



United Nations
Framework Convention on
Climate Change



**A HANDBOOK FOR HOSTING
UNITED NATIONS CLIMATE
CHANGE CONFERENCES**

HOW TO COP



© 2023 United Nations Climate Change secretariat

All rights reserved

This publication is issued for public information purposes and is not an official text of the Convention in any legal or technical sense. Unless otherwise noted in captions or graphics all matter may be freely reproduced in part or in full, provided the source is acknowledged.

Design by QUO Global

Photos courtesy of Kiara Worth, United Nations Climate Change, and International Institute for Sustainable Development/ Earth Negotiations Bulletin (IISD/ENB), unless otherwise noted, including Bernardo Buechner (pp.7, 14, 15, 18, 19, 20 and 25), James Dowson (flags on the cover), Anthony Fleyhan (p.10), Laura Lopez (p.26), the Presidency of COP 28 (p.8) and Vojtech Bruzek @Unsplash (pp.23–24).

For further information contact:

United Nations Climate Change secretariat

United Nations Campus
Platz der Vereinten Nationen 1
53113 Bonn
Germany
Phone: +49 228 815 10 00

ISBN: 978-92-9219-212-9



United Nations
Framework Convention on
Climate Change

A HANDBOOK FOR HOSTING
UNITED NATIONS CLIMATE
CHANGE CONFERENCES

HOW TO COP

CONTENTS

Acknowledgements	iv
Foreword	v
The essentials	vi
1. Introduction	1
1.1 What is a COP?	1
1.2 Organization of the sessions	2
1.3 How to become a host country	2
1.4 Meetings	3
1.5 The host country and the secretariat: a team effort	4
2. Timeline for preparations	5
3. The Host Country Agreement	8
3.1 What is the host country agreement?	8
3.2 How is the host country agreement prepared?	8
3.3 Financial obligations of the host country towards the secretariat	9
3.4 Timeline for completion	9
4. Protocol and external relations	10
4.1 Conference protocol	10
4.2 Leaders summit	13
4.3 Hosting the United Nations Secretary-General	13
5. Registration, Code of Conduct, visas and funded participants	14
5.1 Registration procedures	14
5.2 Code of Conduct	15
5.3 Visas	16
5.4 Funded participants	16
6. Facilities	17
6.1 Security and registration/accreditation facilities	17
6.2 Meeting facilities	18
6.3 Observer facilities	20
6.4 Media facilities	21
6.5 Catering facilities	22
6.6 Office facilities	22
6.7 VIP facilities	22



7. Services	23
7.1 Host country support staff	23
7.2 Accommodation	24
7.3 Transportation	25
7.4 Catering services	26
7.5 Financial services	26
7.6 Information and communication technology	27
7.7 Shipments	28
8. Safety and security	29
9. Media and communications	31
9.1 Media access and relations	31
9.2 Digital platforms – website, mobile app and social media	31
9.3 Information for participants	32
9.4 Media engagement	32
9.5 Conference design and branding	33
10. Documentation services	34
11. Non-Party stakeholder engagement and global climate action	35
11.1 Observers	35
11.2 Global climate action	40
12. Sustainable conferences	41
12.1 A collective effort	41
12.2 Partnership in action	41
12.3 Water, food, waste – everything can be made more sustainable	42
12.4 Expanding virtual options	42
12.5 Lasting impact	43
12.6 Far-reaching benefits	43
Annexes	45
I. Host country agreement	45
II. Registration procedures	46
III. Protocol and the high-level segment	47
IV. Venue and space requirements	50
V. Accommodation and transportation requirements	52
VI. Carbon neutrality and sustainability of the conference	57



ACKNOWLEDGEMENTS

This updated version of How to COP is a publication of the UNFCCC secretariat.

Many thanks to many colleagues for their insights and dedication to sharing the expertise involved in staging the largest and most ambitious conference in the United Nations system.

FOREWORD



Government representatives from around the world have gathered nearly every year since 1995 for the UNFCCC Conference of the Parties (COP) in order to advance work on negotiating multilateral agreements and to provide a way forward in the fight against the significant challenges of climate change.

Since COP 1, the conference has grown into the largest annual meeting within the United Nations system, with tens of thousands of participants attending the two-week session.

At each COP, formal negotiations are complemented by a wide variety of events presented by Parties, observer organizations, the UNFCCC secretariat and the host country to showcase and promote climate action, knowledge-sharing, capacity-building and networking.

As the principal annual gathering of climate change leaders, experts and influencers, the COP brings together a wide range of participants, from Heads of State and Government and high-level officials to leaders from United Nations and other intergovernmental organizations, civil society, business and academia, and a wide range of international celebrities involved in climate change action. Participants share their stories and promote climate activism at panel discussions, exhibits, cultural events and hundreds of side events.

This handbook, now in its fourth edition, is a practical reference tool for potential host countries on the organizational aspects of a COP. It reflects knowledge gained, lessons learned and best practices from past conferences to inspire future hosts to incorporate their own innovations as the process and the needs of participants evolve.

Hosting a COP requires an intensive, multi-year commitment, as well as extensive communication and cooperation with the UNFCCC secretariat and multiple stakeholders. We hope this handbook provides a useful starting point for planning and delivering an exciting and successful conference.

**Conference Affairs division
UNFCCC**

THE ESSENTIALS

Hosting a United Nations climate change conference is a formidable but rewarding challenge

UNFCCC COPs are the largest annual meetings in the United Nations system, attracting tens of thousands of participants each year. Any event on that scale has the potential to create a high climate impact due to the range of facilities and services needed to accommodate participants. Consequently, host countries put in place measures to incorporate sustainability at every level to ensure that COPs are among the most sustainable intergovernmental meetings in the world. Success requires national-scale coordination and cooperation. The efforts required to produce a COP are significant, but the rewards are equally large – hosting a COP is an exciting way for a country to step into the global spotlight and showcase its commitment to combating climate change. Hosting a COP can generate and enhance positive national discussions and engagement on sustainability and leave a legacy.

Time is of the essence

The host country should start its planning as early as possible – ideally at least 18 months before opening day – and work closely with the secretariat throughout the process. Previous host countries have emphasized the importance of early planning to ensure success.

Understand the relationship between substantive negotiations and organizational matters

The expected substantive outcomes will shape the conference in terms of the issues to be discussed, the number of attendees, the services and security required, and the number of high-level diplomats and Heads of State and Government attending. The host country's organizational team should work closely with the COP Presidency and the negotiating team to ensure that operational planning supports the COP's overall goals. Mechanisms for coordination between multiple stakeholders should be established at an early stage.

Make the host country agreement the road map to success

The Host Country Agreement (HCA) establishes the legal infrastructure and sets out the specific details of what is required for organizing and holding the conference in the host country. It is critical for success that the HCA be referred to in every workstream and translated into reality on the ground.

Proper protocol matters

Careful coordination of events and proceedings, an in-depth understanding of protocol and formal diplomatic rules, close cooperation between the host country and the secretariat, and a clear division of labour on protocol matters are required for a successful conference.

Engage a broad range of stakeholders

The UNFCCC process recognizes the importance of engaging multiple actors in enhancing ambition and strengthening implementation of the Paris Agreement. Parties have repeatedly reaffirmed the fundamental value of contributions from non-Party stakeholders, especially observer organizations – be it civil society, businesses, investors or sub-national governments – in the climate change process. The host country should pursue a broad stakeholder engagement strategy based on transparency, openness and inclusiveness. Observers offer a wealth of expertise that can support substantive deliberations, foster international networks and build national coalitions to further advance COP outcomes.

Media coverage is vital

The media's role is to tell the story of the conference to the world. Close collaboration between the secretariat and the host country is key to shaping and synchronizing the narrative about the COP and managing media participation.

Accommodate the participants

Ensuring the availability of suitable, affordable, conveniently located hotels and other types of accommodation for tens of thousands of participants requires significant effort. Early planning, using a centralized accommodation booking agency and arranging related transportation services are just some of the ways that the host country can strive to meet participants' expectations and leave them with a positive impression of the host city and country.

Sustainability is attainable

COPs, like all large events, have an environmental, social and financial impact, and generate considerable greenhouse gas emissions. The host country must take proactive steps in organizing a sustainable conference, reducing emissions to the extent possible. Afterwards, the government can offset the unavoidable portion of the climate footprint using certified emission reduction credits (CERs) from clean development mechanism projects to achieve climate neutrality. Recent COPs have set high sustainability standards, receiving International Organization for Standardization 20121 standard and Eco-Management and Audit Scheme certifications.



1. INTRODUCTION

This handbook is intended to provide the most up-to-date information on hosting a United Nations climate change conference. It provides a practical introduction to host countries on “how to COP”, with extensive information on a range of organizational tasks, reflecting lessons learned and best practices from previous host countries and detailed contributions from secretariat staff in their areas of expertise – including protocol and external relations, non-Party stakeholder engagement, conference logistics, sustainability, information technology and media.

1.1 What is a COP?

The United Nations Climate Change Conference is the foremost global forum on climate change. The annual conferences, held at different locations around the world, are convened under the United Nations Framework Convention on Climate Change (the Convention), a multilateral treaty adopted in 1992. They serve as the formal meetings of the Conference of the Parties (COP), where Parties assess global efforts to advance the Paris Agreement goal of limiting global warming to well below 2 °C above pre-industrial levels.

Since 2005, when the Kyoto Protocol entered into force, the conferences have included the sessions of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP). Since the entry into force of the Paris Agreement in 2016, the sessions of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) have also been included. The secretariat supports these bodies, as well as the subsidiary and any ad hoc bodies, in their negotiations.

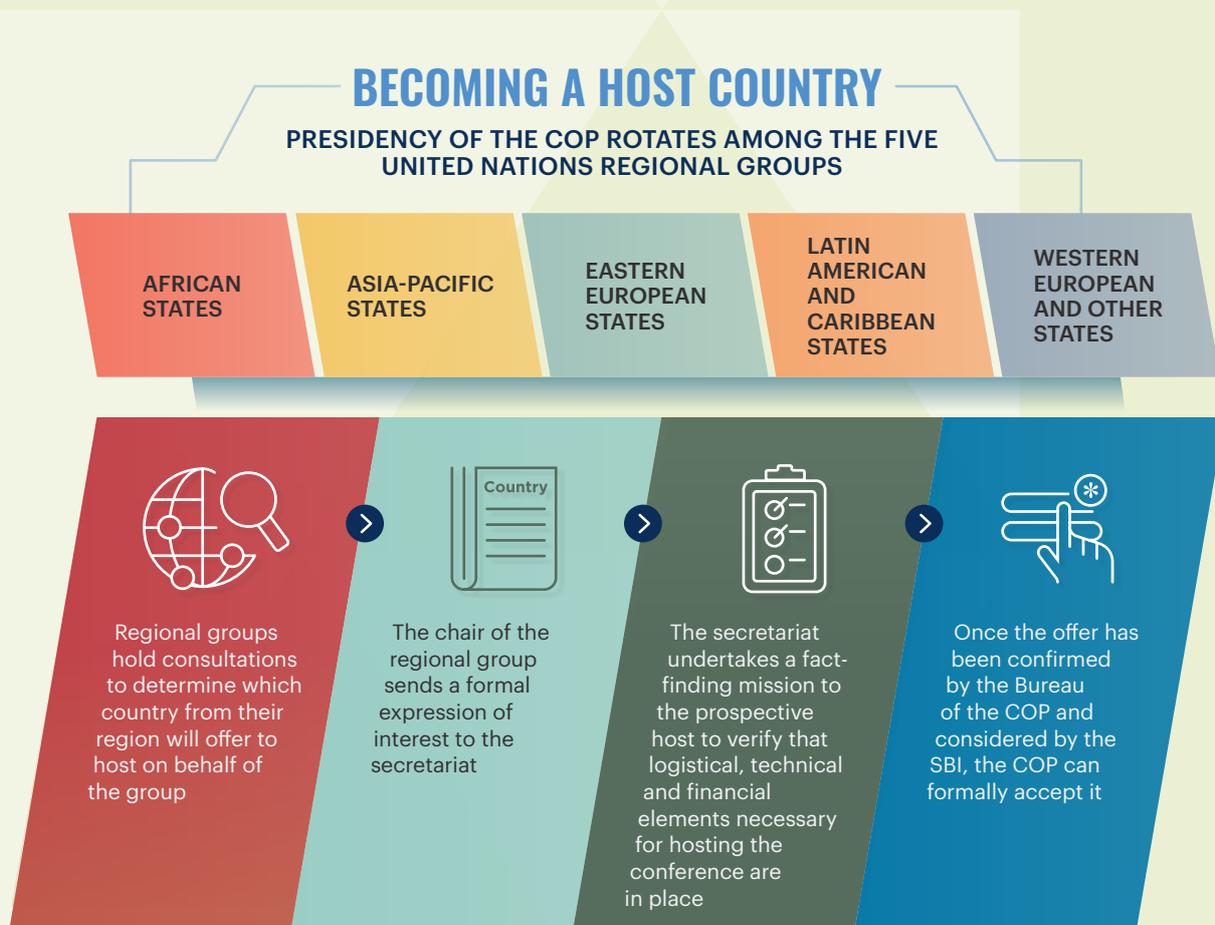
Steady growth in attendance over nearly three decades has led to COPs becoming the largest annual meeting convened by the United Nations. Dignitaries and Heads of State and Government regularly attend, in addition to tens of thousands of government delegates, representatives of United Nations organizations, intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) (known as observer organizations), other non-Party stakeholders and the media.

1.2 Organization of the sessions

United Nations climate change conferences include the sessions of the governing bodies (the COP, the CMP and the CMA) and of the permanent subsidiary bodies (the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Subsidiary Body for Implementation (SBI)), as well as of any ad hoc working groups. The conference schedule generally includes open working meetings (i.e. plenary meetings and contact groups) and closed negotiating meetings (informal consultations, drafting groups, etc.). The high-level segment includes statements from Heads of State and Government, ministers and high-ranking United Nations officials. The high-level segment also often features ministerial-level round-table discussions.

1.3 How to become a host country

The COP Presidency rotates among the five United Nations regional groups: African States, Asia-Pacific States, Eastern European States, Latin American and Caribbean States, and Western European and other States. The country holding the COP Presidency usually hosts the conference, but, if there is no offer to host or the host country is unable to support such a large conference, the default site is the seat of the secretariat in Bonn, Germany. For example, the Government of Fiji held the Presidency of COP 23 while the conference was held in Bonn for logistical reasons. Additionally, Chile retained the Presidency of COP 25 although the conference was relocated to Madrid, Spain, shortly before the conference was scheduled to take place.





Regional groups hold consultations to determine which country from their respective regions will offer to host on behalf of the group. Once agreed, the chair of that regional group formally sends an expression of interest to the secretariat. The COP usually takes note of the offer in a decision on the dates and venues of future sessions. Before the COP can formally accept the offer the following year, it must be confirmed by the Bureau of the COP and considered by the SBI.

In addition, before the offer is formally accepted, the secretariat is often asked to undertake a fact-finding mission to the prospective host country to assess the suitability of the logistical and technical elements necessary for hosting the conference. The timing of these steps depends on when the offer to host is made.

1.4 Meetings

Pre-COP meeting

In preparation for the annual conference, the host country (incoming Presidency) organizes a pre-COP meeting for heads of delegation and in some cases ministers, usually in its territory and lasting two to three days, to exchange views on key political issues

that will be considered at the upcoming conference. To facilitate the exchange of views, usually a limited number of Parties are invited, although inviting representatives of the major negotiating groups should be considered to ensure balanced participation. The meeting is organized much like any other diplomatic meeting in that the host country usually works closely with the secretariat's intergovernmental support team to ensure proper representation and provide advice as necessary.

Pre-sessional meetings

Meetings that take place prior to the official opening of the conference, including those of negotiating groups, are called pre-sessional meetings. To facilitate the process in a representative and consensus-based manner, some host countries have opted to bear the cost of pre-sessional meetings.

Whenever possible, pre-sessional meetings are held at the main conference venue at least one week in advance of the official start of the conference. The host country and the secretariat work in close consultation from early on in the planning stage to ensure suitable arrangements are in place for hosting these sessions.

