



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques



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MEDIA INFORMATION BULLETIN No. 1

26 November 2015

United Nations Climate Change Conference

Paris, France
30 November – 11 December 2015

**21st session of the Conference of the Parties to the United Nations Framework Convention on
Climate Change (COP 21)**

**11th session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto
Protocol**

The Paris United Nations Climate Change Conference in December 2015 will deliver a new universal climate change agreement. The new agreement is aimed at putting the world firmly on track to a low-carbon, sustainable future that keeps a global temperature rise under 2 degrees Celsius.

Overview of the Conference Venue

All primary areas will be on the ground floor. This includes the two Plenary Halls, the three Press Conference Rooms and the Media Centre. The Media Centre will be on two levels. TV workspaces and the MCR will be on the ground floor. Radio workspaces will be on the upper mezzanine level. The open writing press area will be split between the two levels. The Plenaries and Press Conference Rooms are all within a short walking distance of the Media Centre.

Media Arrangements

General Rules for both Accredited Media and Country Press Corps support

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: +33 7 84 14 93 72

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

Leaders' Event on Monday, 30 November

The Conference will open with the 'Leaders' Event' on 30 November 2015 for Heads of State and Government (HoS/G). The event is organized at the invitation of the President of France, His Excellency Mr. François Hollande and the Minister of Foreign Affairs of France and President-designate of the twenty-first session of the Conference of the Parties and the eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP 21/CMP 11), His Excellency Mr. Laurent Fabius.

Arrival of Heads of State

147 Heads of State will arrive at the venue through the VVIP Entrance commencing from 8am and will be individually greeted by His Excellency Mr. François Hollande

TV/Photo Opportunity: Outside the VVIP entrance there will be a raised platform for official photographers to capture the arrival of the heads of State. This pool is outside of the UN controlled zone and will be organized by the Government of France. Those interested in this opportunity (one official or media photographer per country) must submit their names to organisationpresse@elysee.fr. More details will be provided by the Government of France.

Photo Opportunity: Inside the VVIP entrance there will be a restricted pool for 20 photographers only. Those interested in this opportunity must submit their names to the IBC Manager, at his office in the Media Centre by 4pm on Sunday, 29 November 2015. A notice indicating those selected will be posted on the board outside the IBC Manager's Office at 6pm on 29 November. Those selected will be escorted to the position at 7.30am. Once in the position you will not be permitted to leave until the last head of State has arrived. This could be as late as 11am.

Opening of COP 21/CMP 11

On Monday, 30 November 2015, at 10:00am, the Conference will be formally opened in Plenary Hall 2 (La Loire). Details of the opening session will be made available on the UNFCCC website for 30 November 2015. Please note this is the formal opening of the official proceedings related to the COP and not the opening of Leaders' Event,

TV/Photo opportunity: Prior to the opening, a selected pool of 30 television crews and still photographers will have the opportunity to capture establishing shots inside Plenary 2 (La Loire), from a stanchioned area at the front of the Plenary. Access will be from 9:30am. After the top table VIP's have entered the Plenary the pool of TV/photographers will be given two minutes to capture those on the podium. Once the conference is declared open, television crews will be required to leave the Plenary Hall. Still photographers in the pool may remain to take pictures of the speakers on a one-by-one basis under guidance. At the end of the Opening Ceremony all those in the pool must leave the Plenary.

The TV/Photographer's pool for the Opening will be limited and Special Pool badges will be required for entry into Plenary 2. All those interested must submit their names to the IBC Manager, at his office in the Media Centre, by 4pm on Sunday, 29 November. A notice indicating those selected will be posted on the board outside the IBC Manager's Office at 6pm on 29 November.

Press Opportunity: 15 seats will be available in Plenary 2 for the Opening Ceremony for print media and news agencies. These seats will be located at the rear of the Plenary Hall. Names must be submitted to the Media Information Counter by 4pm on Sunday, 29 November. Collection of these 'special badges' needed to access Plenary 2 can be collected from the Media Information Counter in the IBC on Monday, 30th November at 9am.

