



Executive Secretary  
Secrétaire exécutive

Bonn, 19 Sept 2011  
CAS/PART/COP 17/2011  
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## NOTIFICATION

### United Nations Climate Change Conference Durban, 28 November to 9 December 2011

I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the forthcoming sessions:

- Seventeenth session of the Conference of the Parties (COP 17), from Monday, 28 November to Friday, 9 December 2011;
- Seventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 7), from Monday, 28 November to Friday, 9 December 2011;
- Thirty-fifth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 35), from Monday, 28 November to Saturday, 3 December 2011;
- Thirty-fifth session of the Subsidiary Body for Implementation (SBI 35), from Monday, 28 November to Saturday, 3 December 2011;
- Session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP);\*
- Session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA).\*

The sessions will take place at the International Convention Centre (ICC) and Durban Exhibition Centre (DEC), 45 Bram Fischer Road, Durban, 4000, South Africa.

**Distribution:** To Parties and observer States through national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.

\* Please note that the decision on the suspension or conclusion of the sixteenth session of the AWG-KP and the fourteenth session of AWG-LCA will be taken by Parties during the third part of these Ad hoc working groups (Panama City, Panama, 1 - 7 October 2011).



Four annexes are attached to this notification:

Annex I contains the provisional agendas for COP 17, CMP 7, SBSTA 35 and SBI 35.

The provisional agendas for sessions of the AWG-KP and AWG-LCA will be provided after the third part of the sixteenth session of the AWG-KP and the third part of the fourteenth session of the AWG LCA which will be held in Panama City, Panama, from 1 to 7 October 2011.

Annex II contains information on the preparatory meetings of the least developed countries, small island developing States, the African Group and the Group of 77 and China.

Annex III provides information on protocol issues concerning credentials and on the list of speakers at the high-level segment.

Annex IV provides important information for participants and guidelines for the issuance of visas.

A preliminary overview of the sessional period is available in documents FCCC/CP/2011/1 and FCCC/KP/CMP/2011/1 and on the UNFCCC website <[www.unfccc.int](http://www.unfccc.int)>. Further information regarding the arrangements for the conference, including the high-level segment may be provided in addenda to these documents after consultation with the Bureau and the host Government of COP 17/CMP 7.

A separate communication will be issued for those Parties which have cordially accepted to participate in the pilot phase of the on line registration system. The communication will also indicate that the system is open for nominations and will allow for electronic nomination by those delegations. I would like to take this opportunity to thank these Parties for their willingness to participate in this innovative initiative and for their assistance and cooperation to test the pilot project for on line registration.

For all other Parties, it would be appreciated if the names, titles and contact details (including address, telephone, fax and e-mail) of the heads of delegation and representatives who will attend the sessions could be communicated to me no later than Monday, 17 October 2011, at the following address:

Climate Change Secretariat  
P.O. Box 260 124  
53153 Bonn, Germany  
Fax: +49 229 815 1999

**E-mail:** <[sessions@unfccc.int](mailto:sessions@unfccc.int)>. (Please use this address for all matters concerning nominations)

Parties and representatives in a position to do so are invited to consider offsetting the “carbon footprints” associated with their attendance at the Durban Conference.

Yours sincerely,

*(Signed by Richard Kinley for)*

Christiana Figueres



## Annex I

**Provisional agendas****Provisional agenda for the seventeenth session of the  
Conference of the Parties**

1. Opening of the session.
2. Organizational matters:
  - (a) Election of the President of the Conference of the Parties at its seventeenth session;
  - (b) Adoption of the rules of procedure;
  - (c) Adoption of the agenda;
  - (d) Election of officers other than the President;
  - (e) Admission of organizations as observers;
  - (f) Organization of work, including the sessions of the subsidiary bodies;
  - (g) Dates and venues of future sessions;
  - (h) Adoption of the report on credentials.
3. Reports of the subsidiary bodies:
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
  - (b) Report of the Subsidiary Body for Implementation.
4. Report of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention.
5. Consideration of proposals by Parties under Article 17 of the Convention.
6. Consideration of proposals by Parties for amendments to the Convention under its Articles 15 and 16.
7. Technology Executive Committee – Modalities and Procedures.
8. Green Climate Fund – Report of the Transitional Committee.
9. Second review of the adequacy of Article 4, paragraph 2(a) and (b), of the Convention.<sup>1</sup>
10. Review of implementation of commitments and of other provisions of the Convention:
  - (a) Financial mechanism of the Convention:
    - (i) Report of the Global Environment Facility to the Conference of the Parties and guidance to the Global Environment Facility;

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<sup>1</sup> Item was held in abeyance at COP 16, and in accordance with rule 16 of the draft rules of procedure being applied, this item will be considered at the next session (COP 17).



