

A DAY IN COP AS AN OBSERVER

A mini practical guide for UNFCCC
COP 22/CMP 12/CMA 1

WELCOME! Is this your first COP? Are you
a seasoned observer?

This UNFCCC Mini Guide has been prepared to assist those observers attending a UNFCCC COP for the first time. It is also useful for seasoned observers as the Mini Guide has the key information to follow the COP 22/CMP 12/CMA 1 in a nutshell.

You will find here some pointers on how to participate effectively and contribute to the UNFCCC process. Together with the schedule, the section "Your regular conference day" will walk you through every conference day.

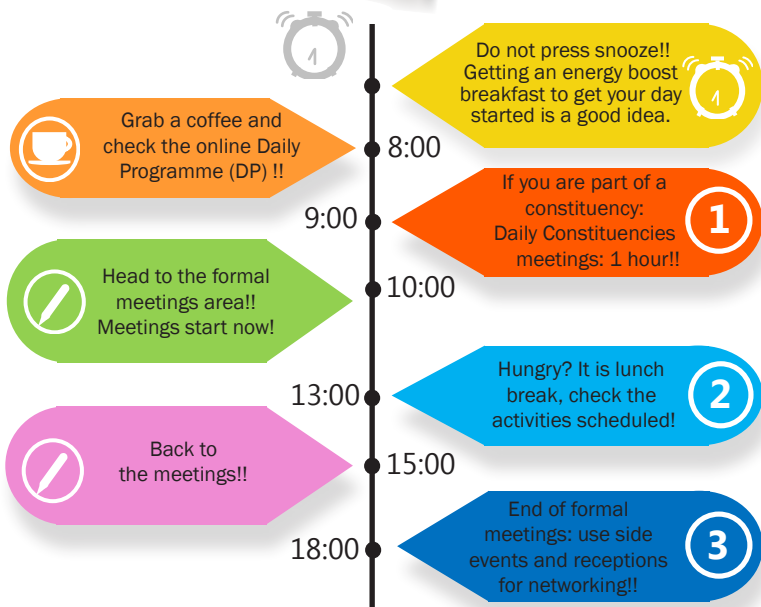
We hope this Mini Guide help you cross the COP jungle and have a fruitful and productive conference.

UNFCCC secretariat



MARRAKECH 2016
COP22 | CMP12 | CMA1
UN CLIMATE CHANGE CONFERENCE
مؤتمر الأمم المتحدة للتغير المناخي
2016 | 2016 | 2016 | 2016

Your regular conference day



Apart from the DP you should check the daily updates (click to download)



- 1** **The constituencies:**
- BINGO:** business and industry NGO
 - ENGO:** environmental NGO
 - LGMA:** local government and municipal authorities
 - IPO:** indigenous peoples organizations
 - RINGO:** research and independent NGO
 - TUNGO:** trade union NGO
 - Farmers:** farmers and agricultural NGO
 - Women and Gender:** women and gender NGO
 - YOUNGO:** youth NGO.



[What are constituencies?](#)

[Which one is your constituency?](#)

- 2** **Lunch break:** Go to the **Side Events and Exhibits** hall! Check the full day side events schedule and the list of exhibits beforehand and select those that are more interesting to you. Interviews at the **Climate Change Studio** start at 13:00, check who is being interviewed on the CCTV screens.

- 3** **End of formal meetings:** no meetings beyond 6 pm (this is the 6 o'clock rule). There are various side events until 20:00. Some days there are also social events as receptions, check the DP for those, they are an excellent opportunity for networking!!



Ticketed meetings: for some meetings with limited access due to space constraints, tickets are provided to constituencies that, in turn, distribute to selected constituents.

You need to know

Briefings:

Don't miss the briefings, check where and when on the CCTV monitors!

- Executive Secretary's briefing to observer organizations
- Observers briefing by the COP/CMP President
- Observers briefing by the SB Chairs
- Observers briefing by the APA Co-Chairs



Announcements: the CCTV monitors

All over the venue: changes to the DP are shown here!!
Besides the official meetings you will find information on side events, press briefings, etc.

Left monitor:
meetings

Right monitor:
other events



Meeting room assignment (MRA): can be requested by observer organizations to hold meetings, and is coordinated by the MRA Team at the Information Counter. Bookings are confirmed the evening before the meeting on condition that you agree to vacate the assigned rooms at any time if required to do so due to the negotiations. If you cannot agree to this condition, please secure an outside venue for your meeting on a commercial basis.



