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MESSAGE TO PARTIES

**United Nations Climate Change Conference
COP 25/CMP 15/CMA 2
Madrid, Spain**

ARRANGEMENTS FOR MONDAY, 2 DECEMBER 2019



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I. Introduction

1. This Message serves as a follow-up to the Message to Parties dated 15 November 2019.
2. The message provides information regarding the COP 25 Heads of State and Government Summit organized by the Government of the Kingdom of Spain on Monday, 2 December 2019, as indicated in the Note Verbale from the Government of Spain to all Embassies and International Organizations on Monday, 26 November 2019.
3. The Note Verbale– in Spanish – is attached for ease of reference. An unofficial version in English is also attached.
4. The President of the Government, His Excellency Mr. Pedro Sánchez, has convened a High-Level Dialogue, at the level of Heads of State and Government, with the aim to gather global leaders to inject political momentum around two of the key priorities for the climate agenda: action and ambition. The draft agenda for the Summit is attached.
5. This High-Level Dialogue aims to provide a space for public, frank and open conversations among leaders in a round table setting as an important contribution for a successful outcome of COP 25. It will not be part of the official proceedings of the COP.
6. **The secretariat would like to inform Parties that the high-level segment for the delivery of national statements will take place from Tuesday, 10 to Wednesday, 11 December 2019. All National statements will be delivered during this time.**
7. **Ministers who had initially registered for the high-level segment on 10 – 11 December, and whose registration was taken over by a registration for their Head of State or Government, will be reinstated in the speakers list for 10 and 11 December 2019 in the order that the registration was received.**

II. Schedule of the events

8. The full schedule of the events on Monday, 2 December will be as follows:

08.00 – 10.00	Opening Plenary of COP 25, CMP 15 and CMA 2
09.00 – 10.30	Arrival and welcome of Heads of State and Government to the Conference Center (<i>Participation only for Heads of State and Government</i>)
10.30– 11.15	Ceremonial Opening of COP 25/CMP15/CMA2
11.30 – 14.00	Heads of State and Government Summit ¹ : General Roundtable
14.15 – 14.30	Family photo
14.30 – 16.00	Official Luncheon for Heads of State and Government, hosted by the President of the Government of Spain. By Invitation only.
15.00	Opening of the Subsidiary Bodies followed by a Joint Plenary for Statements
16.00 – 17:30	Dialogue between Governments and Civil Society (part of the Summit)
18.30 – 20.00	Reception hosted by Their Majesties the King and Queen of Spain at the Royal Palace (<i>by invitation only</i>).

¹ The concept note for the Summit is attached to this communication.

III. Opening of the Conference of the Parties

9. The formal opening of the conference, the election of the President of the Conference, and the Opening Plenary for proceedings for COP 25, CMP 15 and CMA 2 will take place on Monday, 2 December 2019 starting at 8.00 a.m. It will be held in Plenary Baker.
10. The Subsidiary Body for Implementation and the Subsidiary Body for Scientific and Technological Advice will open in the afternoon of Monday, 2 December, followed by a joint plenary for statements from groups of Parties and observer organizations.

IV. Ceremonial Opening of COP 25/CMP15/CMA2

11. The ceremonial opening of COP 25/CMP15/CMA2 will be held in Plenary Loa starting at 10.30 a.m.
12. The ceremonial opening will be presided over by the COP 25 President and will be attended by the President of the Government of Spain, the Secretary General of the United Nations, host country representatives and representatives of the United Nations.
13. A total of four seats per delegation, including the seat of the Head of State and Government, will be made available behind the nameplate of each Party for the ceremonial opening. Limited additional seats will be available at the back of the meeting room.
14. Tickets will be required for access to the ceremonial opening.
15. Distribution of these tickets will be at the Information desk of the conference venue on Sunday, 1 December, between 9.00 am and 6.00 pm and on Monday, 2 December between 7.00 am and 9.00 am. Delegations are requested to pick up and confirm receipt of these tickets on these dates. No tickets will be distributed after this time.
16. After the ceremonial opening of the COP, the Heads of State and Government Summit will begin at 11.30 a.m. with the General Roundtable.
17. The General Roundtable will be held in Meeting Room 27, located in Hall 10 between Plenary Loa and Plenary Baker.

V. Arrival

18. Heads of State and Government will be received by Protocol Officers and escorted to the Lounge reserved for Heads of State and Government and other dignitaries.
19. The formal greeting by His Excellency Mr. Pedro Sánchez, with Heads of State and Government will occur before proceeding to the Plenary.
20. Heads of State and Government will be escorted by liaison officers from the Lounge to the Plenary.

VI. Access to the conference centre on Monday, 2 December 2019

Access to the Ceremonial Opening of the Conference

21. As per the established practice in past COPs, there will be a restricted area while Heads of State and Government and other dignitaries attend the opening of the conference and the Summit. This restricted area is of limited size for security reasons and only participants with

special tickets and badges will be able to access this area. All other conference facilities such as meeting rooms, side event rooms, catering facilities, the participants center, etc., will be accessible to all participants for the entire day.

