



For use of the media only

**MEDIA INFORMATION BULLETIN No. 1**

4 November 2022

**United Nations Climate Change Conference**  
**6-18 November 2022**  
**Sharm El-Sheikh, Egypt**

**Media arrangements for the Opening and the World Leaders Summit**

**Overview of the meeting venue**

The conference venue is located at the Tonino Lamborghini International Convention Centre, Sharm El-Sheikh (SHICC), Egypt, utilizing both existing and temporary structures.

One of the temporary structures at the SHICC will contain the Media Centre including an International Broadcast Centre (IBC) in which facilities to meet the needs of Television and Radio Broadcasters and Press News Agencies are provided.

Please consult the [venue map](#) available on the UN Climate Change website.

**Orientation**

**Plenary 1, Nefertiti**, is located in the existing part of the building known as Area 'E'

**Plenary 2, Ramses**, is located in the existing part of the building known as Area 'B'

**Press Conference Room 1**, is located adjacent but outside of Plenary 1

**Press Conference Room 2**, is located adjacent to the Media Centre

**The Action Hub and Amphitheatre** are also located adjacent to the Media Centre

## **Media Arrangements**

### **General rules for both accredited media and country press corps**

Visual media are permitted to film, record interviews and take photos in all public areas of the conference venue unless otherwise restricted for security reasons.

Generally, all open meetings of the Conference are accessible to the print media, subject to the availability of space.

Access for visual media and photographers to the Plenary Halls will only be permitted 'under escort'. Please contact the International Broadcast Centre Manager, Mr. Tim Davis, Tel: +20 1033548955

All those with 'Media' badges have free access to all Press Conferences.

Please note: No access will be granted to any media representatives to enter closed meetings of the Conference or office areas.

There will be 3 Openings at COP 27.

- 1. Opening of the Conference – 6 November 2022, 10am**
- 2. Opening of the World Leader's Summit – 7 November 2022, 12.00pm**
- 3. Opening of the High-Level Segment – 15 November 2022, 3pm**

The visuals of all meetings from Plenaries 1 & 2, Press Conference Rooms 1& 2, the Amphitheatre and COP TV will be captured by the Host Broadcaster and will be available to follow, record or download to all those who have workspace in the Media Centre. The visuals will also be available live on webcast at: <https://unfccc-cop27.streamworld.de/live>

### **Sunday, 6 November 2022**

#### **Pool 1: Procedural Opening:**

On Sunday 6<sup>th</sup> November 2022, the Procedural Opening of COP 27 will be formally opened in Plenary 2.

Due to space constraints, pools will be pre-selected by the UNFCCC Communications Team. The criteria are geographical balance and type of media (i.e. news agency, national and international broadcasters plus photographers). Notifications will be sent in due course time.

Prior to the opening, the selected pool of television crews and still photographers will have the opportunity to capture establishing shots inside Plenary 1 from a stanchioned area at the front of the Plenary.

They will then briefly be given the opportunity to capture those on the podium prior to the start of the meeting.

Television crews will be required to leave the Plenary Hall when asked to do so. Still photographers may remain to take pictures of the speakers on a one-by-one basis, under guidance. At the end of the Opening Ceremony all those in the pool must leave the Plenary.

Those in the pool need to be at the Media Meeting Point, located in the Foyer outside Plenary Hall 2 (Ramses) adjacent to the Stand-Up positions in the Atrium outside the Plenary Halls) at 9am. Supplementary badges will be required which will be distributed from the Media Meeting Point.

