



Date: 24 March 2016
Reference: CAS/SBs44/OBS/MAR.2016
Page 1 of 13

NOTIFICATION

United Nations Climate Change Conference, Bonn, Germany Monday, 16 May to Thursday, 26 May 2016

Further to the information note dated 11 February 2016 on the opening of the online registration system (ORS) for the conference, I wish to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties to the following sessions:

- Forty-fourth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 44);
- Forty-fourth session of the Subsidiary Body for Implementation (SBI 44);
- First session of the Ad Hoc Working Group on the Paris Agreement (APA 1).

The sessions will be held at the World Conference Center Bonn, Platz der Vereinten Nationen 2, 53113 Bonn, Germany (see <<http://www.worldccbonn.com/?L=1>>).

The provisional agendas for the above-mentioned sessions are available on the UNFCCC website at

<http://unfccc.int/meetings/bonn_may_2016/meeting/9413.php>.

The ORS, which allows IGOs and NGOs to **nominate** representatives to attend the sessions, opened on Thursday, 11 February 2016 and closed on Thursday, 17 March 2016 at midnight Central European Time (CET).

The ORS is open for **confirmation** by IGOs and NGOs of their nominated representatives as of today, Thursday, 24 March 2016, until Thursday, 12 May 2016 midnight CET. Kindly be reminded that representatives shall normally be at least 18 years of age.

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



Page 2

As indicated in the aforementioned information note, the participation in the sessions of up to 1,500 representatives of observer organizations will be confirmed. Consequently, the secretariat strongly recommends accessing the system immediately for confirmation to avoid any problem that may jeopardize the registration of your representatives for the sessions.

Confirmations from IGOs and NGOs should be conveyed to the secretariat only through the ORS. The secretariat is not able to process registrations sent by any other method, such as e-mail, letter or fax. The ORS is available at

[<https://onlinereg.unfccc.int/>](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 and use the ORS, can be found at

[.<https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORS_User_Manual-Observer_Organisations.pdf>](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORS_User_Manual-Observer_Organisations.pdf).

To request technical support, kindly contact

[.<onlinereg@unfccc.int>](mailto:onlinereg@unfccc.int).

Any additional information will be posted on the UNFCCC website at

[.<http://unfccc.int/meetings/bonn_may_2016/meeting/9413.php>](http://unfccc.int/meetings/bonn_may_2016/meeting/9413.php).

The annex to this notification contains information for participants, information on side events and exhibits and recommendations for sustainable behaviour at the sessions. I would like to draw your attention especially to the information contained in the “Disclaimer” section of the annex.

Yours faithfully,

(Signed by Richard Kinley for)

Christiana Figueres



Annex

Information for participants

Essential documents	Please consult the UNFCCC website at http://maindb.unfccc.int/library for all available documents.
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 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 the acknowledgement letter from the online registration system (ORS) should be attached to the visa request. For more information, please visit the English language website of the Federal Foreign Office:</p> <p style="text-align: center;"><http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html> (also available in French and Spanish).</p> <p>N.B.: Participants are advised that obtaining a long-term visa is contingent on the participant securing comprehensive insurance that covers the entire validity period of the visa.</p>
Hotels	<p>The City of Bonn offers an accommodation and public transport package. Hotel bookings placed through the City of Bonn designated web page for the sessions: (http://www.bonn-region.de/events/bonn-climate-change-conference-may-2016.html) include a free public transportation ticket for the city of Bonn and the region (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 with the hotel reservation confirmation. For further assistance, use the following contact information: E-mail: a.isengard@bonn-region.de Telephone: +49 (0) 228/ 910 41 33</p>
Nominations and registration online	<p>The deadline for IGOs and NGOs to nominate their representatives was Thursday, 17 March 2016 midnight Central European Time (CET).</p> <p>The online registration system for the confirmation by IGOs and NGOs of their representatives will open on Thursday, 24 March 2016 and will close on Thursday, 12 May 2016, midnight CET.</p> <p>In accordance with the attached guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change, representatives shall normally be at least 18 years of age. The ORS will therefore not accept confirmation by NGOs of persons below 18 years of age.</p>
Registration of speakers, side event and exhibit organizers	Organizers, speakers, participants and technical staff for side events and exhibits must be nominated <u>and confirmed</u> in the online registration system as representatives of admitted observer organizations for the sessions to ensure that they are granted access to the premises.



