



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 wish to notify United Nations Secretariat units and bodies, specialized agencies and related organizations of the session of the Ad Hoc Working Group on the Durban Platform (ADP), which will take place from Monday, 19 October to Friday, 23 October 2015 at the World Conference Center Bonn, Germany.

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.

It would be appreciated if the names, titles and contact details (including address, telephone, and e-mail) of the representatives of your organization who will attend the sessions could be communicated to the secretariat **not later than Friday, 2 October 2015**, at the following address:

Climate Change Secretariat
P.O. Box 260 124
53153 Bonn, Germany

E-mail: <sessions@unfccc.int>. (Please use this address for all matters concerning nominations.)

The annex attached to this notification 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

Distribution: To United Nations secretariat units and bodies, specialized agencies and related organizations.



Annex I

Information for participants

Essential documents	Please consult the UNFCCC website < http://maindb.unfccc.int/library > for all available essential documents.
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 <u>free public transportation ticket</u> 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 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>
Registration at the conference venue	<ul style="list-style-type: none">• Upon arrival at the <u>World Conference Center</u>, 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.• A valid photo ID should be presented to registration staff. <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>
Conference venue opening and closing times	The conference premises will open by 8 a.m. and will close at 8 p.m. on each day of the session.
Badges	A badge is needed to gain access to the premises. For security reasons, all participants are requested to wear their badges at all times.
Side events and exhibits	No side events or exhibits will be organized for this session.



<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>