



Date: 13 November 2015
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Event/Message II
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MESSAGE TO PARTIES - II

United Nations Climate Change Conference
Paris (Le Bourget) France

Arrangements for the Leaders Event, 30 November 2015

* **Enclosures**

Registration Form – COP 21/CMP 11 Leaders Event
Bilateral Meeting Room Booking Form - COP 21/CMP 11
Floor Plan of Bilateral Meeting Room



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LEADERS EVENT

I. Introduction

1. This Message to Parties II provides updated information regarding the Leaders Event on 30 November 2015 for Heads of State and Government (HoS/G) 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.
2. The message is a follow-up to the Message to Parties I dated 30 October 2015 (available at <http://newsroom.unfccc.int/cop21parisinformationhub/cop-21cmp-11-information-hub-leaders-and-high-level-segment>) on this issue.
3. Parties are reminded that a letter to His Excellency Mr. François Hollande, President of France, accepting the invitation to the Leaders Event is not enough to register for and request a speaking slot during the Leaders Event. The registration form for inscription for the Leaders Event is included as annex I to this message. Parties are requested to complete the form and return to the indicated e-mail address as soon as possible. Over 80 such registration requests have been received by the secretariat at time of writing.
4. The Leaders Event will be open to all Parties and observer States, United Nations organizations and intergovernmental organizations. A limited number of other observer organizations will be able to attend the event, which will also be broadcast via live webcast.
5. The opening of the Leaders Event will take place at the Parc des Expositions du Bourget, France at 11.00 a.m. on Monday, 30 November 2015.
6. Updated information on the Leaders Event will be provided in subsequent messages.

II. Updated schedule of the events

7. The full schedule of the events for Monday, 30 November 2015 will be as follows:

| | |
|--------------------|---|
| 10.00 – 11.00 | Opening of COP 21/CMP 11 - Plénière Loire (Please note that the opening of COP 21/CMP 11 is separate from the Leaders Event) |
| Up to 10.50 | Arrival of the HoS/G to the Conference Center |
| 11.00 | Brief opening of the Leaders Event |
| 11.30 | Family photo |
| 12.00 – 13.15 | Statements by HoS/G |
| 13.30 – 14.30 | Formal Lunch for HoS/G only, hosted by the President of France, H. E. Mr. François Hollande and the President of COP 21/CMP 11, H.E. Mr. Laurent Fabius |
| 14.45 – completion | Statements by HoS/G |

III. Opening ceremony of the Leaders Event

8. The opening ceremony of the Leaders Event will take place at 11.00 a.m.
9. A total of four seats per delegation, including the seat of the HoS/G, will be made available behind the nameplate of each Party for the opening ceremony of the Leaders Event. Limited additional seats will be available at the back of the meeting room.
10. Special badges will be required for access and attendance at the opening of COP 21/CMP 11 and the Leaders Event and to hear statements by HoS/G.
11. Distribution of these special badges will be done at the Information desk of the conference venue from Friday, 27 to Sunday 29, November 2015. Delegations are requested to pick up and confirm receipt of these badges (name and signature required) on these dates.

IV. Arrival and departure

12. H. E. the President of France and H. E. the Secretary-General of the United Nations will greet HoS/G at the Leaders Event Lounge. Arriving HOS/G will be escorted directly from the special gate to the Leaders Event Lounge by protocol officers.

V. Protocol, registration and access arrangements

National statements during the Leaders Event

13. The speakers list for the Leaders Event was opened on Monday, 2 November 2015 and will close on Friday, 20 November 2015. The list of speakers will be ordered after this date and announced on the following webpages on Monday, 23 November 2015 as of 18.00 p.m.
<<http://newsroom.unfccc.int/cop21parisinformationhub/>>
<http://unfccc.int/meetings/paris_nov_2015/meeting/8926.php>
14. Owing to the number of Parties that have indicated the intention of their HoS/G to deliver a national statement during the Leaders Event, two meeting rooms will be available in order to conclude the interventions within the set time frame of the Leaders Event.
15. The meeting rooms will be assigned according to French alphabetical order of Party names.
16. The list of speakers in each meeting room will be established in accordance with the time of inscription in the list, and reflecting protocol order in accordance with United Nations practice, with Heads of State speaking before Heads of Government.
17. For any further enquiries regarding registration of speakers at the Leaders Event, please send an e-mail to <Cop21Cmp11Protocol@unfccc.int>.
18. Parties are reminded that the duration of statements will be limited to ensure that all speakers have an opportunity to address the event. Each statement is limited to three minutes. Contact persons of HoS/G are invited to inform speech writers of the time limit.
19. Parties are requested to note that the secretariat is not in a position to accommodate individual requests for changes in a Party's speaking slot.

