



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 10 August 2017  
Reference: CAS/OBS/COP 23/AUG.17  
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## NOTIFICATION

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

I am pleased to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties of the forthcoming sessions taking place in Bonn, Germany. The following sessions will be held from Monday, 6 November, to Friday, 17 November 2017:

- Twenty-third session of the Conference of the Parties (COP 23);
- Thirteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 13);
- Second part of the first session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 1.2).

The following sessions will be held from Monday, 6 November, to Wednesday, 15 November 2017:

- Forty-seventh session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 47);
- Forty-seventh session of the Subsidiary Body for Implementation (SBI 47);
- Fourth part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1.4).

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



As indicated in the notes addressed to all IGOs and NGOs dated 17 May and 12 June 2017 regarding the opening of the online registration system (ORS) for the “Bula Zone” and “Bonn Zone”, respectively, a “One conference, Two zones concept has been developed to manage the expected level of participation and events in an inclusive manner. The **Bula Zone** will include plenary halls and meeting rooms for negotiations in the World Conference Center Bonn (WCCB), as well as United Nations Campus facilities and the adjoining temporary structures that will accommodate meeting rooms, delegation offices and media facilities. The **Bonn Zone** will be located in the adjacent Rheinaue Park and will accommodate climate action events, including high-level events, side events, exhibits and media activities, as well as delegation pavilions.

**Participants with badges for the Bula Zone will be able to access the Bonn Zone without additional registration. Participants with badges for the Bonn Zone will not be able to enter the Bula Zone.** Badges of participants in the Bonn Zone will not contain any reference to their organizations and these participants will not be included in the official list of conference participants as members of their organization’s delegation.

The ORS for the Bula Zone, which allows IGOs and NGOs to **nominate** representatives to attend the sessions, opened on Wednesday, 17 May, and closed on Friday, 7 July 2017 at midnight Central European Time (CET). The ORS for the **confirmation** of representatives to the Bula Zone opened on Tuesday, 1 August, and will close on Tuesday, 31 October 2017 at midnight CET.

The ORS for the **nomination** of representatives of IGOs and NGOs to the Bonn Zone opened on Monday, 12 June, and will close on Thursday, 31 August 2017. The ORS will open for **confirmation** of representatives to the Bonn Zone on Thursday, 7 September, and will close on Tuesday, 31 October 2017 at midnight CET.

The secretariat strongly recommends confirming the participation of your representatives as soon as possible in order to allow sufficient time for the processing of visa applications, if required. Kindly be reminded that representatives shall normally be at least 18 years of age.

The annex provides key information for participants. Additional information on the conference will be posted on the UNFCCC website at <http://unfccc.int/2860.php> and <http://newsroom.unfccc.int/cop-23-bonn/>.

I would like to especially draw your attention to the information contained in the “Disclaimer” section of the annex.

