



**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 COP 22/CMP 12, 7–18 November 2016 Marrakech, Morocco**

I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the Paris Agreement of the forthcoming sessions:

- 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, Kingdom of Morocco. A map of the area is available at <<http://cop22.ma/en/marrakech-map>>.

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.

**Distribution:** To Parties and observer States to the United Nations Framework Convention on Climate Change through their national focal points, diplomatic missions accredited to the Federal Republic of Germany and the Kingdom of Morocco.



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Four annexes are attached to this notification as follows:

Annex I contains the provisional agendas for COP 22, CMP 12, SBSTA 45, and SBI 45 as well as the agenda for APA 1.2;

Annex II provides information on the preparatory meetings of the least developed countries, small island developing States, the African States and the Group of 77 and China;

Annex III provides information on protocol issues concerning credentials and on the list of speakers at the high-level segment; and

Annex IV provides key information for participants as well as recommendations for reducing the carbon footprint of the conference.

All additional information concerning the sessions will be posted on the UNFCCC website at <http://unfccc.int/2860.php> once they are available.

The online registration system (ORS), which allows Parties to nominate individuals electronically and efficiently to attend the sessions, was opened on 26 May 2016; it is the only official channel for nomination. More information about the registration process and ORS can be found at [https://onlinereg.unfccc.int/onlinereg/public/UNFCCC\\_ORIS\\_User\\_Manual-Parties\\_and\\_Observer\\_States.pdf](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Parties_and_Observer_States.pdf). The secretariat is not in a position to receive nominations by any other method such as e-mail, letter or fax.

Yours faithfully,

*(signed by)*

Patricia Espinosa



Annex I

**Provisional agendas**

**Provisional agenda for the twenty-second session of the Conference of the Parties**

**Marrakech, Morocco  
7–18 November 2016**

1. Opening of the session.
2. Organizational matters:
  - (a) Election of the President of the Conference of the Parties at its twenty-second session;
  - (b) Adoption of the rules of procedure;
  - (c) Adoption of the agenda;
  - (d) Election of officers other than the President;
  - (e) Admission of organizations as observers;
  - (f) Organization of work, including the sessions of the subsidiary bodies;<sup>1</sup>
  - (g) Dates and venues of future sessions;
  - (h) Adoption of the report on credentials.
3. Reports of the subsidiary bodies:
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
  - (b) Report of the Subsidiary Body for Implementation;
  - (c) Report of the Ad Hoc Working Group on the Paris Agreement.
4. Preparations for the entry into force of the Paris Agreement and the first session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement.
5. Consideration of proposals by Parties for amendments to the Convention under Article 15:
  - (a) Proposal from the Russian Federation to amend Article 4, paragraph 2(f), of the Convention;
  - (b) Proposal from Papua New Guinea and Mexico to amend Articles 7 and 18 of the Convention.
6. Report of the Adaptation Committee.
7. Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.
8. Development and transfer of technologies:

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<sup>1</sup> Annotations to the provisional agenda under this sub-item will include information on the organization of the second biennial high-level ministerial dialogue on climate finance (decisions 3/CP.19, paragraph 13, and 5/CP.21, paragraph 4), the high-level event on climate action (decision 1/CP.21, paragraph 120), and the facilitative dialogue (decision 1/CP.21, paragraph 115). The mandate to the COP contained in decision 1/CMP 11, Report of the Adaptation Fund Board, paragraph 9, whereby the COP would invite the Ad Hoc Working Group on the Paris Agreement to undertake the necessary preparatory work concerning the issue referred to in paragraph 8 of the same decision will also be reflected in the annotations of this sub-item.



