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**MESSAGE TO PARTIES AND OBSERVER ORGANIZATIONS**

**United Nations Climate Change Conference 2023  
Dubai, United Arab Emirates**

**Preliminary\* Arrangements for the  
World Climate Action Summit**

**and**

**the First Part of the High-Level Segment for  
Heads of State or Government**

**Friday, 1 and Saturday, 2 December 2023**

29 September 2023



**\* These are preliminary arrangements and are subject to change. Updated message(s) will be communicated accordingly.**

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# WORLD CLIMATE ACTION SUMMIT

and

## FIRST PART OF THE HIGH-LEVEL SEGMENT

### I. Introduction

1. The formal opening plenary of the twenty-eighth session of the Conference of the Parties, the eighteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the fifth session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (COP 28/CMP 18/CMA 5), also referred to as the United Nations Climate Change Conference 2023, in Dubai, United Arab Emirates, will begin at **10:00** on Thursday, 30 November 2023 at the [Expo City Dubai](#), Dubai, United Arab Emirates.
2. His Highness Sheikh Mohamed bin Zayed Al Nahyan, President of the United Arab Emirates (UAE), has invited Heads of State or Government to participate in the World Climate Action Summit (WCAS), on Friday, 1 and Saturday, 2 December 2023, when the first part of the high-level segment for Heads of State or Government will also take place.
3. The opening of the Summit will be held on Friday, 1 December 2023 in the WCAS Theatre located in the dedicated zone for Leaders in the conference premises.
4. The invitation to the World Climate Action Summit in the United Arab Emirates signifies the importance for World Leaders to implement and transform key climate related decisions into concrete actions and credible plans, continue raising ambition, building up from previous Conference of the Parties, and keep the high level commitment on climate change issues, with an aim to fight back climate emergency and at promoting coordinated action to tackle climate change.
5. Following the formal opening of the Summit, led by the President of the United Arab Emirates on 1 December 2023, the programme of events for the participation of Heads of State or Government on Friday, 1 and Saturday, 2 December will include the delivery of national statements, COP28 UAE Presidency Events, and High-Level Party Events organized by other World Leaders.
6. The opening of the Summit will be attended by Heads of State or Government, Party delegations, specially invited guests of the Government of the United Arab Emirates, Heads of United Nations and related organizations and specialized agencies and selected heads of inter-governmental and non-governmental organizations. Special access arrangements for the WCAS and related events are outlined below.
7. The High-Level Segment (HLS), to hear delivery of national statements by Heads of State or Government, will be open to all Parties and observer States, United Nations and related organizations, specialized agencies, inter-governmental and other observer organizations. **Subject to further consideration, no special access tickets, badges or passes are envisaged at this time for attending the HLS.**

## **II. World Climate Action Summit**

### **Schedule of Events**

8. Heads of State or Government are expected to arrive in the UAE on either Thursday evening, 30 November or Friday, 1 December morning.

9. The events on 1 December will be held according to the following schedule:

08:00 – 11:00 Arrival of Heads of State or Government at Conference venue (Blue Zone)

11:00 – 11:45 Family Photo – Heads of State or Government only

12:00 Opening session of the World Climate Action Summit (Blue Zone)

14:00 Opening of the first part of the High-Level Segment for Heads of State or Government.

14:30 – 18:00 Parallel Events as follows:

- Delivery of National Statements by Heads of State or Government
- COP28 UAE Presidency Events. *Further information on these sessions will be provided in due course.*
- High-Level Party Events.

19:00 COP28 Gala Event. *Further information will be provided in due course.*

10. The events on 2 December will be held according to the following schedule:

08:00 – 11:00 Arrival of Heads of State or Government at Conference venue (Blue Zone)

09:00 – 17:00 Parallel Events as follows:

- COP28 UAE Presidency Events
- High-Level Party Events
- Day two of the High-Level Segment. *Continuation of Heads of State or Government delivery of national statements*

17:00 End of World Climate Action Summit

17:00 - 18:00 Transfer to United Arab Emirates National Day celebration. *Further information will be provided in due course.*

## **III. Modalities for the World Climate Action Summit**

### **Access to the VVIP Lounge**

11. Access to the VVIP Lounge will be limited to the Heads of State or Government and entourage. Information on entourage numbers accompanying Heads of State or Government will be confirmed in due course.

12. Heads of State or Government will receive a lapel pin. Accompanying members in the entourage will receive a special badge that will allow entry into the VVIP area with the Head of State or Government.

