



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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INFORMATION NOTE

United Nations Climate Change Conference COP 21/CMP 11, 30 November to 11 December 2015 Paris (Le Bourget), France

The UNFCCC secretariat is committed to sustainable development practices such as the improved management of operations and facilities, building on existing efforts and promoting cost effectiveness, as well as the greening of UNFCCC sessions, in cooperation with host countries.

In approving the secretariat's Programme Budget for the Biennium 2010-2011¹, the Conference of the Parties encouraged the Executive Secretary to "continue to implement initiatives to reduce the level of greenhouse gas emissions of the secretariat's operations and activities".

Against this background, and as part of the secretariat's overall sustainability efforts as well as the exemplary commitment of the Government of France to host a sustainable COP 21/CMP 11, I am pleased to inform participants in the UNFCCC process on the actions being undertaken to reduce the carbon footprint of the conference and minimize wastage of resources related to it (see annex for details). Your cooperation and support in this important endeavour are highly appreciated.

Yours sincerely,

(Signed by Richard Kinley)

Christiana Figueres

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

¹ FCCC/CP/2009/11/Add.1, Decision 12/CP.15



Annex

Actions to reduce the carbon footprint of the conference

Travel and transportation	<p>Participants in a position to do so are invited to consider offsetting the carbon footprint associated with their attendance at the conference.</p> <p>The lion's share of the secretariat's carbon footprint stems from travel of funded participants and staff to meetings. In an effort to reduce greenhouse gas emissions, the UNFCCC Executive Secretary has decided that all travel of staff between Bonn and Paris will be by train, which generates significantly less emissions than air travel. In order to offset the residual balance, the secretariat will purchase CERs and cancel an amount equivalent to its overall carbon footprint, thereby offsetting its emissions including those caused by travel to Paris of staff and funded participants.</p> <p>For the duration of the pre-session meetings and COP 21/CMP 11, the Government of France is planning to facilitate free transportation within the city of Paris and between Paris and Le Bourget to all registered participants, using the existing public transport system where possible and a dedicated shuttle service in certain areas. Group pick-up from hotels where local transport is not an option is encouraged.</p>
Accommodation	<p>If possible, choose a hotel that operates in an environmentally responsible manner (eg sustainable energy management and towel and linen re-use) and is located near public transportation. The appointed hotel agency can assist with choices and may be contacted via the link included on the host country website (http://www.cop21.gouv.fr/en/practical-arrangements/entertainment).</p>
Catering	<p>A large share of available catering options at the conference venue will be from responsible sources, including seasonal and local food, and a strong focus will be on avoiding wastage. A partnership is planned with a French NGO that will distribute unsold food to people in need in the Île-de-France region.</p> <p>The welcome kit for all participants will include a re-usable water bottle that can be filled with tap water at the water fountains available throughout the conference venue.</p>
Shipment allowance	<p>In order to reduce the carbon footprint of the conference, and due to logistical considerations such as storage, the secretariat will not be in a position to receive shipments in excess of a cumulative total weight of 150 kg per Party and observer organization. Parties or observer organizations organizing 'areas'² within delegation offices on a commercial basis will be permitted an extra allowance of 50 kg per 'area'.</p>
Circular economy	<p>Use the waste collectors provided during the session and re-use or recycle your waste to the extent possible. Volunteers will be available on site to help you separate any items you may wish to dispose of.</p> <p>It is highly recommended that Parties and organizations planning to send shipments keep the original packaging in good condition for re-use when sending back left-over materials at the end of the conference, thus reducing the amount of waste. A commercial service will be offered on site for those cases where additional material is required for return shipments.</p> <p>Every effort should be made to minimize the generation of waste.</p>

² In this context, an 'area' is defined as a clearly defined and delimited space, incorporated as such in the secretariat's space allocation scheme and regardless of its size, where Member States showcase their achievements, products and services pertaining to climate change.