- (a) Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network;
  - (b) Linkages between the Technology Mechanism and the Financial Mechanism of the Convention.
9. Second review of the adequacy of Article 4, paragraph 2(a) and (b), of the Convention.<sup>2</sup>
10. Matters relating to finance:
- (a) Long-term climate finance;
  - (b) Report of the Standing Committee on Finance and review of the functions of the Standing Committee on Finance;
  - (c) Report of the Green Climate Fund to the Conference of the Parties and guidance to the Green Climate Fund;
  - (d) Report of the Global Environment Facility to the Conference of the Parties and guidance to the Global Environment Facility;
  - (e) Sixth review of the Financial Mechanism;
  - (f) Initiation of a process to identify the information to be provided by Parties in accordance with Article 9, paragraph 5, of the Paris Agreement.<sup>3</sup>
11. Reporting from and review of Parties included in Annex I to the Convention.
12. Reporting from Parties not included in Annex I to the Convention.
13. Capacity-building under the Convention.
14. Implementation of Article 4, paragraphs 8 and 9, of the Convention:
- (a) Implementation of the Buenos Aires programme of work on adaptation and response measures (decision 1/CP.10);
  - (b) Matters relating to the least developed countries.
15. Gender and climate change.
16. Other matters referred to the Conference of the Parties by the subsidiary bodies.

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<sup>2</sup> Parties may recall that at COP 4, it “proved impossible to reach any agreed conclusions or decisions” on this matter (FCCC/CP/1998/16, para. 64). The item was therefore included in the provisional agenda for the fifth session of the COP in accordance with rules 10(c) and 16 of the draft rules of procedure being applied. The COP, at its fifth session, could not reach a conclusion on this matter (FCCC/CP/1999/6, para. 18) and following rules 10(c) and 16 of the draft rules of procedure being applied, the item was included in the provisional agenda for the sixth up to, and including, the twelfth sessions of the COP with a footnote reflecting a proposal made by the Group of 77 and China to amend the item to read “Review of the adequacy of implementation of Article 4, paragraph 2(a) and (b), of the Convention”. On a proposal by the President, and on the basis of the recommendation made by the SBI, it was decided at COP 14 to defer consideration of this item to COP 16 (FCCC/CP/2008/7, para. 10). The COP, at its sixteenth session, based on a proposal by the President, deferred its consideration of this item, pursuant to rule 13 of the draft rules of procedure being applied, to COP 17. This item was held in abeyance at COP 17, COP 18, COP 19, COP 20 and COP 21, and in accordance with rule 16 of the draft rules of procedure being applied, it will be considered at COP 22.

<sup>3</sup> See decision 1/CP.21, paragraph 55.



17. Administrative, financial and institutional matters:
  - (a) Audit report and financial statements for 2015;
  - (b) Budget performance for the biennium 2016–2017;
  - (c) Decision-making in the UNFCCC process.
  - (d) Review of the process established by decision 14/CP.1 relating to the selection and nomination of the Executive Secretary (at the level of Under-Secretary-General) and the Deputy Executive Secretary (at the level of Assistant Secretary-General).
18. High-level segment:
  - (a) Statements by Parties;
  - (b) Statements by observer organizations.
19. Other matters.
20. Conclusion of the session:
  - (a) Adoption of the report of the Conference of the Parties on its twenty-second session;
  - (b) Closure of the session.



**Provisional agenda for the twelfth session of the Conference of the Parties  
serving as the meeting of the Parties to the Kyoto Protocol**

**Marrakech, Morocco  
7–18 November 2016**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Election of replacement officers;
  - (c) Organization of work, including the sessions of the subsidiary bodies;
  - (d) Approval of the report on credentials;
  - (e) Status of ratification of the Doha Amendment to the Kyoto Protocol.
3. Reports of the subsidiary bodies:
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
  - (b) Report of the Subsidiary Body for Implementation.
4. Matters relating to the clean development mechanism.
5. Matters relating to joint implementation.
6. Report of the Compliance Committee.
7. Matters relating to the Adaptation Fund:<sup>1</sup>
  - (a) Report of the Adaptation Fund Board;
  - (b) Third review of the Adaptation Fund.
8. Report on the high-level ministerial round table on increased ambition of Kyoto Protocol commitments.
9. Reporting from and review of Parties included in Annex I:<sup>2</sup>
  - (a) National communications;
  - (b) Final compilation and accounting reports for the first commitment period for Annex B Parties under the Kyoto Protocol;
  - (c) Annual compilation and accounting report for the second commitment period for Annex B Parties under the Kyoto Protocol.
10. Capacity-building under the Kyoto Protocol.