20. Parties wishing to make a change should arrange to exchange slots with another Party, and jointly notify the secretariat of the agreement that has been reached.

Registration of Party delegations

21. National Focal Points are reminded to include their HoS/G and any accompanying officials in the on-line registration system in the corresponding national protocol to be listed in the List of Participants as appropriate.

Access to the Leaders Event Lounge

22. A different badge for HoS/G and an entourage of five persons in total (maximum of 6 persons) will be provided to allow access to the Leaders Events Lounge and secure zone.

VI. Arrangements for bilateral meetings

23. A few bilateral meeting rooms are available in the VVIP Lounge within the secured zone of the conference site to enable HoS/G to meet bilaterally during the Leaders Event.
24. Due to the limited number of these rooms, Parties are encouraged to make booking as early as possible as their use is on a first-registered, first-served basis.
25. The bilateral meeting rooms are equipped with lounge furniture for a maximum of eight persons only as shown in annex III. WiFi will be available.
26. The UNFCCC secretariat is not in a position to make other arrangements (layout, additional furniture) including interpretation services for bilateral meetings.
27. The room should be left in the same conditions as found. As in any other room in the conference premises, food and drinks are not allowed.

How to book a bilateral meeting room:

28. In order to reserve a bilateral meeting room, the relevant Parties should send an email, at least three days in advance to cop21cmp11protocol@unfccc.int providing details of the bilateral.
29. The Bilateral meeting room request form included as annex II should be completed and signed on behalf of each Party organizing each bilateral meeting. Each bilateral meeting requires a separate booking form.
30. The confirmation of the room will be provided by e-mail as early as possible, but at the latest two days prior to the meeting. Please clearly indicate on the form your preferred time of the meeting with first, second and third options. In the event that the requested time is not available, the secretariat will contact the person indicated on the form.
31. Last-minute requests will be accommodated subject to availability of space.
32. To allow for a maximum number of bilateral meetings between participating HoS/G during the Leaders Event, bilateral meetings using the bilateral meeting rooms are limited to 20 minutes for each booking, which will be strictly implemented. The secretariat thanks Parties in advance for their cooperation.
33. Delegations requiring further information regarding bilateral requests should send their questions or enquiries to cop21cmp11protocol@unfccc.int.

VII. Security arrangements

General principle

34. The United Nations Climate Change Conference is under the authority of the United Nations. Safety and security will be provided by the United Nations Department of Safety and Security (UNDSS).

Access to the conference centre

35. Vehicles transporting HoS/G will have direct access via a dedicated gate to a special drop off area.
36. All vehicles will need to comply with the security controls in place.
37. National Security Officers accompanying HoS/G who require further information or have any questions regarding security, should be directed to Mr. Kevin O Hanlon, UNDSS Chief of Security, e-mail: <security-unfccc@unfccc.int>.

VIII. Media arrangements and services

Accreditation

38. Due to unprecedented demand for media accreditation, the deadline for applications was brought forward to 9 November 2015 and the on-line registration system is now closed.
39. Please be advised that official government press and/or press accompanying ministers or HoS/G should be registered with the delegation through the online registration system for Parties.
40. Online accreditation is the only official channel to obtain registration for the conference (onlinereg.unfccc.int). The secretariat will not accept applications for accreditations via any other channel.

