



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

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NOTE TO CORRESPONDENTS No. 1

29 November 2008

**Fourteenth Session of Conference of the Parties to the
United Nations Framework Convention on Climate Change**

**Fourth Session of the Conference of the Parties serving as
the Meeting of the Parties to the Kyoto Protocol**

Poznan, Poland, 1-12 December 2008

Media Arrangements

Pre-Conference Press Briefing

by
Yvo de Boer,
Executive Secretary,
United Nations Framework Convention on Climate Change

on Sunday, 30 November, at 6:30 p.m.
in the Press Conference Room (Pavilion 8A, 1st floor)
Poznan International Fair

to be followed by

Technical Briefing on Media Arrangements
by the Media Coordination Team

General Rules for Media Coverage

Visual media are permitted to film, record interviews and take photos in all public areas of the conference site 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 Television/Radio Coordination Officer, Mr. Tim Davis (International Broadcasting Centre, Pavilion 8A).

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



Opening of COP 14

On Monday, 1 December, at 10:00 a.m., the Conference will be formally opened in Plenary 1. The opening session is expected to be addressed by the outgoing COP13 President Rachmat Witoelar (Indonesia); Prime Minister Donald Tusk of Poland; Prime Minister Anders Fogh Rasmussen of Denmark; Rajendra Kumar Pachauri, Chair, Intergovernmental Panel on Climate Change; the Mayor of Poznan, Ryszard Grobelny; the President of COP14/ MOP4 and the UNFCCC Executive Secretary, Yvo de Boer.

Photo opportunity: Prior to the opening, television crews and still photographers will have an opportunity for establishing shots in Plenary 1 (9.30 –10.00 a.m.). Before the session is called to order, television crews and still photographers can take pictures of the podium for 2 minutes.

Once the conference is declared open, television crews will be required to leave the Plenary Hall.

Television and radio broadcasters will receive live pool feeds from the opening, provided by the host broadcaster Telewizja Polska (TVP) in their respective work cubicles in the International Broadcasting Centre. Still photographers may continue, on a one-by-one basis, under the guidance of the UNFCCC TV/Radio Coordination Officer.

Some seats are available in Plenary 1 for print media and news agencies. They can be taken 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 site and in the Media Centre (Pavilion 8A).

Print Press Area

The print press area will be available from Sunday, 30 November 10:00 a.m. until the end of the Conference (12 December). It 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, the Media Centre will remain operational for three hours after the formal conclusion of COP 14.

The print press area offers a total of 260 work spaces. 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. 50 desks have computers providing access to the Internet and to printers. All other desks will be equipped with “plug&play” facilities. In addition, wireless Internet access is provided throughout the Media Centre. A Computer Help Desk is located at the entrance to the print press area.

A Media Information Desk is located next to the entrance to the Media Centre and 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). Subject to available space, information material provided by delegations, UN agencies and programmes, as well as non-governmental organizations will be made available. 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 print press area. The Daily Programme will also be on display. Headphones are available in front of the print press area upon request.

Correspondents may also follow proceedings of COP14 from the conference website:
<http://copportal1.man.poznan.pl>

There are also six work cubicles for international and local news agencies in that area.



International Broadcasting Centre

In the Media Centre (Pavilion 8A), an International Broadcasting Centre (IBC) is established to serve television and radio broadcasters. The facility will be operated by the host broadcaster Telewizja Polska (TVP), who will, in cooperation with Eurovision Special Events, provide live video and audio pool feeds and establish production and transmission facilities (stand-up positions for live programme inserts, tape play-out, connectivity to the Eurovision Global Network, editing with editor, access to pool signal on tapes on request and dubbing). TVP will also operate a modest radio studio. For television and radio services, please contact Ms. Grazyna Baczynska, mobile +48 601 600 286; email: Grazyna.Baczynska@waw.tvp.pl.

There are 30 work cubicles for TV and radio broadcasters each equipped with basic furniture, a split-screen monitor and audio and video feeds from Plenary 1, Plenary 2 and the press conference room.

To the work cubicles for TV broadcasters Eurovision will deliver a digital pool signal SDI 625/50 embedded audio in the following way: Channel 1: original/floor language, channel 2: original/floor language, channel 3: English, channel 4 Polish. Aspect ratio of pool signal is 4:3.

To radio cubicles, out of 30 cabled with SDI embedded audio, there will be additional cabling done by TVP with analogue audio feeds from each venue in English and in the original/floor language.