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<sup>1</sup> The annotations of the provisional agenda of the COP under the agenda sub-item on organization of work will include the mandate from the decision 1/CMP.11, Report of the Adaptation Fund Board, paragraph 9 which invited COP 22 to request the Ad Hoc Working Group on the Paris Agreement to undertake the necessary preparatory work concerning the issue referred to in paragraph 8 of the same decision.

<sup>2</sup> The term “Party included in Annex I” is defined in Article 1, paragraph 7, of the Kyoto Protocol.



11. Matters relating to:
  - (a) Article 2, paragraph 3, of the Kyoto Protocol;
  - (b) Article 3, paragraph 14, of the Kyoto Protocol.
12. Other matters referred to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol by the subsidiary bodies.
13. Administrative, financial and institutional matters:
  - (a) Audit report and financial statements for 2015;
  - (b) Budget performance for the biennium 2016–2017.
14. High-level segment:
  - (a) Statements by Parties;
  - (b) Statements by observer organizations.
15. Other matters.
16. Conclusion of the session:
  - (a) Adoption of the report of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol on its twelfth session;
  - (b) Closure of the session.



**Provisional agenda for the  
Subsidiary Body for Scientific and Technological Advice  
Forty-fifth session**

**Marrakech, Morocco  
7–14 November 2016**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of the work of the session;
  - (c) Election of officers other than the Chair.
3. Nairobi work programme on impacts, vulnerability and adaptation to climate change.
4. Report of the Adaptation Committee.
5. Report of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.
6. Development and transfer of technologies:
  - (a) Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network;
  - (b) Technology framework under Article 10, paragraph 4, of the Paris Agreement.
7. Issues relating to agriculture.
8. Matters relating to science and review:
  - (a) Research and systematic observation;
  - (b) Advice on how the assessments of the Intergovernmental Panel on Climate Change can inform the global stocktake referred to in Article 14 of the Paris Agreement.
9. Impact of the implementation of response measures:
  - (a) Improved forum and work programme;
  - (b) Modalities, work programme and functions under the Paris Agreement of the forum on the impact of the implementation of response measures;
  - (c) Matters relating to Article 2, paragraph 3, of the Kyoto Protocol.
10. Methodological issues under the Convention:
  - (a) Greenhouse gas data interface;
  - (b) Emissions from fuel used for international aviation and maritime transport.





11. Methodological issues under the Kyoto Protocol:
  - (a) Land use, land-use change and forestry under Article 3, paragraphs 3 and 4, of the Kyoto Protocol and under the clean development mechanism;
  - (b) Carbon dioxide capture and storage in geological formations as clean development mechanism project activities.
12. Matters relating to Article 6 of the Paris Agreement:
  - (a) Guidance on cooperative approaches referred to in Article 6, paragraph 2, of the Paris Agreement;
  - (b) Rules, modalities and procedures for the mechanism established by Article 6, paragraph 4, of the Paris Agreement;
  - (c) Work programme under the framework for non-market approaches referred to in Article 6, paragraph 8, of the Paris Agreement.
13. Modalities for the accounting of financial resources provided and mobilized through public interventions in accordance with Article 9, paragraph 7, of the Paris Agreement.
14. Reports on other activities:
  - (a) Annual report on the technical review of information reported under the Convention by Parties included in Annex I to the Convention in their biennial reports and national communications;
  - (b) Annual report on the technical review of greenhouse gas inventories of Parties included in Annex I to the Convention;
  - (c) Annual report on the technical review of greenhouse gas inventories and other information reported by Parties included in Annex I, as defined in Article 1, paragraph 7, of the Kyoto Protocol.
15. Other matters.
16. Closure of and report on the session.



