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Page 1 of: 13

MESSAGE TO PARTIES

United Nations Climate Change Conference
Paris (Le Bourget) France

Arrangements for the Leaders Event, 30 November 2015 and

High-Level Segment, 7 and 8 December 2015



* **Registration forms enclosed**

Contents

LEADERS EVENT	3
I. Introduction	3
II. Schedule of the events	3
III. Opening ceremony for the Leaders Event	3
IV. Arrival and departure.....	4
V. Protocol, registration and access arrangements.....	4
VI. Arrangements for bilateral meetings	5
VII. Security arrangements	5
VIII. Media arrangements and services.....	6
IX. Interpretation	6
X. Statements	7
XI. Medical services	7
XII. Briefings to advance teams.....	7
XIII. Additional information	7
XIV. Leaders Event focal points for arrangements	7
HIGH-LEVEL SEGMENT.....	8
I. Introduction	8
II. Schedule of the High-Level Segment.....	8
III. Seating arrangements	8
IV. Security arrangements	8
V. Protocol, registration and access arrangements.....	9
VI. Arrangements for bilateral meetings	10
VII. Interpretation	10
VIII. Statements	10
IX. Medical services	11
X. Additional information	11
XI. High-Level Segment focal points for arrangements.....	11
Annex I Registration Form – COP 21/CMP 11 Leaders Event	12
Annex II Registration Form – COP 21/CMP 11 High-Level Segment.....	13

LEADERS EVENT

I. Introduction

1. The President of France, His Excellency Mr. François Hollande, has invited all Heads of States and Governments (HoS/G) to participate in a Leaders Event during the twenty-first session of the Conference of the Parties at its eleventh session of the Conference of the Parties serving as the Meeting of the Parties to the Kyoto Protocol (COP 21/CMP 11), also referred to as the United Nations Climate Change Conference, Paris (Le Bourget), 2015.
2. The Leaders Event is also an important opportunity for governments to confirm their support for reaching a meaningful global climate change agreement at this very historic conference.
3. The opening of the event will be at the Parc des Expositions du Bourget, 93350 Le Bourget, France at 11.00 a.m. on Monday, 30 November 2015.
4. Immediately after the opening of the Leaders Event, a “family photo” will be taken.
5. HoS/G only will then have the possibility to deliver National statements.
6. Two plenaries will be available for national statements in the event that it is not possible to have all statements delivered in one room within the set timeframe for the event.
7. The Leaders Event 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, which will also be broadcast via live webcast.
8. It is expected that the Leaders Event will conclude on Monday, 30 November 2015.

II. Schedule of the events

9. The schedule of the events for Monday, 30 November 2015 will be held according to the following schedule:

10.00 – 11.00	Opening of COP 21/CMP 11 - Plénière Loire
11.00	Brief opening of the Leaders Event
11.30	Family photo
12.00 – completion	National statement
	Buffet lunch served on an on-going basis during the lunch period

III. Opening ceremony for the Leaders Event

10. The opening ceremony of the Leaders Event will be presided over by the President of France, His Excellency Mr. François Hollande. The Secretary-General of the United Nations, His Excellency Mr. Ban Ki-moon will also deliver a statement.
11. A total of four seats per delegation will be made available behind the nameplate of each Party for the opening ceremony of the Leaders Event. Limited additional seats will be available at the back of the plenary room.

12. Special badges will be required for access and attendance at the opening of COP 21/CMP 11 and the Leaders Event and to hear statements by HoS/G.
13. In addition, a different secondary badge will be provided to allow access to the Leaders Events Lounge and secure zone. Access to the lounge will be limited to the HoS/G and an entourage of five persons in total (i.e. 1+5 = a maximum of 6 persons).
14. The badges will be distributed in due course.

IV. Arrival and departure

15. HoS/G will arrive by escorted motorcades which will enter the United Nations premises at Le Bourget via a special entrance. They will be escorted directly to the Leaders Event Lounge and greeted by His Excellency the President of France and the Secretary-General of the United Nations.

