



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

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NOTE TO CORRESPONDENTS No. 1

20 November 2009

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

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

Copenhagen, Denmark, 7-18 December 2009

Media Arrangements

Pre-Conference Press Briefing

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

on Sunday, 6 December 2009 (time tbc)
in Press Conference Room 1 (Auditorium 15)
Bella Center

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, Hall B6, next to the Host Broadcaster offices)

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



Opening of COP 15

On Monday, 7 December, at 10:00 a.m., the Conference will be formally opened in Plenary 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 an opportunity for establishing shots in 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 UNFCCC TV/Radio Coordination Officer.

The TV/photographer pool for the opening will be limited in size. Pool cards will be distributed by the UNFCCC Media Coordinator at a time and venue to be announced.

Television and radio broadcasters will receive live pool feeds from the opening, provided by the host broadcaster TV2/Danmark A/S together with Danmon Systems Group and East Production, and with Eurovision, Danish Broadcasting Corporation (DR) and Best Broadcast Hire (BBH) as subcontractors. Pool signals will be provided to work cubicles in the International Broadcasting Centre (IBC) and at broadcasting trucks or mobile offices parked in the SNG parking area next to the IBC.

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 (halls B4, B5 and B6).

Print Press Area

The print press area (hall B4) will be available from Sunday, 6 December 10:00 a.m. until the end of the Conference (18 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 15.

The print press area offers a total of 1104 work spaces providing 864 PlugNPlay Ethernet plugs and a total of 240 laptops for free use. 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.

In addition to the print press area, there are several Internet Cafes at various locations in the venue equipped with webcams and headphones for Skype and Messenger services. These facilities are free of charge.

Wireless (WiFi) access is available throughout the conference centre at a shared speed of 1Gbit/s. The ICT Service Desk can be called at +45 5077 4000.

A Media Information Desk, located at the entrance to hall B5, 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 next to the Media Information Desk upon request. Correspondents may also follow proceedings of COP15 through webcast on unfccc.int and webcast.cop15.dk



International Broadcasting Centre

An International Broadcasting Centre (IBC) is established in halls B5 and B6 to serve television and radio broadcasters. The facility will be operated by the host broadcaster who will 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 and other networks, editing with editor, access to pool signal on tapes on request and dubbing). The host broadcaster will also operate a number of off-tube radio boxes for radio production and editing. For television and radio services, please contact Ms. Lizette Sjöström Jensen of the host broadcaster. Contact information is available at [<cop15hb.dk>](mailto:cop15hb.dk).

There are more than 150 work cubicles for TV and radio broadcasters as well as international news agencies, each equipped with basic furniture, a split-screen monitor and audio and video feeds from Plenary 1, Plenary 2 and the press conference rooms (up to 7 feeds in total). To work cubicles for TV/radio broadcasters, the host broadcaster will deliver pool signals as specified on [<cop15hb.dk>](mailto:cop15hb.dk).

Additional equipment, e.g. IDD, ISDN, phone or fax lines can be rented through the host broadcaster. Contact person is Mr. Jesper Fogh Lund. (Please see [<cop15hb.dk>](mailto:cop15hb.dk) for contact information.) A rental shop for equipment is placed in hall B6 next to the Master Control Room.

Work cubicles 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 IBC, an overflow capacity area has been established in two portable cabins placed at the SNG compound. There will be a table along one side of the cabin with 4 connection panels in each cabin, with the pool signals from the two plenaries and all press conference rooms. This overflow facility can be used on a first-come-first served basis.

The SNG compound has a capacity of 64 SNG and/or OB vans, who can receive pool signals from the two plenaries and all press conference rooms. Broadcasters interested in renting SNG or OB vans may contact East Production through Mr. Jesper Fogh Lund. (Please see [<cop15hb.dk>](mailto:cop15hb.dk) for contact information.)

The host broadcaster's services in the International Broadcaster Centre will remain open until 15:00 on the day after the closing of the conference.

Set-up in work cubicles: Broadcasters can bring in equipment to set up in their work cubicles on 3 December, from 8:00 a.m. to 10:00 p.m. via the South Port at the Bella Center. Accreditation badges must have been received before arriving at the South Port. On 4 and 5 December, it will not be possible for media to set up in the Bella Center due to security sweeps.