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- (b) National communications:
    - (i) National communications from Parties included in Annex I to the Convention;
    - (ii) National communications from Parties not included in Annex I to the Convention;
  - (c) Development and transfer of technologies;
  - (d) Capacity-building under the Convention;
  - (e) Implementation of Article 4, paragraphs 8 and 9, of the Convention;
    - (i) Implementation of the Buenos Aires programme of work on adaptation and response measures (decision 1/CP.10);
    - (ii) Matters relating to the least developed countries;
  - (f) Other matters referred to the Conference of the Parties by the subsidiary bodies.
11. Accelerated access to critical mitigation and adaptation technologies and related intellectual property rights.
12. Equitable access to sustainable development.
13. Unilateral trade measures.
14. Administrative, financial and institutional matters:
  - (a) Budget performance for the biennium 2010–2011;
  - (b) Programme budget for the biennium 2012–2013.
15. High-level segment.
16. Statements by observer organizations.
17. Other matters.
18. Conclusion of the session:
  - (a) Adoption of the report of the Conference of the Parties on its seventeenth session;
  - (b) Closure of the session.



**Provisional agenda for the seventh session of the Conference of the Parties  
serving as the meeting of the Parties to the Kyoto Protocol**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Election of replacement officers;
  - (c) Organization of work, including the sessions of the subsidiary bodies;
  - (d) Approval of the report on credentials.
3. Reports of the subsidiary bodies:
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
  - (b) Report of the Subsidiary Body for Implementation.
4. Report of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol.
5. Consideration of proposals by Parties for amendments to the Kyoto Protocol.
6. Proposal from Kazakhstan to amend Annex B to the Kyoto Protocol.
7. Issues relating to the clean development mechanism.
8. Issues relating to joint implementation:
  - (a) Guidance on joint implementation;
  - (b) Review of the joint implementation guidelines.
9. Matters relating to compliance under the Kyoto Protocol:
  - (a) Report of the Compliance Committee;
  - (b) Appeal by Croatia against a final decision of the enforcement branch of the Compliance Committee in relation to the implementation of decision 7/CP.12;
  - (c) Amendment of the Kyoto Protocol in respect of procedures and mechanisms relating to compliance.
10. Adaptation Fund:
  - (a) Report of the Adaptation Fund Board;
  - (b) Review of the Adaptation Fund.
11. Issues relating to the international transaction log.
12. National communications from Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol.
13. Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol.



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14. Capacity-building under the Kyoto Protocol.
  15. Matters relating to Article 2, paragraph 3, of the Kyoto Protocol.
  16. Matters relating to Article 3, paragraph 14, of the Kyoto Protocol.
  17. Other matters referred to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol by the subsidiary bodies.
  18. Administrative, financial and institutional matters:
    - (a) Budget performance for the biennium 2010–2011;
    - (b) Programme budget for the biennium 2012–2013.
  19. High-level segment.
  20. Statements by observer organizations.
  21. Other matters.
  22. Conclusion of the session:
    - (a) Adoption of the report of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol on its seventh session;
    - (b) Closure of the session.



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**Provisional agenda of the  
Subsidiary Body for Scientific and Technological Advice at its thirty-fifth session**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of the work of the session;
  - (c) Election of officers other than the Chair;
  - (d) Election of replacement officers.
3. Nairobi work programme on impacts, vulnerability and adaptation to climate change.
4. Methodological guidance for activities relating to reducing emissions from deforestation and forest degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries.
5. Development and transfer of technologies.
6. Research and systematic observation.
7. Forum on the impact of the implementation of response measures at the thirty-fourth and thirty-fifth sessions of the subsidiary bodies, with the objective of developing a work programme under the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation to address these impacts, with a view to adopting, at the seventeenth session of the Conference of the Parties, modalities for the operationalization of the work programme and a possible forum on response measures.<sup>1</sup>
8. Matters relating to Article 2, paragraph 3, of the Kyoto Protocol.
9. Methodological issues under the Convention:
  - (a) Emissions from fuel used for international aviation and maritime transport;
  - (b) Revision of the UNFCCC reporting guidelines on annual inventories for Parties included in Annex I to the Convention;
  - (c) Annual report on the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention.
10. Methodological issues under the Kyoto Protocol:
  - (a) Carbon dioxide capture and storage in geological formations as clean development mechanism project activities;
  - (b) Implications of the establishment of new hydrochlorofluorocarbon-22 (HCFC-22) facilities seeking to obtain certified emission reductions for the destruction of hydrofluorocarbon-23 (HFC-23);

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<sup>1</sup> Decision 1/CP.16, paragraph 93.



