



MESSAGE TO PARTIES II

**United Nations Climate Change Conference 2021
Glasgow, the United Kingdom of Great Britain and Northern Ireland**

**Arrangements for the World Leaders Summit and the First Part of the High-
Level Segment**

and

Provisional List of Speakers for the First Part of the High-Level Segment

Monday, 1 and Tuesday, 2 November 2021



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WORLD LEADERS SUMMIT

and

FIRST PART OF THE HIGH-LEVEL SEGMENT

I. Introduction

1. The formal opening plenary of the twenty-sixth session of the Conference of the Parties, the sixteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the third session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (COP 26/CMP 16/CMA 3), also referred to as the United Nations Climate Change Conference 2021, in Glasgow, the United Kingdom of Great Britain and Northern Ireland, will begin at **10:00** on Sunday, 31 October 2021, at the Scottish Event Campus.
2. The Prime Minister of the United Kingdom, His Excellency Mr. Boris Johnson, has invited **Heads of State and Government** to participate in the **World Leaders Summit**, which will take place on Monday, 1 November, and Tuesday, 2 November 2021, when the first part of the high-level segment for Heads of State and Government during the Conference will also take place.
3. The invitation signifies the importance for world leaders to deliver concrete actions and credible plans aimed at achieving successful COP goals and coordinated action to tackle climate change.
4. Following the opening ceremony of the World Leaders Summit, led by the Prime Minister of the United Kingdom on 1 November, the high-level segment will begin with the delivery of national statements by Heads of State and Government in parallel plenaries.
5. The high-level segment will be open to Parties and observer States, United Nations organizations and intergovernmental organizations. A limited number of other observer organizations will be able to attend the event, which will also be webcast live.
6. Owing to COVID-19 regulations, only one additional delegate along with the Head of State or Government per Party will be allowed in the plenary for the opening of the World Leaders Summit and the first part of the high-level segment. Observer organizations will also be allowed only two delegates in the plenary.

II. Schedule of events

7. The events on 1 November will be held according to the following schedule:
The leaders are expected to arrive in Glasgow on either Sunday evening or Monday morning.

08:00 – 11:30	Arrival of Heads of State and Government at Conference venue (Blue Zone)
12:00 – 13:00	Opening ceremony for the World Leaders Summit (Plenary Cairn Gorm)
13:00 – 13:30	Natural Break (<i>Heads of State remain in Plenary Cairn Gorm and Heads of Government move to Plenary Pen Y Fan</i>)

13:30 – 13:45	Opening of the First Part of the high-level segments for Heads of State and Government in Plenary Cairn Gorm by COP 26 President. Opening beamed live to Plenary Pen Y Fan
13:45 – 17:00	Delivery of National Statements in Plenary Cairn Gorm and Plenary Pen Y Fan
17:00	Travel to VVIP reception at Kelvingrove Art Gallery and Museum.

8. The events on 2 November 2021 will be held according to the following schedule:

From 08:00	Arrival of Heads of State and Government at Conference venue
09:00 – 13:00	Delivery of National Statements
13:00 – 15:00	Lunch Break
15:00 – 17:00	National Statements
17:00 – 17:30	Closing of World Leaders Summit

9. The formal programme for Heads of State and Government is scheduled to finish on 2 November 2021.

III. World Leaders Summit

10. The opening ceremony of the World Leaders Summit will take place at 12:00 on 1 November 2021 in Plenary Cairn Gorm.
11. National statements will be delivered in parallel in Plenary Cairn Gorm and Plenary Pen Y Fan.
12. In each Plenary room, a limit of two seats per delegation, which includes the seat of the Head of State or Government, will be made available behind the nameplate of each Party. These seats will be available to Parties during all elements of the programme on both days, including any high-level events held in the Plenary rooms. See [link](#) for additional information on the Presidency events during the World Leaders Summit. No additional seats will be available at the back of the room.
13. The Heads of State or Government will receive a lapel pin. The three accompanying delegates in the entourage will receive a colour-coded overlay secondary badge that will allow entry into the VVIP lounge with the leader.
14. Access to Plenary Cairn Gorm for the opening ceremony of the World Leaders Summit will require a lapel pin for the Head of State or Government, a regular delegate's badge for the delegate accompanying the Head of State or Government and two World Leaders Summit Opening Ceremony tickets.
15. Access to the Plenaries **after** the Opening Ceremony of the World Leaders Summit and throughout the COP will require a regular delegate's badge and a secondary colour-coded access card for each plenary.
16. **Parties are encouraged to make the necessary arrangements to collect the regular delegate badges for the entourage and transfer them to the Designated Liaison Officers for handover to the entourage upon arrival.**