**Provisional agenda for the Subsidiary Body for Implementation  
Forty-fifth session**

**Marrakech, Morocco  
7–14 November 2016**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of the work of the session;
  - (c) Multilateral assessment working group session under the international assessment and review process;
  - (d) Facilitative sharing of views under the international consultation and analysis process;
  - (e) Other mandated events;
  - (f) Election of officers other than the Chair.
3. Reporting from and review of Parties included in Annex I to the Convention:
  - (a) Status of submission and review of second biennial reports from Parties included in Annex I to the Convention;
  - (b) Compilation and synthesis of second biennial reports from Parties included in Annex I to the Convention;
  - (c) Revision of the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications”;
  - (d) Report on national greenhouse gas inventory data from Parties included in Annex I to the Convention for the period 1990–2014;
  - (e) Compilation and accounting reports for Annex B Parties under Kyoto Protocol.
4. Reporting from Parties not included in Annex I to the Convention:
  - (a) Information contained in national communications from Parties not included in Annex I to the Convention;
  - (b) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention;
  - (c) Provision of financial and technical support;
  - (d) Summary reports on the technical analysis of biennial update reports of Parties not included in Annex I to the Convention.
5. Development of modalities and procedures for the operation and use of a public registry referred to in Article 4, paragraph 12, of the Paris Agreement.
6. Development of modalities and procedures for the operation and use of a public registry referred to in Article 7, paragraph 12, of the Paris Agreement.



7. Matters relating to the mechanisms under the Kyoto Protocol:
  - (a) Review of the modalities and procedures for the clean development mechanism;
  - (b) Procedures, mechanisms and institutional arrangements for appeals against decisions of the Executive Board of the clean development mechanism;
  - (c) Report of the administrator of the international transaction log under the Kyoto Protocol.
8. Matters relating to the least developed countries.
9. National adaptation plans.
10. Report of the Adaptation Committee.
11. Report of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.
12. Development and transfer of technologies:
  - (a) Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network;
  - (b) Scope and modalities for the periodic assessment of the Technology Mechanism in relation to supporting the implementation of the Paris Agreement;
  - (c) Poznan strategic programme on technology transfer.
13. Terms of reference for the review of the functions of the Standing Committee on Finance.
14. Capacity-building in developing countries:
  - (a) Third comprehensive review of the implementation of the framework for capacity-building under the Convention;
  - (b) Third comprehensive review of the implementation of the framework for capacity-building under the Kyoto Protocol;
  - (c) Paris Committee on Capacity-building.
15. Impact of the implementation of response measures:
  - (a) Improved forum and work programme;
  - (b) Modalities, work programme and functions under the Paris Agreement of the forum on the impact of the implementation of response measures;
  - (c) Matters relating to Article 3, paragraph 14, of the Kyoto Protocol;
  - (d) Progress on the implementation of decision 1/CP.10.
16. Gender and climate change.
17. Administrative, financial and institutional matters:
  - (a) Budget performance for the biennium 2016–2017;
  - (a) Audit report and financial statements for 2015;
  - (b) Other financial matters.
18. Reports on activities related to the implementation of Article 6 of the Convention.
19. Other matters.
20. Closure of and report on the session.



