



United Nations
Framework Convention on
Climate Change

How to COP

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A handbook for hosting United Nations Climate Change Conferences



How to COP

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Foreword



United Nations climate change conferences have grown exponentially in the past two decades—from small working sessions into the largest annual conferences currently held under the auspices of the United Nations, and are now among the largest international meetings in the world. The intergovernmental negotiations, under the United Nations Framework Convention on Climate Change (UNFCCC), have likewise become increasingly complex and involve an ever-increasing number of officials from governments all over the world, at all levels, as well as huge numbers of representatives from civil society and the global news media.

The organizational, managerial and logistical challenges of hosting these conferences have also increased dramatically. The level of financial resources, communications management and internal cooperation required for hosting a successful United Nations climate change conference—sometimes referred to simply as a COP (Conference of the Parties)—now requires nothing short of a nationwide cooperative effort by the host country.

The United Nations Climate Change Secretariat, with the generous financial support of the Government of Qatar, has developed this handbook as a practical reference tool to assist host country governments in addressing the myriad organizational challenges they face when hosting the climate negotiations. The handbook provides a practical introduction for countries preparing to host, as well as a key reference tool for countries that may consider offering to host negotiations in the future. The handbook presents extensive and detailed information on a range of organizational and managerial issues, and reflects many of the lessons learned and best practices from previous host governments.

To launch this effort, the United Nations Climate Change Secretariat's Conference Affairs Services programme held a brainstorming workshop –“How to COP” – in Bonn in early 2013. The workshop brought together host government representatives from 11 previous COPs, senior United Nations staff and the relevant service programmes from the UNFCCC secretariat to reflect on their experiences, exchange views and provide strategic inputs for inclusion in the handbook. Discussions focused on a range of organizational challenges, with a view to identifying good practices and policies.

By helping host countries organize more efficient and effective meetings, the handbook will hopefully help Parties advance their level of international cooperation on climate change and fulfil the objectives and goals of the United Nations Framework Convention on Climate Change and the Kyoto Protocol.



Salwa Dallalah

Acknowledgements

The *How to COP* handbook is a publication of the United Nations Climate Change Secretariat. The Government of Qatar provided considerable expertise and generous financial support for its development. The handbook—much like the conferences it describes—required a solid team effort. There are many individuals without whom this project would not have been possible.

Key contributions and insights came from participants in the Bonn workshop “How to COP”, which included representatives from previous conferences and the United Nations: Reda Ibrahim Ali, Ala Almoman, Maria Hohn-Berghorn, Umberto Cadamuro, Vladimir Gratchev, Asogan Moodley, Kevin O Hanlon, Svend Olling, Ernesto Cespedes Oropeza, Atilio Savino, Harald Schütz, Rajesh Sethi, Michael Sutcliffe and Rudy Van-Dijck. Workshop facilitators were Christina Janssen and Barbara Vogel from Advaia Diversity Solutions.

Staff members of the United Nations Climate Change Secretariat provided essential contributions on their areas of expertise, as well as helpful commentary on all sections: Bernardo Büchner-Regazzoni, June Budhooram, Alexander Demissie, Bhava Dhungana, Lalit Dwivedi, Megumi Endo, Dragoslav Jovanovic, John Kiarie, Juliet Kigundu, Sanjai Padmanabhan, Horacio Peluffo, Alexander Saier, Hedwig Sandoval, Grace Smith, Nathalie Sneider, Vineet Topa, Vera-Lynn Watson and Dennis Winkler.

Richard Kinley, Deputy Executive Secretary provided inputs and comments on the draft manuscript.

Sascha Strobel and Simone Swidersky provided administrative and logistical support for the workshop and handbook. Marcus Richardson edited the draft manuscript.

Henry Dallal, Hala Kilani and Jiao Tang also made valuable contributions to the handbook.

Many photographs are courtesy of International Institute for Sustainable Development.

The contents of this publication do not necessarily reflect the views or policies of the United Nations Climate Change Secretariat or contributing organizations or individuals.

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The essentials for host countries

<p>Hosting a United Nations climate change conference is a formidable—but rewarding—challenge. These conferences are now the largest annual international negotiations under the United Nations and are among the largest international meetings in the world. Host countries will need to appreciate the scale of the undertaking: success calls for a coordinated, cooperative effort on a national scale.</p>	<p>Time is of the essence. At the Bonn workshop “How to COP”, many representatives from previous host countries emphasized the importance of early planning and, in retrospect, wished they had started planning sooner and made better use of the time available. Host countries should start their planning processes as early as possible and work closely with the United Nations Climate Change Secretariat throughout the planning process.</p>	<p>Host countries should fully understand the relationship between the substantive negotiations and organizational matters. The expected substantive outcomes will shape the conference—the numbers of attendees, the services and security required, as well as the number of high-level diplomats and Heads of State attending. The organizational and managerial teams should work closely with the Presidency and the negotiating team.</p>
<p>Make the Host Country Agreement (HCA) the road map to success. The HCA puts in place the required legal infrastructure to organize the conference in the host country and provides the basis for most organizational and planning issues. The HCA will be critical for success and will ultimately need to be translated into reality on the ground.</p>	<p>Proper protocol always matters. A successful conference requires a high level of cooperation and professionalism in a multilateral environment from all participants—national governments, international and non-governmental organizations and the United Nations system. This often requires an in-depth understanding of the various layers of protocol and formal diplomatic rules. It is important that the host country work in close cooperation with the secretariat and that the division of labour be crystal clear.</p>	<p>Civil society engagement is essential—they are the eyes and ears of the world. Host countries should promote a broad civil society engagement strategy, based on the principles of transparency, openness and inclusiveness. In recent years, host countries have pursued a proactive consultative process among the different stakeholder groups, at the national and international level, with the goal of building support for the conference.</p>
<p>Media management and facilitation is vital. The press and media will tell the story of the conference to the world. Close collaboration between the secretariat and the host country is key for shaping and synchronizing the media messages of the conference. It is also needed to manage the participation of media representatives.</p>	<p>Accommodation is always a challenge. Ensuring the availability of suitable, affordable, conveniently located hotels and other types of accommodation for tens of thousands of participants can present a major challenge. In addition, host countries often have limited bargaining power with privately owned hotels. Previous hosts have recommended planning early and using a centralized booking agency.</p>	<p>It’s not easy being green. The conferences generate considerable greenhouse gas emissions. Host countries will need to take proactive steps to achieve carbon neutrality. Civil society and the media will raise tough questions on the sustainability aspects of all organizational matters relating to the conference, from emissions offsets to waste management. Host countries will need to be well prepared with answers.</p>

1 Introduction

The United Nations Climate Change Secretariat has developed this handbook on conference management to assist governments in hosting United Nations climate change conferences—the negotiating sessions of the UNFCCC Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (the COP and CMP, but often simply referred to as the COP). In other words, the handbook provides a practical introduction for host countries on “How to COP”. It presents extensive information on a range of organizational and managerial issues, and reflects many of the lessons learned and best practices from previous host countries.

Bonn workshop: How to COP

To launch this handbook, the Conference Affairs Services programme of the UNFCCC secretariat held a brainstorming workshop – “How to COP” – in Bonn in May 2013. The workshop brought together host country representatives from 11 previous COPs, senior United Nations staff and service programme staff from the UNFCCC secretariat to reflect on their experiences, exchange views and provide strategic inputs for the handbook. Discussions focused on a range of organizational challenges, with a view to identifying good practices and policies to assist future host countries.

Many chapters of this handbook include “Tips from the Bonn workshop”—intended as frank and helpful advice for future hosts from previous host countries. The handbook also includes detailed contributions from UNFCCC COP organization project leads on their areas of expertise – from protocol and external relations, to observers and conference logistics, to sustainability and greening, to IT and media-related issues.

Participants in the Bonn workshop “How to COP” share their experiences and lessons learned.



2 Getting started

a. A United Nations climate change conference: What is a COP/CMP?

United Nations climate change conferences are the foremost global forum for multilateral discussion of climate change matters. The conferences, normally held every year in different locations around the world, are convened under the United Nations Framework Convention on Climate Change (UNFCCC), an international treaty adopted in 1992. The treaty has the key objective to “stabilize greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system”.

Under the UNFCCC, governments agreed to cooperatively consider what they could do to limit average global temperature increases and the resulting climate change, and to cope with the impacts. The annual conferences therefore serve as the formal meetings of the UNFCCC Parties (known as the Conference of the Parties—or the COP) to assess their progress.

In 2005, the Kyoto Protocol to the UNFCCC entered into force. Since then, the conferences have included the sessions of Parties of the Kyoto Protocol (known as the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol or the CMP), which take place in conjunction with the sessions of the COP.

The conferences also include sessions of the permanent subsidiary bodies—the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Subsidiary Body for Implementation (SBI), as well as any ad hoc negotiating groups. The UNFCCC secretariat supports all institutions involved in the negotiations, as well as the COP/CMP Bureau, the executive body that advises the President of the conference on organizational issues.

The conferences have grown steadily in the past two decades and are now the largest annual meetings convened by the United Nations. Dignitaries and Heads of State or Government from around the world regularly attend COP and CMP sessions. In addition to government delegates, the conferences attract a significant number of civil society representatives, as well

The UNFCCC and Kyoto Protocol

Currently with 195 Parties, the UNFCCC has near universal membership and is the parent treaty of the 1997 Kyoto Protocol. Under the Protocol, 37 States, mostly industrialized countries, currently have legally binding emission limitation and reduction commitments. Currently, there are 192 Parties (191 States and 1 regional economic integration organization) to the Kyoto Protocol to the UNFCCC.

COP

The COP is the supreme decision-making body of the Convention. All States that are Parties to the Convention are represented at the COP, at which they review the implementation of the Convention and any other legal instruments that the COP adopts and take decisions necessary to promote the effective implementation of the Convention, including institutional and administrative arrangements.

CMP

The COP also serves as the “meeting of the Parties to the Kyoto Protocol” (CMP). All States that are Parties to the Kyoto Protocol are represented at the CMP, while States that are not Parties can participate as observers. The CMP reviews the implementation of the Kyoto Protocol and takes decisions to promote its effective implementation.

as many of the world media agencies, with up to 4,000 media representatives attending sessions. On average, approximately 7,000 participants from accredited observer organizations are in attendance, accounting for 40% to 60% of the overall participants.

For example, COP 15/CMP 5, the largest conference under the UNFCCC process to date, attracted close to 115 world leaders for its High-Level Segment, making it one of the largest gatherings of world leaders ever outside United Nations headquarters in New York. More than 40,000 people, representing governments, non-governmental organizations (NGOs), intergovernmental organizations (IGOs), media and United Nations agencies applied for accreditation.

The UNFCCC secretariat has since applied a “capping process” for accreditation to ensure an orderly ratio between the number of participants and the capacity of the venue (see Section 5 (a)).

Numbers of participants for recent COP/CMP sessions

	COP 16/CMP 6	COP 17/CMP 7	COP 18/CMP 8
Parties and observer States	5192	5413	4356
United Nations Secretariat units and bodies	265	297	209
Specialized agencies and related organizations	210	258	135
Intergovernmental organizations	351	484	329
Non-governmental organizations	4560	4772	3292
Total observer organizations	5386	5811	3965
Media	1270	1265	683
Total participants	11848	12489	9004

b. Organization of the sessions: How do the conferences work?

United Nations climate change conferences have one of the busiest schedules of any conference in the world. Ordinary sessions of the COP and CMP are usually held once every year, and the SBSTA and the SBI (the two permanent subsidiary bodies) usually meet twice a year, once in conjunction with sessions of the COP/CMP. Dates for these sessions are usually decided five years in advance. Previous sessions have also included ad hoc working group sessions. For COP 18/CMP 8 in Doha, the schedule covered a total of seven separate bodies.

The conference schedule primarily includes open working sessions (i.e. plenary meetings and “contact groups”) and closed negotiating sessions (informal consultations, “Friends of the President” groups, drafting groups, etc.). The High-Level Segment, usually the final four days of the conference, includes statements from Heads of State

or Government, as well as high-ranking United Nations officials, and often feature ministerial-level round table discussions.

How to become a host country

The Presidency of the COP/CMP, and typically the responsibility for hosting the Conference, rotates among the five United Nations regional groups:

The African Group

(COP 2, COP 7, COP 12/CMP 2, COP 17/CMP 7)

The Asia-Pacific Group

(COP 3, COP 8, COP 13/CMP 3, COP 18/CMP 8)

The Eastern Europe Group

(COP 5, COP 9, COP 14/CMP 4, COP 19/CMP 9)

The Latin American and Caribbean Group-

GRULAC (COP 4, COP 10, COP 16/CMP 6, COP 20/CMP 10)

The Western European and Others Group-

WEOG (COP 1, COP 6, COP 11/CMP 1, COP 15/CMP 5, COP 21/CMP 11)

The regional group members hold consultations to determine which country from their region will make an offer to host on behalf of the group. Once agreed, the chair of that regional group sends this information formally to the UNFCCC secretariat. This formal submission is known as an “expression of interest” (see Annex II).

The COP adopts a decision, usually titled “Dates and Venues of Future Sessions”, accepting the offer, subject to confirmation by the Bureau of the COP/CMP.

The secretariat then undertakes a fact-finding mission to the prospective host country to determine that all “logistical, technical and financial elements for hosting the sessions are available” and reports back to the Bureau, early at the start of the year (Quarter 1).

It should be noted that the timing of these steps can vary, depending on when the offer to host is made. In addition, it should be noted that the decision to accept an offer to host is made by the COP, not the UNFCCC secretariat.

Dates for future sessions are adopted in advance, usually for a period of five years. The dates are chosen in advance to assist governments in

Participants applaud the adoption of the Bali Action Plan at COP 13/CMP 3, held in Bali, Indonesia in 2007.



preparing their calendars and to avoid conflicts with major religious holidays and other major relevant meetings.

Recent COP decisions on “Dates and Venues of Future Sessions”:

Decision 28/CP.19 in document FCCC/CP/2013/10/Add.3

Decision 26/CP.18 in document FCCC/CP/2012/8/Add.3

Decision 19/CP.17 in document FCCC/CP/2011/9/Add.2

Decision 12/CP.16 in document FCCC/CP/2010/7/Add.2

c. The host country and the secretariat: A team effort

Partnership between the host country and the secretariat—each working in their sectors of leadership in a collaborative way—is essential for delivering a successful United Nations climate change conference. As previous host countries have noted, these conferences demand an unprecedented level of cooperation and communication within the different departments of the host country government, as well as with their secretariat counterparts.

The host country will need a clear understanding of the myriad organizational and managerial responsibilities—who does what, by when and with whom. Some responsibilities belong exclusively to the host country, while others belong solely to the secretariat. From the outset, the host country will need a solid understanding of the division of labour on organizational matters, while appreciating the necessity for teamwork and timely information-sharing with the secretariat as preparations for the conference move forward.

As a first step, the host country should develop a plan and organize itself. For example, in preparation for COP 20/CMP 10, the Government of Peru developed a comprehensive organizational structure that involved all levels of its government and employed several multi-sector working groups (See annex I).

Getting started: tips from the Bonn workshop

Future hosts should fully understand the relationship between the substantive debates and organizational matters. Many workshop participants noted that the expected outcomes shape the entire conference and lead the process of logistics—they have an impact on the number of participants, the services and security required, and the number of high-level diplomats and Heads of State or Government who attend. Hosts should therefore carefully assess the state of the process at every possible level.

Future hosts should consider taking “intelligence gathering” steps at an early stage. In addition to working with Party delegates, host countries could also send an ambassador or envoy to the various capitals to discuss the possible outcomes, clarify views on the expected process and facilitate a substantive outcome at the session. Host countries should also work closely with the UNFCCC secretariat throughout the process.

Host countries can learn about substantive issues by approaching them on two levels—by assessing the political atmosphere via offices overseas and by working closely with their own national delegation. For example, one recent host country established a “nerve centre” to track developments, both for logistics and for substantive discussions.

Future hosts should work closely with the most recent COP host country. In recent years, the incoming host has actively sought advice from the previous host country, both officially and unofficially and on multiple levels. These consultations affected decisions on a range of logistical/organizational issues, such as capping participation on the premises, the specifications in the Host Country Agreement and the conference budget.

Host countries should also consider hosting a national planning workshop. As a first step, the upcoming host could convene a workshop that brings together representatives from previous host countries and their counterparts for the upcoming session. An informal face-to-face meeting and a frank discussion would answer many key questions.

Plan in advance to the extent possible. Planning two years in advance, while ideal, does not usually happen. Instead, many previous host countries recalled that, after they had agreed to host the COP, they spent the early part of the next year on budget battles. By the May/June subsidiary body sessions, they began to fully understand the magnitude of the task (i.e. “the panic set in”). From June to September, they elaborated the HCA. Only then did the incoming presidency seriously assess the substantive negotiating issues. Future hosts were advised to actively avoid this scenario and take action earlier.

Stay in close touch with the national negotiating team throughout the planning process, as the organization team will need a “bond” with them. People will want answers and will not distinguish between the different government departments—they will ask the logistics team about substantive issues and vice-versa. Both groups need to have answers at the ready. One participant advised: the way to solve logistical problems is by having a “feel” for the political sensitivities of all the different groups involved.

Some participants warned that internal conflicts should be anticipated in advance. The team that made the offer to host the conference will not be the only one to implement it. Different levels of government will be involved from the beginning—the environment office, the foreign office and others. Until all the necessary departments are engaged, preparations will not move forward. Some warned about possible tension between the departments and advised future hosts to address this issue early, rather than wait for it to erupt on its own.

3 Indicative timeline for preparations

The timing for preparations to host a United Nations climate change conference depends on when the host country makes its offer and when the COP accepts it. The following indicative timeline is intended to provide potential host countries with an overview of the key steps in the planning process, for a scenario where they have made an offer to host the following year (i.e. roughly one year for preparation).

Time is of the essence

Even with a full year remaining on the calendar, the “real” time available for planning is often closer to nine months. Breaks in the calendar—such as holiday seasons—can slow down the planning process. Participants in the Bonn workshop strongly recommended that future hosts come forward with their offer to host as early as possible. Most wished they had begun their preparations earlier—in an ideal world, two years would have been preferable.

If a host country has more than a year to plan, their early actions should focus on internal activities and outreach to other conference participants (i.e. actions without the secretariat, who will be busy with preparations for the current conference). Key actions can include: civil society engagement activities; internal budget discussions; outreach and cooperative actions with other governments; and ensuring orderly procurement and selecting service providers.

Indicative timeline for preparations – number of days in advance

485
days to go

Between July and October

- Fact-finding mission by the Secretariat upon invitation by the possible host country

365
days to go

November/December

- Announcement of host country to host the next COP the following year

275
days to go

February

- First planning mission by the secretariat to the host city to be organized
- Initiate first discussions on the Host Country Agreement (HCA), venue, IT, security, transportation, hotels

185
days to go

May/June

- Technical mission by the host country to Bonn regarding the sessions of the subsidiary bodies (SBs) and to work with the UNFCCC organizational team
- Signing of the Host Country Agreement during the SB sessions in Bonn
- Information on visas and hotels needs to be made available—it should be disseminated during the SB sessions in Bonn

155
days to go

July

- Second planning mission by the secretariat to the host country

6
days to go

6 days before opening

- Pre-sessional coordination meetings of the regional groups and other pre-sessionals, in a separate venue

95
days to go

August/September

- Third planning mission by the secretariat to the host country with the goal of finalizing the planning phase

4
days to go

4 days before opening

- Two-day test phase

60
days to go

60 days

before opening

- Shipment contract and planning finalized to give another 10 days before shipment 1 carrying the servers leaves Bonn

2
days to go

2 days before opening

- Bomb sweep of the premises and handover of the venue

40
days to go

40 days

before opening

- Start of premises set-up; arrival of the first UNFCCC server at the premises

0
days to go

Opening day of the conference

• United Nations Climate Change Conference (COP/CMP)

Note: At recent sessions, the Conference did not close after the scheduled 11 days because the negotiations had not finished—closure happened with a delay of one or two days

35
days to go

35 days

before opening

- Arrival of UNFCCC core team at the premises to start working on-site; server room operational

+3-4

3-4 days

following closure

- Dismantling and return to headquarters of the UNFCCC core team

14
days to go

14 days

before opening

- Registration operational

4 The host country agreement

a. What is the Host Country Agreement?

The United Nations General Assembly, in resolution 40/243 of 18 December 1985, decided that United Nations bodies may hold sessions away from their established headquarters when a host government agrees to defray the additional costs directly or indirectly involved. United Nations administrative instruction ST/AI/342 provides guidelines for the preparation of host country agreements that fall under resolution 40/243. The Host Country Agreement puts in place the required legal infrastructure to organize the COP/CMP sessions in the host country and provides the basis for most organizational issues relating to the planning of the COP/CMP sessions.



An official signing ceremony, with ministerial-level representative from the host country and the UNFCCC Executive Secretary, is typically held to publicly mark the occasion. (Photo from IISD)

The Host Country Agreement (HCA) is a legally binding international agreement between the secretariat and the government of the country concerned setting out the responsibilities of each party in the preparation, organization and conduct of the conference, including staffing and financial aspects thereof (see United Nations Secretariat administrative instructions ST/AI/342 and ST/AI/2001/16 for details and General Assembly resolution 37/14 B, on “Secretariat organization for United Nations special conferences”).

The HCA is mainly divided into two parts; namely, the legal text and the annexes. The legal text of the HCA is drafted by representatives of the secretariat’s legal office in consultation with other secretariat officials, including a representative of the Conference Affairs Services (CAS), and is based on a standard model agreement annexed to administrative instruction ST/AI/342.

The annexes of the HCA are drafted by secretariat representatives from the substantive programmes and the conference services programmes, who will confirm the requirements for conference space, facilities, equipment, utilities and services for organizing the conference in the host country.

b. How is the HCA prepared? What topics does it cover? What is the timeline?

As a first step, a small team from the secretariat will undertake the first planning mission—often referred to as the “fact-finding” mission—to the host country to determine that all “logistical, technical and financial elements for hosting the sessions are available”. The secretariat will then prepare a report for consideration by the Bureau of the COP and CMP.

For the purposes of discussing and agreeing on all arrangements with the host country, culminating in the drafting and signing of the HCA, further planning missions will take place (see administrative instruction ST/AI/342 on the drafting of host country agreements). The team for planning missions can include UNFCCC secretariat officers for the executive office, conference affairs, legal affairs, public information, information technology and security.

A planning mission will focus on many key elements of the conference, such as: the estimated number of participants; the level of participation (i.e. Heads of State or Government, ministers, other high-level representation); participation of NGO representatives and civil society; and the expectations for the High-Level Segment. Planning missions will also include visits to the proposed conference site. The following areas, for example, will require discussion: conference and meeting rooms (number available, size and capacity of each); office space; document distribution facilities; interpretation booths; meeting rooms for the Bureau; sound equipment and more. Planning missions may also include discussions on:

- **Elements in the legal text** of the HCA
- **Hotel accommodation** for participants and United Nations staff members
- **Travel arrangements** for United Nations staff members to and from the conference location,

A detailed list of discussion topics for planning missions is contained in annex III.

including mode of travel, travel time and rest stopovers in accordance with United Nations rules and regulations

- Transportation to and from the conference site during the conference
- Equipment requirements for United Nations staff members at the conference
- Local staff requirements
- Financial obligations of the host country
- Visa obligations
- Interpretation requirements beyond those to be provided by the United Nations for formal meetings
- Shipment of conference material.

c. Financial obligations of the host country toward the secretariat

The following costs, among others, shall be covered by the host country in respect of conference-servicing staff members, both for planning missions and for the conference itself (see administrative instruction ST/AI/342, section IV, for more detailed information):

- **Travel**, including excess baggage, in accordance with the prevailing rules and regulations of the United Nations
- **Daily subsistence allowance** (DSA), at a rate set by the International Civil Service Commission, from which staff members pay such expenses as hotel, meals, etc.
- **Terminal expenses** incurred for each trip between the airport and other point of arrival or departure, in connection with the approved itinerary
- **Replacement of staff**, if required
- **Freight and insurance costs** for sending any supplies and other materials to and from the meeting site
- **Office supplies**
- **Communications expenses**, including photo-copying, facsimile transmission, mobile telephones, and international telephone calls.

The UNFCCC secretariat provides input with regard to:

- **Number and level of conference-servicing staff** required for the event;
- **Dates of duty** of those staff members;
- **Office and other space requirements** for staff;
- **Arrangement of conference rooms and equipment** within conference rooms, including interpretation booths;

Sample outline of the Host Country Agreement

Legal text

Article 1:	<i>Date and place of the conference</i>
Article 2:	<i>Attendance at the conference</i>
Article 3:	<i>Premises, equipment, utilities and services</i>
Article 4:	<i>Climate neutrality</i>
Article 5:	<i>Medical facilities</i>
Article 6:	<i>Accommodation and transportation</i>
Article 7:	<i>Conference communications, websites and outreach activities</i>
Article 8:	<i>Liaison officer, local staff and technical staff</i>
Article 9:	<i>Police protection and security</i>
Article 10:	<i>Privileges and immunities</i>
Article 11:	<i>Financial arrangements</i>
Article 12:	<i>Liability</i>
Article 13:	<i>Settlement of disputes</i>
Article 14:	<i>Annexes</i>
Article 15:	<i>Final provisions</i>

Annexes

Annex I:	<i>Premises</i>
Annex II:	<i>Equipment and supplies</i>
Annex III:	<i>Media facilities and operations</i>
Annex IV:	<i>Local staff</i>
Annex V:	<i>Recognized names and visual design specification</i>
Annex VI:	<i>Estimated costs</i>
Annex VII:	<i>Shipment and freight forwarding requirements</i>
Annex VIII:	<i>Office supplies</i>

- Local staff requirements for Conference Affairs Services, including their dates of duty;
- Information technology and communication requirements for staff;
- Shipment of necessary documentation, material, equipment and supplies from the conference-servicing headquarters (Bonn); and
- Equipment for the on-site document reproduction facility, including quantity of paper required for the event.

d. Timeline for completion

An offer to host a United Nations climate change conference will be accepted via a COP decision. This decision will also specify the deadline for concluding and signing the HCA. The HCA should be finalized no later than the mid-year sessions of the subsidiary bodies (known as the SBs), which are usually held in Bonn in May/June. An official signing ceremony, with ministerial-level representative(s) from the host country and the UNFCCC Executive Secretary, is typically held to publicly mark the occasion.