17. Each delegation will be issued with a total of four colour coded access cards: two access cards for Plenary Cairn Gorm and two for Plenary Pen Y Fan.
18. The colour-coded overlay secondary badge, colour-coded plenary access cards and tickets for the World Leaders Summit Opening Ceremony are transferable strictly among members of the same delegation.
19. The Head of State or Government lapel pins, the colour-coded overlay secondary badges for the three accompanying delegates in the entourage and World Leaders Summit Opening Ceremony tickets will be distributed to delegations by the Designated Liaison Officers of the Government of the United Kingdom.
20. **For other delegations whose Head of State or Government is not attending the World Leaders Summit**, the four secondary colour-coded access cards for the plenaries will be distributed from the Information Desk at the Conference venue from Thursday, 28 October 2021. Delegations are requested to pick up and confirm receipt of the colour-coded overlay secondary badges.
21. To ensure the attendance of all Parties, Parties are encouraged to be in the Plenary rooms on time for the start of the World Leaders Summit and throughout the two-day programme.

IV. Protocol, online registration, and registration for the first part of the high-level segment

Registration of Party delegations

22. All members of official Party delegations, including Heads of State and Government, should be registered as such through the [online registration system](#).
23. 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.

National statements during the first part of the high-level segment for Heads of State and Government

24. The list indicating the Parties whose Head of State or Government are attending the World Leaders Summit on 1 and 2 November and delivering a national statement was published in the information note dated 18 October 2021. The list was published in alphabetical order and not in the order of delivery of statements.
25. The provisional list of speakers in order of delivery of statements in Plenary Cairn Gorm and Plenary Pen Y Fan is included as Annex I.
26. For any further enquiries, please email copprotocol@unfccc.int.

V. Statements

27. 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 protocol.

28. On 1 November 2021, statements will be delivered in parallel plenaries. Owing to several requests from Heads of States and Government to deliver their national statements on 1 November and considering participation of several Heads of States and Government in high-level events being held in parallel to the delivery of national statements, plenaries will be divided with Heads of State delivering their statements in Plenary Cairn Gorm and Heads of Government delivering their statements in Plenary Pen y Fan.
29. On 2 November 2021, statements will be delivered in Plenary Cairn Gorm and will continue in accordance with information included in paragraph 27 above.
30. Parties are strongly encouraged to ensure their national statements do not exceed a maximum of three minutes.
31. 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, following delivery of the statement in the Plenary. To have statements posted on the UNFCCC website, Parties speaking at the high-level segment on 1 or 2 November 2021 are requested to send an electronic file containing the statement in advance to copprotocol@unfccc.int.
32. Those Parties who will require a teleprompter, please see instructions in Annex III.
33. Parties whose Head of State or Government will not physically be in Glasgow but who would still like to convey their national statement during the World Leaders Summit are able to submit a written statement which will be uploaded to the UNFCCC website on 2 November 2021.
34. Parties who would like to avail of this option should send their statements to the External Relations office at copprotocol@unfccc.int no later than Saturday, 30 October 2021.
35. Please note that Parties who take up this option will not be able to deliver a national statement in the resumed high-level segment on 9 and 10 November 2021.