**Agenda for the Ad Hoc Working Group on the Paris Agreement  
Second part of the first session**

**Marrakech, Morocco  
7–14 November 2016**

1. Opening of the session.
2. Organizational matters:
  - (a) Election of officers;
  - (b) Adoption of the agenda;
  - (c) Organization of the work of the session.
3. Further guidance in relation to the mitigation section of decision 1/CP.21 on:
  - (a) Features of nationally determined contributions, as specified in paragraph 26;
  - (b) Information to facilitate clarity, transparency and understanding of nationally determined contributions, as specified in paragraph 28;
  - (c) Accounting for Parties' nationally determined contributions, as specified in paragraph 31.
4. Further guidance in relation to the adaptation communication, including, inter alia, as a component of nationally determined contributions, referred to in Article 7, paragraphs 10 and 11, of the Paris Agreement.
5. Modalities, procedures and guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement.
6. Matters relating to the global stocktake referred to in Article 14 of the Paris Agreement:
  - (a) Identification of the sources of input for the global stocktake;
  - (b) Development of the modalities of the global stocktake.
7. Modalities and procedures for the effective operation of the committee to facilitate implementation and promote compliance referred to in Article 15, paragraph 2, of the Paris Agreement.
8. Further matters related to implementation of the Paris Agreement:
  - (a) Preparing for the entry into force of the Paris Agreement;
  - (b) Preparing for the convening of the first session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement;
  - (c) Taking stock of progress made by the subsidiary and constituted bodies in relation to their mandated work under the Paris Agreement and section III of decision 1/CP.21, in order to promote and facilitate coordination and coherence in the implementation of the work programme, and, if appropriate, take action, which may include recommendations.
9. Other matters.
10. Closure of and report on the session.



Annex II

**List of preparatory meetings**

Least developed countries	1 to 2 November 2016	Palais des Congrès de Marrakech Avenue de France Marrakech, Kingdom of Morocco
Small island developing States	3 to 4 November 2016	
African States	3 to 4 November 2016	
Group of 77 and China	5 to 6 November 2016	Conference Centre Bab Ighli Marrakech, Kingdom of Morocco



### Annex III

## **Protocol Issues**

### **High-level segment of the session**

The high-level segment, to be attended by dignitaries, ministers and other senior officials, will be inaugurated in the morning of Tuesday, 15 November 2016. Heads of State and Government have been invited by His Majesty Mohammed VI, King of Morocco, to participate in the high-level segment on that day.

Parties will have only one opportunity to deliver a national statement at the joint plenary meetings of the COP and the CMP to be held during the high-level segment, on Tuesday, 15 November, and Wednesday, 16 November. National statements may be delivered by the Head of State or Government, a minister or the head of delegation.

There will be one list of speakers for Parties to both the Convention and its Kyoto Protocol. The list will be prepared adhering strictly to rank and seniority of the speaker. Given the number of Parties and the limited time available for statements, it will be necessary to limit the duration of each statement. Parties may wish to note that, as per SBI guidance urging Parties and presiding officers to conclude the conference in a timely manner, statements must not exceed three minutes. Statements on behalf of groups, where other members of the group do not speak, are strongly encouraged and additional time will be provided for these. In fairness to all speakers, time limits will be strictly enforced. Following United Nations practice, a mechanism will be used to assist speakers in respecting this limit. A bell system will signal to speakers when the time limit is exceeded. Speakers will be interrupted should they exceed the time limit.

Parties are encouraged to take advantage of the offer made by the secretariat to reduce their oral statements to the three-minute limit as the full versions of all the statements will be posted on the UNFCCC website.

Hard copies of statements will not be circulated in plenary during the high-level segment. In order to have their national statements posted on the UNFCCC website, Parties are requested to send an electronic file containing the statements in advance to the following e-mail address: [external-relations@unfccc.int](mailto:external-relations@unfccc.int).

The list of speakers will be open for registration from Wednesday, 7 September, to Friday, 28 October 2016. Requests received before Wednesday, 7 September 2016, cannot be considered. The attached form should be sent to the External Relations Officer, Conference Affairs Services by e-mail at: [sessions@unfccc.int](mailto:sessions@unfccc.int) or fax at +49 228 815 1999.

Please note that the submission of the form for the registration of dignitaries, ministers and heads of delegations to speak at the high-level segment does not constitute being registered for the conference. Therefore, Parties are reminded to register their speakers in the online registration system to ensure that the speakers have access to the conference premises.

