



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

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## NOTIFICATION

### **United Nations Climate Change Conference Session of the ADP, 8–13 February 2015 Palais des Nations, Geneva, Switzerland**

I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) that will be held from Sunday, 8 February, to Friday, 13 February 2015 in Geneva, Switzerland. The sessions will take place at the United Nations Office at Geneva (UNOG), Palais des Nations, (**Entrance via Pregny Gate**) 1211 Geneva, Switzerland.

The agenda for the session will be communicated in due course and will also be made available on the UNFCCC website.

There will be no side events or exhibits at this session.

The online registration system for the session of the ADP in Geneva is open and will remain open until the end of the session. Online registration is the official channel for nominating participants for the session. The secretariat is not in a position to receive nominations by any other method such as e-mail, letter or fax.

The user manual for the system is available at the following web address:

[https://onlinereg.unfccc.int/onlinereg/public/UNFCCC\\_ORIS\\_User\\_Manual-Parties\\_and\\_Observer\\_States.pdf](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Parties_and_Observer_States.pdf)

The manual contains complete information and guidelines on how to obtain access to the system and use it. Requests for technical support can be sent to the following e-mail address:

[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)

**Distribution:** To Parties and observer States through national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



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Members of permanent missions to the United Nations Office and other international organizations in Geneva will have access to all meetings during the session by virtue of their accreditation to UNOG. Parties who wish to include members of their permanent missions in their official delegations and in the list of participants would need to ensure they are registered using the online registration system and following their respective protocol.

A copy of this notification is being forwarded to all permanent missions to the United Nations Office and other international organizations in Geneva for their information.

In addition, the resumed fourth meeting of the Structured Expert Dialogue on the 2013–2015 review (SED) will be held in conjunction with the session of the ADP. Parties may recall that as requested by the SBSTA 40 and the SBI 40, the resumed fourth meeting of the structured expert dialogue (SED) on the 2013-2015 review will be convened in conjunction with the session of the ADP.

The meeting of the SED will be held from Sunday, 8 February, to Monday, 9 February 2015 at the Palais des Nations. The goal of the meeting is to finish complementing and further summarizing and conceptualizing all the previous material related to the adequacy of the long-term global goal and the overall progress made towards achieving this goal, with a view to closing the SED prior to the forty-second sessions of the subsidiary bodies in accordance with decision 1/CP.18, paragraph 91.

Three annexes are attached to this notification.

Annex I indicates the dates and venue of the preparatory meetings of the least developed countries, the small island developing States, the African States and the Group of 77 and China.

Annex II contains useful information for participants, including the opening hours of the registration desk.

Annex III contains visa information provided for conference participants by the Permanent Mission of Switzerland to the United Nations Office and other international organizations in Geneva.

Any additional information will be posted on the UNFCCC website ([www.unfccc.int](http://www.unfccc.int)).

Yours sincerely,

*(Signed by Richard Kinley for)*

Christiana Figueres



Annex I

**List of preparatory meetings**

Least developed countries	Thursday, 5 February 2015	United Nations Office at Geneva (UNOG) Palais des Nations, ( <b>Entrance via <u>Pregny Gate</u></b> ) 1211 Geneva Switzerland
Small island developing States	Friday, 6 February 2015	
African States	Friday, 6 February 2015	
Group of 77 and China	Saturday, 7 February 2015	



Annex II

**Information for participants**

<b>Essential documents</b>	Please consult the UNFCCC website < <a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a> > for all available essential documents.
<b>Funding</b>	<i>A separate communication will be sent to eligible Parties.</i>
<b>Nominations and registration online</b>	Online registration is open for Parties and observer States to nominate their representatives. Please confirm the composition of your delegation as soon as possible and prior to the session.
<b>Registration</b>	<ul style="list-style-type: none"><li>• All registration formalities, including the issuance of badges to duly nominated participants to attend the session, are free of charge.</li><li>• All participants are requested, upon arrival at the conference venue, to proceed to the registration desk at the <b>Pregnny Gate</b>, which will be open from Thursday, 5 February, to Friday, 13 February 2015, in order to collect their badges for access to the conference premises.</li><li>• The acknowledgement letter generated by the online registration system and a valid passport or a nationally approved identification card should be presented to registration staff.</li></ul> <p><b>Registration times:</b></p> <ul style="list-style-type: none"><li>• Thursday, 5 February, to Saturday, 7 February 2015, from 8.00 a.m. to 5.00 p.m.</li><li>• Sunday, 8 February, to Friday, 13 February 2015, from 8.00 a.m. to 6.00 p.m.</li></ul> <p>Early registration (by Saturday, 7 February 2015) is highly recommended to avoid delays on the first day of the session.</p> <p>Please be aware that double registration is not permitted (i.e. as a Party representative and an observer organization representative, or as an observer organization representative and a press/media representative).</p>
<b>Conference venue opening and closing times</b>	The conference premises will open by 8 a.m. and will close at 8 p.m. on each day of the session.
<b>Side events and exhibits</b>	No side events or exhibits will be organized for this session.