The Host Country Agreement: tips from the Bonn workshop

The HCA should codify the level of services to be provided to observers outside of the venue. It should provide a clear explanation of protocol and who manages what. This will allow it to be used to show national ministries how the conference will run.

The HCA should be detailed and include benchmarks to help the government establish procurement in a more accurate way. One problem on procurement has been the initial bid. It should also include a schedule of how the entire COP will be delivered—what has to be done according to date. The HCA should include all topics and include financial buffers (10% overhead costs).

The HCA needs to be clear and easily understood, and should address the roles of each party and the benefits for both. It should provide a good idea of venue requirements, IT requirements, etc. In terms of details, it should spell out basic requirements (venue “x” big, accessible to hotels and public transport, etc.). Some participants said the HCA had been too vague and, in retrospect, they would have sought more specifics on their roles and rights as hosts (i.e. “What can we do without fear?”)

The HCA will be useful to address domestic politics and the financial calculation—it needs to be as clear and firm as possible. Some participants recalled facing tough questions “back home”, particularly from the “budget people”. They wished they had sought more clarity early on, rather than having to come back with questions later.

The HCA will have to be translated into reality on the ground. The more detail—as early as possible—the better. Some said they viewed the HCA as the baseline for what the host country is being asked to do. It was a limited tool for making calculations on what they really needed for the conference; further calculations were necessary.

In addition to the HCA, some previous host countries said they would have asked for a list of requirements that go beyond the annexes in the HCA, preferably with specifications that are as realistic as possible. One participant advised future host countries to think of the HCA as three documents: the HCA itself, the annexes, and then the real costs from the previous hosts to provide real estimates.

*Partnership between
the host country
and the secretariat—
each working in
their sectors of leadership
in a collaborative way—
is essential for delivering
a successful United
Nations climate
change conference.*



5 Protocol and external relations

A successful United Nations climate change conference requires cooperation and professionalism in a multilateral environment from all participants—national governments, IGOs and NGOs, and the United Nations system. This often requires an understanding of the various layers of protocol and the formal diplomatic rules of the UNFCCC process, as well as the functioning of the overall multilateral system. The host country will need to work in close cooperation with the secretariat and help ensure that the division of labour is crystal clear. This chapter addresses four key areas:

Registration procedures: This section covers the basic registration procedures for the conference. Further information can also be found in annexes IV and V.

Protocol for the conference and the High-Level Segment: This section provides an overview of the basics for protocol matters and the joint High-Level Segment of the COP and CMP. Further information can also be found in:

- *Annex VI* (Further information on protocol and the High-Level Segment)
- *Annex VII* (Hosting the United Nations Secretary-General)
- *Annex VIII* (Sample notification on the High-Level Segment)
- *Annex IX* (Sample registration form for the High-Level Segment)
- *Annex X* (Sample minute-by-minute schedule for the High-Level Segment).

Visas: This section provides an overview of issues relating to visas and includes “Tips from the

*The High-Level Segment typically includes the participation of several Heads of State or Government and the United Nations Secretary-General.
(Photo from IISD)*



Timelines for official United Nations notifications on the conference and implications for the host country

The official timelines for United Nations climate change conferences are:

- **Three months** before the COP/CMP, the notification of the sessions is sent to NGOs and IGOs duly accredited to the Convention.
- **Eight weeks** before the COP/CMP, the notification of the sessions is sent to Parties. Also at this time, the offer for funding is issued to Parties eligible for funding.
- **Seven weeks** before the COP/CMP, the notification of the session is sent to the United Nations specialized agencies and related organizations.

At the time of these notifications, the following information from the host country should already be available to conference participants:

- Hotel accommodation
- Arrangements for visas
- Venue of the pre-session meetings
- Arrangements for provision of offices on a commercial basis
- Sustainability measures in the conference centre taken by the host country

Bonn workshop” with advice from previous host countries.

Funding participants: This section includes an overview of the key issues relating to funding for participants.

a. Registration procedures

This section provides information on how the registration system works. The official registration of participations is the sole responsibility of the secretariat. However, host countries will receive questions of all sorts and they will need a solid overview of the system. In addition, annex IV describes how the host country delegation is registered, which can become a complicated process.

- NGOs, IGOs and Party delegates are nominated through an online registration system (ORS). United Nations and specialized agency delegates

are nominated through written communication (e-mail, fax, letters) to the secretariat.

- NGOs and IGOs have specific deadlines to submit their nominations. Approximately six weeks before the sessions they will start to confirm their participation. This process must conclude one week before the COP.
- Parties can confirm their delegation up to the commencement of the COP and they can increase their respective delegations at any time. Owing to this, the secretariat is not able to issue a list of participants to the Conference until nearer the session. Consequently, it is not possible to forward this information to the host country in advance. Usually, the secretariat will start to send current and up-to-date lists of participants six to four weeks before the session, with periodic updates until the end of the session when the final list of participants is issued.
- All persons entering the United Nations territory must wear a badge issued by the United Nations on the basis of a valid nomination from Parties, observer organizations, press/media companies or providers.

General procedures

- Each country participating in the conference has designated a National Focal Point (NFP) who nominates and confirms the delegation through the [UNFCCC online registration system \(ORS\)](#), an instrument that supports the nomination of participants for the UNFCCC sessions. The delegates are referred to as a Party delegation.
- Accredited non-governmental and inter-governmental organizations designate a contact person (DCP) who nominates and confirms the delegation through ORS.
- The [ORS guide to assist National Focal Points and DCPs](#) covers the procedures for using ORS, and functions as a help desk for any questions related to ORS.
- United Nations observers and specialized agencies send nomination letters to the secretariat, where the secretariat's Registration Team registers the delegation.
- Details of technical and security staff provided by the host country are uploaded into ORS using an Excel sheet which is provided in advance to the designated contact person for local and technical staff.
- Media participants are nominated through ORS individually by entering their personal data and uploading the required documentation in the form of a "letter of assignment" and press card.
- Once the details of the delegation have been confirmed in ORS by the NFP or DCP, an acknowledgment letter is automatically generated and forwarded as follows:

Participation at COP/CMP sessions: important linkage between registration procedures and participation by observer organizations

The registration system of the secretariat is both a security system (bar-coded badges with photos) and an access control system that prevents overcrowding of the conference venue by managing the number of registered observer participants.

As part of the initial fact-finding mission to the host country, the secretariat will assess the maximum number of participants that the proposed conference venue could accommodate in accordance with fire regulations and other security considerations. During the process of online registration, the secretariat will monitor the number of IGO and NGO representatives as they are nominated, and estimate the expected participation of United Nations and specialized agencies. The capacity of the press conference area will determine the level of participation of press and media. Based on these elements and the capacity of the secretariat for providing all participants with adequate services, and with a view to ensuring sufficient working space for Party delegations at sessions, the secretariat will set a quota on the participation of NGOs and IGOs well in advance of the deadline for observer organizations to confirm their nominations.

This situation can give rise to problems with accommodation arrangements for observers, if they are asked to pay accommodation fees prior to the secretariat's announcement of the quota. It is therefore recommended that the host country instruct its official accommodation agency to set the deadline for payment of accommodation fees after the secretariat has informed observer organizations of their respective quotas.

- For Party delegations, the acknowledgement letter (see annex V for a sample Party acknowledgement letter) is sent directly to each Party delegate through ORS once the delegate has been confirmed by the NFP.
- For NGOs and IGOs, the acknowledgment letters are sent to the DCPs through ORS once delegates have been confirmed. The DCPs forward the acknowledgement letters to their nominated delegates.
- For media, the acknowledgement letter is sent directly to the participant.
- No protocol is provided by the secretariat outside the United Nations territory.
- The host country is requested to nominate a Protocol Officer to liaise with the secretariat.
- The arrival of dignitaries in the United Nations premises, as well as opening ceremonies and other open events will be organized and implemented by the Protocol and External Relations Officer of the secretariat in consultation with the United Nations Conference Security Officer and the Protocol Officer of the host country.

In general, the issuance of a badge at the conference venue takes approximately two minutes from the arrival of the participant at the registration counter to the handover of the badge.

b. Protocol of the conference and the High-Level Segment

From the welcoming of participants at the opening of the Conference to the opening ceremony of the High-Level Segment, proper protocol is key to the overall strategy for the country and its public perception, as well as the momentum in the negotiating process at the time.

General rules on protocol

- The secretariat is in charge of protocol inside United Nations territory.

The High-Level Segment

All COP/CMP sessions to date have included a High-Level Segment, typically during the second week of the conference. The High-Level Segment has been needed to:

- Facilitate agreement on the major political issues (rather than negotiate details);
- Demonstrate priority for the UNFCCC process and ensure momentum;
- Increase overall media coverage, both national and international;
- Provide an opportunity for ministers and others to engage in bilateral discussions;
- Provide policy guidance by raising issues and signalling priorities;
- Provide an opportunity for networking and communicating among ministers.

The High-Level Segment is an important part of all COP/CMP sessions. (Photo from IISD)



The High-Level Segment includes an opening ceremony, often with the participation of Heads of State or Government and the United Nations Secretary-General, as well as national statements by ministers and other heads of delegation. Recent sessions have also included in-session high-level ministerial dialogues and round tables. The High-Level Segment attracts considerable attention from the global media and observer organizations. The incoming COP/CMP Presidency will be invited by the SBI (during its May/June session) to put in place some of the arrangements for the High-Level Segment in consultation with Parties and the secretariat. The level of participants attending the High-Level Segment is a reflection of the strategy developed by the host country, as well as the overall state of the climate change negotiating process.

- The host country should work closely with the secretariat's COP Team on arrangements for the High-Level Segment.
- Detailed protocol, organizational and logistical information on the High-Level Segment is contained in annexes VI–X.

c. Visas

Whether using traditional or electronic visas, host countries will need to appreciate the magnitude of time and work required, and plan

ahead. In accordance with the provisions of the Host Country Agreement, the process to deliver visas should be expedited and fees for visas should be exempted. The host country should also nominate a focal point for this purpose, preferably a person from the foreign affairs ministry or the immigration authority. He or she should be part of the organizational team during the conference.

The host country and the secretariat will need to set up pragmatic procedures to implement this provision of the Host Country Agreement within the framework of the local immigration law. These procedures should be discussed and set up between the host country focal point and the External Relations Officer of the secretariat. In addition, all embassies and consulates of the host country should be informed that the COP/CMP will take place in the host country. Provisions should be made to expedite the issuance of visas at the embassies and consulates.

A good practice is to deliver visas in advance to those delegates participating in the sessions of the subsidiary bodies (the SBs are held six months before the COP/CMP), as key negotiators will usually attend the SB sessions. Accordingly, in issuing visas in advance during the SBs, the host country ensures the strategic participation of these negotiators. The secretariat can make arrangements to provide an office to the host country for this purpose.

Visas: tips from the Bonn workshop

Visas are a highly sensitive issue and must be handled carefully. For example, some countries simply do not issue visas for nationals of certain other countries. Immigration officials cannot modify legislation at will. Potential problems should be addressed at the first meeting with United Nations officials. If certain delegations are not allowed, the potential host country may not be able to host the conference.

Achieving the appropriate balance between the demands of the host country and the United Nations can be challenging. Both groups will need to work together to ensure the systems are integrated to the extent possible, particularly for electronic visas.

There is an important interplay between the image of the country and the visa system. Some participants shared stories where a few conference attendees encountered problems with visas. Unfortunately, the media picked up these stories instead of focusing on the conference itself. They recommended developing a special procedure for the conference in order to make sure efforts towards creating a good image are not ruined by immigration officials.

All participants recommended that host countries supply complete information, as early as possible, on what participants need to do to get a visa.

The host country will be required to issue visas to participants from all countries. The secretariat can deliver information concerning the names, passport and contact details of the participants. This information should be the basis for the issuance of visas. Once a person has been identified as a participant, the procedures for visa issuance should be expedited. This list of participants should also be the basis for exempting participants from payment of visa fees.

Visas at the port of entry

Provisions should be made to grant visas at the port of entry. While the penalties imposed on airlines for transporting passengers without visas can be very high, it is nevertheless possible that participants—in particular ministers and other dignitaries—arrive at the port of entry without a visa.

It is extremely important to avoid any potentially embarrassing refusal of admission at the airport because the participant does not have a visa. Good communication between the focal point for visas, the authorities at the airport and the External Relations Officer of the secretariat is necessary to avoid this problem. The secretariat is able to provide information regarding confirmed conference attendees on a round-the-clock basis prior to and during the conference.

D. Funding participants

The UNFCCC Trust Fund for Participation provides financial support to Parties eligible for funding. An “offer for funding” notification is prepared by the secretariat and sent to eligible Parties eight weeks before the conference. This offer provides travel arrangements and daily subsistence allowance (DSA) for the period of participation. The practice of the secretariat is to provide financial support for two nominees of all eligible Parties plus a third delegate from Parties that are among the small island developing States (SIDS) or least developed countries (LDCs) (a total of 361 participants). The secretariat receives funding nominations from Parties eligible for funding through the National Focal Point or ministry of foreign affairs. The secretariat makes the appropriate travel arrangements for the beneficiaries and provides them with DSA, which is paid *at the conference venue*.

Participants from LDCs and SIDS can encounter problems in trying to obtain visas within their respective countries and many do not have credit cards. It is therefore important that the host country recognizes this situation as it relates to visa arrangements and hotel accommodation. It may happen that the host country does not have diplomatic relations with certain countries or, even if it does, visa applicants may be required to provide proof that they have sufficient financial means for a stay in the host country. However, since in many cases the secretariat assumes the costs of their participation and they are official representatives of their countries, the host country should be able to make arrangements for visas. Modalities for this arrangement should be discussed with the External Relations Officer.

Funding participants: important linkage to hotels and other accommodation

Hotels and other accommodation can also be a problem for Parties seeking financial support. It is standard practice that bookings are done by credit card and paid in advance, but this approach is often not possible for these participants. Best practice is for the host country to make arrangements to guarantee three nights in an affordable hotel (in accordance with the DSA received). After those three nights the delegate may remain in the designated hotel or move to another hotel of their choice. In the meantime the delegate will have received the DSA provided by the secretariat and will be in a position to pay hotel bills directly in cash.

Issues relating to hotels and other accommodation are addressed in more detail in:

- Chapter 12 (f) – How to identify suitable hotels and other accommodation
- Annex XIV – Benchmarks for hotel accommodation

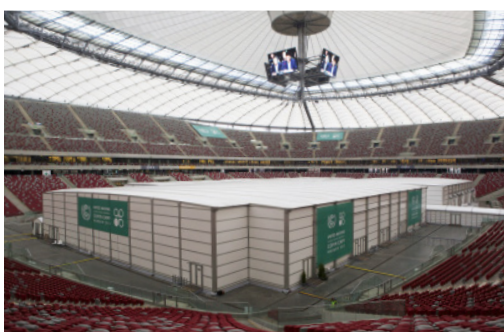
6 Organizing the conference venue

The host country should ensure that an adequate venue is secured. It should have the capacity for a meeting of up to 17,000 participants. It is recommended that the host country appoint a general provider, acting on behalf of the host country, to work with the secretariat. The provider should be involved as early as possible in the process, since the company needs to take care of the planning, timelines, set-up and dismantling, as well as operate within the premises, in co-operation with the secretariat.

Meeting premises: The meeting premises must be available from four weeks before the start of the pre-session meetings until at least 24 hours after the conclusion of the official sessions in accordance with the timeline for set-up, installation, testing and dismantling of equipment determined by the secretariat after the first technical mission. The host country should ensure the timely availability of the premises, as well as all equipment and services, which must remain at the disposal of the UNFCCC secretariat, 24 hours a day, throughout the duration of the conference. The detailed layout of offices, meeting space and service areas should be designed in close cooperation with the secretariat. In all areas, particular attention should be given to lighting, ventilation, air-conditioning, heating and soundproofing.



*For COP 19/CMP 9
in Warsaw, temporary
conference facilities were
built on the football pitch
in the National Stadium.*



The conference premises should include all necessary utility services, such as water, electricity and Internet services, and sufficient utility facilities, such as separate public toilets for men and women, including adequate cleaning and maintenance services, and waste management, in accordance with the expected total number of participants. The identified premises should be in an easily reached location, with existing infrastructure and transportation system, in a secure area within the country.

Conference rooms: All conference rooms must be soundproofed and equipped with adequate ventilation, air-conditioning/heating, lighting, and sound and projection systems appropriate to the size and capacity of the room. Specific plans for these facilities will be assessed and developed in close consultation with the secretariat during the technical missions.

Offices and service areas: These need to be provided for various groups working in the venue, such as the secretariat, security, interpreters, IT specialists, media liaison officers and participants. The detailed layout of offices and service areas, as well as the quantities of equipment and furniture, will be determined in close cooperation with the secretariat. All offices should be equipped to a

standard appropriate for the rank/United Nations grade of the occupant(s) and according to the number of staff occupying each office. Adequate service areas need to be available to staff and all participants.

Delegation space: The Party delegations require space to set up offices and meeting rooms. Therefore, it is necessary to identify, in cooperation with the secretariat, an area (or areas) within the venue where delegations can rent offices and the requisite equipment such as furniture and IT equipment, as well as catering and cleaning services, on a commercial basis from the host country (operated by the general provider/venue).

Professional and technical support: The government should engage and provide the secretariat with qualified technical staff to design, install, maintain, support and dismantle the conference premises, the network and all of its components, and other equipment provided for the conference. The technical staff will be placed under the general supervision of the UNFCCC Executive Secretary or the person designated by him/her. All support services must also cover weekends and holidays unless otherwise agreed with the secretariat.

Furniture and technical equipment: These items need to be provided by the host country, based on the requirements specified by the secretariat. Standards may vary due to availability of equipment within the country; therefore it is important to seek guidance from the secretariat before final decisions are taken. Attention also needs to be given to the conference room equipment, such as audiovisual equipment. The host country needs to appoint a vendor who can provide all necessary equipment such as microphones, simultaneous interpretation equipment, a name handling system, and an in-house closed circuit TV system, including technical personnel to operate the equipment as per the requirements given by the secretariat.

Signage and “way-finding”: These systems need to be present within the venue and adjustable based on the space allocation, to be determined in cooperation with the secretariat.

Power management: A plan needs to be provided for the entire conference facility, with special attention to sensitive technical areas such as registration, server and network operation rooms, and webcast live stream. The entire conference venue, including any temporary structures, must be provided with an uninterrupted power supply. A sufficient number of extension cords should be provided for the connection of electronic equipment such as staff laptops, and adapters for European outlets, if the requested workspace distributions and extension cables are not equipped with European or multi-functional sockets. A 220-volt power supply may be required for some specialized equipment, such as servers and printers, provided by UNFCCC.

Outside areas: These areas are an open space within the fencing line and are under the control of United Nations security. Sufficient space needs to be allocated for outside broadcast vans to transmit from the venue to various TV and radio stations within this area, as well as drop-off zones for vehicles from delegations outside the United Nations territory.

7 Security and safety

A United Nations climate change conference—with thousands of participants from around the world—calls for a robust security and safety operation, which can present a wide range of challenges. A safe and secure conference requires a high level of coordination between the United Nations security team, the UNFCCC secretariat and the host country law enforcement and emergency services agencies in order to effectively carry out all aspects of the daily security and safety operation and be prepared for any heightened security or safety incident. The management of access for all categories of participants, traffic and deliveries to the venue must be coordinated as effectively as possible in accordance with the Security Plan, which will be jointly agreed by the United Nations security team and the host country counterparts.

The issues that the host country will need to address include:

- Understanding the concept of extraterritoriality and the “Blue Zone”, the area controlled by United

Nations Security and where international law applies. Only conference attendees with proper accreditation may be allowed access to the Blue Zone. In short, wherever a meeting of the COP/ CMP takes place, the conference venue should be secured and controlled like the United Nations headquarters in New York, Geneva or Vienna.

- Agreement with the United Nations security team on a clear division of responsibilities for the security operation between the United Nations and the host country. A detailed “Memorandum of Understanding on Security Cooperation” for the event will be drawn up and signed by both parties. The host country will need sufficient resources to carry out its role in the joint operation and may be asked to provide resources to the United Nations security team to assist them in fulfilling their role.

- The event will also require the establishment of a Host Country Joint Law Enforcement and Emergency Services Security Committee. The Committee should participate from the time of the first planning mission and must include the host country’s security focal point for the event. The focal point should be a decision-maker in terms of the security plan and operation.

- The United Nations security team will need to be supplemented with security personnel from the host country to fulfil their role within the Blue Zone. A decision will be needed on whether this element will be made up of a host country’s national law enforcement officials or private security personnel, as this element will report to the United Nations security commander within the Blue Zone.

- A Security Risk Assessment for the event needs to be developed by the competent host country authority. This assessment should be shared with the United Nations security team and the UNFCCC secretariat and an Information Note prepared by the host country for event participants informing them of any safety or security precautions to take and how to behave when in the country.



The host country will need to understand the concept of extraterritoriality and the “Blue Zone”, the area controlled by United Nations Security and where international law applies.

*United Nations climate change conferences attract thousands of participants from around the world, which calls for a robust security and safety operation.
(Photo from IISD)*



Security and safety: tips from the Bonn workshop

The host country will need the appropriate decision-makers involved from the outset. The Host Country Security Coordinator for the event and his/her team should be appointed in time so as to attend the first planning meeting. Decisions regarding security that are made late can be very costly. Workshop participants also recommended the practice of holding a structured daily security meeting during the COP.

The Host Country Security Committee needs representatives at the right level. One participant recalled that his country had sent officials that were too high-level and the appropriate information did not filter down to the working level.

Many emphasized the importance of employing real tests for emergency plans prior to the opening. A detailed “Memorandum of Understanding on Security Cooperation” will contain the appropriate security practice to be followed—but can the host country cope if there is a crisis, particularly for a summit-level meeting?

Briefings on security outside the venue for all participants would be helpful. Some participants are briefed before arrival and the United Nations briefs its staff. However, not all participants receive such a briefing and will therefore need additional help.

Real tests of emergency plans for “acts of nature” will be needed too. In Durban, a major storm occurred the evening before the opening of COP 17/CMP 7 and the conference centre had to be evacuated. The United Nations had to return the conference centre back to the jurisdiction of the city of Durban to allow for repairs. Participants strongly recommended full-scale test runs for a number of situations at least one week before opening. At a minimum the test should include: fire detection, emergency procedures, an evacuation plan (fire and medical evacuation with escape routes to designated assembly points), risk assessment and respective on-site health and safety plans.

The concept of the “Blue Zone” can be confusing for national officials and may require repeated explanation. Many host country officials assume that, although the COP/CMP may be a United Nations conference, they are in charge of all security and safety matters (i.e. “It’s still my country”).

Should the ministers look after themselves or will a security detail be needed or expected? A decision will need to be made. Some countries may ask for United Nations security to host a minister from the moment of arrival at the airport all the way to the hotel. The United Nations is only responsible for security within the venue. The host country will decide on all security matters outside the venue.

For COP 18/CMP 8: In collaboration with the Security Team, key representatives from Qatar’s Civil Defence Department and Medical Services were tasked with planning and providing safety advice and medical care for the event. The Health, Safety and Environment (HSE) Team was tasked with conducting a safety review and audit of all key venues: Qatar National Convention Centre (QNCC), Doha Exhibition Centre (DEC) and the hotels.

8 Media and communications: Managing the media and managing the message

Close collaboration between the UNFCCC secretariat and the host country will be needed to manage the access of local, national and international media. Cooperation is also crucial for helping manage the messages that the media will deliver to the world about the conference.

a. Media access and relations

The host country can help ensure maximum media participation and press coverage by helping with tasks such as space allocation, logistics and provision of a continuous flow of information. The host country should also help meet the media's needs for live feeds and satellite uplinks. Simultaneous interpretation at both press conference rooms during the event may also be needed to ensure coverage by the local and regional media. The host country will also need to reflect on its national laws regarding media equipment and behaviour: are there media restrictions on what is allowed to be brought into the country (in terms of equipment) and what pictures can be taken or what can be published? The host country should plan in advance for such things. The secretariat's primary areas of responsibility for media access are accreditation, registration and the distribution of official conference badges, as well as managing the circulation of registered media participants on the premises.

Media management and facilitation is vital.

The press and media will tell the story of the conference to the world.

b. Conference website

The official United Nations climate change conference website, with all official documentation and webcast coverage of the negotiations, is the UNFCCC website at <http://www.unfccc.int>. The UNFCCC website is designed to assist not only the thousands of participants in attendance, but also the observers following on the Internet. However, most host countries also create a separate state-of-the-art website to provide information on other key aspects of the conference, such as information on the host city and country. It can also showcase national efforts on climate change. Both the UNFCCC website and the host country website should be complementary and avoid unnecessary repetition.

The “**Information for Participants**” brochure provides an example of the teamwork needed between the host country and secretariat. The brochure, which the secretariat publishes in electronic form prior to the start of the conference, answers frequently asked questions and provides a range of information to facilitate participation in the conference and orient visitors in the host country. It includes information from the secretariat on matters such as access to the conference premises, registration and badges, as well as information from the host country on social events, transportation and emergency contact numbers. The brochure includes links to further information on both the UNFCCC and host country websites.

c. Social media

For a fast-paced event like a United Nations climate change conference, host countries should seek to make maximum use of social media to provide the latest updates and information. Twitter, Facebook, and Apple iOS/Android apps are the information tools of the modern world that can provide live, real-time updates of news and events about the conference, as well as engage with other interested organizations and individuals, and promote events taking place during the conference. A free app for Apple iOS and Android mobile devices can provide the latest news and information from the Conference, as well as information on events, culture, local transport and tourism.



Examples of previous host country websites

COP 15/CMP 5, Copenhagen (website now offline)

The Danish Government's host country website for COP 15 had four million visitors from February to December 2009, of which 1,650,000 visited the website during the conference. On the busiest day, approximately 200,000 users visited. Thousands of visitors also viewed the hundreds of webcast sessions broadcast live from COP 15. The website featured news coverage, blogs, background material and more, and allowed visitors to send "climate greetings" to COP 15, which were shown on large screens at the conference and at various outdoor venues in Denmark. More than 15,000 climate greetings were received from around the world.

In addition, Denmark maintained a significant presence on Facebook, Twitter and YouTube for COP 15. On Facebook, COP 15 had more than 42,000 fans, on Twitter, it had more than 13,000 followers and on YouTube, the Danish Ministry of Foreign Affairs had more than 5.2 million channel views between 22 September and 20 December 2009. Social media, including an event blog, Twitter and Facebook sites were actively used to engage and listen to event participants.