Please note: Trucks arriving after 3 December must go through security controls by the Danish police before being allowed inside the Bella Center area. The sweeping will be done at the Vasbygade. Small equipment less than 1x1 meter can go through sweeping at the Bella Center. More information about the sweeping procedure is available on [<cop15hb.dk>](mailto:cop15hb.dk).

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 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.

Please note: 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, very 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. Prior arrangements for unilateral coverage must be made with the UNFCCC TV/Radio Coordination Officer (Mr. Tim Davis).



Television crews are invited to record their own coverage of press conferences. Audio feeds 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 at various locations at COP15, including at the back of plenary 1, on the bridge overlooking the lunch and walk-through area, and at the VIP arrival door in the conference lobby. These positions can be booked through the host broadcaster (booking office in the IBC, contact persons: Mr. Anders Greve and Ms. Lizette Sjørstrøm Jensen. Contact information is also available on cop15hb.dk.)

For television crews wishing to do independent recorded interviews, there is an interview corner with the Conference backdrop established next to the ground floor entrance of press conference room 1.

The host broadcaster will operate a TV studio with three cameras. The studio is fully equipped with live or fixed on-screen backdrop, a full lighting grid, ISDN-2, WLAN access, cabling to the MCR and routing on request to SNG parking compound or other distribution network. The studio can be booked on a commercial basis at the booking office next to the MCR in the IBC, or directly through the host broadcaster's website at cop15hb.dk. The studio is located in the lobby at the West entrance to the Bella Center, close to press conference room 1.

Television coverage of Head of State arrivals at the Bella Center

Should Heads of States or similar high level VIPs arrive at COP15, these arrivals will be covered by the host broadcaster, and the arrival feed will be made available through the International Broadcasting Center free of charge.

The Host Broadcaster will also provide a live coverage world feed from all arrivals at COP 15. The programme will be made available on satellite. Satellite details will be distributed upon request. There will be a technical fee for access to the world feed as described on the host broadcaster's website at www.cop15hb.dk.

In addition to the coverage by the host broadcaster, selected press pools may be established. They would include, if feasible, a very limited number of national broadcasters, international agencies, and still photographers ensuring an equitable representation of media from all regions of the world. There will be two primary pools: one outside pool and one inside pool by the VIP entrance. Pool cards will be distributed by the UNFCCC Media Coordinator at a time and venue to be announced.

In addition, the Government of Denmark will provide still photos from a number of VIP arrivals free of charge. More information on accessing these photos can be found at photos.cop15.dk.

Coverage of Head of State arrivals at the Copenhagen Airport

The Government of Denmark has ensured that all Head of State level arrivals at Copenhagen Airport will be covered by the COP15 host broadcaster. TV feeds of these arrivals will be made available through a world feed. The arrival feed will also be made available live in the IBC work cubicles free of charge, provided that the feed cabling is not being used to feed live coverage of negotiations or press conferences.

The world feed will be made available with live and re-live arrivals through a number of approx. 6-8 timeslots during the expected period from 16 to 18 December. More detailed information will be made available on the host broadcaster's website at cop15hb.dk.

Satellite details will be available upon request by contacting the host broadcaster.

Still photos of arrivals will be made available free of charge with more information available at photos.cop15.dk, which will be available during the entire conference.



Pools outside Bella Center for Danish government gala events

The Ministry of Foreign Affairs of Denmark will arrange for press pools for covering:

- The Gala Performance at The Royal Theatre in Copenhagen on 16 December 2009
- The HM. the Queen's State Dinner at Christiansborg, Copenhagen on 17 December 2009

A UNFCCC press accreditation badge for COP15 is required for participation in pools.

The application for participation in pools must be filled out and handed in personally on 7 December between 4:00 and 6:00 p.m. in the Danish Media Coordination Office at the Bella Center. It will not be possible to apply neither prior to nor after that date and time.

The number of seats in the two pools is very limited and will be allocated to ensure the broadest international coverage and distribution possible.

Please note: It will not be possible to bring official photographers to the events. They are, however, welcome to apply for pool seats. There will be photos available from the receiving line at the State Dinner.

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 radio boxes for radio production and editing, please contact the host broadcaster (contact information at cop15hb.dk).

