



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 Doha, Qatar, 26 November to 7 December 2012

I wish to inform all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties of the forthcoming sessions under the Convention and its Kyoto Protocol:

- Eighteenth session of the Conference of the Parties (COP 18), from Monday, 26 November to Friday, 7 December 2012;
- Eighth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 8), from Monday, 26 November to Friday, 7 December 2012;
- Thirty-seventh session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 37), from Monday, 26 November to Saturday, 1 December 2012;
- Thirty-seventh session of the Subsidiary Body for Implementation (SBI 37), from Monday, 26 November to Saturday, 1 December 2012;
- The second part of the seventeenth session of the Ad Hoc Working Group on Further Commitments for Annex I Parties under the Kyoto Protocol (AWG-KP 17);
- The second part of the fifteenth session of the Ad Hoc Working Group on Long-term Cooperative Action under the Convention (AWG-LCA 15);
- The second part of the first session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 1).

The exact dates of the Ad hoc Working Groups within the sessional period will be clarified in due course.

Distribution: To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties.



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The sessions will take place at the Qatar National Convention Centre (QNCC), Education City, PO Box 4195, Doha, Qatar from 26 November to 7 December 2012.

Nominations from IGOs and NGOs should be conveyed to the secretariat through the on-line registration system. As of today, and until Tuesday, 9 October 2012 at midnight Central European Time (CET), this convenient and user-friendly system will be opened to receive nominations. The secretariat is not able to process nominations from any other method such as e-mails, letters or faxes. A user manual for the on-line system is available at the following web address:

<<https://onlinereg.unfccc.int/>>

The manual contains complete information and guidelines on how to obtain access to the system and its use. A help desk is available at the following email address:

<onlinereg@unfccc.int>

Two annexes are attached to this notification. Annex I provides key information for participants and indications for the issuance of visas for Qatar on-line. Annex II provides important information regarding changes to how documentation and distribution of official documents will be handled during these and future sessions. Participants are encouraged to carefully read this annex in order to be aware of all issues pertaining to documentation and distribution of official documents.

All information concerning the sessions will be posted on the UNFCCC website (www.unfccc.int) in due course.

Participants in a position to do so are invited to consider offsetting the “carbon footprint” associated with their attendance at the Doha Conference.

Yours sincerely,

(Signed by)

Christiana Figueres



Annex I

Information for participants

<p>Visas</p>	<p>Please note that all foreign delegates entering the State of Qatar must have a valid passport. Visas for the State of Qatar to attend COP 18/CMP 8 will be provided online upon confirmation of the nomination of the participant by your Designated Contact Point (DCP) or the Head of your organization. In order to confirm the nomination of delegates to attend COP18/CMP8, it is essential to indicate clearly the passport number and date of birth of participants when registering on-line.</p> <p>More information on the issuance of visas can be found at the following link on the host government's webpage for the conference.</p> <p>http://www.cop18.qa/en-us/delegateinformation/obtainingvisa.aspx</p>
<p>Hotels</p>	<p>If you require assistance in locating and booking accommodation for your stay in Qatar during COP 18/CMP 8, please visit the host government's webpage for the sessions at the following link:</p> <p>UN Climate Change Conference COP18 CMP8 > Delegate Information > Book your accommodation</p>
<p>Nominations</p>	<ul style="list-style-type: none"> • Online registration for IGOs and NGOs to nominate their representatives is: open as of today until Tuesday, 9 October 2012 at midnight CET. • Online registration for IGOs and NGOs to confirm their representatives is: open from Monday, 15 October, 2012 at midnight CET until Thursday, 22 November 2012 at midnight CET.
<p>Nominations and side events and exhibits</p>	<p>Potential organizers, speakers, participants and technical staff for side events and exhibits must be nominated as representatives of Parties or admitted observer organizations for the sessions to ensure that they are granted access to the premises.</p>
<p>Registration</p>	<ul style="list-style-type: none"> • Upon arrival, you are requested to register at the Registration area located in the QNCC from Sunday, 25 November to Friday, 7 December 2012. • The acknowledgement of the participant's nomination, which is available upon confirmation and a valid photo ID should be presented to the registration staff in order to ensure issuance of your badge. • For all participants, a valid passport or a nationally approved identification card is required. • The minimum identification document requirements are: <ul style="list-style-type: none"> Name written in Latin alphabet Passport-sized photo Nationality Date of Birth A unique identification number



