

An observer's day at COP

**A mini practical guide for
UNFCCC COP 21/CMP 11**

UNFCCC Observer Organizations Liaison Unit

Welcome!!

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

This UNFCCC Mini Guide has been written to assist those observers attending a UNFCCC Conference of the Parties for the first time. Because the Mini Guide has the key information to follow the COP 21/CMP 11 in a nutshell it is very useful also for seasoned observers.

You will find here some pointers on how to participate effectively and contribute to the UNFCCC process. A schedule is provided for each conference week and 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 at Le Bourget.

UNFCCC Observer Organizations Liaison Team

Your regular conference day



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 ADP Co-Chairs



Announcements: the CCTV monitors

All over the venue: changes to the DP are shown here!! Together with the day's schedule of meetings you will find information on side events, press briefings...

Left monitor:
formal meetings

Right monitor:
side events +
other activities



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.



[Which one is your constituency?](#)
[What are constituencies?](#)



Lunch break: It is time to attend Side Events or Exhibits! Check the [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.

Apart from the [Daily Programme](#) you should check the **daily updates** (click to download)



End of formal negotiations meetings: no meetings beyond 9 pm (this is the 9 o'clock rule). There are various side events until 20:00. Some days there are also social events as receptions, check the Agenda for those, they are an excellent opportunity for networking!!



Meeting room assignment (MRA): can be requested by observer organizations to hold meetings, and 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 21/CMP 11 Information Hub](#)
- [UNFCCC website](#)
- [Official COP 21/CMP 11 website of the Government of France](#)

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:

- Sunday, 22 November to Friday, 27 November 2015, from 8 a.m. to 9 p.m.
- Saturday, 28 November to Sunday, 29 November 2015, from 8 a.m. to 8 p.m.
- Tuesday, 1 December, to Friday, 11 December 2015, from 8 a.m. to 8 p.m.

On Monday, 30 November, the Registration Counter will be **closed** to NGOs and to IGOs in the morning hours until 1 p.m.

TIME	MONDAY 30	TUESDAY 1	WEDNESDAY 2	THURSDAY 3	FRIDAY 4	SATURDAY 5
THEMATIC DAYS			FARMERS DAY	YOUNG AND FUTURE GENERATIONS DAY	BINGO DAY EDUCATION DAY	
LPAAs Focus		Forest/Agriculture	Resilience	Transport / Building	Private finance / Short-lived climate pollutants	ACTION DAY
10:00 - 13:00	COP, opening and election of the COP21/CMP11 President	Opening / launch of work COP CMP SBSTA Joint COP/CMP group statements	Groups of the Convention and Protocol bodies Resume launch of work COP CMP	Groups of the Convention and Protocol bodies	Groups of the Convention and Protocol bodies	ADP: closure of the session
	Opening ceremony of the Leaders Event	ADP: resumption of the session Groups of the Convention and Protocol bodies	Groups of the Convention and Protocol bodies			
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	Leaders Event	SBI: opening and launch of work SBI Multilateral Assessment under the IAR process	Groups of the Convention and Protocol bodies	Groups of the Convention and Protocol bodies	Closure of the session: SBSTA	COP, to take up the report of ADP and agree on way forward
		Groups of the Convention and Protocol bodies	NAMA fair		Closure of the session: SBI	
After 18:00	Check here the side events schedule and the list of exhibits !					