<p>Side events and exhibits</p>	<p>The application period for official side events and exhibits was open through the Side Events and Exhibits Online Registration System (SEORS, https://seors.unfccc.int/seors/) from Tuesday, 16 February at 10 a.m. Central European Time (CET) until Friday, 19 February 2016 at 5 p.m. CET and is now closed.</p> <p>Observer organizations that missed the official application deadline can apply to be on the waiting list. The waiting list will be considered only in the event that there are any cancellations. The online application form for the waiting list and the eligibility criteria are available at the following link: https://seors.unfccc.int/seors?session_id=SB44</p> <p>Please see “Registration of speakers, side event and exhibit and organizers” above.</p> <p>Observer organizations that have been allocated an exhibit by the secretariat for the first week and are issued a photo badge will be granted access to the venue as of Sunday, 15 May 2016, from 2 p.m. to 6 p.m., for the purpose of setting up their exhibits.</p> <p>There will be no official side events and exhibits in the afternoon on Saturday, 21 May 2016 as well as on Sunday, 22 May 2016.</p>
<p>Registration at the conference venue</p>	<ul style="list-style-type: none">• All registration formalities, including issuance of badges to duly registered participants to attend the sessions of the Convention and its Kyoto Protocol, are free of charge.• Upon arrival at the World Conference Center, IGO and NGO representatives who are duly confirmed in the online registration system by 12 May 2016 will be requested to proceed to the Registration counter, which will be open from Sunday, 16 May to Thursday, 26 May 2016, during the opening hours indicated below, to collect your badge for access to the conference premises.• 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. <p>Registration times: Sunday, 15 May until Saturday, 21 May 2016 from 8 a.m. to 7 p.m.</p> <p><u>The Conference venue, as well as Registration, will be closed on Sunday, 22 May 2016</u></p> <p>Monday, 23 May, until Thursday, 26 May 2016 from 8 a.m. to 7 p.m.</p> <p>Early registration on Sunday, 15 May 2016 is highly recommended to avoid delays on the first day of the sessions.</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>



Conference venue opening and closing times	The conference venue will open by 8 a.m. and will close at 7 p.m. for the duration of the session.
Badges	An official UNFCCC conference badge is needed to access the premises. The badge is issued only on the basis of a confirmation by an admitted observer organization in the online registration system. For security reasons, all participants are requested to wear their badges visibly at all times.
Disclaimer	<p>Participants are strongly advised to obtain comprehensive international medical insurance and other insurance, as necessary, 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/suffered 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 interest of the 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 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>
Press briefings	Observer organizations wishing to hold press/media briefings during the forthcoming sessions should inform the secretariat in advance to what extent they intend to hold such briefings during the sessions. This will facilitate adequate logistical and technical arrangements. Requests should be addressed directly to the UNFCCC Press Office, e-mail: < pressconf@unfccc.int >. More information on press conferences can be found at < http://unfccc.int/press/items/4862.php >.
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 upon nomination in the online registration system. Individual participants will agree 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 >



Green behaviour for sessions of the Convention	<p>For shorter trips, use the train instead of a car/coach and airplane.</p> <p>Please do not forget to offset the carbon footprint of your travel associated with attendance at the conference.</p> <p>Stay in hotels which operate in an environmentally responsible manner.</p> <p>Select a hotel located near public transportation.</p> <p>Reduce shipment of printed material as much as possible and only print what you need before travelling.</p> <p>Request only essential documents from the Documentation desk.</p> <p>Any paper used (promotional material, programme, signs) should be 100% recycled, with minimum 65% post-consumer waste content, and totally or elementally chlorine free.</p> <p>Consider alternatives to printing at the meeting venue (memory sticks, web pages).</p> <p>Reduce the use of colour paper in your information products.</p> <p>Print and photocopy on both sides, and keep font size to a legible minimum.</p> <p>Use the waste collectors provided by the secretariat during the sessions.</p> <p>Avoid bringing any material for distribution to the sessions.</p> <p>As far as possible, provide information electronically.</p> <p>Travel by foot, bike or public transport as much as possible.</p> <p>Request group pick-up from the hotel when local transport is not an option.</p> <p>Recycle your waste such as bottles, cans and paper.</p> <p>Turn off lights and equipment when not in use and enable energy-saving features.</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 100 kg per Party and observer organization.</p>
Electronic dissemination of information	<p>The Daily Programme for the conference will be made available in electronic form only. A PDF version will be made available each morning on the UNFCCC conference website.</p> <p>Daily updates on the negotiations such as Earth Negotiations Bulletin, ECO, and Third World Network will be disseminated in electronic formats. In order to facilitate access, the secretariat will include web links to these updates in the Daily Programme.</p> <p>Side event schedules will be announced on the UNFCCC website, CCTV screens, and the free UNFCCC iPhone/iPad application “Negotiator”. Information on outside events may also be posted on the UNFCCC website.</p> <p>The secretariat strongly encourages that information material be disseminated in an electronic manner.</p>



**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.



Page 8

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.

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



3. Participants shall be prepared to verify their identity upon the request of United Nations officials or security staff.
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.

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

Media actions

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



- 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.

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



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.