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- (c) Implications of the inclusion of reforestation of lands with forest in exhaustion as afforestation and reforestation clean development mechanism project activities;
  - (d) Materiality standard under the clean development mechanism;
  - (e) Annual report on the technical review of greenhouse gas inventories and other information reported by Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol under Article 7, paragraph 1, of the Kyoto Protocol.
11. Other matters.
12. Report on the session.



## **Provisional agenda for the thirty-fifth session of the Subsidiary Body for Implementation**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of the work of the session;
  - (c) Election of officers other than the Chair;
  - (d) Election of replacement officers.
3. National communications and greenhouse gas inventory data from Parties included in Annex I to the Convention:
  - (a) Status of submission and review of fifth national communications from Parties included in Annex I to the Convention;
  - (b) Compilation and synthesis of fifth national communications from Parties included in Annex I to the Convention;
  - (c) Compilation and synthesis of supplementary information incorporated in fifth national communications from Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol and submitted in accordance with Article 7, paragraph 2, of the Kyoto Protocol;
  - (d) Further implementation of Article 12, paragraph 5, of the Convention;
  - (e) Report on national greenhouse gas inventory data from Parties included in Annex I to the Convention for the period 1990–2009;
  - (f) Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol for 2011.
4. National communications from Parties not included in Annex I to the Convention:
  - (a) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention;
  - (b) Information contained in national communications from Parties not included in Annex I to the Convention;<sup>1</sup>
  - (c) Further implementation of Article 12, paragraph 5, of the Convention;
  - (d) Provision of financial and technical support.

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<sup>1</sup> At the thirty-fourth session of the SBI, there was no consensus to include this item on the agenda. It was therefore held in abeyance. On a proposal by the Chair, the SBI decided to include this item on the provisional agenda for its thirty-fifth session.



- (e) Financial mechanism of the Convention:
  - (f) Report of the Global Environment Facility to the Conference of the Parties and additional guidance to the Global Environment Facility;
  - (g) Least Developed Countries Fund: support for the implementation of elements of the least developed countries work programme other than national adaptation programmes of action;
  - (h) Other matters.
5. Matters relating to Article 4, paragraphs 8 and 9, of the Convention:
- (a) Progress on the implementation of decision 1/CP.10;
  - (b) Matters relating to the least developed countries.
6. National adaptation plans:<sup>2</sup>
- (a) A process to enable least developed country Parties to formulate and implement national adaptation plans, building upon their experience in preparing and implementing national adaptation programmes of action;<sup>3</sup>
  - (b) Modalities and guidelines for least developed country Parties, and other developing country Parties to employ the modalities formulated to support national adaptation plans.<sup>4</sup>
7. Approaches to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change to enhance adaptive capacity<sup>5</sup>
- Activities to be undertaken under the work programme.
8. Matters relating to Article 3, paragraph 14, of the Kyoto Protocol.
9. Forum on the impact of the implementation of response measures at the thirty-fourth and thirty-fifth sessions of the subsidiary bodies, with the objective of developing a work programme under the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation to address these impacts, with a view to adopting, at the seventeenth session of the Conference of the Parties, modalities for the operationalization of the work programme and a possible forum on response measures.<sup>6</sup>
10. Development and transfer of technologies.
11. Capacity-building under the Convention.
12. Capacity-building under the Kyoto Protocol.
13. Report of the administrator of the international transaction log under the Kyoto Protocol
14. Amendment of the Kyoto Protocol in respect of procedures and mechanisms relating to compliance.

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<sup>2</sup> Decision 1/CP.16, paragraphs 15–18.

<sup>3</sup> Decision 1/CP.16, paragraph 15, 17 and 18.

<sup>4</sup> Decision 1/CP.16, paragraphs 15–18.

<sup>5</sup> Decision 1/CP.16, paragraphs 26–29.

<sup>6</sup> Decision 1/CP.16, paragraph 93.



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15. Procedures, mechanisms and institutional arrangements for appeals against the decisions of the Executive Board of the clean development mechanism.
  16. Administrative, financial and institutional matters:
    - (a) Budget performance for the biennium 2010–2011;
    - (b) Continuing review of the functions and operations of the secretariat;
    - (c) Implementation of the Headquarters Agreement.
  17. Other matters.
  18. Report on the session.

