



Conference of the Parties

Twenty-first session

Paris, 30 November to 11 December 2015

Item 2(c) of the provisional agenda

Organizational matters

Adoption of the agenda

Provisional agenda and annotations

Note by the Executive Secretary

Addendum

Arrangements for the opening of the twenty-first session of the Conference of the Parties, the Leaders Event, the work of the negotiating bodies and the joint high-level segment

I. Introduction

1. Given the political significance of the outcomes of the United Nations Climate Change Conference to be held in Paris, France, the Subsidiary Body for Implementation (SBI) invited the President Designate of the twenty-first session of the Conference of the Parties (COP) and the eleventh session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), in consultation with the secretariat and the Bureau, to finalize the details of the arrangements for COP 21 and CMP 11, including the high-level segment.¹
2. Following consideration by the Bureau at its most recent meetings, information on the arrangements for COP 21 and CMP 11, including for the opening of COP 21, the Leaders Event, the work of the negotiating bodies and the joint high-level segment, is provided in this note.
3. The Paris Conference will continue to be organized in a flexible manner adaptable to evolving circumstances and new developments, and will be guided by the paramount principles of openness, transparency and inclusiveness.

¹ FCCC/SBI/2015/10, paragraphs 119 and 120.



II. The opening of the twenty-first session of the Conference of the Parties and the Leaders Event

4. **On Monday, 30 November, the President of COP 20/CMP 10 will open COP 21 and call for the election of the President of COP 21/CMP 11.** The election will be followed by welcoming statements, after which the first meeting of the COP will be adjourned. The COP will not take up any items on its provisional agenda or hear statements from Parties or groups at this time.

5. **Following the adjournment of the first COP meeting, the opening ceremony of the Leaders Event will be held.** On 30 September 2015, the President of France and the President Designate of COP 21/CMP 11 extended an invitation to Heads of State and Government to address the conference at the Leaders Event, on the opening day of COP 21. The Leaders Event will be an informal event held under the auspices of the President of France and will be an integral part of the Paris Conference. The Leaders Event will provide an opportunity for Heads of State and Government to add political impetus to the conference before official business is taken up on Tuesday, 1 December.

6. **For the Leaders Event, a list of speakers will be established in accordance with United Nations protocol.** In fairness to all speakers, it is necessary to limit the duration of each statement to three minutes. Longer versions of the statements can be posted on the UNFCCC website. To accommodate the high number of speakers, two parallel meetings will be required.

7. **Parties are encouraged to consider the statement delivered by their Head of State or Government during the Leaders Event as their national statement for the Paris Conference.** Statements made during the Leaders Event will be referred to in the report on the session.

8. Parties that do not speak during the Leaders Event will have the opportunity to address the conference during the joint COP/CMP high-level segment, which opens in the second week of the conference (see chapter IV below).

9. Logistical and practical information on the Leaders Event with the registration form for the list of speakers, as well as additional information on the high-level segment, has been provided in a notification to Parties dated 30 October 2015.²

10. Additional information, including information on plenary access for the Leaders Event, will be made available on the Paris Conference Information Hub.³ The Government of France can be contacted regarding the Leaders Event at <chefs-etat-gouvernement.COP21@diplomatie.gouv.fr>.

III. Arrangements for the work of the negotiating bodies

11. **The substantive work for all bodies will be launched on Tuesday, 1 December.** On that day, the COP will consider its agenda for adoption and begin its work. The session of the CMP will open, and the CMP will consider its agenda for adoption and begin its work. A joint plenary of the COP and the CMP will be convened to hear statements from groups on the work to be taken up under these two bodies. In the interest of time management, Parties are encouraged to post their statements on the submissions portal⁴

² Available at <http://unfccc.int/parties_and_observers/notifications/items/3153.php>.

³ <<http://newsroom.unfccc.int/cop21parisinformationhub/cop-21cmp-11-information-hub-leaders-and-high-level-segment/>>.

⁴ <<http://www.unfccc.int/5900>>.

rather than deliver them in plenary. In addition, the sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the SBI will open, and the SBSTA and the SBI will consider their agendas for adoption and begin their work. The session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) will also open, and the ADP will resume its work. These bodies will continue to meet during the first week of the conference.

12. **The sessions of the SBSTA and the SBI will close on Friday, 4 December. The ADP is expected to finalize its work and report on it to the COP no later than Saturday, 5 December.** A COP plenary will be convened on Saturday, 5 December, to consider the report of the ADP and decide on the next steps.

13. The work of the COP will be organized in a flexible manner adaptable to new circumstances and developments, and will be guided by the principles of openness, transparency and inclusiveness.

14. Informal plenary meetings of the COP and the CMP will be organized during the second week, as needed, to take stock of progress and ensure transparency. These meetings, if convened, will be open to observers.