V. Protocol, registration and access arrangements

National statements during the Leaders Event

16. The speakers list for the Leaders Event will be open for registration as of Monday, 2 November 2015, until Friday, 20 November 2015. The registration form for the Leaders Event is enclosed in annex I to this message.
17. Parties whose Head of State or Government will attend the Leaders Event on Monday, 30 November 2015 and wish to deliver a national statement are requested to complete the registration form COP 21/CMP11 Leaders Event **electronically** and return it to the UNFCCC secretariat.
18. Registration for the speakers list of the Leaders Event should be made exclusively using the form and should be addressed to the External Relations Office, Conference Affairs Services, UNFCCC secretariat, at the following e-mail address: <Cop21Cmp11Protocol@unfccc.int>.
19. The completed registration form should be sent to the UNFCCC secretariat through the Ministry of Foreign Affairs (as represented by Permanent Missions to the United Nations or Diplomatic Missions in Germany or France).
20. The UNFCCC secretariat is not in a position to accept communications regarding the participation of HoS/G through other sources.
21. For any further enquiries please send an e-mail to <Cop21Cmp11Protocol@unfccc.int> or visit the following webpage :
<<http://newsroom.unfccc.int/cop21parisinformationhub/>>.
22. Parties are also reminded that it will be necessary to limit the duration of statements. To ensure that all speakers have an opportunity to address the plenary, each statement is limited to three minutes. Contact persons of HoS/G are invited to inform speech writers of the time limit.

Registration of Party delegations

23. All members of official delegations from Parties, including HoS/G should be registered as such through the on-line registration system.
24. National Focal Points are reminded to include their HoS/G and any accompanying officials in the on-line registration system in the corresponding national protocol to be listed in the List of Participants as appropriate.

VI. Arrangements for bilateral meetings

25. Six meeting rooms are available in the Leaders Event Lounge and inside the secure zone, to allow HoS/G to meet bilaterally.
26. Parties that may wish to organize bilateral meetings between HoS/G should proceed to do so through the normal diplomatic channels. The UNFCCC secretariat is not in a position to facilitate arrangements between Parties for bilateral meetings.
27. Modalities on how to reserve one of these meeting rooms will be communicated in a subsequent message to Parties.
28. Please note that the time allocated for bilateral meetings is 50 minutes.
29. Times of meetings will be determined by the availability of these six rooms during the day.

VII. Security arrangements

General principle

30. 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) in collaboration with the French government.

Security at the Leaders Event

31. A secure zone will be established for the safety and security of HoS/G. This area will encompass all the premises associated with the event (e.g. Leaders Lounge, bilateral rooms, plenaries etc.).
32. Access to the secure zone and the lounge for HoS/G will require special secondary badges as indicated above.

Access to the conference centre

33. Vehicles transporting HoS/G will have direct access via a dedicated gate to a special drop off area.
34. All vehicles will need to comply with security controls put in place.
35. National Security Officers accompanying HoS/G who require further information or have any questions regarding security, should be directed to Mr. Kevin O Hanlon, UNDSS Chief of Security, e-mail: <security-unfccc@unfccc.int>.

VIII. Media arrangements and services

Accreditation

36. Media representatives are required to submit an online media registration form before the deadline of Friday, 20 November 2015. Online accreditation is the only official channel to obtain registration for the media (onlinereg.unfccc.int). The secretariat will not accept applications for accreditations via any other channel. Details regarding accreditation requirements are available at http://unfccc.int/press/calender_of_events/accreditation/items/2987.php.
37. The procedure for registration of media corps accompanying HoS/G or heads of delegation will be communicated at a later stage.

Media centre and other facilities

38. A media centre, including an International Broadcast Centre (IBC), will be available at the conference venue.
39. It will include facilities to fulfill the needs of television and radio broadcasters and press news agencies.

Press conference room

40. Requests for press conferences should be addressed directly to the UNFCCC Press Office, e-mail: press@unfccc.int. More information on press conferences can be found at <http://unfccc.int/press/items/4862.php>.

IX. Interpretation

41. Interpretation in the official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be provided.
42. Arrangements for interpretation from other languages are possible. For this purpose, an additional interpretation booth will be available free of charge for use when the Head of State or Government delivers his/her statement. Parties will however need to provide their own interpreter.
43. Parties should contact the Meeting Services (yyang@unfccc.int) in advance in order to make these arrangements.
44. Parties wishing to use interpretation booths for the entire session or the Leaders Event and/or the High-Level Segment are able to rent their own interpretation booths on a commercial basis. Please inform the UNFCCC secretariat (yyang@unfccc.int) of any such request by Monday, 16 November 2015.
45. To ensure the quality of interpretation, fifteen (15) copies of the statement should be provided to the Conference Officer in the respective plenary room, as early as possible, but at least 15 minutes prior to delivery of the statement.

X. Statements

46. Hard copies of statements will not be circulated in the plenary during the Leaders Event. Full texts of the official statements will be posted on the UNFCCC website. In order to have statements posted on the UNFCCC website, Parties speaking at the Leaders Event are requested to send an electronic file containing the statements in advance to the following e-mail address: <Cop21Cmp11Protocol@unfccc.int>.

