



COP24·KATOWICE 2018

UNITED NATIONS CLIMATE CHANGE CONFERENCE

The COP 24 edition of the Observer Guide has been prepared primarily to assist those observers attending a UNFCCC COP for the first time. It is however also useful for seasoned observers as the guide contains key information for the Katowice Climate Change Conference, December 2018.

You will find here some pointers on how to effectively contribute to the UNFCCC process. We hope this guide will be a useful tool for you to maneuver through the COP labyrinth and we wish you a fruitful and productive conference.



1. About COP 24

The Katowice Climate Change Conference December 2018 or what is also called COP 24 will take place in Katowice, Poland and will be [presided over by the Government of Poland](#). It will host the following official meetings:

- Twenty-fourth Conference of the Parties (COP 24)
- Fourteenth Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 14)
- Third part of the first Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 1.3)
- Forty-ninth session of the Subsidiary Body for Implementation (SBI 49)
- Forty-ninth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 49)
- Seventh part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1.7)

1.1 Negotiation agenda

The provisional **agendas and annotations** as well as other relevant documents are available on the respective Body's web pages:

[COP 24](#) | [CMP 14](#) | [CMA 1.3](#) | [SBI 49](#) | [SBSTA 49](#) | [APA 1.7](#)



Paris Agreement Work Programme (PAWP): The key objective of the meeting is to adopt the implementation guidelines of the [Paris Climate Change Agreement](#). Further information is available on the [PAWP online platform](#).

1.2 The Bodies

The **COP** is the supreme decision-making body of the Convention. One of the standing agenda items is the admission of new observer organizations. The COP usually takes a decision on this item at the first day of the conference. An overview of the different bodies and their functions is available on the [UNFCCC website](#).



1.3 The Conference

While formal meetings of the intergovernmental process remain at the core, UNFCCC conferences also provide a platform for a broad spectrum of initiatives and events on climate action.

TALANOA DIALOGUE

COP24 will also see the high-level political phase of the Fiji-led [Talanoa Dialogue](#), which aims to assess progress towards the temperature goals enshrined in the Paris Agreement.

SIDE EVENTS AND EXHIBITS

COP 24 will host to a rich diversity of side events and exhibits that run through the day. Further information, including the daily side event and exhibit schedule is available [here](#).

GLOBAL CLIMATE ACTION EVENTS

Also at the COP in Katowice, the climate action of non-Party actors will be showcased during a series of [Global Climate Action](#) events.

CLIMATE ACTION STUDIO

The Climate Action Studio will highlight collaboration between Parties and non-Party stakeholders at COP 24 where interviewees will share their good practices or ideas for collaborative climate action as an accelerator of implementation.

2. Observer organizations

Organizations with observer status are called [Observer Organizations](#). There are three categories of observer organizations -

- a) United Nations System and its Specialized Agencies
- b) intergovernmental organizations (IGOs) and
- c) non-governmental organizations (NGOs).

IGOs and NGOs go through a [review process before being admitted as observers](#) by the COP.

2.1 Constituencies

[Constituencies](#) in the UNFCCC mirror the 9 Major Groups, established in the [Agenda 21](#) and re-confirmed in the [outcomes of the Rio+20 summit](#). They are self-organized loose groups of NGOs with diverse but broadly clustered interests (see table). [Constituency Focal Points](#) provide a conduit for the exchange of official information between their constituents and the secretariat. Participation in a particular constituency is neither official nor is it binding. However, there are potential benefits in belonging to one of the constituencies such as input to joint statements/ interventions and access to the plenary floor; office space at COPs; timely information through constituency daily meetings; access to bilateral meetings with officials; tickets for limited access meetings.

UNFCCC Constituencies	
BINGO	Business and industry NGOs
ENGO	Environmental NGOs
Farmers	Farmers and agricultural NGOs
IPO	Indigenous peoples organizations
LGMA	Local government and municipal authorities
RINGO	Research and independent NGOs
TUNGO	Trade union NGOs
WGC	Women and gender constituency
YOUNGO	Youth NGO

Since 2016, the UNFCCC secretariat also recognizes Faith Based Organizations (FBOs), Education and Capacity Building and Outreach NGOs (ECONGO) and Parliamentarians as [informal NGO groups](#). These informal NGO groups do not enjoy all privileges of an official constituency.

2.2 Observers and formal meetings

Formal meetings in the UN Climate Change Conference take place in the following forums. The [Guide for Presiding Officers](#) offers further information on the conduct of negotiations and the different formats.

PLENARY

Plenary meetings provide a forum for general statements on the agenda items of the meeting, but negotiations rarely take place here.

CONTACT GROUP

Contact groups conduct negotiations on specific agenda items to achieve an agreed outcome.

INFORMAL CONSULTATIONS

The President or Chair of a subsidiary body or contact group facilitators convene informal consultations.

“INFORMAL INFORMALS”

Parties use a range of other informal, smaller group settings, such as ‘Friends of the Chair’ and so-called ‘informal informals’, to advance negotiations on contentious issues or expedite detailed drafting work.