Opening of Leaders Event

On Monday, 30 November 2015, at 11:00am, the Leaders Event will be opened in Plenary Hall 1 (La Seine). Speakers list of the Leaders Event will be made available on the UNFCCC website for 30 November 2015.

TV/Photo opportunity: Prior to the Leaders Event, a selected pool of 25 television crews and still photographers will have the opportunity to capture establishing shots inside Plenary 1 (La Seine), from a stanchioned area at the front of the Plenary. Access will be from 10:30am. After the top table VIP's have entered the Plenary the pool of TV/photographers will be given two minutes to capture those on the podium. Once the Leaders Event is declared open, television crews will be required to leave the Plenary Hall. Still photographers in the pool may remain to take pictures of the speakers on a one-by-one basis under guidance.

The TV/Photographer's pool for the Leaders Event will be limited and Special Pool badges will be required for entry into Plenary 1. All those interested must submit their names to the IBC Manager, at his office in the Media Centre, by 4pm on Sunday, 29 November. A notice indicating those selected will be posted on the board outside the IBC Manager's Office at 6pm on 29 November.

Press Opportunity: 15 seats will be available in Plenary 1 for the Leaders Event for print media and news agencies. These seats will be located at the rear of the Plenary Hall. Names must be submitted to the Media Information Counter by 4pm on Sunday, 29 November. Collection of these 'special badges' needed to access Plenary 1 can be collected from the Media Information Counter in the IBC on Monday, 30th November at 9am.

Heads of State Family Photo

Photo Opportunity: Inside the VVIP entrance there will be a restricted pool for 25 photographers only. Those interested in this opportunity must submit their names to the IBC Manager, at his office in the Media Centre by 4pm on Sunday, 29 November 2015. A notice indicating those selected will be posted on the board outside the IBC Manager's Office at 6pm on 29 November. Those selected will be escorted to the position at 11am.

IMPORTANT: There will be a central 'Media Meeting Point' in the restaurant area in Hall 2, next to the entrance of Plenary 2 (La Loire). Please familiarise yourself with this meeting point which will be clearly identified. For those selected in the above pools this is where you will collect your Pool

Badges. It is from here that you will be escorted to the different pool positions. Take note of the following times:

Arrival of Heads of State, Outside – time to be provided by Government of France

Arrival of Heads of State, Inside – must be at the Media Meeting Point no later than 7am

Opening of the Conference – must be at the Media Meeting Point no later than 9am

Opening of Leaders Event - must be at the Media Meeting Point no later than 10.00am

Heads of State Family Picture – must be at the Media Meeting Point no later than 10.30am

Heads of State National Statements

This will commence from 12:00 noon on 30 November in Plenary 2 and continue after the lunch break in both Plenary Halls 1 (La Seine) & 2 (La Loire) from 3pm.

Please note: It is not possible for individual television crews or photographers to capture proceedings from inside Plenary 1 and Plenary 2 without the prior permission of the IBC Manager. For individual television crews, members of National Press Corps and photographers with HoS/G capturing plenary statements by country representatives, prior arrangements for this coverage must be made with the IBC Manager, Tim Davis Tel: +33 7 84 14 93 72 or visit his office in the IBC. An explanation on how the procedure works will be explained and access will be given 'under escort'. Please make these arrangements well in advance to avoid disappointment.

Bilateral Meetings

There may be Bilateral Meetings taking place between the Heads of State which may present TV/photographer opportunities. When this schedule is known it will be shared with the Media. Please keep following updates posted on the IBC Manager's Notice Board.

Transport

The Government of France advises the media to travel by public transport on Monday 30 November. Due to the arrival of 147 Heads of States and Governments, some streets and highways will be blocked. For more details:

<http://www.cop21.gouv.fr/en/cop21-mesures-exceptionnelles-concernant-la-circulation-les-29-et-30-novembre/>

Pool Signals

Television and radio broadcasters will receive 'live' pool feeds from all of the above events provided by the host broadcaster, **AV France**. Pool signals will be provided to all workstations and cubicles in the International Broadcasting Centre (IBC). The format of the pool feed is HD PAL or NTSC 16:9 delivered through SDI BNC connections with embedded audio. For Radio Broadcasters the feed will be delivered through XLR connections.