Agenda for the procedural opening:

Opening Statement by H.E. Mr. Alok Sharma President COP 26/CMP 16/CMA 3  
Handover of the Presidency from COP 26 President to COP 27 President  
Statement by H.E. Mr Sameh Shoukry President COP 27/CMP 17/CMA  
Statement by Mr. Simon Stiell, UNFCCC Executive Secretary  
Statement by Dr. Hoesung Lee, Chair of IPCC

A limited number of seats (10) will be available in Plenary 1 for the opening ceremony for print media and text news agencies. These seats will be located at the rear of the Plenary Hall. Supplementary badges will be required to enter the hall. Those interested are invited to submit their names at the Media Information Desk on the Mezzanine Level of the Media Centre and collect their badges on a first-come, first-served basis.

### **Monday 7 November 2022**

The President of Egypt, His Excellency Mr. Abdel Fattah El-Sisi, has invited Heads of State and Government to participate in the Sharm El-Sheikh Climate Implementation Summit (the Summit), on Monday, 7 November, and Tuesday, 8 November 2022, when the first part of the high-level segment for Heads of State and Government will take place.

Due to space restrictions and the security reasons to the Heads of State, **Pools are not permitted** at the:

- Informal Arrivals
- Meet & Greet
- Family Photo

There will therefore not be any pools of International, Local nor National Media.

The Host Broadcaster will cover each event which will be distributed 'live' into all Media Centre workplaces. The events will also be captured by UNFCCC and Host Country Official Photographers. Photographs will be made available to the media and delegations.

Whilst waiting for the last VIP to arrive at the venue, some Heads of State may give statements from a Stake Out position in front of Plenary 1. These statements will only offer the opportunity for specific National Media and International Agencies, which have been pre-selected by the UNFCCC Communications Team

During this time some Bilaterals may take place which will offer the opportunity to National Media and International Agencies, which have been pre-selected by the UNFCCC Communications Team.

All those attending either the 'Stake Out' statements or the 'Bilaterals' are requested to be at the Media Meeting Point outside the side rear door of the Plenary 1 (Nefretiti) Foyer, no later than 08:30am. Supplementary badges will be required which will be distributed from the Media Meeting Point.

### **Pool 2: Opening of the Summit; Monday 7<sup>th</sup> November 2022**

On Monday 7 November, 2022 the World Leader's Summit will be formally opened in Plenary 1 (Nefretiti). Details of the opening session is available at: <https://unfccc.int/documents/620591>

### **TV/Photo opportunity:**

Due to space constraints, pools will be pre-selected by the UNFCCC Communications Team. The criteria are geographical balance and type of media (i.e. news agency, national and international broadcasters plus photographers). Notifications will be sent in due course time.

The selected pool of television crews and still photographers will have the opportunity to only capture establishing shots inside Plenary 1 from a stanchioned area at the front of the Plenary.

A film will be shown followed by speeches and the pool can continue to capture audience cutaways. There will not be the normal photo opportunity in front of the VIPs.

There will not be a podium head table and the Leaders who will speak during the Ceremony will be seated at the front of the Plenary at floor level. The remaining Heads of State will be seated at their Country Delegate positions.

Television crews will be required to leave the Plenary Hall after the official speeches. Still photographers may remain to take pictures of the speakers on a one-by-one basis, under guidance. At the end of the Opening Ceremony all those in the pool must leave the Plenary.

All those attending the 'Summit' Opening are requested to be at the Media Meeting Point outside the side rear door of the Plenary 1 (Nefretiti) Foyer, no later than 11:30am. Supplementary badges will be required which will be distributed from the Media Meeting Point.

## **Press Opportunity**

A limited number of seats (10) will be available in Plenary 1 for the opening ceremony for print media and text news agencies. These seats will be located at the rear of the Plenary Hall. Those interested are invited to submit their names at the Media Information Desk on the Mezzanine Level of the Media Centre where Supplementary badges will be given on a first-come, first-served basis

## **Plenary 1 (Nefretiti) Foyer – Monday 7 November 2022**

The area immediately outside Plenary Nefertiti will be considered to be a restricted VIP area and will only be open to those with Supplementary Badges. This includes all Media who have Studio or Stand-Up space in this area.