	<p>Registration Opening Hours:</p> <ul style="list-style-type: none"> • Sunday, 25 November until Saturday, 1 December 2012 from 8.00 a.m. to 7.00 p.m. <p>Sunday, 2 December 2012 - Registration will be closed.</p> <ul style="list-style-type: none"> • Monday, 3 December until Thursday, 6 December 2012 from 8.00 a.m. to 7.00 p.m. • Friday, 7 December 2012 from 8.00 a.m. to 6 00 p.m • Registration for IGOs and NGOs will be closed on Monday, 26 November from 8.00 a.m. to 12.00 p.m. <p>To avoid delays, it is highly recommended that you register on Sunday, 25 November. Please see the section below “Access to premises”.</p> <p>Please be aware that you can only register once for the sessions. Double registration is not permitted (i.e. as a State representative and an observer organization representative, or as an observer organization representative and a press/media representative).</p>
<p>Access to Premises</p>	<p>Access will be granted to participants from Monday, 26 November 2012 to Friday, 7 December 2012.</p> <p>Exhibit organizers who are issued a photo badge will be granted access to the venue as of 1.00 p.m. on Sunday, 25 November 2012.</p>
<p>Disclaimer</p>	<p>Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation. 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>In the interest of security and safety of all participants and the smooth running of the sessions, 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. 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 sessions for which they have been nominated and/or registered as participants.</p>
<p>Badges</p>	<p>It is essential that you have an official UNFCCC conference badge in order to gain access to the premises. These are issued only on the basis of confirmation in online registration by an admitted observer organization. For security reasons, all participants are requested to wear their badges visibly at all times.</p>
<p>Side events and exhibits</p>	<p>The application period for side events and exhibits ended on Friday, 10 August 2012 at 5.00 p.m. CET. No further applications can be accepted. Please also read “Nominations and side events and exhibits” and “Access to the premises” above.</p>



Code of conduct and other policies	Participants at sessions are governed by the relevant guidelines and policies including the Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of UNFCCC (Code of Conduct) and other policies, which are provided together with this notification.
Essential documents	Please consult the UNFCCC website < http://maindb.unfccc.int/library > for all available session documents. Also please see Annex II, “Documentation – PaperSmart services at COP 18/CMP 8” which provides important information regarding changes to how documentation and distribution of official documents will be handled during these and future sessions. Participants are encouraged to print only what is minimally necessary prior to coming to the session.
Press briefings	In order to facilitate observer organizations wishing to hold press/media briefings during the forthcoming sessions, the secretariat requests that the organizations inform it in advance to what extent they intend to hold such briefings during the sessions. This will facilitate adequate logistical and technical arrangements to be put in place. Requests should be addressed directly to the UNFCCC Press Office, Telephone: +49 228 815 1005, E-mail: < pressconf@unfccc.int >. More information on press conferences can be found at the following link: http://unfccc.int/press/items/4862.php
Shipment	An information manual will be issued by the secretariat soon. It will contain all relevant information pertaining to any consignments sent from all participants to the conference venue. The manual will highlight the logistical specificity, i.e. mode of transport, customs process, sender/consignee arrangement, labelling of goods, warehousing and delivery to the final destination (i.e exhibitor's booth, side event room etc.). It is essential to follow the instructions in the manual when preparing your shipment.
Pigeonholes	Please avoid distributing information related to other meetings, future conferences or publicity material through pigeonholes.
Recycling of badges and lanyards	Please return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of QNCC for this purpose.



