



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

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NOTE TO CORRESPONDENTS No. 1

27 November 2014

United Nations Climate Change Conference

Lima, Peru
1 - 12 December 2014

**20th session of the Conference of the Parties to the
United Nations Framework Convention on Climate Change
10th session of the Conference of the Parties serving
as the meeting of the Parties to the Kyoto Protocol**

Media Arrangements

General Rules for Media Coverage

Visual media are permitted to film, record interviews and take photos in all public areas of the conference venue unless otherwise restricted for security reasons. Generally, all open meetings of the Conference are accessible to the print media, subject to the availability of space. For access by visual media, please contact the IBC Manager, Mr. Tim Davis (Media Centre), Tel: +51 943 517 094.

Please note: No access will be granted to any media representatives to closed meetings of the Conference or to office areas.

Opening of the Conference

On Monday, 1 December 2014, at 10:00 a.m., the Conference will be formally opened in Plenary Hall 1. Details of the opening session will be provided in a later Note to Correspondents.

Photo opportunity: Prior to the opening, a selected pool of television crews and still photographers will have the opportunity to capture establishing shots inside Plenary 1 (9.30 –10.00 a.m.) Before the session is called to order, the pool of television crews and still photographers can take pictures of the podium for two minutes. Once the conference is declared open, television crews will be required to leave the Plenary Hall. Still

photographers accredited to the opening pool may continue, on a one-by-one basis, under the guidance of the IBC Manager.

The TV/Photographer's pool for the Opening will be limited and Special Pool badges will be required for entry into Plenary 1. These will be available from the IBC Manager. All those interested must submit their names to the IBC Manager (either by email or physically to the IBC Manager's office located in the IBC by 18:00hrs on 30th November 2014. For those selected for the Pool, passes can be collected from the IBC Manager's Office at 9am on 1st December 2014.

Television and radio broadcasters will receive 'live' pool feeds from the opening, provided by the host broadcaster, [TV Perú](#). Pool signals will be provided to all workstations in the International Broadcasting Centre (IBC). The format of the pool feed is HD NTSC 16:9 delivered through SDI BNC connections with embedded audio.

Some seats will be available in Plenary 1 for print media and news agencies. These will be available on a first-come, first-served basis. Correspondents who cannot be accommodated in the Plenary will be able to follow the proceedings on closed-circuit television (CCTV) monitors throughout the Conference venue and in the Writing Press Area of the Media Centre.

Writing Press Area

The writing press area in the Media Centre on the ground level will be available for use from Sunday, 30th November 2014 from 10:00 a.m. until the end of the Conference on 12th December 2014. The Writing Press Area will be open 24 hours a day, with limited services between 9:00 p.m. and 8:00 a.m. On the final day of the Conference, all media areas will remain operational for six hours after the formal conclusion of the conference.

The writing press area offers a total of 300 work spaces split into 3 areas. (i) Desks with PC's with access to the Internet through wired RJ45 connectors (ii) Desks with access to the Internet through wired RJ45 connections (No PC's) and (iii) Desks with no wired connection. Seats at the desks are available on a first-come, first-served basis. Due to the large number of accredited journalists, no reservation can be made for individual press representatives. All desks have electricity supply.

Wireless (WiFi) access is available throughout the conference centre at a shared speed of 1Gbx2 shared.

A Media Information Desk, located in the Media Centre will offer a selection of Conference documents as well as the Daily Programme, UNFCCC press releases and publications, the texts of speeches as provided by delegations, as well as the daily Earth Negotiations Bulletin (which summarizes the daily proceedings). The UNFCCC Secretariat pursues a PaperSmart policy, consequently most of this information will be provided electronically on the web at <unfccc.int>, and through the Negotiator app, which is designed for iPhones and iPads). Official documents can also be accessed via the Internet at terminals in the print press area.

Proceedings in Plenary 1, Plenary 2 and all press conferences can be followed on monitors in the writing press area. The meetings schedule will also be on display. Headphones are available in the Writing

Press Area. Correspondents may also follow proceedings of the conference through live webcast on unfccc.int .

International Broadcasting Centre (IBC)

An International Broadcasting Centre (IBC) is situated in the Media Centre designed specifically to serve television and radio broadcasters and International Press Agencies. The facility will be operated by the host broadcaster **TV Perú** who will provide live video and audio pool feeds and have available production and transmission facilities, stand-up positions for live programme inserts, tape play-out, editing facilities, and will have the facility for the retrieval of meeting in .mov digital format.

All the open plan workstations for TV and radio broadcasters are equipped with basic furniture, a monitor and audio and video feeds from Plenary 1, Plenary 2 and the press conference rooms. For those TV and radio broadcasters who have not booked their own workstation, an overflow area is available with similar facilities. To book an overflow workstation on a temporary basis contact the IBC Manager, Tim Davis, Tel: +51 943 517 094.

The Press Agency Rooms are provided with chairs, desktops, electrical sockets, TV monitor and wired internet connections designed to accommodate 9 journalists.

The host broadcaster's services in the International Broadcaster Centre will be operational from 8am-8pm daily with a skeleton staff on 24hr duty.

Set-up: Broadcasters can bring in equipment to set up in their work cubicles on 29th/30th November from 10:00 a.m. to 6:00 p.m. Accreditation badges must have been collected to gain access to the venue.

Please note: SNG Trucks arriving after 28 November must go through security screening by the local police before gaining access to the Satellite Parking area. Guidance to the remote search park will be given by the Security personnel manning Gate 4, the only access to the Conference venue. Smaller equipment less than 500mm x 500mm can pass through security screening at the main entrance to the Conference.