13. The National Security Officer of the Leader will receive a National Security Officer Badge that will allow entry into the VVIP Lounge area with the Head of State or Government.
14. The Head of State and Government lapel pin and special badges will be distributed by the United Arab Emirates delegation liaison officers.

### **Access and Seating Arrangements for the opening session of the World Climate Action Summit**

15. Attendance in the opening session of the World Climate Action Summit in the WCAS Theatre is by invitation only.
16. Delegations whose Head of State or Government is not attending the Summit will have special access to the WCAS Theatre, limited to one (1) delegation member.
17. Specially invited guests of the Government of the United Arab Emirates, Heads of United Nations and related organizations and specialized agencies, selected heads of inter-governmental and non-governmental organizations will also have access to the opening session of the Summit.
18. A secondary badge/ticket will be provided for accessing the WCAS Theatre.
19. The secondary badge/ticket for delegation members whose Head of State or Government is not attending the Summit will be distributed from the Information Desk at the Conference venue.
20. The secondary badge/ticket for selected heads of inter-governmental and non-governmental organizations to attend the opening session of the Summit will be distributed from the Information Desk at the Conference venue.
21. Collection of the above-mentioned badges/tickets from the Information Desk at the Conference venue will be on Wednesday, 29 and Thursday, 30 November 2023 between 10:00 and 17:00.
22. Collection of these secondary badges/tickets will be only on the dates indicated above. Delegations are requested to pick up their badges/tickets from the Information Desk. The conference badges of the person collecting will be scanned to confirm receipt.
23. For security reasons, secondary badges/tickets will not be provided in the event of lost or misplaced badges/tickets.
24. Overflow rooms, to view the live webcast of the opening session of the Summit will be available for those delegates who will not have a seat in the WCAS Theatre.

#### **IV. Modalities for the High-Level Segment**

##### **Access to the Plenary Room and Seating Arrangements for the High-Level Segment**

25. **Subject to further consideration, no special access tickets, badges or passes are envisaged at this time for access and attendance to the opening of the High-Level Segment and to hear statements by Heads of State or Government.**
26. For the opening of the High-Level Segment and delivery of national statements on 1 and 2 December, four seats per Party delegation, including the seat of the Head of State or Government, will be made available behind the nameplate of each Party.
27. United Nations organizations, inter-governmental organizations, and constituencies of non-governmental organizations will be able to attend the event.

28. Overflow rooms, to view the live webcast of the opening session of the high-level segment and listen to the delivery of statements by Heads of State or Government will be available for those delegates who will not have a seat in the plenary.

## **V. Protocol and Registration for the First Part of the High-Level Segment**

### **National and Group Statements during the First Part of the High-Level Segment for Heads of State or Government**

29. Parties are reminded that a letter to His Highness Sheikh Mohamed bin Zayed Al Nahyan, President of the United Arab Emirates, accepting the invitation to the World Climate Action Summit is not enough to register and request a speaking slot for the first part of the high-level segment for Heads of State or Government.
30. The UNFCCC [Online Registration System](#) (ORS) is the only official channel for registration of speakers.
31. The list of speakers was opened for registration on **4, September 2023** and will close on **Friday, 10 November 2023**.
32. Registration for the list of speakers for the first part of the high-level segment for Heads of State or Government should be done exclusively through ORS. The secretariat is not in a position to process nominations submitted by any other methods.
33. Parties whose Head of State or Government will attend the World Climate Action Summit on 1 and 2 December and wish to deliver a national statement are requested to register the speaker in the ORS.
34. The registration in ORS should be done by the national focal point in consultation with the Ministry of Foreign Affairs or the Office of Head of State or Government of the respective Party.
35. A letter acknowledging receipt of the registration for the list of speakers will be generated upon completion of the registration.
36. Follow-up communications regarding the participation of Heads of State or Government at the high-level segment should be sent by the official contact person to the secretariat at [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int).
37. For any further enquiries, please email [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int).

### **Registration of Party Delegations**

38. All members of official Party delegations, including Heads of State or Government, should be registered through the [online registration system](#).
39. National focal points are reminded to include the Head of State or Government and any accompanying officials in the online registration system in the corresponding national protocol to be included in the list of participants, as appropriate.

## **VI. Statements during the High-Level Segment**

40. Statements will be delivered in accordance with the time of inscription in the list of speakers and reflecting protocol order in accordance with the United Nations, with Heads of State speaking before Heads of Government.