<b>Disclaimer</b>	<p><b>Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation.</b> The United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.</p> <p><b>In the interest of security and safety of all participants and the smooth running of the session, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises.</b> The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the session for which they have been nominated and/or registered as participants.</p>
<b>Badges</b>	It is essential that you have an official conference badge in order to gain access to the premises. These are issued only on the basis of the confirmation generated by the online registration system. For security reasons, all participants are requested to wear their badges visibly at all times.
<b>Green behaviour during the session</b>	<ul style="list-style-type: none"><li>• Parties and representatives in a position to do so are invited to consider offsetting the ‘carbon footprint’ associated with their attendance at the session.</li><li>• For shorter trips, use the train instead of a car/coach and plane.</li><li>• Travel by foot, bike or public transport as much as possible.</li><li>• Only print what you need before travelling and request only essential documents from the Documentation Desk.</li><li>• Recycle your waste – bottles, cans, paper, etc.</li><li>• As far as possible, provide information electronically.</li><li>• Avoid bringing any material for distribution to this session.</li><li>• Stay in hotels located near public transportation and which operate in an environmentally responsible manner.</li><li>• Request group pick-up from the hotel when public transport is not an option.</li><li>• Turn off room lights and IT equipment when not in use and enable energy-saving features.</li></ul>



### Annex III

## **Visa Information for participants**

### Entry visas for Switzerland

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Visa requirements must be met before arrival in Switzerland.

Participants attending the ADP session in Geneva in February 2015 may require a visa to enter Switzerland. In order to find out if you need a visa, please consult the following link:

<[https://www.bfm.admin.ch/bfm/en/home/publiservice/weisungen-kreisschreiben/visa/liste1\\_staatsangehoerigkeit.html](https://www.bfm.admin.ch/bfm/en/home/publiservice/weisungen-kreisschreiben/visa/liste1_staatsangehoerigkeit.html)>

Entry visas for Switzerland are primarily issued by the competent Swiss Embassy or Consulate for the country of residence. Switzerland has agreements with certain Schengen States where Switzerland is not represented that allow them to issue visas on its behalf. We advise participants to check with the competent representation if such agreements apply to their case. You may find the nearest representation responsible for your place of residence by consulting the following link:

<<http://www.eda.admin.ch/eda/en/home/reps.html>>

The processing time for visa requests varies from case to case and depends on local circumstances. Participants requiring an entry visa must submit a complete application to the competent authorities **at least 20 days before the intended visit**. Please note that applications cannot be submitted earlier than three months before the intended departure.

Please note that Switzerland applies the European Schengen regulations concerning the issuance of visas. In October 2011, Schengen member States introduced the Visa Information System (VIS), which is used to store the biometric data (10 fingerprints and a facial image) of Schengen visa applicants. All Swiss embassies and consulates are gradually being connected to the VIS system. It is therefore necessary for the visa applicant to make an appointment with the Swiss Embassy/Consulate in his/her country of residence and present him/herself in person to submit and register his/her biometric data. This biometric data remains valid in the VIS system for a period of five years. However, some categories of applicants (such as heads of States, ministers in office and their delegations) are exempt from the biometric requirements. Applicants should check with the competent representation if they qualify for this exemption.



**We strongly recommend that you first contact the competent Swiss representation to get a list of all the required documents for your visa application, as requirements are different for each country of residence. In general, the following documents are required when applying for a visa:**

- An application form for short stays duly filled out and signed by the applicant  
(The form is available at:  
<<https://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html>>)
- A valid travel document (must be valid for at least three months beyond the return date and must have been issued within the last 10 years) and a copy of it.
- Two recent passport-sized photographs.
- A proof of conference registration.
- A proof of health insurance valid for the Schengen States and covering a minimum amount of 30,000 euros (only for ordinary passport holders).

More general information about visas can be found by consulting the website of Swiss Federal Office of Migration:

<<https://www.bfm.admin.ch/bfm/en/home/themen/einreise.html>>

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