



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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NOTIFICATION

United Nations Climate Change Conference Session of the ADP, 8–13 February 2015 Palais des Nations, Geneva, Switzerland

Further to the Information Note dated 4 November 2014 regarding the session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) that will be held from Sunday, 8 February, to Friday, 13 February 2015 in Geneva, Switzerland, I am pleased to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties that the session will take place at the United Nations Office at Geneva (UNOG), Palais des Nations, (**Entrance via Pregny Gate**) 1211 Geneva, Switzerland.

The agenda for the session will be made available on the UNFCCC website in due course.

There will be no side events or exhibits at this session.

The On-line Registration System (ORS) for the **nomination** of representatives by IGOs and NGOs was opened on 4 November 2014 and will remain opened until Saturday, 6 December 2014, midnight Central European Time (CET).

The ORS will be open for the **confirmation** of representatives by IGOs and NGOs from Saturday, 13 December 2014, until Wednesday, 4 February 2015, midnight CET.

Nomination and confirmation deadlines will be applied strictly, as the secretariat is not in a position to process late nominations or confirmations.

As indicated in the Information Note of 4 November 2014, participation of observer organizations will be limited to 1,500 participants.

Distribution: To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties.



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The secretariat would also like to inform NGOs and IGOs that the resumed forth meeting of the Structured Expert Dialogue on the 2013–2015 review (SED) will be held in conjunction with the session of the ADP. NGOs and IGOs may recall that as requested by the SBSTA 40 and the SBI 40, the resumed forth meeting of the structured expert dialogue (SED) on the 2013-2015 review will be convened in conjunction with the session of the ADP.

The meeting of the SED will be held from Sunday, 8 February, to Monday, 9 February 2015 at the Palais des Nations. The goal of the meeting is to finish complementing and further summarizing and conceptualizing all the previous material related to the adequacy of the long-term global goal and the overall progress made towards achieving this goal, with a view to closing the SED prior to the forty-second sessions of the subsidiary bodies in accordance with decision 1/CP.18, paragraph 91.

Two annexes are attached to this notification.

Annex I contains useful information for participants, including the opening hours of the registration desk.

Annex II contains visa information provided for conference participants by the Permanent Mission of Switzerland to the United Nations Office and other international organizations in Geneva.

Any additional information will be posted on the UNFCCC website (www.unfccc.int).

Yours sincerely,

(Signed by)

Christiana Figueres



Annex I

Information for participants

<p>Essential documents</p>	<p>Please consult the UNFCCC website <http://maindb.unfccc.int/library> for all available essential documents.</p>
<p>Nominations and registration online</p>	<p>Online registration for intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) to nominate their representatives: Open until Saturday, 6 December 2014 at midnight Central European Time (CET). Online registration for IGOs and NGOs to confirm their representatives: Open from Saturday, 13 December 2015, until Wednesday, 4 February 2015, midnight CET. In accordance with the attached guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change, representatives shall normally be at least 18 years of age. In this context, the ORS will not accept confirmation by NGOs of minors below 18 years of age.</p>
<p>Deadlines for nomination and confirmation in ORS</p>	<p>The secretariat will continue to apply strict application of deadlines relating to ORS, taking into consideration that the secretariat is not in a position to make exceptions to deadlines due to human resources constrains.</p>
<p>Registration</p>	<ul style="list-style-type: none"> • All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions of the Convention and its Kyoto Protocol, are free of charge. • Upon arrival at the conference venue, you are requested to proceed to the registration desk at the Pregny Gate, which will be open from Thursday, 5 February, to Friday, 13 February 2015, during the opening hours indicated below in order to collect their badges for access to the conference premises. • The acknowledgement letter of the participant's nomination, which is available upon confirmation in the online registration system, and a valid passport or a nationally approved identification card, should be presented to the registration staff in order to ensure issuance of your badge. • Please note that, for NGOs, individuals under 18 years of age will not be registered for this conference. This is in accordance with the guidelines for the participation of representatives of NGOs. <p>Registration times:</p> <ul style="list-style-type: none"> • Thursday, 5 February, to Saturday, 7 February 2015, from 8.00 a.m. to 5.00 p.m. • Sunday, 8 February, to Friday, 13 February 2015, from 8.00 a.m. to 6.00 p.m. <p>Early registration (by Saturday, 7 February 2015) is highly recommended to avoid delays on the first day of the session.</p> <p>Please be aware that double registration is not permitted (i.e. as a Party representative and an observer organization representative, or as an observer organization representative and a press/media representative).</p>