Annex II

Documentation – PaperSmart services at COP 18/CMP 8

The UNFCCC secretariat is committed to enhancing the environmental sustainability of its operations and of UNFCCC conferences and meetings. The reduction of paper usage is one step in this direction. In order to achieve this goal for COP 18/CMP 8 and beyond, and to enhance the electronic availability of documentation and other information, the secretariat has partnered with the United Nations Integrated Sustainable PaperSmart Services (ISPS) secretariat. In the words of ISPS, PaperSmart is “not a fight against paper, more a war against waste”. Although it is too early to say the “war” has been won, initial results are very encouraging. An estimated 19 million sheets of paper were saved at the Rio+20 conference. In addition, through initial steps at the UNFCCC May sessions in Bonn, paper usage was reduced by 50 per cent in comparison with the same event in 2011.

Distribution of documents

The traditional ‘documents counter’ will be replaced at COP 18/CMP 8 in Doha, Qatar, by the next-generation equivalent. Documents will be distributed in two ways:

- **Electronically** to computers and other mobile devices for viewing and downloading via the ISPS portal (<PaperSmart.un.org>). Documents will also continue to be made available as usual on the UNFCCC website.
- **Via eight ISPS desks** throughout the conference centre where assistance with downloading electronic documents will be available. USB disks, on which documents may be downloaded, will be provided on request at the ISPS desks. Hard-copy versions of documents may also be collected at the desks (and can be ordered in advance electronically in limited numbers via the ISPS portal or at the desks).

The service will encompass all pre-session and in-session documentation, including all language versions, as well as an improved Daily Programme, and national statements. A log-in code, which will be provided to registered participants, will be used to access documents via the ISPS portal.

Participants are encouraged to carry their laptops or mobile devices so as to make maximum use of electronic versions of documents. In this context, ways to enhance access to recharging facilities are being investigated.

While this new, more sustainable, mode of work is being introduced, every effort will be made to ensure the smooth progress of the sessions. Special attention will be paid to ensuring that key documents for adoption at the conclusion of the sessions are available to delegates for consideration.

Distribution of statements

PaperSmart services also encompass the distribution through the ISPS portal of national statements delivered during the high-level segment, and other statements as appropriate. Delegations should e-mail a copy of the statement to <PaperSmart@un.org> or submit a hard copy to the ISPS desk in the plenary hall.



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For more information

Please consult the PaperSmart website <PaperSmart.un.org> or e-mail questions to <PaperSmart@un.org>. Further information will also be made available on the UNFCCC website before COP 18/CMP 8.



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**Guidelines
for the participation of representatives
of non-governmental organizations
at meetings of the bodies of the
United Nations Framework Convention on Climate
Change**

March 2003



Roles of the secretariat and non-governmental organizations

The security of the venues for sessions and meetings of the Convention bodies is the responsibility of the secretariat. The Executive Secretary has the authority to take any action necessary to maintain this security, including denying access to the venues.

Non-governmental organizations are responsible for the conduct of each of their representatives. Any behaviour not consistent with these guidelines may have an impact on the participation of the organization and/or of the individual.

The secretariat welcomes the full support of participants in maintaining an ambience conducive to intergovernmental discussions and negotiations, and to open and fruitful dialogue between Parties and observers.

The secretariat encourages non-governmental organizations and their representatives to liaise with the secretariat during sessions on matters or concerns related to their participation.

For further information on these guidelines or on observer participation at sessions please contact:

Megumi Endo

Observer Organization Liaison Officer, Climate Change secretariat

PO Box 260 124, D- 53153, Germany

Telephone: (49-228)-8151523

Fax: (49-228)-8151999

cool@unfccc.int



**Guidelines for the participation of
representatives of non-governmental organizations
at meetings of the bodies of the
United Nations Framework Convention on Climate Change¹**

Introduction

Meetings of the Convention bodies are convened for negotiations between Parties to the Convention. According to Article 7, paragraph 6, of the Convention “[a]ny body or agency, whether national or international, governmental or non-governmental, which is qualified in matters covered by the Convention, and which has informed the secretariat of its wish to be represented at a session of the Conference of the Parties as an observer, may be so admitted unless at least one third of the Parties present object. The admission and participation of observers shall be subject to the rules of procedure adopted by the Conference of the Parties.”