15. **To enable the COP and the CMP to adopt all decisions, including the text of the protocol, another legal instrument, or an agreed outcome with legal force, and ensure a timely and orderly closure of the conference, all negotiations must conclude by Wednesday, 9 December.** Such arrangements will ensure that document processing, translation into other official United Nations languages and the requisite legal and linguistic reviews can be completed for the aforementioned text prior to its presentation to the COP for consideration and adoption.

16. **On Thursday, 10 December,** the COP and the CMP will convene in plenary meetings to consider all draft decisions ready for adoption. **On Friday, 11 December,** the COP will consider for adoption the outcomes of the ADP negotiations. Any final outstanding decisions will also be considered for adoption by the COP and the CMP, followed by the closure of their sessions.

IV. Arrangements for the joint high-level segment

17. The arrangements for national statements during the high-level segment will be organized in such a way as to repeat the positive experience from recent sessions, at which statements did not run beyond the foreseen time frame. In keeping with recent practice, there will be one list of speakers, and each Party, including Parties to both the Convention and its Kyoto Protocol, will speak only once. In line with the practice at previous sessions, statements must not exceed three minutes of duration. Longer versions of the statements can be posted on the UNFCCC website.

18. Statements on behalf of groups of Parties and national statements by representatives of Parties will be heard on 7 and 8 December. As noted in paragraph 7 above, Parties are encouraged to consider a statement delivered by their Head of State or Government during the Leaders Event as their national statement for the Paris Conference. Statements by representatives of intergovernmental organizations and non-governmental organizations will be heard upon completion of statements by Parties.

19. As recommended by the SBI, the delivery of statements by representatives of Parties, intergovernmental organizations and non-governmental organizations in the joint

meetings of the COP and the CMP during the high-level segment should be kept concise and respect the recommended time limits established for previous sessions.⁵

20. The COP will meet to address any pending issues from the ADP negotiations as decided by the COP at its meeting on Saturday, 5 December (see para. 12 above). This process is expected to involve heads of delegations so as to resolve any outstanding issues. The organization of this work will be guided by the principles of openness, transparency and inclusiveness.

V. Further arrangements and information

21. The COP, by decision 1/CP.20, paragraph 21, encouraged the Executive Secretary and the President of the Conference of the Parties to convene an annual high-level event on enhancing implementation of climate action. **Accordingly, an Action Day will be held on Saturday, 5 December 2015.** In addition, the Lima–Paris Action Agenda, referred to as the LPAA, will feature a series of focus days from Tuesday, 1 December, to Tuesday, 8 December, on action areas including agriculture, forests, transport, renewable energy, energy access and efficiency, resilience, cities and subnational entities, private finance, business, innovation, buildings and short-term pollutants.

22. In keeping with the principles of openness, transparency and inclusiveness, the Paris Conference will make maximum use of informal plenary meetings, the enhanced availability of electronic documentation, timely meeting announcements and the broadcasting of meeting information on closed-circuit television, the UNFCCC website and Twitter.

23. Further information on arrangements is available on the Paris Conference Information Hub,⁶ which provides quick access to relevant information and news.

24. An overview schedule of the Paris Conference is contained in the annex. As for previous conferences, a detailed overview schedule⁷ will be updated continually.

⁵ FCCC/SBI/2014/8, paragraphs 218–221.

⁶ <<http://newsroom.unfccc.int/cop21parisinformationhub/>>.

⁷ Available at <http://unfccc.int/meetings/paris_nov_2015/meeting/8926/php/view/schedule.php>.

Annex

Scenario for the United Nations Climate Change Conference in Paris

<i>Day</i>	<i>Pre-sessional (23–29 November)</i>	<i>Week 1 (30 November to 6 December)</i>	<i>Week 2 (7–11 December)</i>
Monday	LDC preparatory meetings	COP opening Leaders Event	High-level segment: Statements of groups and national statements followed by statements of observers
Tuesday		Launch of work: COP, CMP, SBSTA, SBI and ADP	
Wednesday	African Group preparatory meetings SIDS preparatory meetings	Meetings of bodies	Deadline: conclusion of work by all bodies
Thursday		Meetings of bodies	COP and CMP plenary meetings: draft decisions and conclusions ready for consideration and adoption Document processing, translation into other official United Nations languages, legal and linguistic reviews
Friday	Group of 77 and China preparatory meetings	SBSTA and SBI closing plenary	CMP closing plenary COP closing plenary: consideration and adoption of the outcomes of the ADP negotiations
Saturday		ADP closing meeting COP plenary Action Day	Departure of delegates
Sunday	Preparation for the arrival of Heads of State and Government	Informal meetings and consultations	

Abbreviations: ADP = Ad Hoc Working Group on the Durban Platform for Enhanced Action, CMP = Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, COP = Conference of the Parties, LDC = least developed countries, SBI = Subsidiary Body for Implementation, SBSTA = Subsidiary Body for Scientific and Technological Advice, SIDS = small island developing States.