



Date: 9 September 2016
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NOTIFICATION

United Nations Climate Change Conference COP 22/CMP 12, 7–18 November 2016 Marrakech, Morocco

I refer to the information note dated 25 May 2016, addressed to all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties, on participation at the United Nations Climate Change Conference to be held in Marrakech, Kingdom of Morocco, from 7 to 18 November 2016.

Further to that information note, please be informed that the following sessions will take place at the conference:

- Twenty-second session of the Conference of the Parties (COP 22), from Monday, 7 November, to Friday, 18 November 2016;
- Twelfth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 12), from Monday, 7 November, to Friday, 18 November 2016;
- Forty-fifth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 45) from Monday, 7 November, to Monday, 14 November 2016;
- Forty-fifth session of the Subsidiary Body for Implementation (SBI 45) from Monday, 7 November, to Monday, 14 November 2016;
- The second part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1.2) from Monday, 7 November, to Monday, 14 November 2016.

The sessions will take place at Bab Ighli, Marrakech, Morocco. A map of the area is available at <http://cop22.ma/en/marrakech-map>.

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



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In the event that the Paris Agreement enters into force before the Marrakech Conference and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement is convened in conjunction with COP 22 and CMP 12, a supplementary notification will be issued.

Following the closing of the Online Registration System (ORS) for nomination by IGOs and NGOs of their representatives on Tuesday, 2 August 2016, the ORS opened for **confirmation** of IGOs and NGO representatives on Tuesday, 9 August 2016, and will close on Monday, 31 October 2016, midnight CET. This deadline will be applied strictly since the secretariat is not in a position to process late confirmations.

The secretariat **strongly recommends confirming the participation of your representatives as early as possible** in order to allow sufficient time for the processing of visa applications, if required.

The annex attached provides key information for participants. All additional information concerning the sessions will be posted on the UNFCCC website (<<http://unfccc.int/2860.php>>) in due course.

I would like to especially draw your attention to the information contained in the “Disclaimer” section of the annex.

Yours faithfully,

(signed by Richard Kinley for)

Patricia Espinosa



Annex

Information for participants

Official documents	Please consult the UNFCCC website at < http://maindb.unfccc.int/library > for all available documents.
Overview of the sessional period	A preliminary overview of the sessional period is available on the UNFCCC website at < http://unfccc.int/2860.php . It will be updated periodically.
Visas	<p>All foreign delegates entering the Kingdom of Morocco must have a passport that is valid for at least three months.</p> <p>The list of countries whose nationals holding a regular passport do not need an entry visa for Morocco can be found at the following link: <https://www.diplomatie.ma/en/VisiterleMaroc/Formalitesetprocedures/tabid/2882/vw/1/ItemID/7897/language/en-US/Default.aspx>.</p> <p>The list of countries whose nationals holding an official passport (diplomatic, service, special) are exempt from being required to obtain an entry visa for Morocco can be found at this link: <http://www.cop22.ma/sites/default/files/Procedures%20for%20granting%20entry%20visas%20to%20Morocco.pdf>.</p> <p>1. Visa arrangements for participants who have been duly registered and confirmed in the UNFCCC Online Registration System (ORS):</p> <p>IGOs and NGOs are requested to confirm their delegations in the ORS of the UNFCCC secretariat as soon as possible. Once the participant is confirmed in ORS, the Ministry of Foreign Affairs and Cooperation of Morocco will issue a visa on arrival confirmation letter which will be sent to the participant at the e-mail address <u>provided in the ORS</u>. This letter should be presented to the airline at check in and also upon arrival in Morocco. It is essential that the e-mail address provided in the ORS is correct in order to receive this confirmation letter.</p> <p>Important:</p> <p>Participants duly registered and confirmed in the ORS are not required to submit a visa application to a Moroccan diplomatic/consular representation accredited in their country of residence, since they will be in receipt of visa on arrival confirmation letters directly.</p> <p>More information can be found on the host country's COP 22/CMP 12 web pages at <http://www.cop22.ma/en/content/my-journey-marrakech-0>.</p> <p>2. Visa arrangements for other people who will visit Morocco for business related to the United Nations Climate Change Conference, but are not confirmed in the ORS as conference participants:</p> <p>Persons who are not confirmed participants to the United Nations Climate Change Conference but intend to visit Morocco during the conference for business related to it are requested to contact the Moroccan diplomatic/consular representation accredited in their country of residence to apply for a visa. It should be noted that this type of entry visa for Morocco is subject to a fee to be paid in the local currency of the country of application and is equivalent to 330 Moroccan dirhams (MAD) for long-term visas and MAD 220 for short-term visas.</p>
Hotels	Information on accommodation and hotels can be found on the host government's web pages for the sessions at < http://cop22.b-network.com/Default.aspx >.