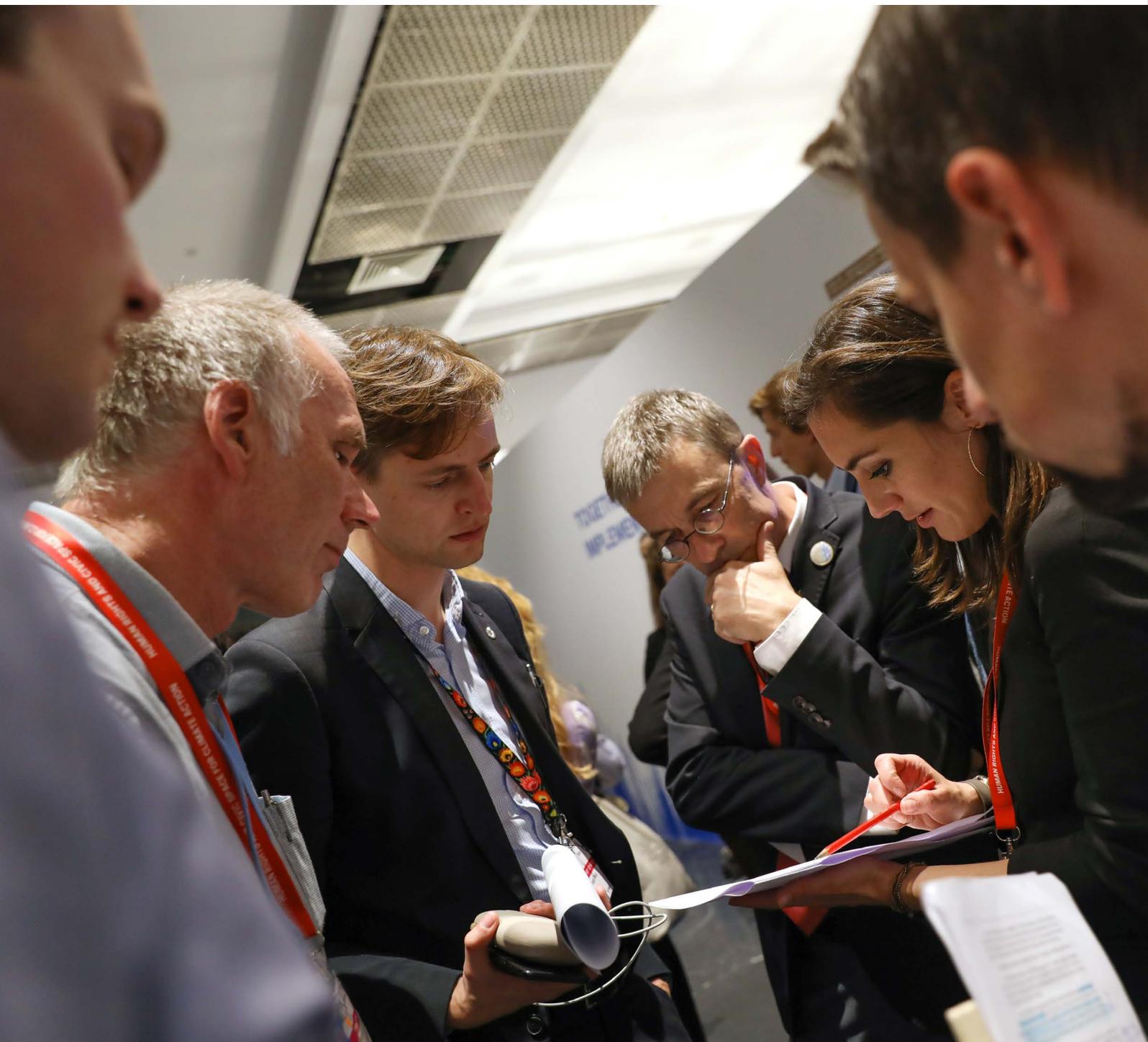
1. INTRODUCTION

1.5 The host country and the secretariat: a team effort

An effective partnership between the host country and the secretariat is essential for delivering a successful conference. Previous host countries have noted the unprecedented cooperation and communication required within and among various departments of the host country government as well as with their secretariat counterparts.

The host country will benefit from a clear understanding of the myriad organizational and managerial responsibilities required to host a

COP. Some responsibilities belong exclusively to the host country, while others belong solely to the secretariat. Within the secretariat, the Conference Affairs division leads the logistical preparations, while the Intergovernmental Support and Collective Progress division leads the work with the incoming Presidency on substantive and procedural preparations. From the outset, the host country needs a solid understanding of the division of labour on organizational and substantive matters and an appreciation of the value of teamwork and timely information-sharing with the secretariat as preparations for the conference move forward.





2. TIMELINE FOR PREPARATIONS

The start of COP preparations is dependent upon when the offer to host is made. The timeline on the following page is intended to provide an overview of the key steps in the planning process in a typical scenario in which a host country has made an offer to host the following year's conference.

Even with a full year remaining on the calendar the actual time available for active planning is often closer to nine months. Breaks in the calendar, such as holiday seasons, can slow down the planning process. Past hosts have strongly recommended that future hosts come forward with their offer to host as early as possible. Most wish they had begun their preparations earlier, noting that two years of preparation time would have been ideal.

If a host country has more than a year to plan, internal activities and outreach to other conference participants may commence earlier. Key actions include assembling the conference team, internal



budget discussions, cooperative actions with other governments, civil society engagement and outreach, and ensuring orderly procurement and selection of the general contractor and other service providers.

2. TIMELINE FOR PREPARATIONS

Countdown to COP

The basic timeline for each COP event

18 to 24

MONTHS AHEAD



Fact-finding mission by the secretariat to assess the proposed host city and possible venues

12 to 18

MONTHS AHEAD



Official announcement of a country's intention to host next COP

9 to 12

MONTHS AHEAD



First technical mission by secretariat and discussions on logistics, transportation and accommodation

3 to 4

MONTHS AHEAD



Third technical mission by secretariat with goal of finalizing the planning

4 to 5

MONTHS AHEAD



Second technical mission by secretariat to host country, risk assessment, and confirmation of observer badge quota

5 to 9

MONTHS AHEAD



Organizational team visits Bonn during the first session of the subsidiary bodies of the year to familiarize itself with UNFCCC conferences and sign host country agreement

2

MONTHS TO GO



Official conference freight forwarder handles incoming shipments

6

WEEKS TO GO



Core Conference Affairs team arrives for site set-up

2

WEEKS TO GO



Registration area and equipment set up and tested

2

DAYS TO GO



Security sweeps and venue handover to United Nations

4

DAYS TO GO



Two-day test phase

1

WEEK TO GO



Pre-session meetings begin



OPENING DAY

The United Nations Climate Change Conference session is opened



18–24 months ahead

- Secretariat fact-finding mission to the potential host country to assess the proposed host city and possible venues

12–18 months ahead

- Official announcement of the country's intention to host

9–12 months ahead

- First technical mission by the secretariat
- Initiation of discussions on the HCA and its annexes, venue set-up, information technology and cybersecurity, media, security, transportation, accommodation, etc.

5–9 months ahead

- Technical mission by the host country organizational team to Bonn, ideally during the first sessions of the subsidiary bodies of the year, to familiarize itself with UNFCCC conferences and to develop a network of counterparts with the secretariat's organizational team
- Signing of the HCA
- Soon after the sessions of the subsidiary bodies, the online registration system opens
- Provision of information on visas, accommodation, transportation and rental costs for offices and pavilion spaces on a commercial basis

4–5 months ahead

- Second technical mission by the secretariat to the host country
- Confirmation of observer organization badge quota

3–4 months ahead

- Third technical mission by the secretariat to the host country to finalize the planning phase

2 months before opening day

- Official freight forwarder begins to receive imported material

6 weeks before opening day

- Core secretariat team arrives for premises set-up

2 weeks before opening day

- Registration area and equipment set up and tested

1 week before opening day

- Pre-sessional meetings begin

4 days before opening day

- Two-day test phase

2 days before opening day

- Bomb sweep of the premises and handover of the venue to the United Nations

Opening day of the conference

- COP declared open

3–4+ days after closing day¹

- Dismantling of venue
- Departure of secretariat core team and property

¹ Recent conferences have not closed after the scheduled 11 days because the negotiations had not finished; closure was delayed by one or two days.

Host Country Agreement Signing Ceremony

between the COP28 Presidency
and the United Nations Framework Convention on Climate Change



3. THE HOST COUNTRY AGREEMENT

3.1 What is the host country agreement?

The HCA is a legally binding agreement, a treaty, between the secretariat and the host country putting in place the required legal framework for the organization of the conference by the secretariat in the host country and setting out the respective responsibilities of each party in terms of the preparation, organization and conduct of the conference, including staffing, security, logistical and other arrangements and financial aspects.

United Nations General Assembly resolution 40/243 established that United Nations bodies may hold sessions away from their established headquarters under certain conditions, including the host government's commitment to defray the actual additional costs directly or indirectly involved. United Nations Secretariat administrative instruction ST/AI/342² provides guidelines for the preparation of HCAs.

The HCA comprises two parts, the legal text that sets out the applicable legal framework, including

privileges and immunities, and its technical annexes. More details on the HCA can be found in [Annex I](#).

The HCA and its annexes are reviewed after every COP to incorporate best practices and lessons learned. The latest template of the draft generic legal text and annexes can be requested at secretariat@unfccc.int.

3.2 How is the host country agreement prepared?

A secretariat team visits the proposed conference venue on a preliminary fact-finding mission to verify that all logistical and technical elements necessary for hosting the conference are in place. The secretariat then prepares a report on the mission for consideration of the host country.

More extensive and comprehensive technical missions involving different workstreams are undertaken to further define arrangements with the host country, culminating in finalizing the text of the HCA. The planning mission teams are generally led by the Conference Affairs division, incorporating staff from other divisions of the secretariat and the United

² Available at <https://hr.un.org/content/guidelines-preparation-host-government-agreement-falling-under-general-assembly-resolution>.

Nations Department for Safety and Security (UNDSS) as necessary.

Technical missions focus on key elements of the conference, such as the estimated number of participants, the level of participation (i.e. Heads of State and Government, ministers, other high-level representatives), the participation of representatives of observer organizations and the expectations for the high-level segment. They usually include visits to the proposed conference venue and potential hotels for participants and UNFCCC staff. The UNFCCC Legal Affairs division will work with the host government to prepare the relevant legal texts. Areas of focus include the HCA, a memorandum of understanding on security, a memorandum of cooperation on giving access to and sharing of data, and allocation of space for conference and meeting rooms and equipment, offices, transport, and commercial spaces such as pavilions.

3.3 Financial obligations of the host country towards the secretariat

The host country covers costs and expenses, inter alia, for staff members who service the conference, both for planning missions and for the conference itself.

The HCA is an official document that defines the obligations and roles of each party. It provides a detailed description of the requirements in the annexes and is useful for making financial calculations. Past host countries have noted that they should have pushed for more engagement on the HCA early on to better support budget committee decisions on financing for their COPs.

Most importantly, the HCA must be translated into reality on the ground, so detail is essential. Past hosts have noted that it would have been beneficial to view the HCA as more than a baseline, to avoid the need for adjustments at a later stage.

3.4 Timeline for completion

An offer to host a COP is accepted by the Parties via a COP decision, which will also specify the deadline for signing the HCA. The HCA should be finalized no later than at the first sessions of the subsidiary bodies of the year, which are usually held in Bonn in May or June. An official signing ceremony, with ministerial-level representation of the host country and the UNFCCC Executive Secretary, while not officially required, is typically held to publicly mark the occasion.



The general timing of official notifications on the conference is as follows:

- **5–6 months** before the conference, notification sent to admitted NGOs and IGOs, notification sent to Parties and an offer for funding issued to eligible Parties;
- **3–4 months** before the conference, notification sent to United Nations specialized agencies and related organizations.

At the sessions of the subsidiary bodies in Bonn in May or June, the future host should have ready and present the organizational details of the upcoming COP that will help participants in their planning. The presentation should include:

- Hotel accommodation options;
- Transportation arrangements;
- Instructions on how to obtain a visa;
- Venue and dates of pre-session meetings;
- Arrangements for the provision of offices and pavilions on a commercial basis.



4. PROTOCOL AND EXTERNAL RELATIONS

A successful conference requires the cooperation and professionalism, in a multilateral environment, of all stakeholders, including representatives of national governments, observers and other non-Party stakeholders. More importantly, it requires effective collaboration to develop a host country strategy for the conference and its expected outcomes, as well as familiarity with the protocol and formal diplomatic rules of the UNFCCC process, the national protocol of the host country and the functioning of the overall multilateral system. It is important that the division of labour in these areas between the host country and the secretariat is clear.

4.1 Conference protocol

From the welcoming of participants at the general opening of the conference to the opening ceremony of the high-level segment, following appropriate protocol is key to shaping public perception of the conference. It helps to convey the importance of the event and establish a respectful relationship among delegates, setting the tone and providing momentum for the negotiation process.

General rules on protocol

- The secretariat is responsible for protocol inside the conference venue, while the host country is responsible for all protocol outside of the venue.
- To ensure that United Nations and host country protocol services complement each other to provide a seamless conference and secure venue, the host country should consider nominating a protocol officer to liaise with the protocol and external relations team in the secretariat.
- The secretariat, through its protocol and external relations team, coordinates all the protocol arrangements of the conference, including the arrival of dignitaries at the United Nations premises, opening ceremonies of the conference and high-level segments, any leaders summit that may be held in conjunction with the conference and other events held during the conference. Coordination is done in consultation with the United Nations conference security officer and the protocol officer of the host country.

Opening of the conference

The official opening of the conference, traditionally held on the first day, is open to representatives of Parties, IGOs and NGOs, heads of United Nations and related organizations and specialized agencies, and VIPs from the host country.

The conference is opened by the outgoing COP President, and the President of the COP is elected at that time. The secretariat's protocol team organizes protocol arrangements for the opening, including run of show, seating on the podium and VIPs.

The high-level segment

Each conference includes a high-level segment. The high-level segment is an agenda item of the conference and is intended to:

- Provide a platform for Parties and groups to deliver national and negotiating group statements respectively;
- Facilitate agreement on major political issues;

- Provide policy guidance by raising issues and signalling priorities;
- Raise awareness of the strategy of the host country at the ministerial or Head of State or Head of Government level;
- Demonstrate support for the UNFCCC process and ensure political momentum;
- Increase media coverage;
- Provide an opportunity for ministers and others to engage in bilateral discussions;
- Provide an opportunity for networking and communication among ministers.

The high-level segment includes an opening ceremony, often with the participation of Heads of State and Government, the United Nations Secretary-General, ministers, and other heads of delegations, who deliver statements. In-session high-level ministerial dialogues and round tables have also taken place in parallel to the high-level segment at recent conferences. The high-level segment attracts considerable attention from the global media, observer organizations and other non-Party stakeholders.





The incoming COP Presidency is invited by the SBI at its first session of the year to put in place some of the arrangements for the high-level segment in consultation with Parties and the secretariat. The political level of participants attending the high-level segment is a reflection of the strategy developed by the host country and of the overall state of the climate change negotiating process.

The host country should work closely with the Intergovernmental Support and Collective Progress and the Conference Affairs divisions of the secretariat on arrangements for the high-level segment.

Detailed protocol, organizational and logistical information on the high-level segment is contained in [Annex III](#).

The COP Presidency and the host country should work with the secretariat to produce one comprehensive, up-to-date, detailed calendar of all conference-related events and activities, including any cultural event(s) the host country may wish to hold. Such planning should be done in consultation with those on the President's team and in the secretariat who are involved in the substantive negotiations to help to avoid scheduling conflicts. A key goal is to ensure that important social or cultural events are not scheduled during important official proceedings, especially during the high-level segment.



4.2 Leaders summit

Host countries will need to understand and appreciate the scale of the undertaking to host a United Nations climate change conference, as the success of these conferences calls for a nationally coordinated and cooperative effort with the secretariat.

In recent years, host countries have hosted leaders summits attended by an increasing number of Heads of State and Government that have involved protocol, organizational, substantive, managerial and logistical challenges that were best overcome by high-level planning and coordination with the secretariat.

Hosting a summit requires an in-depth understanding of the various layers of protocol and formal diplomatic rules. Therefore, applying lessons learned and best practices from previous summits is important.