VI. Modalities for delivery of National Statements

36. All speakers should ensure that they are in the plenary room at least four speakers ahead of the delivery of their national statement. They will be escorted by an usher during the presentation of the previous speaker from the seat of their delegation to a reserved chair close to the podium.
37. Speaking slots for those who are not in the plenary at the time for delivery of their statements will be rescheduled to speak at the end of all statements of the same category.
38. Given the number of Parties and the limited amount of time available for statements, it will be necessary to limit the duration of each statement. Heads of State and Governments are reminded that national statements made during the first part of the high-level segment should not exceed the three-minute limit. To be fair to all speakers, time limits will be strictly enforced.
39. An electronic/mechanical device will be used to mark the three minutes allotted to each speaker. This will allow all speakers to deliver their national statements.
40. Representatives whose full texts exceed three minutes may wish to deliver a shortened version in plenary; the full text of all statements delivered during the high-level segment will be uploaded and made available on the UNFCCC website.

41. Please note that the secretariat is not able to accommodate individual requests for changes in a Party's speaking slot. Parties wishing to make a change in their respective protocol category should arrange to exchange slots with another Party, and both Parties jointly notify the secretariat of the agreement that has been reached by Friday, 29 October 2021.
42. All Parties are kindly requested to provide the Conference Officer in the plenary with 15 copies of their statements in advance to meet the needs of the interpreters and for the Conference records.
43. Should Parties in attendance not wish to speak but prefer only to have their statements uploaded to the UNFCCC website, the secretariat will arrange to have this done and enter the statement in the records of the Conference. Parties interested in taking up this option should communicate their interest in writing prior to the opening of the first part of the high level segment to the External Relations unit at copprotocol@unfccc.int or to the External Relations team, who will be located at the front of the plenary during the first part of the high-level segment.

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 United Kingdom Government.

Security at the World Leaders Summit

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

Access to the Conference site

47. Vehicles transporting Heads of State and Government will have direct access via a dedicated gate to a special drop-off area.
48. All vehicles will need to comply with the security controls in place.
49. National security officers accompanying Heads of State and Government who require further information or have any questions regarding security, should contact Kevin O Hanlon, UNDSS Chief of Security, at security-unfccc@unfccc.int.

VIII. Media arrangements and services

50. 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. Details regarding accreditation requirements are available at <https://unfccc.int/about-us/press-and-media>.

IX. Interpretation

51. Interpretation in the official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be provided.
52. Owing to the large number of requests for interpretation in other languages for the World Leaders Summit, it is no longer possible to rent interpretation booths on a commercial basis.
53. To ensure the quality of interpretation of national statements, 15 copies of each statement should be provided to the Conference Officer in the respective Plenary room as early as possible but at least 30 minutes prior to delivery of the statement.

X. COVID-19 guidance for World Leaders

54. The United Kingdom Government has provided information on COVID-19 measures and will continue to do so in the coming weeks through its diplomatic channels. Kindly note that wider trips or visiting other parts of the United Kingdom before or after COP 26 are discouraged.
55. World leaders will be expected to follow the standard COVID-19 protocols in place, such as wearing masks unless seated, social distancing and hand sanitising.

XI. Arrangements for bilateral meetings

56. Bilateral meeting rooms are available in the VVIP Lounge within the secure zone of the Conference site to enable Heads of State and Government to meet bilaterally.
57. Owing to the limited number of these rooms, Parties are encouraged to make bookings as early as possible as their use is on a first-registered, first-served basis.
58. The bilateral meeting rooms are equipped with lounge furniture for a maximum of 12 persons (in the event of meetings among three Parties) and Wi-Fi will be available.
59. The UNFCCC secretariat is not in a position to make other arrangements (layout, additional furniture, country flags), including interpretation services for bilateral meetings.
60. The rooms should be left in the same condition as found. Adhering to COVID-19 hygiene protocols, the rooms are scheduled to be sterilized after each meeting. Therefore, we kindly ask that the meetings finish on time in consideration of the cleaning team's schedule.
61. Please note that food and drink are not allowed in any of the conference rooms on the premises, including the bilateral meeting rooms.