41. Parties are strongly encouraged to ensure their national statements do not exceed a maximum of **three (3) minutes**.
42. For interpretation purposes, Parties speaking at the high-level segment on 1 or 2 December are requested to send an electronic file containing the statement in advance to [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int) and [Conference-Officer@unfccc.int](mailto:Conference-Officer@unfccc.int) **by latest 30 November 2023**.
43. Hard copies of statements will not be circulated in the Plenary during the high-level segment. Full texts of the official statements will be posted on the UNFCCC website. To have statements posted on the UNFCCC website, Parties speaking at the high-level segment on 1 or 2 December are requested to send an electronic file containing the statement in advance to [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int).

## **VII. Security and Access Arrangements**

### **General Principle**

44. The United Nations Climate Change Conference is under the authority of the United Nations. Safety and security will be provided by the United Nations Department of Safety and Security (UNDSS) in collaboration with the Government of United Arab Emirates.

### **Security at the World Climate Action Summit**

45. A secure zone will be established for the safety and security of Heads of State or Government that will encompass all the premises associated with the event (e.g., VVIP Lounge, WCAS Theatre, etc.). One unarmed national security officer will be authorized to escort their Head of State/Government in the Blue Zone.
46. Access to the secure zone and the VVIP Lounge for Heads of State or Government will require special badges as discussed above.

### **Arrivals to the United Arab Emirates**

47. Details on arrival and departure arrangements for Heads of State or Government to the United Arab Emirates should be communicated to the Government of United Arab Emirates through the respective diplomatic channels.

### **Access to the Conference Site**

48. Vehicles transporting Heads of State or Government will have direct access via a dedicated gate to a special drop-off area.
49. All vehicles will need to comply with the security controls in place.
50. National security officers accompanying Heads of State or Government who require further information or have any questions regarding security, should contact United Nations VIP Security Coordinator Mr. Yves Nabet at [yves.nabet@un.org](mailto:yves.nabet@un.org) for issues within the UN Blue Zone and [cop28-uae@dubaipolice.gov.ae](mailto:cop28-uae@dubaipolice.gov.ae) for issues regarding security arrangements in United Arab Emirates.

## **VIII. Media Arrangements and Services**

51. Media teams accompanying Heads of State or Government must be registered in [the online registration system](#) as part of the delegation.

52. Media representatives are required to submit their accreditation application online at <https://onlinereg.unfccc.int>. This is the only official channel for media registration and the UNFCCC secretariat will not accept applications for accreditation via any other channel.
53. Access for media teams accompanying Heads of State or Government to the WCAS Theatre during the opening session will be coordinated by the COP28 UAE and UNFCCC media teams and the United Nations Department of Safety and Security (UNDSS).
54. Access for media teams accompany Heads of State or Government to hear the delivery of national statements will be coordinated by UNFCCC Media department and UNDSS.
55. The Media Regulatory Authority is the United Arab Emirates authority that will approve permits for the temporary import of media equipment during the conference. Further information about how to apply for this permit for arrivals to all airports in the United Arab Emirates will be communicated in due course.
56. All questions regarding media accompanying Heads of State or Government and access should be directed to [wcasmedia@unfccc.int](mailto:wcasmedia@unfccc.int) and [mediaservices@cop28.com](mailto:mediaservices@cop28.com) for the WCAS Theatre. A detailed media note will be issued in due course.

## **IX. Interpretation**

57. Interpretation in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be provided during the opening session of the Summit and high-level segment.
58. Parties wishing to have interpretation in other languages for the Summit or the entire conference can book interpreters from the general contractor for the conference on a commercial basis.
59. For information on booking an interpreter, please contact [cop28@solten.ae](mailto:cop28@solten.ae).
60. To ensure the quality of interpretation of national statements, an electronic copy of the statement should be provided to the Conference Officer at [Conference-Officer@unfccc.int](mailto:Conference-Officer@unfccc.int) and copied to [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int) by 30 November 2023.

## **X. COP28 UAE Presidency Events**

61. A number of COP28 UAE Presidency Events will be held during the Summit.
62. The events will be open to Heads of State or Government, specially invited guests and heads of inter-governmental organizations and United Nations organizations.
63. Some events may require special tickets or badges which will allow access to the room.
64. Further information, including about interpretation, on these events will be provided in a follow-up message to Parties and observers.