Week 2



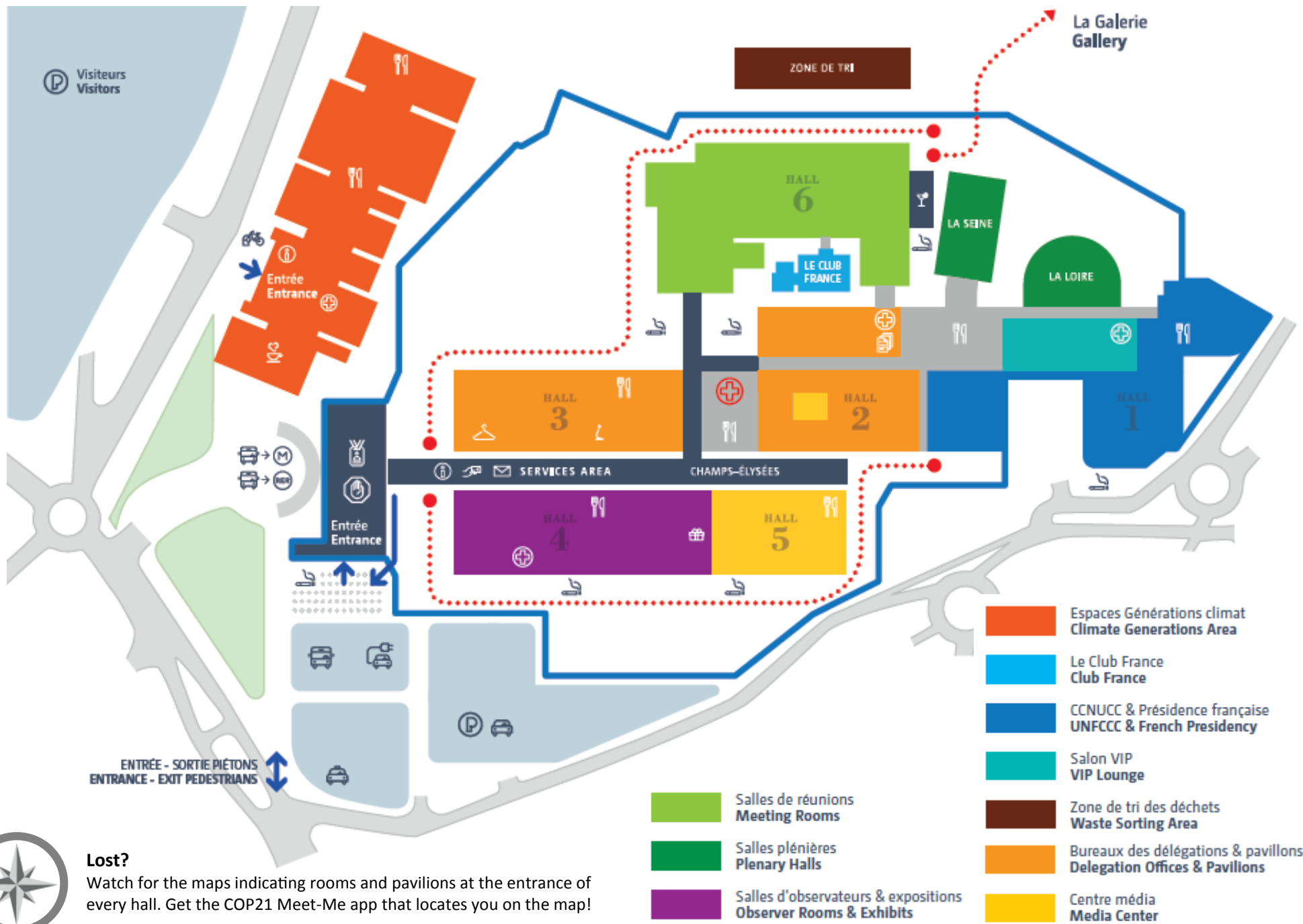
Sustainability

UNFCCC and the Government of France are doing a great effort to have a sustainable COP 21 / CMP 11. To make this COP / CMP even more sustainable depends on the participants. The welcome pack includes a COP21 reusable bottle that you can refill in the fountains all over the venue! All drinks are served in refundable ecocup.

Check what else you can do in the [Note on sustainability actions!](#)

TIME	MONDAY 7	TUESDAY 8	WEDNESDAY 9	THURSDAY 10	FRIDAY 11
THEMATIC DAYS		GENDER DAY	 The LPAA or 'Lima Call for Climate Action' was launched at COP 20: learn more at http://newsroom.unfccc.int/lpaa		
LPAA Focus	Renewable Energy / Energy efficiency and access	City and sub-nationals / Business / Innovation			
10:00 - 13:00	Joint High-Level Segment (HLS) of the COP and CMP (National Statements)	Joint High-Level Segment (HLS) of the COP and CMP (National Statements)	Informal consultations	COP and CMP: Adoption of completed decisions and conclusions	CMP closing: adoption of decisions
	Informal consultations	Informal consultations			
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	Joint High-Level Segment (HLS) of the COP and CMP (National Statements)	Joint High-Level Segment (HLS) of the COP and CMP (Statements by observers)	Conclusion of negotiations for the Paris Agreement and related decisions	COP and CMP: Adoption of completed decisions and conclusions	COP closing: adoption of the Paris Agreement and related decisions
	Informal consultations	Informal consultations			
After 18:00	Check here the side events schedule and the list of exhibits !				Going home or visiting Paris?

The COP 21 /CMP 11 venue



Lost?
 Watch for the maps indicating rooms and pavilions at the entrance of every hall. Get the COP21 Meet-Me app that locates you on the map!



Master the Acronyms

COP: [Conference of the Parties](#)

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

ADP: [Ad Hoc Working Group on the Durban Platform for Enhanced Action](#)

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

SBI: [Subsidiary Body for Implementation](#)

Learn all about the Convention [bodies](#).



UNFCCC Negotiator App

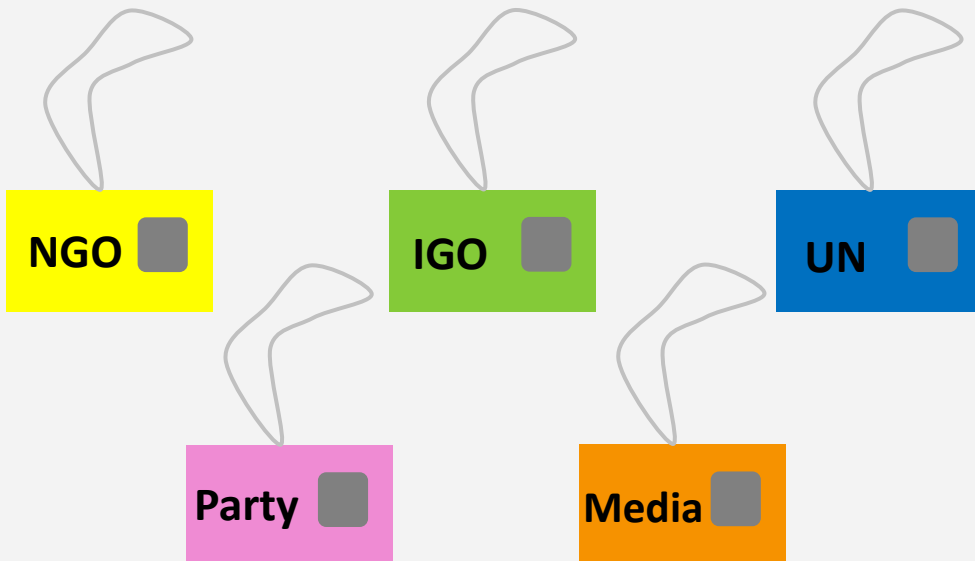
The free Negotiator App gives you essential information about the UN Climate Change Talks.



Observers

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

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



We wish you a
productive conference!!

The UNFCCC Observer Organizations Liaison
team