Information for participants:

all the information and documents you need!

- [COP 22/CMP 12/CMA 1 Information Hub](#)
- [UNFCCC website](#)
- [Official COP 22/CMP 12/CMA 1 website of the Government of Morocco](#)

WEEK 1



Get your badge as soon as possible and wear it at all times

Badge issuance for NGOs and IGOs will be open from:

- Tuesday, 1 November to Friday, 4 November 2016, from 8 a.m. to 6 p.m.
- Saturday, 5 November, from 8 a.m. to 7 p.m.
- Monday, 7 to Friday, 18 November 2016 , from 8 a.m. to 7 p.m.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
THEMATIC DAYS		EarthInfo Day	Farmers Day	Young and Future Generations Day	BINGO Day	
10:00 - 13:00	COP 22 opening plenary/CMP 12 opening plenary/ Joint COP 22 and CMP 12 plenary (statements) SBSTA opening plenary	Groups of the Convention and Protocol bodies	Groups of the Convention and Protocol bodies	Groups of the Convention and Protocol bodies	Groups of the Convention and Protocol bodies	Groups of the Convention and Protocol bodies Multilateral assessment
Lunch break	Check here the side events schedule and the list of exhibits ! Climate Change Studio Interviews are announced on CCTV monitors!					
15:00 - 18:00	SBI/APA opening plenaries	Groups of the Convention and Protocol bodies	Groups of the Convention and Protocol bodies	Groups of the Convention and Protocol bodies	Groups of the Convention and Protocol bodies Closing of SBI (Part I)	Groups of the Convention and Protocol bodies Multilateral assessment
After 18:00	Check here the side events schedule and the list of exhibits !					

WEEK 2



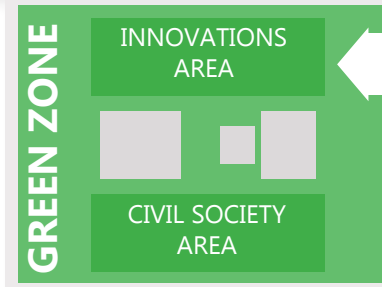
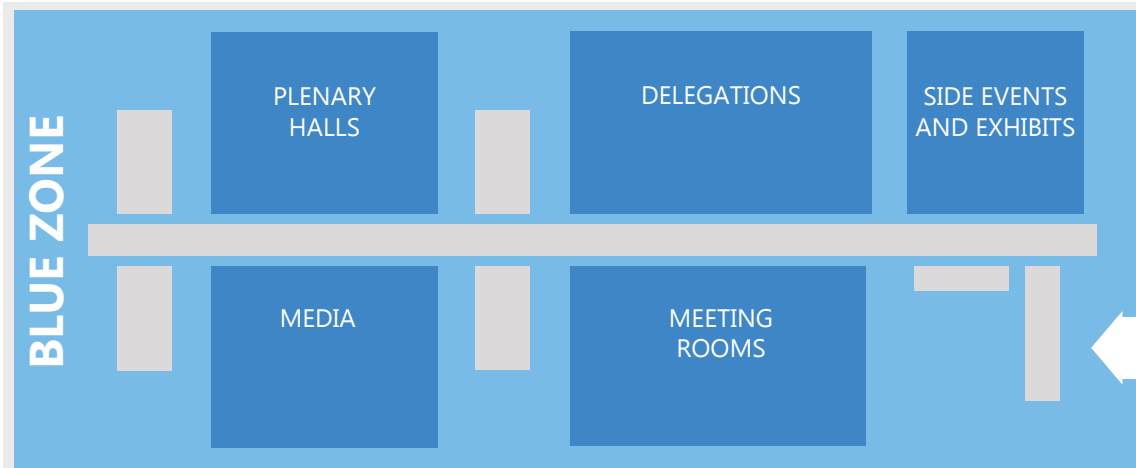
Sustainability

UNFCCC and the Government of Morocco are doing a great effort to have a sustainable COP 22 / CMP 12/CMA 1. To make this COP/ CMP/CMA even more sustainable depends on the participants.

Check what else you can do in the Note on sustainability actions!