	<i>Plenary</i>	<i>Contact Group (CG)</i>	<i>Informal Consultations</i>	<i>“Informal Informals”</i>	<i>CG conclusion</i>	<i>Closing plenary</i>
<i>Meeting</i>						
<i>Document</i>	Pre-sessional	Deliberations draft text	Draft text	Deliberations draft text	L document	Adoption of L document
<i>Access</i>	Open	Open unless one-third of Parties present at the session object, and the presiding officer may determine at any time to close.	When there is no contact group The first and last meetings of the informal consultations may be open but respecting Parties’ right to keeping the informal meetings closed.	Closed	Open unless one-third of Parties present at the session object, and the presiding officer may determine at any time to close.	Open

Access to meetings: If and when Parties decide to open closed informal meetings, these changes will be announced on CCTV screens and Twitter: [@UNFCCCobservers](#)



2.3 Ways to engage

Developing position papers and making formal submissions in response to calls for information and views by negotiating bodies. Information on submissions is available [here](#).

Holding bilaterals with government delegates to share position papers and submissions, and advocate policy perspectives. The secretariat offers meeting rooms free of charge through the Meeting Room Assignment (MRA) system. More information is available [here](#).

Showcasing and advocacy through [press conferences](#) and [side events and exhibits](#), whereby observer organizations can network and disseminate their messages and stories to a wide audience.

Making joint constituency statements in the plenaries and during the high-level segment addressing the conference with concise and impactful messages from a diversity of voices, channeled through constituencies. Further information is available [here](#).

Preparing for dialogues and briefings and raising key issues and asking pertinent questions to the Presiding officers and the UNFCCC Executive Secretary. These meetings are usually chaired by one of the Constituency Focal Points. During the conference, information on such meetings will be published in the Daily Programme and on the CCTV screens.

Please also consult the [Non-Party Stakeholder participation and engagement web page](#).

3. Stay up-to-date

1. Daily Programme (DP)

The Daily Programme is the official UNFCCC guide to each day's official meetings, events and press briefings. It also provides an overview of the status of the previous day's negotiations and links to other conference related pages, thus providing quick access to the information needed for the day's meetings. In line with the paper-usage reduction objectives of the UNFCCC secretariat, the DP is made available in electronic form only. It is published each morning on the [conference website](#). Participants are reminded to consult the CCTV monitors for any last-minute changes and updates.

2. CCTV

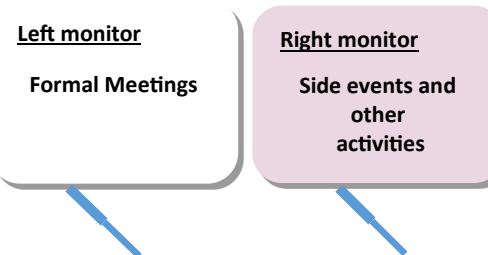
Changes to the DP are widely shown through the CCTV monitors located in the two zones. Two monitors are dedicated to display information—one for official meetings and one for side events, press briefings etc.

Left monitor

Formal Meetings

Right monitor

Side events and other activities



3. Overview Schedule

An overview schedule for the UN Climate Change Conference is available [here](#). Once the conference starts, this overview will no longer be updated. Participants are advised to consult the DP and CCTV during the conference.

4. In session documents

As the formal meetings progress, working documents, limited distribution (L) documents and other in-session documents, as well as relevant agenda item information become available on the respective Body's web page:

[COP 24](#) | [CMP 14](#) | [CMA 1.3](#) | [SBI 49](#) | [SBSTA 49](#) | [APA 1.7](#)



5. Dialogues and briefings

Presiding officers and the UNFCCC Executive Secretary provide updates on the negotiations and opportunities to exchange views in briefings and dialogues with observer organizations. Check when and where on CCTV monitors and the [COP 24 web page for NPS](#).

6. Overview of important websites

- [Conference website](#) including [Information for Participants](#)
- [COP 24 information for non-Party stakeholders](#)
- [Official COP24/CMP 14/ CMA 1.3 website of the Government of Poland](#)

7. Social media



UNFCCC Negotiator App

The free Negotiator App gives you essential information about the UN Climate Change Talks.



The twitter account for observer access.

Make sure you follow **In-session Access** [@UNFCCCObservers](#) to receive updates when closed meetings are opened.

An overview of the UNFCCC social media accounts is available [here](#).