<p>Conference venue opening and closing times</p>	<p>The conference premises will open by 8 a.m. and will close at 8 p.m. on each day of the session.</p>
<p>Side events and exhibits</p>	<p>No side events or exhibits will be organized for this session.</p>
<p>Disclaimer</p>	<p>Participants are strongly recommended to obtain comprehensive international medical insurance and other insurances, as necessary, for the period of participation. 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/suffered during travel or the period of participation, both within and outside the conference premises.</p> <p>Additionally, the participants are personally responsible for the safety of any and all materials brought by them within the conference premises. The United Nations and the Convention secretariat disclaim all liability and responsibility for the loss, destruction or theft of any such material(s).</p> <p>In the interest of the security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises. The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.</p>
<p>Badges</p>	<p>It is essential that you have an official conference badge in order to gain access to the premises. These are issued only on the basis of the confirmation generated by the online registration system. For security reasons, all participants are requested to wear their badges visibly at all times.</p>
<p>Code of conduct and other policies</p>	<p>Participants at sessions are governed by the relevant guidelines and policies, including the guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the UNFCCC (code of conduct) and other policies, which are provided together with this notification.</p>
<p>Green behaviour during the session</p>	<ul style="list-style-type: none"> • Representatives in a position to do so are invited to consider offsetting the ‘carbon footprint’ associated with their attendance at the session. • For shorter trips, use the train instead of a car/coach and plane. • Travel by foot, bike or public transport as much as possible. • Only print what you need before travelling and request only essential documents from the Documentation Desk. • Recycle your waste – bottles, cans, paper, etc. • As far as possible, provide information electronically. • Avoid bringing any material for distribution to this session. • Stay in hotels located near public transportation and which operate in an environmentally responsible manner. • Request group pick-up from the hotel when public transport is not an option. • Turn off room lights and IT equipment when not in use and enable energy-saving features.



Annex II

Visa Information for participants

Entry visas for Switzerland

Visa requirements must be met before arrival in Switzerland.

Participants attending the ADP session in Geneva in February 2015 may require a visa to enter Switzerland. In order to find out if you need a visa, please consult the following link:

<https://www.bfm.admin.ch/bfm/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html>

Entry visas for Switzerland are primarily issued by the competent Swiss Embassy or Consulate for the country of residence. Switzerland has agreements with certain Schengen States where Switzerland is not represented that allow them to issue visas on its behalf. We advise participants to check with the competent representation if such agreements apply to their case. You may find the nearest representation responsible for your place of residence by consulting the following link:

<<http://www.eda.admin.ch/eda/en/home/reps.html>>

The processing time for visa requests varies from case to case and depends on local circumstances. Participants requiring an entry visa must submit a complete application to the competent authorities **at least 20 days before the intended visit**. Please note that applications cannot be submitted earlier than three months before the intended departure.

Please note that Switzerland applies the European Schengen regulations concerning the issuance of visas. In October 2011, Schengen member States introduced the Visa Information System (VIS), which is used to store the biometric data (10 fingerprints and a facial image) of Schengen visa applicants. All Swiss embassies and consulates are gradually being connected to the VIS system. It is therefore necessary for the visa applicant to make an appointment with the Swiss Embassy/Consulate in his/her country of residence and present him/herself in person to submit and register his/her biometric data. This biometric data remains valid in the VIS system for a period of five years. However, some categories of applicants (such as heads of States, ministers in office and their delegations) are exempt from the biometric requirements. Applicants should check with the competent representation if they qualify for this exemption.



We strongly recommend that you first contact the competent Swiss representation to get a list of all the required documents for your visa application, as requirements are different for each country of residence. In general, the following documents are required when applying for a visa:

- An application form for short stays duly filled out and signed by the applicant
(The form is available at:
<<https://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html>>)
- A valid travel document (must be valid for at least three months beyond the return date and must have been issued within the last 10 years) and a copy of it.
- Two recent passport-sized photographs.
- A proof of conference registration.
- A proof of health insurance valid for the Schengen States and covering a minimum amount of 30,000 euros (only for ordinary passport holders).

More general information about visas can be found by consulting the website of Swiss Federal Office of Migration:

<<https://www.bfm.admin.ch/bfm/en/home/themen/einreise.html>>



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**Guidelines
for the participation of representatives
of non-governmental organizations
at meetings of the bodies of the
United Nations Framework Convention on Climate Change**

March 2003



Roles of the secretariat and non-governmental organizations

The security of the venues for sessions and meetings of the Convention bodies is the responsibility of the secretariat. The Executive Secretary has the authority to take any action necessary to maintain this security, including denying access to the venues.