## **XI. High-Level Party Events**

65. High-Level Party Events (HLPE) are intended to be events organized or hosted by and with the participation of other Heads of State or Government.
66. Over the two days of the Summit, a limited number of HLPE can be accommodated. Each HLPE should not exceed 1 and a half hours (1.5 hr) length.
67. At least two Heads of State or Government should be in attendance. Regrettably, ministers only events will not be accommodated.



68. Events will be in round table and classroom style. In the interest of fairness to all Parties and owing to the limited available space for holding such events rooms, and in accordance with available resources, requests will be allocated on a first come, first served basis.
69. The required form for organizing a HLPE is included in Annex II to this message.
70. Requests for hosting a HLPE should be sent by email to the secretariat at [cophlpe@unfccc.int](mailto:cophlpe@unfccc.int) by **Friday, 21 October 2023**.
71. The secretariat will confirm and provide logistical details, including on interpretation, to respective Party(ies) by **Monday, 9 November 2023**.
72. Access to the HLPE will be by invitation from the host of the event.

## **XII. Arrangements for Bilateral Meetings**

73. Bilateral meeting rooms are available in the VVIP Lounge within the secure zone of the conference site to enable Heads of State or Government to meet bilaterally.
74. Parties are encouraged to make bookings as early as possible as their use is on a first-registered, first-served basis.
75. The bilateral meeting rooms are equipped with lounge furniture for a maximum of 8 persons. Wi-Fi will be available.
76. The UNFCCC secretariat is not in a position to make other arrangements (layout, additional furniture, country flags), including interpretation services for bilateral meetings.
77. The rooms should be left in the same condition as found.
78. Please note that food and drinks are not allowed in any of the conference rooms on the premises, including the bilateral meeting rooms.

### **How to Book a Bilateral Meeting Room**

79. To reserve a bilateral meeting room, the relevant Parties should send an email, as soon as possible and no later than seven days in advance of the preferred meeting date, to [cophosgbilateral@unfccc.int](mailto:cophosgbilateral@unfccc.int) providing details of the meeting.
80. The bilateral meeting room request form, included as an annex to this message, should be completed and signed on behalf of each Party organizing each bilateral meeting. A separate booking form is required for each meeting.
81. Confirmation of the room booking will be provided by email as early as possible, but at the latest two days prior to the meeting. The preferred time of the meeting with first, second, and third choice options should be clearly indicated on the form. Should none of the requested times be available, the UNFCCC secretariat will contact the person indicated on the form.
82. Last-minute requests will be accommodated subject to availability of rooms.
83. To allow for a maximum number of bilateral meetings between participating Heads of State or Government, the use of bilateral meeting rooms is limited to 30 minutes for each booking, which will be strictly implemented. The UNFCCC secretariat thanks Parties in advance for their cooperation.
84. Delegations requiring further information regarding requests for bilateral meeting rooms should email their questions or enquiries to [cophosgbilateral@unfccc.int](mailto:cophosgbilateral@unfccc.int).

### **XIII. Briefings to Advance Teams**

85. Joint briefings by the UNFCCC secretariat in conjunction with United Nations Security and the Government of United Arab Emirates will be organized for Heads of State or Government advance teams concerning facilities, procedures and protocol within United Nations premises. This will include a visit to the venue.
86. A virtual briefing will take place on **9 November 2023**.
87. Information and links to the briefing will be sent in follow up messages and directly to diplomatic missions.
88. **In person briefings only for those Parties whose Head of State or Government is attending the Summit will be held at 10:00 and 14:00 on 19 and 22 November 2023.**
89. In the interest of safety and security, and to provide an efficient and effective briefing, **participation will be limited to two (2) persons from each country.**
90. Further information, including modalities for registration for the advanced teams briefing and days and times assigned to Parties will be communicated to advance teams with participating Heads of State or Government in a follow-up message.
91. Neither the UNFCCC secretariat, the Government of United Arab Emirates, the venue nor other local partners in Dubai are able to support advance visits by individual countries. For security and liability reasons, no visits can take place during the set-up of the conference facilities.

### **XIV. Additional Information**

92. The provisional list of speakers and additional information on the high-level segment and the Summit will be communicated in a follow up message before the start of the Summit.