Annex II**List of preparatory meetings**

Least developed countries	22 to 23 November 2011	International Convention Centre (ICC) & Durban Exhibition Centre (DEC) 45 Bram Fischer Road Durban, 4000 South Africa
Small island developing States	24 to 25 November 2011	International Convention Centre (ICC) & Durban Exhibition Centre (DEC)
African Group	24 to 25 November 2011	International Convention Centre (ICC) & Durban Exhibition Centre (DEC)
Group of 77 and China	26 to 27 November 2011	International Convention Centre (ICC) & Durban Exhibition Centre (DEC)



### Annex III

## **Protocol Issues**

### **High-level segment of the session**

The high-level segment, to be attended by ministers and other senior officials, will be inaugurated during the afternoon of Tuesday, 6 December. Statements by ministers and other heads of delegation will be heard in joint meetings of the COP and CMP on 7 and 8 December. The high-level segment will conclude on Friday, 9 December with the adoption of decisions and conclusions by the COP and the CMP.

Given the number of Parties and the limited amount of time available for statements, it will be necessary to limit the duration of each statement. **The recommended time limit is three minutes.** Statements on behalf of groups, where the other members of the group do not speak, are strongly encouraged and additional time will be provided for these. Full texts of the official statements will be circulated if a sufficient number of copies is provided to the secretariat during the course of the session.

The list of speakers will be open from Wednesday, 28 September to Friday, 11 November 2011. Requests received before Wednesday, 28 September 2011, cannot be considered. Registrations should be made using the attached form and should be addressed to the External Relations Officer, Conference Affairs Services, telephone: +49 228 815 1611 or +49 228 815 1088, fax: +49 228 815 1999, e-mail: sessions@unfccc.int.

### **Credentials of States Parties to the Convention and its Kyoto Protocol**

In accordance with rule 19 of the draft rules of procedure being applied (FCCC/CP/1996/2), the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat not later than 24 hours after the opening of the session. Any later change in the composition of the delegation shall also be communicated to the secretariat.

The credentials must be issued by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization.

The secretariat wishes to remind Parties that, in accordance with decisions 17/CP.9 and 36/CMP.1, only one set of credentials is necessary to cover the participation of Parties to the Convention and Parties to the Kyoto Protocol in the COP at its sixteenth session and the CMP at its sixth session.

Parties are also reminded that with regard to the adoption of any protocol to the Convention pursuant to its Article 17 as well as the adoption of any amendment to the Kyoto Protocol pursuant to its Articles 20 and 21, only Parties with valid credentials would be able to participate in their adoption. Parties should further note that in accordance with Article 21, paragraph 7, of the Kyoto Protocol any amendment to Annex B to the Protocol shall be adopted only with the written consent of the Party concerned. Parties wishing to be included in Annex B are reminded to deposit with the secretariat, prior to the adoption of any amendment to Annex B, a document providing evidence of such written consent issued and signed by the Head of State or Government or Minister of Foreign Affairs or signed by another official with Full Powers to that effect issued by one of the afore-mentioned qualified authorities.

### **Observer States to the Convention**

States that are not Parties to the Convention are not required to provide their representatives with credentials.



## **Registration form – COP 17 High-level segment**

**List of speakers during the high-level segment**  
Durban 2011: United Nations Climate Change Conference  
7 to 9 December 2011

The list of speakers will be open from **Wednesday, 28 September 2011 to Friday, 11 November 2011**. Parties that wish to deliver a national statement during the high-level segment of COP 17 and CMP 7, from 7 to 9 December 2011 are requested to clearly complete this form **electronically** and return it to the secretariat.

**Requests received before Wednesday, 28 September cannot be considered.**

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

**Party**

\_\_\_\_\_

**Name of speaker**

\_\_\_\_\_  
(Mr./Ms.)                      (First name)                      (Middle initial)

\_\_\_\_\_  
(Last name)

**Title/Position**

\_\_\_\_\_

**Institution**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact person**

\_\_\_\_\_

**Title of contact person**

\_\_\_\_\_

**Institution**

\_\_\_\_\_

**Telephone**

\_\_\_\_\_

**Fax**

\_\_\_\_\_

**E-mail**

\_\_\_\_\_

**Signature of the contact person**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Mailing address**

Climate Change Secretariat  
P. O. Box 260 124  
53153 Bonn  
Germany  
Fax: +49 228 815 1999  
**E-mail:** <sessions@unfccc.int>