Non-governmental organizations are responsible for the conduct of each of their representatives. Any behaviour not consistent with these guidelines may have an impact on the participation of the organization and/or of the individual.

The secretariat welcomes the full support of participants in maintaining an ambience conducive to intergovernmental discussions and negotiations, and to open and fruitful dialogue between Parties and observers.

The secretariat encourages non-governmental organizations and their representatives to liaise with the secretariat during sessions on matters or concerns related to their participation.

For further information on these guidelines or on observer participation at sessions please contact:

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PO Box 260 124, D- 53153, Germany

Telephone: (49-228)-8151523

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Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change¹

Introduction

Meetings of the Convention bodies are convened for negotiations between Parties to the Convention. According to Article 7, paragraph 6, of the Convention “[a]ny body or agency, whether national or international, governmental or non-governmental, which is qualified in matters covered by the Convention, and which has informed the secretariat of its wish to be represented at a session of the Conference of the Parties as an observer, may be so admitted unless at least one third of the Parties present object. The admission and participation of observers shall be subject to the rules of procedure adopted by the Conference of the Parties.”

Since the early days of the climate change Convention, non-governmental organizations (NGOs) have been actively involved, attending sessions and exchanging views with other participants, including delegates. It is recognized that this involvement allows vital experience, expertise, information and perspectives from civil society to be brought into the process to generate new insights and approaches. Furthermore, the access and participation of observers to the process promotes transparency in this increasingly complex universal problem. Such participation flourishes in an atmosphere of mutual trust which acknowledges respect for others and their opinions, and takes into account the nature of intergovernmental sessions.

To promote a harmonious atmosphere supportive of discussions and negotiations at intergovernmental meetings and to encourage the effective participation of observers in the process, the secretariat has prepared guidelines for appropriate conduct during attendance at meetings of bodies of the United Nations Framework Convention on Climate Change (hereinafter referred to as UNFCCC) at whatever premises are used for such meetings (hereinafter referred to as venues). These guidelines are not exhaustive but seek to provide information reflecting current practice regarding attendance of observers at sessions and meetings of the UNFCCC. They are in line with those governing NGO participation at sessions of other bodies in the United Nations system.

Any infringement of these guidelines would normally be resolved following consultations between the secretariat and the responsible organizations and individuals.

A. Access

1. Only representatives, whose names have been communicated to the secretariat through the designated contact points of NGOs admitted to sessions of the Conference of the Parties, in accordance with Article 7, paragraph 6, of the Convention, shall be registered and receive a badge.
2. Badges issued at registration shall be worn visibly at all times.
3. Participants shall be prepared to verify their identity upon the request of United Nations officials or security staff.

¹ These guidelines shall apply mutatis mutandis to meetings of bodies of the Kyoto Protocol.



4. Representatives shall normally be at least 18 years of age. Younger representatives may be registered at the discretion of the secretariat.

B. Etiquette and safety

1. Representatives of NGOs admitted to sessions of the Conference of the Parties² shall cooperate with, and comply with requests and instructions from United Nations officials and security staff regarding the use of facilities and access to and conduct within the venues.
2. No participant shall harass or threaten any other participant.
3. Interfering with the movement of participants at any time or location within the venues is not permitted.
4. The flags and any officially recognized symbols of the United Nations and of its member States shall not be treated with disrespect.

C. Participation

1. The participation of non-governmental observers in the proceedings of meetings, and of open-ended contact groups, is governed by rules 7 and 30 of the draft rules of procedure of the Conference of the Parties being applied, contained in FCCC/CP/1996/2, and by decision 18/CP.4. In this context, meetings designated as CLOSED are not open to observers.

D. Information materials

1. Only United Nations officials may distribute materials in official meeting rooms.
2. Posters may be displayed only at designated locations, and only with prior permission from the secretariat. The posting of notices for authorized events does not require prior permission from the secretariat, provided that they are posted only in designated locations.
3. Documents may be displayed at the designated locations, provided that there is enough space and that they are relevant to the negotiations. A sample of the documents should be deposited with the secretariat for its library. Documents for display should be clearly marked with the name of the responsible organization.
4. Other materials relevant to the negotiations may be distributed at appropriate locations in consultation with the secretariat.
5. Non-governmental observers shall refrain from using the UNFCCC venues for unauthorized demonstrations, and when distributing written materials shall respect other participants' social, cultural, religious or other opinions and refrain from personal attacks.