Yours faithfully,

*(Signed by)*

Patricia Espinosa



Annex

**Information for participants**

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| <b>Official documents</b>                  | Please consult the UNFCCC website at <a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a> for all available documents.  |
| <b>Overview of the sessional period</b>    | A preliminary overview of the sessional period is available on the UNFCCC website at <a href="http://unfccc.int/2860.php">http://unfccc.int/2860.php</a> . It will be updated periodically.  |
| <b>Visas</b>                               | <p>All foreign delegates entering the Federal Republic of Germany must have a valid passport.</p> <p>Participants requiring a visa should contact the appropriate consular authorities well in advance of the conference to ensure sufficient time for processing. The issuance of a Schengen visa may take up to two weeks from the date of submission of the visa application. To facilitate the issuance of a visa, a copy of the acknowledgement letter from the online registration system must be attached to the visa application.</p> <p>For more information, please visit the English, French or Spanish language <a href="#">pages of the German Federal Foreign Office</a> and the website of the German mission where you are planning to apply for your visa.</p> <p><i>Participants are advised that obtaining a Schengen visa is contingent on the participant securing comprehensive insurance that covers the entire period or periods requested.</i></p>                                  |
| <b>Accommodation and transport</b>         | <p>Hotel bookings placed through the City of Bonn designated web page for the conference (<a href="http://www.bonn-region.de/events/cop23.html">http://www.bonn-region.de/events/cop23.html</a>) include a free public transportation ticket for the City of Bonn and the region (Verbund Rhein-Sieg). The print-at-home PDF ticket is valid for the duration of the hotel stay of the delegate. The ticket will be sent automatically with the hotel reservation confirmation.</p> <p>More information on accommodation and transport for COP 23 can be found at: <a href="http://newsroom.unfccc.int/cop23bonninformationhub/cop23-information-hub-accommodation-and-transport/">http://newsroom.unfccc.int/cop23bonninformationhub/cop23-information-hub-accommodation-and-transport/</a>.</p> <p>For any further assistance, please use the following contact information:<br/>Email: <a href="mailto:a.isengard@bonn-region.de">a.isengard@bonn-region.de</a><br/>Telephone: +49 (0) 228/ 910 41 33</p> |
| <b>Online nominations and registration</b> | <p>The ORS for the Bula Zone, which allows IGOs and NGOs to <b>nominate</b> representatives to attend the sessions, opened on Wednesday, 17 May, and closed on Friday, 7 July 2017 at midnight Central European Time (CET). The ORS for the <b>confirmation</b> of representatives to the Bula Zone opened on Tuesday, 1 August, and will close on Tuesday, 31 October 2017 at midnight CET.</p> <p>The ORS for the <b>nomination</b> of representatives of IGOs and NGOs to the Bonn Zone opened on Monday, 12 June, and will close on Thursday, 31 August 2017. The ORS will open for <b>confirmation</b> of representatives to the Bonn Zone on Thursday, 7 September, and will close on Tuesday, 31 October 2017 at midnight CET.</p> <p>Please consult the “Participation and registration” section on the <a href="#">Information for Participants web page</a> for updates and further information.</p>   |



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| <p><b>Side events and exhibits</b></p>  | <p>In addition to the official meetings, a large number of side events and exhibits will be held during the conference.</p> <p>As indicated in the information note regarding opening of the ORS, the Bonn Zone, which will be located in the Rheinaue Park, will accommodate climate action events, including high-level events, side events, exhibits and media activities, as well as delegation pavilions.</p> <p>The application period for side events and exhibits opened on 18 July and ended on 21 July 2017. The number of applications for side events exceeded the number of available slots. Therefore, further applications will not be considered at this stage.</p> <p>Observer organizations that missed the deadline for both side events and exhibits can apply to be placed on the waiting list in case of cancellations. Applications for the waiting list may be made at <a href="https://seors.unfccc.int/seors?session_id=COP23">https://seors.unfccc.int/seors?session_id=COP23</a>, where information on side events and exhibits will also be available.</p> |
| <p><b>Registration of speakers and of side events and exhibits organizers</b></p> | <p>Organizers, speakers, participants and technical staff for side events and exhibits must be nominated to the Bonn Zone as representatives of an admitted observer organizations for the sessions to ensure that they are granted access to the premises. <b>Please note that nominations to the Bonn Zone only will not allow access to the Bula Zone.</b> Please see the section “Badges and access to the premises” below regarding the setting up of an exhibit allocated to the first week.</p>  |
| <p><b>Registration at the conference venue</b></p>                                | <ul style="list-style-type: none"> <li>• All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge.</li> <li>• Upon arrival at the venue, IGO and NGO representatives who are duly confirmed in the ORS by Tuesday, 31 October 2017 are requested to proceed to the registration desk in the Bula Zone or the Bonn Zone during the hours indicated in the “Registration times” section below to collect their badge for access to the conference premises.</li> <li>• The acknowledgement letter for the participant’s nomination, available upon confirmation in the ORS, and a valid passport or a national approved identification card should be presented to the registration staff for the issuance of a badge.</li> <li>• Kindly be reminded that representatives shall normally be at least 18 years of age.</li> </ul>  |
| <p><b>Registration times</b></p>  | <p><b>Bula Zone</b></p> <ul style="list-style-type: none"> <li>• Tuesday, 31 October, until Friday, 3 November 2017, from 8 a.m. to 6 p.m.</li> <li>• Saturday, 5 November, until Friday, 17 November 2017, from 8 a.m. to 7 p.m</li> <li>• The Bula Zone, including registration in the Bula Zone, will be <b>closed</b> on Sunday, 12 November 2017.</li> </ul> <p><b>Bonn Zone</b></p> <ul style="list-style-type: none"> <li>• Monday, 6 November, until Friday, 17 November 2017, from 8 a.m. to 7 p.m.</li> <li>• The Bonn Zone, including registration in the Bonn Zone, will be <b>open</b> on Sunday, 12 November 2017.</li> </ul> <p>Please be aware that you can register only once for the sessions. Double registration (i.e. as an observer organization representative and a Party or State representative, or as an observer organization representative and/or a press/media representative) is not permitted.</p>   |



