



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 COP 23/CMP 13/CMA 1.2 6–17 November 2017, Bonn, Germany

I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the Paris Agreement 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 sessions below 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);
- The fourth part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1.4).

Distribution: To Parties and observer States to the United Nations Framework Convention on Climate Change through their national focal points and diplomatic missions accredited to the Federal Republic of Germany.



The provisional agendas for COP 23, CMP 13, SBSTA 47, and SBI 47 will be communicated in due course. The agendas for the first sessions of the CMA and the APA were adopted at the first part of those sessions.”

Annex I provides information on protocol issues concerning the high-level segment and credentials. Annex II contains key information for participants. An information note regarding the preparatory meetings of the least developed countries, the small island developing States, the African Group and the Group of 77 and China will be issued in due course.

The online registration system (ORS) was opened on 17 May 2017 for the nomination by Parties of individuals to attend the above-mentioned sessions. Online registration is the only channel for nominating participants to attend the conference. The secretariat is not in a position to receive nominations by email, letter, fax or any other method.

As indicated in the note on the opening of online registration for the forthcoming sessions,¹ 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 UN 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, as well as side events, exhibits, media activities and delegation pavilions.

Participants with badges for the Bula Zone will be able to access the Bonn Zone without additional registration. If “Bonn Zone Only” is selected from the badge type drop-down list during registration, the participant will not be able to enter the Bula Zone. Badges of this type will not contain any reference to a Party or observer State and the participant carrying it will not be included in the official list of participants as a member of a Party or observer State delegation.

I would also like to inform Parties and observer States that mandated COP 23 pre-sessional events related to the work programme under the Paris Agreement will take place at the World Conference Center Bonn on 4, 5 and 6 November. Further information on these events will be communicated in a separate notification.

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/>.

Yours faithfully,

(Signed by)

Patricia Espinosa

¹ Available at

http://unfccc.int/files/essential_background/convention/application/pdf/information_note_to_parties_opening_of_ors_for_cop_23_.pdf.



Annex I

Protocol Issues

High-level segment of the session

The high-level segment, to be attended by dignitaries, ministers and other senior officials, will be inaugurated in the afternoon of Wednesday, 15 November 2017, and will close on Thursday, 16 November 2017.

Parties will have only one opportunity to deliver a national statement at the joint plenary meetings of the COP, the CMP and the CMA to be held during the high-level segment. National statements may be delivered by the Head of State or Government, a minister or the head of delegation.

There will be one list of speakers for Parties to the Convention, the Kyoto Protocol and the Paris Agreement. The list will adhere strictly to the rank and seniority of the speaker. Given the number of Parties and the limited time available for statements, it will be necessary to limit the duration of each statement. Parties may wish to note that, as per SBI guidance urging Parties and presiding officers to conclude the conference in a timely manner, statements must not exceed three minutes. Statements on behalf of groups where other members of the group do not speak are strongly encouraged and will be accorded additional time. Time limits will be strictly enforced. Following United Nations practice, a mechanism – in this case a bell system – will signal to speakers when the time limit has been exceeded. Speakers will be interrupted should they exceed the time limit.

Parties are encouraged to take advantage of the opportunity to have their statements posted on the UNFCCC website in lieu of making a verbal delivery during the high-level segment.

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

The list of speakers will be open for registration from today, Monday, 10 July, to Friday, 27 October 2017. The attached form should be sent to the External Relations Officer, Conference Affairs Services, by e-mail at: sessions@unfccc.int.

Please note that the submission of the form for the registration of dignitaries, ministers and heads of delegations to speak at the high-level segment does not constitute registration for the conference. Therefore, Parties are reminded to register their speakers in the online registration system to ensure that the speakers have access to the conference premises.



Credentials of Parties to the Convention, the Kyoto Protocol and the Paris Agreement

In accordance with rule 19 of the draft rules of procedure being applied, the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat no later than 24 hours after the opening of COP 23/CMP 12/CMA 1.2. Any later change in the composition of the delegation shall be communicated to the secretariat as early as possible.

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. They should indicate the date and place where the instrument was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim as the Head of State or Government or as the minister of foreign affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

The secretariat wishes to remind Parties that, in accordance with decisions 17/CP.9, 36/CMP.1 and 2/CMA.1, only one set of credentials is necessary to cover the participation of Parties at COP 23, CMP 13 and CMA 1.2.

Original credentials, duly signed as indicated above and written in one of the six official languages of the United Nations,² **should be deposited** during COP 23/CMP 13/CMA 1.2 **at the External Relations counter, located at the Information Desk in the Bula Zone of the conference venue**. In order to ensure proper handling and delivery to the repository, **credentials cannot be accepted in the Bonn Zone**. Additionally, no other office or authority of the secretariat or the host country has been designated to receive credentials.

The receipt of the document will be acknowledged by the secretariat in writing on a copy of the original. Please provide a copy of the original document for this purpose. A list of valid credentials will be posted on the official site of the secretariat at <http://unfccc.int/2860.php>. The secretariat strongly recommends that Parties verify that their credentials have been listed on the official site of the secretariat. In accordance with rule 20 of the draft rules of procedure being applied, the Bureau will examine the credentials and submit its report to the COP.

Information concerning the appointment of representatives participating in the sessions which is communicated by fax, email, letter or note verbale from a ministry, embassy, permanent mission to the United Nations or other participating government office or authority or through a local United Nations office will not be considered as a credential.