XI. Medical services

47. Medical services will be available on site in the secure zone.

XII. Briefings to advance teams

48. Collective briefings by the UNFCCC secretariat in conjunction with the United Nations security will be organized during the week prior to the opening of COP 21/CMP 11 and the Leaders Event. A timetable of briefings will be communicated in due course.

XIII. Additional information

49. The provisional list of speakers and additional information on the Leaders Events will be announced in due course.
50. Updated and expanded information will be provided in subsequent messages.

XIV. Leaders Event focal points for arrangements

Protocol:	Horacio Peluffo E-mail: Cop21Cmp11protocol@unfccc.int
Bilaterals:	E-mail: Cop21Cmp11protocol@unfccc.int
Security:	Kevin O Hanlon E-mail: security-unfccc@unfccc.int
Spokesperson:	Nicholas Nuttall E-mail: nnuttall@unfccc.int
Liaison Host Country:	Yann Battefort E-mail: yann.battefort@diplomatie.gouv.fr
Interpretation Booth:	Yafei Yang E-mail: yyang@unfccc.int

HIGH-LEVEL SEGMENT

I. Introduction

1. The High-Level Segment (HLS), to be attended by ministers and head of delegations, will be opened on Monday, 7 December 2015 at 10.00 a.m., to hear statements by representatives of groups and national statements by ministers and other heads of delegation during joint meetings of the COP and the CMP.
2. The HLS will continue hearing national statements on Tuesday, 8 December 2015. Statements from intergovernmental and non-governmental organizations will also be delivered following national statements by ministers and heads of delegation.

II. Schedule of the High-Level Segment

3. The High-Level Segment will be held according to the following schedule:

Monday, 7 December

10.00 – 13.00	Statements on behalf of groups and national statements
15.00 – 19.00	National statements

Tuesday, 8 December

10.00 – 13.00	National statements
15.00	National statements and statements from intergovernmental and non-governmental organizations

III. Seating arrangements

4. A total of four seats per delegation will be made available behind the nameplate of each Party for the HLS. Additional seats will be available at the back of the plenary room.

IV. Security arrangements

General principle

5. 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) in collaboration with the French government.

Security at the High-Level Segment

6. A secure zone will be established for the safety and security of ministers and other dignitaries.
7. A special access pass will be distributed to Parties to allow access to the plenary. The distribution will take place before the HLS.

Access to the Paris (Le Bourget) site, Parc des Expositions du Bourget

8. Ministers' cars (sedan) 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.
9. In order to have access to this entrance, Party delegations must obtain a decal which will be provided by United Nations security.

10. Modalities concerning the application for and issuance of decals for ministers' cars will be provided in due course.
11. All vehicles will need to comply with security controls put in place.
12. National security officers accompanying ministers, who require further information or have any questions regarding security, should contact Mr. Kevin O Hanlon, UNDSS Chief of Security, e-mail: <security-unfccc@unfccc.int>.

V. Protocol, registration and access arrangements

Statements during the High-Level Segment

13. The speakers list for the HLS will be open for registration as of Monday, 2 November 2015, until Friday, 20 November 2015. The registration form for the HLS is enclosed in annex II to this message.
14. Those Parties whose HoS/G have spoken during the Leaders Event on Monday, 30 November 2015, pursuant to decisions by the Bureau of the COP/CMP, are encouraged to refrain from making another national statement.
15. Parties whose Minister or head of delegation wishes to deliver a national statement at the HLS are requested to complete the registration form for the COP 21/CMP11 High-Level Segment **electronically** and return it to the UNFCCC secretariat.
16. Registration should be made exclusively using the form and addressed to the External Relations Office, Conference Affairs Services, UNFCCC secretariat: <Cop21Cmp11Protocol@unfccc.int>.
17. Inscription for inclusion on the speakers list for the HLS should be communicated to the UNFCCC secretariat through the Ministry of Foreign Affairs (as represented by Permanent Missions to the United Nations or Diplomatic Missions in Germany or France) or the National Focal Point.
18. For any enquiries please send an e-mail to <Cop21Cmp11Protocol@unfccc.int>.
19. Parties are also reminded that it will be necessary to limit the duration of statements. To ensure that all speakers have an opportunity to address the plenaries, statements must not exceed three minutes. Statements on behalf of groups, where other members of the group do not speak, are strongly encouraged and additional time will be provided for these. National Focal Points are invited to inform speech writers of the time limit.
20. Time limits will be strictly enforced. Further to the guidance from the SBI to conclude the session in a timely manner¹ and following United Nations practice, a mechanism will be used to assist speakers in respecting this limit. A bell system will signal speakers when the limit is approaching. Speakers will be interrupted should they exceed the time limit. Full versions of statements will be posted on the UNFCCC website.