Distribution of badges and tickets

22. The Liaison Officers appointed by the Government of Spain to aid the participation of visiting Heads of State and Government will be in possession of the lapel pins for them and three (3) secondary passes to allow the entourage to accompany the Heads of State and Government to the Lounge and Plenary.
23. A secondary pass will be provided for the photographer.
24. A different badge will also be provided to allow one member of the entourage to accompany the Heads of State and Government to the Roundtable.
25. In addition to the badges provided to the Liaison Officer, a badge will be provided by the United Nations Department of Safety and Security directly to the personal security officer to accompany their Head of State and Government.
26. Information on collection of tickets for other members of the delegation to attend the opening of the conference and the Summit is included in paragraph 15 above.
27. Please note that the allocation of tickets per delegation is done taking into consideration the safety and security of the participants and the seating capacity of the premises.
28. Representatives who received tickets for the ceremonial opening of the conference are kindly requested to be seated before 10.15 a.m. After the arrival of the Heads of State and Government the doors to Plenary will be closed and access will not be permitted.

Viewing of the events

29. The ceremonial opening of the conference, the General Roundtable in the morning and the Dialogue in the afternoon will be broadcast.
30. Plenary Baker will be made available for seating to follow the ceremonial opening of the Conference and the morning segment of the Summit.

VII. Registration and access arrangements

Registration of Party delegations

31. National Focal Points are reminded to include their Heads of State and Government and any accompanying officials in the on-line registration system in accordance with corresponding national protocol to be listed in the List of Participants as appropriate.

Access to the General Roundtable

32. Following the ceremonial opening of the conference, Heads of State and Government will be invited to proceed to the Roundtable convened by the President of the Government of Spain.
33. Interventions at the Roundtable are open to Heads of State and Government only.
34. One member of the entourage may accompany their Head of State and Government with a secondary pass provided by the liaison officer.

35. The personal photographer and one security officer may also accompany their Head of State and Government to the General Roundtable.
36. Parties not represented by Heads of State or Government will have the opportunity to attend the Roundtable. However due to safety and security of the participants and the seating capacity of the room, only one member per delegation per Party may attend the Roundtable. One seat per delegation will be made available in a free seating setting.
37. One ticket per delegation will be distributed to allow access to the Roundtable.

Family Photo and Official Luncheon

38. Immediately after the General Roundtable, Heads of State and Government will be escorted to the area where the family photo will take place, with the participation of the President of the Government of Spain and the Secretary General of the United Nations.
39. After the family photo, Heads of State and Government will be escorted to an Official Luncheon hosted by the President of Spain.
40. The official luncheon is by invitation only to Heads of State and Government themselves. *No members will be able to accompany their Head of State or Government. Only one personal interpreter will be allowed upon identification and will be seated behind their Head of State or Government. (Security Officers and photographers are to remain outside the luncheon room).*

Dialogue between Governments and Civil Society

41. Following the official luncheon, the Dialogue between Governments and Civil Society, “Enhancing action Together” will take place in Meeting Room 27, located in Hall 10 between Plenary Loa and Plenary Baker.
42. Parties and observers will have the opportunity to attend the Dialogue on a first come, first served basis.
43. However, due to the safety and security of the participants, seating will be limited to the capacity of the room.

VIII. Departure

44. Motorcades will be parked close to the premises to allow Heads of State and Government leave the conference premises at any time.
45. By 5.30 p.m motorcades will be provided to take Heads of State and Government to the reception hosted by Their Majesties the King and Queen of Spain at the Royal Palace. (Heads of delegation other than Heads of State and Government who have also been invited will depart from the premises by private means).

IX. Arrangements for bilateral meetings

46. A limited number of bilateral meeting rooms are available in the Lounge to enable Heads of State and Government to have short meetings with other Heads of State and Government during the Summit.
47. Due to the limited number of these rooms, Parties are encouraged to make booking as early as possible as their use is on a first-registered, first-served basis.

48. The bilateral meeting rooms are equipped with lounge furniture for a maximum of six persons. WiFi will be available.
49. The UNFCCC secretariat is not in a position to change the layout of the room to cater to individual requests for bilateral meetings.
50. The UNFCCC secretariat is also not in a position to facilitate interpretation services for bilateral meetings.
51. The room should be left in the same conditions as found. As in any other room in the conference premises, food and drink are not permitted.

How to book a bilateral meeting room:

52. In order to reserve a bilateral meeting room, the relevant Parties should send an email, at least two days in advance to <copprotocol@unfccc.int> providing details of the bilateral.
53. The bilateral meeting room request form is enclosed and should be completed and signed by both Parties organizing each bilateral meeting. Each bilateral meeting requires a separate booking form.
54. The confirmation of the room will be provided by e-mail as early as possible, but at the latest 24 hours before the meeting.
55. Please clearly indicate on the form your preferred time of the meeting with first, second and third options. In the event that the requested time is not available, the secretariat will contact the person indicated on the form.
56. Last-minute requests will be accommodated subject to availability of space.
57. To allow for a maximum number of bilateral meetings between participating Heads of State and Government during the Summit, bilateral meetings using the bilateral meeting rooms are limited to 30 minutes for each booking, which will be strictly implemented. The secretariat thanks Parties in advance for their cooperation.
58. Requests for longer bilateral meetings should be scheduled via the usual meeting rooms requests for the conference.
59. Delegations requiring further information regarding bilateral requests should send their questions or enquiries to copprotocol@unfccc.int.

