



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 28 August 2014
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NOTIFICATION

United Nations Climate Change Conference 20 to 25 October 2014 Bonn, Germany

I wish to notify United Nations Secretariat units and bodies, specialized agencies and related organizations of the sixth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2.6), which will be held from 20 to 25 October 2014 in Bonn, Germany. The session will take place at the World Conference Center Bonn (WCCB), Platz der Vereinten Nationen 2, 53113 Bonn.

The adopted agenda is available on the UNFCCC website at:

http://unfccc.int/meetings/bonn_oct_2014/session/8417/php/view/agenda.php

There will be some space constraints at the WCCB during the session. Consequently, only a limited number of participants can be accommodated and it will not be possible to organize side events or exhibits. United Nations Secretariat units and bodies, specialized agencies and related organizations are invited to consider this situation when making their nominations.

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, 19 September 2014**, at the following address:

Climate Change Secretariat
P.O. Box 260 124
53153 Bonn, Germany
Fax: +49 229 815 1999

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

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



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Two annexes are attached to this notification.

Annex I provides useful information for participants, including opening hours for the registration desk. Annex II provides recommendations for greening the session.

Any additional information will be posted on the UNFCCC website <www.unfccc.int>.

Yours sincerely,

(Signed by)

Christiana Figueres



Information for participants

Essential documents	Please consult the UNFCCC website < http://maindb.unfccc.int/library > for all available essential documents.
Registration	<ul style="list-style-type: none">All participants are requested upon arrival at the Conference venue to proceed to the registration desk, which will be open from Saturday, 18 October 2014, 8 a.m. in order to collect their badges to access the conference premises.A valid photo ID should be presented to registration staff. <p>Registration Times:</p> <ul style="list-style-type: none">Saturday, 18 October 2014 to Saturday, 25 October 2014 from 8.00 a.m. to 6.00 p.m. <p>Early registration on Saturday, 18 October 2014 or Sunday, 19 October 2014 is highly recommended to avoid delays on the first day of the session.</p>
Conference venue opening and closing times	The conference venue will open by 8 a.m and will close at 8 p.m. for the duration 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.
Press briefings	In order for the secretariat to provide adequate logistical and technical facilities, it would be useful to know to what extent United Nations organizations intend to brief the press/media during the forthcoming sessions. Responses should be addressed directly to the UNFCCC Press Office, e-mail: < pressconf@unfccc.int >
Hotels	Combined service of accommodation and public transport. Hotel bookings placed through the link to the City of Bonn's designated page for the sessions http://www.bonn-region.de/UNFCCC-ADP2-6 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. For further assistance, please contact: E-mail: a.isengard@bonn-region.de . Telephone: +49 (0) 2 28/ 910 41 33
Pigeonholes	In order to reduce wastage of publications and papers, the secretariat has decided to discontinue the use of pigeonholes at the sessions of the Convention and its Kyoto Protocol. Messages to Parties and IGOs may be conveyed and collected at the information desk, located in the main foyer. Participants are kindly requested to check with the information desk for this purpose.



Annex II

Recommendations for greening the session

Travel	<p>For shorter trips, use the train instead of a car/coach and plane.</p> <p>Participants in a position to do so are encouraged to consider offsetting the carbon footprint associated with their attendance of the Conference.</p>
Accommodation	<p>Stay in hotels which operate in an environmentally responsible manner.</p> <p>Select a hotel located near public transportation.</p> <p>Request group pick-up from the hotel when local transport is not an option.</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>