The website was also used as a tool for communication with participants on the climate change impact of their participation. The COP 15 website and "behind the scenes" blog provided information which facilitated delegate participation in sustainable initiatives. The Ministry of Foreign Affairs worked to make sustainable choices easier and more affordable than non-sustainable choices. For example, fresh, clean drinking water was readily available to delegates for free, which discouraged the purchase of wasteful plastic bottles. Other tips included guidance for using local transportation, purchasing environmentally responsible souvenirs and selecting vegetarian dishes over meat-based dishes, all of which bring a higher carbon footprint.

COP 16/CMP 6, Cancun

(<http://cc2010.mx/en/index.htm>)

The Mexican Government's host country website was the key communication tool vis-à-vis observer organizations, in particular, to promote trust in the transparency and inclusiveness of the UNFCCC process. The host country created a dedicated page for 'Civil Society' as well as a daily calendar where the host country could announce the President's engagement plans and highlight daily events during the sessions. The website elaborated on the outcomes of various engagement programmes such as those on public-private partnerships. In addition, the website included extensive information on topics such as logistics, registration, the conference venues, accommodation, tourist information, visas, consulates and customs information.

COP 17/CMP 7, Durban

(<http://www.cop17-cmp7durban.com/index.html>)

The South African Government's host country website featured extensive background information about the UNFCCC process, practical information for participants and conference documentation. It also included extensive information on logistics, accreditation, the conference venue, conference programme, visas, consulates and health. Tourism in South Africa and the City of Durban were also covered. The website also featured information on South Africa's efforts to engage with stakeholders such as local government, journalists, and the academic and scientific sectors. It also included information on the impacts of climate change on South Africa and national efforts to combat it.

COP 18/CMP 8, Doha (<http://www.cop18.qa/>)

The Qatari Government's website, with 916 pages, received 514,328 page views from 130,360 visits. The peak was on the first day of the conference, when there were about 10,000 visitors. By country, most website visitors were in Qatar when they used the site, at 42%. This was followed by: the US (7%); the UK (5%); Germany (4%); and Japan (3%). News was the most popular section, with about 40% of hits, followed by the sections on Participant Info and eVisa. The website was ranked "Awesome" for its social media penetration by Woorank, a respected industry analytical firm, with almost 1,400 Facebook "likes". The COP 18/CMP 8 Doha website also achieved a high Google ranking: a search for "UN climate change" returned the COP 18/CMP 8 website in 3rd place—just one place behind the UNFCCC site.

Most host countries create a separate state-of-the-art website to provide information on key aspects of the conference, such as information on the host city and country.



COP19/CMP9, Warsaw: host country website <http://www.cop19.gov.pl/>

Information links from the COP 19/CMP 9 website

About COP 19/CMP 9	Participant Info	Accommodation
The President of COP 19/CMP 9	COP 19 Agenda	Media Centre
Polish Presidency of COP 19 CMP 9	Meetings	
	Exhibits	Press and media accreditation
About Climate Change	Side Events	Contact for media
UNFCCC	Conference details	Media Centre
About COP 14	Venues	Latest news
Poland: A Success Story of Effective Decoupling	The National Stadium	Live Webcast
	The Palace of Culture and Science	Presidency Business Dialogue Video
The Ministry of the Environment of the Republic of Poland	Delegation Offices	Galleries
EMAS	How to get there	COP 19 High-Level Segment Opening Ceremony
The Global Landscapes Forum	Emirates special promotion for COP 19 delegates	Additional press tours for accredited journalists
COP 19/CMP 9 is full of life!	Transport	
COP 19/CMP 9 Team	Visas	COP 19 Host Broadcaster
Presidency Team	Weather	How to use the COP 19 logo
Logistic Team	About Poland	Links
Partners	Important Numbers	
I care	Important Information	
NGO	City of Warsaw	
	Organizing public gatherings	

d. Media engagement

Beyond organizational and logistical support, the host country will also need to play a role in promoting the conference with the local, regional and international media, and ensuring a wide range of coverage about the conference and the host country itself. Members of the media will also appreciate efforts by the host country to highlight national environmental initiatives and keep the international media abreast of latest developments. Activities can include assisting the secretariat with organizing press conferences, exclusive interviews and media tours. The host country should consider establishing a team to help members of the media navigate their country and to help connect the media with important environmental projects and initiative leaders in the country.

For example, the COP 18/CMP 8 Media and Communications Team operated from the Government Media Liaison Office in the International Broadcast Centre during the whole period of the conference. The Media Liaison Office played an essential role in:

- Contributing to the formulation of a communication strategy to promote the conference;

Media and communications: tips from the Bonn workshop

- Some participants stressed the need for the host country to have at least some influence on the messages emanating from the conference by providing the media with the latest information and by “giving them something to write about”: daily updates on the state of the negotiations, information on NGO activities, etc.
- Host countries should build a solid media campaign—starting at least a year in advance, if possible—that showcases national and regional action on climate change. One participant reported that only half of his media activities were actually at the conference site. The rest were done off-site and focused on national and regional climate change activities. Journalists need more than “the talks are making progress”. They need examples of real climate change activities on the ground.
- Participants also recommended that the national campaign include more than short press releases. Some countries produced extensive books covering the issue of climate and national actions, which helped raise the level of knowledge in the country. Some also issued a daily newsletter on climate for national journalists.

Tweeting COP 18/CMP 8

The COP 18/CMP 8 Twitter feed had 1,965 followers and produced more than 900 tweets. The public information team mainly tweeted updates whenever a new article was uploaded to the website www.cop18.qa. Also, COP 18/CMP 8 related news articles and information posted by other Twitter users were retweeted. An Arabic Twitter account was also set up to tweet updates when a new article was posted onto the Arabic version of the COP 18/CMP 8 website. It was also used to promote the daily Arabic YouTube videos that were produced by the Doha Film Institute.

- The #doha hashtag was trending worldwide throughout the first day of COP 18/CMP 8 and the account gained hundreds of followers in just a few hours and more than 1,000 within a week.
- A total of 945 tweets were sent from 30 October to 10 December 2012, an average of 22.5 tweets per day. A total of 546 tweets were retweeted by other users (57.78% of tweets).
- The Qatari media team’s Klout rating—a representation of overall social media influence that is calculated using more than 400 variables—was 64. For context, the UNFCCC account, at the time of writing, has a Klout rating of 69.
- According to the application Tweet Map, the COP 18/CMP 8 account had followers from more than 100 countries, with 21.5%—almost a quarter—based in Qatar.
- The application Tweet Grader ranks accounts using several variables, including the number of followers, how influential those followers are, the number of updates and the number of retweets. The Tweet Grader rating for the COP 18/CMP 8 account was 96.4 out of 100. The account was ranked 485,690 out of 13,506,792 graded accounts, putting COP 18/CMP 8 in the top 4% of graded accounts.
- Mobilizing local and foreign media interest in the conference, by widely distributing UNFCCC background information and accreditation forms, and by holding press conferences and press seminars with senior government officials;
- Raising public awareness of the conference in the host country through a variety of public relations activities that included the support of special supplements in major local newspapers as well as special radio and television programmes on local broadcasting networks;

- Screening local media for coverage of the conference and in providing daily local press clippings to the Media Coordinator for inclusion in a daily press clippings folder for the COP President, the UNFCCC Executive Secretary and other senior officials.

e. Logos and branding

Branding—for both the United Nations and the host country—can offer a strategic opportunity for positive promotion on many levels. As noted by many participants at the Bonn workshop, host countries should begin their preparations early and develop a promotional campaign within the country to build support at the national level. The host country will need to work closely with the secretariat, as specified in the Host Country Agreement article on conference communications, websites and outreach activities, as well as the annex on recognized names for the conference and visual design specifications. In particular, close consultation will be needed on the placement and use of logos.

Workshop participants also stressed that, with good planning, a United Nations climate change conference can significantly alter the public image of a country in a positive way. A well-branded COP can increase public awareness at the national level and within the region. It can also lead to investments in national infrastructure. Participants discussed the different levels of effort that countries have used for branding, from minimal effort to dedication of a full-time management team, and urged future hosts to decide early on the level of effort to be pursued.

Participants also considered the pros and cons of creating a secretariat-driven single conference logo that could be modified to reflect the national character of the host. They also reflected on the practice of having unique COP logos for each conference. The discussion considered issues such as national branding, legal and copyright issues and the role of corporate sponsors. The COP itself is a huge opportunity for branding the country and the idea it stands for; some previous hosts have used logos and sponsors strategically, while others noted that they had not, but later wished they had, because they missed an opportunity.

Preparations need to start early—for some previous

Logos and branding: tips from the Bonn workshop

- **One participant described his national process as the “agony of the logo”.** This included a series of committees, working for months yet still not agreeing, followed by consultant and designer meetings, as well as round after round of tenders with no results. The agreed logo was not ready until a few months before the opening.
- **Another host cautioned against underestimating the value of a logo for getting corporate sponsors.** The logo process requires strategic thinking and planning.



hosts, the issues were addressed at the first technical meeting at the national level. For the Copenhagen conference, the government brought together all of the different groups involved in planning to develop an agreed strategy. A key question will be: who decides what level of branding is pursued? One participant recalled that his country spent a lot of time with internal fights over branding. Several departments “got in on the act”, each with its own plan and expectations. The host country should therefore decide early on which department is in charge. Other previous host countries have suggested launching an informal promotional campaign to help increase public awareness on the issue of climate change nationally and within the region.

9 Observer engagement

Civil society engagement is an essential component of all United Nations climate change conferences. Participation by observer organizations in COP and CMP sessions has grown dramatically in recent years, both in quality and quantity. As noted in a [2013 report from the UNFCCC secretariat](#), the number of organizations with observer status, at the end of 2012, was more than 1,700—a 65 per cent increase from the 2008 level. Observer input has been increasingly incorporated into technical background documents and other negotiating texts.

Many Parties hold close collaborations with both international and national organizations to tap into their resources of expertise on various issues under negotiation and to implement projects and actions. There are three categories of observer organizations: United Nations organizations; intergovernmental organizations (IGOs); and the largest observer group, the non-governmental organizations (NGOs). The NGOs represent a broad spectrum of representatives reflecting the nine major groups under Agenda 21¹: business and industry, environmental groups, farmers, indigenous peoples, local governments and municipal authorities, research and independent NGOs, trade unions, women and gender groups, and youth groups.

Host countries should therefore take a diversified approach to engage observer organizations.

Host countries have increasingly recognized the crucial role of observers and pursued a proactive consultative process among the different stakeholder groups—at the national and international level—with the goal of building support for the conference. The Subsidiary Body for Implementation (SBI) also encourages future host countries to engage stakeholders in the lead-up to and during the conference.² Successful consultative processes should be based on the principles of transparency, openness and inclusiveness and should take place throughout the year.

Past engagement activities have included: multiple briefings to observer organizations; inviting observer organizations to submit their views and expectations for the conference, particularly when Parties are invited as part of the consultation process; and holding a series of national dialogues with civil society in the lead-up to the conference. A few host countries have also widened the scope of engagement to the general public by organizing a “climate village” that is accessible to all, without conference badges, or by holding a series of events on related topics.

Outreach and public engagement: selected examples from Doha and Warsaw

COP 18/CMP 8

The Qatari Presidency sought to engage more Arab NGOs, in partnership with international observers and United Nations bodies, by mobilizing common networks, capacity-building initiatives and other events. The Doha conference paved the way for the formation of two key regional civil society networks to mobilize youth and NGO members: the Qatar Sustainability Network (QSN), gathering around 20 organizations engaged in sustainability in Qatar, and the Arab Youth Climate Movement, which brought together youth from more than 14 Arab countries.

Some of the main activities for Qatar’s Outreach and Public Engagement team were: organizing several capacity-building workshops and events for Qatari and Arab civil society; engaging the participation of more than 50 Arab NGOs in COP 18/CMP 8; participating in the realization of the historic “Climate March”, led by the local NGO Doha Oasis.

In close cooperation and coordination with the secretariat, the Government of Qatar organized “Hikma Hours”, a series of 11 side events that ran throughout the conference. They gained extensive news coverage, raised the profile of Arab NGOs, created enriching debates and promoted exchange between local/regional and international organizations.

COP 19/CMP 9

The Polish Presidency actively sought to engage businesses in the UNFCCC process. Business representatives participated, for the first time, in the pre-COP ministerial meeting, as well as the “COP19 Presidency Business Dialogue” which brought together high-level policymakers, business executives and civil society to discuss how innovation can stimulate climate and growth objectives and how public-private cooperation could help.

During the High-Level Segment, the COP 19 Presidency also convened the first “Cities and Sub-National Dialogue” with groups of selected ministers, mayors and sub-national leaders and representatives of civil society to discuss mitigation and adaptation at a local scale and seek advice from business leaders. The COP 19/CMP 9 Presidency also organized a high-level panel to discuss the potential role of the land sector and forestry after 2020.

The Presidency also convened the Global Landscapes Forum (GLF) at the University of Warsaw to develop “the landscapes approach” for climate change policy and sustainable development goals. With nearly 2,000 participants, the GLF brought together researchers, negotiators, policymakers, development practitioners, private sector representatives and media to discuss farming, forestry and their linkages.

¹ <http://sustainabledevelopment.un.org/content/documents/Agenda21.pdf>, Section III.

² FCCC/SBI/2011/7, paragraph 178 (b)(iii).

The secretariat's role

The secretariat will support the host country in maximizing its observer engagement efforts by providing advice and liaising with observer organizations to disseminate information and obtain feedback. The secretariat, in addition to supporting the COP in the admission of new organizations as observers, will:

- Provide day-to-day input to the Presidency's team on issues related to observers;
- Facilitate side events and exhibits by observers or in collaboration with Parties;
- Organize observer participation through notifications and registration;
- Facilitate plenary interventions by observer organizations, organize briefings and bilateral consultations by the Presidency and other presiding officers;
- Organize observer statements during the High-Level Segment;
- Ensure decorum in accordance with the Guidelines for Participation, which outline appropriate conduct for effective NGO participation during UNFCCC sessions;
- Channel observer requests to various substantive programmes within the secretariat;
- Make available to Parties observer submissions to negotiating bodies;
- Facilitate observer participation in in-session and intersessional workshops.

Further detailed information for host countries relating to observer engagement can be found in:

Chapter 5 (a):	Registration procedures
Annex XI:	Getting started on issues relating to observer organizations
Annex XII:	Tips on catering services
Annex XIII:	Engaging observers: examples from previous UNFCCC conferences

Civil society engagement at COP/CMP sessions is essential for success—they are the eyes and ears of the world (above).



Observer organizations: tips from the Bonn workshop

Establish an interactive dialogue with observers early in the planning process. Host countries will need the support of civil society if they want their conference to be perceived as a success. NGOs help “spread the word” about the conference.

Work with NGOs to improve media coverage at the national level. Hosts should also encourage new audiences for observers. Groups such as students can be cultivated and help ensure that a COP is well reflected at the national level.

Be aware of the categories of observers and their perspectives. Hosts should appreciate the different types of observers: regulars who attend every UNFCCC session and focus on specific negotiating issues; local observers for whom the conference is new and who focus primarily on local and national issues; and those coming to stage media events and publicity stunts to raise awareness in the press, etc. Hosts should also be aware that a small number of observers come with the intention of causing trouble.

Treat all groups equally and consistently during national outreach efforts. Some previous hosts have held specialized events to seek the views of a particular constituency, such as the business and industry organizations, but also made sure to reach out to other groups and constituencies as well. Future hosts are advised to make an equal effort to seek the views of all NGO constituencies. Some warned that any perception of imbalance could undo all other outreach efforts.

Use the COP as an opportunity to build relations with civil society at the national level. The Doha conference led to the formation of the Qatar Sustainability Network (QSN), the first national gathering of organizations working on sustainability. Others previous hosts also noted that the benefits of their outreach efforts and improved communication lasted well after the COP session had closed.

Extraterritoriality is not just about security. It means that conference participants can say what they want to say, including being critical of their governments or others on issues related to the agenda of the conference. This is a highly important matter of principle for the observer community.

Observers always prefer a single venue. Given the size of current conferences, not all future hosts will be able to accommodate such a request. Locating NGO booths and activities in a far-off facility is highly discouraged by the secretariat and can give the impression that observers are being marginalized.

10 Documentation services

Documents are the “lifeblood” for the climate change negotiation process. Documents are the means by which proposals from Parties are circulated, information is disseminated, and draft text is negotiated and adopted. There are many types of documents in the UNFCCC process, bearing different symbols that indicate a document’s source, purpose and nature.

Responsibility for the production and management of documents during the session falls to the secretariat. The host country bears responsibility mainly for financial support. The Host Country Agreement addresses this topic in its annexes, which cover items like paper supply and photocopiers for document reproduction. For most conferences, the Host Country Agreement has also included a documents distribution counter, shelving and pigeonholes, as well as the shipment of documentation, equipment, materials and supplies.

War on Waste

For COP 18/CMP 8, the Government of Qatar provided generous support for the UNFCCC secretariat’s introduction of an effort aimed at a “major reduction in the use of paper services”. This effort aimed to enhance the environmental sustain-



ability of the secretariat’s operations and UNFCCC conferences and meetings. The reduction of paper usage would be a major step in this direction. The secretariat partnered with the United Nations Integrated Sustainable PaperSmart Services (ISPS) secretariat. In the words of ISPS, PaperSmart is “not a fight against paper, more a war against waste”. Although it is too early to say the “war” has been won, initial results are encouraging. For further information, see the secretariat’s note on [PaperSmart services at COP 18/CMP 8](#) and visit the [ISPS portal](#).

The host country will need to work in partnership with the secretariat to continue the drive to reduce paper waste as part of their overall sustainability effort. For example, the practice at previous sessions had been to print large numbers of the Daily Programme and it wasn’t available electronically. However, at recent sessions, the Daily Programme has been made available electronically but printed on demand. The previous practice had also been to print large quantities of many official documents in advance of the conference. While printed copies of all official documents can still be requested from the documents counter, the secretariat now promotes the use of electronic documents through the UNFCCC website and the “Negotiator” app to help raise awareness and reduce waste. The host country can also help encourage participants to print only what is minimally necessary prior to and during the conference.

Directions for document access from the UNFCCC website page for COP 19/CMP 9 in Warsaw.

Highlights from the Bonn workshop

PaperSmart’s initial run in Doha received mostly (but not completely) positive reviews. While many saw it as a great innovation and a sign of progress on sustainability, others were less forgiving of its drawbacks. Proponents noted that, beyond saving massive amounts of paper, the new system made documents immediately accessible and improved transparency. Critics said it assumed that all participants came equipped with computers, tablets and smartphones. Some complained there was little respect for their requests for paper copies of documents.

Host countries will sometimes need to take risks. PaperSmart was a risk, taken by the Government of Qatar for COP 18/CMP 8. The new system came at considerable financial cost. The youth delegates were particularly appreciative—hence some participants thought an important legacy issue was established.

Participants advised future host countries that, regardless of their decision, there would be “bumps in the road”. For a recent conference, the hosts provided an iPad to every participant in the conference—which many seemed to use primarily for taking photographs, rather than viewing documents. Other conferences implemented PaperSmart for the Daily Programme, only to learn that many participants simply had copies of it printed.

Future hosts should focus on the positive aspects of their efforts to promote sustainability and not get discouraged. Doha achieved huge savings in the amount of paper used for the first time in COP history—the estimated reduction was 78%.

11 Substantive preparatory meetings

a. Pre-COP ministerial meeting

The “pre-COP” ministerial meetings are a tradition in the UNFCCC negotiations and are instrumental in clarifying, at a high level, the key issues in the weeks before a conference. The host country typically hosts these meetings, in cooperation with the secretariat. Organization of the pre-COP is the responsibility of the host country. It is organized much like any other diplomatic meeting. However, participation in the pre-COP is done on a representative basis (i.e. not all 198 Parties participate). The host country will need to work closely with the secretariat’s COP Team to help ensure proper representation is achieved.



Participants in the “pre-COP” informal consultations prior to COP 19/CMP 9 in Warsaw.

b. Pre-sessional meetings

The secretariat concludes a separate Memorandum of Understanding (MoU) with the host country for meetings—held immediately prior to the COP/CMP sessions, hence they are referred to as “pre-sessional” meetings—that the host country has not offered to host and which are paid for by the secretariat. For example, some of the bodies and expert groups under the UNFCCC process, such as the Clean Development Mechanism Executive Board (CDM EB) and the Designated National Authorities Forum (DNA Forum), traditionally hold meetings immediately prior to the conference.

Process and procedures

- The secretariat prepares technical specifications for services and equipment and forwards them to the host country counterpart at least eight months before the start of the pre-sessional meetings.
- The host country appoints a Logistical Liaison Officer, who liaises with the secretariat to ensure proper logistical preparation and implementation of the pre-sessional meetings.
- The secretariat appoints a Logistical Liaison Officer, who liaises with the host country to ensure proper logistical preparation and implementation of the pre-sessional meetings.
- The host country’s Logistical Liaison Officer reviews the meetings’ specifications and secures an adequate venue and related services.
- Based on the secured venue and related services, the host country’s Logistical Liaison Officer confirms the venue to the secretariat’s Logistical Liaison Officer.
- The secretariat prepares the Memorandum of Understanding including annexes with detailed specifications and budget and liaises with the host country for review and signature.
- Upon signature of the MoU, the secretariat transfers the agreed advance payment to the host country, in accordance with the bank account details in the MoU.
- The secretariat’s Logistical Liaison Officer prepares set-up timelines, and discusses and confirms with the host country’s Logistical Liaison Officer the implementation procedures.
- The Logistical Liaison Officers of the host country and the secretariat monitor the implementation and raise shortcomings and/or challenges to their respective senior event coordinators.
- The secretariat’s Logistical Liaison Officer reviews and verifies the delivery of services and equipment according to agreed specifications and related invoices.
- No later than 30 days following the end of the pre-sessional meetings, the host country provides the secretariat with a detailed financial report showing the actual income received from the secretariat and the actual expenditure by the host country in connection with the provision of logistical services and other arrangements for the conduct of the pre-sessional meetings.
- An official of the host country authorized to assume responsibilities for such matters, as per the MoU, should sign off the financial report.

- In the event that certain expenditure incurred is not paid for within the 30-day period after the pre-sessional meetings, the host country lists all such expenditures and provides a separate explanation in addition to the financial report. The secretariat takes this into account in determining the final balance due.

c. Regional group preparatory meetings

Historically, the UNFCCC secretariat has been requested by various negotiating groups (Alliance of Small Island States, Least Developed Countries, African Group, Small Island Developing States, and G-77 and China) to assist them in the coordination of their positions before the sessions. The organization of preparatory meetings for these groups falls within the host country's responsibility within the Host Country Agreement (HCA).

Process and procedures

- The UNFCCC secretariat prepares technical specifications for services and equipment and forwards them to the host country counterpart about eight months before the preparatory meetings.
- The host country appoints a Logistical Liaison Officer, who liaises with the secretariat to ensure proper logistical preparation and implementation of the preparatory meetings.

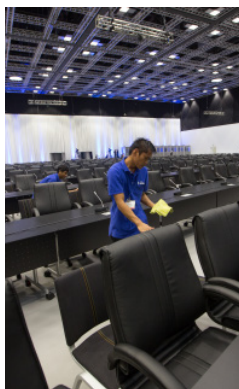
- The secretariat appoints a Logistical Liaison Officer, who liaises with the host country to ensure proper logistical preparation and implementation of the preparatory meetings.

- The host country Logistical Liaison Officer reviews the meetings' specifications and secures an adequate venue and related services.

Based on the secured venue and related services, the host country's Logistical Liaison Officer confirms the venue to the secretariat's Logistical Liaison Officer.

- The secretariat's Logistical Liaison Officer prepares set-up timelines, and discusses and confirms with the host country's Logistical Liaison Officer the implementation procedures.
- The Logistical Liaison Officers of the host country and the secretariat monitor the implementation and raise shortcomings and/or challenges to their respective senior event coordinators.
- The secretariat's Logistical Liaison Officer reviews and verifies the delivery of services and equipment according to agreed specifications and related invoices.
- The host country reviews related invoices and settles payment.

12 Logistics: The ‘How to’ basics guide



Conference technicians test the audio equipment prior to the start of COP 18/CMP 8 in Doha.

This chapter provides detailed information on the requirements for organizing many of the logistical aspects of the conference. It provides a practical “how to” guide for the basic processes and procedures relating to logistics.

a. How to organize UNFCCC and United Nations offices’ shipments

The host country organizes and bears all costs for transport, insurance charges and related expenses for shipment, from the UNFCCC secretariat headquarters in Bonn and any established United Nations offices (upon request by the secretariat) to the site of the conference, and the return, of all supplies and equipment required for the proper functioning of the conference. The secretariat, in consultation with the host country, determines the most cost-effective mode of shipment of such equipment and supplies and ensures the timelines for delivery as specified.

Process and procedures

- The host country appoints a Transport Liaison Officer, who liaises with the secretariat to ensure proper shipment of goods related to the conference.
- The secretariat’s Transport Liaison Officer prepares an anticipated inventory list, including value of items, shipping dates and the required services by the shipping provider and forwards it to the host country’s Transport Liaison Officer about eight months before the start of the conference.
- The host country’s Transport Liaison Officer reviews the shipping specifications and secures a suitable shipping company and related services.
- The host country’s Transport Liaison Officer liaises with the secretariat’s Transport Liaison Officer to outline the standard operational procedures for the shipping company.
- Based on the agreements secured between the host country and the shipping provider, the host country’s Transport Liaison Officer confirms the shipping company and the agreed services to the secretariat’s Transport Liaison Officer.

- The Transport Liaison Officers of the secretariat and the host country monitor the implementation and raise shortcomings and/or challenges to their respective senior event coordinators.

- The secretariat’s Transport Liaison Officer reviews and verifies the delivery of supplies, equipment and services according to the agreed specifications and related standard operational procedures.

- The host country’s Transport Liaison Officer forwards to the secretariat’s Transport Liaison Officer the invoices, if any, that require the secretariat’s confirmation of service delivery.

b. How to organize the consignment delivery

The host country receives shipments and consignments that are not part of the UNFCCC shipment. These come from exhibitors, Party delegations and side event organizers. The secretariat, in consultation with the host country, puts in place effective procedures to handle the incoming consignments and conference materials that are sent to the conference venue through commercial shipping companies.

