



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, Bonn, Germany 10 to 14 March 2014

Further to the Information Note dated 11 December 2013, I am pleased to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties of the fourth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2.4), which will be held from Monday, 10 to Friday, 14 March 2014 in Bonn, Germany. The session is tentatively set to take place at the World Conference Center Bonn (WCCB), Platz der Vereinten Nationen 2, 53113. This venue will be confirmed in due course.

The adopted agenda is available on the UNFCCC website at:

http://unfccc.int/meetings/bonn_mar_2014/session/7980/php/view/documents/sort/agenda.php

As indicated in the Information Note, there will be some space constraints at the WCCB during the session. This will mean that only a limited number of participants can be accommodated and that it will not be possible to organize side events or exhibits. A ceiling of 300 participants from NGOs has been established.

The Annex to this notification provides information for participants, including opening hours for the registration desk as well as indications for the issuance of visas for Germany.

Online registration for IGOs and NGOs to **nominate** their representatives was opened on 11 December 2013 and will be opened until Monday, 20 January 2014 at midnight Central European Time (CET). After this date the secretariat will not be in a position to process late nominations.

Online registration for IGOs and NGOs to **confirm** their representatives will be opened from Friday, 24 January 2014 until Thursday, 6 March 2014 at midnight Central European Time (CET).

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



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The secretariat strongly recommends accessing the system immediately for nomination and confirmation to avoid any problem which may jeopardize the registration of your representatives to the session.

Nominations from IGOs and NGOs should be conveyed to the secretariat through the online registration system. The secretariat is not able to process nominations sent by any other method, such as emails, letters or faxes. The online registration system is available at the following web address:

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

The user manual for admitted observer organizations (IGOs and NGOs), which contains complete information and guidelines on how to obtain access to the system and its use, can be found at the following web address:

< [https://onlinereg.unfccc.int/onlinereg/public/UNFCCC ORS User Manual-Observer Organisations.pdf](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Observer_Organisations.pdf) >

A “help desk” is available at the following email address:

onlinereg@unfccc.int

I would like to remind all intergovernmental organizations and non-governmental organizations that the Conference of the Parties, by decision 23/CP.18, invited Parties to commit to meeting the goal of gender balance by, inter alia, nominating women to bodies established under the Convention and its Kyoto Protocol, with the aim of a gradual but significant increase in the participation of women. To this end, I would like to encourage NGOs and IGOs to adopt a similar approach with regards to gender balance in the nomination of their respective delegations to attend the forthcoming session.

Yours sincerely,

(Signed by Richard Kinley for)

Christiana Figueres



Annex

Information for participants

Essential documents	Please consult the UNFCCC website < http://maindb.unfccc.int/library > for all available essential documents.
Nominations and registration online	<p>Online registration for intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) to nominate their representatives:</p> <p>Open from 11 December 2013 until 20 January 2014 at midnight Central European Time (CET).</p> <p>Online registration for IGOs and NGOs to confirm their representatives:</p> <p>Open from Friday, 24 January 2014 to Thursday, 6 March 2014 at midnight CET.</p> <p>Please note that nominations of minors are not allowed for this session.</p>
Visas	<p>All foreign delegates entering the Federal Republic of Germany must have a valid passport. Participants requiring an entry or transit visa are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. The issuance of a visa for the Schengen States may take up to two weeks from the date of submission of the visa application. To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request. For more information, please visit the website of the Federal Foreign Office:</p> <p><http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html> (also available in French and Spanish).</p> <p>N.B. Participants are advised that the request for a long term visa is contingent on the participant securing comprehensive insurance to cover the entire period of the visa.</p>
Registration	<ul style="list-style-type: none">• All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions of the Convention and its Kyoto Protocol, are free of charge.• Upon arrival, all participants are requested to register at the Registration Desk located in the Conference venue.• The acknowledgement of the participant's nomination, which is available upon confirmation, and a valid photo identification should be presented to registration staff in order to issue the corresponding badge.• For non-host country 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 type photo- Nationality- Date of Birth- A unique identification number



Registration Times	<p>Saturday, 8 March 2014 to Sunday, 9 March 2014 from 9.00 a.m. to 5.00 p.m. Monday, 9 March 2014 until Friday, 14 March 2014 from 8.00 a.m. to 5.00 p.m. Early registration on Saturday, 8 March 2014 or Sunday, 9 March 2014 is highly recommended to avoid delays on the first day of the session.</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>
Hotels	<p>Combined service of accommodation and public transport.</p> <p>Hotel bookings placed through the link to the City of Bonn's designated page for the sessions (http://www.bonn-region.de/ADP2014) includes a free public transportation ticket for the city and the region of Bonn (Verbund Rhein Sieg). The print-at-home PDF ticket is valid for the duration of the hotel stay of the delegate. The ticket will be sent automatically along with the hotel reservation confirmation.</p> <p>For further assistance, please contact: E-mail: a.isengard@bonn-region.de Telephone: +49 (0)2 28/ 910 41 33</p>
Conference venue opening and closing times	<p>The conference venue will open by 8 a.m and will close at 8 p.m. for the duration of the session.</p>
Side events and exhibits	<p>No side events or exhibits will be organized for this session.</p>
Disclaimer	<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>
Badges	<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>



Green behaviour during the session	<p>Only print what you need before travelling and request only essential documents from the Documentation Desk.</p> <p>Travel by foot, bike or public transport as much as possible.</p> <p>Recycle your waste: bottles, cans, paper, etc.</p> <p>As far as possible, provide information electronically.</p>
Materials for the meeting	<p>Avoid bringing any material for distribution to this session.</p>
Recycling of badges and lanyards	<p>Please return your badge and lanyard to the secretariat after the meeting. Boxes will be placed at the main entrance of the Conference venue for this purpose.</p>
Code of conduct	<p>Participants at sessions are governed by the relevant guidelines and policies, including the guidelines for the participation of representatives of NGOs at meetings of the bodies of the UNFCCC (Code of Conduct) and other policies, which are provided together with this notification.</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:

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PO Box 260 124, D- 53153, Germany

Telephone: (49-228)-8151523

Fax: (49-228)-8151999

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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 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.