The host country, in consultation with the secretariat, determines the date and format of the summit and events it will encompass.

The host country also decides if the summit is held separately from or as part of the COP. When the latter option is chosen, the summit could benefit from the presence of Heads of State and Government and include the first part of the high-level segment for delivering national statements by Heads of State and Government.

The decision of whether the summit is held as part of the COP needs to be communicated properly to Parties to ensure proper planning on their side.

The host country and the secretariat also need also to decide the level of participation and namely if Ministers of Foreign Affairs can represent a country and together discuss the list of Parties to invite.

4.3 Hosting the United Nations Secretary-General

The Secretary-General and the accompanying delegation usually attend the conference for several days, in conjunction with the high-level segment. In terms of protocol, the Secretary-General is treated as a Head of State or Head of Government. Previous practice has been for the host country to cover the cost of the Secretary-General's hotel room and related charges. A representative of the host country and the UNFCCC Executive Secretary normally greet the Secretary-General upon arrival at the airport.

The Secretary-General also attends any summit for Heads of State and Government organized by the host country.

There are a number of requirements for the Secretary-General's visit. The host country should assist in finding suitable hotel accommodation for the Secretary-General, for example, and make arrangements for appropriate office space and equipment at the hotel. There are also special requirements for office space, office equipment, refreshments and other supplies at the conference venue, which should be conveyed in the HCA. The host country should also provide transportation for the Secretary-General and team.



5. REGISTRATION, CODE OF CONDUCT, VISAS AND FUNDED PARTICIPANTS

Official registration of participants is the responsibility of the secretariat. However, as the host country may receive questions on registration, it should understand how the registration system works. The process of registering the host country delegation is described in [Annex II](#).

5.1 Registration procedures

- Parties can confirm their delegations at any time prior to or during the conference and they can increase their respective delegations at any time. Confirmed delegates will be automatically sent a letter confirming their delegate status.
- Parties and observers designate a contact person who is responsible for nominating and confirming their delegations via the UNFCCC online registration system (ORS).
- Party and observers are nominated via ORS.
- The deadline for observer nominations is three to four months before the conference. Once the nomination deadline is past, a quota is allocated to observer organizations for on-site and virtual-only attendance.
- The quota allocated to observer organizations may be capped due to limited space or service capacity or for safety and security reasons.
- Observers provide confirmation of their original nominations before the confirmation deadline. This process must conclude approximately three days before the conference begins.
- United Nations organizations can confirm their delegations up until the deadline included in the notification. Confirmed delegates will automatically be sent a letter confirming their status as delegates.
- Delegates from United Nations organizations and specialized agencies are nominated by their designated contact point via ORS.
- All delegates must be at least 16 years of age. Younger representatives (minors) must be accompanied by a chaperone over the age of 21. The chaperone will be required to sign a waiver assuming full responsibility for the minor while at the conference venue.
- Once the details of a delegation have been confirmed in ORS by the national focal point or designated

contact person, an acknowledgement letter is automatically generated to confirm participation. Press and media are also notified of their registration status through an acknowledgement letter.

- Media participants can be nominated individually through ORS by entering their personal data and uploading the required documentation, which includes a letter of assignment and an active press card. The Communications and Engagement division manages media participation.
- The secretariat has put in place a mechanism to securely share details with the host country for operational and planning purposes, mainly for the issuance of visas.
- The host country should register and clear all technical and local security staff for the conference so that they can access the premises. It is suggested that the host country designate a focal point to liaise on this matter with the secretariat to streamline the registration process.
- The conference venue perimeter is under the authority of the United Nations and is considered United Nations territory. All participants who enter must wear a badge issued by the secretariat on the basis of a valid nomination and confirmation by a Party, observer organization, press/media company or service contractor.
- Participants must follow the UNFCCC Code of Conduct during all meetings. They will be asked to sign a confirmation of their adherence to the Code of Conduct during the registration process and again when they pick up their badges at the conference venue.

5.2 Code of Conduct

UNFCCC events are guided by the highest ethical and professional standards. All participants are expected to act with integrity, respect and dignity towards all other participants. The secretariat is committed to enabling events at which participants can engage in an inclusive, respectful, healthy and safe environment and be treated with fairness and dignity.

The UNFCCC Code of Conduct covers areas such as prohibition of harassment, including sexual harassment; use of cameras; audio and video recordings; and the importance of following security and health guidelines and guidelines for observers.

The Code of Conduct outlines the expected behavior of participants at all UNFCCC meetings, including the COP. By attending or being involved in any capacity in a UNFCCC event, the participants agree to abide by the Code of Conduct. Participants are asked to confirm they will comply with the Code of Conduct during the registration process and again when collecting their badge.

The UNFCCC Code of Conduct can be found at <https://unfccc.int/about-us/code-of-conduct-for-unfccc-conferences-meetings-and-events>.

Guidelines pertaining to the conduct of participants and media are available at <https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/non-party-stakeholders/overview/admitted-ngos#Guidelines-for-participation>.



5.3 Visas

The time and effort involved in issuing visas, whether traditional or electronic, is considerable, so the host country should anticipate visa time frames and deadlines. In accordance with the provisions of the HCA, the visa process should be expedited and visas provided free of charge. Many past host countries opted to nominate a visa focal point early on, preferably a person from the foreign affairs ministry or the immigration authority, to streamline the visa process. The focal point should also be part of the organizational team during the conference.

Visa provision can be highly sensitive. Some countries have existing laws that do not allow them to issue visas to nationals of certain countries, and in some cases immigration officials do not have the flexibility to make exceptions. Potential issues of this kind should be addressed early and directly with the secretariat. If certain delegations would not be able to participate in the conference due to visa restrictions of the potential host country, the country may not be approved to host the conference.

The host country and the secretariat should establish pragmatic procedures for implementing the visa provisions of the HCA within the framework of local immigration law. All embassies and consulates of the host country should be informed of the conference and be requested to expedite the issuance of visas to the extent possible. Online issuance of visas, when possible, is preferable to avoid participants having to obtain visas from consulates abroad.

The host country must issue visas to participants from all countries requiring a visa for the host country. The secretariat shares the names and passport and contact details of all registered participants for the express purpose of issuing visas. Once a person has been identified as a participant, the visa should be issued as soon as possible.

Participants from some least developed countries (LDCs), African States and small island developing States (SIDS) often encounter problems with obtaining visas in their respective countries and many do not have credit cards. It is therefore important that the host country recognize such factors affecting visa arrangements and hotel accommodation. It may be the case that the host country does not have diplomatic relations with certain countries or, even if it does, visa applicants may be required to provide proof that they have sufficient financial means for a stay in the host country. Since these delegates are official representatives of their countries, special considerations should be taken into account when making arrangements for their visas.

If the online option is not possible, provision should be made to grant visas at ports of entry. While the penalties imposed on airlines for transporting passengers without visas can be very high, it is nevertheless possible that participants, in particular ministers and other dignitaries, will arrive at ports of entry without a visa. Good communication between the visa focal points, port authorities and secretariat protocol and external relations officers should help to avoid this problem and reduce any potential embarrassment.

5.4 Funded participants

The Trust Fund for Participation in the UNFCCC Process provides financial support to Parties eligible for funding. A notification of the offer for funding is prepared by the secretariat and sent to eligible Parties five to six months before the conference. The offer covers travel arrangements and United Nations daily subsistence allowance (DSA) for the period of participation. For COPs, the practice of the secretariat is to provide financial support for two nominees of all eligible Parties plus a third delegate from eligible SIDS and LDCs. Once the nominations are approved, the secretariat makes the appropriate travel arrangements for the beneficiaries.



6. FACILITIES

To ensure that Party delegates, members of civil society and the media can work in a comfortable and secure environment, special attention must be paid to planning the conference facilities. The venue should be within a commutable distance to adequate accommodation options and be easily accessible using an existing, sustainable public transport network.

The conference venue should be equipped with facilities for security, registration, meetings, observers, media, catering, offices and VIPs.³

6.1 Security and registration/ accreditation facilities

To ensure a secure environment for all, conference participants must pass through a security screening procedure before accessing the conference facilities.

The screening process is similar to the standard screening practice applied at international airports. Hand-carried objects are scanned by an X-ray machine and participants are channelled through a walk-through metal-detector.

The size of the queuing and screening areas, as well as the number of screening lanes, should be proportionate to the anticipated number of participants. A well-organized screening area minimizes the likelihood of long queues, delays and participant frustration.

On the first day at the conference, after clearing security screening procedures, conference participants proceed to the registration counters to pick up their conference badges. The registration area should include an appropriate queuing space, counters with approximately 35 workstations, including a marked counter for media, a back office and a small, secured storage area for equipment and supplies.

Although the UNFCCC accreditation process is relatively straightforward and efficient, the sheer number of participants picking up badges can lead to lengthy queues, particularly in the first few days. To reduce congestion, the secretariat anticipates peak periods of attendance on the basis of the conference agenda and puts in place crowd control measures such as additional queueing lanes with belt barriers. Dedicated lanes are also provided to accommodate VIPs and maintain security during peak periods.

³ More detailed technical descriptions are contained in the annexes to the HCA.



An important design element of the security screening and registration/accreditation areas is spaciousness and unobstructed flow of participants. Bottlenecks and backflows of participants should be avoided to the extent possible.

Appropriate facilities for security offices and a security control room are also key for overall conference security and safety. The control room is the conference surveillance and security coordination hub. In addition, the security facilities include an armory and a rest area for the United Nations security team and the host country security liaison team. Facilities are also required to accommodate a medical team and emergency response equipment.

6.2 Meeting facilities

The conference meeting facilities include two large plenaries and up to 30 meeting rooms in various configurations.

Plenary

The plenary halls are the largest and most technically complex of all rooms used at a COP, where the formal meetings of Parties take place, such as opening and closing events. Two plenary halls are required, with capacity to seat approximately 1,300–1,600 participants each.

The seating arrangement inside each plenary is a formal configuration according to official United Nations protocol. Four seats are allocated in alphabetical order to each of the 197 Parties, followed by observer States to the Convention: two at a table and two adviser seats behind them. Each Party is provided with a microphone and country nameplate. Seats are allocated behind Party seating for representatives of international organizations, United Nations specialized agencies and non-governmental organizations. Non-allocated seating rows are located at the back of the plenary for additional participants.

The plenaries are equipped with large projector screens to enable participants in the room to see speakers as they address the plenary from the floor or from the podium. The screens should be sufficiently large to offer optimal visibility from any location within the hall. Depending on the size of the hall, it may be necessary to install additional screens in the middle of the plenary to ensure good visibility for those seated in the back rows.

The head table on the podium, which usually seats nine people, is equipped with integrated screens displaying a name handling system that informs the chair of the meeting which country or entity is requesting the floor, and a geo map of the plenary to assist the chair in identifying the location of



the requester. The head table has an integrated comfort monitor to view content displayed on the projection screen behind the podium. The podium is also equipped with a lectern and a teleprompter, which is usually only used during the high-level segment for the national statements of Heads of State and Government.

The plenaries are equipped with interpretation booths to facilitate simultaneous interpretation in all six official United Nations languages. Participants are provided with infrared headsets that enable them to follow the proceedings in the language of their choice.

At least four television broadcast-quality cameras are required in the plenaries, which, along with the dome camera system, transmit the proceedings to a master control room.⁴ From there all images and audio feeds in each of the six United Nations languages are made available to the media for further editing and dissemination.

Meeting and conference rooms

Conference facilities include up to 30 meeting rooms of various sizes and configurations. The exact number and set-up of the rooms depends on the conference agenda. The most popular configuration is the hollow square, which accommodates 20–300 persons and

facilitates easy communication. Additional seats are generally provided in a second row for advisers and in additional rows for overflow to allow observers and others to follow the proceedings. All tables should be equipped with electrical power outlets to enable participants to charge their electrical equipment while working.

Table arrangements for more than 30 participants require additional audiovisual equipment (monitors, dome cameras, spotting or name-handling systems) to enable the chair to run the meeting and participants to see the speakers and follow the presentations and text on screen.

The second most popular configuration is the classroom format, with 100–250 seats at tables and additional seating for advisers and overflow participants. Each table has one microphone per seat and, similar to the hollow square configuration referred to above, is equipped with electrical power outlets. The classroom format is particularly popular with regional negotiating groups (SIDS, the LDCs, the African Group and the Group of 77 and China), which hold coordination meetings twice daily. For some special events, the head table in rooms with a classroom format may be replaced with Davos-style seating (lounge chairs and small coffee tables). This configuration necessitates the provision of handheld or lavalier microphones.

⁴ See media facilities on p.21.

6. FACILITIES

Less frequently used formats include the U-shape, banquet style (with several round tables) or round-table format (with one large table). A standard feature of all rooms is the ability to record audio (and video, if applicable) and facilitate virtual participation.

Meeting rooms can be equipped with interpretation facilities for up to three languages. The provision of these interpretation facilities depends on the conference agenda and the nature of the events held in the meeting room. At recent COPs the installation of a simultaneous interpretation hub has provided additional flexibility in servicing meeting rooms from one location.

6.3 Observer facilities

Observers play a central role at United Nations climate change conferences. The number of observer participants and the range of observer-related activities have increased significantly in recent years, particularly through participation in side events and exhibits.⁵

Requirements for side event rooms and exhibits are part of the HCA.

Observers have access to approximately 50–70 exhibit booths to highlight their activities, depending on layout of the venue space. In line with the secretariat's paper-light policy, exhibit spaces are equipped with LCD screens to enable exhibitors to present their content in digital format.

Observers are also able to organize side events in approximately nine rooms. The side event rooms are set up in theatre style (seats only), with a head table for between six and eight panellists or presenters. All these rooms are equipped with a projection screen or LCD screens and a projector, adequate sound amplification equipment for the room size, one microphone per two speakers at the table and up to four handheld microphones to take questions from the audience.

In line with the secretariat's aim of enhancing non-Party stakeholder engagement and participation, all side event rooms are equipped with virtual participation facilities, including static cameras focusing on the head table and webcasting functionality. Side event rooms are also equipped with facilities that enable remote participation of panellists and presenters.

Feedback from participants and past experience have shown that side event rooms of different sizes should have the same logistical arrangements, interpretation booths and the provision of affordable interpretation services on site to remove language barriers and facilitate richer discussions.

NGO constituencies are allocated working offices to coordinate inputs from hundreds of NGO participants to develop constituency statements. The standard set-up for each of these offices includes two desks with lockable drawers and shared printing facilities.



⁵ See side events and exhibits on p.39.



6.4 Media facilities

The media play an important role in informing the public of the progress of climate change negotiations and amplifying messages from the conference. To facilitate their work, media representatives need a dedicated, well-equipped media centre from where they can disseminate the information coming out of the conference.

At the heart of the media centre is the master control room, where audio and video feeds from plenaries, press conference rooms and adequately equipped meeting rooms converge. The master control room is usually operated by the host country's national broadcaster as it has the necessary equipment and technical expertise to run such an operation.

The international broadcast centre, which should be located near the master control room, accommodates international, regional and local radio and television broadcasters in approximately 130 workspaces in an open-plan layout allowing for approximately three enclosed cubicles for large international broadcasters and 15 enclosed cubicles for international print news agencies.

The written press area (for online and print media) should accommodate at least 500 tables with chairs, integrated power outlets and network cables.

In addition, 100 laptop workstations with Internet access are needed, as well as adequate space for television studios, stand-up positions and interview corners.

The media require 'stake-out' positions that include a permanent interview corner equipped with branded event backdrops and adequate lighting, to enable ministers and other VIPs to make brief appearances or statements on camera.

Media may also require a minimum of 30 stand-up positions for television broadcasters to make live broadcasts, which should be made available in appropriate locations throughout the conference venue. Stand-up positions are not permitted in plenary rooms.

Ideally the stand-up positions should be located adjacent to the satellite farm (the area in which satellite news gathering vehicles are parked). The satellite farm should be located in a central position within the venue where satellite news gathering vehicles can receive power and audio/video feeds from the master control room and stand-up positions.

Two press conference rooms, with a minimum of two cameras and live webcast on demand, are essential to allow Parties and observers to communicate with the media.