<p>Online registration</p>	<p>Following the closing of the nomination by IGOs and NGOs on Tuesday, 2 August 2016, the ORS has been reopened for confirmation of nominated IGOs and NGOs representatives on Tuesday, 9 August 2016 and will close on Monday, 31 October 2016, midnight CET.</p>
<p>Side events and exhibits</p>	<p>In addition to official meetings, a large number of side events and exhibits will be held during the two-week Conference, except on Sunday, 13 November and Friday, 18 November 2016.</p> <p>The application period for side events and exhibits ended on Friday, 22 July 2016. The number of applications for side events exceeded the number of available slots. Therefore, further applications will not be considered at this stage.</p> <p>Observer organizations that missed the deadline for both side events and exhibits can apply to be placed on the online waiting list in case of cancellations. The waiting list is available at the following link: <https://seors.unfccc.int/seors?session_id=COP22>.</p>
<p>Registration of speakers, side event and exhibit organizers</p>	<p>Organizers, speakers, participants and technical staff for side events and exhibits must be nominated as representatives of Parties or observer organizations for the sessions to ensure that they are granted access to the premises.</p> <p>Please see the section on “Badges and access to the premises” regarding the setting-up of an exhibit allocated for the first week.</p>
<p>Registration</p>	<ul style="list-style-type: none"> • All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions are free of charge. • Upon arrival at the conference venue at Bab Ighli, IGO and NGO representatives who are duly confirmed in the online registration system by 31 October 2016 are requested to register at the Registration counter during the opening hours indicated below. • The acknowledgement letter of the participant’s confirmation, obtained through confirmation in the online registration system, and a valid passport or a nationally approved photo identification card should be presented to the registration staff in order to ensure the issuance of your badge. • Kindly be reminded that representatives shall normally be at least 18 years of age.
<p>Registration opening hours</p>	<p>Tuesday, 1 November until Friday, 4 November 2016, from 8.00 a.m. to 6.00 p.m. Saturday, 5 November until Friday, 18 November 2016, from 8.00 a.m. to 7.00 p.m. Please be aware that you can only register once for the sessions. Double registration (e.g. as an observer organization representative and a State representative, or as an observer organizations representative and a press/media representative) is not permitted.</p>
<p>Badges and access to the premises</p>	<p>It is essential that you have an official UNFCCC conference badge in order to gain access to the premises. These are issued at the Registration counter only on the basis of prior confirmation by an admitted observer organization in the ORS. For security reasons, all participants are requested to wear their badges visibly at all times.</p> <p>Registered representatives of organizations with an exhibit allocated by the secretariat for the first week may set up the exhibit on Sunday, 6 November 2016 from 2 p.m. to 6 p.m.</p>
<p>Press briefings</p>	<p>Observer organizations intending to hold press/media briefings during the sessions should inform the secretariat in advance concerning the number and type of such briefings. This will facilitate the provision of adequate logistical and technical arrangements. Requests should be addressed directly to the UNFCCC Press Office, via the email: <pressconf@unfccc.int>. More information on press conferences can be found at <http://unfccc.int/press/items/4862.php>.</p>



Code of conduct	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 the UNFCCC (code of conduct) and other policies, which are provided together with this notification. Organizations agree to ensure compliance with such guidelines and policies by their respective participants. Participants will agree individually to compliance upon registration at the conference venue.
Use of cameras and audio/video recording devices	The taking of still photographs and making of audio or video recordings within a United Nations designated conference venue is subject to the attached guidelines, and, as required, other guidance or instruction as deemed necessary by the secretariat or United Nations Security. Please refer to the guidelines on the use of cameras and audio/video recording devices attached to this notification and available online at: http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf
Sustainability	Information on the actions being undertaken to reduce the carbon footprint of the conference and to minimize wastage of resources will be included in a separate information note to be posted on the UNFCCC website in due course.
Disclaimer	<p>Participants are strongly advised to obtain comprehensive international medical insurance for the duration of their stay. The United Nations and the UNFCCC 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 or the period of participation, both within and outside the conference premises.</p> <p>Additionally, participants are personally responsible for any and all materials they bring into the conference premises. The United Nations and the Convention secretariat disclaim all liability and responsibility for the loss, destruction or theft of any such materials.</p> <p>In the interests of the security and safety of all participants and the smooth running of the sessions, the UNFCCC secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises. The UNFCCC secretariat shall not be responsible for any 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>



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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 or 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) security³.

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.

³ 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.