

Guidelines on the Code of Conduct for participants in the Bonn Zone during the UN Climate Change Conference 2017 6 - 17 November 2017 in Bonn, Germany

Role of the Government of Germany in the Bonn Zone

The security and safety of participants within the **Bonn Zone** of the UN Climate Change Conference (COP 23) is the responsibility of the technical host to the conference, the Government of the Federal Republic of Germany (Government), represented by the Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB). The BMUB has the authority and the responsibility to take any action necessary to ensure the security and safety of participants and of the venue, including controlling access to the Bonn Zone. German law is applicable in the Bonn Zone.

The “property rights”, as defined by relevant legislation, will be exercised by BMUB. The German Police will be responsible for the safety of the participants in the Bonn Zone. The German Police will take the necessary steps to ensure security, including recourse to criminal persecution when necessary.

Notwithstanding the above, the BMUB works in close collaboration with the UNFCCC and is very cognizant of the fact that COP 23 is a conference convened under the umbrella of the United Nations.

The BMUB has established a Bonn Zone Executive Board to assist it in overseeing the operations of the Zone. Chaired by a representative of the BMUB, the Executive Board includes members from the UNFCCC, the Federal Foreign Office, and the BMUB. The Executive Board may delegate specified functions to responsible officials.

All participating Parties and observer organizations are responsible for ensuring that the conduct of each of their nominated participants respects these guidelines. Any behaviour not consistent with these guidelines may have an impact on the access of the participants to the conference. Police instructions are to be followed at all times.

The BMUB welcomes the full support of all participants in maintaining an ambience conducive to discussions between all stakeholders and to open and fruitful dialogues among representatives of Parties and non-state organizations.

The BMUB encourages all participants to liaise with the UNFCCC secretariat before and during sessions on matters or concerns related to their registration for the Bonn Zone.

For further information, please contact the BMUB at:
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Preface

To promote a harmonious atmosphere supportive of discussions and negotiations at intergovernmental meetings and to encourage the effective participation of all participants in the process, the BMUB has prepared guidelines for appropriate conduct in the Bonn Zone. These guidelines are not exhaustive but seek to provide information reflecting current practice regarding conduct at sessions and meetings of the UNFCCC. They are in line with the UNFCCC code of conduct for climate change conferences.

Any infringement of these guidelines would normally be resolved following consultations between the BMUB and the responsible Parties or organizations and individuals in coordination with the UNFCCC.

A. Access

1. Opening hours of the Bonn Zone are 08:00 until 22:00 CET.
2. Only participants whose names have been communicated to the UNFCCC secretariat by the authorized nominating entities shall be registered and receive a badge.
3. Badges issued at registration shall be worn visibly at all times.
4. Participants shall be prepared to verify their identity upon the request of the BMUB and UNFCCC officials, German police or security staff.
5. Representatives shall normally be at least 16 years of age. Younger representatives may be registered at the discretion of the Bonn Zone Executive Board.

B. Etiquette and safety

1. Participants admitted to the Bonn Zone shall cooperate with, and comply with requests and instructions from BMUB and UNFCCC officials, German police and security staff, regarding the use of facilities and access to and conduct within the venue.
2. No participant shall harass or threaten any other participant.
3. Interfering with the movement of participants at any time or location within the venues is not permitted.
4. The flags and any officially recognized symbols of the United Nations and of its member States shall not be treated with disrespect.
5. For safety reasons the Bonn Zone will be under video surveillance. This surveillance will be recorded considering the data privacy law.
6. The use of the transportation and shuttles services between the Bula and Bonn Zone, as well as the use of the walkways between the Zones, is at one's own risk.

C. Information materials

While BMUB strongly encourages all participants to join the efforts to make the conference greener, publicity materials (e.g. leaflets, publications, boards, banners, etc.) that are clearly attributable to participants nominated by Parties, non-party organizations and intergovernmental organizations (IGOs) and that are relevant to the negotiation process may be posted or displayed as described in the following:

1. Posters may be displayed only at designated locations and only with prior permission from the Bonn Zone Executive Board. The posting of notices for authorized events does not require such prior permission, provided, that they are posted only in designated locations.
2. Documents may be displayed at the designated locations, provided, that there is enough space and that they are relevant to the meetings/Side Events Documents for display should be clearly marked with the name of the responsible organization.
3. Other materials relevant to the meetings and Side Events may be distributed at appropriate locations with prior approval of the Bonn Zone Executive Board.
4. Distribution of material outside these areas is prohibited, including in the restaurant/cafeteria and other public spaces.
5. Materials containing abusive or offensive language or images are not permitted in the Bonn Zone.