## **XV. United Nations Focal Points for Arrangements**

UNFCCC Protocol:	Luca Brusa Chief, Protocol and External Relations Grace Smith Deputy Head, Protocol and External Relations <a href="mailto:copprotocol@unfccc.int">copprotocol@unfccc.int</a>
UNDSS:	Safety and Security Chief Kevin O Hanlon <a href="mailto:kevin.ohanlon@un.org">kevin.ohanlon@un.org</a>  VIP Protection Yves Nabet <a href="mailto:yves.nabet@un.org">yves.nabet@un.org</a>
List of Speakers:	Mundiwana Dube Jayne Marquard <a href="mailto:copprotocol@unfccc.int">copprotocol@unfccc.int</a>
High-Level Party Events:	Sarah Klinghammer Daniel Galvan Perez <a href="mailto:cophlpe@unfccc.int">cophlpe@unfccc.int</a>
Bilateral meetings:	Tanushree Sandhu Ekaterina Murtazina <a href="mailto:cophosgbilateral@unfccc.int">cophosgbilateral@unfccc.int</a>
Briefings for advanced teams:	William Otieno Fabio Mancini <a href="mailto:advancedteambriefing@unfccc.int">advancedteambriefing@unfccc.int</a>
Media Liaison:	Alexander Saier Thomas Bahr <a href="mailto:wcasmedia@unfccc.int">wcasmedia@unfccc.int</a>

## **XVI. United Arab Emirates Focal Points for Arrangements**

Protocol:	Please submit your visit service request to: <a href="https://www.mofa.gov.ae/en/Services">https://www.mofa.gov.ae/en/Services</a> . Once your request is submitted, you will be assigned a file holder to answer Protocol enquiries.
Security/Close Protection:	<a href="mailto:cop28-uae@dubaipolice.gov.ae">cop28-uae@dubaipolice.gov.ae</a>
Media Liaison:	<a href="mailto:mediaservices@cop28.com">mediaservices@cop28.com</a>
General logistical enquiries:	<a href="mailto:Shipments@cop28.com">Shipments@cop28.com</a>



**Annex I**



**Heads of State or Government Bilateral Meeting Room Booking Form  
COP 28/CMP 18/CMA 5**

**United Nations Climate Change Conference 2023  
Dubai, United Arab Emirates**

Parties whose Head of State or Government wish to have bilateral meetings on 1 or 2 December 2023, are requested to complete this form **electronically** and email it to the External Relations unit of the UNFCCC secretariat at [cophosgbilateral@unfccc.int](mailto:cophosgbilateral@unfccc.int). **Illegible forms will be rejected.**

Requesting Party I		Participating Party II	
Party		Party	
Title of Head of State/Government		Title of Head of State/Government	
Name of Contact Person		Name of Contact Person	
Title		Title	
Ministry/Department		Ministry /Department	
Telephone		Telephone	
Email		Email	

Signature of the contact person \_\_\_\_\_ Signature of the contact person \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Bilateral meeting room request details, 1 and 2 December 2023			
	Please clearly indicate your preference below with first, second and third options		
Date	1 December		2 December
Time		Time	
09:00 – 09:30		09:00 – 09:30	
09:40 – 10:10		09:40 – 10:10	
10:20 – 10:50		10:20 – 10:50	
		11:00 – 11:30	
14:00 – 14:30		11:40 – 12:10	
14:40 – 15:10		12:20 – 12:50	
15:20 – 15:50			
16:00 – 16:30		14:00 – 14:30	
16:40 – 17:10		14:40 – 15:10	
17:20 – 17:50		15:20 – 15:50	
18:00 – 18:30		16:00 – 16:30	

Please return the completed and signed form to [cophosgbilateral@unfccc.int](mailto:cophosgbilateral@unfccc.int).



## Annex II

### High-Level Party Event Request Form 1 and 2 December 2023

#### United Nations Climate Change Conference 2023 Dubai, United Arab Emirates

Parties whose Head of State or Government wish to host a High-Level Party Event on 1 or 2 December 2023 are requested to complete this form **electronically** and email it to the External Relations unit of the UNFCCC secretariat at [cophlpe@unfccc.int](mailto:cophlpe@unfccc.int). **Illegible forms will be rejected.**

Delegation (Name of Party and Leader hosting event)	
Title of Event	
Date of Event	
Duration (Not to exceed 90 minutes)	
Preferred start time	
Objective/Topics	
Meeting Room Layout / Format	
Number of speakers / panels	
Please list Leaders who will be invited	
Expected size of audience	
Contact Person: <ul style="list-style-type: none"><li>• Name:</li><li>• Email:</li><li>• Phone/Mobile</li></ul>	
Comments/Remarks/Details	

Please return the completed and signed form to [cophlpe@unfccc.int](mailto:cophlpe@unfccc.int).