



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 Session of the ADP, 19–23 October 2015 World Conference Center Bonn, Germany

I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the session of the Ad Hoc Working Group on the Durban Platform (ADP), which will take place at the World Conference Center Bonn, Germany from Monday, 19 to Friday, 23 October 2015.

The adopted agenda is available on the UNFCCC website at:

<http://unfccc.int/meetings/session/9056/php/view/agenda.php>

There will be no side events or exhibits at this session.

The online registration system for the session is open and will remain open until the end of the session. Online registration is the official channel for nominating participants for the session. The secretariat is not in a position to receive nominations by any other method such as e-mail, letter or fax.

The user manual for the system is available at the following web address:

<https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_OR_S_User_Manual-Parties_and_Observer_States.pdf>

Distribution: To Parties and observer States through national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



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The manual contains complete information and guidelines on how to obtain access to the system and use it. Requests for technical support can be sent to the following e-mail address:

<onlinereg@unfccc.int>

Two annexes are attached to this notification.

Annex I indicates the dates and venue of the preparatory meetings of the least developed countries, the small island developing States, the African Group and the Group of 77 and China.

Annex II contains useful information for participants, including the opening hours of the registration desk.

Any additional information will be posted on the UNFCCC website (www.unfccc.int).

Yours sincerely,

(Signed by Richard Kinley for)

Christiana Figueres



Annex I

List of preparatory meetings

Least developed countries	Friday, 16 October 2015	“Altes Hochhaus” United Nations Campus Platz der Vereinten Nationen 1 53113 Bonn Germany
Small island developing States	Saturday, 17 October 2015	
African Group	Saturday, 17 October 2015	
Group of 77 and China	Sunday, 18 October 2015	World Conference Center Bonn, Platz der Vereinten Nationen 2, 53113 Bonn, Germany

IMPORTANT INFORMATION

Entrance and exit for the preparatory meetings of the Least developed countries, Small Island developing States and the African Group from Friday, 16 October to Saturday, 17 October 2015, will be through the United Nations Campus, Platz der Vereinten Nationen 1, Bonn, Germany.

As of Sunday, 18 October 2015, entrance and exit for the meeting of the Group of 77 and China and all meetings of the sessions from Monday, 19 to Friday, 23 October 2015, will be **only** allowed via the World Conference Center Bonn, Platz der Vereinten Nationen 2, Bonn, Germany.



Annex II

Information for participants

Essential documents	Please consult the UNFCCC website < http://maindb.unfccc.int/library > for all available essential documents.
Funding	<i>A separate communication will be sent to eligible Parties.</i>
Nominations and registration online	<p>Nomination of representatives by Parties and observer States: Online registration open as of today at midnight CET</p> <p>Confirmation of representatives by Parties and observer States: Online registration open as of today at midnight CET</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>
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/events/adp.html , 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>Please note that effective 1 July 2015, the city of Bonn established an accommodation tax on all leisure overnight stays. <u>Overnight stays by business travellers, freelancers or students may be exempted from the tax.</u> Proof that the hotel stay is in relation to the conference should be demonstrated by the presentation of the appropriate documents. The following documents are accepted:</p> <ul style="list-style-type: none"> • The acknowledgement letter generated by the ORS • The hotel guest's official accreditation for the United Nations • The reservation or billing of the room via the employer <p>For further assistance, please contact:</p> <p>Ms. Annette Isengard/Ms. Nicole Warnecke E-Mail: bonnhotels@bonn-region.de Tel.: +49 (0) 228 910 4171 Fax: +49 (0) 228 910 4177</p>



<p>Registration at the conference venue</p>	<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 at the World Conference Center, you will be requested to proceed to the registration desk, which will be open from Sunday, 18 October to Friday, 23 October 2015, during the opening hours indicated below in order to collect their badges for access to the conference premises. • The acknowledgement letter for the participant’s nomination, available upon confirmation in the official registration system, and a valid passport or a nationally approved identification card should be presented to the registration staff for the issuance of your badge. <p>Registration times:</p> <ul style="list-style-type: none"> • Sunday, 18 October from 8.00 a.m. to 6.00 p.m. • Monday 19 October, to Friday, 23 October 2015, from 8.00 a.m. to 7.00 p.m. <p>Early registration (by Sunday, 18 October 2015) is highly recommended to avoid delays on the first day of the session.</p> <p>Multiple registration for the session is not permitted (i.e. registration as an observer organization representative and a Party or State representative and/or press/media representative).</p>
<p>Conference venue opening and closing times</p>	<p>The conference premises will open by 8 a.m. and will close at 8 p.m. on each day of the session.</p>
<p>Badges</p>	<p>A badge is needed to gain access to the premises. For security reasons, all participants are requested to wear their badges at all times.</p>
<p>Side events and exhibits</p>	<p>No side events or exhibits will be organized for this session.</p>
<p>Disclaimer</p>	<p>Participants are strongly recommended to obtain comprehensive international medical insurance and other insurances, 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, the participants are personally responsible for the safety of any and all materials brought by them within the conference premises. The United Nations and the Convention secretariat disclaim all liability and responsibility for the loss, destruction or theft of any such material(s).</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 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>Press briefings</p>	<p>In order for the secretariat to provide adequate logistical and technical facilities, it would be useful to know to what extent observer organizations intend to brief the press/media during the forthcoming sessions. Responses should be addressed directly to the UNFCCC Press Office (telephone: +49 228 815 1005, fax: +49 228 815 1999, e-mail: <press@unfccc.int>).</p>
<p>Green behaviour during the sessions of the Convention</p>	<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>
<p>Electronic dissemination of information</p>	<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>