X. Security arrangements

General principle

60. 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).

Access to the conference centre for Heads of State and Government

61. Motorcades transporting Heads of State and Government will have direct access via a dedicated gate to a special drop off area located at the North Entrance of the premises.
62. All vehicles will need to comply with the security controls in place.

63. Please note that the names and full details of any Close Protection Personnel (CPP) who are expected to accompany the Heads of State and Government must be submitted to UNDSS by Friday, 29 November, 3 days in advance of the opening of the conference, to the following email address: Security-UNFCCC@unfccc.int.
64. National security officers accompanying Heads of State and Government who require further information or have any questions regarding security should be directed to Chief Jorge Villanueva, UNDSS Chief of Security, at Security-UNFCCC@unfccc.int or jorge.villanueva@un.org.

Drop off area for Ministers, UN heads of agencies

65. All vehicles will be required to comply with security protocols operated by the Spanish Police.
66. Vehicles transporting Ministers, Heads of UN agencies and other VIP officials must be fitted with Decals issued by the UN security
67. Only vehicles fitted with a decal will be allowed access to the VIP/Ministerial Drop Off area.
68. Parties and UN organizations should complete the application form for Decals, attached to this document, in accordance with the instructions included in the forms.
69. At the entrance to the VIP/Ministerial drop off area, passengers of incoming vehicles will be checked to ensure the presence of a Minister/VIP, with a valid conference badge. Access through the Ministerial/VIP entrance will be granted only to passengers accompanying the VIP in the same vehicle.
70. For further information or any questions regarding vehicle access to the premises should be addressed to Security-UNFCCC@unfccc.int.

XI. Media arrangements and services

Accreditation

71. Official government press and/or press accompanying the Heads of State and Government should be registered with the delegation through the online registration system for Parties. Please note that there is no deadline for accreditation for media accompanying Heads of State and Government. Media representatives are required to submit their accreditation application online through the Online Registration System onlinereg@unfccc.int.
72. Online accreditation is the only official channel to obtain registration for the media. The secretariat will not accept applications for media accreditation via any other channel. Details regarding accreditation requirements are available at <https://unfccc.int/process-and-meetings/conferences/un-climate-change-conference-december-2019/press-cop-25>. Should you require additional information or have questions, please email press@unfccc.int.

XII. Interpretation

73. For the Heads of State and Government programme, interpretation from four official languages of the United Nations (Arabic, English, French and Spanish) will be provided.
74. Please note that for all COP, SBI and SBSTA proceedings, interpretation in all six official languages of the United Nations will be provided.

XIII. Briefings to advance teams

75. A collective briefing by the UNFCCC secretariat in conjunction with the United Nations security and the host country will be organized for advanced teams prior to the opening of the conference and Summit.
76. The briefings will be held at the Conference Center at IFEMA on Saturday, 30 November 2019 at 2.00 pm.
77. The meeting will be held in Meeting Room 26, North Conference Centre.
78. Advance teams are requested to send an e-mail – subject “Advance team briefing” to the following e-mail address indicating their date preference to copprotocol@unfccc.int and copied to security-unfccc@unfccc.int

XIV. Focal points for arrangements

Protocol:	Horacio Peluffo Email: copprotocol@unfccc.int Luca Brusa Email: copprotocol@unfccc.int
Security:	Chief Jorge Villanueva Email: security-unfccc@unfccc.int , jorge.villanueva@un.org
Media liaison:	Alexander Saier Email: asaier@unfccc.int

Annex - Bilateral Meeting Room Booking Form - COP 25/CMP 15/CMA 2

Madrid 2019: United Nations Climate Change Conference, 2 December 2019

Parties whose Head of State or Government may wish to have bilateral meetings on Monday, 2 December 2019, are requested to clearly complete this form **electronically** and return it to the secretariat at the e-mail address indicated below. Please note that this form is attached in a separate word file for your convenience. **Illegible forms will be rejected.**

Requesting Party I Information	
Party	
Title of Heads of State and Government	
Name of Contact Person	
Title	
Ministry / Department	
Mobile phone	
Email	

Signature of the contact person _____ Date: _____

Participating Party II Information	
Party	
Title of Heads of State and Government	
Name of Contact Person	
Title	
Ministry / Department	
Telephone	
Email	

Signature of the contact person _____ Date: _____

Bilateral Meeting Room Request Details	
Date	
Time	Please indicate clearly your preference below with 1 st , 2 nd and 3 rd options
14:30 – 15:00	
15:10 – 15:40	
15:50 – 16:20	
16:30 – 17:00	
17:10 – 17:30	

E-mail address: **External Relations Office, Climate Change Secretariat**
CopProtocol@unfccc.int