6.5 Catering facilities

Due to the intensity of the work programme and long hours spent in the venue during a conference, it is important to provide a wide variety of catering options operating throughout the day and often into the night. Experience has shown that providing at least three types of catering facilities is advisable: large food courts to cater to the masses; smaller restaurant facilities to provide more exclusive catering (for ministerial and high-level lunches, for instance) and separate areas that can be used for normal day-to-day catering while offering the possibility to host medium-sized receptions on demand. Strategically placed “grab and go” carts or hubs are also recommended for participants who don’t have the time to sit down for proper meals.

As catering spots also tend to serve as informal meeting places for participants, the host country may choose to plan and design catering areas using a communal concept that allows for spontaneous or private conversations. Such planning should incorporate open spaces, sufficient seating and layouts that prevent congestion.

6.6 Office facilities

COPs are working conferences and as such office space is always in high demand. Most Parties require office space for the duration of the conference, which is normally offered on a commercial basis, with various pricing options.

Adequate office facilities are also required by the host country, which will need to relocate and accommodate many of its own staff to support the conference on site.

At the same time, a number of secretariat staff will need suitable office facilities at the venue to support the conference. The secretariat and COP Presidency teams are ideally located in close proximity to facilitate collaboration and coordination.

6.7 VIP facilities

Provisions must be made to accommodate and cater to the particular needs of Heads of State and Government attending the conference, including a VIP lounge where they gather before proceeding to the plenary to deliver their statements. The size of this facility depends on the anticipated number of VIPs and their accompanying teams, which usually include at least three advisers, one close protection officer and one media officer.

Additional holding spaces are to be considered for host government officials providing support to the VIPs, such as diplomatic liaison officers and personal protection officers.

The ideal location for a VIP lounge is close to the VIP entrance and the main plenary to ensure short transit times and easier control for security. In addition to the lounge area, it has become customary to provide several bilateral rooms (10- to 20-person capacity) in the immediate vicinity to enable Heads of State and Government to meet privately.

Further VIP facilities include dedicated areas for VIP motorcade drop-off and for handshake and family-photo opportunities.



7. SERVICES

7.1 Host country support staff

To effectively support such a large-scale event that attracts tens of thousands of participants, the host country needs to recruit a sufficient number of host country support staff to provide operational support services during the conference. The number of positions is determined by the secretariat and varies depending on the size, location and scope of the conference.

The recruitment of host country support staff also creates a valuable connection between the international climate change process and the community in which the conference is taking place.

Through their involvement, host country support staff gain unique insight into the United Nations system, international climate change negotiations, climate action and large-scale conference management. As a result of their participation, they develop a richer understanding of their role in the climate change process as citizens, and, in turn, may actively contribute to collective climate action at the regional, national or community level.

A list of specific roles for host country support staff, as well as corresponding job descriptions, is shared with the host country as soon as it is confirmed as the host of the conference.

As a first step in the process, the host country nominates a focal point to liaise with the secretariat on all local staff related matters. The focal point initiates the recruitment and deployment of host country support staff in accordance with the agreed dates and terms and conditions. The focal point is also responsible for ensuring that all recruited staff are cleared by security and for providing the secretariat with their names, passport numbers and birthdates for badging purposes.

Welfare of host country support staff is the shared responsibility of the secretariat and the host country. The host country is responsible for providing meals, transportation, wages and in some cases uniforms. Specific arrangements are determined by the host country, subject to local labour laws and budget. The host country covers all costs related to the recruitment and employment of host country support staff as specified in the HCA.

7. SERVICES

The host country support staff specified in the HCA are to be assigned solely to the United Nations and as such are trained, supervised and managed for the duration of the conference by United Nations staff only.

In addition, the host country may mobilize volunteers. Volunteer efforts can include operational activities that support the host city, such as information booths at transport hubs, and substantive activities with volunteers who have an educational or professional background related to sustainable development or other specialized fields and can provide substantive support using their expertise.

It is highly recommended that the host country arrange for welcome booths at transport hubs (airports and train stations) that participants are likely to use, at least for key arrival dates. Information provided can include tourist services such as recommendations for reputable taxi companies, train and bus schedules, shuttles to venues, accommodations, maps, and local phone and Internet services.

7.2 Accommodation

The host country is responsible for ensuring that reliable, affordable and accessible accommodation is available to the conference participants commensurate with their varied needs and resources. The host country should make timely arrangements with the accommodation sector, ideally as soon as the city selection is made. Many past hosts have managed accommodation successfully by appointing one dedicated hotel agency to consolidate room availability and to manage reservation requests, leaving some contingency for sole use by certain groups, such as those with limited budgetary and/or organizational capacity.

Setting payment deadlines is key to maximizing room occupancy and ensuring that all participants can be accommodated. Special consideration should be given to observer organizations, as they may not know how many delegates they will be allowed to register until the observer quotas are announced and funding is secured, which is usually well after the hotel booking system has opened.



As a first step in the process, the host country nominates a focal point to liaise with the secretariat on all accommodation arrangements and related matters. The focal point initiates planning and implementation of accommodation arrangements in accordance with the agreed requirements. The focal point is also responsible for ensuring that all accommodation arrangements are secured as per the set timelines.

Regardless of early preparation and action by the host country, making arrangements for hotels and other accommodation for conference participants almost always presents a major challenge. Ensuring the availability of adequate, well-located, reasonably priced accommodation for thousands of conference participants is a significant undertaking, particularly given that most hotels are privately owned and that ensuring reasonable pricing is outside governmental ability. It is not unheard of for hotels to take reservations only to renege on bookings once the guests arrive. Such obstacles can be avoided through pre-payment options, but pre-payment can present challenges in other areas, particularly for participants from the LDCs and SIDS and those who rely on subsidized travel.

Participants expect host countries to proactively manage these issues, irrespective of how much control or influence governments can exercise over private businesses. Previous hosts have recommended working with the secretariat to anticipate peak attendance periods and working with a centralized agency for booking hotels and other related services, such as transportation shuttles.

Additional information on accommodation requirements can be found in [Annex IV](#).

7.3 Transportation

To ensure that delegates can move to and from the conference venue safely and without delay, it is essential for the host country to provide reliable transportation for all conference participants. Transportation from the designated accommodation areas to the conference venue and back should be secured and should operate on a full schedule, to be determined by the conference working hours, plus the anticipated extra hours often required by negotiators and staff. Many previous host countries have opted to provide public transportation free of charge to all conference participants. Subsidized transportation is



particularly valuable to participants from the LDCs and NGOs and those with limited resources, and it enhances inclusivity and global representation at the conference.

The host country may also want to facilitate the provision of vehicles on a commercial basis. Previous host countries have selected one or two transportation companies as the official vendor(s) for the conference and requested that the vendor(s) tailor services to the needs of the conference participants.

As with other services, the host country may want to consider nominating a focal point to liaise with the secretariat on all transportation arrangements and related matters. The focal point should initiate planning and implementation of these arrangements in accordance with the agreed requirements and should ensure that all transportation services are operational as per the set timelines.

In order to ensure that the United Nations senior management and the core COP organizational team are unhindered and able to move about as needed, the secretariat requires additional vehicles for United Nations use only. The number of vehicles is determined by the size of the secretariat team and depends on the size, location, and scope of the conference. The host country covers all costs related to the procurement of these vehicles and the employment of drivers, as specified in the HCA.

Transportation arrangements for ministers and Heads of State and Government are the responsibility of the host country and should be in line with the host country's bilateral protocol arrangements.

7.4 Catering services

In addition to the catering facilities outlined in the previous chapter, the host country must provide adequate and climate-friendly catering services at the conference premises available to all on a commercial basis and at reasonable prices. Adequate human and technical resources should be deployed to ensure the smooth delivery of services. To the extent possible, preference should be given to cashless catering services.

The host country should nominate a focal point to liaise with the secretariat on all catering matters. The project plan, deliverables and timelines shall be determined in close cooperation with the secretariat and include input from all relevant government entities and appointed providers to ensure smooth and timely delivery of catering services. The focal point should ensure that all catering service points are operational as per the set timelines.

Offerings should include international menus, taking into consideration catering for different religious beliefs, dietary requirements and preferences for vegetarian, vegan and gluten-free alternatives. To the extent possible, the food and drinks on sale at the conference should have a small climate footprint while taking into account affordability and ensuring adequate availability and variety. Opening hours should accommodate conference schedules and allow for extended sessions within a reasonable notification period.

In addition to the main catering services, the host country should arrange for ad hoc meeting and event catering services controlled and paid for by the event organizers. As best practice the secretariat recommends that the host country design and set up a web page for placing orders and collecting payment, as determined by the host country and/or catering provider.

The secretariat may request catering and water services as well on a non-commercial basis for Bureau meetings, the high-level segment, the VIP lounge and the plenary and interpretation booths. It is appreciated if the host country or catering provider can provide personnel to assist with these services.

7.5 Financial services

To ensure access to cash for all conference participants, an adequate number of automatic teller machines (ATMs) should be available within the conference venue. The ATMs should be operational for the duration of the pre-session week and the conference.

The host country should ensure that necessary electronic infrastructure is in place to allow cashless transactions by participants within the conference premises.

The host country should nominate a focal point to liaise with the secretariat on financial services arrangements and related matters. The focal point should initiate the planning and implementation of these arrangements in accordance with the agreed requirements and timelines.



LOGISTICS

The secret to a smooth-running conference lies in the logistics and there are several factors that organizers should prioritize, including:



LOCAL STAFF

With tens of thousands of participants attending, local staff are essential for a successful COP



BANKING SERVICES

ATMs and banking services should be made available at the conference venue



ACCOMMODATION

Affordable, well-located accommodation and early consolidation of room availability is essential



CATERING SERVICES

Caterers should provide healthy food options that take into account religious and dietary requirements



TRANSPORTATION

Participants need safe, reliable transportation between accommodation areas and the conference venue



SHIPMENTS

Host country organizes and bears costs for shipment of the UNFCCC equipment and materials



INFORMATION AND COMMUNICATION TECHNOLOGY

State-of-the-art information and communication technology is an essential element of the conference

7.6 Information and communication technology

High-quality, state-of-the-art, innovative, and fully functional information and communication technology (ICT) is an essential component of the efficient delivery of a conference. In developing a solid ICT strategy, the host country should consider:

- **ICT requirements in the HCA:** The infrastructure set-up is complex and can pose challenges for local contractors. Previous hosts have recommended that both the host country's and the secretariat's ICT teams streamline and map the HCA requirements;
- **Availability:** All conference ICT services must be available at all times (i.e. 24/7) for the duration of the pre-session meetings and the conference. The host country needs to ensure reliable ICT services, cyber security services, webcast services and virtual participation services. ICT should also prepare for security audits by an independent entity, create an ICT master plan and ensure business continuity and disaster recovery planning;
- **ICT infrastructure needs within the venue and connection to external facilities:** ICT services may need to connect to external locations, such as hotels, to ensure remote access limited to areas supported by the secretariat;
- **Mobile readiness:** The secretariat ICT team brings its mobile systems to the conference, including servers and its mobile registration system, to ensure seamless virtual accessibility from the secretariat's headquarters in Bonn;
- **Practising for 'conference mode' operation:** Owing to the heavy dependence on ICT services during the conference, all services should be ready, audited and fully tested at least one week before the start of the conference to ensure smooth operation, particularly in relation to registration and security. The ICT team will plan to provide full on-site support for all services for the duration of the conference. When planning venue space allocation, it is important to anticipate the space required for ICT equipment and the monitoring and support teams;

7. SERVICES

- **Post-conference wrap-up and closure:** ICT services should continue uninterrupted for six hours after the closure of the conference to give participants the opportunity to access email. Collaboration on data uploads between the secretariat and host country ICT counterparts should continue until all data hosted outside the secretariat website have been transferred to the headquarters in Bonn.

7.7 Shipments

UNFCCC and United Nations office shipments

The host country organizes and bears all transport costs, insurance charges and related expenses for the shipment of the UNFCCC equipment, supplies and materials required for the conference from the secretariat's headquarters in Bonn and any established United Nations office (upon request of the secretariat) to the site of the conference and back to their original location.

The secretariat, in consultation with the host country, determines the most cost-effective mode of shipment of such equipment, supplies and materials and the timelines for outbound and inbound deliveries. The secretariat will ship only the necessary technical equipment and minimum goods required to operate as at headquarters with the aim of reducing the climate footprint of the conference.

Process and procedures

The host country appoints a shipment/consignment liaison officer, who reviews inventory lists and shipping procedures and liaises with the secretariat and the host country's customs officials to ensure proper shipment of the goods related to the conference. The host country also appoints a shipment company to handle all shipments by the secretariat in close consultation with the shipment/consignment liaison officer.

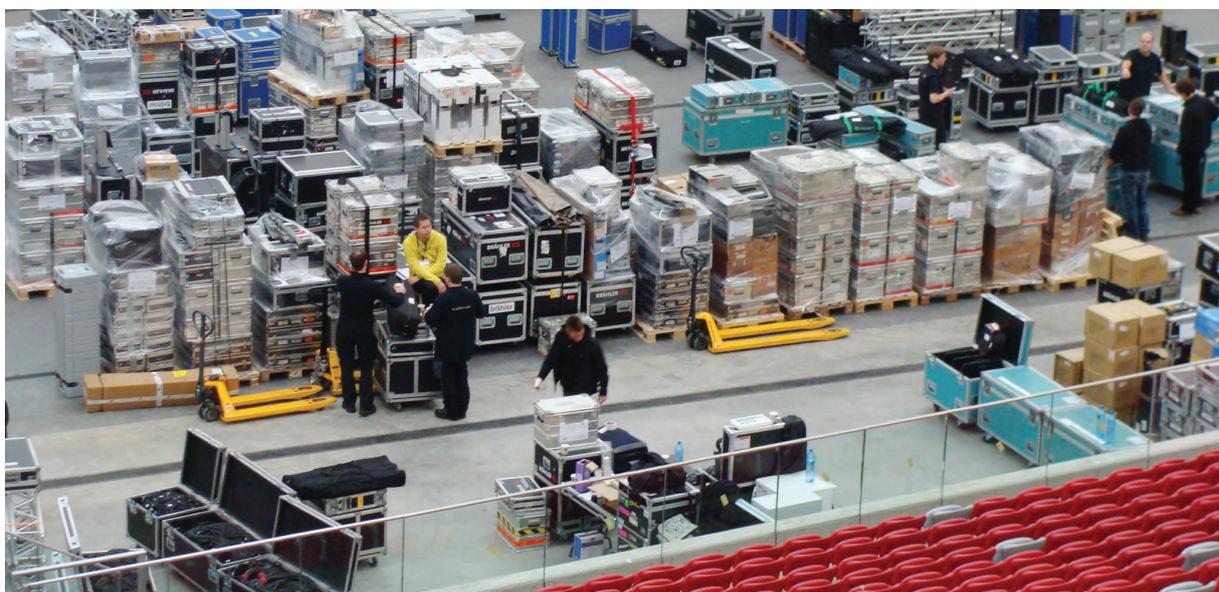
Consignment delivery

The host country receives shipments and consignments that are not part of the UNFCCC shipment, such as those coming from Party delegations, exhibitors and side event organizers. The secretariat, in consultation with the host country, puts in place effective procedures to handle the incoming consignments and conference materials that are sent to the conference venue using commercial shipping companies.

The host country appoints a consignment company that manages a warehouse at the venue to receive conference-related shipments. This includes consignments from participants for delegation offices, delegation pavilions, exhibits and side events.

The consignment company sets up a system and provides the necessary procedures to receive goods at the warehouse and to dispatch them within the venue.

All activities should be documented, and statistics provided in close consultation with the secretariat.





8. SAFETY AND SECURITY

United Nations climate change conferences require robust security and safety arrangements to create an environment that supports the work of multiple stakeholders. It takes close coordination between the United Nations security team, the secretariat and host country law enforcement and emergency services to effectively carry out all aspects of daily security and safety operations and to be prepared for any heightened security or safety incident. The management of access for all categories of participants, traffic and deliveries to the venue should be coordinated as effectively as possible in accordance with the security plan for the conference premises, which will be prepared jointly by the United Nations security team and the host country counterparts.