Since the early days of the climate change Convention, non-governmental organizations (NGOs) have been actively involved, attending sessions and exchanging views with other participants, including delegates. It is recognized that this involvement allows vital experience, expertise, information and perspectives from civil society to be brought into the process to generate new insights and approaches. Furthermore, the access and participation of observers to the process promotes transparency in this increasingly complex universal problem. Such participation flourishes in an atmosphere of mutual trust which acknowledges respect for others and their opinions, and takes into account the nature of intergovernmental sessions.

To promote a harmonious atmosphere supportive of discussions and negotiations at intergovernmental meetings and to encourage the effective participation of observers in the process, the secretariat has prepared guidelines for appropriate conduct during attendance at meetings of bodies of the United Nations Framework Convention on Climate Change (hereinafter referred to as UNFCCC) at whatever premises are used for such meetings (hereinafter referred to as venues). These guidelines are not exhaustive but seek to provide information reflecting current practice regarding attendance of observers at sessions and meetings of the UNFCCC. They are in line with those governing NGO participation at sessions of other bodies in the United Nations system.

Any infringement of these guidelines would normally be resolved following consultations between the secretariat and the responsible organizations and individuals.

A. Access

1. Only representatives, whose names have been communicated to the secretariat through the designated contact points of NGOs admitted to sessions of the Conference of the Parties, in accordance with Article 7, paragraph 6, of the Convention, shall be registered and receive a badge.
2. Badges issued at registration shall be worn visibly at all times.
3. Participants shall be prepared to verify their identity upon the request of United Nations officials or security staff.

¹ These guidelines shall apply mutatis mutandis to meetings of bodies of the Kyoto Protocol.



4. Representatives shall normally be at least 18 years of age. Younger representatives may be registered at the discretion of the secretariat.

B. Etiquette and safety

1. Representatives of NGOs admitted to sessions of the Conference of the Parties² shall cooperate with, and comply with requests and instructions from, United Nations officials and security staff regarding the use of facilities and access to and conduct within the venues.
2. No participant shall harass or threaten any other participant.
3. Interfering with the movement of participants at any time or location within the venues is not permitted.
4. The flags and any officially recognized symbols of the United Nations and of its member States shall not be treated with disrespect.

C. Participation

1. The participation of non-governmental observers in the proceedings of meetings, and of open-ended contact groups, is governed by rules 7 and 30 of the draft rules of procedure of the Conference of the Parties being applied, contained in FCCC/CP/1996/2, and by decision 18/CP.4. In this context, meetings designated as CLOSED are not open to observers.

D. Information materials

1. Only United Nations officials may distribute materials in official meeting rooms.
2. Posters may be displayed only at designated locations, and only with prior permission from the secretariat. The posting of notices for authorized events does not require prior permission from the secretariat, provided that they are posted only in designated locations.
3. Documents may be displayed at the designated locations, provided that there is enough space and that they are relevant to the negotiations. A sample of the documents should be deposited with the secretariat for its library. Documents for display should be clearly marked with the name of the responsible organization.
4. Other materials relevant to the negotiations may be distributed at appropriate locations in consultation with the secretariat.
5. Non-governmental observers shall refrain from using the UNFCCC venues for unauthorized demonstrations, and when distributing written materials shall respect other participants' social, cultural, religious or other opinions and refrain from personal attacks.

² Representatives of non-governmental organizations admitted to sessions of the Conference of the Parties will hereinafter be referred to as non-governmental observers.