¹ FCCC/SBI/2014/8, paragraph 218.

Registration

21. Parties are reminded to include the speaker in the on-line registration system as completion and submission of the registration form for Ministers and heads of delegation to speak at the HLS does not constitute being registered for the conference. All participants must be registered in the on-line registration system in order to have access to the conference premises.
22. National Focal Points are also reminded to include their Minister or head of delegation and any accompanying officials through the on-line registration system, in the corresponding national protocol order, for them to be included in the List of Participants.

VI. Arrangements for bilateral meetings

23. Parties that may wish to organize bilateral meetings between Ministers should proceed to do so through the normal diplomatic channels.
24. The UNFCCC secretariat is not in a position to facilitate arrangements between Parties for bilateral meetings.
25. No special rooms are earmarked for such meetings. Reservation for meeting rooms should be made at the dedicated counter for meeting room assignments.

VII. Interpretation

26. Interpretation in the official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be provided.
27. Arrangements for interpretation from other languages are possible. For this purpose, an additional interpretation booth will be available free of charge for use when national statement is delivered. Parties will however need to provide their own interpreter.
28. Parties should contact the Meeting Services (yyang@unfccc.int) in advance in order to make these arrangements.
29. Parties wishing to use interpretation booths for the entire session or the HLS are able to rent their own interpretation booths on a commercial basis. Please inform the UNFCCC secretariat of any such request by Monday, 16 November 2015.
30. To ensure the quality of interpretation, fifteen (15) copies of the statement should be provided to the Conference Officer in the respective plenary room, as early as possible, but at least 15 minutes prior to delivery of the statement.

VIII. Statements

31. Hard copies of statements will not be circulated in the plenary during the HLS. Full texts of the official statements will be posted on the UNFCCC website. In order to have statements posted on the UNFCCC website, Parties speaking at the HLS are requested to send an electronic file containing the statements in advance to the following e-mail address: [<Cop21Cmp11Protocol@unfccc.int>](mailto:Cop21Cmp11Protocol@unfccc.int).

IX. Medical services

32. Medical services will be available on site in the secure zone.

X. Additional information

33. The provisional list of speakers for the HLS will be available on the UNFCCC website as of Thursday, 3 December 2015 at the following links:

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

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

34. Other practical and logistical questions related to the HLS should be addressed to the External Relations Office, Conference Affairs Services, UNFCCC secretariat:

Cop21Cmp11Protocol@unfccc.int.

XI. High-Level Segment focal points for arrangements

Protocol:	Horacio Peluffo E-mail: Cop21Cmp11protocol@unfccc.int
Security:	Kevin O Hanlon E-mail: security-unfccc@unfccc.int
List of Speakers:	Grace Ann Smith E-mail: Cop21Cmp11protocol@unfccc.int
Spokesperson:	Nicholas Nuttall E-mail: nnuttall@unfccc.int
Interpretation Booth:	Yafei Yang E-mail: yyang@unfccc.int

Annex II Registration Form – COP 21/CMP 11 High-Level Segment

List of speakers during the High-Level Segment

Paris 2015: United Nations Climate Change Conference

The list of speakers will be open for registration from Monday, 2 November 2015 to Friday, 20 November 2015. Those Parties whose HoS/G have spoken during the Leaders Event on Monday 30 November 2015 are encouraged to refrain from making another national statement.

Parties that wish to deliver a national statement during the High-Level Segment of COP 21/CMP 11 are requested to complete this form **electronically** and return it to the UNFCCC secretariat. Please note that this form is attached in a separate Word file for your convenience. **Illegible or incomplete forms will be rejected.**

Speakers should be included in the on-line registration system as completion and submission of the registration form for Ministers and heads of delegations to speak at the High-Level Segment does not constitute being registered for the conference. All participants must be registered in the on-line registration system in order to have access to the conference premises.

Please note that the nomination of representatives of a Party to attend the sessions does not imply inclusion in the list of speakers

Party/country _____

Name of speaker _____
(Mr./Ms.) (First name) (Middle initial) (Last name)

Title/position _____
(If available, please include translation in English)

Institution _____

Contact person* _____

Title of contact person _____

Institution _____

Telephone _____ E-mail: _____

Signature of the contact person _____ Date: _____

**E-mail address: External Relations Office, UNFCCC secretariat
<Cop21Cmp11Protocol@unfccc.int>**

* Contact person should be able to liaise with the secretariat on the agenda of the Minister/head of delegation, changes in the order of speakers during the event, arrival, departure etc.