How to book a bilateral meeting room:

62. In order to reserve a bilateral meeting room, the relevant Parties should send an email, at least three days in advance of the preferred meeting date, to copprotocol@unfccc.int providing details of the meeting.
63. Updated bilateral meeting room request forms, are included as annex II to this message. Forms should be completed and signed on behalf of each Party organizing each bilateral meeting. A separate booking form is required for each meeting.
64. If the form is not signed by all the Parties concerned, the request cannot be considered.
65. 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. In the event that none of the requested times is available, the UNFCCC secretariat will contact the person indicated on the form.

66. Last-minute requests will be accommodated subject to availability of rooms.
67. To allow for a maximum number of bilateral meetings between participating Heads of State and Government during the high-level segment, 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.
68. Delegations requiring further information regarding requests for bilateral meeting rooms should email their questions or enquiries to copprotocol@unfccc.int.

XII. Briefings to advance teams

69. Joint briefings by the UNFCCC secretariat in conjunction with United Nations Security and the United Kingdom Government have been organized for Head of State and Government advance teams concerning facilities, procedures and protocol within United Nations premises.

XIII. United Nations Focal Points for arrangements

UNFCCC Protocol:	Luca Brusa Head, Protocol and External Relations copprotocol@unfccc.int
UNDSS Security:	Chief Kevin O Hanlon security-unfccc@unfccc.int
VVIP and Close Protection:	Yves Nabet yves.nabet@un.org
Health, Fire and Safety:	Richard Chytil richard.chytil@unvienna.org
List of Speakers:	Grace Ann Smith copprotocol@unfccc.int
Media Liaison:	Alexander Saier asaier@unfccc.int

XIV. Further United Kingdom contact details and useful websites

Transport:	majorevents.transport@fco.gov.uk
Media:	majorevents.medialogistics@fco.gov.uk
General logistical enquiries:	majorevents.generalenquiries@fco.gov.uk
Protection:	protocolsecurity@fco.gov.uk
Accommodation contractor:	COP26accommodation@mci-group.com

Annex I

Provisional List of speakers for the first part of the high-level segment for Heads of States and Government

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

The first part of the high-level segment of COP 26/CMP 16/CMA 3 will be held from the afternoon of Monday, 1 and Tuesday, 2 November 2021 and will hear national statements from Heads of State and Government who have registered and confirmed their wish to deliver a statement.

Parties will have only one opportunity to deliver a national statement during the high-level segment.

The list below is the provisional list of speakers who have been confirmed to deliver a national statement. Updated provisional lists will be published by midnight daily until midnight, 1 November 2021.

PROVISIONAL LIST OF SPEAKERS¹

Plenary Cairn Gorm Heads of State Approximately 13:45 – 17:00

His Excellency Mr. Pedro Sánchez Perez-Castejón, President of Spain (*Host of COP 25*)

His Excellency Mr. Mohamed Ould Cheikh El Ghazouani, President of Mauritania

His Excellency Mr. Joko Widodo, President of Indonesia

His Excellency Mr. Wavel John Charles Ramkalawan, President of Seychelles

His Excellency Mr. Emmanuel Macron, President of France

His Excellency Mr. Ali Bongo Ondimba, President of Gabon

His Excellency Mr. Joseph R. Biden Jr., President of United States of America

His Excellency Mr. Juan Orlando Hernández, President of Honduras

His Excellency Mr. Uhuru Muigai Kenyatta, President of Kenya

Her Excellency Mrs. Maia Sandu, President of the Republic of Moldova

His Excellency Mr. Abdel Fattah El-Sisi, President of Egypt

His Excellency Mr. Stevo Pendarovski, President of North Macedonia

His Excellency Mr. Luis A. Arce Catacora, President of Bolivia (Plurinational State of)

His Excellency Mr. Gotabaya Rajapaksa, President of Sri Lanka

His Excellency Mr. Milo Đukanović, President of Montenegro

His Excellency Mr. Faustin Archange Touadera, President of Central African Republic

His Excellency Mr. Emomali Rahmon, President of Tajikistan

His Excellency Mr. Denis Sassou Nguesso, President of Congo

His Excellency Mr. Charles Michel, President of the European Council and Her Excellency Ms. Ursula von der Leyen, President of the European Commission, European Union

¹ This list is a provisional list and is subject to change. The list will be updated regularly and posted on the conference webpage.