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| <p><b>Badges and access to the premises</b></p>                   | <p>An official UNFCCC conference badge is required to gain access to the premises. Badges are issued at the registration counter only on the basis of prior confirmation in the ORS. For security reasons, all participants are requested to wear their badges visibly at all times.</p>  |
| <p><b>Conference venue opening and closing times</b></p>          | <p><b>Bula Zone</b><br/>Open Monday, 6 November, until Friday, 17 November 2017, from 8 a.m. to 11 p.m., <b>except on Sunday, 12 November 2017, when the conference venue will be closed.</b> Offices for delegations will be accessible 24 hours a day, but with reduced services during the night as well as on Sunday, 12 November 2017.</p> <p><b>Bonn Zone</b><br/>Open Monday, 6 November, until Friday, 17 November 2017, including Sunday, 12 November 2017, from 8 a.m. to 10 p.m.</p>   |
| <p><b>Press briefings</b></p>                                     | <p>Observer organizations intending to hold press/media briefings during the sessions should inform the UNFCCC secretariat in advance concerning the number and type of such briefings. This will facilitate the provision of adequate logistical and technical arrangements. Requests should be addressed directly to the UNFCCC Press Office, via the email address <a href="mailto:pressconf@unfccc.int">pressconf@unfccc.int</a>. More information on press conferences can be found at <a href="http://unfccc.int/press/items/4862.php">http://unfccc.int/press/items/4862.php</a>.</p>  |
| <p><b>Code of conduct</b></p>                                     | <p>Participants at sessions are governed by the relevant guidelines and policies, including the guidelines for the participation of representatives of NGOs at meetings of the bodies of the UNFCCC (code of conduct) and other policies, which are provided together with this notification. Organizations agree to ensure compliance with such guidelines and policies by their respective participants. Participants will agree individually to compliance upon registration at the conference venue.</p>  |
| <p><b>Use of cameras and audio or video recording devices</b></p> | <p>The taking of still photographs and making of audio or video recordings within a United Nations designated conference venue is subject to the guidelines available at <a href="http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf">http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf</a> and other guidance or instructions deemed relevant by the secretariat or United Nations Security. The guidelines are also included in the Code of Conduct below.</p>   |
| <p><b>Sustainability</b></p>                                      | <p>Information on the actions being undertaken to reduce the amount of greenhouse gas emissions generated in connection with the conference to the extent possible and achieve the overall goal of climate neutrality will be included in an information note to be posted on the UNFCCC website in due course.</p>   |
| <p><b>Electronic dissemination of information</b></p>             | <p>The Daily Programme for the conference will be made available in electronic form only. A PDF version will be made available each morning on the UNFCCC conference website. Daily updates on the negotiations such as the Earth Negotiations Bulletin, ECO newsletters and Third World Network will be disseminated in electronic form. In order to facilitate access, the secretariat will include web links to these updates in the Daily Programme.</p> <p>Side event schedules will be announced on the UNFCCC website, CCTV screens and the free UNFCCC iPhone/iPad application “Negotiator”. Information on outside events may also be posted on the UNFCCC website.</p> <p>The secretariat strongly encourages that information material be disseminated in an electronic manner only.</p> |



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| <p><b>Disclaimer</b></p> | <p><b>Participants are strongly advised to obtain comprehensive international medical insurance for the duration of their stay.</b> The United Nations and the UNFCCC 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 or the period of participation. In the interests of the security and safety of all participants and the smooth running of the sessions, the UNFCCC secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises. The UNFCCC secretariat shall not be responsible for any 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> |
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**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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## **Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change<sup>1</sup>**

### **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.

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<sup>1</sup> 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 Parties<sup>2</sup> 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.

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<sup>2</sup> 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 exhibit 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 the 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) security<sup>3</sup>.

### **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.

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<sup>3</sup> 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.