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

Do not press snooze!! Getting an energy boost breakfast to get your day started is a good idea.

8:00
Grab a coffee and check the Daily Programme (DP)!!

9:00
Head to the meetings area!! Negotiations meetings start

9:00
If you are part of a constituency: Daily Constituencies meetings: 1 hour!!

10:00
Hungry? It is lunch break, check the activities scheduled!

13:00
Back to Negotiations meetings!!

15:00
End of formal negotiations meetings: use side events and receptions for networking!!

18:00

The constituencies:
BINGO: business and industry NGO
ENGO: environmental NGO
LGMA: local government and municipal authorities
IPSO: indigenous peoples organizations

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.

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!!

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...

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

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<tr>
<th>TIME</th>
<th>MONDAY 30</th>
<th>TUESDAY 1</th>
<th>WEDNESDAY 2</th>
<th>THURSDAY 3</th>
<th>FRIDAY 4</th>
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<td><strong>THEMATIC DAYS</strong></td>
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<td><strong>LPAA Focus</strong></td>
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<td><strong>Forest/Agriculture</strong></td>
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<td><strong>Resilience</strong></td>
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<td><strong>Transport / Building</strong></td>
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<td><strong>Private finance / Short-lived climate pollutants</strong></td>
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<td><strong>ACTION DAY</strong></td>
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<td><strong>10:00 - 13:00</strong></td>
<td><strong>COP, opening and election of the COP21/CMP11 President</strong></td>
<td><strong>Opening / launch of work</strong>&lt;br&gt;COP&lt;br&gt;CMP&lt;br&gt;SBSTA&lt;br&gt;Joint COP/CMP group statements</td>
<td><strong>Groups of the Convention and Protocol bodies</strong>&lt;br&gt;Resume launch of work&lt;br&gt;COP&lt;br&gt;CMP</td>
<td><strong>Groups of the Convention and Protocol bodies</strong>&lt;br&gt;Resume launch of work&lt;br&gt;COP&lt;br&gt;CMP</td>
<td><strong>Groups of the Convention and Protocol bodies</strong></td>
<td><strong>ADP: closure of the session</strong></td>
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<td><strong>15:00 - 18:00</strong></td>
<td><strong>Leaders Event</strong></td>
<td><strong>SBI: opening and launch of work</strong>&lt;br&gt;SBI Multilateral Assessment under the IAR process</td>
<td><strong>Groups of the Convention and Protocol bodies</strong>&lt;br&gt;NAMA fair</td>
<td><strong>Groups of the Convention and Protocol bodies</strong>&lt;br&gt;Closure of the session: SBSTA</td>
<td><strong>Closure of the session: SBI</strong></td>
<td><strong>COP, to take up the report of ADP and agree on way forward</strong></td>
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### 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.

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### Lunch break
Check here the side events schedule and the list of exhibits! Climate Change Studio Interviews are announced on CCTV monitors!

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After 18:00
Check here the side events schedule and the list of exhibits!
## Week 2

### Time Table:

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY 7</th>
<th>TUESDAY 8</th>
<th>WEDNESDAY 9</th>
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<tr>
<td><strong>THEMATIC DAYS</strong></td>
<td><strong>GENDER DAY</strong></td>
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<td>LPAA Focus</td>
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<td><strong>10:00 - 13:00</strong></td>
<td>Joint High-Level Segment (HLS) of the COP and CMP (National Statements)</td>
<td>Joint High-Level Segment (HLS) of the COP and CMP (National Statements)</td>
<td>COP and CMP: Adoption of completed decisions and conclusions</td>
<td>CMP closing: adoption of decisions</td>
<td>Informal consultations</td>
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<td>Informal consultations</td>
<td>Informal consultations</td>
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<td><strong>Lunch break</strong></td>
<td>Check here the <a href="#">side events schedule</a> and the <a href="#">list of exhibits</a>! Climate Change Studio Interviews are announced on CCTV monitors!</td>
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<tr>
<td><strong>15:00 - 18:00</strong></td>
<td>Joint High-Level Segment (HLS) of the COP and CMP (National Statements)</td>
<td>Joint High-Level Segment (HLS) of the COP and CMP (Statements by observers)</td>
<td>Conclusion of negotiations for the Paris Agreement and related decisions</td>
<td>COP and CMP: Adoption of completed decisions and conclusions</td>
<td>COP closing: adoption of the Paris Agreement and related decisions</td>
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<tr>
<td>After 18:00</td>
<td>Check here the <a href="#">side events schedule</a> and the <a href="#">list of exhibits</a>!</td>
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<td>Going home or visiting Paris?</td>
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### 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 ecocups.

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

The LPAA or ‘Lima Call for Climate Action’ was launched at COP 20: learn more at [http://newsroom.unfccc.int/lpaa](http://newsroom.unfccc.int/lpaa)
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!
We wish you a productive conference!!

The UNFCCC Observer Organizations Liaison team

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.