His Excellency Mr. Barham Salih, President of Iraq
His Excellency Mr. Guy Parmelin, President of Switzerland
His Excellency Mr. Lazarus McCarthy Chakwera, President of Malawi
His Excellency Mr. Khurelsukh Ukhnaa, President of Mongolia
His Excellency Mr. Ibrahim M. Solih, President of Maldives
His Majesty Abdullah II Ibn Al Hussein, King of Jordan
His Excellency Mr. Laurentino Cortizo, President of Panama
His Excellency Mr. Recep Tayyip Erdoğan, President of Turkey
His Excellency Mr. Mohamed Bazoum, President of Niger
His Excellency Mr. Jae-in Moon, President of the Republic of Korea
His Excellency Mr. Hakainde Hichilema, President of Zambia
His Excellency Mr. George Manneh Weah, President of Liberia
His Excellency Mr. János Áder, President of Hungary

Plenary Pen Y Fan
Heads of Government
Approximately 13:45 – 17:00

His Excellency Prince Mohammed bin Salman Al Saud, Prime Minister of Saudi Arabia
Her Excellency Mrs. Angela Dorothea Merkel, Chancellor of Germany
His Excellency Mr. Abdulhamid M. Aldabia, Prime Minister of Libya
His Excellency Mr. Xavier Bettel, Prime Minister of Luxembourg
His Excellency Mr. Andrew Michael Holness, Prime Minister of Jamaica
His Excellency Kyriakos Mitsotakis, Prime Minister of Greece
Her Excellency Ms. Sheikh Hasina, Prime Minister of Bangladesh
His Excellency Mr. Stefan Löfven, Prime Minister of Sweden
His Excellency Mr. Mohammad Shtayyeh, Prime Minister of State of Palestine
Her Excellency Ms. Kaja Kallasm, Prime Minister of Estonia
His Excellency Mr. Justin Trudeau, Prime Minister of Canada
His Excellency Mr. Josia Voreqe Bainimarama, Prime Minister of Fiji
His Excellency Mr. Janez Janša, Prime Minister of Slovenia
His Excellency Mr. Naftali Bennett, Prime Minister of Israel
His Excellency Mr. Andrej Babiš, Prime Minister of Czechia
His Excellency Mr. Gaston Alponso Browne, Prime Minister of Antigua and Barbuda
His Excellency Mr. Mohamed Beavogui, Prime Minister of Guinea
His Excellency Mr. Abdalla Hamdok, Prime Minister of Sudan
His Excellency Mr. Sher Bahadur Deuba, Prime Minister of Nepal
His Excellency Mr. Pravind K. Jugnauth, Prime Minister of Mauritius
His Excellency Mr. Chinh Minh Pham, Prime Minister of Viet Nam
His Excellency Mr. Irakli Garibashvili, Prime Minister of Georgia

His Excellency Mr. Moeketsi Majoro, Prime Minister of Lesotho
His Excellency Mr. John A. Briceño, Prime Minister of Belize
His Excellency Mr. António Costa, Prime Minister of Portugal
His Excellency Mr. Matuesz Morawiecki, Prime Minister of Poland
His Excellency Mr. Narendra Damodardas Modi, Prime Minister of India
His Excellency Mr. Scott J Morrison, Prime Minister of Australia
His Excellency Mr. Alexander Schallenberg, Federal Chancellor of Austria
His Excellency Mr. Imran Khan, Prime Minister of Pakistan
His Excellency Mr. Askar Mamin, Prime Minister of Kazakhstan
His Excellency Mr. Mario Draghi, Prime Minister of Italy

