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## MESSAGE TO PARTIES

**United Nations Climate Change Conference  
Bonn, Germany**

**Arrangements for the High Level Segment, 15 November 2017**



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## HIGH LEVEL SEGMENT

### I. Introduction

1. This Message to Parties provides information regarding the High Level Segment on 15 November 2017.
2. Parties are reminded that submission of the form to request a speaking slot during the High Level Segment does not constitute registration for the conference. Therefore, Parties are reminded that speakers must be registered in the online registration system to ensure that the speakers have access to the conference premises. At the time of writing, 168 requests for speaking slots have been received by the secretariat.
3. The High Level Segment, which will also be broadcast via live webcast and CCTV in both zones, will be open to all Parties and observer States, United Nations organizations and intergovernmental organizations. A limited number of other observer organizations will be able to attend the event.
4. The opening of the High Level Segment will take place at the World Conference Center Bonn (WCCB), on Wednesday, 15 November 2017. The detailed schedule will be provided in a separate message closer to the event.

#### **Access to the High Level Segment Lounge**

A badge system for Heads of State and Heads of Government (HoS/G) and their entourages will be made available with the following quantities:

**Heads of State: 1 Head of State + 3 persons**  
**Head of Government: 1 Head of Government + 2 persons**

These badges will allow access to the High Level Segment's Lounge and secure zone.

## II. Opening ceremony of the High Level Segment

5. The High Level Segment will open by 15:00 on Wednesday, 15 November 2017 in Plenary New York, WCCB.
6. As per UNFCCC practice, a total of four seats per delegation, including the seat of the HoS/G, will be made available behind the nameplate of each Party for the opening ceremony of the High Level Segment. Limited additional seats will be available at the back of the meeting room.
7. Special tickets will be required for access and attendance at the opening of the High Level Segment.
8. The tickets will be available for collection at the Information Desk in the Bula Zone of the conference venue as of 13 November 2017. A member of each Party delegation is requested to pick up the tickets/badges on that date by exhibiting their Conference badge for scanning and recording.

## III. Protocol, registration and access arrangements

### National statements during the High Level Segment

9. The speakers list for the High Level Segment was opened on Monday 10 July 2017 and closed on Friday, 27 October 2017. The list of speakers will be ordered after this date and announced on the following webpages as of Thursday, 9 November 2017:  
[<http://newsroom.unfccc.int/cop23bonninformationhub/>](http://newsroom.unfccc.int/cop23bonninformationhub/)  
[http://unfccc.int/meetings/bonn\\_nov\\_2017/meeting/10084.php](http://unfccc.int/meetings/bonn_nov_2017/meeting/10084.php)
10. For any further enquiries regarding registration of speakers at the High Level Segment, please send an e-mail to [COPProtocol@unfccc.int](mailto:COPProtocol@unfccc.int).
11. Parties are reminded that the duration of each statement is limited to three minutes to ensure that all speakers have an opportunity to address the event. Contact persons of HoS/G are invited to inform speech writers of the time limit.
12. Parties are requested to note that the secretariat is not in a position to accommodate individual requests for changes in a Party's speaking slot.
13. Parties wishing to make a change should arrange to exchange slots with another Party, and jointly notify the secretariat of the agreement that has been reached.

14. Hard copies of statements will not be circulated in plenary during the high-level segment. In order to have their national statements posted on the UNFCCC website, Parties are requested to send an electronic file containing the statements in advance to the following e-mail address: <[external-relations@unfccc.int](mailto:external-relations@unfccc.int)>.

#### **Two Plenaries for national statements**

15. Owing to the number of Parties that have indicated their intention to deliver a national statement during the HLS, two meeting rooms will be available in order to conclude the interventions within the set time frame.
16. On Wednesday, 15 November 2017, the HLS opening ceremony will be held in Plenary New York. The opening ceremony will be followed in Plenary New York by national statements from HoS/G, as well as statements made on behalf of non-overlapping groups where other members of the group do not speak.
17. On Thursday, 16 November 2017, national statements will be delivered simultaneously in two meeting rooms, namely Plenary New York and Plenary Genf.
18. The list of speakers for each meeting room will be established in accordance with the English alphabetical order of Party names together with the time of inscription in the list, and reflecting protocol order in accordance with United Nations practice, with ministers speaking first.

#### **Registration of Party delegations**

19. National Focal Points are reminded to register their HoS/G and any accompanying officials in the on-line registration system in the corresponding national protocol to be reflected in the List of Participants, as appropriate.

### **IV. Security arrangements**

#### **General principle**

20. The United Nations Climate Change Conference is under the authority of the United Nations. Safety and security will be provided by the United Nations Department of Safety and Security (UNDSS).

#### **Access to the conference centre**

21. Vehicles transporting HoS/G and Ministers of Foreign Affairs will have direct access to the conference centre via a dedicated gate. Instructions will be provided in due course.
22. All vehicles will need to comply with the security controls in place.

23. National security officers accompanying HoS/G who require further information or have any questions regarding security, should be directed to Mr. Volker Reis, UNDSS, e-mail: [security-unfccc@unfccc.int](mailto:security-unfccc@unfccc.int).

## **V. Media arrangements and services**

### **Accreditation**

24. Please be advised that official government press and/or press accompanying ministers or HoS/G should be registered with the delegation through the online registration system for Parties.
25. Online accreditation is the only official channel to obtain registration for the conference <https://onlinereg.unfccc.int/>. The secretariat will not accept applications for accreditations via any other channel.

## **VI. Briefings to advance teams**

26. Information regarding the possibility of briefings for the advance teams will be communicated separately as soon as possible.

## **VII. High Level Segment focal points for arrangements**

Protocol:	Mr. Horacio Peluffo E-mail: <a href="mailto:COPProtocol@unfccc.int">COPProtocol@unfccc.int</a>
Security:	Mr. Volker Reis E-mail: <a href="mailto:security-unfccc@unfccc.int">security-unfccc@unfccc.int</a>
Media:	Mr. Alex Saier E-mail: <a href="mailto:asaier@unfccc.int">asaier@unfccc.int</a>
Interpretation:	Mr. Bernardo Buechner E-mail: <a href="mailto:bbuechner@unfccc.int">bbuechner@unfccc.int</a> Mr. Khalid Magzoub E-mail: <a href="mailto:kmagzoub@unfccc.int">kmagzoub@unfccc.int</a>