Additional equipment, e.g. IDD, ISDN, phone or fax lines can be rented from the Poznan International Fair (contact person: Mr. Maciej Pogorzelski, email: Maciej.Pogorzelski@mtp.pl, tel.: +48 61 869 2246).

Work cubicles in the IBC have been assigned upon request on a first-come, first-served basis.

For those TV and radio broadcasters who do not have their own work cubicle in the International Broadcasting Centre, an open lounge between the print press area and the IBC will provide 2x15 drops (access to splitters) with live video and audio feeds from Plenary 1, Plenary 2 and the press conference room which can be used on a first-come-first served basis.

Television Coverage

Live pool coverage of the proceedings in Plenary 1, Plenary 2 and the press conferences is being provided by the host broadcaster, TVP, in the IBC. This coverage is available for local and overseas television and radio broadcasters free of charge (copy-right free). There will be a charge for the dubbing of tapes.

For recorded coverage of side events, an SDI video with embedded original audio will be run during a break or when there is no session, using a free channel.

Due to practical considerations it is generally not possible for individual television crews to record proceedings in 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 the representative of their home country.

Please note: Prior arrangements for unilateral coverage should be made with the UNFCCC TV/Radio Coordination Officer (Mr. Tim Davis, mobile: +48 723 979 491).

Television crews are invited to record their own coverage of press conferences in the press conference room (Pavilion 8A, 1st floor). An audio feed will be available from XLR distribution units to television and radio journalists on a first-come-first-served basis.



For international and national broadcasters, live stand-up positions will be provided on a platform at the rear of Plenary 1. Other live stand-up positions will be provided on a platform outside Pavilion 8A. These positions can be booked through the host broadcaster TVP in cooperation with Eurovision Special Events. Please contact Ms. Grazyna Baczynska, mobile +48 601 600 286; phone: +48 61 668 8389; email: Grazyna.Baczynska@waw.tvp.pl.

For Television crews wishing to do independent recorded interviews, there is an interview corner with the Conference backdrop established at the rear of the Media Centre, past and to the left of the print press area. Lighting will be permanently available. The interview corner is free for use by all television crews. To avoid congestion, please contact Mr. Tim Davis, UNFCCC Television/Radio Coordination Officer (International Broadcasting Centre, Pavilion 8A, mobile: +48 723 979 491) who will control bookings.

Radio Coverage

Audio feeds in English and in the original/floor language are available from XLR distribution units in Plenary 1, in the print press area and in the press conference room. For other radio services including the use of the radio studio, please contact TVP (Ms. Grazyna Baczynska, mobile +48 601 600 286; email: Grazyna.Baczynska@waw.tvp.pl).

Online Coverage

The secretariat is offering a special online reporting service to the media. On a daily basis, an online video will be made available on the website unfccc.int summarizing the secretariat's daily press briefing. This video can be viewed, downloaded for Podcast or editing purposes in QuickTime format. The secretariat is encouraging online media to link to the online video. All videos can be found on YouTube.com/climateconference and iTunes.

Community tools, such as Facebook, Twitter and Flickr will allow to participate and to respond to the conference in Poznan. All links can be found on the Poznan conference page on unfccc.int.

Please note: The video footage can be downloaded and broadcast free of charge. For further questions please contact Mr. Alexander Saier, Outreach and Online Officer, mobile: +48 723 976 387.

Photo Coverage

Photo opportunities will be provided for still photographers and television crews on the floor of Plenary 1 at the opening of COP14/MOP4 on 1 December as well as prior to other meetings, in particular, during the high-level segment of the Conference.

Requests for non-flash photo access to the floor while the plenary meetings are in session, will be dealt with on an *ad hoc* basis by an on-scene information officer. (Please contact the UNFCCC TV/Radio Coordination Officer, Mr. Tim Davis, mobile: +48 723 979 491).

Press Conferences/Briefings

Regular press briefings by the United Nations, by national delegations, intergovernmental organizations and non-governmental organizations representing environmental and business interest groups will be held at the press conference room Pavilion 8A, 1st floor).

A first press conference by the newly elected President of COP14/MOP4 and the UNFCCC Executive Secretary is scheduled for Monday, 1 December, at 2.00 p.m.



A larger number of briefings are expected when Ministers arrive for the high-level segment of the Conference (11-12 December). Briefings will normally be limited to 30 minutes.