Process and procedures

- The host country appoints a Consignment Liaison Officer, who liaises with the secretariat to ensure proper handling of consignments related to the conference.
- The secretariat appoints a Consignment Liaison Officer, who liaises with the host country to ensure proper handling of consignments related to the conference.
- The secretariat shares consignment specifications, including estimated size of storage space required based on past sessions, with the host country’s Consignment Liaison Officer.
- The host country’s Consignment Liaison Officer reviews the consignment specifications and secures adequate space and a handling agent or personnel. The handling agent or personnel should define the needs for the onsite handling. The host country should cover any related costs.

- The host country agent or personnel sends to the secretariat's Consignment Liaison Officer their guidelines including any related fees, customs clearance and storage procedures.
- The secretariat disseminates the guidelines to exhibitors, Party delegates and side event organizers.
- The secretariat's Consignment Liaison Officer, in collaboration with the host country's Consignment Liaison Officer, implements the delivery of consignments to exhibitors, Party delegates and side event organizers.

c. How to organize recruitment of local staff assigned to the conference

The secretariat requires the host country to recruit local staff to provide support services during the conference. The number of positions will be determined by the secretariat. The host country covers the related costs as specified in the Host Country Agreement.

Positions

The positions and their major functions are listed below. However, local staff must also be ready to perform other related duties as assigned.

Assistant Conference Officers: Setting up conference rooms; serving as liaison officers on technical matters such as lighting, fire surveillance, etc.; distributing documents during meetings; receiving and transmitting messages; assisting delegations with telephone communications.

Conference Clerks: Distributing incoming and outgoing mail; undertaking special delivery of urgent papers and messages; photocopying documents.

Computer Centre Support Assistants: Assisting conference participants in logging on to PCs; providing IT trouble-shooting and basic help desk services; maintaining and moving equipment.

Data Entry Clerks: Sorting and filing incoming correspondence; entering and updating data of participants in the registration database; filing; pre-printing of badges.

Document Distribution Clerks: Moving documents in bulk from the reproduction area to the distribution counter and to conference rooms; distributing documents at the counter; answering queries from delegates.

Document Reproduction Clerks: Operating high-speed/volume photocopiers; controlling quality and pagination of original and first copy to ensure all pages are in proper numerical order; participating in team work to manually assemble and staple documents.

Facility Clerks: Distributing and collecting boxes; distributing bulky United Nations documents and special equipment; receiving and delivering shipments for delegations and observers; liaising with the shipping and customs agents.

Headphone Distribution Clerks: Distributing headphone sets to participants and collecting them from conference rooms after meetings; explaining to participants how to use the headphones; regularly checking the batteries of headphone sets.

Information Desk Clerks: Answering conference-related and other general queries from participants at the Information Desk; distributing information materials to participants.

Lost and Found Clerks: Recording lost and found items; managing storage of items and their return to the rightful owners.

Media Information Desk Clerks: Answering media-related and other general queries from delegates at the Media Information Desk; distributing media-related information materials to participants.

Press Conference Assistants: Supporting press accreditation; organizing distribution of press badges; checking that acknowledged accountability of press credentials is fully provided for every press accreditation issued; briefing the Press Officer regularly on accredited media representatives; maintaining database; ensuring smooth operations of the press and media coverage.

Transport Dispatcher Assistants: Organizing and managing the shuttles and the conference drivers' schedule; managing the late night conference transportation schedule of staff, including liaising with security.

TV and Radio Assistants: Supporting the planning, organizing and managing of press, TV and radio coverage; assisting in the smooth operations of the press and media coverage.

Registration Clerks: Registering accredited participants; sorting and filing accreditation letters and profiles; controlling accuracy of information on badges; welcoming participants at the registration desk.

Secretaries: Word processing tasks; filing correspondence and documents; dealing with telephone calls and visitors; maintaining records as required.

Senior Secretaries: Providing secretarial, administrative and organizational assistance to senior United Nations officers; maintaining calendars and schedules; receiving visitors; screening telephone calls; organizing meetings; taking minutes; drafting and typing correspondence and other outgoing communications; facilitating the smooth running of the senior United Nations officers' offices and maintaining records as required.

Side Events and Exhibits Assistants: Taking notes at side events; monitoring the conference rooms/venues; placing up door signs; making sure equipment is in place; facilitating the smooth running of events; collecting information materials from side event organizers/exhibits; assisting with filing.

Process and procedures

- The host country appoints an officer, who liaises with the secretariat to ensure the smooth planning, review, recruitment and deployment of local staff.
- The secretariat appoints an officer, who liaises with the host country to ensure the smooth planning, review, recruitment and deployment of local staff.

- The secretariat's officer prepares the local staff positions required and corresponding Terms of Reference and submits these to the host country's officer for approval at least eight months before the start of the session.

- Upon signature of Host Country Agreement, the host country's officer initiates recruitment of the local staff and deployment as per the agreed date for entry on duty, last working days, and terms and conditions.

- The host country's officer forwards to the secretariat's counterpart the full name, passport number and country of issuance and date of birth of each of the selected local staff for the respective positions and highlights terms and conditions to be fulfilled by the secretariat, if any.

- The host country and secretariat officers monitor the deployment of local staff and raise shortcomings and/or challenges to their respective senior event coordinators.

d. How to organize catering services

The host country needs to ensure adequate catering services within the conference premises. The catering service should be made available to all participants on a commercial basis and equipped and operated in consultation with the secretariat. All offered meals should take into consideration catering for different religious beliefs and offer sufficient alternative vegetarian meals throughout the duration of the conference.

The following options were considered for recent conferences:

Main catering services options/description

Canteen-like services offering an international menu

Location: minimum two different locations within the conference venue
Working hours: from 12:00 to 15:00 hrs; and from 18:00 to 22:00 hrs

Cafeteria-like services, including snacks

Location: As many different locations as possible within the conference venue
Working hours: from 07:30 to 24:00 hrs

Cafeteria-like services, including snacks and possibly hot soup or other warm dish

Location: minimum two different locations within the conference venue

Working hours: 24hrs service

Side events catering options/description

Option 1:

- Roll-in catering to designated area – outside of side event meeting room
- Drop & Go service (roll-in catering trolley – self-service), controlled by the side event organizer
- Simple offer of lunch service – platters of simple cold/hot food together with cold drinks for self-service
- Pre-booked, 48 hours notice required for provision.

Location: Meeting room corridors

Pros:

- As required and outlined by UN

Cons:

- Health, safety and security issues
- Noise, with people congregating outside the rooms of other meetings being conducted.
- Congestion, affecting the people flow for other meetings
- Limited space in corridors for flow and networking.

Option 2:

- Café areas: an area cordoned off for pre-booked catering for a side event
- Drop & Go service (roll-in catering trolley – self-service)
- Simple offer of lunch service – platters of simple cold food together with cold drinks for self-service
- Pre-booked, 48 hours notice required for provision.

Location: Dedicated seating area

Pros:

- Dedicated space for pre-booked catering

Cons:

- Limited space for flow and networking
 - Restricts service flows for café operation
- Limits access for other users of café.

Option 3:

- Voucher system – “Redeem All Areas” – the organizer of the side event pre-purchases from the Service Desk vouchers with a predetermined face value for all expected meeting recipients
- Pre-determined face value voucher, e.g. “sandwich or light meal + snack/sweet item + hot or cold beverage”
- Voucher can be redeemed in any of the public access cash outlets; organizer to determine whether a further networking gathering will take place.

Location: Close proximity to side event rooms

Pros:

- No issue with space
- Participants incentivized to move quickly away from meeting to “grab” a meal

Cons

- Possible congestion if all participants attempt to go to the same outlet all at once.

Examples of payment terms for side event catering services

- By credit card
- Payment upon delivery of services by cash, cheque or bank transfer.

Other catering services to be considered

Upon request by the secretariat:

Bureau meeting

- Roll-in catering in a designated area within meeting room
- Simple offer of lunch service – platters of simple cold/hot food together with hot and cold drinks for self-service.

High-Level Segment and VVIP

- Roll-in catering in a designated area
- Finger food/snacks and a selection of hot and cold drinks.

e. How to arrange suitable local transportation

To ensure that the conference proceeds smoothly, it is essential to ensure reliable, safe and affordable

transportation. It is therefore recommended that the host country makes timely transport arrangements.

Typical past practice:

UNFCCC secretariat requirements

- Related costs: Normally, courtesy of the host country
- Transportation for the secretariat usually calls for a limousine, four minibuses (12–20 seats each) and a bus (60 seats), with drivers.

Local transportation requirements

Related costs: This service is usually provided courtesy of the host country (free of charge) for all participants (bearing conference badges) during the pre-session week and throughout the conference.

Preferred modes of transportation

- Public transportation connecting all accommodation areas and the venue
- Alternatively, or complemented by, dedicated shuttle services between the main hotel areas and the venue
- Larger Party/observer delegations often require the possibility of renting vans (with drivers) for their own purposes

Local transportation from main accommodation areas to and from the conference venue should cover the full schedule of, and reflect peaks in, working hours at the venue, i.e. daily from 07:00 hrs to 24:00 hrs, and on-demand after midnight

- Peak hours: plenaries and contact groups: daily from 10:00 hrs to 13:00 hrs and from 15:00 hrs to 18:00 hrs
- If required, plenaries and contact groups may extend to 22:30 hrs or even beyond, at short notice
- Regional and negotiating group meetings: daily from 08:00 hrs to 10:00 hrs, from 13:00 hrs to 15:00 hrs and from 18:00 hrs to 24:00 hrs
- Working hours of UNFCCC/United Nations staff: daily from 07:00 hrs to 24:00 hrs, and around the clock during the High-Level Segment in the 2nd week of the session.

Ministers and Heads of State or Government

Transportation requirements for ministers and Heads of State or Government should be clarified by enquiring directly with the respective diplomatic representations, in line with the host country's bilateral protocol arrangements.

Airport/terminal train station transfer

Related costs: normal commercial rates

- Directly to/from main accommodation areas should be ensured at normal commercial rates, at short intervals, and in sufficient capacity to absorb surges in peak periods of arrival (two to three days before COP/CMP opening) and in particular for departure (one to two days after closing date)
- Close consultation/exchange of data with hotel agency is recommended.

Process and procedures

- The host country appoints a Transport Officer, who liaises with the secretariat to ensure smooth planning and implementation of transportation-related arrangements.
- The secretariat appoints a Transport Officer, who liaises with the host country to ensure smooth planning and implementation of transportation-related arrangements.
- The secretariat's Transport Officer provides the above requirements to the host country's Transport Officer at least eight months before the start of the session.
- The host country reviews requirements and confirms transportation availability to the secretariat's Transport Officer.
- The secretariat's Transport Officer liaises with the host country's Transport Officer to finalize requirements and the implementation plan including pick-up and drop-off dates.
- Upon finalization of requirements, the secretariat's Transport Officer informs all parties of the final arrangements including availability of assigned vehicles.

- The Transport Officers of the host country and the secretariat monitor implementation and raise shortcomings and/or challenges to their respective senior event management coordinators.

f. How to identify suitable hotels and other accommodation

It is essential for the host country to ensure reliable and affordable accommodation that is commensurate to the needs and resources of participants. The host country should make timely arrangements with the accommodation sector (ideally, the host country starts making arrangements while preparing its offer to host). The host country should also ensure that the distribution of rooms reflects the capacities of the different groups. The appointment of one dedicated hotel agency and the reservation of certain contingents for sole use by certain groups (such as those with limited budgetary or organizational capacity) have proven to be effective tools to help ensure that the host country's efforts are fully appreciated.

Process and procedures

- The host country appoints an Accommodation Officer and/or agency, who liaises with the secretariat to ensure smooth planning and implementation of accommodation-related services.
- The secretariat appoints an Accommodation Officer, who liaises with the host country to ensure smooth planning and implementation of accommodation-related services.
- The host country's Accommodation Officer provides responses/feedback to the secretariat on the above requirements at least eight months before the start of the conference.
- The secretariat reviews the options provided to assess suitability with requirements and confirm suitable hotels to the host country's Accommodation Officer/agency.
- The secretariat's Accommodation Officer liaises with the host country's Accommodation Officer/agency to finalize requirements, including check-in and check-out dates.

- Upon finalization of requirements, the secretariat initiates an advance payment to the host country/agency as per the agreed terms and conditions.

- The Accommodation Officers of the host country and the secretariat monitor implementation and raise shortcomings and/or challenges to their respective senior event coordinators.

- The secretariat's Accommodation Officer reviews and verifies the delivery of services according to agreed procedures.

- No later than 30 days following the end of the conference, the host country/agency provides the secretariat with a detailed financial report and invoice showing actual check-in and check-out details and the actual advanced disbursement to the hotels, if required.

- An official of the host country authorized for such matters should sign off the financial report.

- The secretariat's Accommodation Officer reviews the detailed financial report and invoice and provides to the host country or agency confirmation of agreement with the report. In the event that certain disbursements incurred do not meet with the agreement of the secretariat, the secretariat informs the host country/agency within 30 days of receipt of the detailed financial report. The host country or agency should provide a separate explanation. The secretariat will take this into account in determining the final balance due.

- The secretariat, after final approval of the financial report and invoice from the host country/agency, transfers the balance due to the host country/agency as per the agreed terms and conditions.

g. How to identify suitable options for opening a UNFCCC bank account to be used for making Daily Subsistence Allowance payments during the conference

Funded participants receive a Daily Subsistence Allowance (DSA), which is paid out in *US dollar cash notes*. The amount payable depends on the number of days of attendance, which is verified by secretariat staff and clearance is provided

before any payment is authorized. Payments are made at the conference venue and thus require a bank branch to be available there.

Below is a list of requirements to identify potential banks and options available. All United Nations bank accounts are opened only by the United Nations Headquarters in New York.

Information required from the host government

- Which are the main (preferably international or large national) banks available with branches in the host city?
- Do these banks have branches within or near the conference venue? If not, how far is the closest branch? Is the bank able to disburse USD cash notes in that bank branch? How many (dedicated) counters could be made available for disbursements?
- Names, addresses and contact details of the respective contact persons (e.g. international clients relationship manager or similar) of the bank(s) closest to the venue or with a branch at the conference centre.
- Which United Nations agencies are present in the host city, and are they currently account holders with the respective banks? Examples of such agencies include: UNDP, FAO, ILO, IOM, OHCHR, UNAIDS, UNFPA, UNHCR, UNIC, UNICEF, UNIDO, UNODC, and WHO.
- If any of the United Nations agencies have offices in the host city, please obtain the details of a contact person (at the United Nations agency) with whom the secretariat could discuss the potential use of their bank account.
- Does the Government have a preferred bank or banks that they would wish to work with under the Host Country Agreement?
- Are there any restrictions regarding the opening of a US dollar account in the host country?
- Are there any restrictions regarding the transfer of US dollars into the host country?

Hotels and other accommodation: Tips from the Bonn workshop

Regardless of any early preparations and action by the host country, the supply of hotels and other accommodation for conference participants is almost always a major challenge, or as some previous host countries said: a major headache. The effort to ensure the availability of adequate, well-located, reasonably-priced accommodation for thousands of conference participants is a huge challenge, made worse by the fact that hotels are privately owned and there are often limits to the action that governments can take. COP 13/CMP 3 in Bali was cited as the most recent good example of sufficient hotels, largely because tourism is a major industry there.

Workshop participants warned of many potential problems. Reservations in the hotels nearest the conference centre, although made in advance, tend to “mysteriously vanish” prior to the start of the Conference. This can only be avoided through pre-payment, which presents other difficulties. Hotel owners/managers, sensing a profit-making opportunity, tend to raise prices sharply. This tactic can backfire and drive away potential guests.

This issue is often the most difficult to defend to participants. Host countries are often blamed over this issue but they are often in a weak bargaining position with hotel owners. Potential hosts were cautioned against inviting more participants than the host city can accommodate. Some suggested keeping expectations realistic and “bracing yourself”.

Workshop participants also suggested developing a formula for planning, using the expected number of registered participants to estimate how many people will attend, during which time period (first week, second week, or both weeks). Other suggested approaches included the use of an Internet-based centralized agency for booking hotels prior to the event—the worst situations have resulted from the lack of a centralized agency and little government involvement to help keep the prices consistent and low.

- Are there any restrictions on buying US dollar cash notes to be used for payments or other restrictions regarding the operation of the account?
- Are there any restrictions regarding the deposit/sale of unused US dollar notes once the conference is over?

Process and procedures

- The host country appoints an Officer, who liaises with the secretariat to ensure the smooth opening, running and closing of the UNFCCC bank account.
- The secretariat appoints an Officer, who liaises with the host country to ensure the smooth opening, running and closing of the UNFCCC bank account.

- The host country's Officer provides responses/ feedback to the secretariat on the above requirements at least eight months before the start of the session.
- United Nations Headquarters together with the secretariat review the options provided to assess whether to open a dedicated UNFCCC account only for the conference or use an account of a United Nations agency currently present in the host country.
- If a dedicated UNFCCC account is necessary, the account must be opened at least one month before the start of the conference or otherwise the secretariat liaises directly with the identified United Nations agency.
- United Nations Headquarters together with the secretariat liaise directly with the bank's identified focal point to initiate the opening of a US dollar bank account (to avoid exchange loss).
- The secretariat, in collaboration with United Nations Headquarters, prepares the necessary bank and United Nations documentation for approval and signature.
- Upon opening of the bank account, the secretariat transfers to the bank account an amount determined by the secretariat, and the bank's focal point confirms to the secretariat the receipt of the funds.
- The secretariat's Officer and the bank's focal point prepare set-up timelines, and discuss and confirm implementation procedures.
- The officers of the host country and the secretariat monitor the implementation and raise shortcomings and/or challenges to their respective senior event coordinators.
- The secretariat's Officer reviews and verifies the delivery of services according to agreed timelines, specifications and procedures.
- No later than 30 days following the end of the conference, the bank provides the secretariat with a detailed financial report showing the actual income received from the secretariat and the actual disbursement.

- An official of the bank authorized for such matters should sign off the financial report.
- The secretariat's Officer reviews the detailed financial report and provides the bank with confirmation of agreement with the report. In the event that certain disbursements incurred do not meet with the agreement of the secretariat, the secretariat informs the bank within 30 days of receipt of the detailed financial report. The bank will be asked to provide a separate explanation in addition to the financial report. The secretariat will take this into account in determining the final balance due.
- After final approval of the financial report by the secretariat, the bank closes the bank account and transfers the balance due to the secretariat as per the agreed terms and conditions of the bank account.

h. How to organize information and communication technology

Information and communication technology (ICT) will be a major factor in the success of all modern conferences. In light of the high participation by civil society and the media in any United Nations climate change conference, ICT will not be merely a value-added part; it will be an essential component for ensuring efficient delivery of the event—both before and after the conference. ICT will provide the backbone for the logistical operation of the Conference, and once completed, will also help ensure an effective handover to the next host. Previous hosts have recommended identifying a department head to assemble a qualified and experienced team and to build a solid ICT strategy that includes:

• ICT requirements in the Host Country

Agreement (HCA): The requirements can be very complex in terms of infrastructure setup and can pose challenges for local contractors. Previous hosts have advised that the HCA requirements be streamlined and mapped by the ICT team to simplify the task.

• **Availability:** All conference ICT services are configured for “24/7” availability. To ensure a secure and highly available service, preparation of security audits, ICT master plan,

business continuity and disaster recovery plans are crucial ahead of the service deployment.

- **Project Management Office (PMO)**

requirements: Sufficient space for a PMO will be needed for the ICT team to address the infrastructure and communication side of the setup, such as voice and data cabling infrastructure; network setup, servers setup; systems security setup, etc.

- **ICT infrastructure needs in various locations:**

ICT services may need to be extended to cover remote locations, such as in hotels. For security reasons and to avoid responsibility gaps, the ICT team takes up the administration of any infrastructure being used for the conference and integrates the local facility team. Steps are taken to ensure a smooth transition between the takeover and handover of the ICT facilities after the conference.

- **Conference website:** A successful conference will require a website for event information dissemination and to serve as the main hub of services and applications—before, during and after the conference. Through this website, the host will make available rate cards for ICT services that are either not part of or are over and above the provided conference services. The host country, on a commercial basis, provides such services, which might include ISDN lines, additional computers, among others. The secretariat is not involved in the provision of commercial services.

- **Implementation of new initiatives (e-visa, PaperSmart, mobile app):** The secretariat ICT team brings with it mobile systems that cater for the core services like servers and security firewalls. Where the host country wishes to introduce a new service or to enhance existing ones, the host country provides the additional equipment or expertise required to realize the service required.

- **Practices for “conference mode” operation:**

Due to the heavy dependence on ICT services during the conference, it is paramount that all services be ready, audited and fully tested a week before the start of the conference to ensure smooth operations, particularly in registration and security. The ICT team will plan to ensure full on-site support coverage across all services

provided for the duration of the conference. Ample space should be provided and well equipped to accommodate the operations monitoring and support teams.

- **Post-conference wrap-up and closure:** The ICT service should continue uninterrupted until six hours after the closure of the Conference. This is to give participants time for final email communications and data upload for the media and website uploads. Collaboration between secretariat and host country ICT counterparts will continue until all data hosted outside the secretariat website have been transferred to headquarters.

Host countries should expect to face a range of challenges for ICT functions, as they strive to provide efficient and effective ICT functions and help deliver a successful component of the overall logistical requirements of the conference. These challenges can include difficulties in forming a team with the necessary range of technical skills, problems with internal government communication and cooperation, and local awareness of the conference's scale and needs. These services will be key to the smooth operations of the conference and are a fundamental requirement to be met by the host country.

13 Sustainable conferences and ‘greening’

Since 2005, host countries have taken steps to reduce the local greenhouse gas (GHG) emissions resulting from United Nations climate change conferences, which is now addressed in the Host Country Agreement (HCA) as “climate neutrality”. The host country will need to decide on its level of ambition for the environmental sustainability (or “greening”) of its conference. This decision depends on a number of factors, such as the availability of resources, the existence of certain conditions in the host city and country, and the available infrastructure in the venue(s). In general, no minimum level of sustainability can be prescribed. The role of the secretariat is to provide advice to the host country and to assist, to the extent possible, in formulating, implementing and monitoring a plan.

The outcome of Rio+20 in 2012, **“The Future We Want”**, requested the United Nations system to “improve the management of facilities and operations, by taking into account sustainable development practices, building on existing efforts and promoting cost effectiveness” (paragraph 96).

Given the importance of sustainability considerations at all UNFCCC sessions, a host country will need to seriously consider and explicitly address sustainability aspects. Evaluating the costs and

benefits of certain measures may not always lead to clear conclusions or indicate positive net benefits. However, as noted in the Bonn workshop, public expectations are strong and growing. Host countries should make every effort to ensure that high standards with regard to accountability and transparency are maintained.

a. Hosting a sustainable event: a host of benefits

Organizing events sustainably not only reduces their environmental impact, but can also benefit the main actors involved. Such benefits include:

Financial advantages: Conserving energy, water, paper and other resources, reducing waste, purchasing local products and simply consuming less – all can result in money saved. Despite a (sometimes) higher investment of resources (financial or human) to research new systems or invest in new tools, applying sustainability principles can bring immediate savings (e.g. by printing less material or having less waste to collect). Sustainability principles can also have long-term financial benefits, due to the more efficient use of resources and easier access to credit lines and sponsors.

Positive reputation and image: Promoting a sustainable event will raise its profile, attract participants (who are becoming increasingly aware of sustainability issues) and engage the media’s attention. Sustainability aspects of UNFCCC conferences are always in the spotlight of global media attention. National activities (environmental, economic or social) can be highlighted as good practices in national and international media. Partners and potential donors may also appreciate a sustainable conference.

Social benefits: If planned and implemented carefully, the conference can provide benefits to the region by creating jobs, encouraging local investment, involving regional small and medium-sized enterprises and promoting better working conditions and increased social inclusion. It can also act as a catalyst for encouraging environmental and sustainable good practices across the region as well as improving the relationship between the host country and the local community.

Article 4 of the Host Country Agreement on climate neutrality: an example from COP 18/CMP 8

“In providing the Conference space, premises, equipment, utilities and services the Government shall ensure their climate neutrality. To this end, the Government shall estimate greenhouse gas emissions associated with hosting the Conference consistent with accepted international standards. It shall reduce greenhouse gas emissions associated with hosting the Conference to the extent possible and offset the greenhouse gas emissions that cannot be so reduced to attain climate neutrality of the Conference. The Government may request the secretariat to provide assistance in estimating greenhouse gas emissions and to suggest ways and means by which the Government can reduce and/or offset greenhouse gas emissions associated with hosting the Conference.”

“To reduce greenhouse gas emissions associated with hosting the Conference, the Government, inter alia, shall collaborate with the secretariat in formulating and implementing a plan, at the Government’s expense, to offset the impact of the Conference.”

“The emissions caused by the Conference can be divided into two categories: Emissions associated with international flights of the participants travelling to the Conference; and local emissions from activities in Qatar including venue operation, hotel accommodation, intra-city transportation, consumption of food and other materials, logistics and waste.”

Innovation: The host country can drive demand: its request for more sustainable products will both trigger as well as promote the development of innovative technologies and techniques, leading to a more efficient use of resources and the improvement of the participant experience.

Raising awareness and inspiring change: The conference provides an excellent opportunity to raise awareness among participants, staff, service providers, the local community, and the general public on sustainability and sustainable events.

Planning

By taking sustainability planning into consideration, the host country can minimize negative environmental impacts and leave behind a positive legacy by inspiring those involved to live more sustainably. A sustainable event balances responsibilities in several areas.

Environmental responsibilities: Low-emission transport and mobility, waste reduction, reuse and recycling, water and energy efficiency, exclusion of dangerous and hazardous substances and materials, climate targets, green procurement, etc.

Economic responsibilities: Increased efficiency, avoidance of corruption, sensible and transparent public procurement, quality of goods, boosting innovation, job creation, profitability, responsible accounting, sustainable growth, etc.

Social responsibilities: Fair use of human resources and a healthy and safe workplace for all involved, respecting human rights, complying with international labour rights standards, inclusion of minorities, respecting diversity, attention to equal opportunities, sensitivity to cultural and religious groups, etc.