No decisions will be taken in the joint meetings of the COP and the CMP. Separate meetings of the COP and the CMP will be held in the afternoon of Thursday, 17 November, and Friday, 18 November, for the consideration and adoption of recommended decisions and conclusions.



## **Credentials of Parties to the Convention and its Kyoto Protocol**

In accordance with rule 19 of the Draft Rules of Procedure being applied, the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat no later than 24 hours after the opening of COP 22. Any later change in the composition of the delegation shall also be communicated to the secretariat as early as possible.

The credentials must be issued by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. They should indicate the date and place where the instrument was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim, as the Head of State or Government or as the Minister of Foreign Affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

The secretariat wishes to remind Parties that, in accordance with decisions 17/CP.9 and 36/CMP.1, only one set of credentials is necessary to cover the participation of Parties to the Convention and Parties to the Kyoto Protocol in the COP at its twenty second session and the CMP at its twelfth session.

Original credentials, duly signed as indicated above, written in one of the six official languages of the United Nations<sup>1</sup>, should be deposited during COP 22 with the External Relations counter, located at the Information Desk in the Conference Center at Bab Ighli. No other office or authority of the secretariat or the Host Country is designated to receive credentials.

The receipt of the document will be acknowledged by the secretariat in writing on a copy of the original. Please provide a copy of the original document for that purpose. A list of valid credentials will be posted on the official site of the secretariat at <<http://unfccc.int/2860.php>>. The secretariat strongly recommends Parties to verify that their credentials have been listed on the official site of the secretariat. In accordance with rule 20 of the Draft Rules of Procedure being applied, the Bureau will examine the credentials and submit its report to the COP.

Information concerning the appointment of representatives participating in the sessions which is communicated by means of facsimile or e-mail or as letters or notes verbales from ministries, embassies, permanent missions to the United Nations or other participating government offices or authorities, or through local United Nations Offices, will not be considered as credentials.

Parties may also wish to note that should the secretariat be requested to confirm a quorum for the COP to take decisions during the conference, the quorum will be determined on the basis of Parties that have submitted valid credentials. In accordance with rule 31 of the Draft Rules of Procedure being applied (FCCC/CP/1996/2), the presence of two thirds of the Parties to the Convention (i.e., 130 Parties) will be required for any decision to be taken.

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<sup>1</sup> Credentials may be submitted in Arabic, Chinese, English, French, Russian or Spanish. To facilitate the examination of credentials, a courtesy translation in English would be appreciated if the credentials have been executed in another language.



**Registration form – COP 22/CMP 12 high-level segment**

**List of speakers for the high-level segment**

United Nations Climate Change Conference, 15 and 16 November 2016

The list of speakers will be open for registration from Wednesday, 7 September, to Friday, 28 October 2016. Parties wishing to deliver a national statement on Tuesday, 15 November, and Wednesday, 16 November 2016 during the high-level segment of COP 22/CMP 12, are requested to complete this form electronically and return it to the secretariat. Please note that this form is attached in a separate Word file for your convenience. Illegible forms cannot be acted upon.

Parties are reminded to include the speaker in the online registration system for participation in the sessions as completion and submission of the form for the registration of dignitaries, ministers and heads of delegations to speak at the high-level segment does not constitute being registered for the conference. All participants must be registered in the online registration system in order to have access to the conference premises.