Online Services

The secretariat is introducing the mobile version of the UNFCCC website mobile.unfccc.int and the **iPhone** application for COP15 ('COP15 Navigator'). Using the iPhone application, users can:

- get logistical information about the conference [directories, maps, etc.];
- read the latest documents, agendas and meeting information;
- view the latest YouTube videos and photos from the conference;
- join the conference via the Facebook and Twitter channels.

Please note: The iPhone app, 'COP15 Navigator,' can be downloaded FREE via iTunes app store.

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 Copenhagen. All links can be found on the Copenhagen 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 (Media Coordination Office).

The Government of Denmark provides news coverage carried out through an external group of journalists through the host country website, cop15.dk. Additionally, the Government of Denmark provides background "Behind the Scenes" articles through blogs.cop15.dk as well as video coverage and more. More information is available through pressinfo.cop15.dk.



Photo Coverage

Photo opportunities will be provided for a selected pool of still photographers and television crews on the floor of Plenary 1 at the opening of COP15/MOP5 on 7 December, as well as on other occasions to be announced.

A limited number of 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, IBC).

Press Conferences/Briefings

Regular press briefings by the United Nations, by national delegations and intergovernmental organizations will be held in press conference room 1 (Auditorium 15), press briefings by non-governmental organizations representing environmental and business interest groups in press conference room 2 (NGO Briefing Room, East Hall).

In addition, a number of VIP press conferences may be held in press conference rooms 3, 4 and 5 (Auditoriums 10, 11 and 12).

A first press conference by the newly elected President of COP15/MOP5 and the UNFCCC Executive Secretary is scheduled for Monday, 7 December, at 1.15 p.m.

A larger number of briefings are expected when Ministers arrive. 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. Additional UNFCCC press briefings will be announced (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, (Media Coordination Office)

Contact information for the COP15 President-designate Ms. Connie Hedegaard, and other Danish government officials will be available at pressinfo.cop15.dk.

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 unfccc.int and webcast.cop15.dk 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 240 side events and 190 exhibits will take place during COP15/MOP5. Side events will be held throughout the day between 9 a.m. and 9.30. p.m. from Monday, 7 December to Friday, 18 December, except for opening and closing sessions of the negotiation bodies.

Side event rooms as well as exhibits are located in Hall H. For details, please see the web schedule, the Side Events and Exhibit brochure, the Daily Programme and CCTV monitors inside the conference center.

iSeeT exhibit at the Climate Change Kiosk

The 2009 exhibition of the UNFCCC secretariat, located in the central Hall E lounge and walk through area, is focused on how information and communication technologies (ICTs) are helping to increase awareness and to support concrete action on climate change in both developing and developed countries.

The exhibition tells stories about current ICT-related projects undertaken by governments, United Nations and other intergovernmental organizations, nongovernmental organizations and media organizations on their own or with private sector partners. Among the over 100 contributing governments, UN and NGO institutions and organizations is the International Telecommunications Union (ITU) that has prepared a special programme of daily "business talks" by leaders in the ICT sector from both developing and developed countries.

iSeeT at the kiosk will be in operation from 7-18 December from 10:00-20:00 each day. Demonstrations take place in 4 thematic areas focused on ICTs for decision-making, outreach, collaboration and capacity building. Presentations will complement the programme both on-site and off-site using "TelePresence" technology in a central area. This exhibition is made possible through the support and cooperation of the government of Denmark and its COP 15 sponsor Cisco Systems, Inc.

Press tours

The Government of Denmark provides a number of press tours to energy showcases and other destinations. More information on booking and detailed programmes, is available through presstours.cop15.dk.

Climate Greetings

The Government of Denmark allows visitors to the host country website, cop15.dk, to post greetings to COP15. The Climate Greetings will be displayed at large screens throughout the conference venue as well as at various outdoor venues in Copenhagen. Climate Greetings are available at greetings.cop15.dk. Media may use Climate Greetings e.g. in broadcasts or online. More information available at greetingsinfo.cop15.dk.

Media Coordination and Support

The Media Coordination offices as well as the offices of the host Government Media Liaison Officer can be found in hall B5. Details on the members of the UNFCCC Media Coordination Team will be provided in a later Note to Correspondents. Members of the host Government media team can be reached at pressinfo.cop15.dk.

PLEASE NOTE:

Details on the opening of COP15/MOP5, as well as special media arrangements for the high-level segment of the Conference will be announced in a later Note to Correspondents.