The following aspects should be incorporated into the event design. The conference should:

- Provide an accessible and inclusive setting for all
- Ensure a safe and secure atmosphere
- Minimize any negative impact on the environment
- Encourage healthy living
- Promote the use of responsible sources and

responsible use of resources

- Leave a positive legacy
- Encourage more sustainable behaviour.

Management principles

• To integrate sustainability into an event, the host country needs to start early and develop a strategy well in advance. Environmental and social policies, management systems and/or action plans should be in place, including appropriate communication with staff and participants to encourage sustainable behaviour. In particular, the host country should not forget to:

- Prepare an action plan with clear measurable objectives (key performance indicators), responsibilities, deadlines and appropriate monitoring actions;

Recommended measures

All host countries should consider the following sustainability measures:

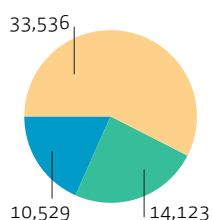
- Reduce conference-related GHG emissions and offset unavoidable emissions;
- Implement procedures to reduce the consumption of water, energy, paper, and other materials and resources;
- Put measures in place to reduce the generation of waste and to reduce, reuse or recycle unavoidable waste;
- When purchasing goods and services, include the environmental and social impacts of their lifecycle in the purchasing decision;
- Apply social and environmental principles throughout the implementation of the event, to reduce damage to the environment and ensure accessibility, inclusion and the well-being of all participants and staff;
- Take measures to foster economic, social and environmental benefits for the local community and minimize disruption;
- Make efforts to inform and involve relevant stakeholders (including participants, local staff, national and city authorities, sponsors, NGOs, businesses, contractors and technical experts) in order to comply with and support the principles stated above;
- Put a reporting system in place that allows for the communication, assessment and evaluation of sustainable event processes, initiatives and results.

UNEP's Sustainable Events Guide includes a Sustainable Events Checklist, which provides a detailed set of recommendations for organizers of larger events. It covers the most important aspects of event organization. The checklist can be downloaded in a Word version from the ICLEI website (http://www.iclei-europe.org/fileadmin/templates/iclei-europe/files/content/ICLEI_IS/Top-ics_pages/Sustainable_Events_Guide_Checklist.doc).

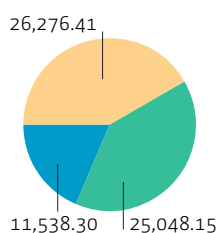
Further sustainability recommendations can be found in annex XV

For orientation purposes, the table, below, shows the GHG emissions calculated for COP 15/CMP 5, COP 17/CMP 7 and COP 18/CMP 8 and subsequently offset by the respective host government:

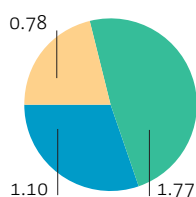
Registered participants



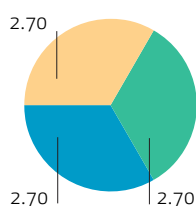
Total emissions excluding RFI (tCO₂e)



Per person excluding RFI (tCO₂e)



Radiative forcing index (RFI) used



- Allocate sufficient resources (time, staff and funds) – remember, the long-term financial savings and more efficient use of resources may compensate for the initial investment;
- Build a core “sustainability team” with staff and, ideally, representatives from the main stakeholder groups (e.g. host city, host country, UNFCCC secretariat, sponsors, suppliers, venue(s), hotels, local community, etc.).
- The secretariat would be pleased to provide support for the development of a sustainability action plan and share good practices and lessons learned from previous host countries.

b. Climate neutrality and offsetting

In spite of all efforts to reduce the environmental impact, and especially the carbon footprint of the conference, there will inevitably remain a residual balance of GHG emissions resulting from the many activities relating to holding a United Nations climate change conference. The emissions attributable to the conference can be grouped by source into two broad categories of comparable orders of magnitude: (1) participant travel, i.e. emissions resulting from the travel of participants to the conference, and (2) local activities, i.e. emissions resulting from all activities at and around the conference venue and in the host town, including accommodation and local transportation.

To offset the residual GHG emissions from local activities, the quantities of GHGs emitted need to be determined first. For the conference venue,

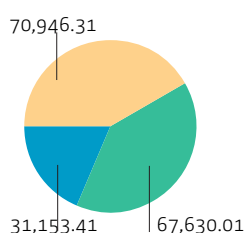
the essential figures include: purchased electricity and steam consumption; on-site fuel consumption (combustion) for power and heating; release into the atmosphere of refrigerants for air-conditioning and cooling; water consumption; waste generation. Outside the venue, data need to be collected on aggregate fuel consumption for dedicated local transport (cargo shipments, buses, shuttles and limousines), as well as per-capita (per-guest) electricity/steam/fuel/water consumption and waste generation at the local hotels. The respective providers should be requested to collect or approximate these data and make them available after the event. The secretariat can then assist the host country in calculating the GHG emissions based on the input data collected.

While the host country can take steps to minimize the impact of the local activities, and the residual emissions, it has little influence on the volume, routing, mode or class of travel of conference participants. Strictly speaking, the emissions generated through travel and the resulting offsetting of related GHG emissions is the responsibility of the respective travellers, and some Party delegations, observer organizations and media organizations are already implementing offsetting schemes. However, neither the secretariat nor the host country can effectively monitor this. Yet, news media and NGO groups have focused scrutiny on the apparent irony of the GHG emissions generated by thousands of participants flying in from all around the globe to discuss how to reduce GHG emissions.

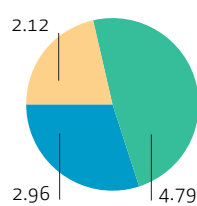
Since COP 13/CMP 3, it has become good practice for host countries to offset the carbon emissions of all participants registered at the conference venue. Some have done so through supporting dedicated projects (e.g. afforestation) in their own or other countries. Others have purchased and then cancelled certified emission reductions (carbon credits generated by Clean Development Mechanism projects under the Kyoto Protocol), which is recommended by the secretariat.

The secretariat supports host countries in the offsetting of travel-related emissions by calculating the emissions of all registered participants’ travel to the host city (note that travellers who come to the host city on the

Total reported emissions incl. RFI (tCO₂e)



Per person emissions including RFI (tCO₂e)



occasion of the conference without coming to the conference site are not captured). The secretariat uses the **ICAO methodology**, which is applied by over 50 United Nations organizations as the standard to calculate their GHG emissions from air travel. This methodology does not include the radiative forcing index (RFI) factor, but host governments have in the past decided to apply a factor of 2.7.

The secretariat can advise and/or assist host countries with the purchase of certified emission reductions (CERs) for offsetting purposes. There are plenty of offers on the market and many governments already have their own programmes and sources of CERs for offsetting the emissions from government operations. The secretariat uses Adaptation Fund CERs for its own emissions and recommends them for United Nations climate change conferences. First, the Adaptation Fund is an important tool created by Parties, aiming to support adaptation measures in countries that are particularly vulnerable to the adverse effects of climate change. Second, Adaptation Fund CERs represent a 2% share of all CERs issued from all projects worldwide, without discriminating between countries, projects, Clean Development Mechanism methodologies, etc.

If the host country wishes, the secretariat can purchase and cancel for the host Government an amount of Adaptation Fund CERs equivalent to the amount of GHG emissions from participant travel, local activities, or both. Funds for this should be provided under the Host Country Agreement or under a separate project.

c. Special feature: waste management

Contribution from Mr. Atilio Savino and Ms. Jiao Tang

International Solid Waste Association

A United Nations climate change conference can generate an enormous amount of solid waste. With an average of approximately 15,000 participants gathering at the conference venue for two weeks, an estimated amount of 250–450 metric tonnes of solid waste are generated. Host countries will therefore need to manage the waste properly.

Sustainability: tips from the Bonn workshop

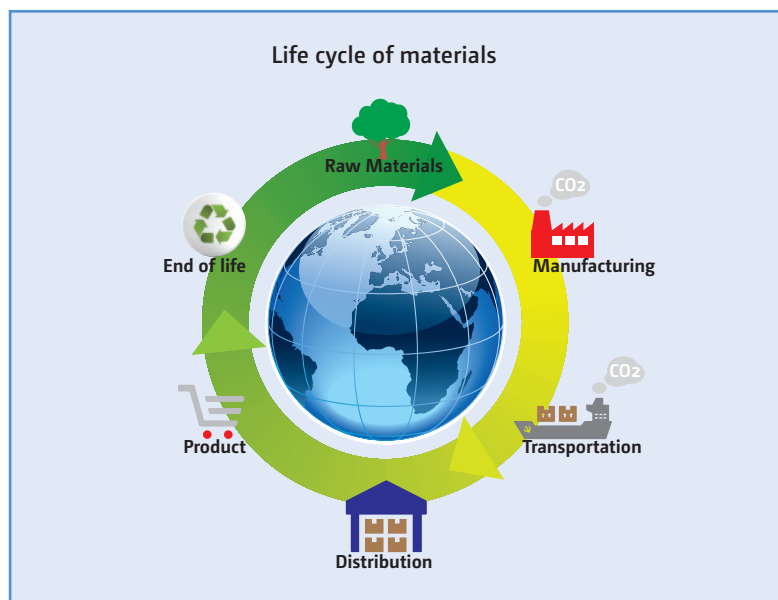
Civil society and the media—the “court of public opinion”—will raise questions on the sustainability aspects of all organizational matters relating to the conference. These conferences attract thousands of participants from around the world and generate considerable emissions in the process. Hosts should expect questions on the use of carbon offsets, whether an established methodology for sustainability was followed, the pros and cons of a paper-light session, recycling efforts, whether green procurement was used and whether the host tried to achieve carbon neutrality.

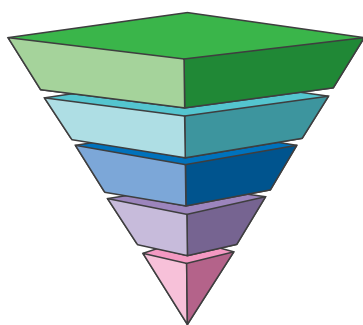
Hosts will need to be prepared with answers. Problems can arise on the type of information made public regarding the conference’s ecological footprint—who keeps records of this? Who has access to information on the sustainability methodology?

A “sustainable COP/CMP” will be very different from country to country. It is difficult to compare conferences. According to one workshop participant, the main action taken at a recent conference was recycling—everything else was seen as nearly impossible. Not every host country has the same level of capacity or commitment.

Workshop participants suggested that future hosts should follow a recognized methodology, point by point, and decide whether each measure will be necessary and/or achievable. They should measure the footprint and offset it. They should clarify: “when should we expend the time and effort to be green, and when is it not worth it?”

The secretariat can help. There is a United Nations initiative on this and a standardized format for calculating GHG emissions. There is also the UNEP Sustainable Events Guide, as well as several other valuable information resources.





Prevention
If you can't prevent, then...

Prepare for reuse
If you can't prepare for reuse, then...

Recycle
If you can't recycle, then...

Recover other value (e.g. energy)
If you can't recover value, then...

Disposal
Landfill if no alternative available.

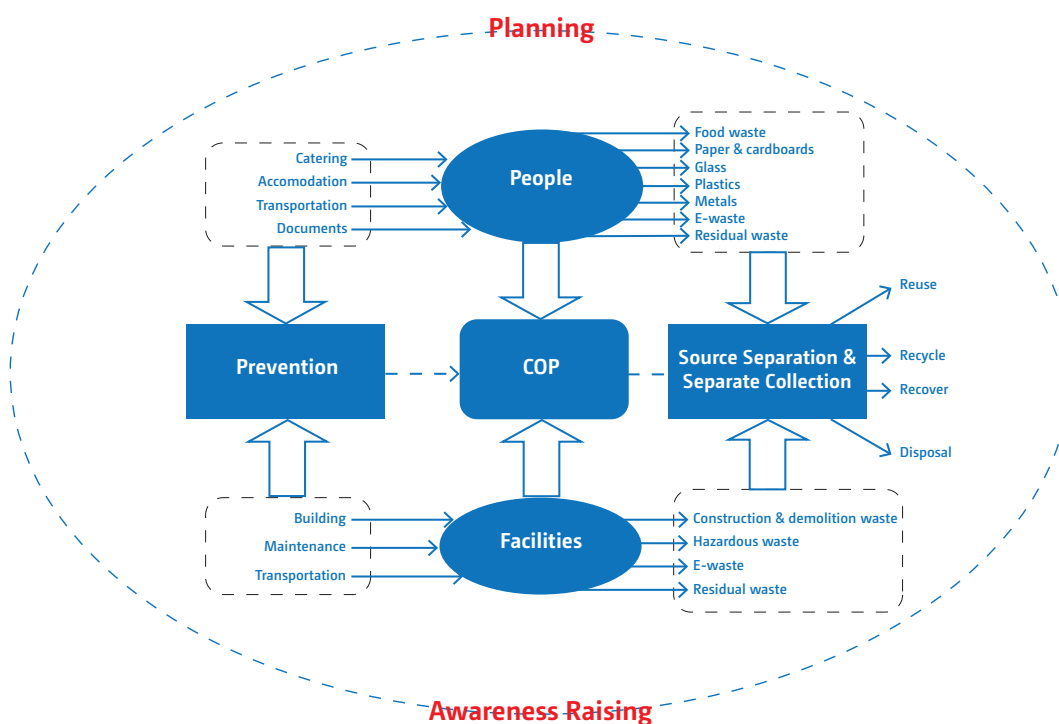
Waste
management
hierarchy¹

Large amounts of waste can be avoided by some simple actions, and the majority of the waste can be recycled, provided that source separation and separate collection is in place. The waste management of a COP should have the goal of resource efficiency, i.e. reduce the use of primary resources and recycle used materials so that they can be used again in a circular economy.

To properly manage waste in a systematically sustainable way, host countries should think in terms of the complete life cycle of products and services we use, consistently following the hierarchy of sustainable waste management: prevention, reuse, recycle, recover and disposal.

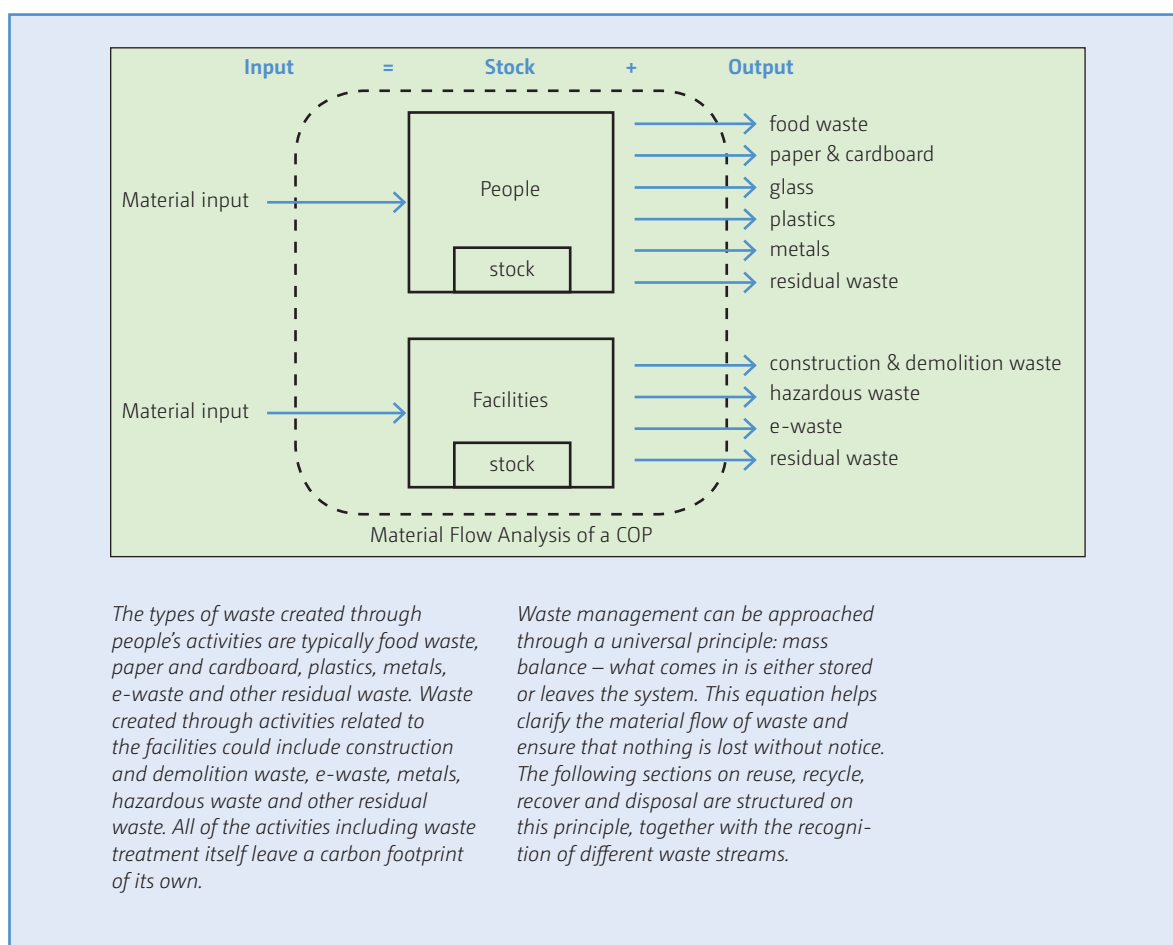
A COP involves two fundamentally different elements: people and facilities, for which materials flow in, remain within (stock) and flow out. To manage waste according to the hierarchy, we have to address the needs of people and facilities that demand material input and thereafter create waste, once they are no longer required.

The graph, *below*, illustrates the overall activities and material flows through a COP based on the two fundamental elements: people and facilities. To attend a COP, people need transportation, accommodation, catering and documents. Each of these activities requires energy and material input and produces different types of waste. On the other hand, facilities such as conference rooms, technical equipment and amenities also require energy and material input, whether they are constructed on site or purchased through suppliers. In most cases, conference rooms and amenities would already be in place and need only to be maintained, while technical equipment might have to be obtained especially for the COP. After analysing the needs of people and facilities, an overview of the “material flow” and ways to



Concept of a COP

¹ <http://faq.zerowastescotland.org.uk/node/64> .



manage waste can be planned in five sequential steps: prevention, reuse, recycle, recover and disposal. In addition to proper planning, it is necessary to raise awareness among participants, as well as the wider community of the host city, for effective execution.

The following sections provide guidance on how to sustainably manage waste generated by a COP in the sequence of the waste management hierarchy, followed by tips on planning and awareness-raising.

I. People

People need accommodation, transportation, catering and documents to attend a COP. Accommodation and transportation are outside the venue of the COP, and not completely within control of the host country. However, recommendations can be given to participants to promote sustainability. For example, hotel recommendations should be given only for

hotels with good waste policy. In addition, only transportation means that minimize carbon emissions should be promoted. Within a COP venue, catering and documents are provided and hence can be managed in the following measures:

Quantity

- Provide dry finger food instead of a full buffet.
- Minimize procurement of quickly perishable food; understand the "used by" and "best before" dates.
- When possible, carefully plan the quantity of food for the number of participants registered, ask them before the COP for their dietary preferences.

Additional saving of GHG emissions

- Procure locally produced, seasonal, fresh organic food (from sustainable agriculture, Fair Trade).
- Choose vegetables over meat and seafood.
- Procure local food with minimum transport distance.

Step 1: Prevention

Prevention of food waste

Food is generally supplied at the conference venue and the hotels for participants. The following measures apply to both. The host country should recommend hotels that apply these measures.

Quantity

- Promote the use of e-version documents, announcements and invitations.
- Make all documents available on the website.
- Print documents only upon request, use double-sided printing.
- Avoid unnecessary use of packaging. When there is a need for food to be packaged, priority should be given to paper and cardboard, then to glass and plastic packaging.
- Use existing boxes to transport things instead of buying new cartons.

Additional saving of GHG emissions

- Procure paper and cardboard from suppliers within a minimum distance.
- Procure paper and cardboard within the closest vicinity, from suppliers who comply with sustainable forestry guidelines.
- Procure recycled paper and cardboard, use eco-ink and packaging that is recyclable.

Prevention of paper and cardboard waste

The use of paper is mainly associated with printouts of conference documents, while types of cardboard are mainly used in connection with packaging, such as for food, liquids, documents and other products.

Quantity

- Use tap water if it is drinkable, otherwise procure large bottles of drinking water instead of small bottles.
- Procure and use reusable, durable utensils and drinkware such as glass and earthenware; where this is not possible, use recyclable plastics such as PET.
- Avoid procuring food in packaging. When this is not possible, prefer paper over recyclable plastics.
- Avoid single portion packaging, e.g. sugar for tea and coffee.

Additional saving of GHG emissions

- Procure products from suppliers within a minimum distance.
- Procure locally produced products.
- If local products are not available, procure those produced in a place as close as possible to the Conference.

Quantity

- Install manually operated mechanisms instead of electrically operated mechanisms, e.g. curtains and blinds.
- Use rechargeable batteries.
- Procure electrical/electronic equipment with replaceable parts and a long lifetime.

Additional saving of GHG emissions

- Procure products from suppliers within a minimum distance.
- Procure locally produced products.
- If local products are not available, procure those produced in a place close to the Conference.
- Use energy-efficient electronic equipment.
- Switch devices off when not in use.

Prevention of packaging and tableware waste

Packaging waste includes materials like glass, plastics, paper and metal (e.g. aluminium cans). A substantial amount of waste can be avoided by using reusable cutlery, utensils, dishes, cups and chinaware.

Prevention of e-waste

E-waste is waste from devices and equipment that need electricity to operate. Electricity comes from either batteries or a power supply.

Step 2: Reuse

Reuse of food waste

This may sound strange, but leftover food can be reused in the form of food donations. Leftover food includes food that remains unopened in its original packaging, food that is not used for consumption that is left in its original packaging, and food that has been served but not eaten. Leftover food that has not been served should be stored and donated to those in need. To facilitate the reuse of food waste, the following actions are recommended:

- Proper storage: store food in a refrigerator or freezer as soon as possible
- Plan in advance with a local food distribution charity organization; if no such local organization exists, the host is recommended to plan the logistics and the donation target.

Reuse of paper and cardboard

While used paper can be reused depending on an individual's need and creativity, the reuse of

cardboard can be applied for common purposes:

- For the storage of documents
- As a container for transportation purposes
- When not in use, flatten cardboard boxes and store them in a dry place for future use.

Reuse of glass

Glass is the most reusable material, due to its chemical stability and durability. Used glassware can be cleaned and used again. To reduce the chance of breaking glassware, it is recommended to procure thick and durable glassware.

Reuse of plastics

Plastics can be reused. In some places, the producer can take plastics back. Seek local options for reuse of plastics. For example, in Africa some farmers will take plastic bottles for water collection; plastics are used in schools and universities for art projects, etc.

Reuse of e-waste

Electrical/electronic equipment usually involves sophisticated construction and often contains hazardous components. Therefore, e-waste should be sent back to the producer, if a take-back service is offered, or deposited at a specialized collection centre/designated bins for e-waste. Reuse in-house without the requisite handling knowledge and skill is not recommended.

Step 3: Recycle, Recover and Disposal

Recycling is a process in which disposed waste materials have to go through mechanical, chemical and/or biological transformation so that the end product can be used again for the same, or — more often—for other purposes. This process requires specialized skills and equipment, and therefore recycling is usually performed by specialized recycling plants. These recycling plants take in separately collected waste and transform it into end products that can be re-sold. For example, composting plants takes in biowaste and turn it into compost; plastic recycling plants take in PET bottles and make new PET packaging products out of them; glass and metals are melted and reshaped into new products; paper manufacturers take in old paper and cardboard and make new paper products, and so on.

Recover, according to the waste management hierarchy, refers to the recovery of valuable materials and energy from waste that is not reused or recycled. Typical examples are energy recovered through thermal treatment of waste and through anaerobic digestion of biowaste, as well as materials recovered such as precious metals from the bottom ash—the residue after thermal treatment. Thus, this process is independent of a COP organization.

The method of waste disposal used by a host country profoundly affects the subsequent recycling process. To make recycling possible and efficient, the host country needs to make sure recyclable materials are separately disposed and separately collected. Good source separation and separate collection practices include the following:

Source separation best practices

- Provide differently coloured bins for different types of waste, with clear signage at eye level;
- Provide one volunteer or one staff member as the dedicated “waste guide” near each bin area to help people understand how to dispose of their waste;
- Announce waste disposal guidance to COP participants before and during the COP;
- Use removable bins instead of building bins fixed to the ground;
- Inform the cleaning staff of the system in place.

Separate collection best practices

- Prepare a sufficiently sized and equipped storage room for daily transfer of waste from bins to temporary storage until the collection service arrives;
- Plan the logistics of waste collection well in advance, either directly with recycling facilities in the city or the municipal waste collection service;
- Plan the frequency of collection. Food and residual waste should be collected frequently, i.e. once a day, while dry recyclables can be collected after the COP ends.

II. Facilities

Step 1: Prevention

Prevention of construction and demolition waste

Construction and demolition waste arises when new facilities need to be constructed or old facilities refurbished. Prevention can be done through the following strategies:

- Choose a host city for the COP where an appropriate venue and facilities already exist;
- Assess the necessity for new construction and refurbishment, and creatively use existing set-ups.

Prevention of hazardous waste

Hazardous waste is waste containing chemicals and other substances that are deemed dangerous due to their potential for ignitability, reactivity, corrosiveness and toxicity, and pose a potential threat to human and animal health and the environment. Typical hazardous wastes arising from a COP are:

- Paints used for surfaces like walls and tables
- Prevention: reduce the necessity for painting and use paints made from natural ingredients with no volatile organic compounds
 - Mercury-containing waste such as fluorescent light bulbs
- Prevention: Use non-fluorescent light bulbs
 - Electronics (PCs, laptops, televisions, etc.) and certain types of batteries (lithium, nickel cadmium, or button cell batteries)
- Prevention: covered in the discussion on prevention of e-waste above; in addition: use non-hazardous batteries
- Medical waste: Medical waste can be generated when first aid and medical assistance is administered. Medical waste cannot be prevented or reused but should be disposed of carefully and sent to treatment facilities specialized in medical or hazardous waste.
- Cleaning agents
 - Prevention: Procure cleaning products made from natural ingredients; reduce the amount of cleaning products being used (use half or a quarter of the recommended amount).