Annex IV**Guide for participants**

<b>Documents</b>	Please consult the UNFCCC website < <a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a> > for all available documents.
<b>Funding</b>	<i>A separate communication will be sent to eligible Parties.</i>
<b>Visas</b>	<p>Please note that all foreign delegates entering South Africa must have a valid passport. To ensure ease of entry to South Africa, participants requiring a visa, or a transit visa in order to travel to South Africa, are strongly encouraged to contact the appropriate consular authorities upon receipt of this notification. To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request.</p> <p>For those of you from countries with a diplomatic mission of South Africa, you should apply for your visas at the diplomatic mission of South Africa in your country. Please note that priority will be given to applicants attending the meetings.</p> <p>For those of you from countries without a South African consulate or embassy, further information will be provided by the secretariat in due course. This information will also be made available on the UNFCCC website.</p> <p>For more information, please visit the visa section on the host country website at &lt;<a href="http://www.cop17-cmp7durban.com/page25.html">http://www.cop17-cmp7durban.com/page25.html</a>&gt;.</p>
<b>Yellow Fever</b>	South Africa is a yellow fever free zone and in order to prevent its introduction into the country, all persons over one year of age travelling or transiting from an infected area are required to provide a valid yellow fever certificate. (Please see the following link for more information and a list of infected countries < <a href="http://southafricahouseuk.com/documents/yellowfever.pdf">http://southafricahouseuk.com/documents/yellowfever.pdf</a> >. This list is in line with the International Health Regulations (IHR, 2005).
<b>Hotels</b>	<p>If you require assistance locating and booking accommodation for your stay in Durban during COP 17/CMP 7, please visit &lt;<a href="http://www.cop17accommodation.com">www.cop17accommodation.com</a>&gt;.</p> <p>Additionally, participants may call: + 27 31 275 3500 or e-mail: &lt;<a href="mailto:cop17@thompsons.co.za">cop17@thompsons.co.za</a>&gt;.</p>
<b>Registration</b>	<ul style="list-style-type: none"><li>• Upon arrival, you are requested to register at the Registration area located in the ICC.</li><li>• For all participants, a valid passport or a nationally approved identification card is required for presenting to the registration staff.</li></ul> <p><b>Registration Opening Hours:</b></p> <ul style="list-style-type: none"><li>• <b>Tuesday, 22 November 2011 to Saturday, 26 November 2011, from 9 a.m. to 6 p.m.</b></li><li>• <b>Sunday, 27 November until Friday, 9 December 2011 from 8.00 a.m. to 6.00 p.m.</b></li></ul> <p><b>To avoid delays, it is highly recommended that you register on Saturday, 26 or Sunday 27 November.</b></p> <p>Please be aware that you can only register <b>once</b> for the sessions. Double registration is not permitted (i.e. as a State representative and an observer organization representative, or as an observer organization representative and a press/media representative).</p>



<b>Side events and exhibits</b>	<p>The application period for side events and exhibits ended on 19 August 2011 at 5.00 p.m. CET. <b>No further applications can be accepted.</b></p> <p>Potential organizers, speakers, participants and technical staff for side events and exhibits must be nominated as representatives of Parties or admitted observer organizations for the sessions to ensure that they are granted access to the premises. Exhibit organizers who are issued with a photo badge will be granted access to the venue as of 1.00 p.m. on Sunday, 27 November 2011.</p>
<b>Medical insurance</b>	<p><b>Participants are strongly recommended to obtain, before departure to Durban, comprehensive international medical insurance for the period of participation.</b> 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. In this context, participants are strongly recommended to obtain international medical insurance for the period of participation.</p>
<b>Disclaimer</b>	<p><b>In the interest of security and safety of all participants and the smooth development of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, de-register participants or to request registered participants to leave the premises.</b> The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, refused registration or access to the sessions for which they have been nominated and/or registered as participants.</p>
<b>Badges</b>	<p>It is essential that you have an official UNFCCC conference badge in order to gain access to the premises. These are issued only on the basis of a letter of nomination from Parties or admitted observer States. For security reasons, all participants are requested to wear their badges visibly at all times.</p>
<b>Rental of offices on a commercial basis</b>	<p>Information on the booking of delegation offices can be found at: <a href="http://www.cop17-cmp7durban.com/">http://www.cop17-cmp7durban.com/</a></p>
<b>Press briefings</b>	<p>In order to facilitate delegations wishing to hold press/media briefings during the forthcoming sessions, the secretariat requests that delegations inform it in advance to what extent they intend to hold such briefings during the sessions. This will facilitate adequate logistical and technical arrangements to be put in place. Delegations should complete the form available at: <a href="http://unfccc.int/press/items/4862.php">http://unfccc.int/press/items/4862.php</a> and submit directly to the UNFCCC Press Office &lt;<a href="mailto:press@unfccc.int">press@unfccc.int</a>&gt;.</p>

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