8 . Daily updates by NGOs



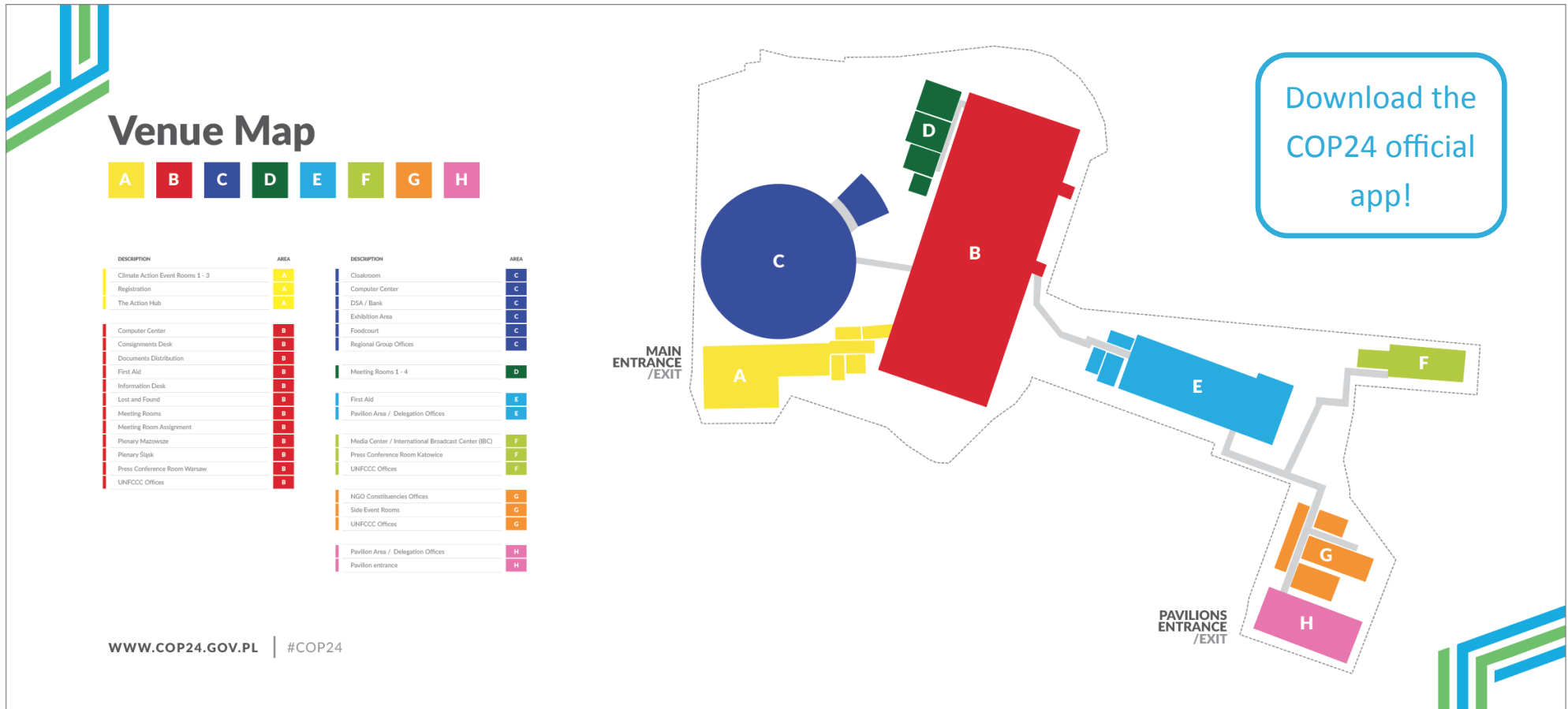
9. Documents

- Pre-session documents:** prepared by the secretariat prior to the session to facilitate work on a specific agenda item.
- In-session documents:** draft texts (work in progress) and L documents.
- Post-session documents:** reports of the sessions.

The documents are available through the [conference website](#).

Document	Description	Language	Abbreviation
Regular document	Session reports, provisional agendas, constituted body reports, background documents	All UN languages	
Information document	Practical data (e.g. list of participants), workshop reports, background documents	English	INF
Technical	Detailed background on technical is-	English	TP
Limited distribution document	Draft decisions or conclusions presented to the governing or subsidiary bodies for adoption	All UN languages	L
Addendum	Addition to any of the above docu-	According to orig-	Add
Revision	Revision to any of the above docu-	According to orig-	Rev
Corrigendum	Corrections to any of the above docu-	According to orig-	Corr

4. Venue



Registration

Parties to the Convention, United Nations and related organizations and agencies, media and non-profit observer organizations with observer status may attend the sessions of the Convention. Consequently, everyone wishing to enter the conference **must be registered accordingly** and in possession of a conference badge. Further information, including opening hours of the registration counter on-site to collect your badge, is available [here](#).

Sustainable organization and climate neutrality of COP 24

As part of the overall sustainability strategy of the UN Climate Change Secretariat and the efforts of the Polish Environment Ministry to organize a sustainable COP, a number of actions are being undertaken to reduce the climate footprint of the Conference and offset unavoidable greenhouse gas (GHG) emissions related to it. Please find further information [here](#).

5. Code of conduct

UN meetings operate on the principles of being open, transparent and inclusive to create an enabling environment for the participation of a diversity of voices and interests. To ensure that Parties can conduct their work and a diverse range of stakeholders can participate in the process effectively, participants are expected to follow a set of rules as below.

[Code of Conduct to address harassment at UNFCCC conferences, meetings and events](#)

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

[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](#)

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

For more information please visit the [Non-Party Stakeholder web pages](#) or contact us at cool@unfccc.int



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