Step 2: Reuse and Recycle

Reuse and recycling of construction and demolition waste

Construction and demolition waste generally cannot be reused in-house. There are specialized processors that collect such waste and reuse or recycle it for road and building construction. It is therefore recommended to plan ahead with such processors for the disposal of any construction and demolition waste.

Reuse and recycling of hazardous waste
Hazardous waste should not be reused in-house. It needs to be handled by specialists. Licenced processors that receive hazardous waste should be identified.

III. Planning

Like the organization of other COP matters, waste management can and should be planned ahead. This involves knowing the demand of goods and services, knowing what is already available and therefore what needs to be procured. It requires the appointment of a waste officer, who develops a waste plan and organizes communication and training. The waste officer needs to be informed about the waste management system operating in the city so that he/she can plan the best strategy, e.g. if there are biowaste treatment capacities, what materials are recycled, collection days/times, centres that take hazardous waste, etc.

Step 1: Estimate demand

From the number of registered participants, the necessary amount of catering, transportation, documents and facilities can be estimated. Catering, for example, can be planned by knowing the number of participants and, if possible, by asking the participants of their dietary preferences upon registration. A plan for printing can also be made by asking the participants whether they need printed documents upon registration.

Step 2: Stocktaking

Check the in-house inventory to see how many materials are already available, e.g. glasses, cups, utensils, dishware, decorations, facilities such as microphones, speakers, tables, and many more.

Step 3: Procurement

By knowing how much is needed in total and how much is available in-house, the additional amount needed can then be procured from external sources. The procurement policy should follow the following hierarchy:

- **1st – Borrow:** Borrow from related institutions in the same city.
- **2nd – Rent:** Rent services rather than purchase goods. For example, rent equipment such as printers, laptops, projectors; rent potted plants for decoration instead of buying cut flowers.
- **3rd – Purchase:** Only when borrowing and renting are not feasible should goods be purchased. Purchase durable, reusable goods instead of disposable ones.

Step 4: Communication of waste policy

A comprehensive—yet succinct—waste policy should be established and be appended to all COP general information documents. The policy should clearly state the responsibilities of each group of stakeholders, including the host, the participants, internal staff, hired personnel, etc., and hence what is expected of them. For example, as a delegate: do not be wasteful at buffets; use designated recycling bins; use electronic copies of documents; turn equipment off when not in use, etc. **It is important to remind the different stakeholder groups that the simplest actions often avoid the most waste.**

Communication should be continuous, before and during the COP, with all groups of stakeholders. It would be most effective when illustrated through the use of engaging media such as photographs, animations, and video presentations. This can be accompanied by facts and figures that illustrate what actions bring about the greatest changes in a straightforward way. The dialogue needs to be kept open, which can be best facilitated through social media.

Step 5: Training of staff

Besides communicating with staff, training needs to be given on the following themes:

- A general waste policy information session
- Training sessions on specific topics:

- Use of cleaning agents by cleaning staff and all other issues that are relevant to them
- Training for designated waste guides on bins and source separation.

IV. Awareness-raising

The waste policy of a COP should form part of the central communication strategy of COP events, for example referenced on the website and in the handbook. A United Nations climate change conference brings in a significant number of people to the local area, which on the one hand stimulates local tourism but on the other hand may pose an environmental burden, particularly regarding waste generation. Thus, besides communication with the COP participants regarding waste policy within the COP, awareness-raising needs to reach out to the local community. Participants at a COP need to be aware of the impacts of their behaviour on the local community (most effectively through the carbon-footprint savings measures), while local citizens through involvement and participation will support the COP and furthermore may in turn become more aware of waste issues and gradually change their own behaviour towards waste.

Awareness-raising of COP participants

Accompanying the communication of the waste policy of the COP, an introduction of the city and its waste disposal infrastructure should be given. Information such as the existence of separate bins for recycling, their different types and how and where can they usually be found will help to prevent recyclables being disposed of in the mixed residual waste bins.

Information on where saved food and recycled materials will go to benefit which part of the local community would be an added value on the COP waste policy communicated with stakeholders.

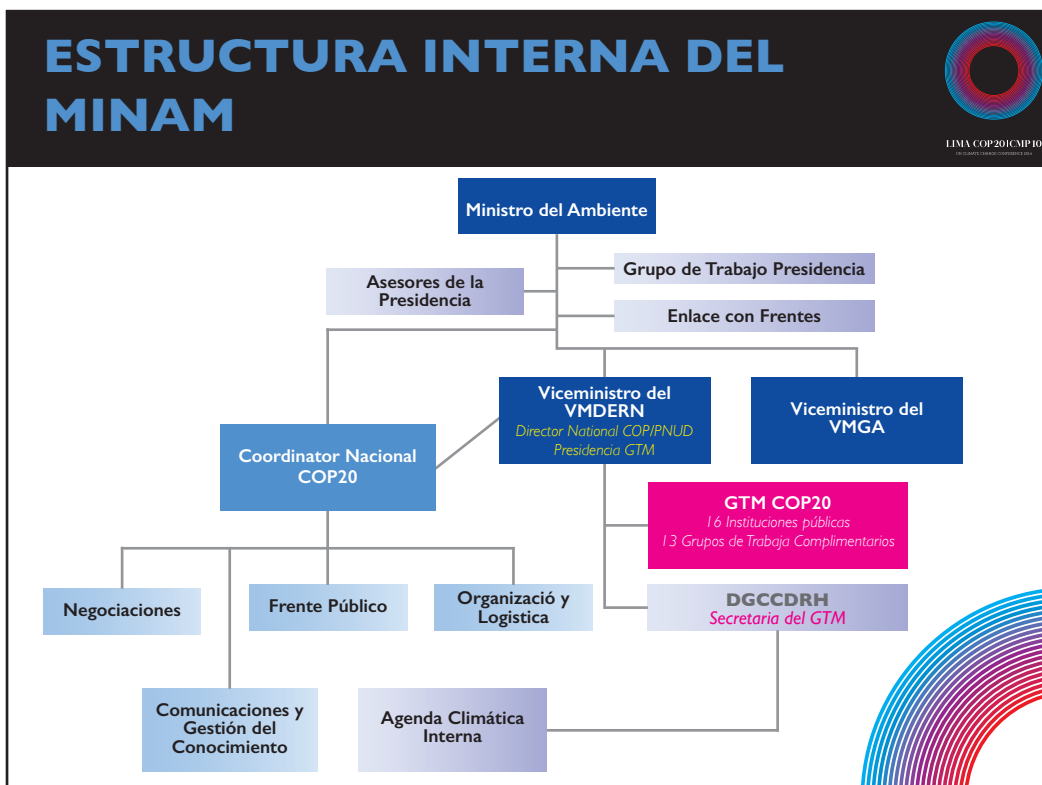
Awareness-raising of the local community

If awareness-raising about the COP is being carried out at the local community level, the waste element should be part of it. Citizens should be encouraged to volunteer at the COP for various functions including waste management functions, such as being a waste disposal guide.

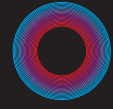
Annexes

Annex I

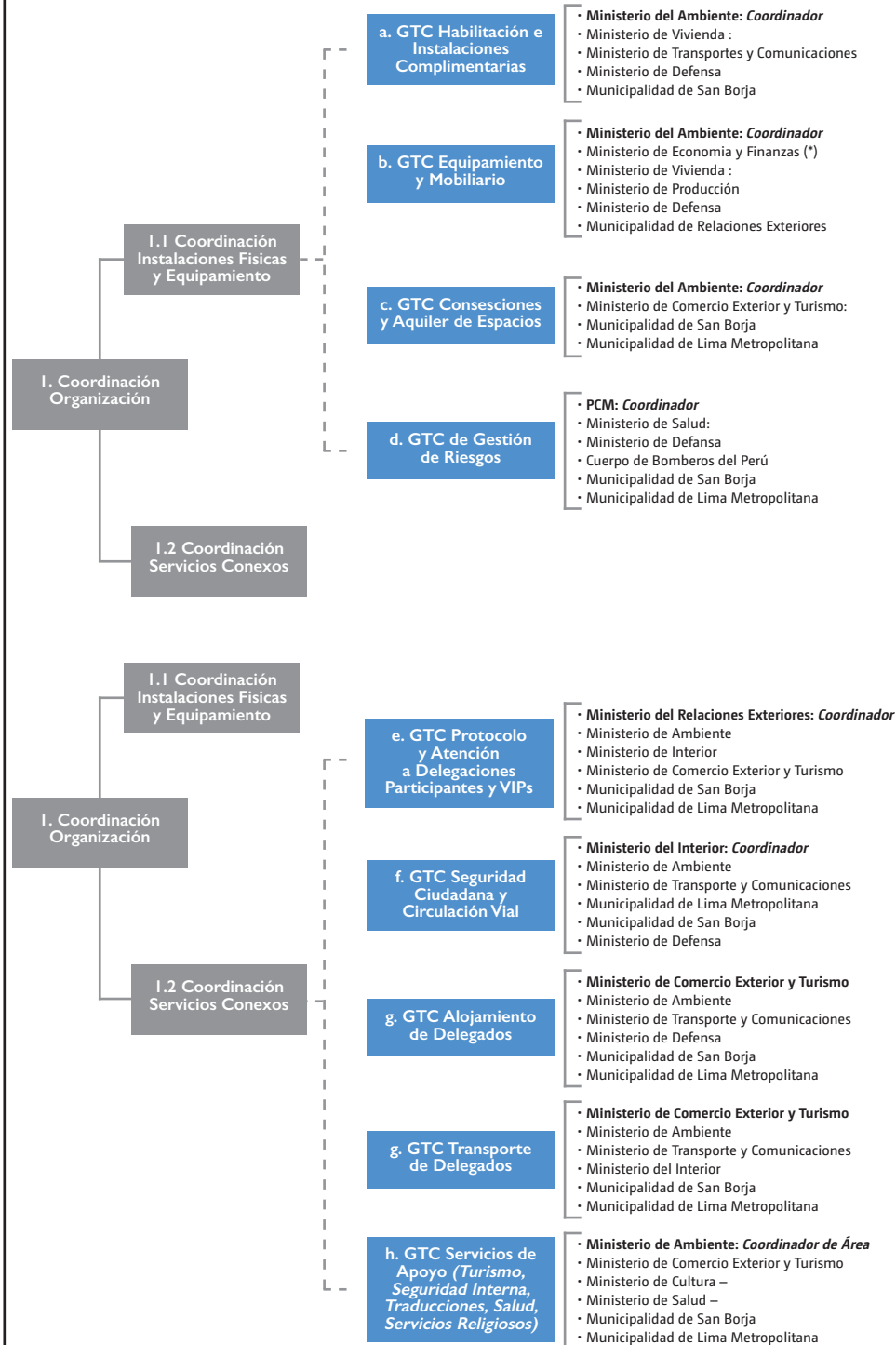
Preparing for COP 20/CMP 10: organizational structure for Peru



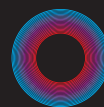
GRUPO DE TRABAJO COMPLIMENTARIOS (GTC)



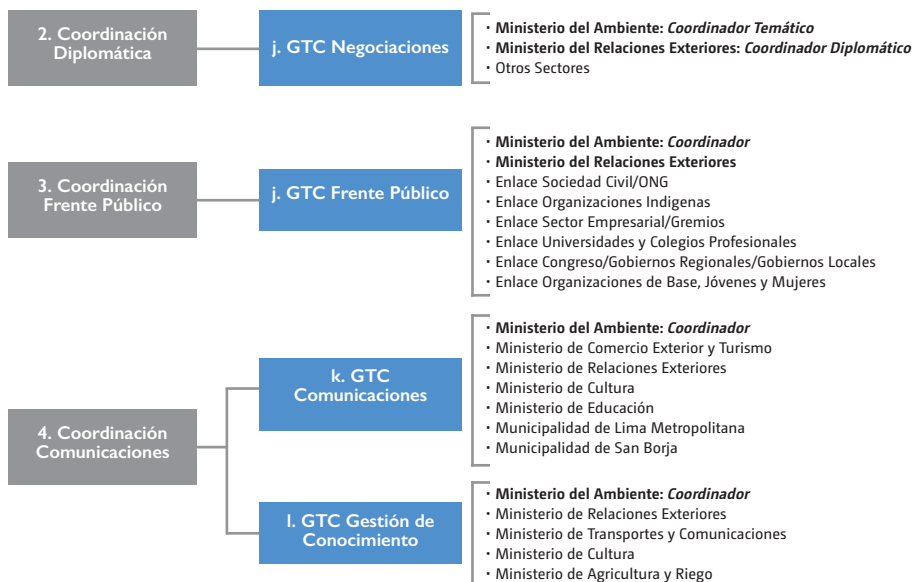
LIMA COP20/CMP10
12-18 DE DICIEMBRE DE 2014



GRUPO DE TRABAJO COMPLEMENTARIOS (GTC)



LIMA COP20/CMP10
10-14 DE DICIEMBRE DE 2014



Annex II

Sample text for Expression of Interest letters

To the UNFCCC

Dear Ms. Figueres,

I refer to our recent discussions during COP 19/CMP 9 held in Warsaw, Poland, and would like to reiterate to the secretariat, the Government of [Party]'s interest in assuming the honour of hosting COP xx/CMP xx in 20xx, on behalf of the [UN Regional Group].

[Party] will share this interest and will seek the endorsement of the [UN Regional Group]. In the meantime, we would appreciate receiving information concerning the modalities and conditions of hosting a COP/CMP session as well as the necessary logistical requirements for this event.

We look forward to a fruitful collaboration in working with you and the secretariat's team.

Yours sincerely,

To the Chair of the [UN Regional Group]

Dear xxxx,

As you are aware, based on the United Nations rotational system, the Presidency of COP xx/CMP xx in 20xx, under the United Nations Framework Convention on Climate Change, will be hosted by the [UN Regional Group].

The Government of [Party] would like to express its interest in having the honour of hosting COP xx/CMP xx in 20xx, on behalf of the [UN Regional Group].

To this end, [Party] seeks the endorsement of the [UN Regional Group] for its offer.

[Party] looks forward to collaborating with you and the Group in the endorsement of this candidature.

Yours sincerely,

Annex III

Possible topics for discussion during planning missions

The planning mission may focus on many key elements of the conference, such as:

- Estimated number of participants/capacity of the intended venue
- Level of participation, i.e. Heads of State or Government, ministers, other high-level representation, etc.
- Participation of representatives of non-governmental organizations and civil society
- The High-Level Segment: what is the expected participation; any round tables?
- How many meetings with interpretation services will be held at the same time, i.e. “in parallel”?
- Pre-conference consultations, or unofficial meetings to be held before the formal opening of the conference; will they be held at the conference location or elsewhere? What will be the role of conference-servicing staff in those meetings?
- Will there be evening or night meetings?
- Will the conference continue – officially or unofficially – over the weekend?
- Languages of interpretation, number of interpretation teams required in accordance with the structure of the conference
- Languages of interpretation beyond the six official United Nations languages, depending on the requirements of the host country
- Pre- and in-session documentation requirements: will pre-session documents be printed at the headquarters location and shipped to the conference location, or can they be printed at a reproduction facility on site before the opening of the conference? Will in-session documentation be handled through remote translation and text-processing? At which United Nations duty station is that work to be done?

Planning missions will also include visits to assess the proposed conference site(s). The following areas, among others, require discussion:

- Conference and meeting rooms – number available, size and capacity of each; do they fit the requirements of the event; will modifications need to be made?
- How are meeting rooms to be set up – classroom-

style (seats at table), theatre style (no tables), or a mix? The usual United Nations practice at major conferences is two seats at a table and two behind for all delegations and most observers.

- Are document distribution facilities available in the conference rooms? Will they need to be constructed?
- Interpretation booths for all rooms requiring interpretation services. Is the correct number available? Are they to United Nations standards?
- What are the requirements in terms of meeting rooms for the Bureau of the conference or for regional and other interest groups of States during the conference?
- What type of sound equipment is available or planned for each room?
- Are facilities for audio-visual presentations available? Are special meeting rooms for bilateral consultations required?
- Office space
- Document reproduction facilities, including space and appropriate reproduction/photocopying equipment
- Document distribution facilities, including shelving and pigeonholes
- Meeting and meeting room announcements within the conference centre – announcement boards, monitors, closed-circuit television, etc.
- Registration area
- Press and media facilities
- Facilities for delegates and other participants: business centre, on a fee-paying basis, including telephone, fax, photocopying facilities, etc.
- Information desk, message centre
- Bank, travel agency
- “Cyberspace” – PCs with Internet access for free use of participants
- Delegates’ lounge, including any special requirements for high-level participants
- Restaurants, snack bars, coffee bars – what are their opening hours during the conference?

Other topics to be discussed with host country representatives during the planning mission may include the following:

- Meeting between legal counterparts for a discussion of the elements in the legal text of the Host Country Agreement
- Hotel accommodation for participants and staff members
- Travel arrangements for staff members to and

from the conference location, including mode of travel, travel time and rest stopovers in accordance with United Nations rules and regulations

- Transportation to and from the conference site during the conference
- Equipment requirements for United Nations staff members at the conference
- Local staff requirements
- Financial obligations of the host country
- Visa obligations
- Interpretation requirements beyond those to be provided by the United Nations for formal meetings. Will the host country be able to provide interpretation for meetings of the Bureau of the Conference, regional group meetings, parallel events, etc.?
- Shipment of conference material.

Annex IV

Further information on registration procedures

Registration of technical staff

- All technical staff who are assigned to *work during the conference* from the date of the official handover of the conference premises to the United Nations (after the bomb sweep) until the end of the conference (usually from the Saturday before the opening to the last day of the conference) should be cleared by local security before uploading their records in the online registration system.

Once the United Nations receives the premises, only technical staff duly cleared by host country security will receive a badge to get access to the premises.

The host country is requested to nominate a focal point for the task of registering technical staff. This contact point will receive a special Excel sheet and a handbook on how to populate the file. This file should be forwarded to the service providers who should input the required information regarding their staff and returned to the host country for security checks. The file then will be uploaded online to a designated site provided by the secretariat. *No other list will be accepted by the secretariat.*

Technical staff should collect their badges during the week before the welcoming ceremony (Monday to Friday). After this time, the secretariat will focus on the issuance of badges for delegates.

Registration of the host country delegation

The host country delegation will be nominated under the procedures specified in Chapter 5. However, it is a very complex and difficult process for the host country to compose the national delegation due to the wide range of functions performed by the host country (dignitaries, parliamentarians, staff from different ministries, COP organizers, etc.) and the interest generated by the conference. The large and diverse number of representatives from the host country could also pose a problem to the host country. It is important that the National Focal Point (NFP) or the person in charge of composing the national delegation contact the secretariat's External Relations Officer as soon as possible to start preparing the national delegation.

All persons performing political or negotiating functions related to the conference should be included in the delegation as representatives of the host country.

For those with more technical functions, such as COP organizers, they should be included as "delegation overflow". This category will receive a badge as part of the host country delegation but will not be included in the list of participants (LOP). On an exceptional basis, this category may be used to include certain persons from the Government who would be important to include in the LOP for political reasons.

Host country's offices for registration

A liaison office of the host country to liaise with the External Relations/registration desk should be placed in the registration area, near the registration counter. This office will liaise with persons claiming to be part of the host country delegation or technical staff, but whose names have not been included in the online registration system or whose details have not been uploaded. The host country NFP and the contact point for technical staff or persons delegated by them should be on hand to deal with these difficult cases as they

should have full control of the delegation and the list of technical staff. They may deny or make a nomination online.

The secretariat's External Relations staff will work with this liaison office on a daily basis in comparing lists of nominees and issuing badges immediately to those persons nominated by the liaison office. This will avoid disputes at the registration counter and also allow for efficient management of the issue.




Distribution of information on participants

This information is considered confidential until the commencement of the conference. The secretariat is willing to share this information with the host country to a restricted number of persons, usually no more than three email addresses. The best practice for host countries is to create a generic email account to receive this information and delegate the task of distributing this list internally to someone in the security or organization team.

The secretariat will continue to send this information during the conference and it will be supplemented by daily statistics.

Annex V

Sample of an acknowledgement letter

Secretariat of the United Nations Framework Convention on Climate Change Martin-Luther-King-Strasse 8 53175 Bonn, Germany		 
Acknowledgement of participant's nomination		
<div style="border: 1px solid black; width: 300px; height: 100px; margin: 10px auto;"></div> <p style="text-align: center;">Full name</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p style="font-size: 0.8em;">Do not fold or scratch this area</p>  <p style="font-size: 0.8em;">P> 7 18358 673619</p> </div> <p style="text-align: right;">Online Registration Code: 3829MH</p>	
<p>This is to acknowledge that a Designated Contact Point (DCP) or a National Focal Point (NFP) has nominated the individual to attend the meeting specified below.</p>		
<p><small>Participant's full name</small> Full name</p>		
<p><small>Nominated for meeting session</small> Full meeting session title</p>		
<p><small>Meeting location</small> Meeting location</p>		
<p><small>Nominated by</small> Nominator</p>		
<p><small>Participant type</small> Registration/badge type</p>		
<p><small>Attendance dates (from/until)</small> Attending from/until</p>		
<p>For any queries relating to the information herein please contact your Designated Contact Point/National Focal Point.</p>		
<p>At the registration counter, nominated participants must provide this document and a personal identification in the form of a valid passport or a nationally approved photo identification card, matching the online details provided to the UNFCCC secretariat.</p>		
<p>Please note: This document does not entitle the participant named herein to be either registered or to gain entry into the conference premises (see below). For registration, the UNFCCC secretariat will use the latest online information provided to it by the DCP or the NFP. Nominations can be cancelled or replaced by the nominating DCP or the NFP at any time until a badge is printed and issued.</p>		
<p><small>In the interest of security and safety of all participants and the smooth and efficient conduct of the sessions, the UNFCCC secretariat reserves the right to deny and/or restrict access to the conference premises, or to request participants to leave the conference premises. The UNFCCC secretariat shall not be responsible for any expenses incurred by participants who are requested to leave the premises or are refused registration or access to the sessions for which they have been nominated and/or registered as participants.</small></p>		

Annex VI

Further information on protocol and the High-Level Segment

I. Protocol arrangements organized by the Government

A. Arrival of participants at the airport

An orientation and hotel/accommodation booth is necessary at the international exit(s) of the airport(s). The information available should include all tourist services including reputable taxi companies.

B. Arrival of ministers and heads of United Nations agencies at the airport

The host country may wish to provide a protocol officer from the host country at the airport to welcome ministers and heads of United Nations agencies before they collect their luggage and exit the immigration area. The protocol officer will assist them with their luggage and orientate them to the immigration authorities and the COP booth if necessary. This protocol could be expanded if the host country so decides.

The practice is that the host country requests Parties and United Nations organizations to provide the arrival date and travel details of their ministers or head of agency. The communication of this information is essential to organize the protocol. Those countries that do not provide this information would understandably not be in a position to enjoy any protocol at the port of entry.

C. Arrival of Heads of State and Government and the United Nations Secretary-General at the airport

Protocol for Heads of State and Government and the Secretary-General will follow the general rules of protocol of the host country. The host country is also responsible for the security of these dignitaries.

The arrival, accommodation and departure of the Secretary-General and should be coordinated by the host country with the Secretary-General's office and the United Nations head of security for the conference.

The arrival, accommodation, and departure of any visiting Heads of State and Government should be coordinated by the host country with the ministry of foreign affairs of the relevant State.

II. Protocol arrangements organized by the UNFCCC secretariat

A. Welcoming ceremony of the COP/CMP

The secretariat in consultation with the host government will organize the welcoming ceremony of the COP/CMP. The procedures and development of the ceremony will be reflected in a document referred to as a "Minute-by-Minute" (MbM). It will contain a schedule from the arrival of dignitaries at the conference venue to their departure from the conference venue. This document will also record the names and titles of the participants in the ceremony, a description of the events that will take place during the ceremony, who will be invited to address the plenary, and the persons at the podium and in the additional first row.

The MbM is a working document that will be constantly updated and distributed to the host country protocol officer, security, press/media officer, host country organizer and senior secretariat officials.

Minister(s), the Mayor of the City and other officers below ministerial rank usually attend the opening ceremony of the COP/CMP.

The ceremony may include some short cultural event or more sophisticated media events. These events must be organized in consultation with the secretariat in order to avoid any clashes with the proceedings for the opening of the session.

The welcoming ceremony typically coincides with the proceedings for the opening of the session and the election of the COP/CMP President. However, if logistics permit, it may be possible to separate these two events.

It is necessary to underline that while it would be possible to separate the welcoming ceremony of the COP/CMP and the opening of the COP/CMP/ election of the COP/CMP President, the President of the COP/CMP can only be elected once the

COP/CMP is open and Parties are formally called on to elect him/her. Consequently, he/she will not be in a position to preside over the plenary until having been formally elected.

B. Opening of the High-Level Segment

The High-Level Segment (HLS), which is held in the main plenary hall of the conference venue, is attended by ministers and other senior officials and is inaugurated during the second week of the session.

There is traditionally an opening ceremony of the High-Level Segment, which may be attended by the Secretary-General of the United Nations, the Head of State or Government of the host country and other Heads of State or Government (presidents, prime ministers or monarchs). Owing to the formal nature of the HLS and the high profiles of the dignitaries who customarily attend the opening, the protocol is more rigid.

Access to the plenary will be strictly controlled by security. Tickets will be issued and distributed to Parties and NGOs for the exact number of seats in the plenary hall and provide equitable access to each delegation (Parties, NGOs, IGOs, United Nations agencies). Only those participants with a ticket will be allowed access to the plenary hall. Doors will be closed after the arrival of Heads of State and Government and the Secretary-General. After the closing of the opening ceremony and the departure of the dignitaries, the plenary hall is open to all.

During the opening ceremony of the HLS, speeches are delivered by the Head of State or Government of the host country, the United Nations Secretary-General, the COP President and the Executive Secretary of the UNFCCC. If there are other Heads of State or Government in attendance they will also be invited to deliver a statement.

The inaugural section of the HLS traditionally closes after these official statements and allows for the departure of the Heads of State and Government and the Secretary-General. The HLS resumes after approximately 10 minutes and the President of the COP will invite those speaking on behalf of negotiating groups (African, Umbrella, LDCs, AOSIS, EIGs, EU, etc.).

On the day of the opening of the HLS, the session is scheduled to end in time for ministers and other heads of delegation to attend a reception traditionally hosted by the Head of State or Government or the Ministry of Environment of the host country (further information on the reception is provided in section C below).

