



# **CLEARANCE PROCESS FOR ADVOCACY ACTIONS IN BLUE ZONE**

Observer Relations Team  
UNFCCC

# GOALS



To help you bring your voices across



To ensure a safe environment for all participants, conducive to intergovernmental dialogues



To facilitate logistical arrangements



To inform media and ENB to cover the action

# CODE OF CONDUCT

## Code of Conduct for UNFCCC Events.

We have revised our Code of Conduct for UNFCCC Events (updated on 19 June 2023).



Learning video on the  
Code of Conduct for  
UNFCCC Events



Reporting a complaint



Code of Conduct for  
UNFCCC Events



Pledge to uphold the  
Code of Conduct for  
UNFCCC Events



Code of Ethics for elected  
and appointed officers



# LINKS TO CODE OF CONDUCT

## ❖ Code of Conduct for UNFCCC Events

<https://unfccc.int/about-us/code-of-conduct-for-unfccc-conferences-meetings-and-events>

## ❖ UN Administrative instruction on Authority of United Nations security officers

<https://unfccc.int/documents/307228>

## ❖ Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops

<https://unfccc.int/documents/38827>

## ❖ UN Security guidelines related to media actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences

<https://unfccc.int/documents/39680>

## ❖ Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change

<https://unfccc.int/documents/63809>

# SAMPLE ISSUES

- ❖ Badges: non-transferable/careful with disposal not to be stolen for misuse/visibly worn/verify identity
- ❖ Age floor
- ❖ Etiquette and safety
- ❖ Movement of participants
- ❖ Cooperation with the secretariat
- ❖ No flags of Parties, logos of the UN and UNFCCC
- ❖ Designated locations for information materials

# CLEARANCE PROCESS

29 November 2023

## Walk through

- NGOs interested & available
- UN Department for Safety and Security
- UNFCCC secretariat

The day before

## Request latest by 10:00

- Form to fill in
- Consultations
- Guidelines
- Drop-off large props at screening warehouse.

## Secretariat clearance

- Political sensitivity
- Logistical arrangements
- Web/Media announcement
- Guidelines

## UNDSS clearance

- Safety and security
- Guidelines

On the day

## Authorized Action

- Staff presence
- Agreed time and content
- Guidelines
- Talk to secretariat staff, if any issues

(Iterative process in case of feedback/need for revision)

# DELIVERY OF PROPS TO COP VENUE

Please note that large props that are used for actions, but do not fit the x-ray machines (larger than 1m x 1m), must go through an off-site remote screening warehouse. Please see details below:

- ❖ The warehouse location is close to the venue, but outside the Expo City perimeter.
- ❖ Once you bring the prop to the warehouse, a delivery company is responsible for getting the items through the COP venue screening and delivering them on-site the day of the advocacy action.
- ❖ Props must be dropped off at the warehouse the day prior to the action.
- ❖ Deliveries will incur a cost, depending on the dimensions, weight and whether it is a delicate item/requires special care.
- ❖ The delivery management system is also on a first-come-first-served basis.

# TRUST RELATIONSHIP

- ❖ UNDSS understands how UNFCCC facilitates advocacy actions despite being a UN venue
- ❖ Walk-through together with key advocacy NGOs to pre-determine the 'action locations'
- ❖ Almost all requests were cleared or cleared with slight revision
- ❖ Close and fluid communication and consultations throughout the day and weeks
- ❖ Great trust relationship among NGO colleagues, the secretariat and UNDSS colleagues
- ❖ Fast track in during Week 2, depending on how Week 1 goes
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