

Mission

The mission of the UNFCCC Records Management Team is to manage and preserve the institutional memory of the UNFCCC secretariat and the history and legacy of the UNFCCC intergovernmental negotiation processes on climate change, specifically the Conference of the Parties (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), and their subsidiary bodies .

Mandate

The UNFCCC secretariat is mandated to: arrange for the custody and preservation of the documents of the sessions; and make and arrange for the keeping of sound recordings of the sessions of the COP, and whenever possible of the SBs in accordance with the practice of the United Nations (see Draft Rules of Procedure of the Conference of the Parties and its Subsidiary Bodies, rule 29 and 57, [FCCC/CP/1996/2](#)).

The UNFCCC Records Management Team is responsible for managing and preserving the audio and video recordings of the sessions of the COP, CMP, CMA and SB, providing access to these recordings in a timely and efficient manner in accordance with the UNFCCC Policy for Records and Archives and the UNFCCC Policy on Information Sensitivity, Classification and Handling.