The Supplementary badges can be collected from the IBC Manager's Office on Sunday, 6 November, 2022 between 4pm-5pm. Be prepared to reduce the number of people in the restricted area as only 50 badges are available, to be split between all those media with space in the area.

The full list of events taking place over the 7 & 8 November 2022 are as follows:

### **Monday 7<sup>th</sup> November 2022**

13:30 – 15:30 Three high-level round tables. The [list of the high-level round tables](#) and additional information is included in the web link.

14:00 – 18:00 Events as follows:

- Formal opening of the high-level segment.
- Delivery of national statements. During the Summit, Heads of State and Government will be invited to deliver national statements. This will form the first part of the high-level segment.
- [High-level side events](#)

### **Tuesday 8<sup>th</sup> November 2022**

08:00 – 11:00 Arrival of Heads of State and Government at the conference venue (Blue Zone)

09:00 – 11: 00 [High-level side events](#)

10:30 – 12:30 Delivery of national statements.

12: 00 – 14:00 Three high-level round tables. The [list of round tables](#)

13:00 – end continuation of national statements

15:00 – 18:00 [High-level side events](#)

18:00 End of the Sharm El-Sheikh Climate Implementation Summit

## **Pools for Side Events**

Media are not permitted to enter the high-level round table events.

Those interested in attending any of the meetings listed above for 7 & 8 November 2022 are to register their interest at the IBC Manager's Office at least 2 hours ahead of the meeting scheduled start time. Media access will be subject to permission from each meeting organiser. Numbers will be limited by capacity according to room size. The relevant information will be provided at the Media Meeting Point (to be confirmed) and those in the pool will be escorted to the meeting room 45mins ahead the meeting start time.

## **National Statements**

National Statements will commence in Plenary Hall 1 from 14:00hrs on Monday, 7 November 2022 and will continue on Tuesday 8 November 2022. The list of speakers will be posted on the [UNFCCC website](#) from 6 November, 2022.

Those who wish to capture individual National Statements whether Media or Delegation Media (film cameras or photographers) can do so under guidance from the IBC Manager. Please visit the IBC Manager's Office (at the entrance to the Media Centre) or the Media Meeting Point (located outside the Plenary 1 Foyer, left rear side) to record your interest. You will be escorted into the Plenary Hall with sufficient time to set up ahead of the National Statement to be captured. On completion of the National Statements the escorted Media must leave the Hall.

## **Pool Signals**

Television and radio broadcasters will receive 'live' pool feeds provided by the host broadcaster. Pool signals will be provided to all workstations and cubicles in the International Broadcasting Centre (IBC). The format of the pool feed is HD PAL16:9 delivered through SDI BNC connections with embedded audio. For Radio Broadcasters the feed will be delivered through XLR connections.

Correspondents who cannot be accommodated in the Plenary will be able to follow the proceedings on the closed-circuit television (IPTV) monitors throughout the Conference venue.

## **Writing Press Area**

This area can be located on the Mezzanine floor of the Media Centre.

The area offers approximately 300 work spaces equally split into 3 areas.

- (i) empty working area (for use by those who bring your own laptop and connect to the internet via Wi-Fi)
- (ii) hard wired internet access (for use by those who bring their own laptops and to connect to internet via an RJ45 connection)

- (iii) working area with computers (PC's) provided, hard wired connected to the internet.

All areas are provided with desks, chairs, lighting and power.

### **Internet**

The COP 27 site is being fed by a 40gb/s internet connection. The network has been configured in such a way so that all users have access to the full internet and there is no throttling or segregation of that connection.

All internet connections will be capable of a minimum 10mb/s u/d and burstable up to 100mb/s u/d.

There will be site-side WiFi, shared by all users at the event.

### **Media Information Desk**

The Media Information Desk is located on the Mezzanine level in the Media Centre adjacent to the Open Writing Press Area. Here guidance will be offered to a selection of Conference documents accessible on the Internet as well as to the Daily Programme, UNFCCC press releases and publications, the texts of speeches as provided by delegations, as well as the daily Earth Negotiations Bulletin (which summarizes the daily proceedings).

