



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 wish to notify United Nations Secretariat units and bodies, specialized agencies and related organizations 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 made available on the UNFCCC website in due course.

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

It would be appreciated if the names, titles and contact details (including address, telephone, and e-mail) of the representatives of your organization who will attend the sessions could be communicated to the secretariat **not later than Friday, 23 January 2015**, at the following address:

Climate Change Secretariat

P.O. Box 260 124

53153 Bonn, Germany

Fax: +49 229 815 1999

E-mail: <sessions@unfccc.int>. (Please use this address for all matters concerning nominations.)

Distribution: To United Nations secretariat units and bodies, specialized agencies and related organizations.



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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. United Nations Secretariat units and bodies, specialized agencies and related organizations 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.

The annex attached to this notification contains useful information for participants, including the opening hours of the registration desk.

Any additional information will be posted on the UNFCCC website (www.unfccc.int).

Yours sincerely,

(Signed by Richard Kinley for)

Christiana Figueres



Annex

Information for participants

<p>Essential documents</p>	<p>Please consult the UNFCCC website <http://maindb.unfccc.int/library> for all available essential documents.</p>
<p>Registration</p>	<ul style="list-style-type: none"> • All participants are requested, upon arrival at the conference venue, to proceed to the registration desk at the Pregny Gate, 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. • A valid photo ID should be presented to registration staff. <p>Registration times:</p> <ul style="list-style-type: none"> • Thursday, 5 February, to Saturday, 7 February 2015, from 8.00 a.m. to 5.00 p.m. • Sunday, 8 February, to Friday, 13 February 2015, from 8.00 a.m. to 6.00 p.m. <p>Early registration (by Saturday, 7 February 2015) is highly recommended to avoid delays on the first day of the session.</p>
<p>Conference venue opening and closing times</p>	<p>The conference premises will open by 8 a.m. and will close at 8 p.m. on each day of the session.</p>
<p>Side events and exhibits</p>	<p>No side events or exhibits will be organized for this session.</p>
<p>Badges</p>	<p>A badge is needed to gain access to the premises. For security reasons, all participants are requested to wear their badges at all times.</p>
<p>Green behaviour during the session</p>	<ul style="list-style-type: none"> • Representatives in a position to do so are invited to consider offsetting the ‘carbon footprint’ associated with their attendance at the session. • For shorter trips, use the train instead of a car/coach and plane. • Travel by foot, bike or public transport as much as possible. • Only print what you need before travelling and request only essential documents from the Documentation Desk. • Recycle your waste – bottles, cans, paper, etc. • As far as possible, provide information electronically. • Avoid bringing any material for distribution to this session. • Stay in hotels located near public transportation and which operate in an environmentally responsible manner. • Request group pick-up from the hotel when public transport is not an option. • Turn off room lights and IT equipment when not in use and enable energy-saving features.