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
THEMATIC DAYS	Education Day	Gender Day	Africa Day	Climate Justice Day	
10:00 - 13:00	Groups of the Convention and Protocol bodies Multilateral assessment Closing of SBSTA	Opening of the High-level segment ¹	Joint COP/CMP plenary - National statements Groups of the Convention and Protocol bodies	Joint COP/CMP plenary - Statements by observer organizations Groups of the Convention and Protocol bodies	Closing plenaries of the COP and CMP to be continued
Lunch break	Check here the side events schedule and the list of exhibits ! Climate Change Studio Interviews are announced on CCTV monitors!				
15:00 - 18:00	Groups of the Convention and Protocol bodies Multilateral assessment Closing of SBI (Part II)/ closing of APA	HLS: Joint COP/CMP plenary - National statements Groups of the Convention and Protocol bodies	Joint COP/CMP plenary - National statements Groups of the Convention and Protocol bodies	Closing plenaries of the COP and CMP (Part I)	Closing plenaries of the COP and CMP to be continued
After 18:00	Check here the side events schedule and the list of exhibits !				

¹With the participation of Heads of State and/or Government



Lost?
Watch for the maps indicating rooms and pavilions at the entrance of every hall.

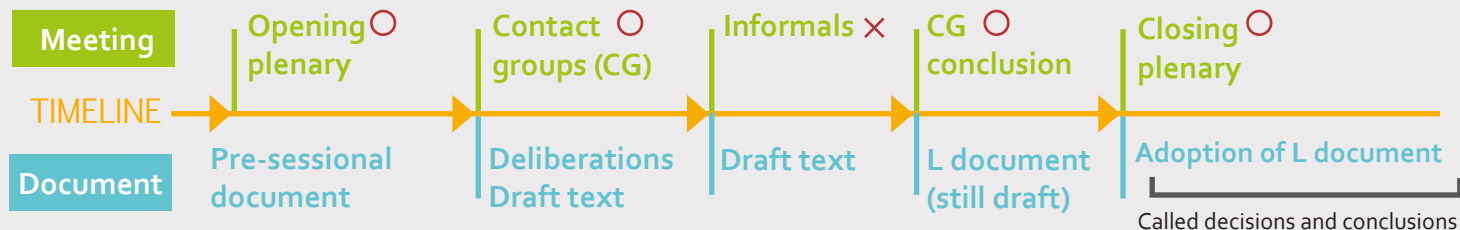
Access & Documents

Formality of meetings:

Confused by types of meetings and documents?
The chart below will make your life easier!

Open meetings are limited by capacity, overflow rooms with live feed are enabled.
Closed meetings can be open upon decision during the sessions, follow @UNFCCCObservers for updates!

Access for observers: ○ Open × Closed



Instant information



The twitter account for observers

Make sure you follow **In-session Access**
@UNFCCCObservers to have the latest information.



UNFCCC Negotiator App

The free Negotiator App gives you schedules live and essential information about the UN Climate Change Conference.

Pre-session documents: prepared by the **UNFCCC secretariat** with other entities assistance prior to the session to facilitate work on a specific agenda item.
In-session documents: draft texts (works in progress) and L documents.
Post-session documents: included in the reports on sessions.



Observers

The categories of observer organizations are non-governmental organizations (NGOs), intergovernmental organizations (IGOs) and representatives of United Nations, as well as its specialized agencies and related organizations.

The different participants are reflected in the color of the badge:



Other opportunities to showcase your work

in addition to side events and exhibits:

Climate Change Studio:

Interviews recorded live from 13:00 to 17:30 every day at the Side Events and Exhibits Hall! Request your interview at climatechangestudio@unfccc.int

1-Day Oasis:

A new platform for showcasing climate initiatives, check who is in today at the Side Events and Exhibits Hall!

Master the Acronyms

COP: [Conference of the Parties](#)

CMP: [Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol](#)

SBSTA: [Subsidiary Body for Scientific and Technical Advice](#)

SBI: [Subsidiary Body for Implementation](#)

APA: [Ad Hoc Working Group on the Paris Agreement](#)



Learn all about the [Convention bodies](#) and climate change [acronyms](#).

We wish you a productive conference!!!



MARRAKECH 2016

COP22 | CMP12 | CMA1

UN CLIMATE CHANGE CONFERENCE
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+ⵎⵓⵔⵏⵉⵔ | +ⵎⵓⵔⵏⵉⵔⵉⵔ | ⵎⵓⵔⵏⵉⵔⵉⵔ | ⵎⵓⵔⵏⵉⵔⵉⵔ