2 November 2021
Plenary Cairn Gorm

09:00 – 13:00

His Majesty Sheikh Tamim bin Hamad Al-Thani, Emir of Qatar
His Excellency Mr. Umaro Sissoco Embaló, President of Guinea-Bissau
His Royal Highness Prince Albert II of Monaco
His Excellency Mr. Guillermo Lasso Mendoza, President of Ecuador
His Excellency Mr. Aleksandar Vučić, President of Serbia
H.S.H Prince Alois of Liechtenstein
His Excellency Mr. Sadyr Zhaparov, President of Kyrgyzstan
His Excellency Mr. Chandrikapersad Santokhi, President of Suriname
Her Excellency Ms. Samia Suluhu Hassan, President of Tanzania
Her Excellency Ms. Zuzana Čaputová, President of Slovakia
His Excellency Mr. Klaus Werner Iohannis, President of Romania
His Excellency Mr. Mohamed Irfaan Ali, President of Guyana
His Excellency Mr. Gitanas Nausėda, President of Lithuania
His Excellency Mr. Volodymyr Zelenskyy, President of Ukraine
His Excellency Mr. Faure Essozimna Gnassingbé, President of Togo
His Excellency Mr. Hage G. Geingob, President of Namibia
His Excellency Mr. Eglis Levits, President of Latvia
His Excellency Mr. Nicos Anastasiades, President of Cyprus
His Excellency Mr. Alberto Fernández, President of Argentina
His Excellency Mr. Julius Maada Bio, President of Sierra Leone
His Excellency Mr. Sauli V. Niinistö, President of Finland
His Excellency Mr. Ivan Duque, President of Colombia
His Excellency Mr. João Manuel Gonçalves Lourenço, President of Angola
His Excellency Mr. Luis R. Abinader, President of Dominican Republic

His Excellency Mr. Nana Addo Dankwa Akufo-Addo, President of Ghana
His Excellency Mr. Andry Rajoelina, President of Madagascar
His Excellency Mr. Željko Komšić, President of Bosnia and Herzegovina
His Excellency Mr. Surangel S. Whipps, Jr, President of Palau
His Excellency Mr. Carlos Alvarado Quesada, President of Costa Rica
His Excellency Mr. Muhammadu Buhari, President of Nigeria
His Excellency Mr. Felix-Antoine Tshisekedi Tshilombo, President of the Democratic Republic of the Congo
His Excellency Mr. Emmerson Dambudzo Mnangagwa, President of Zimbabwe
His Excellency Mr. Giacomo Simoncini and His Excellency Mr. Francesco Mussoni, Captains Regent of San Marino
His Excellency Mr. Azali Assoumani, President of Comoros
His Excellency Mr. Carlos Manuel Vila Nova, President of Sao Tome and Principe
His Excellency Armen Sarkissian, President of Armenia
His Excellency Mr. Fumio Kishida, Prime Minister of Japan
His Excellency Ms. Mia Amor Mottley, Prime Minister of Barbados
His Excellency Mr. Alexander F. H. De Croo, Prime Minister of Belgium
His Excellency Mr. Keith C. Rowley, Prime Minister of Trinidad and Tobago

15:00 – 17:00

His Excellency Mr. Jonas Gahr Støre, Prime Minister of Norway
His Excellency Mr. Philip Joseph Pierre, Prime Minister of Saint Lucia
His Excellency Mr. Mark Rutte, Prime Minister of the Netherlands
His Royal Highness Prince Salman Bin Hamad Alkhalifa, Prime Minister of Bahrain
His Excellency Mr. Xavier Espot Zamora, Prime Minister of Andorra
His Excellency Mr. Najib Makati, Prime Minister of Lebanon
Her Excellency Ms. Mette Frederiksen, Prime Minister of Denmark
His Excellency Mr. Cleopas Siphon Dlamini, Prime Minister of Eswatini
His Excellency Mr. Micheál Martin, Prime Minister of Ireland
His Excellency Mr. Andrej Plenković, Prime Minister of Croatia
His Excellency Mr. Roosevelt Skerrit, Prime Minister of Dominica
His Excellency Al-sheikh Sabah Al-Khalid Al-Sabah, Prime Minister of Kuwait
His Excellency Mr. James Hame Marape Prime Minister of Papua New Guinea
His Excellency Mr. Edi Rama, Prime Minister of Albania
His Excellency Mr Kausea Natano, Prime Minister of Tuvalu
His Excellency Mr. Philip E. Davis, Prime Minister of Bahamas
His Excellency General Prayut Chan-o-cha, Prime Minister of Thailand
His Excellency Mr. Carlos Agostinho do Rosário, Prime Minister of Mozambique