Television Coverage

Live pool coverage of the proceedings in Plenary 1, Plenary 2 and the press conference rooms is being provided by the host broadcaster within the IBC. This coverage is available for local and overseas television and radio broadcasters free of charge (copy-right free).

Please note: It is not possible for individual television crews to record proceedings from inside Plenary 1 and Plenary 2. There are, however, limited possibilities throughout the Conference and, in particular, during the high-level segment, for individual television crews to record plenary statements by country representatives. Prior arrangements for any unilateral coverage must be made with the IBC Manager, Mr. Tim Davis.

Television crews are invited to record their own coverage of press conferences. Audio feeds will be available from XLR distribution units (Floor, English & Spanish languages) for television and radio journalists on a first-come-first-served basis.

For international and national broadcasters, a limited number of stand-up positions are available. Those who have not pre-booked a stand-up position may contact the IBC Manager, Mr. Tim Davis.

Radio Coverage

Audio feeds in English, the original/floor language and Spanish are available from XLR distribution units in both press conference rooms and the open press area. For use of this facility on a temporary basis feeds are also available in the IBC. Contact the IBC Manager, Mr. Tim Davis.

Online, social media and mobile services

Besides website information at <<http://unfccc.int>>, the secretariat is offering the mobile version of the UNFCCC website <mobile.unfccc.int> and the official **iPhone/iPad application 'Negotiator'** for the conference.

Using the iPhone/iPad application '**Negotiator**', users can:

- Get logistical information about the conference (directories, venue maps, etc.);
- See the meetings rooms schedule in real-time
- View the live webcast videos
- Read the latest documents, agendas and meeting information;
- View the latest YouTube videos and photos from the conference;
- Participate in the conference via the Facebook and Twitter channels.

Please note: The iPhone/iPad app 'Negotiator' can be downloaded for FREE via the iTunes app store: <<http://unfccc.int/iphoneapp>>.

The Government of Peru is providing an App for complementary information and data in Android and IOS. Please download the free App from the corresponding platforms.

The secretariat is offering a special online reporting service to the media. An online video will be made available on the website <<http://unfccc.int>> summarizing the secretariat's press briefings. This video can be viewed and downloaded for podcast. The secretariat is encouraging online media to link to this online video. All videos can be found on <YouTube.com/climateconference> and on iTunes.

Community tools, such as Facebook, Twitter and Flickr, will allow participation in and response to the conference in Lima. All links can be found on the COP20 conference page on <<http://unfccc.int>>.

Please note: Media may address questions to the Executive Secretary, Ms. Christiana Figueres, using Facebook or Twitter during the UNFCCC press conferences.

Photo Coverage

A limited number of requests for non-flash photo access whilst plenary meetings are in session, will be dealt with on an *ad hoc* basis. Contact the IBC Manager who will arrange an escort by appointment.

Press Conferences/Briefings

Regular press briefings by the United Nations, by national delegations and intergovernmental organizations will be held in press conference room 1. Press briefings by non-governmental organizations representing environmental and business interest groups will be held in press conference room 2. Both press conference rooms are located on the first floor of the Media Centre.

A first press conference by the newly elected President of the conference and the UNFCCC Executive Secretary is scheduled for Monday, 1 December 2014, at 1.15 p.m.

A larger number of briefings are expected when Heads of States/Governments and Ministers arrive. Briefings will normally be limited to 30 minutes.

The UNFCCC will give press briefings on a regular basis summing up the progress made at the Conference, between 1.15 – 1.45 p.m.

Spanish interpretation will be provided for all press conferences.

Please note: While regular press briefings will be included in the press section of the unfccc.int website, many other briefings will be announced at short notice on the CCTV programme monitors only.

Interviews

The media desk information desk will assist journalists, upon request, in contacting delegates for arranging interviews.

Requests for interviews with the UNFCCC Executive Secretary should be addressed to <press@unfccc.int>. Please note that the Executive Secretary will be giving very few one on one interviews at the COP. Interested media are requested to attend her press conferences.

The contact person for the Conference President-designate is Ms. Mariana Vega Jarque", mvega@minam.gob.pe.

Live and On-Demand Streaming on Internet

For the duration of the conference, all official meetings and press conferences can be followed live and on demand, with English, Spanish or floor audio streams. On-demand files will be available shortly after the close of each meeting. Please check <unfccc.int> for the date and time of webcast sessions.

A comprehensive web index provides ready access to information on recorded events. Each recording is classified by date, agenda item and type of meeting. "Video anchors" will allow direct access to discussions of a particular agenda item. A timetable, [meetings listing](#), is automatically generated and posted to the website throughout the day to provide information on additions or changes in the programme schedule.

Side events and exhibits

More than 200 side events and 250 exhibits will take place during the conference. Side events will be held throughout the day between 11.00 a.m. and 8.00 p.m. from Monday, 1 December to Friday, 12 December, except for Sunday, 7 December 2014 and during the opening and closing sessions of the negotiation bodies.

Side event rooms as well as exhibits are located in all around the venue. For details, please see the web schedule, the Side Events and Exhibit brochure and CCTV monitors inside the conference center.

Media Coordination and Support

The [UNFCCC Media Team offices](#) as well as the offices of the [Host Country Media Team](#) can be found in the Media Centre on the upper level.

E-mail contact list	
Spokesperson Interview request for Christiana Figueres, Executive Secretary, UNFCCC	press@unfccc.int
Press accreditation and registration	pressreg@unfccc.int
Booking of press conferences	pressconf@unfccc.int
Media Information Desk	mediainfo@unfccc.int

PLEASE NOTE:

Details on the opening of the Conference, as well as special media arrangements for the high-level segment of the Conference will be announced in a later Note to Correspondents.