IX. Briefings to advance teams

41. Collective briefings by the UNFCCC secretariat, in conjunction with the United Nations security, are being organized during the week prior to the opening of COP 21/CMP 11 and the Leaders Event.
42. There will be 3 separate days allocated for briefing of advance teams of HoS/G.
43. The briefings will be held in the Le Bourget premises as follows:
 - Tuesday, 24 November 2015 at 11.00 a.m.
 - Thursday, 26 November 2015 at 11.00 a.m
 - Saturday, 28 November 2015 at 11.00 a.m
44. Advance teams are requested to send an e-mail – subject “Advance team briefing – Leaders Event” to the following e-mail address indicating their date preference.
Cop21Cmp11protocol@unfccc.int

X. Leaders Event focal points for arrangements

Protocol: Horacio Peluffo
E-mail: Cop21Cmp11protocol@unfccc.int

Bilaterals: E-mail: Cop21Cmp11protocol@unfccc.int

Security: Kevin O Hanlon
E-mail: security-unfccc@unfccc.int

Spokesperson: Nicholas Nuttall
E-mail: nnuttall@unfccc.int

Liaison Host Country: Yann Battefort
E-mail: yann.battefort@diplomatie.gouv.fr

Interpretation Booth: Yafei Yang
E-mail: yyang@unfccc.int

Annex I Registration Form – COP 21/CMP 11 Leaders Event

List of speakers during the Leaders Event

Paris 2015: United Nations Climate Change Conference, Monday, 30 November 2015

The speakers list for the Leaders Event will be open for registration from Monday, 2 November 2015 until Friday, 20 November 2015. Parties whose Head of State or Government will attend the event on Monday, 30 November 2015 and deliver a national statement are requested to complete this form electronically and return it to the UNFCCC secretariat. Please note that this form is attached in a separate Word file for your convenience. Illegible or incomplete forms will be rejected.

Speaking slots will be communicated in due course. The list of speakers will be set up chronologically in the corresponding protocol order.

Parties are reminded to include their Head of State or Government in the on-line registration system in order for them to be listed as the head of delegation for the conference.

Party/country _____

Name of
Head of
State or
Government _____
(Mr./Ms.) (First name) (Middle initial) (Last name)

Title _____
(If available, please include translation in English)

Contact
person* _____

Title of
contact
person _____

Institution _____

Telephone _____ E-mail: _____

Signature of
the contact
person _____ Date: _____

E-mail address: **External Relations Office, UNFCCC secretariat**
[<Cop21Cmp11Protocol@unfccc.int>](mailto:Cop21Cmp11Protocol@unfccc.int)

* Contact person should be able to liaise with the UNFCCC secretariat on the agenda of the Head of State/Government, changes in the order of speakers during the event, arrival, departure etc.

Annex II Bilateral Meeting Room Booking Form - COP 21/CMP 11

Paris 2015: United Nations Climate Change Conference, 30 November 2015

Parties whose Head of State or Government may wish to have bilateral meetings on Monday, 30 November 2015, are requested to clearly complete this form **electronically** and return it to the secretariat at the e-mail address indicated below.

Please note that this form is attached in a separate word file for your convenience. **Illegible forms will be rejected.**

| Requesting Party I Information | |
|--------------------------------|--|
| Party | |
| Title of HoS/G | |
| Name of Contact Person | |
| Title | |
| Ministry / Department | |
| Mobile phone | |
| Email | |

Signature of the contact person _____ Date: _____

| Participating Party II Information | |
|------------------------------------|--|
| Party | |
| Title of HoS/G | |
| Name of Contact Person | |
| Title | |
| Ministry / Department | |
| Telephone | |
| Email | |

Signature of the contact person _____ Date: _____

| Bilateral Meeting Room Request Details | |
|--|--|
| Date | |
| Time | Please indicate clearly your preference below with 1 st , 2 nd and 3 rd options |
| 12:00 – 12:20 | |
| 12:30 – 12:50 | |
| 13:00 – 13:20 | |
| 13:30 – 13:50 | |
| 14:00 – 14:20 | |
| 14:30 – 14:50 | |
| 15:00 – 15:20 | |
| 15:30 – 15:50 | |
| 16:00 – 16:20 | |
| 16:30 – 16:50 | |
| 17:00 – 17:20 | |
| 17:30 – 17:50 | |
| 18:00 – 18:20 | |
| 18:30 – 18:50 | |
| 19:00 – 19:20 | |
| 19:30 – 19:50 | |

E-mail address: External Relations Office, Climate Change Secretariat
<Cop21Cmp11Protocol@unfccc.int>

Annex III Floor Plan of Bilateral Meeting Room