Issues that the host country will need to address:

- Understanding the concept of inviolability of the conference premises controlled by United Nations security inside the venue perimeter. Only conference attendees with proper accreditation are allowed access to the premises during the dates of the conference;
- A detailed memorandum of understanding between the secretariat and the host country on security cooperation for the conference is drawn up and signed. It specifies the division of responsibilities for security operations between the two parties. The host country needs sufficient resources to carry out its role in the joint operation and may be asked to provide resources to the United Nations security team so as to assist it in fulfilling its role;
- The conference also requires the establishment of a host country joint law enforcement and emergency services security committee, which should be involved from the first planning mission and should include the host country security coordinator for the event. The host country security coordinator will be a decision maker in terms of the security plan and its implementation;
- The United Nations security team should be supplemented by security personnel from the host country to fulfil its role within the United Nations premises, drawn from the host country's national law enforcement officials or private security personnel;

8. SAFETY AND SECURITY

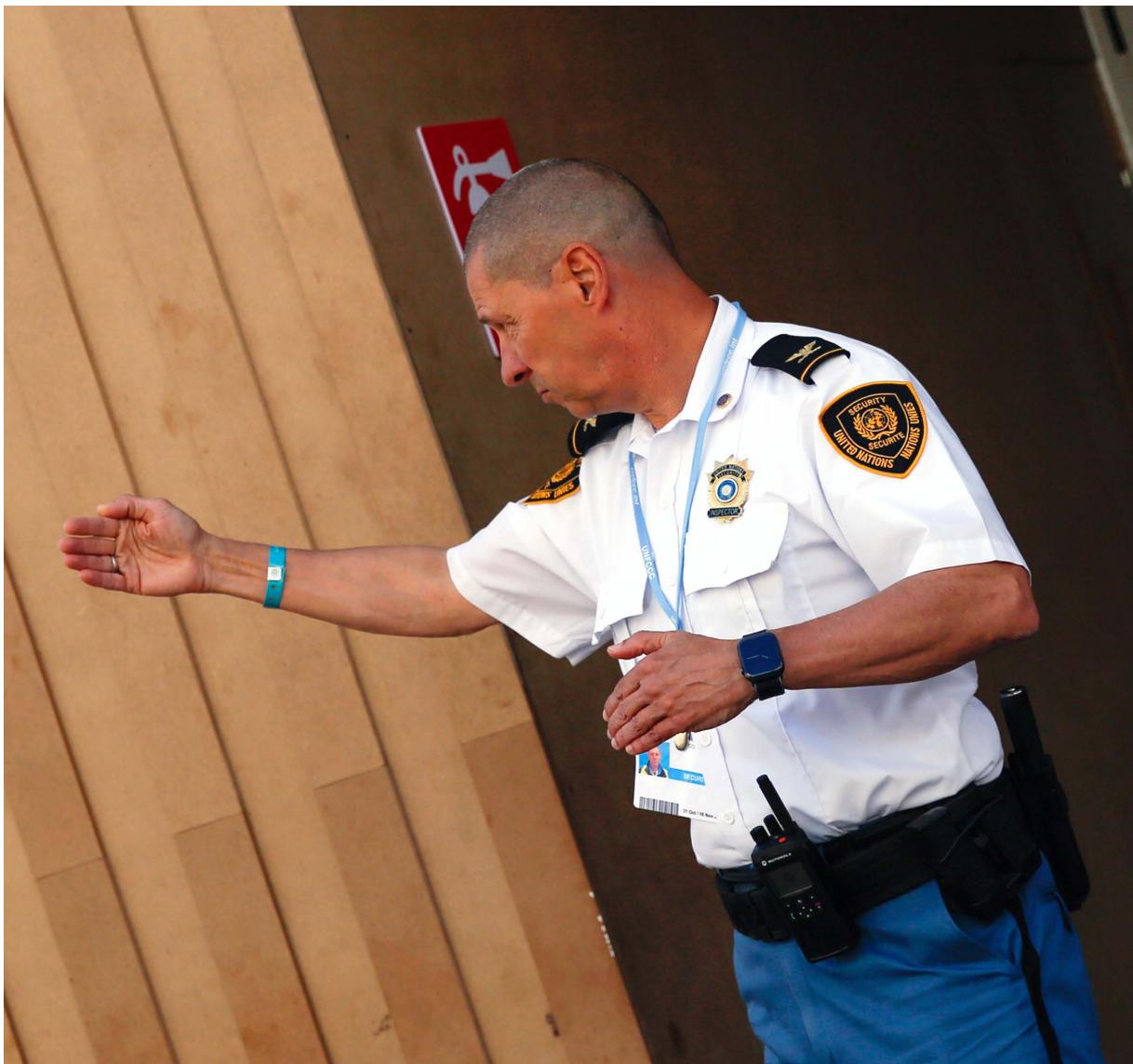
- A security risk assessment for the conference should be developed by the competent host country authority. The assessment should be shared with the United Nations security team and the secretariat, and an information note prepared by the host country for COP participants informing them of any safety or security precautions to take and outlining expected behaviour while in the country.

The host country should involve the appropriate safety and security decision makers from the outset. The host country security coordinator and team for the conference should be appointed early in the planning

phase. Decisions regarding security that are made late can be very costly.

Emergency rehearsals should be conducted to help anticipate any possible natural or human-caused security situations and to ensure that the lines of responsibility between host country and United Nations security are understood.

Security information should be shared with all participants in the information for participants web page on the UNFCCC website and at security briefings.





9. MEDIA AND COMMUNICATIONS

Close collaboration between the secretariat and the host country is essential for managing the participation of local, national and international media. Cooperation is also crucial for synchronizing messages that the media deliver to the world about the conference.

9.1 Media access and relations

The host country can help to ensure maximum media participation and press coverage by providing the necessary space, logistics, technical support for live feeds and continuous access to information about the conference. The host country may wish to reflect on its national laws regarding media access, equipment, and behaviour; for example, if there are restrictions on what is allowed to be brought into the country (in terms of media equipment), what pictures can be taken or what can be published. The secretariat's primary areas of responsibility for media access are accreditation, registration and the distribution of official conference badges, as well as managing the circulation of registered media participants on the premises.

9.2 Digital platforms – website, mobile app and social media

The official conference website (<http://unfccc.int>) and mobile app are managed by the secretariat and contain all official documentation, information for conference participants and webcast coverage of the main events at the COP. It is customary for the host country to create a separate website in order to provide practical information to conference participants and to showcase national climate change efforts. The digital platforms should be complementary and should avoid unnecessary duplication of information. The secretariat engages with and informs participants and the public through its social media channels, including Facebook, Flickr, Instagram, LinkedIn, TikTok, X (formerly Twitter) and YouTube.

The Digital Platform for Climate Change Events (DPCCE) represents a wide-scale initiative by the secretariat to focus on supporting effective stakeholder management, increasing engagement and expanding outreach and sustained accessibility to digital content year-round, including for COPs.

9. MEDIA AND COMMUNICATIONS

DPCCE integrates current UNFCCC conference digital services to provide a single entry point for delegates to access secretariat resources such as official documents, participant schedules, virtual access to meetings, side events and event recordings. Other functionalities provided by DPCCE include secure virtual participation to meetings and networking opportunities for registered COP participants (Party and non-Party participants). The mobile component of DPCCE acts as a delegate companion, assisting delegates with venue navigation, general COP-related questions and a simple way to attend or watch meetings.

DPCCE is envisioned as cohesive digital experience for events management that supports navigation through climate change conference processes by offering a user-friendly web-based and mobile application that integrates into one comprehensive conference management platform that offers cloud-based hybrid meeting solutions with robust business continuity features while continuously enhancing the user experience.

9.3 Information for participants

The UNFCCC website features a section that addresses frequently asked questions and provides information to facilitate participation in the conference and orient visitors in the host country. It includes information on access to the conference premises, registration and badges, social events, transportation, and emergency contact numbers. The section also includes links to further information available on the UNFCCC and host country websites.

9.4 Media engagement

Beyond providing organizational and logistical support, the host country should promote the conference via local, regional and international media, ensuring broad coverage of the conference and the host country itself. Activities can include assisting the secretariat with organizing press conferences, exclusive interviews or media tours. The host country may want to consider establishing a team to help the media navigate the country and to help to connect them with important climate change leaders or projects.





MEDIA ACCESS AND RELATIONS

Ensure the media have space, technical support and continuous access to information about the conference



DIGITAL COMMUNICATIONS

Host countries should create a website and social media channels to provide information on the host city, to showcase national efforts on climate change and to communicate key messages



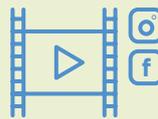
MEDIA ENGAGEMENT

The host country should promote the conference via local, regional and international media, ensuring broad coverage of the conference and the host country itself



CONFERENCE DESIGN AND BRANDING

Branding the COP offers a strategic opportunity for positive promotion of the host country and its policies



PROMOTIONAL CAMPAIGN

The host country should build promotional campaigns to showcase national action on, and to create public awareness about, climate change

9.5 Conference design and branding

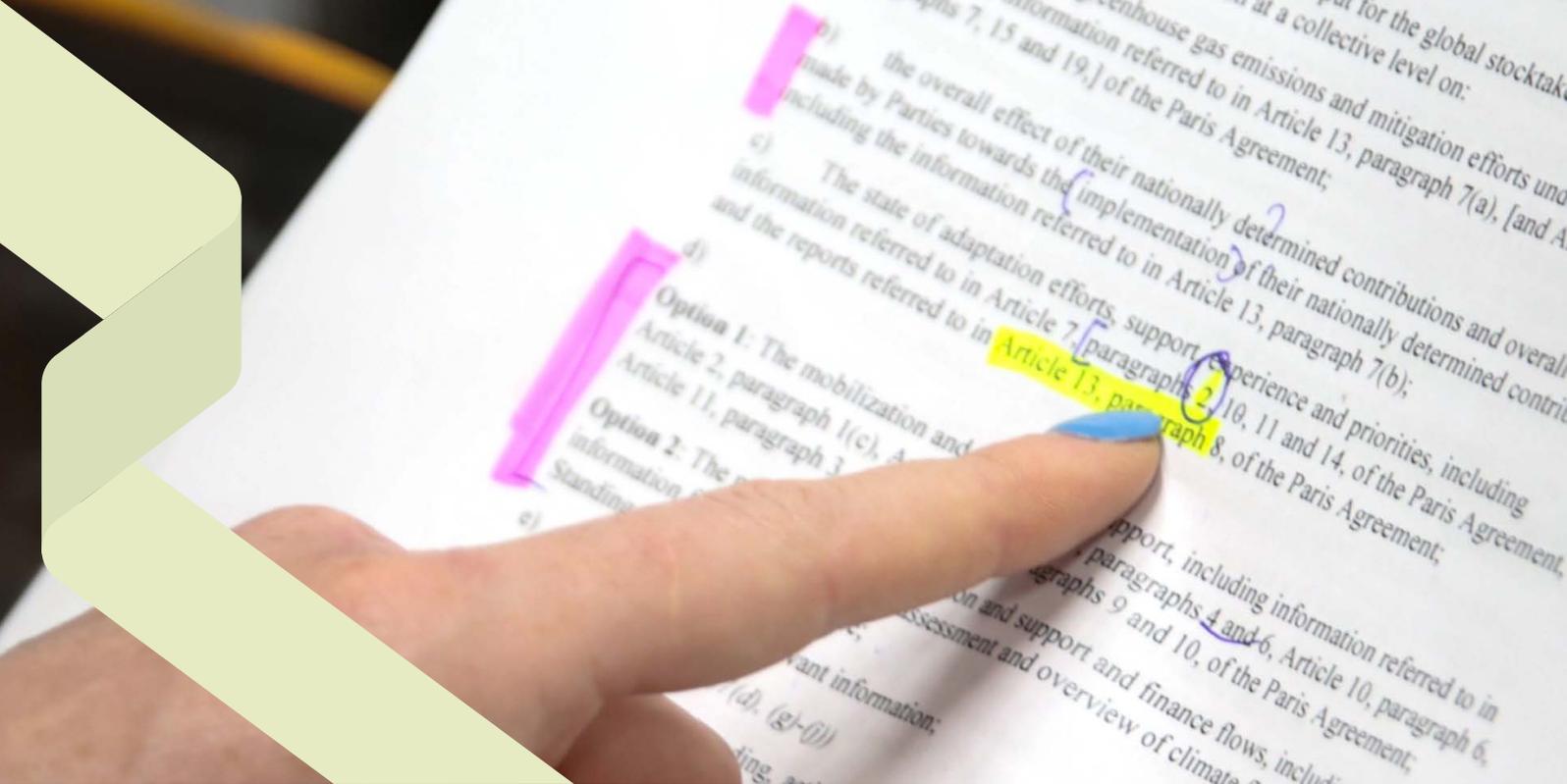
Branding – of both the United Nations and the host country – offers a strategic opportunity for positive promotion on many levels. The host country may wish to begin its preparations early and to launch a promotional campaign so as to build support in the country and ensure that all entities involved support the overall strategy. The host country works closely with the secretariat on strategic communications, digital communications and outreach activities, as specified in the HCA, including the annex on recognized names for the conference and visual design specifications. In particular, close consultation is needed on the conference design, co-branding,

placement and use of logos, legal and copyright issues, and role of corporate sponsors.

Previous hosts have noted that, with good planning, a COP can significantly benefit the public image of the host country. Good branding can increase public awareness in the country, the region and globally. Hosting a COP presents a huge opportunity for the host country to promote its approach to climate change solutions.

Promotional campaigns

The host country should build promotional campaigns to showcase national action on climate change and to create public awareness, starting well before the COP itself begins.



10. DOCUMENTATION SERVICES

Documents provide official information about climate change negotiations and capture their progress and outcomes. They are used to provide background information, circulate proposals and interim versions of negotiated texts and disseminate adopted texts. Official documents bear a symbol that indicates their status and purpose.

The secretariat is responsible for the production and management of these documents during the conference. Document-related costs that the host country is responsible for (e.g. document production space and related equipment and materials) are specified in the HCA annexes.

Conference documents are only available online – on the UNFCCC website or the conference app. In view of sustainability considerations and the need to optimize the use of resources, no paper copies are distributed.



However, should they need to do so, delegates can print documents themselves at computer centres located within the venue.



11. NON-PARTY STAKEHOLDER ENGAGEMENT AND GLOBAL CLIMATE ACTION

11.1 Observers

Observer engagement is of fundamental value to United Nations climate change conferences. Article 7, paragraph 6, of the Convention provides for observer participation in the UNFCCC process. Further, decision 1/CP.21 contains provisions that specifically mandate or broadly encourage non-Party stakeholders to engage in various aspects of the implementation of the outcomes of COP 21 in Paris. In addition, Parties have repeatedly reaffirmed the fundamental value of the effective participation of observers and the value of contributions from observer organizations to deliberations on substantive issues. In the formal process, observer input has been increasingly incorporated into technical background documents and other negotiating texts.

The secretariat supports the COP Presidency in maximizing observer engagement by providing support and advice and by connecting the Presidency with observer organizations. The majority of observer organizations belong to NGO constituencies, which channel observer input and feedback to the Presidency.

The secretariat, in addition to supporting the admission of new organizations as observers:

- Provides input to the Presidency on observer issues;
- Supports presiding officers on agenda items on observer engagement;
- Facilitates side events and exhibits put on by observers and by Parties and observers in collaboration;
- Coordinates observer participation through notifications and registration;
- Facilitates plenary interventions by observer organizations and organizes briefings and bilateral consultations by the Presidency, presiding officers and other high-level officials;
- Ensures decorum in accordance with the guidelines for participation, which outline appropriate conduct for effective NGO participation in the UNFCCC process;
- Makes available observers' submissions to the negotiating bodies.



Categories of observers

In the UNFCCC process the three key categories of observers involved in climate action are United Nations organizations, admitted IGOs with observer status and, the largest group, admitted NGOs with observer status. The broad spectrum of NGOs is clustered into nine constituencies:

- Business and industry;
- Environmental;
- Farmers;
- Indigenous peoples;
- Local government and municipal authorities;
- Research and independent;
- Trade unions;
- Women and gender;
- Youth.

While these groups of like-minded observers are not an exhaustive representation of all stakeholders,

the constituency groupings are self-organized and coordinate substantive inputs to the process, and they make it easier for the Presidency to engage with observers in a balanced manner. Additional informal groups recognized by the secretariat are also active in the UNFCCC process.