Her Excellency Ms. Katrin Jakobsdottir, Prime Minister of Iceland

His Excellency Mr. Christophe Joseph Marie Dabire, Prime Minister of Burkina Faso

His Excellency Mr. Stefan Dinchev Yanev, Prime Minister of Bulgaria

His Excellency Mr. Robert Abela, Prime Minister of Malta

His Excellency Mr. Édouard Ngirente, Prime Minister of Rwanda

His Excellency Mr. Aziz Akhannouch, Prime Minister of Morocco

His Excellency Mr. Jose Ulisses De Pina Correia E Silva, Prime Minister of Cabo Verde

His Eminence Cardinal Pietro Parolin, Secretary of State of the Holy See

Annex II

Heads of State and Government bilateral meeting room booking form

Monday, 1 November 2021

United Nations Climate Change Conference 2021 - COP 26/CMP 16/CMA 3 Glasgow, the United Kingdom of Great Britain and Northern Ireland

Parties whose Head of State or Government wish to have bilateral meetings on Monday, November 2021, are requested to complete this form **electronically** and email it to the External Relations unit of the UNFCCC secretariat at copprotocol@unfccc.int. 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 Head of State or Government	
Name of contact person	
Title	
Ministry/Department	
Telephone	
Email	

Signature of contact person _____ Date _____

Participating Party II information	
Party	
Title of Head of State or Government	
Name of contact person	
Title	
Ministry /Department	
Telephone	
Email	

Signature of contact person _____ Date _____

Bilateral meeting room request details, 1 November 2021	
Date	
Time	Please indicate clearly your preference below with first, second and third options
08:30 -09:00	
09:10 – 09:40	
09:50 – 10:20	
10:30 – 11:00	
14:00 – 14:30	
14:40 – 15:10	
15:20 – 15:50	
16:00 – 16:30	

Heads of State and Government bilateral meeting room booking form

Tuesday, 2 November 2021

United Nations Climate Change Conference 2021 - COP 26/CMP 16/CMA 3 Glasgow, the United Kingdom of Great Britain and Northern Ireland

Parties whose Head of State or Government wish to have bilateral meetings Tuesday, 2 November 2021, are requested to complete this form **electronically** and email it to the External Relations unit of the UNFCCC secretariat at copprotocol@unfccc.int. 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 Head of State or Government	
Name of contact person	
Title	
Ministry/Department	
Telephone	
Email	

Signature of contact person _____ Date _____

Participating Party II information	
Party	
Title of Head of State or Government	
Name of contact person	
Title	
Ministry /Department	
Telephone	
Email	

Signature of contact person _____ Date _____

Bilateral meeting room request details, 2 November 2021

Date

Time

Please indicate clearly your preference below with first, second and third options

10:00 – 10:30

10:40 – 11:10

11:20 – 11:50

12:00 – 12:30

12:40 – 13:10

13:20 – 13:50

14:00 – 14:30

14:40 – 15:10

15:20 – 15:50

16:00 – 16:30

Annex III

COP 26 Teleprompter Guidelines

File delivery and format

The file must to be delivered in **Word format** (.doc or .docx)
No other format is compatible with the prompter.

By e-mail, you can send the file to: cop26_prompt@identitygroup.co.uk
Please be precise in subject line: date of speech, country, title. name of speaker,

or via **USB** at the venue (please call UNFCCC contact below)

Please **call** UNFCCC contact below prior to your email or USB delivery.

Time constraints

A minimum of 60 minutes of preparation are required for each speech (*layout, font, space, breaks, etc. ...*)

We recommend the delivery of the script the night before for loading, especially if the file is not in Latin font.

Operator

The operator only speaks English, for other languages, the applicant must provide their **own** operator.

Equipment

The prompter is electrically adjustable, nevertheless, it is better to communicate the height of the guest prior to his/her arrival.

UNFCCC Contact

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