonn and surrounding regions – allowing representation of the diverse and international context of the City of Bonn, including senior citizens, people with disabilities, refugees and students and striving for gender equality (<a href="#">SDG 5</a>, <a href="#">SDG 10</a>). Volunteers will be trained on climate change issues and their linkages to the <a href="#">2030 Agenda for Sustainable Development</a> and encouraged to become climate champions in their communities (<a href="#">SDG 11</a>, <a href="#">SDG 13</a>). Volunteerism on this scale has the potential to create a legion of citizens committed to the importance of environmental causes.</p> <p>Following past practice, the UNFCCC secretariat, the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety and the City of Bonn joined the 2017 annual <a href="#">City Cycling</a> campaign by the Climate Alliance, enabling interested staff members and residents to actively help save GHG emissions (and at the same time symbolically support the sustainability efforts planned for the COP as well as the objectives of the Convention (<a href="#">SDG 3</a>, <a href="#">SDG 13</a>)).</p> <p>Following a <a href="#">call by the UNFCCC secretariat</a> for non-Party stakeholders from the private sector and other parts of civil society to join forces in supporting the delivery of a sustainable conference, several other partnerships were concluded (<a href="#">SDG 17</a>).</p>
<p><b>On-site sustainability tours</b></p>	<p>It is planned to offer interested participants the possibility to <b>take a guided on-site sustainability tour (SDG 4)</b> covering issues such as waste separation, catering, Climate Neutral Now, the availability of rental bicycles and electric shuttles. Details of the tour will be announced on the <a href="#">Information for Participants website</a>.</p>
<p><b>EMAS certification</b></p>	<p>Following the successful certification of COP 21 and COP 22 under the <a href="#">ISO 20121 standard</a> for sustainability management systems, the environmental performance of COP 23 will be certified by an external environmental verifier under EMAS (<a href="#">Eco-Management and Audit Scheme</a>), an environmental management system based on an EU regulation.</p> <p>EMAS provides the overall framework for the sustainable organization of the sessions, covering aspects such as energy and resource efficiency, legal compliance and stakeholder engagement (<a href="#">SDG 16</a>, <a href="#">SDG 17</a>). As EMAS covers the requirements of the <a href="#">ISO 14001</a> standard for environmental management systems, the COP will also be certified under that standard.</p> <p>To evaluate the environmental performance of the conference, <a href="#">key performance indicators</a> such as energy, water, waste and GHG emissions will be measured and reported.</p> <p>The publication of the COP 23 Environmental Declaration, including an evaluation of target achievement and detailed information on the carbon footprint of the conference, constitutes an integral part of EMAS certification.</p>