The UNFCCC Secretariat pursues a **PaperSmart** policy, consequently this information will be provided electronically on the web at <https://unfccc.int/documents> and through the Negotiator app, (which is designed for iPhones and iPads). Official documents can also be accessed via the Internet at terminals in the print press area.

Proceedings in Plenary 1, Plenary 2, the two Press Conference rooms and the Amphitheatre can be followed on monitors in the writing press area. The meetings schedule will also be on display. Headphones are available in the Writing Press Area to listen to translations. Correspondents may also follow proceedings of the conference through live webcast at <https://unfccc.int/cop27#events>.

### **International Broadcast Centre (IBC)**

An International Broadcasting Centre (IBC) is situated in the Media Centre designed specifically to serve television and radio broadcasters and International Press Agencies. The facility will provide **the Host Broadcasters' live video and audio pool feeds** and will have the facility for the retrieval of meetings in .mp4 or similar encoded digital format.

All the **Open-Plan Workstations** for TV and radio broadcasters are equipped with basic furniture, an IPTV monitor to follow proceedings, the Host Broadcaster's audio and video

feeds from Plenary 1, Plenary 2, the 2 Press Conference rooms and the Amphitheatre. Each workstation can accommodate 3 people.

For those TV and radio broadcasters who do not have workspace within the IBC and need to use the facilities on a temporary basis please contact the IBC Manager, Tim Davis, Tel: +20 1033548955 or visit his office in the IBC.

The Press Agency Cubicles are provided with chairs, desktops, electrical sockets, an IPTV monitor and wired internet connections designed to accommodate up to 9 journalists.

The International Broadcast Centre will be available for use from Sunday 6 November 2022 from 8:00am until the end of the Conference scheduled for 6pm on 18 November 2022. The IBC will be open 24 hours a day, with limited services between 6:00pm and 8:00am. On the final day of the Conference, all media areas will remain operational for approximately 2 hours after the formal conclusion of the conference.

In the event the Conference is extended, the Media Centre will continue to be open until the final gavel goes down. Badges will also be extended to remain active until the end.

### **Television Coverage**

Live pool coverage of the proceedings in Plenary 1, Plenary 2, the 2 Press Conference rooms and the Amphitheatre is available for local and overseas television and radio broadcasters free of charge and free-for-use (copy-right free).

Please note: It is not possible for individual television crews to record proceedings from inside Plenary 1 and Plenary 2. There are, however, limited possibilities throughout the Conference and, in particular, during the World Leader's Summit and the High-Level Segment for individual television crews to record plenary statements by country representatives. Prior arrangements for any unilateral coverage must be made with the IBC Manager, Tim Davis Tel: +20 1033548955 or visit his office in the IBC.

*All those with Media Badges have access to all events held in the 2 Press Conference rooms. 10x Audio feeds in Floor and English languages will be available from XLR distribution units for television and radio journalists on a first-come-first-served basis.*

### **Media File Copies**

All the pool feeds' media will be held in storage on the Host Broadcasters file server in the MCR using the XDCam50Mb codec.

Retrieval of sessions from the server will be available from the 'Media Library Help Desk' in the Media Centre. Allow at least 30mins after the end of a meeting before requesting this service. Provide the Help Desk with the date, time and name of the meeting you require and a copy will be made available on a USB stick, which is to be returned for re-use. Allow 30mins for the dub to be undertaken.



## **Radio Coverage**

Audio feeds of the Floor & English languages are available from XLR distribution units in Press Conference Rooms 1 and 2. The audio feeds are also available in the Press Writing Area of the IBC.

## **Online, social media and mobile services**

Over and above the information available on the UNFCCC website the secretariat is offering the mobile version of the UNFCCC website <https://unfccc.int/> through the official **'Negotiator'** App for the conference.