Admission

The first step for an IGO or NGO to engage in the formal process is to obtain observer status, which allows it to register delegates to attend UNFCCC conferences and meetings. By the end of 2023, nearly 4,000 organizations will have been admitted as observers.

The secretariat receives applications for observer status on a continuous basis. Assessment is conducted in order of application date and is subject to the availability of resources. Applications are reviewed by the secretariat and the COP Bureau and formally approved via a COP decision. The admission process can therefore take a few years.

Engaging observers

COP Presidencies have increasingly recognized the role of observers and pursued a proactive consultative process with stakeholder groups at the national and international level to build support for accelerating the implementation of the Paris Agreement. The SBI has encouraged Presidencies to engage stakeholders in various ways. Successful consultative processes should maintain a balance among NGO constituencies and be based on the principles of transparency, openness and inclusiveness. Past Presidencies found such consultations useful in their work presiding over a COP.

Engagement activities include inviting observers to submit their views and expectations for the conference, particularly when Parties are invited as part of a consultation process; to a series of ministerial and heads of delegation dialogues in the lead-up to a conference, including the pre-COP and the Petersberg Climate Dialogue; to multiple in-session briefings for observer organizations; to engage observers at mandated ministerial high-level events and COP Presidency events held during the COP; and to a follow-up meeting with observers on the outcomes of the COP and the action plan for the Presidency's tenure.

Establish a dialogue with observers early in the planning process.

The secretariat facilitates introductions of NGO constituency representatives to the host country on the margins of the first sessions of the subsidiary bodies held each year. The host country should keep in close contact with them in the lead-up to the conference as well as during the Presidency's tenure.

Be conscious of observer categories and their perspectives.

There are three observer categories: United Nations organizations, IGOs and NGOs. For effective engagement it is important to appreciate the different types of observer participants, including regulars who attend every UNFCCC session and focus on specific agenda items; stakeholders who offer solutions to specific issues but do not follow the two-week negotiations; local or regional observers for whom the conference is new and who focus primarily on regional and national issues; and those that focus on advocacy or media.



11. NON-PARTY STAKEHOLDER ENGAGEMENT AND GLOBAL CLIMATE ACTION

Use the COP as an opportunity to build relations with civil society at the national level.

Past COP Presidencies have noted that the benefits of their outreach efforts and improved communication lasted well after the conference had closed, helping the national government to advance its national climate agenda, including discussions on nationally determined contributions and national adaptation plans.

A safe and secure conference venue for all is not just about security

Observer participants can make statements, including being critical of their governments or others without fear of intimidation or repercussion, on issues related to the agenda of the conference, provided the Code of Conduct is not violated and the spirit of the conference is upheld. This is a highly important matter of principle for the observer community.

In-session observer engagement

In line with relevant SBI conclusions, there are established practices for channelling observer input and allowing observer voices to be heard at UNFCCC sessions:

- **Open dialogue:** The SBI has encouraged COP Presidencies to explore ways to enable admitted NGO constituencies to have an open dialogue with Parties, whereby agenda-setting and the

programming of the dialogue are conducted jointly between the admitted NGO constituencies and the Presidency, with the support of the secretariat, on the understanding that any outcomes of such dialogue should have persuasive value only, respecting the Party-driven nature of the UNFCCC process;⁵

- **Exchange of best practices on nationally determined contributions and national adaptation plans:** The SBI also encouraged COP Presidencies to explore ways of exchanging information on best practices and on gaps and challenges related to public participation and public access to information with regard to nationally determined contributions and national adaptation plans;⁶
- **Dialogues and briefings with presiding officers:** The COP Presidency and presiding officers of the subsidiary bodies invite observers to dialogues for briefing and discussion on the advancement of work during UNFCCC sessions. An observer representative usually chairs such meetings, while the secretariat supports their organization and preparation;
- **Bilateral meetings:** Another opportunity for dialogue between the COP Presidency and observer organizations are bilateral meetings. For example, the secretariat coordinates bilateral meetings for the incoming Presidency with the nine NGO constituencies during the first sessions of the subsidiary bodies held each year. Once the direct contacts are established, the secretariat encourages the Presidencies to continue the dialogues;

⁵ FCCC/SBI/2017/7, para. 119(b)(i).

⁶ FCCC/SBI/2017/7, para. 119(b)(ii).



- **Plenary interventions:** The SBI has invited presiding officers to seek opportunities for observer organizations to make interventions.⁷ Many observer organizations value the opportunity to make their voice heard in the formal proceedings of United Nations climate change conferences. Interventions are usually allotted two minutes per constituency and the requests are coordinated by the secretariat in advance as part of plenary management;
- **Access to official meetings:** Observers may participate, without the right to vote, in the proceedings of any session unless at least one third of Parties object. As per decision 18/CP.4, this rule on observer organizations applies also to any open-ended contact group established under the UNFCCC process. The Chairs of the subsidiary bodies usually encourage Parties to open as many informal consultations as possible, respecting the Party-driven nature of the process. The COP Presidency is encouraged to work with the presiding officers to ensure the openness of meetings as per the stipulated rules;
- **Office and meeting space for NGO constituencies at COPs:** Like Parties, observer organizations are able to book meeting rooms through the meeting room assignment counter. In addition, NGO constituencies are given offices at COPs so they can coordinate inputs from hundreds of members and prepare statements and other inputs to the negotiations.

Side events and exhibits

Side events and exhibits have become an integral part of United Nations climate change conferences, providing a dynamic platform for observers, as well as Parties and other actors, to showcase climate action, highlight diverse climate change issues, share knowledge, and network. Side events typically feature oral presentations, panel discussions, and question and answer sessions. A typical side event lasts 90 minutes. Exhibits, in turn, showcase visual and written materials and engage in one-on-one communication with conference participants.

Official side events and exhibits are managed by the secretariat and are distinct from pavilion events or Presidency events, which are managed by pavilion owners and the incoming Presidency. Demand for side events and exhibits usually far exceeds available capacity. Several measures have been implemented to manage this excess demand, such as scheduling side events throughout each day of the conference rather than just outside of negotiation hours and

providing incentives for applicants to consolidate proposals among themselves.

The selection process of side events and exhibits, including communication with the applicants, is managed through an online system hosted by the secretariat: the Side Events and Exhibits Online Registration System (SEORS).

The application period is generally between four and seven days and is scheduled approximately four months before the conference. The selection criteria are outlined on the UNFCCC website and are intended to ensure a balanced presentation of views of stakeholders, as well as relevance to the UNFCCC. Selection is managed by the secretariat, which takes into consideration voices from the developing country observers and the overall priorities of the conference.

Applicants are informed of the results of their application and an online schedule is published on the UNFCCC website approximately two months before the conference.

Subsequently, the secretariat liaises with the side event and exhibit organizers on logistical arrangements, manages any late requests and oversees the organization of side events and exhibits during the sessions.

Advocacy actions

Any advocacy actions outside the conference venue, that is, outside United Nations territory, are under the sole jurisdiction of the host country.

Inside the conference venue, the UNFCCC allows advocacy actions. The secretariat works with the United Nations security team and advocacy groups to identify appropriate locations for advocacy actions and to facilitate them if requested by participants. Actions can range from small performances to those with many participants.

Participants wishing to organize advocacy actions are required to apply through an online form at least 24 hours in advance. The request is reviewed by United Nations security for compliance with security and safety regulations, and by the secretariat to ensure compliance with the guidelines and Code of Conduct and to ensure that decorum is maintained. United Nations security and secretariat staff must be present during an action to ensure the safety and security of all participants.

⁷ FCCC/SBI/2011/7, para. 178(a)(i).

11.2 Global climate action

Since COP 22, a series of events under the patronage of the High-Level Champions and the Marrakech Partnership for Global Climate Action is organized at each COP. The events consist of action thematic events (e.g. transport, energy, human settlements, land use, industry, the ocean, water) and other cross-cutting themes and highlight events with a focus on specific issues or sectors of relevance to the global climate action agenda, such as the Sustainable Development Goals and finance food systems.

Different climate action events take place during each COP, organized in theatre- or roundtable-style in areas such as the Climate Action Zone. The events, which highlight special initiatives or innovative ideas related

to the global climate action agenda, are also streamed live on UNFCCC social media channels.

Gala invitation

The host country may wish to invite representatives of observer organizations to any official gala events that it hosts. For the official gala event for ministers, the host country traditionally invites the heads of United Nations organizations and IGOs present at the conference and representatives of the nine NGO constituencies. This gesture by the host country is appreciated by observers and helps to promote inclusiveness. The secretariat can assist with identifying such representatives and with delivering of invitations.

The host country can make any other event or social function that it organizes outside of the conference venue open to observer organizations.

Engagement after COP

The COP Presidency should continue to play a leadership role in the year following the conference and should seek to maintain the momentum of observer participation at the national and intergovernmental level. In particular, best practices should be continued in cooperation with the next host country. Lessons learned and success stories related to observers should be passed on to the incoming COP Presidency for continuity and coherence of engagement.





12. SUSTAINABLE CONFERENCES

COPs serve as a unique opportunity to showcase, innovate and advance sustainable conference management practices on the global stage. Each year, the COP host country, in collaboration with the secretariat, helps develop and deliver a comprehensive sustainability and climate neutrality plan to address the environmental, social and financial impacts of hosting a COP. This important aspect of the secretariat's work contributes to the development of best practices in organizing intergovernmental meetings, informing the work of other United Nations intergovernmental bodies and complementing host country efforts to advance their own sustainability policies and strategies.

12.1 A collective effort

The scale and scope of a COP require the commitment of all participants to carry out its ambitious sustainability plan by adhering to internationally recognized sustainability guidelines. To ensure conference participants consciously practice sustainable behaviour and actively contribute to the measures and initiatives made available at COP, the host country and secretariat often spend a year or more reviewing lessons learned from previous COPs, sharing best practices and deciding on ambitious ways forward to deliver the

most sustainable conference possible. Delivery of a sustainable and climate-neutral COP is a joint endeavour that incorporates all aspects of the conference set-up, including waste management and public transportation to the venue.

The Conference Affairs division of the UNFCCC leads the secretariat-wide coordination with other divisions to provide offsetting calculations and assist in selecting climate-neutral projects, as needed. In close collaboration with the Legal Affairs division, the Conference Affairs team details sustainability standards in the HCA. The host country then offsets unavoidable emissions through, among other things, the purchase and cancellation of recognized offsets, including certified emission reductions from the UNFCCC or those of a similar standard.

12.2 Partnership in action

The secretariat works with the host country and their contractors to increase resource efficiency, improve the quality of products and services, and optimize costs while limiting negative impacts on the environment. While every COP has common denominators, the host country's individual vision and ambition, as well as local challenges, play a huge role when planning and implementing sustainability measures.



12.3 Water, food, waste – everything can be made more sustainable

Waste, energy and water management, for example, are heavily dependent on the host city’s infrastructure and to some degree the selected venue’s infrastructure. Renewable energy sources should be used to the extent available, such as green energy from the grid, solar panels or lithium batteries. Sub-contractors and vendors should be selected in part based on their own sustainability practices or those in the supply chains they use. Minimizing and monitoring water consumption remains an essential part of managing sustainable infrastructure and related services, and sustainable water fountains have become a popular feature, serving as meeting spots while contributing to the health and well-being of participants.

Free reusable water bottles have helped reduce waste at conference venues and support the goal of reusing, sorting or recycling materials that would otherwise have to be disposed of. Use of plastic wrappings and single-use utensils should be minimized as much as food waste itself. Whenever possible, sustainably sourced food and beverages should be on offer, ideally locally sourced, which can be complemented by information provided on environmental impacts, such as emissions related to the production and consumption of food during conferences. Health-related information about food choices are often also made available to support informed decisions and raise awareness.

Access to free public transportation, thereby substantially reducing the carbon footprint, has become another key sustainability element at COPs. Participants are encouraged to select eco-friendly accommodation accessible to public transportation, which may be complemented by shuttles, buses and cars using energy from renewable sources – or even bicycles, where appropriate.

12.4 Expanding virtual options

Virtual participation options decrease the need for participation on site and can contribute significantly to delivering a sustainable conference by further reducing the carbon footprint. Although expanding virtual participation requires process adjustments for meeting organizers and for virtual participants and continues to involve challenges, an increase in viable virtual meeting options at COPs can potentially reduce the impact of the conference on the environment.

“Paper-lean” and “paper-light” policies put in place by United Nations meeting organizers throughout the past decade have been incorporated into UNFCCC sustainability guidelines with good results. COP participants are encouraged to print and photocopy only what is absolutely necessary prior to and during the sessions. For printing that cannot be avoided, all paper used for printing and photocopying at COPs should be eco-friendly. Touch-to-collect technology and other digital options can be deployed to further limit the distribution of paper publications.

12.5 Lasting impact

Legacy is an important aspect of sustainability. As COPs can be disruptive to those in the immediate vicinity, past hosts have recommended involving local communities as much as possible by recruiting host country support staff and volunteers and showcasing successful local projects with a focus on climate change and sustainable development. Social benefits, raised awareness and inspiring changes can last well beyond the conclusion of the COP.



12.6 Far-reaching benefits

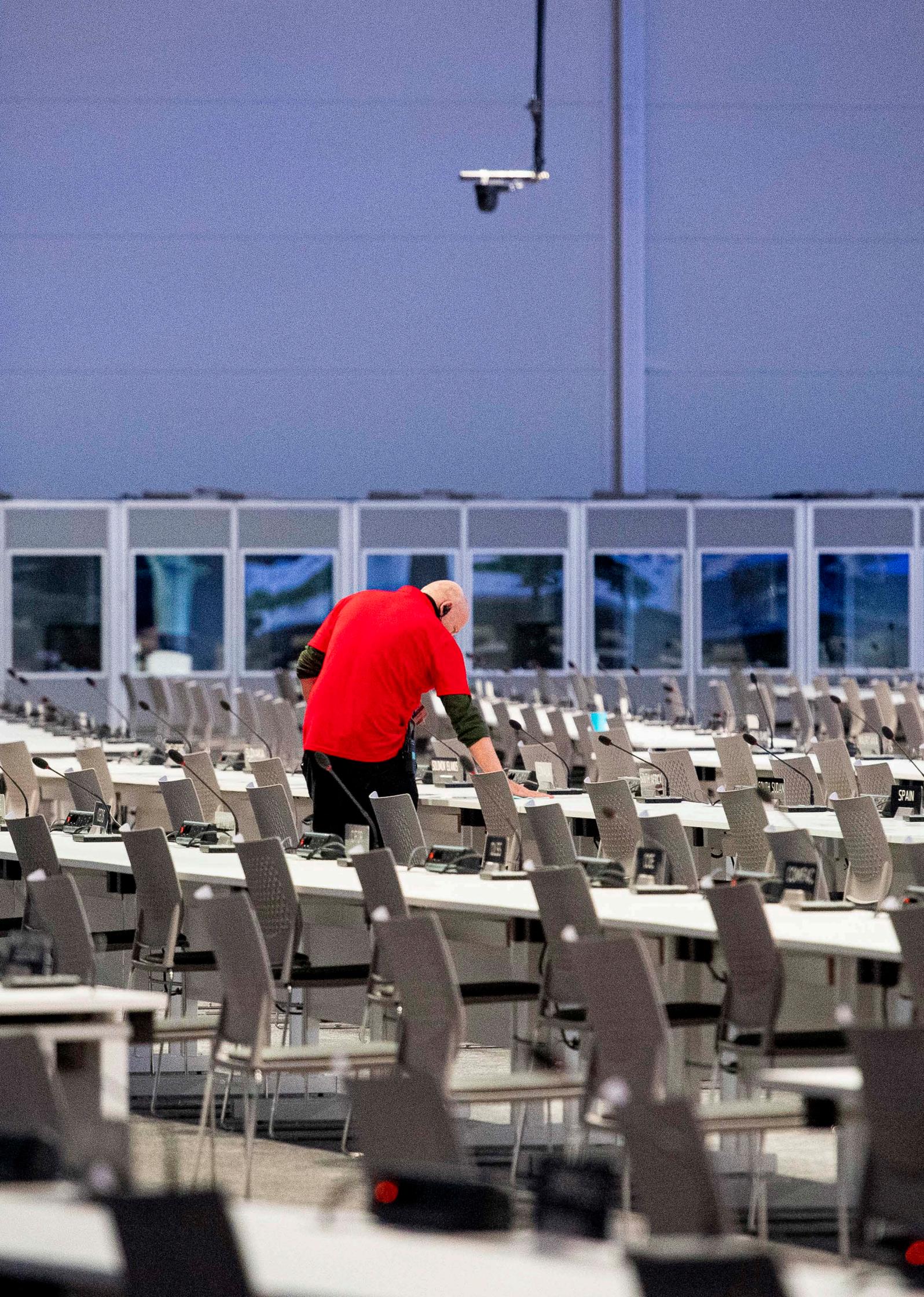
Other benefits exist beyond the clear benefits of sustainability on lowering emissions. Conserving energy, water, paper and other resources; reducing consumption and waste; and sourcing products and materials locally can result in significant cost savings for conference organizers. Following sustainability principles can also bring long-term financial benefits due to the more efficient use of resources and the establishment of relationships with credit lines and sponsors. Sustainable conferences can benefit regional and national sustainability efforts through job creation, workforce training and reskilling, catalysing local investment and promoting better working and social

conditions. Requirements for sustainable products will both trigger and promote the development of innovative technologies and techniques, leading to more efficient use of resources and improved participant experience.

