



Date: 5 October 2015
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NOTIFICATION

United Nations Climate Change Conference COP 21/CMP 11, 30 November to 11 December 2015 Paris (Le Bourget), France

I refer to the information note of 29 June 2015 addressed to all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties on participation at the United Nations Climate Change Conference to be held in Paris (Parc des Expositions, 93350 Le Bourget), France, from 30 November to 11 December 2015.

Further to that information note, I wish to inform you that the following sessions will take place as part of the Paris Conference:

- Twenty-first session of the Conference of the Parties (COP 21), from Monday, 30 November, to Friday, 11 December 2015;
- Eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 11), from Monday, 30 November, to Friday, 11 December 2015;
- Forty-third session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 43) from Tuesday, 1 December, to Friday, 4 December 2015;
- Forty-third session of the Subsidiary Body for Implementation (SBI 43) from Tuesday, 1 December, to Friday, 4 December 2015;
- The twelfth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2.12).¹

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

¹ The secretariat will provide further information on the dates of ADP 2.12 after the conclusion of the ADP session scheduled for 19–23 October 2015 in Bonn, Germany.



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The annex attached provides key information for participants. All additional information concerning the sessions will be posted on the UNFCCC website (<www.unfccc.int>) in due course.

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

Yours sincerely,

(Signed by Richard Kinley for)

Christiana Figueres



Annex

Information for participants

Essential documents	Please consult the UNFCCC website at < http://maindb.unfccc.int/library > for all available session documents.
Visas	All foreign delegates entering France must have a passport which is valid for at least 6 months. Participants requiring a visa for France, or a transit visa, are strongly encouraged to contact the appropriate consular authorities immediately upon receipt of this notification. To facilitate the issuance of a visa, a copy of the acknowledgement letter from the online registration system (ORS) should be attached to the visa request. For more information on visas, please visit the host government's website for the conference: < http://www.cop21.gouv.fr/en/pratical-arrangements/coming-france >.
Hotels	Information on accommodation and hotels can be found on the host government's website for the sessions at < http://www.cop21.gouv.fr/en/pratical-arrangements/entertainment >.
Nominations and confirmations	The deadline for IGOs and NGOs to nominate their representatives was Monday, 22 June 2015, midnight Central European Time (CET). The online registration system opened on Monday, 29 June 2015, for the confirmation by IGOs and NGOs of their representatives and will close on Thursday, 26 November 2015, midnight CET.
Nominations for side events and exhibits	Organizers, speakers, participants and technical staff for side events and exhibits must be nominated as representatives of Parties or observer organizations for the sessions to ensure that they are granted access to the premises. There will be no official side events and exhibits on Sunday, 6 December 2015. Please see the section on "Badges and access to the premises" regarding the setting-up of an exhibit allocated for the first week.
Side events and exhibits	The application period for side events and exhibits ended on 3 July 2015 at 5.00 p.m. CET. The number of side event applications exceeded by far the number of available slots. Therefore, further applications will not be considered at this stage. However, online waiting lists for both side events and exhibits have been made available for late requests in case there are any cancellations. The waiting lists are available at < https://seors.unfccc.int/seors?session_id=COP21 > Please also see "Nominations for side events and exhibits" above. Additional information on side events including the schedules is available at < http://unfccc.int/meetings/paris_nov_2015/meeting/8926/php/view/seors.php > More information on exhibits including the list of exhibits is available at < http://unfccc.int/meetings/paris_nov_2015/meeting/8926/php/view/exhibits.php >