**Requests received before Wednesday, 7 September 2016, cannot be considered.  
Please note that the nomination of representatives of a Party to attend the sessions does not imply inclusion in the list of speakers**

Party/Country \_\_\_\_\_

Name of speaker \_\_\_\_\_  
(Mr./Ms.) (First name) (Middle initial) (Last name)

Title/Position \_\_\_\_\_

Institution \_\_\_\_\_

Contact person \_\_\_\_\_

Title of contact person \_\_\_\_\_

Institution \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature of the contact person \_\_\_\_\_ Date: \_\_\_\_\_

**E-mail address:** Climate Change Secretariat  
E-mail: <sessions@unfccc.int >



Annex IV**Information for participants**

<b>Official documents</b>	Please consult the UNFCCC website at < <a href="http://maindb.unfccc.int/library">http://maindb.unfccc.int/library</a> > for all available documents.
<b>Overview of the sessional period</b>	A preliminary overview of the sessional period is available on the UNFCCC website at < <a href="http://unfccc.int/2860.php">http://unfccc.int/2860.php</a> > It will be updated periodically.
<b>Funding</b>	<i>A separate communication on funding will be sent to all eligible Parties in due course.</i>
<b>Visas</b>	<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: &lt;<a href="https://www.diplomatie.ma/en/VisiterleMaroc/Formalitesetprocedures/tabid/2882/vw/1/ItemID/7897/language/en-US/Default.aspx">https://www.diplomatie.ma/en/VisiterleMaroc/Formalitesetprocedures/tabid/2882/vw/1/ItemID/7897/language/en-US/Default.aspx</a>&gt;.</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: &lt;<a href="http://www.cop22.ma/sites/default/files/Procedures%20for%20granting%20entry%20visas%20to%20Morocco.pdf">http://www.cop22.ma/sites/default/files/Procedures%20for%20granting%20entry%20visas%20to%20Morocco.pdf</a>&gt;.</p> <p><b>1. Visa arrangements for participants who have been duly registered and confirmed in the UNFCCC Online Registration System (ORS):</b></p> <p>Parties and observer States 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><b>Important:</b></p> <p>Participants duly registered and confirmed in the ORS are <b>not required</b> 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 &lt;<a href="http://www.cop22.ma/en/content/my-journey-marrakech-0">http://www.cop22.ma/en/content/my-journey-marrakech-0</a>&gt;.</p> <p><b>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:</b></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>



<b>Hotels</b>	Information on accommodation and hotels can be found on the host government's web pages for the sessions at < <a href="http://cop22.b-network.com/Default.aspx">http://cop22.b-network.com/Default.aspx</a> >.
<b>Online nominations and registration</b>	Online registration for Parties and observer States to nominate their representatives is currently open. Please confirm your delegation as soon as possible but well before the sessions.
<b>Side events and exhibits</b>	<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>Organizers, speakers, participants and technical staff for side events and exhibits must be nominated as representatives of Parties or admitted observer organizations for the sessions to ensure that they are granted access to the premises.</p>
<b>Registration</b>	<ul style="list-style-type: none"> <li>• All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions are free of charge.</li> <li>• Upon arrival at the conference venue at Bab Ighli, you are requested to register at the Registration counter during the opening hours indicated below.</li> <li>• The acknowledgement letter generated by the online registration system and a valid passport or a national identification card should be presented to registration staff.</li> </ul>
<b>Registration opening hours</b>	<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., except Sunday, 13 November 2016.</p> <p>To avoid delays, it is highly recommended that you register as early as possible and before Saturday, 5 November.</p> <p>Please be aware that you can only register once for the sessions. Double registration (e.g. as a State representative and an observer organization representative, or as a State representative and a press/media representative) is not permitted.</p>
<b>Badges</b>	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 in the online registration system. For security reasons, all participants are requested to wear their badges visibly at all times.
<b>Press briefings</b>	Parties and observer States intending to hold press/media briefings during the sessions should inform the UNFCCC 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 e-mail address < <a href="mailto:pressconf@unfccc.int">pressconf@unfccc.int</a> >. More information on press conferences can be found at < <a href="http://unfccc.int/press/items/4862.php">http://unfccc.int/press/items/4862.php</a> >.
<b>Sustainability</b>	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.



<p><b>Disclaimer</b></p>	<p><b>Participants are strongly advised to obtain comprehensive international medical insurance for the duration of their stay.</b> 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.</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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