Although there are strict security measures, the general procedures for the welcoming ceremony will apply. Dignitaries will be escorted from the venue entrance to a VIP room. This will allow all other participants to proceed to the plenary hall and take their seats. Once participants are seated in the plenary hall, dignitaries will be escorted to the plenary hall. They will remain in the plenary hall until the end of the ceremony and then be escorted either back to the VIP lounge, to the press conference room, to the entrance or to another activity in the conference venue. In both the welcoming ceremony for the opening of the COP/CMP and the opening ceremony for the HLS, the scenario will be described in a minute-by-minute document.

I. Arrival of ministers, Heads of State and Government, Secretary-General, heads of agencies and other dignitaries from the host country to the security entrance of the conference premises.

Ideally, and depending on the layout of the conference centre, it would be advisable to have one dedicated entrance for ministers and heads of agencies, and one for Heads of State and Government and the Secretary-General.

These entrances to the conference for ministers, heads of agencies and other dignitaries from the host country, and the entrance for the Heads of State and Government and the Secretary-General should be secure entrances and should ideally be located near the entrance to the main plenary hall.

The VIP lounge and offices of the Secretary-General should also be located near the plenary hall in a secure and restricted-access area.

Heads of State and Government and the Secretary-General will be escorted by a protocol officer from

the secretariat to the plenary hall or their offices, as appropriate. Their movements inside the conference premises and seating arrangements in the plenary hall will also be coordinated and organized by the secretariat.

II. Arrangements for the opening ceremony of the HLS

The arrangements for the HLS are very specific. For the opening ceremony, the host often includes a cultural aspect in the proceedings (but is not compelled to do so). This is something specific to the host and is produced and managed by the host, in consultation with the secretariat.

There is a constantly updated Minute-by-Minute schedule (MbM) managed by the secretariat's Protocol and External Relations Officer who works closely with the protocol officer of the host country. The MbM is a confidential document used only by the secretariat and the host country and provides a detailed outline of activities from the arrival of Heads of State and Government to formal introductions in the VIP lounge, through to the end of the inauguration.

The United Nations Secretary-General, special guests and senior United Nations officials normally gather and wait in a special VIP lounge prior to the opening, where they are met by the host country's Head of State or Government. While they are meeting in the VIP lounge, delegates are gathering in the plenary hall and have to be seated before the meeting can begin. For security purposes, no further access to the plenary hall is allowed once the meeting begins.

For the inauguration of the HLS, there is normally a Master of Ceremonies (MC), selected by the host or the secretariat. The MC announces the opening of the ceremony, introduces cultural events (if any) and speakers and the closing of the ceremony. However, sometimes this role is performed by the elected President of the COP/CMP if the welcoming ceremony is included in the opening of the COP/CMP.

The MC usually informs the External Relations and Protocol Officer, who is in the VIP lounge, when the plenary hall is ready for the dignitaries to proceed from the VIP lounge to the plenary hall.

After the signal from the MC to the External Relations and Protocol Officer, the entire group gathered in the VIP lounge proceeds to the plenary hall, escorted by United Nations security and protocol officers. United Nations staff members are seated in the front row on the left side of the podium and other dignitaries in the front row on the right side. Depending on the composition of the dignitaries, any visiting of Heads of State or Government may sit at the podium, at the front-row seats of the plenary hall or at their country's delegation seats. United Nations protocol officers are assigned to escort/assist with seating.

The assistance of the host country protocol officer is key in identifying those guests who will be seated in the first additional row.

III. Seating of high-ranking guests and senior United Nations officials

An additional first row should be placed in the plenary hall to accommodate senior officials from the host country accompanying host country and United Nations dignitaries. The number of total seats will be given in accordance with the layout of the plenary hall. However, based on past experience, this row would be limited to 10 to 20 seats for the host country and a similar number of United Nations officials.

Experience indicates that the host country may have a limited number of high-ranking officials who would be invited to attend both the welcoming ceremony for the opening of the COP/CMP and the opening ceremony for the HLS (no more than 50 officials). In consultation with the host country protocol officer, a list containing the names of these persons will be provided to the secretariat's External Relations and Protocol Officer in order to ensure the provision of special badges issued for these officials. The badge will be valid only *for the event on the specific day*.

IV. Statements at the High-Level Segment

The most important activity of the High-Level Segment is the delivery of national statements. Reference to the HLS is made first in the notification of the session which is issued to Parties and observer States two months before the session. Included are the dates of the HLS, who

is expected to attend, the duration of speeches, the format the HLS will take and the opening and closing dates for registration for the HLS.

Statements by other ministers and other heads of delegation are heard in joint meetings of the COP and the CMP on the Wednesday and Thursday of the second week, and the High-Level Segment concludes on the last Friday of the conference with the adoption of decisions and conclusions by the COP and the CMP.

The HLS is presided over by the President of the COP/CMP or the Vice-President of the Bureau.

Given the number of Parties that register to speak, the recommended **time limit for each statement is three minutes**. Statements on behalf of groups are strongly encouraged and additional time is then allocated for these.

The full texts of the official statements are not circulated in hard copy during the High-Level Segment, but are usually posted on the webpage after the secretariat receives copies electronically or in hard copy from the Parties.

V. List of speakers

The list of speakers for registration of the speakers is usually opened six to seven weeks before the session and should close two weeks prior to the start of the conference. However, sometimes up to the day before the HLS and during the segment, registration continues to take place.

A registration form for completion indicating the name of speaker, title, and ministry and all other relevant details is included in the notification

The Protocol and External Relations unit of the secretariat manages the list of speakers for the HLS.

The list of speakers is first published in the Daily Programme on the Thursday of the week prior to the opening of the HLS and continues until the last day of the HLS. It is often at this time that several delegations realize that they have not registered their ministers and therefore make last-minute registrations. Changes (deletions, exchange of slots, additions) are also made even while the HLS is taking place, and therefore the

list of speakers is a constant work in progress until the end of the HLS.

Since the list of speakers in the daily programme is not the same every year, it is not possible to provide a sample. However, the announcement of the HLS in the Daily Programme can be found in the Daily Programmes of previous COPs.

It is planned that statements made by ministers and other senior officials on the Wednesday and Thursday finish at 7 p.m. each evening. However, depending on the total number of speakers, the last day of statements from Parties often runs later, sometimes until the early hours of the following morning.

VI. Logistics for the remainder of the HLS

Chairs/sofas

For the day following the opening of the HLS and until the closing of the HLS, a “sitting area” is set up at the right-hand side of the floor below the podium. The area is intended for speakers waiting to make their statement to the plenary. This area has two comfortable sofas placed at an angle facing the plenary and the podium. In between both seats should be an appropriately sized coffee table, which could have a discreet flower arrangement or a piece of art from the host country.

Water

A total of approximately 200 bottles of water (no open containers) and a corresponding number of glasses will need to be provided for the speakers. Each speaker is offered water by the officer who escorts them to and from their seat, and while waiting to make their statement.

Security

United Nations security is assigned to cover the entire HLS. All entrances/exits are manned in addition to security at the podium. In addition, a “barrier ribbon” is also set up to prevent people from directly approaching the speakers or the table used by staff servicing the HLS.

C. Reception on the occasion of the opening of the HLS

A reception organized and hosted by the Head of State or Government or the Ministry of Environment of the host country is traditionally held following the inauguration of the HLS. A personalized invitation from the reception host is usually addressed to the head of each delegation (usually a minister), the heads of United Nations agencies, IGOs and constituency focal points of NGOs, and senior UNFCCC secretariat staff. Admittance to the reception is by invitation only. The invitations are usually collected by authorized representatives at the Information Desk.

It is up to the host country to decide whether it will provide transportation to the reception or whether ministers and other heads are to make their own way to the reception venue.

An announcement of the reception is usually made in the Daily Programme, mainly to inform those concerned of the date and time of the reception and also to inform them that the invitations are to be collected at the Information Desk and that the reception is by invitation only.

The secretariat is normally not involved in the organization of the reception but is usually consulted on the guest list regarding non-Party guests, titles of guests, menu etc.

Annex VII

Hosting the United Nations Secretary-General

The United Nations Secretary-General usually attends the COP/CMP for a few days in conjunction with the High-Level Segment.

In terms of protocol, he is to be treated as a Head of State or Government. He travels with an entourage of some 20 other United Nations staff from New York. The practice for previous COP/CMP sessions has been that the United Nations Secretary-General's hotel room and related charges are covered by courtesy of the host country.

A representative of the host government normally greets the Secretary-General when he arrives at the airport.

The requirements for the Secretary-General's visit are as follows:

Hotel rooms:

- The host country should assist in finding suitable hotel accommodation for the Secretary-General and his delegation.

The hotel rooms required are as follows:

- VIP suite for the Secretary-General to be paid for by host government
- Regular rooms for each of the other members of his delegation
- 1 hotel room to be used as an office (see below).

Office space

- office for the Secretary-General at the conference venue near the plenary hall and easily accessible via the VIP entrance
- 1 office at the conference venue for a secretary
- 1 office at the conference venue for the support team of the Executive Office of the Secretary-General (7 workspaces)
- 1 office at the conference venue for the Secretary-General's Climate Change Support Team (7 workspaces)
- 1 meeting room at the conference venue for approximately 20 people
- 1 lounge area at the conference venue for approximately 20 people with small tables and water/glasses

- 1 corner at the conference venue for photo sessions with United Nations and national flags
- 1 separate small lounge area at the conference venue for bilateral meetings with envoys
- 1 office at the Secretary-General's hotel (including equipment as requested below).

Conference venue office equipment – Support Team of the Executive Office of the Secretary-General

- 4 printers
- 2 mobile phones (call charges on a commercial basis)
- 1 international telephone line
- 4 PCs
- 1 small photocopier
- 1 international fax line (encrypted machine)
- 1 or 2 CCTV monitors to follow the schedule and proceedings
- Internet connection at each workspace

Conference venue office equipment – Climate Change Support Team

- 7 workstations
- 2 telephone lines (at least one with an international line)
- 1 desktop printer
- 1 small photocopier
- Internet connection at each workspace

Hotel office equipment

- 2 computers, with internet access
- 2 printers
- 2 telephone lines (at least one with an international line)
- 1 or 2 fax machines
- 1 large photocopier with a sorting device
- 1 television
- 1 shredder
- 1 long work surface (2.5–3 metres long) for sorting news updates
- Office supplies
- 24/7 IT support at the hotel, in case of problems with equipment

Other requirements

- Refreshments – for Secretary-General only
- Water and glasses for meeting room
- Security
- 2 United Nations flags with poles

Transportation

- 1 armoured vehicle with driver (available on a 24/7 basis)
- 1 minibus (20-seater) with driver (with experience of driving in a police convoy) (available on a 24/7 basis)
- Saloon car with driver for Protocol Officer, etc. (available on a 24/7 basis)
- Police convoy

Annex VIII

Sample notification on the High-Level Segment

Organization of the High-Level Segment

The High-Level Segment, to be attended by ministers and other senior officials, will be inaugurated during the afternoon of Tuesday, [Day, Month]. Statements by ministers and other heads of delegation will be heard in joint meetings of the COP and CMP on [xx] and [xx Month]. The High-Level Segment will conclude on Friday, [xx Month] with the adoption of decisions and conclusions by the COP and the CMP.

Given the number of Parties and the limited amount of time available for statements, it will be necessary to limit the duration of each statement.

The recommended time limit is three minutes.

Statements on behalf of groups, where the other members of the group do not speak, are strongly encouraged and additional time will be provided for these.

The secretariat wishes to inform Parties and observer States that full texts of the official statements will not be circulated in hard-copy form during the High-Level Segment. For further information concerning distribution of documents and statements, please refer to Annex V of this notification.

The list of speakers will be open from [Day, Date, Month, Year] to [Day, Date, Month, Year]. **Requests received before [Day, Date, Month, Year] cannot be considered.** Registration should be made using the attached form and should be addressed to the External Relations Officer, Conference Affairs Services, telephone: +49 228 815 xxxx or +49 228 815 xxxx, fax: +49 228 815 1999, e-mail: sessions@unfccc.int.

Annex IX

Sample registration form
for the High-Level Segment

List of speakers during the High-Level Segment
[Country: Year]: United Nations Climate Change
Conference
[x to x Month:Year]

The list of speakers will be open from [Day, Date,
Month, Year] to [Day, Date, Month, Year]. Parties
that wish to deliver a national statement during

the High-Level Segment of COP xx/CMP xx, from
[Start of HLS] to [End of HLS] are requested to
clearly complete this form **electronically** and
return it to the UNFCCC secretariat. Please note
that this form is attached in a separate Word
file for your convenience. **Illegible forms will be
rejected.**

**Requests received before [Day, Date, Month,
Year] cannot be considered.**
Please note that the nomination of representa-
tives of a Party to attend the sessions does not
imply inclusion in the list of speakers

Name of speaker

(Mr./Ms.) (First name) (Middle initial) (Last name)

Title/position

Institution

Contact person

Title of contact person

Institution

Telephone

Fax

E-mail

Signature of the contact person

Date

E-mail address: UNFCCC secretariat E-mail: <sessions@unfccc.int>

Annex X

Sample of the Minute-By-Minute schedule

Opening ceremony, High-Level Segment at the [xx] session of the Conference of the Parties and the [xx] session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol,
[City, County, **Date:Month:Year at xx pm.**]

Time	Duration	Event
xx:xx pm		Gathering in the VIP Lounge: Heads of United Nations agencies Senior UNFCCC staff Chairs of the respective bodies Light refreshments to be served in the VIP room.
xx:xx pm		Arrival at the main entrance of the conference venue: Any visiting Heads of State They will all be welcomed by UNFCCC Protocol Officers and escorted to the VIP Lounge.
xx:xx pm		At the main entrance of the conference venue: COP [xx]/CMP [xx] President UNFCCC Executive Secretary UNFCCC External Relations Officer.
xx:xx pm		Arrival of United Nations Secretary-General escorted by Protocol and External Relations Officer to VIP Lounge.
xx:xx pm		The Master of Ceremonies (MC) makes the first announcement to all participants in Plenary “xxxxx” to take their seats.
xx:xx pm		Arrival of Head of State of the host country at the main entrance. Welcomed by the aforementioned persons. Everyone then proceeds to the VIP Lounge.

Time	Duration	Event
xx:xx pm		Second announcement is made by the MC for all participants in Plenary to take their seats for the commencement of the opening ceremony.
xx:xx pm		The MC gives a signal to the Protocol and External Relations Officer and everyone in the VIP Lounge proceeds to Plenary “xxxxx” and takes his/her assigned seat. Heads of United Nations agencies proceed to their respective United Nations agency seats. UNFCCC External Relations staff assist VIPs (Heads of State and Government, United Nations heads of agencies, senior UNFCCC staff) to identify their seats. Seated at the left-hand side of the podium: • United Nations Staff, Body Chairs Seated at the right-hand side of the podium: • Host country dignitaries and invited guests.
xx:xx pm		Seated at the podium: • Any visiting Heads of State/ Government invited by the host country to sit at the podium • UNFCCC Executive Secretary • COP [xx]/CMP [xx] President • Secretary-General of the United Nations • Head of State of the host country. No further entrance to Plenary “xxx” will be possible – door will be closed by security.
xx:xx pm	3 mins	Pool of media inside take photos.
xx:xx pm	1 min	The MC announces the commencement of the opening ceremony of the HLS and introduces the cultural event “xxxxxx”.
xx:xx pm	xx mins	Cultural event.
xx:xx pm	1 min	The MC introduces the UNFCCC Executive Secretary.
xx:xx pm	3 mins	UNFCCC Executive Secretary proceeds to the rostrum and delivers statement.

Time	Duration	Event
xx:xx pm	1 min	The MC introduces Secretary-General of the United Nations to make a statement.
xx:xx pm	5 mins	Secretary-General delivers statement.
xx:xx pm	1 min	The MC introduces Head of State of host country to deliver statement.
xx:xx pm	10 mins	Head of State of host country proceeds to the rostrum and delivers statement.
xx:xx pm	1 min	<p>The MC announces the end of the opening ceremony and allows a pause for Head of State of host country and other dignitaries to depart from the plenary hall.</p> <p>The MC invites delegates to remain seated for the beginning of the High-Level Segment on the occasion of the [xx] session of the Conference of the Parties and the [xx] session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol.</p>
xx:xx pm	1 min	<p>The following persons take their seats at the podium:</p> <ul style="list-style-type: none"> • COP [xx]/CMP [xx] President • UNFCCC Executive Secretary • Secretary of the COP.
xx:xx pm	1 min	<p>COP President introduces statements by any Heads of State or Government (some may be speaking on behalf of groups)</p> <p>COP President introduces statements by ministers on behalf of groups (G77, LDCs, EU, etc.).</p>
xx:xx pm	1 min	COP [xx]/CMP [xx] President announces the end of the list of speakers for the High-Level Segment for the day and declares the session closed.

Annex XI

Getting started on issues relating to observer organizations

The following text provides an example of the key concerns relating to observer organizations that a Host Country would need to consider in its preparations.

1. Identification of counterpart(s) on:

- Observer engagement strategies
- Additional services on a commercial basis for side events and exhibits (rental of equipment on a commercial basis)
- Commercial catering for side events
- Security clearance by the Government (if needed) on additional activities.

2. National NGO strategy: engagement in the lead-up to the COP/CMP

Q: What is the Government's national NGO/ stakeholder engagement strategy?

- Key principles of the process regarding observers: open, transparent, and inclusive.
- SBI 34 conclusions on observers: "The SBI agreed that the existing means of engagement of observer organizations could be further enhanced, in the spirit of fostering openness, transparency and inclusiveness through: (...) (b) Encouraging the hosts of future sessions of the COP and the CMP to: (...) (ii) Engage stakeholders in the lead up to and during the COP and the CMP. (...)"
- Thematic engagement; broader coverage – e.g. Mexican dialogue with the private sector and indigenous community; Qatari engagement of Arab youth; Polish dialogue with business and cities.
- Engage key observers in the substantive preparatory meetings/consultations.

3. Umbrella organization for national NGO participation

If most civil society organizations within the host country have not been active at previous UNFCCC sessions, an umbrella organization could be a useful tool to channel local civil society participation into the conference. The secretariat will advise each host country after meeting the local civil society.

- List of national NGOs (to be provided during the technical mission).
- Deadline for applications for admission: 31 August every year for the COP/CMP of the following year.

4. Observer categories

- UN
- IGOs
- NGOs
 - BINGOs (business and industry NGOs)
 - ENGOs (environmental NGOs)
 - Farmers
 - IPOs (indigenous peoples organizations)
 - LGMAAs (local governments and municipal authorities)
 - RINGOs (research and independent NGOs)
 - TUNGOs (trade union NGOs)
 - Women and gender
 - YOUNGOs (youth NGOs)
 - Others.

5. Admission and registration

- UNFCCC sessions are not open to the public. Participation in sessions is restricted to Parties and observer organizations duly admitted by the Conference of the Parties (COP).
- Admission deadline is 31 August of the previous year of the COP/CMP. The application will go through the UNFCCC Secretariat's review and COP/CMP Bureau's provisional decision before the formal decision is made by the COP. Admission status will give an organization eligibility to 'nominate' its representatives to UNFCCC sessions through the online registration system (ORS).
- Each NGO will receive a quota on the size of the delegation through ORS. It is set by the Secretariat based on the capacity of the venue provided by the host government. Only those representatives who are 'confirmed' under the set quota in ORS can be registered.
- This registration process is mandatory—no one can access the conference venue without going through the process. When the host country invites government officials or stakeholders, their access must still be regularized through Party nomination or observer registration.

6. In-session observer engagement:

- COP/CMP President(cy) to hold dialogue session(s) with observer organizations (once – three times)
- Allocate time for observer interventions at COP/CMP plenary
- Open as many meetings as possible, such as informal stocktaking plenary, to observers
- Participation of COP/CMP President(cy) in side events by observers
- Limited invitation to ministerial dinner/lunch
- Office provision to NGO constituencies (specifications in HCA Annex I).

7. Side events and exhibits

a) Side events

- Applications: Side Events and Exhibits Online Registration System (SEORS) will be open for four days in the summer. The exact time and date will be announced on the UNFCCC website approximately one year in advance.
- Selection by the secretariat (criteria posted on the website).
- Logistical requirements (see HCA Annex I).
- Commercial catering for side events:
- Develop a catering offer and a catering order form (as an electronic file and/or website) for side events.
- Additional commercial services for side events and exhibit organizers:
- Develop an offer and order form for additional services for side event and exhibit organizers on a commercial basis. This could include: TFT/plasma screens, loaner laptops, DVD players, power adapters, laser pointers and headsets.

b) Exhibit area

- Same application and selection process as side events.
- Logistical requirements (see HCA Annex I).

8. Climate Change Studio

- Interview studio for participants to be interviewed by professional journalists on actions, solutions and issues on climate change. Broadcast on the Internet and conference monitors.
- Logistical requirements (see HCA Annex I).

9. Additional activities (AA)/media stunts (both indoors and outdoors) within the United Nations perimeter

- Approval process: United Nations Security and the secretariat.
 - Q: Does the Government need to see/give security clearance to AA proposals?
 - Q: If yes, should the police contact person for liaising with United Nations Security be the contact person?
- Designated areas for such actions should be agreed.
- Provision of space for other exhibits, installations and contact person(s).
 - Q: Any guidance on other events or activities permitted in the conference venue, e.g. large projection screen for films, stage for performances? A coordination contact?
- Any actions and demonstrations outside the United Nations perimeter are governed by national rules and regulations. A police contact with responsibility for issuing permission for such activities needs to be provided so that the secretariat can post details on the UNFCCC website.

10. Delegation offices on a commercial basis

- There should be a company to manage such facilities on a commercial basis for Parties and observer organizations. For this, needs a procedure needs to be defined for the booking of offices. Past practice has been that the offices of Parties and NGOs can be mixed in the same area. It is important for the company to understand which NGOs are admitted and which are not (there have been cases of offices being rented out to non-admitted NGOs who could not access the premises). The secretariat will assist in identifying which NGOs are admitted, if necessary.
- Q: Is there a host country counterpart who will work on the above?

11. Accommodation

- It is advisable for the government-appointed accommodation agency to set the deadline for payment after the announcement of the registration quota by the Secretariat. In the past, some NGOs had to pay for accommodation before knowing how many delegates they could

send. This caused administrative difficulties for some would-be participants who had to cancel bookings, and for the hotels that had to arrange refunds.

12. Local Transportation

- Courtesy of the host country
- Consider the issue of disability access.

13. Outside events:

- List of venues in the vicinity of the conference venue: alternative venues on a commercial basis to be on the host country's website.
- One comprehensive event calendar on the host country's website that captures various events organized in the city by various entities including the host city, the national government, and participant organizations.
- The secretariat can make a hyperlink to the event calendar on the official UNFCCC website.
 - Q: Is there a contact person for the content of announcements?
- Requests for permission for demonstrations outside the conference venue
 - Q: Will contact details (in the police) be available?

Annex XII

Tips on catering services

Catering

Catering facilities, such as restaurants, cafés and kiosks, are an important part of conference management. Diversity in the menu is essential for serving thousands of participants from various backgrounds. The menu should include a well-balanced variety of choices of meat and vegetarian food. Vegetarian options will need to be available every day. Halal and kosher food options should also be made available where possible.

The menu should also include moderately priced selections for participants with a limited budget. Catering services should be available 24 hours a day, albeit on a smaller scale at night, in order to serve participants that are working around the clock. "24/7" services will be particularly important

during the second week, when the negotiations intensify.

Many Parties and observers organize business breakfasts, luncheons, receptions, and other events that require both catering and meeting equipment. The restaurant facilities will need to be ready for such arrangements, including projection equipment and Internet access. In addition, locally produced food and beverages are welcome and the consideration of fair trade products is encouraged. Menus should also list known allergy food items in the ingredients.

Participants at the conferences are increasingly conscious of the carbon footprint of food consumption. In particular, they aim to reduce meat consumption. For information on the carbon footprint of food consumption, see: <http://shrinkthatfootprint.com/food-carbon-footprint-diet>.

Catering for side events

Side event organizers often place orders for catering for their event outside the side event rooms away from restaurant facilities. It is important to offer a separate menu for this purpose comprising finger food and beverages only. Below are some tips for smooth operations:

- Post the catering menu and an order form on the host country official website. The Secretariat will make a hyperlink to them on the UNFCCC official website.
- Cross-check the requester with the list of side event organizers announced on the UNFCCC official website. A sample from past sessions can be found in the [archives section](#) of the online registration system.
- Require payment *before* providing services.
- Ensure service provision *after* each event. Side events are scheduled back-to-back throughout the day. If an event organizes catering before the event starts, it may overlap with the preceding side event's catering.
- NO food or drink is allowed inside side event rooms. Please ensure that the catering is provided only outside the side event room.

All payment transactions should be effected between the catering company and the participants. The secretariat is not in a position to facilitate commercial transactions.

The secretariat will provide the host country catering staff with a list of meeting rooms to inform them which rooms are: side event rooms (finger-food catering); negotiation rooms (no catering at all); and special negotiation room(s) that allow food and coffee breaks inside.

The secretariat will also share the hyperlink with the list of confirmed side events and the organizers. The host country is invited to use this information for verification of the orders received.

Side events catering order form

The host country should develop a catering offer and a catering order form (as an electronic file and/or website) for side events based on the following:

- Finger food only. The purpose of catering is not to feed but create an atmosphere of hospitality while engaging in discussion on topics relating to the side events.
- A well-balanced variety of choices of meat and vegetarian food. Locally produced food and beverages are welcome and consideration of fair trade products is encouraged.
- List known allergy food items in the ingredients.
- All prices should include VAT and fees for set-up/dismantling.
- Advance payment should be possible online or via credit card/in cash on-site.
- Define the time frame of advance order (order deadline) and details on the cancellation policy (possibilities of refund).
- Catering orders can only be accepted for confirmed side events and exhibits, once the catering company has received confirmation from the secretariat.

- Once the catering is set up, it is the responsibility of the side event/exhibit organizers to safeguard the food against consumption/removal by passers-by in the corridors. There have been previous incidents in which the catering companies were blamed by the organizers when passers-by started to take their food before the event was over. It is advisable that this responsibility be mentioned on the catering order form or in the contract the organizer signs (if any).

Allocate dedicated areas in front of side event rooms (catering can only be provided *outside* meeting rooms and *after* side events).