Producing a sustainable event can also have a positive impact on a city or country’s reputation and image, as participants and the public will be aware that efforts have been made to make a real, positive contribution to minimizing negative environmental impacts and to leave a positive legacy. Ideally, this will inspire a broader adoption of sustainable practices, and partners and potential donors will be attracted by policies that complement their own sustainability strategies.

Organizing events sustainably can have many benefits in addition to reducing the environmental impact. Such benefits include:

	<p>FINANCIAL ADVANTAGES Conservation of energy and resources saves money</p>		<p>A POSITIVE IMAGE A sustainable event enhances the profile of the conference and host country</p>
	<p>ACHIEVEMENT OF SDGs The conference can play a role in attainment of the Sustainable Development Goals</p>		<p>CLIMATE CHANGE AWARENESS Raise awareness of climate change among participants and the host community</p>
	<p>INNOVATION Demand for sustainable products can promote development of innovative technologies and techniques</p>		<p>SOCIAL BENEFITS Create local jobs, boost investment and encourage green practices</p>



ANNEXES

Annex I: Host country agreement

The HCA, supporting annexes and technical requirements cover the following topics:

Host country agreement

Article 1:	Date and place of the Conference
Article 2:	Attendance at the Conference
Article 3:	Premises, facilities, equipment, utilities and services
Article 4:	Climate neutrality and sustainability
Article 5:	Medical facilities
Article 6:	Accommodation and transportation
Article 7:	Conference communications, websites and outreach activities
Article 8:	Liaison officer and local and technical personnel
Article 9:	Police protection and security
Article 10:	Privileges and immunities
Article 11:	Financial arrangements
Article 11 bis:	Pandemics and force majeure
Article 12:	Liability
Article 13:	Settlement of disputes
Article 14:	Annexes
Article 15:	Confidentiality and data protection
Article 16:	Final provisions

Annexes

Annex I:	Premises
Annex II:	Media services and operations
Annex III:	Secretariat pre-sessional meetings
Annex IV:	Information and communications technology infrastructure and services
Annex V:	Host Country support staff
Annex VI:	Shipment and freight forwarding requirements
Annex VII:	Transport for the United Nations
Annex VIII:	Catering services
Annex IX:	Financial services
Annex X:	Recognized names and visual design specification
Annex XI:	Climate neutrality and sustainability of the Conference
Annex XII:	Commercial interpretation services
Annex XIII:	Commercial transportation services
Annex XIV:	Registration
Annex XV:	Site map

Annex II: Registration procedures

Registration of technical staff

All technical staff assigned to work during the conference – from the date of the official handover of the conference premises to the United Nations to the end of the conference – should be cleared by host country security before their details are uploaded to ORS. Once the United Nations receives the premises, only technical staff cleared by host country security will receive a badge and be able to gain access to the premises.

The host country is expected to nominate a focal point to register technical staff. The focal point should also engage with service providers to register their technical staff, facilitate host country security checks and liaise with secretariat officials to register staff who have received security clearance. It is advisable to begin this process well in advance of the pre-session week, as security checks can take time and any delays can affect the readiness of the venue and the provision of services.

Registration of the host country delegation

The host country delegation is one of the most diverse groups of badged participants at each COP, given the wide range of functions performed by the host country. The delegation should include host country operational teams, dignitaries, VIPs who are not associated with the Government, speakers and parliamentarians. The national focal point or person in charge of composing the national delegation should contact the secretariat's external relations officer and registration chief as early as possible to register the host country delegation in the most effective way possible.

As a general rule, all persons performing political or negotiating functions related to the conference should be included in the delegation as Party representatives of the host country. Those with more technical functions, such as conference organizers, should be added as host country staff. They will receive badges as part of the host country delegation that will allow them to access the areas needed to perform their functions but they will not be included in the list of participants.

Host country support for registration

A host country liaison officer or registration focal point should be located in the registration area to facilitate host country support for registration issues, such as issues with persons claiming to be part of the host country delegation or technical staff whose names have not been properly uploaded to ORS. These individuals, and any of their accompanying teams assigned on site to support registration, should be authorized to resolve such cases, to deny access and to make nominations online. It is also essential that they have direct contact with security officials should additional security checks be required.

Participant data protection

The data provided by participants in the registration process are considered confidential. For the purpose of issuing visas, however, the secretariat is obliged to share vital participant data with a restricted number of persons in the host country responsible for visa processing.

To this effect, a memorandum of cooperation is made between the secretariat and the host country, which governs access by the host country to ORS for the purpose of cross verifying the personal details of conference participants to comply with its obligation to issue visas speedily and provide entry to the host country. The host government is obliged to implement appropriate data security measures to preserve the integrity of the personal data and to prevent any corruption, tampering, loss, damage, unauthorized access and improper disclosure thereof. To this end, the secretariat will make available an application programming interface.

Annex III: Protocol and the high-level segment

Protocol arrangements organized by the government

Arrival of Heads of State and Government and the United Nations Secretary-General at ports of entry

All protocol and security arrangements outside the conference venue fall under the responsibility of the host country:

- At the port of entry in the host country, protocol for Heads of State and Government and the Secretary-General must follow the host country's general protocol rules.
- The host country is responsible for the security of these dignitaries while they are in the country.
- The arrival, accommodation and departure of the Secretary-General should be coordinated by the host country with the Secretary-General's office and the United Nations head of security for the conference.
- The arrival, accommodation and departure of any visiting Heads of State and Government should be coordinated by the host country with the ministry of foreign affairs of the relevant State.

Arrival of ministers and heads of United Nations agencies at ports of entry

- The host country may wish to station dedicated protocol officers at the main airport or other transport hub to welcome ministers and heads of United Nations agencies before they collect their luggage and exit the immigration area. The protocol officers can assist with their luggage and the immigration procedures.
- Standard practice is for the host country to request other countries and United Nations organizations to provide the travel details of their ministers or heads of agency to facilitate welcome services. Countries that do not provide this information will understandably not receive any protocol support at the port of entry.

Protocol arrangements organized by the secretariat

All protocol and security arrangements inside the conference venue fall under the responsibility of the UNFCCC secretariat and UNDSS.

Welcoming ceremony

- The secretariat, in consultation with the host country, organizes the opening ceremony of the conference. The structure of the ceremony will be outlined in a minute-by-minute document that contains the schedule of the opening, formal names and titles of ceremony participants, a description of the events, the speakers list, details of who should be on the podium and any other pertinent information.
- The minute-by-minute document is a live document that is updated frequently and distributed to the host country's protocol officer, security, press/media officer, host country organizer and senior secretariat officials.
- Ministers, the city mayor and other officers below ministerial rank are usually invited to attend the opening ceremony.
- Should the host country wish, the ceremony may include a short cultural or media event, which must be organized in consultation with the secretariat to avoid any clashes with the proceedings for the session opening.
- The opening ceremony typically coincides with the opening of the sessions and the election of the COP President.

Opening of the high-level segment

- Unless a leaders summit is organized during the first week of the conference, the high-level segment is attended by ministers and other senior officials and will be scheduled for the second week of the conference, with an opening ceremony attended by the Secretary-General, the host country Head of State or Government and any other Heads of State and Government present.
- Owing to the formal nature of the high-level segment and the high profiles of the dignitaries who customarily attend the opening, protocol is more rigid than at the conference opening ceremony.
- Access to the plenary for the high-level segment is strictly controlled by UNDSS. A ticketing system is often used, whereby tickets are distributed to Parties and NGOs for the exact number of seats in the plenary hall. Equitable access should be provided to each delegation (Parties and observer organizations) ahead of the event. Only participants with a ticket are allowed access to the plenary hall. The doors are closed after the arrival of the Heads of State and Government and the Secretary-General. Once the dignitaries have departed, the plenary hall is open to all.
- During the opening of the high-level segment, speeches are delivered by the Head of State or Government of the host country, the Secretary-General, the COP President and the UNFCCC Executive Secretary. Other Heads of State and Government in attendance will also be invited to deliver their national statements. Statements are delivered in accordance with the list of speakers.
- The inaugural section of the high-level segment traditionally closes after these official statements, allowing for the departure of dignitaries and the Secretary-General.
- The high-level segment then resumes with interventions from Parties speaking on behalf of negotiating groups (African Group, Alliance of Small Island States, Environmental Integrity Group, European Union, LDCs, Umbrella Group, etc.) and ministers of foreign affairs, ministers of environment, other ministers and Party representatives delivering national statements.

High-level segment in the event of a leaders summit

Early in the planning stages of the COP and in the event of a leaders summit held in conjunction with the COP, a decision must be taken if the presence of Heads of State and Government would necessitate holding a first part of the high-level segment for Heads of State and Government only.

The delivery of national statements by Heads of State and Government during the high-level segment is to take place during the summit. The modalities for the delivery of statements by Heads of State and Government would follow the arrangements indicated above. However, statements are generally limited to Party statements and not statements on behalf of negotiating groups.

The first part of the high-level segment will close after statements by Heads of State and Government and will resume in the second week of the COP to hear statements from those Parties whose Head of State or Government was not represented at the summit and to hear group statements.

Seating of high-ranking guests and senior United Nations officials

- The first row in the plenary hall should accommodate host country senior officials and those accompanying them, and United Nations dignitaries. The total number of seats depends on the layout of the plenary hall but is usually limited to 10–20 seats for the host country and a similar number for United Nations officials.
- The host country may wish to invite a limited number of high-ranking officials to attend the opening ceremony and/or the opening of the high-level segment. The host country can request special badges for these officials.

Statements at the high-level segment

- The high-level segment is presided over by the COP President or the Vice-President of the Bureau.
- The most important activity of the high-level segment is the delivery of national statements. Reference to the high-level segment is made first in the notification of the conference, which is issued to Parties and observer States at least two months before the conference. Included are details on the dates and format of the high-level segment, who is expected to attend, the permitted duration of speeches, and the opening and closing dates for registration of speakers.
- Statements from ministers and heads of delegation are heard in joint meetings of the COP, the CMP and the CMA. The high-level segment concludes with statements delivered by observer organizations.
- Given the number of Parties that register to speak, the recommended time limit for each Party statement is three minutes. Statements on behalf of groups are strongly encouraged and additional time is allocated for them. The recommended time for each observer statement is two minutes.
- Full texts of national and observer statements received by the secretariat are posted on the UNFCCC website.

High-level segment security

- For the entire high-level segment, UNDSS positions security staff at all entrances and exits and at the podium. In addition, a barrier ribbon is set up to prevent people from directly approaching the speakers or the table used by staff servicing the high-level segment.

High-level segment opening reception

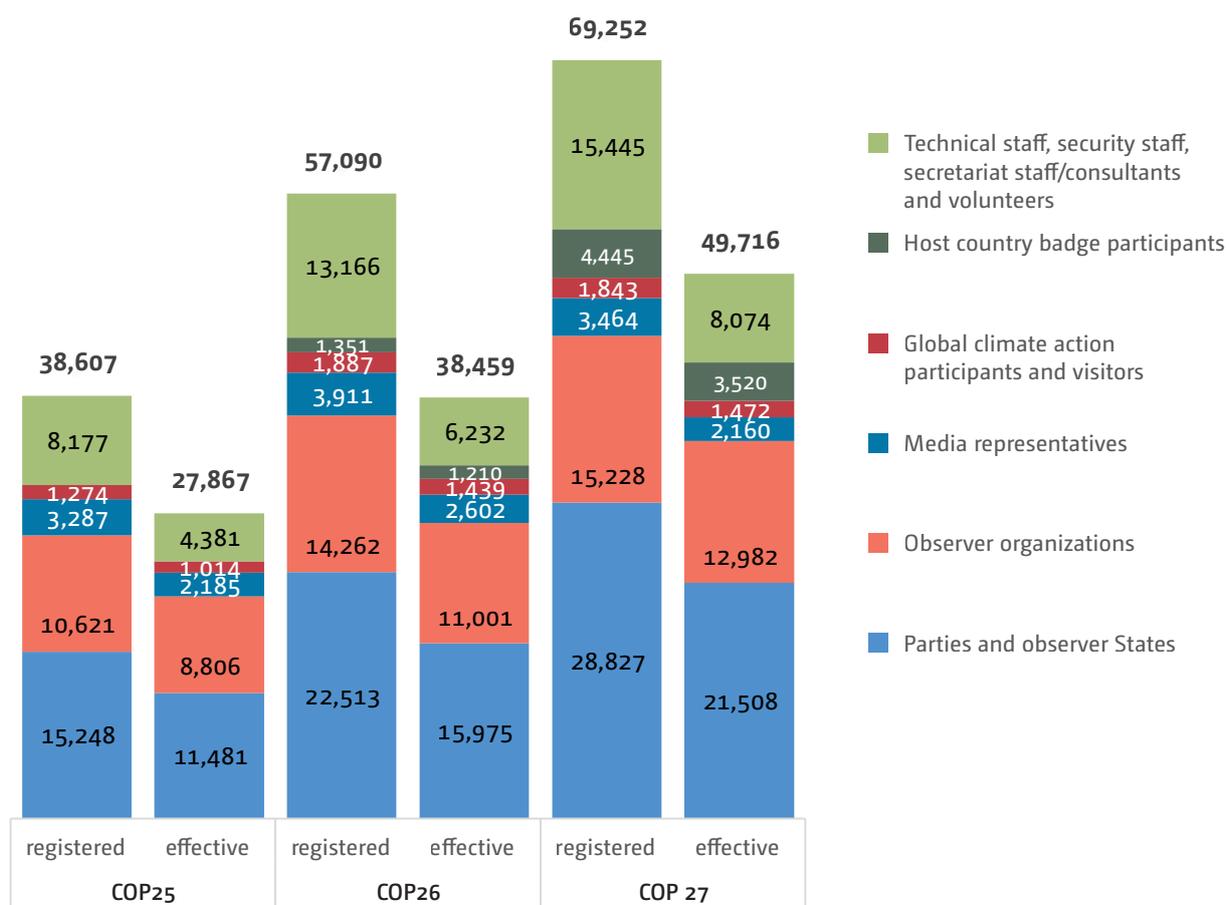
- The host country traditionally offers a reception following the inauguration of the high-level segment. A personalized invitation from the reception host is usually addressed to the head of each delegation, the heads of United Nations agencies, IGOs and NGO constituency focal points, and senior secretariat staff. Admittance to the reception is by invitation only.
- The host country can choose whether it would like to provide transportation for guests to and from the reception.
- The host country may use the Daily Programme as a channel to provide information on arrangements for the dinner, invitation distribution, etc.
- The secretariat is not normally involved in the organization of the reception, but the host country may wish to consult the secretariat on details such as titles of guests, menu, protocol for non-Party guests, etc.