Re-use of lanyards	Please keep the UNFCCC lanyard for use at your next UNFCCC meeting.
Electronic dissemination of information	<p>With a view to significantly reducing paper usage and wastage at the conference, the selection criteria of side events and exhibits now include the commitment of side event organizers and exhibitors to disseminate all documentation in electronic form only. Side event organizers and exhibitors are requested to upload electronic files on the UNFCCC website, post QR codes on their exhibit booths and in side event rooms and promote their websites and mobile applications, if any.</p> <p>Side event schedules will be announced through the UNFCCC website, the online Side Events and Exhibits brochure and the free UNFCCC mobile application “Negotiator”. Information on outside events may be posted on the UNFCCC website.</p> <p>In this context, please note that daily updates on the negotiations, such as the Earth Negotiations Bulletin, ECO and Third World Network, will be disseminated in electronic form. In order to facilitate access, as per past practice the secretariat will include web links to these updates in the Daily Programme. The publishing organizations may wish to display a copy with QR codes at their exhibit stands.</p> <p>In line with the objectives of the paper-reduction initiative, the Daily Programme for the conference will continue to be made available in electronic form only. A PDF version will be posted each morning on the UNFCCC conference website.</p> <p>The Climate Change Studio provides an additional option for delegates to disseminate information, namely in the form of interviews that will be broadcast and archived on the UNFCCC website.</p> <p>Participants are requested to refrain from distributing non-official material, such as publications and information related to other meetings or future conferences. On an exceptional basis, subject to written authorization by the secretariat, personalized messages and invitations clearly attributed to a Party or an admitted observer organization may be distributed and collected through the information desk, located at the conference venue. Participants are kindly requested to check regularly with the information desk for this purpose. Please note that the secretariat strongly encourages the electronic dissemination of information, such as through the use of USB flash drives.</p>
Paper use	<p>Participants are encouraged to print and photocopy only what is minimally necessary prior to and during the sessions. Once on site in Le Bourget, request only essential documents from the Documentation Services Desk.</p> <p>Print and photocopy on both sides and keep the font size to a legible minimum.</p> <p>Collect and re-use paper that has print on one side only.</p> <p>Any paper used (e.g. for promotional material, programmes, signs) should be 100 per cent recycled, with a minimum of 65 per cent of post-consumer waste content and totally or elemental chlorine free. The use of colour paper should be kept to a minimum.</p> <p>Consider eliminating the use of paper business cards. Many smartphone apps support sharing digital business cards that are automatically updated in case of changes or scanning and storing personal information received from others.</p>
Energy conservation	Turn off room lights and ICT equipment when not in use and enable energy-saving features.



<p>Third-party verification of the COP 21/CMP 11 event sustainability management system under the ISO 20121 standard</p>	<p>ISO 20121 is an international standard, created by the International Organization for Standardization, which specifies requirements for an event sustainability management system and provides guidance on conforming to those requirements. It is a concrete tool to organize an event in a manner such that it contributes to the three dimensions of sustainability: economic/ financial, environmental and social.</p> <p>The standard has been designed to address the management of improved sustainability throughout all event-related activities during the entire management cycle. It requires organizations to recognize their relationship with and impact on society and society's expectations of events.</p> <p>COP 21/CMP 11 is the first UN climate change conference to attempt certification under the ISO 20121 standard. In doing so the Government of France wishes to establish and implement an event sustainability management system; ensure that it is in conformity with its stated sustainable development policy; and demonstrate voluntary conformity with the standard.</p> <p>The process is carried out in three steps:</p> <ol style="list-style-type: none">1) Diagnostic: The main internal and external actors involved in the organization of the Paris sessions were interviewed regarding their expectations and vision of sustainability. This was followed by an audit by Bureau Veritas, an international company offering certification services, which attested conformity of the COP 21/CMP 11 sustainability management system at the first level of the standard.2) Implementation of the sustainability policy for the organization of the sessions: As part of the sustainability action plan, in October 2015 Bureau Veritas will announce whether the COP 21/CMP 11 event sustainability management system has achieved certification.3) Monitoring of the event: By means of certification of the COP 21/CMP 11 event sustainability management system under the ISO 20121 standard, the Government of France will leave behind an important legacy for organizers of future UNFCCC sessions and the French event sector. The General Secretariat for the preparation and organization of COP 21/CMP 11 will ensure continuity through the development of a best practice guide on the organization of the Paris sessions. <p>In a separate process, the official venue for COP 21/CMP 11 at Le Bourget was certified under the ISO 20121 standard already in 2014.</p>
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