UN Security guidelines related to media actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences

Media actions

- Media actions and publicity events in the designated areas (NGO spots) authorized by the Observer Organizations Liaison Officer are permitted.
- No actions inside plenary rooms and conference rooms are allowed.
- Concealing identity with masks is not allowed.
- No impersonated objects (i.e. satirical drawings of Heads of States, negotiators, individuals) are allowed.
- Smooth flow of crowd and an appropriate level of sound that is acceptable to other participants should be maintained, in consultation with the Observer Organizations Liaison Officer if necessary.
- No activity derisive to the UN, any of their Member States, organizations or any individual or criticism that would go against basic rules of decorum is allowed.
- UN Security reserves the right to revoke previously issued permissions for media actions any time if the security conditions so require.

Distribution of publicity materials

- While the secretariat encourages you to join the efforts to make the conference greener, publicity materials (e.g. leaflets, publications, boards, banners, etc) that are clearly attributable to admitted observer organizations or Parties and relevant to the negotiation process may be posted or displayed at the designated exhibits stands. Limited space for publications from those without exhibit stands can be displayed at the '...inSide climate change' publications counters. Please refer to the contact details in the information brochures.
- Distribution of material outside these areas is prohibited, including in the cafeteria and other public spaces.
- Inside the conference rooms, any documents for statements for distribution must be authorized by the secretariat. Please contact Observer Organizations Liaison Officer.
- Materials containing abusive or offensive language or images are not permitted on United Nations premises.
- Material for display should be clearly attributable to one of the Parties, UN organizations or to the observer organizations duly admitted by the Conference of the Parties.



Use of the United Nations emblem

- Use of the United Nations emblem on non-official documents and publications, including publicity material is expressly prohibited.
- UNFCCC and Meeting logos may be authorized by the secretariat.
- The United Nations flag may not be displayed in meeting rooms, except with the authorization of the Secretary-General.

Measures

- Kindly note that the secretariat and the UN Security reserve the right to take the following measures for non-observance of the above:
 - a) Confiscation of the representative's accreditation badge;
 - b) Removal of the representative from the United Nations premises;
 - c) Confiscation of unauthorized material;
 - d) Any other measure deemed appropriate or necessary.

These UN Security guidelines are to be read in conjunction with the “Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change” and the “Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops” available on the UNFCCC official website.



Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops

The taking of still photographs and making of audio or video recordings within a United Nations-designated conference venue is subject to the guidelines below, and, as required, other guidance or instruction as deemed necessary by the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) secretariat or United Nations (UN) security².

Taking of photographs

Photographs may be taken by participants within the United Nations designated conference venue's public areas, such as lobbies and corridors, and meeting rooms provided that such activities do not disrupt the activities or movements of participants or the security provisions of that area.

In the case of professional/commercial photographers accompanying a Party or observer organization delegation, the Party or observer organization is requested to identify such person(s) on their delegation list, and provide information on the purpose of the photographic assignment. Once approved by the secretariat, the professional/commercial photographer will be assisted by UN staff on site to complete their assignments, including an escort by UN staff or security into meeting rooms or other areas should this be requested. UNFCCC media accreditation provides for professional/commercial photographers from media organizations, including any needed assistance or guidance.

Making of video and audio recordings

Video and audio recordings by participants in public areas, such as lobbies and corridors, may be undertaken provided that such activities do not cause disruption to the activities or movements of participants or security provisions of that area. Those making recordings should, in advance, seek the permission of those they wish to record.

The making of audio and video recordings by Party or observer organization delegations during open and closed official meetings and in designated high-security zones is not permitted. The secretariat provides full audio and video recordings for all official open plenary meetings in audio format and webcast on the Internet. All webcast recordings are available from the secretariat's website.

In the case of professional/commercial audio, video or film producers and technicians accompanying a Party or an observer organization delegation is requested to identify such person(s) on their delegation list, and provide information on the purpose of the audio, video or film production. Once approved by the secretariat, the professional/commercial photographer will be assisted on site by UN staff to complete their assignments, including an escort by UN staff or security into meeting rooms or other areas should this be requested. UNFCCC media accreditation provide for radio and television as well as film production organizations, including any needed assistance or guidance.

² These guidelines are intended for government and observer organization delegations and do not change or replace current policies and arrangements regarding the use of cameras, radio or TV equipment by accredited media organizations at UNFCCC meetings.