Annex IV: Venue and space requirements

Overview

To ensure negotiations proceed smoothly at sessions of the COP, it is critical to ensure an adequate, fit-for-purpose venue that includes spaces at commercial rates for delegation offices and pavilions. It is therefore recommended that the host country identify a suitable venue or location as early as possible, including which structures need to be modified or constructed. The secretariat engages with the host country early to advise on planning, including accessibility of the venue from the airport and main accommodation hubs.

Number of participants at recent COPs



Notes: Host country badges were launched at COP 26.

Host Country Agreement requirements

The draft logistical annex to the HCA is likely to include wording to this effect:

Accessible and functional conference premises shall be provided. The master project plan and related timeline for the set-up and construction period for the conference premises shall be determined in close cooperation with the secretariat after the first technical mission and include input from all providers to ensure adequate project management and the timely availability of the premises and all equipment and services.

The space required for the facilities ranges between 110,000 and 160,000 square metres.

The layout, design and technical set-up of the premises as per UNFCCC requirements shall take into consideration and comply with United Nations standards for disability inclusion and access, and health and safety regulations of the host country at the time of the event, ensuring that adequate space is provided in all rooms and all open and circulation areas.

Standard criteria to evaluate venue options

On-site assessment of the conference venue, with focus on evaluating:

- Existing structures
- Buildout/additional temporary structures
- Equipment and services, including air conditioning/heating and sanitation/sewage
- Audiovisual, power and other technical infrastructure
- Accessibility (access roads, proximity to airports and main accommodation hubs)

Overview of total area for a COP

Category	Square metres
Pavilions and offices for delegations	50 000
Events area: Global climate action and side-event rooms and exhibits	8 000
Meeting rooms and plenaries	25 000
UNFCCC, UNDSS and other conference offices	8 500
VVIP area ^a	5 000
Media facilities	7 000
Other	12 000
Foyer/circulation	6 000
Undefined	4 000
Blue zone (indoor space)	125 500
Blue zone (indoor and outdoor space)	253 000
Red zone	17 000
Total	268 000

^a The VVIP area (also referred to as the red zone) is within the blue zone and under the jurisdiction of the United Nations. The VVIP area is not obligatory and its size and components (handshake, family photo, lounge, bilateral rooms, private holding rooms, round table rooms, etc.) depend on whether Heads of State and Government are attending the COP and on the type of activities the host country (the inviting party) intends to hold in that space.

Annex V: Accommodation and transportation requirements

Overview

To ensure COPs run smoothly, it is critical to ensure adequate, affordable and easily accessible accommodation is available to participants at reasonable commercial rates. It is therefore recommended that the host country make timely and appropriate arrangements with focal points in the accommodation sector to ensure rates do not go beyond the usual market conditions, to facilitate a smooth process for all participants, including those from developing countries. Appointing one hotel agency as a dedicated focal point for booking hotels and other travel-related services such as transportation shuttles and reserving groups of hotel rooms for sole use by specific groups with limited budgetary or organizational capacity have been effective ways to ensure the host country's efforts are fully appreciated. For example, the secretariat engages with the host country early on to advise on planning and on anticipating peak attendance periods.

Host Country Agreement requirements

The HCA is likely to include specific information regarding accommodation, including with regard to the provision of affordable and easily accessible accommodation to participants from developing countries eligible for funding from the Trust Fund for Participation in the UNFCCC process. Furthermore, the host country shall reserve such accommodation for those participants upon their request, even if they are not in a position to advance a deposit. The secretariat shall assist the host country in processing such requests, including by advancing a deposit for the participants who request it.

The HCA is also likely to request that host countries prioritize accommodation that has adopted a wide-ranging approach to sustainability to reduce energy and resource use in the delivery of its services. An example of sustainability measures for consideration is accessibility, including wheelchair accessibility.

The HCA logistical annexes are also likely to include text regarding an agreement between the secretariat and the host country on providing a contingent of hotel rooms for the secretariat and other United Nations staff and contractors who are officially assigned to service the conference, including for pre-session meetings and for participants for whom the secretariat needs to make accommodation arrangements.

When selecting accommodation, the host country should ensure adequate transportation is available to all conference participants to and from the airport before, during and after the conference on a reasonable commercial basis and between the principal hotels and the conference premises for the duration of the pre-session meetings and the conference at the expense of the host country.

Issues to consider

Avoiding criticism

Accommodation is one of the most judged elements of the operational delivery of a COP. Every year it becomes a focus of criticism in respect of inclusivity.

Regardless of early preparation and action by the host country, planning for hotels and other accommodation for conference participants almost always presents a major challenge. Ensuring the availability of adequate, well-located, reasonably priced accommodation for tens of thousands of conference participants is a significant undertaking, particularly given that most hotels are privately owned and ensuring reasonable pricing is outside governmental competence. In the past, hotels have taken reservations only to renege on bookings once the guests arrive.

Five elements to ensuring the effective operational delivery of accommodation are **availability, cost, terms and conditions, location and travel time from venue, and sustainability**.

For most COPs, cost and terms and conditions are the primary areas of criticism, so a host country should try to mitigate these from the outset. Thus, the host country should develop a robust communications and engagement strategy to support their efforts on accommodation – highlighting the effort that the host country has put into securing the best possible options for participants, while recognizing it is ultimately a commercial decision and participants are free to book their accommodation independently of any COP-recommended hotels.

Terms and Conditions

- Cancellation policy should be as flexible as possible – there will always be participants looking for last-minute accommodation. If hotels insist on imposing a strict cancellation policy, the host country should ask that they reimburse a person who cancels if they are able to re-sell the room.
- Payment schedule should allow for payment as close to the conference as possible.
- Minimum night bookings – the host country can expect some hotels to want to impose a minimum stay (the minimum stay for COP 26 was 12 nights, and for COP 27 it was 5 nights). Imposing a minimum stay works well to an extent because it increases the chances of participants who stay for the full duration of the conference being able to block-book rooms. However, many participants complain that they only require a room for two or three nights, so the host country should encourage hotels to offer a mix of terms and conditions rather than just one option.
- Dual occupancy – many participants choose to share a room to minimize costs. Ideally hotels will allow this at no (or minimal) extra cost.
- Name changes – hotels should allow name changes of guests up to and during the conference.

Types of rooms

- The host country should look to secure a variety of room categories, with junior suites being in high demand at past COPs. For Heads of State and Government, a number of higher category suites should be secured.
- It is useful to have information on the different categories of rooms available.

Pace of bookings – managing expectations

- A small number of delegations (approximately 20 countries) will book as soon as the portal is open and accommodation offers are provided. Bookings usually increase starting in August, and as such the host country should regularly reassure the hotels where the host country has secured block bookings that the bookings will come, to avoid them releasing rooms.

Overrun

- Most delegations will consider the likelihood of the conference overrunning when they are making their bookings. However, the host country should flag this possibility to the hotel agency and/or city tourism authorities given the potential need for flexibility with last-minute requests. As recent COPs have lasted longer than the official closing date, most delegates now book checkouts +2 days and not +1 day.

Standard criteria to evaluate accommodation options

- Proximity to the conference venue
- Public transportation connections to and from conference venue
- WiFi and Internet access
- Capacity and room availability
- Value-for-money assessment
- Standard and services provided (e.g. a safe is available in the room, 24-hour room service, 24-hour reception)
- Security, safety and sanitation standards
- Accessibility for people with reduced mobility
- Compatibility of hotel room rates with the United Nations DSA

Depending on the accommodation sector in the host country, the 50% of DSA intended to cover accommodation is not normally sufficient to cover the hotel cost. For this reason, as likely outlined in the HCA, the host country is required to cover the actual hotel cost and provide the remaining 50% of DSA to United Nations personnel servicing the conference (UNFCCC, UNDSS and United Nations Department for General Assembly and Conference Management). This is in full accordance with the relevant United Nations administrative instruction implementing United Nations General Assembly resolution 40/243 on HCAs for conferences held away from headquarters upon invitation by a government (United Nations administrative instruction ST/AI/342, section IV.B).

The table below is a high-level overview of requirements for registered participants, including United Nations personnel, Party delegates, observer organizations, media, VVIPs, ministers and Heads of State and Government. Not included are technical personnel (approximately 5,000), host country support staff and volunteers (approximately 2,000), and host country personnel and security personnel. The data are based on past COPs and will be further broken down during the planning phase as needed.

Group	Number	Hotel rating	Dates	Process	Proposed hotel rate
UNFCCC personnel	Approximately 450 rooms The secretariat shares a breakdown of this group which informs numbers that can be clustered together in different hotels	4 to 5 stars	Includes a small number of rooms for core operations team around the end of October through the end of the conference The secretariat shares the estimated hotel check-in and check-out dates	Secured, booked and paid for by the host country Allocation of rooms by the secretariat	
United Nations Department for General Assembly and Conference Management personnel (interpreters)	Approximately 75 rooms	4 to 5 stars	The secretariat shares the estimated hotel check-in and check-out dates	Secured, booked and paid for by the host country Allocation of rooms by the secretariat	
UNDSS personnel – core team	Approximately 15 rooms	4 to 5 stars	Includes a small number of rooms for core team around the end of October through the end of the conference The secretariat shares the estimated hotel check-in and check-out dates	Secured, booked and paid for by the host country Allocation of rooms by the secretariat	

Group	Number	Hotel rating	Dates	Process	Proposed hotel rate
UNDSS personnel – non-core team	Approximately 110 rooms	3 to 4 stars	Approximately 8 days before the opening of the conference Estimated hotel check-in and check-out shared by the secretariat	Secured, booked and paid for by the host country Allocation of rooms by the secretariat	
Participants funded by the UNFCCC Trust Fund for Participation	Approximately 200 rooms ^a Some participants use their room for dual occupancy so that someone who is not receiving a subsidy from the UNFCCC Trust Fund for Participation can benefit	3 stars	Approximately 1–2 days before the start of the pre-sessional meetings through the duration of the conference	Secured and booked by the host country Payment and allocation of rooms by the secretariat	USD 120–150 Lower rate appreciated, if feasible
UNFCCC funded participants by funded projects (e.g. Local Communities and Indigenous Peoples Platform; Article 6)	Approximately 50 rooms ^a Some participants use their room for dual occupancy so that someone who is not receiving a subsidy from the secretariat can benefit	3 stars	Approximately 1–2 days before the start of the pre-sessional meetings through the duration of the conference	Secured and booked by the host country Payment and allocation of rooms by the secretariat	USD 120–150 Lower rate appreciated, if feasible
General participants	Approximately 30 000 rooms ^a	2 to 5 star <u>Anecdotal breakdown:</u> 3 star = approximately 19 000 Majority of observers (prioritize hotels that have local amenities and good transport links – not just high-end restaurants) Majority of media 4 star = approximately 10 000 Large delegations (approximately 50 countries) often look to book entire hotel, including meeting rooms Senior media Private sector (mainly under global climate action badge) 5 star = approximately 1 000 Private sector, chief executive officers, etc.	Approximately 1–2 days before the start of the pre-sessional meetings through the duration of the conference	Secured by host country Booked and paid for directly by participants	USD 120–500 Lower rate appreciated, if feasible

Group	Number	Hotel rating	Dates	Process	Proposed hotel rate
Youth (technically part of general participants)	Approximately 100 rooms	A low-cost, informal option for a dedicated group – potentially working with YOUNGOs – to secure appropriate accommodation Usually looking for hostels or homestays, so it would be welcomed if host country can find a suitable alternative The secretariat suggests meeting with YOUNGOs to listen to their concerns and find an acceptable solution Previous examples: At COP 21, YOUNGOs secured funding that allowed them to pay for accommodation At COP 23, 60 rooms were provided at a subsidized rate The secretariat advises the host country does not provide accommodation for free to avoid setting a precedent for future host countries		Secured by the host country Booked and paid for directly by participants (to be confirmed) To consider how specific arrangements could be assigned to a specific group (e.g. nominated through YOUNGOs)	USD 100–150 Lower rate appreciated, if feasible
World leaders	Approximately 100–140 world leaders and their entourage	-	-	Responsibility of ministry of foreign affairs of the host country Secured by the host country Booked and paid for directly by participants	
VIPs – United Nations Secretary-General	Approximately 30	Identify several 5-star hotels located close to the venue Accommodation arrangements for United Nations Secretary-General should be made in line with protocol arrangements		Secured, booked and paid for by the host country	
VIPs (e.g. President of the United Nations General Assembly, general VIPs, celebrities)	To be confirmed	Identify several 5-star hotels located close to the venue		Secured by the host country Booked and paid for directly by participants	
VVIPs (Heads of State and Government and ministers of foreign affairs)		Identify several 5-star hotels located close to the venue		Enquire directly with respective diplomatic representations, in line with protocol arrangements	

^a Based on a planning assumption of 40,000–50,000 unique visitors over the duration of the conference, with expected daily attendance of 18,000–20,000.

Annex VI: Carbon neutrality and sustainability of the conference

The host country, through the HCA, will be asked to implement, at its own cost and in collaboration with the secretariat, measures to avoid, reduce, calculate and offset the greenhouse gas emissions associated with hosting the conference.

In addition, the host country shall implement an appropriate sustainability/environmental management system that adheres to internationally recognized best practice. As part of the sustainability/environmental management system, the sustainability/environmental performance of the conference shall be measured and evaluated as it relates to key indicators. The climate neutrality and sustainability of the conference shall be documented through climate footprint and event sustainability reports, with lessons learned made available to future hosts.

The secretariat works in partnership with the host country and its contractors to increase resource efficiency, improve the quality of products and services, and optimize costs while limiting negative impacts on the environment. Each host country's individual vision and ambition, as well as local challenges, play a huge role when planning and implementing sustainability measures. The partnership with the secretariat contributes to the development of best practices in the organization of events and complements host country efforts to advance its sustainability policies and strategies.

The following are examples of sustainability measures for consideration by the host country government.

Accessibility

Measures enhancing accessibility to facilities and services for all participants shall be considered in the planning stages and implemented to the extent possible, including wheelchair accessibility (ramps, elevators, lavatories, room and furniture layout, special furniture and equipment), Braille signage, a tactile guidance system, sign language interpretation services and dedicated service desks for persons with disabilities.

Accommodation for participants

Accommodation that has adopted a wide-ranging approach to sustainability to reduce energy and resource use in the delivery of its services will be prioritized.

Catering

Locally sourced food will be prioritized where feasible, as will in-season food items, to minimize transport needs, support local business and promote environmentally friendly catering practices across the venue with regard to the supply chain, food production, packaging and waste management. Other catering practices include providing information on environmental impacts, such as greenhouse gas emissions related to the production of food for the conference and its consumption.

Local transport

Host countries should encourage participants to use active travel such as walking and cycling or public transport where possible. Participants should be provided with free transport travel cards to facilitate public transport use and to avoid car transport where possible. Conference vehicles should use low-carbon alternative energy sources such as electricity, where feasible.

Paper usage

Limiting paper use and distribution following "paper-lean" and "paper-light" policies is part of the UNFCCC sustainability measures. Participants should be encouraged to print and photocopy only what is necessary prior to and during the sessions. All paper used for printing and photocopying at COPs should be eco-friendly.

Temporary venue space

Host countries should make use of demountable and reusable structures and, where possible, minimize the transport distance or associated emissions of bringing these to the venue.

Venue energy

Host countries should prioritize low-carbon alternative energy sources where possible, such as solar energy for temporary lights, and if the use of generators is unavoidable, energy sources such as hydrotreated vegetable oil are recommended.

Water consumption

Water should be used efficiently throughout the venue, and water consumption should be monitored as part of managing a sustainable infrastructure and related services. For example, sustainable water fountains and free reusable water bottles could be provided to contribute to the health and well-being of all participants and to help reduce waste at the conference venue.

Waste management system

The waste management strategy deployed should limit waste sent to landfill by reusing and recycling material and by including these considerations in design and material choices.

Legacy

A positive legacy is an important aspect of sustainability. As COPs have potential impacts on the environment and local community, the host country should identify opportunities to deliver environmental and social value, such as employing local people for specific event roles; repurposing conference furniture and equipment to charity organizations and local community projects across the host city and showcasing successful local projects with a focus on climate change and sustainable development.



United Nations
Framework Convention on
Climate Change

United Nations Climate Change secretariat

United Nations Campus
Platz der Vereinten Nationen 1
53113 Bonn
Germany
Phone: +49 228 815 10 00
Web: <http://unfccc.int>