



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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INFORMATION NOTE

United Nations Climate Change Conference Doha, Qatar, 26 November to 7 December 2012

The UNFCCC secretariat is committed to sustainable development practices such as the improved management of operations and facilities, building on existing efforts and promoting cost effectiveness.

In approving the secretariat's Programme Budget for the Biennium 2010-2011¹, the Conference of the Parties encouraged the Executive Secretary to "continue to implement initiatives to reduce the level of greenhouse gas emissions of the secretariat's operations and activities".

Against this background, and as part of the secretariat's overall sustainability efforts, I am pleased to inform participants in the UNFCCC process on the actions being undertaken to reduce the carbon footprint of the conference and minimize wastage of all resources, including paper, related to it (see annex for details). Your cooperation and support in this important endeavour are highly appreciated.

Yours sincerely,

(Signed by)

Christiana Figueres

Distribution: To Parties and observer States through National Focal Points for climate change and diplomatic missions accredited to the Federal Republic of Germany as well as to 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.

¹ FCCC/CP/2009/11/Add.1, Decision 12/CP.15



Annex

Actions to reduce the carbon footprint of the conference

Travel	<p>Parties and representatives in a position to do so are invited to consider offsetting the carbon footprint associated with their attendance at the Doha Conference.</p> <p>The lion's share of the secretariat's carbon footprint stems from travel of participants and staff to meetings. In an effort to reduce emissions caused by staff travel, the Executive Secretary has decided that all travel of staff to Doha will be by economy class, which generates only half the emissions of travel by business class. She has also encouraged chairs and bodies to hold their meetings at the seat of the secretariat, to avoid the need for staff to travel to meeting locations abroad.</p> <p>Still, in an intergovernmental negotiation process, a considerable degree of travel will always be inevitable. In order to offset this residual balance, the secretariat has therefore purchased Adaptation Fund CERs and will thereby cancel an amount equivalent to its overall carbon footprint.</p>
Accommodation	<p>If possible, choose a hotel that operates in an environmentally responsible manner.</p>
Documentation	<p>In order to further its goal of an environmentally sustainable COP 18/CMP 8, and to enhance the electronic availability of documentation and other information, the secretariat provides all conference participants with a resource and carbon friendly documentation solution - PaperSmart. In this context it is important to note that PaperSmart is not a fight against paper, more a battle against paper wastage.</p> <p>While this new, more sustainable, mode of work is being introduced, every effort will be made to ensure the smooth progress of the sessions. Special attention will be paid to ensuring that key documents for adoption at the conclusion of the sessions are available to delegates for consideration.</p> <p>Please see the secretariat's note on PaperSmart services at COP 18/CMP 8 and the PaperSmart FAQ page for detailed information.</p>
Recommendations on paper use and recycling	<p>Participants are encouraged to print only what is minimally necessary prior to and during the sessions. Please note that printing facilities will be available only on a commercial basis, at a reasonable cost.</p> <p>Collect and re-use paper that has print on one side only.</p> <p>Print and photocopy on both sides and keep the font size to a legible minimum.</p>



	<p>Any paper used (e.g. for promotional material, programmes, signs) should be 100 per cent recycled, with a minimum of 65 per cent of post-consumer waste content and totally or elemental chlorine free. The use of colour paper should be kept to a minimum.</p> <p>Recycle your waste such as bottles, cans and paper.</p>
Energy conservation	<p>Turn off room lights and IT equipment when not in use and enable energy-saving features.</p>
Shipment allowance	<p>In order to reduce the carbon footprint of the conference, and due to logistical considerations such as storage, the secretariat will not be in a position to receive shipments in excess of a cumulative total weight of 150 kg per Party and observer organization. Parties or observer organizations organizing ‘areas’² within delegation offices on a commercial basis will be permitted an extra allowance of 50 kg per ‘area’.</p> <p>Detailed information on consignments and shipping, including on customs clearance, is available under the following link: <http://unfccc.int/meetings/doha_nov_2012/meeting/6815/php/view/logistics.php></p>
Distribution of paper documents in general	<p>PaperSmart services encompass the distribution through the PaperSmart portal of national statements delivered during the high-level segment. Final versions of all official UNFCCC documents will continue to be made available at the UNFCCC website's official documents page. Please note that hard copies of statements to be made by Parties and observer organizations will not be distributed in the Plenary Hall.</p> <p>While the PaperSmart initiative is expected to lead to a significant reduction in the amount of paper used for official documents, in parallel efforts are being made to also reduce overall paper consumption. In this context, participants – including exhibitors – are requested to distribute limited amounts of paper documents only if and where necessary. Instead, the secretariat recommends the use of USB flash drives and CD-ROMs for the dissemination of information. Posting Quick Response (QR) codes on exhibit stands or poster boards is also encouraged.</p> <p>For the distribution of publications and other information materials at exhibit stands or side events, the secretariat encourages organizers to use the web-posting function of the Side Events and Exhibits Online Registration System (SEORS) and upload electronic publications onto the UNFCCC website. This function also allows advertising and reporting of side events.</p> <p>Additionally, the climate change publications counter/s managed by the secretariat may be used by those Parties or observer organizations that do not have an exhibit stand.</p>

² In this context, an ‘area’ is defined as a clearly defined and delimited space, incorporated as such in the secretariat’s space allocation scheme and regardless of its size, where Member States showcase their achievements, products and services pertaining to climate change.



Distribution of paper documents through pigeonholes	<p>In order to reduce the carbon footprint of side events and exhibits, flyers for side events and outside events will no longer be accepted for distribution through pigeonholes. Side event schedules will be announced through the UNFCCC website, the Side Events and Exhibits brochure, the secretariat's poster board listing the day's events, and the free UNFCCC iPhone/ iPad application 'Negotiator'. Information on outside events may also be posted on the UNFCCC website.</p> <p>Participants are requested to refrain from distributing non-official material, such as information related to other meetings, future conferences or publicity material, via the pigeonholes. On an exceptional basis, personalized invitations, publications or documents by a Party or an admitted observer organization that are clearly attributed to the climate change negotiations may be authorized for distribution through the pigeonholes.</p>
Electronic dissemination of information	<p>As an alternative to printed materials, the secretariat encourages the use of QR codes or similar mobile tags for the electronic dissemination of information. In this context, please note that daily updates on the negotiations such as ENB, ECO, and TWN will mainly be disseminated in electronic formats. In order to facilitate access, the secretariat will include web links to these updates in the Daily Programme. The publishing organizations may display a copy with QR codes at their exhibit stand and/or poster boards.</p> <p>Kindly note that in line with the objectives of the PaperSmart initiative, 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 at http://unfccc.int/meetings/doha_nov_2012/meeting/6815/php/view/dailyprogramme.php and the PaperSmart portal papersmart.un.org/unfccc/cop18.</p> <p>The Climate Change Studio provides an additional opportunity for delegates to disseminate information, namely in the form of interviews that will be broadcast and archived on the UNFCCC website.</p>
Recycling of badges and lanyards	<p>Please keep the UNFCCC lanyard for use at your next UNFCCC meeting or alternatively, return it along with your badge to the secretariat after the conference. Boxes will be placed at the main entrance of Qatar National Convention Centre for this purpose.</p>