When English is not the official language of the host country, the hosts may wish to have the order form proofread to avoid any misunderstandings.

Keeping the form as simple as possible will be helpful. Side event organizers come from all over the world and have different levels of familiarity with catering services.

Note: The catering offer will be communicated through the UNFCCC website, the host country website (if applicable), the Side Events and Exhibits brochure and via e-mail to side event and exhibit organizers. The menu and order form should include a specific deadline for placing orders (at previous COPs, the deadline was 72 hours in advance). The information posted on the websites should include a contact name and a generic email account for this purpose. See these links for some sample website information on catering from [COP 18/CMP 8](#) and [SB 38](#).

Annex XIII

Engaging observers: examples from previous conferences

This annex is divided into four phases of observer engagement:

- The lead-up to the conference
- During the conference: inside the venue
- During the conference: outside the venue
- After the conference.

I. Engagement in the lead-up to the conference

In recent years, host country governments have engaged with observers extensively in the run-up to the COP/CMP sessions through targeted initiatives, campaigns or processes.

Rather than a single meeting, they organized a series of meetings, events, panel discussions or workshops. These efforts were often directed at a priority constituency or group for the host country, with a view to providing substantive inputs into the negotiations. These initiatives not only helped the government engage on a deeper level, but also helped the constituency groups provide valuable input to the Parties themselves. The views of observer groups were fed into the negotiations through informal inputs and through formal agreed public statements. In addition, the goodwill generated with observers not only helped enrich the intergovernmental process, but also improved relations well beyond the conference.

COP 16: Mexico's public-private dialogues on climate change. The Government of Mexico, in collaboration with the World Business Council for Sustainable Development and the International Chamber of Commerce, organized an extensive dialogue between Parties and the international business community in the run-up to COP 16/CMP 6. This series of public-private dialogues, known as the "Mexican Dialogues", aimed to support the climate change negotiations on the path towards the Cancun conference. This partnership fostered a fruitful discussion on specific climate change topics and helped create an innovative new model for business engagement with Parties.

COP 16: Mexico's dialogues with indigenous peoples. The COP 16/CMP 6 Presidency made a major outreach effort to foster a dialogue process with indigenous peoples in the lead-up to COP 16/CMP 6, an effort that has been widely praised by indigenous groups. One key event was the "International Technical Workshop of Indigenous Peoples towards COP 16", which was held in Xcaret, Mexico from 26 to 28 September 2010. The workshop was attended by a broad group of indigenous representatives, including 21 leaders from a range of communities. The workshop resulted in clear commitments from Parties to

support the official participation of indigenous representatives at UNFCCC meetings, and the inclusion of the recognition of indigenous peoples' rights, as well as their contributions, in any agreement that should emerge from Cancun and beyond.

COP 16: Mexico's Dialogues for Water and Climate Change (D4WCC). The Dialogues for Water and Climate Change (D4WCC) were an initiative of the Government of Mexico, through the National Water Commission (CONAGUA). They were carried out with the aim of making a case for the inclusion of water resource issues at COP 16/CMP 6. The D4WCC process created a precedent for cooperation between the water, development and environmental communities, within the framework of the COP and CMP.

COP 17: South Africa's Local Government Climate Change Roadmap. The Government of South Africa developed a global advocacy and capacity-building process for the local government and municipal authorities (LGMA) constituency in the run-up to COP 17/CMP 7. This process was delivered by the main local partners the South African Local Governments' Association (SALGA), the South African Cities' Network (SACN), eThekweni and the global coordinating partner "ICLEI – Local Governments for Sustainability", in close partnership with partner local government (LG) and city networks and key private sector partners. The process was designed to advance the global "LG Climate Change Roadmap" formally launched in Bali (2007) and included a series of interlinked and complementary milestones, events and outputs ahead of and during COP 17/CMP 7.

COP 17: South Africa's initiatives on partnerships and capacity-building. It is essential that experiences and learning be shared, so that cities and countries can mitigate and adapt in the most appropriate way as quickly as possible. The Government of South Africa recognized this as a fundamental goal and launched a number of initiatives with observer organizations in order to provide platforms for a broader climate change dialogue.

The Durban Climate Change Partnership: A broad range of stakeholders endorsed the establishment

of the Durban Climate Change Partnership (DCCP). The DCCP involved representatives from a wide range of stakeholder groups from across the City of Durban, including civil society, business and government, as well as the disabled and youth sectors.

Durban capacity-building initiative for coastal cities in South Africa: Launched by the City of Durban in conjunction with the City of Cape Town, the C3AIN network is an informal networking group of coastal cities to discuss their similar climate change challenges, to share best practices and to form a stronger local body to influence national government on climate change issues.

COP 18: Qatar's capacity-building for Arab NGOs. In the process of engaging Arab civil society, the Government of Qatar formed partnerships with some major observer organizations that had strong links in the Arab region. These partnerships supported the host country's comprehensive outreach to regional NGOs, and ensured that Arab civil society was properly prepared for COP 18/CMP 8. The host country held two major regional capacity-building workshops in the region in the lead-up to the conference: one in Bahrain with the International Union for Conservation of Nature and another one in the United Arab Emirates with UNEP, in which most of the region's NGOs participated.

COP 18: Qatar's youth participation fund. To further encourage regional engagement and participation, the Government of Qatar provided QR 1,739,770 (USD 477,631) in funding for Arab and youth NGOs. This funding was used for flights, accommodation, meals and activities during COP 18/CMP 8 for over 100 members of Arab NGOs and 92 of the least privileged international youth organizations. The funding award process was open and transparent. The funding opportunity was announced through regional networks and all NGOs from the region were able to access it.

II. Engagement during the conference: inside the venue

Observer organizations make use of all available means of participation during sessions, such as interventions in formal plenary meetings and

in meetings with the COP/CMP President, the Chairs of the Convention bodies and the UNFCCC Executive Secretary. This allows them the opportunity to feed their inputs directly into the negotiating process. During the sessions, plenary interventions, time permitting, are made per constituency, and their focal points interact with the secretariat as channels of communication with vast groups of constituents. The constituencies have their own offices and dedicated meeting rooms, and hold daily briefings and meetings, which are announced in the Daily Programme and on CCTV.

Some important means of engagement during the sessions include:

Dialogue sessions: The COP/CMP President or Presidency's team often holds dialogue sessions or briefings with observer organizations.

Plenary interventions: The COP/CMP President allocates time during COP and CMP plenary meetings in order to hear from observer organizations.

Observer statements during the HLS: The COP/CMP President is encouraged to chair the session of observer statements during the HLS.

Side events: Side events, either those organized by the host country or through host country participation in side events organized by others.

Exhibits: Thoughtful and engaging exhibits provide an important means for active participation and productive education for observers.

Media training and special events: Host country governments also engage with members of the media and press through special events and media training.

Gala invitation: Heads of IGOs are present and representatives of nine NGO constituencies are included in the list of invitees to a gala event by the host government.

Bilateral meetings: The President or the Presidency's team may receive requests for bilateral meetings from observer organizations.

A. Dialogue with observers

Allowing space for dialogue with observers during the conference creates an atmosphere of openness and inclusiveness. This is an opportunity for the President to interact with observer organizations. They provide a wealth

of resources and expertise that the Presidency's team could tap into or use to build confidence for the successful outcome of the conference.

B. Plenary interventions by observers

Voices of the many should be heard in the formal space. There are many informal channels of communication with and for observer organizations. Ensuring space for them in the formal sessions is crucial in order to incorporate the voices of civil society and intergovernmental organizations with specialized expertise. Even though this is only allowed when time permits, the Presidency's team is encouraged to set aside time for interventions by NGO constituencies.

C. HLS observer statements

Opportunities for the President and ministers to hear the voices of observers. Time is usually allocated for observers to deliver statements during the High-Level Segment. It is highly recommended that the President chairs this session in order to hear the formal input of observers to the process. The President is also invited to encourage all the ministers to take advantage of the limited opportunity to listen to their voices.

D. Side events

Side events are a vital part of COP and CMP sessions. They provide a forum for observers to highlight diverse climate change issues in an essentially different environment than the formal negotiation process itself. The successful development of side events over the past years has culminated in a new record figure of applications at recent sessions. Side events provide observer organizations with an opportunity to present their recommendations and views to the COP Presidency, delegates and the media. They are organized by Parties and observer organizations and typically feature oral presentations, panel discussions and question-and-answer sessions. At earlier sessions, side events were scheduled outside negotiation hours. But due to the high demand, side events are now scheduled throughout the day. Side events typically last 1.5 hours, although major events (often those held by the host country on the ministerial level) sometimes last three hours. A typical side event programme

can contain more than 200 events focused on major issues in the Convention process.

In using side events to engage observers, the host country government can:

- Host and organize a series of side events on key topics at delegation areas that have side event facilities;
- Accept invitations to side events organized by observer organizations;
- Engage in programmes with a thematic focus organized by constituencies as well as the secretariat;
- Encourage national or regional NGOs, such as business associations, universities or ENGOs to hold side events on key topics of interest to the host country.

COP 19: Poland's thematic dialogues The COP 19/ CMP 9 Presidency conducted a series of events aimed at ensuring that a dialogue process took place between ministers participating at the COP/CMP and representatives of stakeholders and the relevant constituency group. One was a dialogue with subnational actors, including cities' representatives, and the other was a business dialogue. Engaging selected ministers and mayors, the subnational dialogue focussed on resilient cities and adaptation, and global mitigation efforts through action at the local level. The business dialogue engaged policymakers, business executives and civil society, focussing on innovation to stimulate climate and growth objectives and what governments and the business community expect from each other. See: http://unfccc.int/meetings/warsaw_nov_2013/items/7896.php

E. Host country exhibits

Exhibits are a standard feature for most COP and CMP sessions, as most conferences include one or more standing exhibits to showcase national efforts or priorities.

COP 17/CMP 7: South Africa's Climate Change Response Expo. The Expo was an exhibition of South African greening initiatives. Showcasing the climate change mitigation work of national, provincial and local government as well as the private sector, it profiled environmentally responsible initiatives and solutions from local

and international companies and organizations with operations in South Africa. The Expo was open to all South African businesses, government organizations, NGOs and any other interested parties involved in the field of climate change. The Expo provided an opportunity for green economy players to profile their work and to signal the government's commitment to a green economy.

COP 16/CMP 6: Mexico's Climate Change Village:

Mexico created a "Climate Change Village", a space to promote dialogue between NGOs, the private sector and civil society. The Village was designed to promote concepts, projects and cooperation on climate change. The Village hosted thematic expositions, conferences, and debates performed by civil society, as well as cultural and artistic events and exhibits. The Village ran for the duration of COP 16/CMP 6, attracting an estimated 12,000 visitors daily. Among such visitors were delegates, observer organizations, media, tourists, and Cancun residents.

F. Events with media and press

Host countries also engage with members of the media and press through special events and media training. Media actions and demonstrations provide observers with another avenue in which to express their views. Therefore, there are often a variety of events held in conjunction with COP and CMP sessions, including those with a specific national, regional or international focus. The host government may wish to engage in media training events, which provide both the opportunity to interact with members of the media, and the opportunity to engage with national negotiators and expert representatives from the observer community, such as business, scientific or environmental experts.

G. Gala invitation

Host countries invite representatives of observer organizations to the official gala event for ministers. For the official gala event for ministers, the host country traditionally invites the heads of the IGOs present at the conference and representatives of the nine NGO constituencies. This gesture by the host country helps to ensure inclusiveness. The secretariat can assist with the identification of such representatives and with delivery of invitations.

H. Bilateral meetings

Observer organizations or networks often request bilateral meetings. It is recommended that the President or the Presidency's team accept such requests, time permitting. Observer organizations can support the Presidency in steering the conference to a successful outcome.

I. Engagement during the conference: outside the venue

Concerts, cultural and social events, art exhibits, seminars, book launches and receptions provide important means of engaging with observer organizations during the conference, as well as a forum for the host country to highlight its national priorities and actions. Making these sorts of events accessible to observers, particularly those events including ministers or other high-level officials, provides a greater sense of inclusion.

Important note: the host country should create a comprehensive calendar on their conference website that captures all national events in one place. There will be many cultural events and activities organized by different groups and entities, with information on each event available on the webpage of each organizer. However, participants will not be able to piece them together. To ensure user-friendliness for the participants, it is highly recommended that information on all such events be consolidated in one event calendar on the host country's conference website. The events could be colour-coded by the types of organizers, such as city government, national government, conference participants, etc. The host country website can invite event organizers to contact them to register their events in the calendar.

The host country government should keep a detailed calendar of all conference-related cultural events and activities. Such planning should be done in coordination with the President's team involved in the substantive negotiations. This will not only help them keep track of all events but will help avoid any unwanted conflicts. A key goal will be to ensure that important social or cultural events are not scheduled at a time when important events are expected in the negotiations, especially during the High-Level Segment.

II. Engagement after the conference

Legacy of the host country: The host country should continue to play an important leadership role in the year following the conference and should seek to maintain the momentum for observer engagement both at the national and intergovernmental levels. In particular, the best practices of the current host country should be continued in cooperation with the incoming host. For example, the Mexican Presidency continued to engage the business community jointly with the South African Presidency as a follow-up to its public-private partnership events. The Polish Presidency has continued to hold bilateral meetings with observers at the subsidiary body sessions after COP 19/CMP 9. Lessons learned and success stories with observers should also be passed on to the incoming Presidency, either in meetings or in written form, such as the publications produced by the Mexican Presidency and the Qatari Presidency on their engagement efforts. On the national level, civil society initiatives should be continued, such as in Barcelona, where the city's greening efforts with civil society continued even after they hosted sessions of the subsidiary bodies.

Annex XIV

Benchmarks for hotel accommodation

Benchmarks for hotel accommodation for United Nations staff members, Party delegates, observers, NGOs and media, VVIPs and ministers and heads of State or Government, are as follows:

Category	Benchmark (hotel requirement)
1 UNFCCC secretariat and other United Nations staff servicing the conference 450 hotel rooms	<ul style="list-style-type: none"> • Three to four-star hotel • Minimum of four hotel options to choose from • Hotel must be security-cleared by United Nations Department for Security and Safety (UN DSS) • Internet available in each room • Room rate must be covered within the United Nations Daily Subsistence Allowance (DSA) • Hotel must be serviced by host country courtesy shuttle arrangements, if safe and reliable public transport is not available in the city • Preferably, a hotel agency should be appointed by the host country to handle hotel bookings.
2 Party delegates between 5,000 and 8,000 hotel rooms divided as follows:	
a Funded Party delegates 400 hotel rooms	<ul style="list-style-type: none"> • Three stars or less • Room rate must be covered by the DSA • Hotel must be serviced by host country courtesy shuttle arrangements, if safe and reliable public transport is not available in the city • Preferably, a hotel agency should be appointed by the host country to handle hotel bookings • Hotel bookings to be made without the need for submitting credit card details or advance payment.
b Delegations from least developed countries (LDCs) and small island developing States (SIDS) Between 1,500 and 2,500 delegates	<ul style="list-style-type: none"> • Three stars or less • Hotel must be serviced by host country courtesy shuttle arrangements, if safe and reliable public transport is not available in the city • Preferably, a hotel agency should be appointed by the host country to handle hotel bookings • Hotel bookings to be made without the need for submitting credit card details or advance payment.
c Delegations from other Parties Between 4,500 and 6,000 delegates	<ul style="list-style-type: none"> • Hotel must be serviced by host country courtesy shuttle arrangements, if safe and reliable public transport is not available in the city • Preferably, a hotel agency should be appointed by the host country to handle hotel bookings.

Category	Benchmark (hotel requirement)
<p>3 Observer delegates: United Nations and intergovernmental organizations (IGOs)</p> <p>Approximately 1,000 observers</p>	<ul style="list-style-type: none"> • Three stars or less • Preferably, a hotel agency should be appointed by the host country to handle hotel bookings.
<p>4 Non-governmental organizations (NGOs)</p> <p>Approximately 6,000 observers</p>	<ul style="list-style-type: none"> • Three stars or less • Preferably, a hotel agency should be appointed by the host country to handle hotel bookings.
<p>5 Media – UNFCCC media workshop participants</p> <p>Approximately 40 hotel rooms</p>	<ul style="list-style-type: none"> • Three stars or less • Room rate must be covered by within the United Nations DSA • Hotel must be serviced by host country courtesy shuttle arrangements, if safe and reliable public transport is not available in the city • Internet must be available in the rooms • Preferably, a hotel agency should be appointed by the host country to handle hotel bookings.
<p>6 Other accredited media representatives</p> <p>Between 1,000 and 2,000 participants</p>	<ul style="list-style-type: none"> • Three stars or less • Hotel must be serviced by host country courtesy shuttle arrangements, if safe and reliable public transport is not available in the city • Internet must be available in the rooms • Preferably a hotel agency should be appointed by the host country to handle hotel bookings.
<p>7 VVIP accommodation</p>	<p>United Nations Secretary-General (UN SG)</p> <ul style="list-style-type: none"> • Accommodation requirements: <ul style="list-style-type: none"> – 1 suite for UN SG – 4 deluxe rooms for Under-Secretaries-General and Assistant Secretaries-General – 21 regular rooms (of which 1 to be set up as an office) • Minimum of four hotel options to choose from <ul style="list-style-type: none"> – Hotel must be security-cleared by UN DSS – Internet must be available in each room • As has been the practice in past COP/CMP sessions, the UN SG's room rate and related charges should be covered by courtesy of the host country • As has been the practice in the past COP/CMP sessions, the four deluxe rooms and related charges should be covered by courtesy of the host country • Otherwise, if the host country cannot cover the costs, the room rate must be covered within the United Nations DSA.
<p>8 Ministers and/or Heads of State or Government</p>	<ul style="list-style-type: none"> • Accommodation requirements for ministers and/or Heads of State or Government should be clarified by making enquiries directly with the respective diplomatic representations, in line with protocol arrangements.

Annex XV

Sustainability recommendations for host countries

Accessibility and inclusivity

Consider the special needs of participants (e.g. access to and movement within the building and conference area, acoustics appropriate for hearing-aid users, Braille printing, etc.).

Accommodation

A host country can affect change by hosting an awareness-raising seminar and engaging hotels and tour operators. It can also recommend hotels based on their sustainability performance and promote eco-certified hotels on the host country website or official accommodation website. Certified hotels are likely to fulfil many sustainability principles.

If there are no certified hotels available, a certification label could be created, leaving behind a positive legacy. A host country can also talk to hotel associations about the sustainability performance of the hotels in the host city and encourage improvements in the following areas:

- **Management:** An environmental and/or corporate social responsibility policy should be in place, including appropriate communication with staff and guests to encourage sustainable behaviour. Special attention must be given to the health, safety and rights of hotel staff (following United Nations Global Compact principles);
- **Energy efficiency and water conservation:** Energy and water efficiency measures should be implemented to reduce consumption;
- **Waste:** Encourage hotels to reduce waste and introduce appropriate and controlled systems for waste collection and recycling;
- **Cleaning:** Encourage hotels to select non-toxic and green-labelled cleaning products and limit the use of toxic chemicals;
- **Catering:** Encourage hotels to serve locally grown food.

If the host country intends to work with a travel agent, it should choose one that implements recognized social and environmental practices and ask them to raise awareness of the sustainability aspects of the event in their communication with clients.

Alternatives to sustainable venues

If a venue with sustainable features is not available, the host country should nevertheless work with venue management to reduce the ecological footprint of the venue. There are a number of easily applicable energy-efficiency measures that can contribute to reducing energy consumption, such as awareness-raising among conference participants, moderate use of air-conditioning/heating/cooling equipment, energy-saving light bulbs, low-energy appliances and equipment, lighting timers, and sleep mode on equipment.

Catering/food and beverages

The impact of food and drink consumed can vary greatly depending on what is offered (good choices include seasonal ingredients, a high proportion of vegetarian food, etc.), its origin (a good choice is items that are locally grown and produced), and how it is produced (good choices include food sourced from sustainable agriculture, Fair Trade products, etc.).

- Ensure that the food is clearly labelled and that the sustainable reasoning behind it is clear.
- Plan for a meat-reduced day at least once per week, with vegetarian meal options available every day. With this one action, a host country can achieve multiple sustainability goals, from reducing GHG emissions to improving participants' health, animal protection and awareness-raising.
- Ensure that the seafood served is from sustainable sources (e.g. use eco-labels such as the Maritime Stewardship Council to help choose products) and that it is not from endangered or threatened species (contributing to biodiversity goals).
- Use tap water for drinking, ban plastic bottles and avoid individual containers in favour of bulk dispensers.

Energy efficiency

The venue should be an energy-efficient building or have energy-reduction measures in place.

Fair Trade

Fair Trade is about empowering small-scale producers with limited market access. Purchasing Fair Trade products can be an important contribution to sustainable development and, in particular, to the United Nations Millennium Development Goals (MDGs). Purchasing considerable amounts of Fair Trade coffee, tea, juice or fruit can make a difference to many families and the concrete positive impact can underline the positive outcomes of your sustainable event.

Field visits

Organize field visits to local social projects, thus involving the local community and acknowledging the importance of their work in society.

Labour standards and health

While legislation on health, security and social insurance usually exists in all countries, its enforcement varies considerably. It is important to ensure that workers are properly insured and illegal labour is not used. Accidents on construction sites (e.g. during set-up of venues and exhibits) can be avoided through diligent compliance with safety and security regulations. Health aspects are equally relevant.

No-gift policy

A no-gift policy should be seriously considered. The money saved could be invested in social projects or scholarship funds. Where participant gifts are absolutely necessary, make sure they are useful, reusable or make a valued souvenir. They should be produced using sustainable materials, such as organic or recycled long-lasting materials, and ideally locally sourced. Products from local social projects should be given preference. The sustainability of the product should be highlighted, for example by adding a note explaining the background of its production—participants will appreciate that the event is being organized sustainably.

Procurement

Given the scale of goods and services needed for a large event like a United Nations climate change conference, it is important to include sustainable procurement considerations in all purchasing activities. Work with suppliers to help them make more sustainable choices. Choosing sustainably or environmentally certified providers (where feasible without compromising economic sustainability) can simplify the research and selection process. If no such providers are available, the host country can still look for those who comply with environmental and social principles. If these are also difficult to find, work with the ones that can create solutions that reduce negative environmental and social impacts.

Note: Refer to Annex I of the [UNEP Sustainable Events Guide](#) for additional information on sustainable procurement and sustainable event tenders.

Basic reporting

Host countries may prefer a simple way to monitor their results. In this case, it is recommended to use the checklist from the UNEP Sustainable Events Guide (described in Chapter 13). It provides recommendations for hosts of large events and covers the most important aspects of event organization. It may also be useful when choosing service providers who could be asked to tick the criteria they fulfil. The checklist will help benchmark the event, while the criteria not ticked off could become goals for a future event.

Advanced reporting

If the host country already has considerable experience with sustainable events and reporting, the [Event Organizers Sector Supplement](#) by the Global Reporting Initiative (GRI) can be used, choosing the appropriate level (A, B or C). Alternatively, the host country can use a simplified template called the [“Event Sector C Level Template”](#), developed by the Green Meetings Industry Council and adapted for use with sustainable events. It reduces the number of indicators to a few key ones that represent the main categories analysed by the GRI and may therefore (depending on the level of ambition of the host country’s reporting) be more convenient.

As a first step, the host country may wish to start by using the reporting template provided in Annex II of the UNEP Sustainable Events Guide. This template combines the criteria used in the Guide with the Event Sector C Level Template indicators. Using it will enable the host country, at a later stage, to easily fill out the GRI level C template. A complete sustainability report on COP 15/CMP 5 in Copenhagen, Denmark (one of the most sustainable conferences ever) is available [here](#). A separate carbon footprint report is available [here](#).

Service providers

Cleaning, technical support, energy supply, waste collection, deliveries, catering, accommodation—all these services involve local businesses and people. When applying sustainability criteria, the host country should require that a certain percentage of the workforce be recruited through local social projects. For service and supply contracts along the supply chain, performance conditions should require proven compliance with human rights and core International Labour Organization conventions.

Shipments

To minimize GHG emissions from shipments, consider a shipment allowance to limit all shipments to a maximum weight per Party, observer organization, side event organizer and/or exhibitor.

Side events and exhibits

Side events and exhibits are very visible to participants. To minimize any negative impacts, the host country should focus on the following areas:

Materials

Encourage exhibitors to minimize the amount of promotional material at the stands and to use material that is produced as sustainably as possible, giving strict guidelines regarding which and how much material is allowed.

Encourage the use of reusable structures (e.g. stands and furniture) by asking for modular

exhibition stands that are easy to assemble, disassemble and reuse, rather than furniture with individualized designs that can be used only for specific occasions.

Reuse carpets—new systems now make it easy to use carpets made of smaller squares or tiles that are assembled, so that when one square is damaged the individual piece can be replaced without having to change the whole carpet.

Energy efficiency

Encourage exhibitors to avoid energy-intensive stands and unnecessary lighting, applying energy efficiency measures whenever possible.

Waste

A considerable amount of waste is generated at exhibits, including through the packaging of display materials and stand construction, as well as discarded materials and disposable carpets. Require exhibitors to follow strict waste-collection rules, connecting to local collection systems.

Social sustainability

Involve local and regional communities as much as possible by recruiting local people (social integration) and showcasing successful local projects with a focus on climate change.

Local travel and transportation

Participants should ideally travel within the host city to the conference venue by foot, bicycle or public transport (bearing in mind local safety concerns). Encourage participants to do this by providing them with electronic maps, time-tables and clear instructions, and ideally with complimentary public transport tickets. Transport and mobility differ considerably from country to country and city to city. Aside from eco-mobility, where non-motorized mobility (e.g. walking or cycling) is not an option, different socially inclusive means of transport and mobility—related also to the delivery and transport of goods—should be considered. Shared transport (e.g. car-pooling or car-sharing) as well as referring to useful social projects in this field (such as transport options arranged by NGOs that work with disadvantaged

or socially excluded people) could be an option. Offer group pick-ups from hotels where public transport is not available.

Virtual participation

Professional video- and teleconferencing services are now available at affordable prices, thereby reducing the need for participants to travel to the venue.

Water

Water management measures should be in place.

Web-marketing and social media

Use social networks, blogs or the host country COP/CMP website to give visibility to your sustainability measures and create awareness among participants, encouraging them to introduce sustainability measures in their own offices and homes.

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ISBN 978-92-9219-129-0