Using the mobile application 'Negotiator', users can do the following:

- Get logistical information about the conference (directories, venue maps, etc.);
- See all events in a consolidated calendar and create your personal events calendar
- Receive push-notifications for your events
- See the meetings rooms schedule in real-time
- View the live webcast videos
- Read the latest documents, agendas and meeting information;
- View the latest YouTube videos and photos from the conference;
- Participate in the conference via the Facebook and Twitter channels.

Please note: The **'Negotiator'** can be downloaded for **FREE** at <https://unfccc.int/news/download-unfccc-negotiator-app>

Social media tools, such as Facebook, YouTube, Twitter, Instagram and Flickr, will allow participation in and response to the conference in Sharm El Sheikh.

Please note: Media may address questions to the Executive Secretary, Mr. Simon Stiell, using Facebook or Twitter during the UNFCCC press conferences.

## **Photo Coverage**

A limited number of requests for non-flash photo access whilst plenary meetings are in session, will be dealt with on an ad hoc basis. Contact the IBC Manager who will arrange an escort by appointment.

## **Press Conferences/Briefings**

Regular press briefings by the United Nations, by National Delegations and Intergovernmental Organizations will be held in Press Conference Room 1 close to Plenary

1. Press briefings by Non-Governmental Organizations representing environmental and business interest groups will be held in Press Conference Room 2, located adjacent to the Media Centre.

Some press conferences may be restricted. This may be at the request of those hosting the Press Conferences or for logistical and security reasons.

All Press Briefings will normally be limited to 30 minutes. See the Daily Programme for details – this is available on the IPTV network of monitors and online.

The COP President will give press briefings on a regular basis summarising the progress made at the Conference, between 1.45 – 2.15 p.m. in Press Conference Room 1.

**Please note:** While regular press briefings will be included in the press section of the [UNFCCC website](#), many other briefings will be announced at short notice on the IPTV programme monitors **only**.

### **Interviews**

The Press information desk will assist journalists, upon request, to contact delegates for arranging interviews.

Requests for interviews with the UNFCCC Executive Secretary should be addressed to [Press@unfccc.int](mailto:Press@unfccc.int). Please note that the Executive Secretary is available for a limited number of one-on-one interviews at the COP.

### **Live and On-Demand Streaming on Internet**

For the duration of the conference, all official meetings and press conferences can be followed live and on demand. On-demand files will be available shortly after the close of each meeting. Please check the [UNFCCC website](#) for the date and time of webcast sessions.

A comprehensive web index provides ready access to information on recorded events. Each recording is classified by date, agenda item and type of meeting. 'Video anchors' will allow direct access to discussions of a particular agenda item. A timetable, [meetings listing](#), is automatically generated and posted to the website throughout the day to provide information on additions or changes in the programme schedule.

### **Media Coordination and Support**

The [UNFCCC Media Team offices](#) as well as the offices of the [Host Country Media Team](#) can be found in the International Broadcast Centre.

### **Virtual participation**

All accredited media will be able to participate virtually during press conferences and briefings using [COP 27 Platform](#) – a tool made to support your COP experience. More information about the registration process and connecting can be found here <https://unfccc.int/cop27/virtual>

#### Email contact list

UN Climate Change Spokesperson  Interview request for Mr. Simon Stiell, UNFCCC Executive Secretary	<a href="mailto:press@unfccc.int">press@unfccc.int</a>
Press accreditation and registration	<a href="mailto:press@unfccc.int">press@unfccc.int</a>
Booking of press conferences	<a href="mailto:pressconf@unfccc.int">pressconf@unfccc.int</a>
Requests for COP 27 Presidency	comms@cop27.eg

**PLEASE NOTE:**

Details on the Ministerial part of the HLS of the Conference in week 2 will be announced in a later Note to Correspondents