² Representatives of non-governmental organizations admitted to sessions of the Conference of the Parties will hereinafter be referred to as non-governmental observers.



UN Security guidelines related to media actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences

Media actions

- Media actions and publicity events in the designated areas (NGO spots) authorized by the Observer Organizations Liaison Officer are permitted.
- No actions inside plenary rooms and conference rooms are allowed.
- Concealing identity with masks is not allowed.
- No impersonated objects (i.e. satirical drawings of Heads of States, negotiators, individuals) are allowed.
- Smooth flow of crowd and an appropriate level of sound that is acceptable to other participants should be maintained, in consultation with the Observer Organizations Liaison Officer if necessary.
- No activity derisive to the UN, any of their Member States, organizations or any individual or criticism that would go against basic rules of decorum is allowed.
- UN Security reserves the right to revoke previously issued permissions for media actions any time if the security conditions so require.

Distribution of publicity materials

- While the secretariat encourages you to join the efforts to make the conference greener, publicity materials (e.g. leaflets, publications, boards, banners, etc.) that are clearly attributable to admitted observer organizations or Parties and relevant to the negotiation process may be posted or displayed at the designated exhibits stands. Limited space for publications from those without exhibit stands can be displayed at the '...inSide climate change' publications counters. Please refer to the contact details in the information brochures.
- Distribution of material outside these areas is prohibited, including in the cafeteria and other public spaces.
- Inside the conference rooms, any documents or statements for distribution must be authorized by the secretariat. Please contact Observer Organizations Liaison Officer.
- Materials containing abusive or offensive language or images are not permitted on United Nations premises.
- Material for display should be clearly attributable to one of the Parties, UN organizations or to the observer organizations duly admitted by the Conference of the Parties.



Use of the United Nations emblem

- Use of the United Nations emblem on non-official documents and publications, including publicity material is expressly prohibited.
- UNFCCC and Meeting logos may be authorized by the secretariat.
- The United Nations flag may not be displayed in meeting rooms, except with the authorization of the Secretary-General.

Measures

- Kindly note that the secretariat and the UN Security reserve the right to take the following measures for non-observance of the above:
 - a) Confiscation of the representative's accreditation badge;
 - b) Removal of the representative from the United Nations premises;
 - c) Confiscation of unauthorized material;
 - d) Any other measure deemed appropriate or necessary.

These UN Security guidelines are to be read in conjunction with the “Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change” and the “Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops” available on the UNFCCC official website.



Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops

The taking of still photographs and making of audio or video recordings within a United Nations-designated conference venue is subject to the guidelines below, and, as required, other guidance or instruction as deemed necessary by the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) secretariat or United Nations (UN) security³.

Taking of photographs

Photographs may be taken by participants within the United Nations designated conference venue's public areas, such as lobbies and corridors, and meeting rooms provided that such activities do not disrupt the activities or movements of participants or the security provisions of that area.

In the case of professional/commercial photographers accompanying a Party or observer organization delegation, the Party or observer organization is requested to identify such person(s) on their delegation list, and provide information on the purpose of the photographic assignment. Once approved by the secretariat, the professional/commercial photographer will be assisted by UN staff on site to complete their assignments, including an escort by UN staff or security into meeting rooms or other areas should this be requested. UNFCCC media accreditation provides for professional/commercial photographers from media organizations, including any needed assistance or guidance.

Making of video and audio recordings

Video and audio recordings by participants in public areas, such as lobbies and corridors, may be undertaken provided that such activities do not cause disruption to the activities or movements of participants or security provisions of that area. Those making recordings should, in advance, seek the permission of those they wish to record.

The making of audio and video recordings by Party or observer organization delegations during open and closed official meetings and in designated high-security zones is not permitted. The secretariat provides full audio and video recordings for all official open plenary meetings in audio format and webcast on the Internet. All webcast recordings are available from the secretariat's website.

In the case of professional/commercial audio, video or film producers and technicians accompanying a Party or an observer organization delegation is requested to identify such person(s) on their delegation list, and provide information on the purpose of the audio, video or film production. Once approved by the secretariat, the professional/commercial photographer will be assisted on site by UN staff to complete their assignments, including an escort by UN staff or security into meeting rooms or other areas should this be requested. UNFCCC media accreditation provide for radio and television as well as film production organizations, including any needed assistance or guidance.

³ These guidelines are intended for government and observer organization delegations and do not change or replace current policies and arrangements regarding the use of cameras, radio or TV equipment by accredited media organizations at UNFCCC meetings.