<p>Registration</p>	<ul style="list-style-type: none"> • All registration formalities, including issuance of badges to duly nominated participants to attend the sessions of the Convention and its Kyoto Protocol, are free of charge. • The IGO and NGO representatives who are duly confirmed in the online registration system by 26 November are requested to register at the Registration counter from Sunday, 22 November, to Friday, 11 December 2015, during the opening hours indicated below. • The acknowledgement letter of the participant's confirmation, obtained through confirmation in the online registration system, and a valid passport or a nationally approved photo identification card should be presented to the registration staff in order to ensure the issuance of your badge. • Please refer to the following information note on registration of youth by NGOs: <http://unfccc.int/files/documentation/submissions_from_observers/application/pdf/information_note_for_posting.pdf>
<p>Registration opening hours</p>	<p>Sunday, 22 November, until Friday, 27 November 2015, from 8.00 a.m. to 9.00 p.m.</p> <p>Saturday, 28 November, until Sunday, 29 November 2015, from 8.00 a.m. to 8.00 p.m.</p> <p>Monday, 30 November, from 1.00 p.m. until 8.00 p.m. Registration counter is closed to IGOs and NGOs in the morning hours of Monday, 30 November.</p> <p>Tuesday, 1 December, until Friday, 11 December 2015, from 8.00 a.m. to 8.00 p.m.</p> <p>To avoid delays, it is highly recommended that you register as soon as possible and before Saturday, 28 November 2015.</p> <p>Please be aware that you can only register once 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>
<p>Badges and access to the premises</p>	<p>An official UNFCCC conference badge is needed to access the premises. The badge is issued only on the basis of a confirmation by an admitted observer organization in the online registration system. For security reasons, all participants are requested to wear their badges visibly at all times.</p> <p>While the registration counter is closed to IGOs and NGOs in the morning hours of Monday, 30 November 2015, participants in possession of an official conference badge by Sunday, 29 November 2015, will be granted access to the conference premises as of 8.00 a.m. on Monday, 30 November 2015.</p> <p>Registered representatives of organizations with an exhibit allocated by the secretariat for the first week may set up the exhibit on Sunday, 29 November 2015, from 2 p.m. to 6 p.m.</p>



Disclaimer	<p>Participants are strongly advised to obtain comprehensive international medical insurance and other insurance, 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, participants are personally responsible for any and all materials they bring into the conference premises. The United Nations and the Convention secretariat disclaim all liability and responsibility for the loss, destruction or theft of any such materials.</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>
Press briefings	<p>Observer organizations wishing to hold press/media briefings during the forthcoming sessions should inform the secretariat in advance to what extent they intend to hold such briefings during the sessions. This will facilitate adequate logistical and technical arrangements. Requests should be addressed directly to the UNFCCC Press Office, e-mail: <pressconf@unfccc.int>. More information on press conferences can be found at <http://unfccc.int/press/items/4862.php>.</p>
Code of conduct and other policies	<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. Organizations agree to ensure compliance with such guidelines and policies upon nomination in the online registration system. Individual participants will agree to compliance upon registration at the conference venue.</p>
Use of cameras and audio/video recording devices	<p>The taking of still photographs and making of audio or video recordings within a United Nations designated conference venue is subject to the attached guidelines, and, as required, other guidance or instruction as deemed necessary by the secretariat or United Nations Security. Please refer to the guidelines on the use of cameras and audio/video recording devices attached to this notification and available online at <http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf></p>
Sustainability	<p>Information on the actions being undertaken to reduce the carbon footprint of the conference and minimize wastage of resources is included in the information note dated 7 September 2015 and sent to all Parties and observer States, diplomatic missions accredited to the Federal Republic of Germany and the French Republic, United Nations Secretariat units and bodies, specialized agencies and related organizations and intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties.</p> <p>The note can be found at <http://unfccc.int/files/parties_and_observers/notifications/application/pdf/notification_cop_21_information_note_on_sustainability_actions.pdf></p>



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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:

Megumi Endo

Observer Organization Liaison Officer, Climate Change secretariat

PO Box 260 124, D- 53153, Germany

Telephone: (49-228)-8151523

Fax: (49-228)-8151999

cool@unfccc.int



**Guidelines for the participation of
representatives of non-governmental organizations
at meetings of the bodies of the
United Nations Framework Convention on Climate Change²**

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.

² 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.