Correspondents who cannot be accommodated in the Plenary will be able to follow the proceedings on the 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 will be available for use from Saturday 28th November 2015 from 10:00am until the end of the Conference on 11th December 2015. The Writing Press Area will be open 24 hours a day, with limited services between 9:00pm and 8:00am. 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 1,000 work spaces split into 3 areas.

- (i) Empty working area (you bring your own laptop and connect to the internet via WiFi)
- (ii) Hard wired internet access (you connect your laptop via an RJ45 connection)
- (iii) Working area with computers (PC's) provided already hard wired connected to the internet.

All areas are provided with desks, chairs, lighting and power.

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 iOS and Android devices. Official documents can also be accessed via the Internet at terminals in the print press area.

Proceedings in Plenary 1 (La Seine), Plenary 2 (La Loire) and all Press Conference Rooms 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 to listen to translations. 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 AV France who will provide live video and audio pool feeds and have available production and editing facilities, and will have the facility for the retrieval of meetings in .mov digital format.

Transmission facilities, stand-up positions for live programme inserts and tape play-out will be available through **Globecast**. Bookings can be made through Tel: +33 1 44 61 47 00 or by email to cop21.bookings@globecast.com

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 3 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: +33 7 84 14 93 72 or visit his office in the IBC.

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 28th/29 November from 9:00am to 6:00pm. Accreditation badges must have been collected to gain access to the venue.

Television Coverage

Live pool coverage of the proceedings in Plenary 1, Plenary 2 and the 3 Press Conference rooms is being provided by the host broadcaster, AV France within the IBC. This coverage is available for local and overseas television and radio broadcasters free of charge (copyright 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, Tim Davis Tel: +33 7 84 14 93 72 or visit his office in the IBC.

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

Radio Coverage

Audio feeds in the original/floor language English and French are available from XLR distribution units in all 3 Press Conference rooms and the open press area. For use of this facility on a temporary basis the feeds are also available in the IBC. Contact the IBC Manager, Tim Davis Tel: +33 7 84 14 93 72 or visit his office in the IBC.

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 mobile application 'Negotiator' for the conference (for iOS and Android).

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

- Get logistical information about the conference (directories, venue maps, etc.);
- Sign-up for Push Notifications for the latest information
- 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 mobile App 'Negotiator' can be downloaded for FREE via the iTunes and Google App stores.

Community tools, such as Facebook, Twitter, LinkedIn, Instagram and Flickr, will allow participation in and response to the conference in Paris. All links can be found on the COP21 conference page on <<http://unfccc.int>>.

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 and NGO Press Conferences will be held in Press Conference Room 3.

Press Conference Room 1 is located in Hall 2 and Press Conference Rooms 2 and 3 are located at the rear of the Media Centre.

Be advised that some press conferences may be restricted. This may be at the request of those hosting the Press Conferences or for logistical and security reasons. Please accept the situation when faced with it.

A larger number of briefings are expected when Heads of States/Governments and Ministers arrive. Briefings will normally be limited to 30 minutes. See the Daily Agenda for details – this is available on the CCTV network of monitors and online.

The Presidency will give press briefings on a regular basis summarising the progress made at the Conference, between 13.15 – 13.45.

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.

Requests for interviews with the French Presidency should be addressed to <presse@cop21.gouv.fr>.

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 Floor, English and French 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 11.00am and 8.00pm from Monday, 30 November to Friday, 11 December, except for Sunday, 6 December 2015 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 ground floor. Please contact the team by using the email account press@unfccc.int.

PLEASE NOTE:

Details on the opening of the high-level segment of the Conference, to take place during the second week of the conference, as well as special media arrangements will be announced in a later Media Information Bulletin.