² Credentials may be submitted in Arabic, Chinese, English, French, Russian or Spanish. To facilitate the examination of credentials, a courtesy translation into English would be appreciated if the credentials have been executed in another language.



Registration form – COP 23/CMP 13/CMA 1.2 high-level segment

List of speakers for the high-level segment

United Nations Climate Change Conference, 15 and 16 November 2017

The list of speakers will be open for registration from Monday, 10 July, to Friday, 27 October 2017. Parties wishing to deliver a national statement on Wednesday, 15 November, or Thursday, 16 November 2017, during the high-level segment of COP 23/CMP 13/CMA 1.2, are requested to complete this form electronically and return it to the secretariat. Please note that this form is also attached in a separate Word file for your convenience. Illegible forms cannot be acted upon.

Completion and submission of this form does not constitute registration for the conference. All participants, including speakers, must be registered in the online registration system in order to have access to the conference premises.

Please note that the nomination of representatives by 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 _____

Institution _____

Contact person _____

Title of contact person _____

Institution _____

Telephone _____ E-mail: _____

Signature of the contact person _____ Date: _____

**E-mail address: Climate Change Secretariat
E-mail: sessions@unfccc.int**



Annex II

Information for participants

Official documents	Please consult the UNFCCC website at http://maindb.unfccc.int/library for all available documents.
Overview of the sessional period	A preliminary overview of the sessional period is available on the UNFCCC website at http://unfccc.int/2860.php . It will be updated periodically.
Funding	<i>A separate communication on funding will be sent to all eligible Parties in due course.</i>
Visas	<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 pages of the German Federal Foreign Office 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>
Hotels	<p>Hotel bookings placed through the City of Bonn designated web page for the conference (http://www.bonn-region.de/events/cop23.html) 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 for accommodation and transport for COP 23 can be found at the link below: http://newsroom.unfccc.int/cop-23-bonn/bonn-offers-wide-variety-of-accommodation-ahead-of-cop-23/</p> <p>For any further assistance, please use the following contact information: E-mail : a.isengard@bonn-region.de Telephone: +49 (0) 228/ 910 41 33</p>
Online nominations and registration	The online registration system is currently open for the nomination by Parties and observer States of their representatives for participation in the Bula Zone and the Bonn Zone. Please confirm your delegation as soon as possible and well before the sessions.



<p>Side events and exhibits</p>	<p>In addition to official meetings, a large number of side events and exhibits will be held during the two-week conference.</p> <p>As indicated in the Information note regarding opening of the online registration system (http://unfccc.int/files/essential_background/convention/application/pdf/information_note_to_parties_opening_of_ors_for_cop_cop_23_.pdf), 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 online system for registration for the Bonn Zone exclusively is currently open. 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.</p>
<p>Registration at the conference venue</p>	<ul style="list-style-type: none">• All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions are free of charge.• Upon arrival to the venue, as of Saturday, 28 October 2017 you will be requested to proceed to the registration desk at the Bula Zone or the Bonn Zone during the hours indicated below to collect your badge for access to the conference premises.• The acknowledgement letter for the participant’s nomination, 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 for the issuance of your badge.• From Saturday, 28 October 2017, the registration desk will be located in the “Altes Hochhaus” of the United Nations Campus, Platz der Vereinten Nationen 1, 53113 Bonn, Germany.• As of Monday, 30 October 2017, the registration desk will be located at the <u>World Conference Center</u>. <p>Registration times – Bula Zone:</p> <ul style="list-style-type: none">• From Saturday, 28 October, until Friday, 3 November 2017, from 8.00 a.m. to 6.00 p.m.• Saturday, 5 November, until Friday, 17 November 2017, from 8.00 a.m. to 7.00 p.m., except Sunday, 12 November 2017. <u>The Bula Zone, including registration in the Bula Zone, will be closed on Sunday, 12 November 2017</u> <p>Registration times – Bonn Zone:</p> <ul style="list-style-type: none">• From Monday, 6 November, until Friday, 17 November 2017, from 8.00 a.m. to 7.00 p.m. <u>The Bonn Zone, including registration in the Bonn Zone, will be open on Sunday, 12 November 2017</u> <p>Early registration – before Monday, 6 November 2017 – is highly recommended to avoid delays on the first day of the conference.</p> <p>Multiple registration for the conference are not permitted (i.e. registration as an observer organization representative and a Party or State representative and/or press/media representative).</p>



Conference venue opening and closing times	The conference venue will open by 8 a.m. and will close at 8 p.m. for the duration of the conference.
Badges	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 online registration system. For security reasons, all participants are requested to wear their badges visibly at all times.
Press briefings	Parties and observer States 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 e-mail address pressconf@unfccc.int . More information on press conferences can be found at http://unfccc.int/press/items/4862.php .
Use of cameras and audio/video recording devices	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 http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf and other guidance or instructions deemed relevant by the secretariat or United Nations Security.
Sustainability	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 a separate information note to be posted on the UNFCCC website in due course.
Electronic dissemination of information	<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.</p> <p>Daily updates on the negotiations such as the Earth Negotiations Bulletin, ECO, 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>
Disclaimer	<p>Participants are strongly advised to obtain comprehensive international medical insurance for the duration of their stay. 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.</p> <p>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>