



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat de Changements Climatiques

Secrétaire exécutive

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INFORMATION NOTE

COP 17/CMP 7 28 November to 9 December 2011

The secretariat of the United Nations Framework Convention on Climate Change is pleased to inform all Parties, observer States and observer organizations to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of changes to the Daily Programme. These changes will be made with a view to reducing the carbon footprint of the sessions of the bodies of the Convention and its Kyoto Protocol.

1. Section ‘Groups other than the Convention and Protocol bodies’:

- Information will be announced in the Daily Programme on the first day of the sessions only. From the second day of the sessions, this section will be replaced by a note referring readers to the meeting schedule given in the Daily Programme of the first day of the sessions, available at <unfccc.int/>, and to CCTV monitors for any changes and updates to that schedule.

Distribution: To Parties and observer States through national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.
To United Nations Secretariat units and bodies, specialized agencies and related organizations.
To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties.

2. Sections ‘Side events’, ‘Interviews at the Climate Change Studio’, ‘Digital Media Lounge’, and events at the Virtual Participation Centre:

- Information contained in these sections will be announced via CCTV monitors and on the UNFCCC website;
- Side events and exhibits are also announced in the electronic side events and exhibits brochure;
- Side events are further announced daily on poster boards at the conference site;
- Side event organizers can also announce their events on poster boards at the conference site.

3. Sections ‘Other events’, ‘Other activities’ and ‘Outside events’ from 28 November 2011 to 5 December 2011:

- Information in these sections during the above-mentioned period will be announced in the Daily Programme of Monday, 28 November 2011;
- To include an announcement for an event taking place during this period, please send the details to <see@unfccc.int> by Saturday, 26 November 2011, 3 p.m.

4. Sections ‘Other events’, ‘Other activities’ and ‘Outside events’ from 6 to 9 December 2011:

- Information in these sections during the above-mentioned period will be announced in the Daily Programme of Tuesday, 6 December 2011;
- To include an announcement for an event taking place during this period, please send the details to <see@unfccc.int> by Monday, 5 December 2011, 3 p.m.

The secretariat appreciates your cooperation in the spirit of greening the conference by reducing print runs and saving paper. For more information, please contact <secretariat@unfccc.int>.