The UNFCCC will give daily press briefings summing up the progress made at the Conference, at 1.15 – 1.45 p.m. and/or on some days at 6.00 p.m. (Please see monitors.)

Please note: While regular press briefings will be included in the Daily Programme and 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 office of the Conference Spokesperson will assist journalists, upon request, in contacting delegates for arranging interviews.

Requests for interviews with the UNFCCC Executive Secretary should be addressed to UNFCCC Media Assistant Ms. Carrie Assheuer, mobile: +48 723 979 703, email: cassheuer@unfccc.int.

Interview requests to the COP President should be addressed to Ms. Magda Sikorska, Host Country Media Liaison Officer, mobile: +48 695 100 978, email: magda.sikorska@cop14.gov.pl

Live and On-Demand Streaming on Internet

For the duration of the conference, all official meetings (including workshops) and press conferences can be followed live and on demand, with English or floor audio streams. On-demand files will be available shortly after the close of each meeting. A selection of side events will be accessible on demand in floor languages. Please check the UNFCCC website for the date and time of webcast sessions at <unfccc.int>.

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 numerous exhibits will take place during COP14/MOP4. Side events will normally be held between 1.00 - 3.00 p.m., 6.00 - 7.30 p.m. and 7.30 – 9.00 p.m. from Monday, 1 December through Friday, 12 December, except for the evening slots on Monday, 1 December and all slots on Sunday, 7 December and Tuesday, 9 December. On Friday, 5 December and Monday, 8 December, additional slots of 9.00 - 10.30 a.m., 11.00 a.m. - 12.30 p.m. and 3.30 - 5.00 p.m. have been opened.

Side events will take place mainly in Hall 14B as well as Hall 15C and the EU Pavilion. UNFCCC and related events may take place in other meeting rooms which will be announced on CCTV monitors.

Exhibits are located along the passageways between Halls 7, 7A, 8 and 8A as well as Halls 14B and 15. For details, please see the Side Events and Exhibit brochure as well as Daily Programme of the Conference.



“Technologies for Climate Protection” exhibit

Organized by the Ministry of Environment of Poland, the exhibition "Technologies for Climate Protection" is the first project of this kind to be held as a side event to the UN Climate Change Conference. It will be open for everyone in Poznan from 1 to 14 December. The exhibit is located in Pavilion 5 and covers an area of more than 7,000 m². It shows 120 important and original devices and installations for the protection of the climate. The interactive presentation of modern technologies also demonstrates methods to adapt to adverse effects of climate change.

Media Coordination and Support

The Media Coordination offices as well as the offices of the host Government Media Liaison Officer can be found on the left-hand side of the Media Centre (Pavilion 8A):

UNFCCC Media Coordinator (logistics):

Mr. Axel Wuestenhagen, mobile: +48 723 979 489; email: awuestenhagen@aon.at

Conference Media Manager and Spokesperson:

Mr. Eric Hall, mobile: +48 723 979 497, email: Ehall@unfccc.int

Media Liaison Officer and Spokesperson:

Mr. John Hay, mobile: +48 723 979 498; email: Jhay@unfccc.int

UNFCCC Interview Requests (Executive Secretary):

Ms. Carrie Assheuer, mobile: +48 723 979 703, email: cassheuer@unfccc.int

Online services:

Mr. Alexander Saier, mobile: +48 723 976 387, email: Asaier@unfccc.int

Press Conference Room booking:

Ms. Annetta Dunn, mobile: +48 723 979 493, email: Adunn@unfccc.int

Host Country Media Liaison:

Ms. Magda Sikorska, mobile: +48 695 100 978, email: magda.sikorska@cop14.gov.pl

The Manager of the International Broadcasting Centre (IBC) and the UNFCCC Television/Radio Coordination Officer can be found in the IBC on the right-hand side of the Media Centre:

IBC management:

Mr. Ibrahim Al Haifi, mobile: +48 695 100 978, email: lalhaifi@unfccc.int

Television and Radio Coordination:

Mr. Tim Davis, mobile: +48 723 979 491, email:

The Press Accreditation office can be found in Pavilion 15:

Ms. Veronika Crowe-Mayerhofer, mobile: +48 723 979 494

Mr. Sebastian Lauer, mobile: +48 723 979 496, email: press@unfccc.int

PLEASE NOTE:

Special media arrangements for the high-level segment of the Conference will be announced in a separate Note to Correspondents.