D. Media actions and demonstrations

1. Media actions and publicity events in the designated areas (NGO spots) are permitted only with the prior authorization by the Bonn Zone Executive Board.
2. Participants shall refrain from using the Bonn Zone for unauthorized media actions or demonstrations, and when conducting authorized activities shall respect other participants' social, cultural, religious or other opinions.
3. No unauthorized actions in other areas of the Bonn Zone including inside meeting rooms are allowed.
4. Concealing identity with masks is not allowed.
5. No impersonated objects (i.e. satirical drawings of Heads of States, negotiators, other individuals) are allowed.
6. Smooth flow of crowds and an appropriate level of sound that is acceptable to other participants should be maintained, in consultation with BMUB or the security staff if necessary.
7. No activity derisive to the United Nations, any of its Member States, organizations or any individual or criticism that would go against basic rules of decorum is allowed.
8. The Bonn Zone Executive Board reserves the right to revoke previously issued permissions for media actions any time if the security conditions so require.

E. Use of the United Nations emblem or the emblems of the Government of Germany

1. Use of the United Nations emblem, the COP 23 logo and emblems of the Government on non-official documents and publications, including publicity material is expressly prohibited.
2. Use of UNFCCC and conference logos and the emblems of the Government may be authorized by the UNFCCC secretariat or BMUB, respectively.

F. Use of pictures and film footage

Upon entering the Bonn Zone all participants acknowledge, that during COP 23 there will be picture and video footage of their person made and published in order to document the event, for reporting about the event and used in the internet. Furthermore, film footage will be provided to media representatives on request.

G. Use of cameras and audio/video recording devices by participants at the Bonn Zone

The taking of still photographs and making of audio or video recordings within the Bonn Zone is subject to the guidelines below.

1. Taking of photographs

Photographs may be taken by participants within the designated conference venue's public areas, such as lobbies and corridors, and meeting rooms provided that such activities do not disrupt the activities or movements of participants or the security provisions of that area.

In the case of professional/commercial photographers accompanying participants, nominating entities are requested to identify such person(s) on their participants list, and provide information on the purpose of the photographic assignment. Once approved by the Bonn Zone Executive Board, the professional/commercial photographer will be assisted by UNFCCC officials, BMUB officials, or security staff on site to complete their assignments, including an escort by UNFCCC officials, BMUB officials, or security into meeting rooms or other areas should this be requested. UNFCCC provides media accreditation for professional/commercial photographers from media organizations, including any needed assistance or guidance.

2. Making of video and audio recordings

Video and audio recordings by participants in public areas, such as lobbies, corridors and meeting rooms may be undertaken provided that such activities do not cause disruption to the activities or movements of participants or security provisions of that area. Those making recordings should, in advance, seek the permission of those they wish to record.

The making of audio and video recordings by participants in designated high-security zones is not permitted.

In the case of professional/commercial audio, video or film producers and technicians accompanying participants, nominating entities are requested to identify such person(s), and

provide information on the purpose of the audio, video or film production. Once approved by the Bonn Zone Executive Board, the professional/commercial audio, video or film producers and technicians will be assisted on site by BMUB officials, UNFCCC officials, or security staff to complete their assignments, including an escort by BMUB officials, UNFCCC officials, or security into meeting rooms or other areas should this be requested. UNFCCC provides media accreditation for radio and television as well as film production organizations, including any needed assistance or guidance.

3. Taking photographs or making of video and audio recordings of the German police

Photographs may be taken and video and audio recordings may be made only with the consent of the German police. It is not allowed to take photos or make videos of the operational measures of the German police.

H. Non-smoking policy and prohibited items

1. All participants shall respect the non-smoking policy at the conference zones. Smoking is only permitted in the designated smoking areas outside the conference buildings.
2. Animals are not admitted to the conference zones
3. Participants are not permitted to carry or use the following articles in the conference area:
 - Knives, firearms of all types, ammunition, other weapons, items capable of being mistaken for real weapons
 - Hazardous, toxic, acid, heavily colouring, highly flammable, radioactive substances
 - Compressed gases and pressure vessels with the exception of commercially available lighters
 - Fireworks, other pyrotechnics, and explosives
 - Items of very fragile or splintering material
 - Mechanical or electrical operated noise making instruments
 - Roller-skates, in-line skates, skateboards, scooters including self-balanced ones, electric karts or similar means of transportation

I. Measures

Kindly note that the BMUB reserves the right, in coordination with the Bonn Zone Executive Board, to take the following measures if necessary for non-observance of the above:

1. De-badging the representative from the conference zones;
2. removal of the representative from the Bonn Zone;
3. confiscation of unauthorized material.
4. confiscation of any material or element that is considered by the security authority to present a risk for other participants or to cause disruption to the operation of Bonn Zone;
5. any other measure deemed appropriate or necessary.