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## MESSAGE TO PARTIES - III

United Nations Climate Change Conference  
Katowice, Poland

Arrangements for the High-Level Segment  
Monday, 3 December 2018



\* **Enclosures**

Registration Form – COP 24/CMP 14/CMA 1.3 High-Level Segment  
Bilateral Meeting Room Booking Form - COP 24/CMP 14/CMA 1.3

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# HIGH-LEVEL SEGMENT

## I. Introduction

1. This Message to Parties III provides updated information regarding the high-level segment on Monday, 3 December 2018 for Heads of State and Government (HoS/G) organized at the invitation of the President of the Republic of Poland, His Excellency Mr. Andrzej Duda.
2. The message is a follow-up to the Message to Parties I dated 18 October 2018 (available at <https://unfccc.int/documents>) on this issue.
3. Parties are reminded that acceptance of the invitation of the President of the Republic of Poland, His Excellency Mr. Andrzej Duda, to the high-level segment is not sufficient to register for and request a speaking slot during the high-level segment. The registration form for the high-level segment is included as Annex I to this message. Parties are requested to complete the form and return it to the indicated e-mail address as soon as possible.

## II. Opening ceremony of the high-level segment

4. The official opening ceremony of COP 24/CMP 14/CMA 1.3 and the high-level segment will take place in Plenary Mazowsze at 10:00 a.m. on Monday, 3 December at the Miedzynarodowe Centrum Kongresowe ([MCK International Congress Centre](#)), Katowice, Poland.
5. The high-level segment will be open to all Parties and observer States, United Nations organizations and intergovernmental organizations, and will be broadcast live via webcast and social media channels. A limited number of other observer organizations will be able to attend the event.
6. A total of four seats per delegation, including the seat of the HoS/G, will be made available behind the nameplate of each Party for the opening ceremony of the conference and the high-level segment. Limited additional seating will be available at the back of the meeting room.
7. Special passes will be required for access and attendance at the opening of COP 24/CMP 14/CMA 1.3 and the high-level segment and to hear statements by HoS/G.
8. Distribution of these special passes will take place at the Information desk of the conference venue between Friday, 30 November and Sunday, 2 December. Delegations are requested to pick up these badges and will be required to confirm receipt .

### III. Schedule of events

9. The full schedule of events for Monday, 3 December is as follows:

09:00 – 09:30	Arrivals of HoS/G to the International Conference Center
09:00 – 09:45	Family Photo
10:00 – 11:20	Official opening ceremony of COP 24/CMP 14/CMA 1.3 and High-Level Segment
11:20 – 11:35	Presentation of the Declaration Just Transition
11:35 – 11:40	People's seat Initiative
11:40 – 18:00	National statements by Leaders <i>(Buffet lunch for heads of delegations will be served from 13:00 – 17:00 in the VVIP Lounge)</i>
18:30	Concert of the Polish National Radio Symphony Orchestra hosted by President of the Republic of Poland, His Excellency Mr. Andrzej Duda
20:00	Transfer to Muzeum Śląskie
20:30	Official dinner hosted by President of the Republic of Poland, His Excellency Mr. Andrzej Duda for the HoS/G
22:30	Departure of HoS/G and delegations to hotels/airport

### IV. Arrival to the conference venue

10. His Excellency the President of the Republic of Poland, His Excellency the Secretary-General of the United Nations, the President of COP 24/CMP 14/CMA 1.3 and the Executive Secretary of the United Nations Framework Convention on Climate Change will welcome HoS/G to the high-level segment at the VVIP entrance of the conference venue. Arriving HoS/G will be escorted directly to the VVIP lounge by protocol officers.

### V. Protocol and registration

#### National statements during the high-level segment

11. The registration for inclusion on the list of speakers for the high-level segment was opened on Friday, 19 October and closed on Monday, 19 November. The list of speakers will be ordered and announced on Tuesday, 27 November on the conference webpage at <https://unfccc.int/katowice/>
12. The list of speakers will be established in accordance with the time of inscription in the list, and reflecting protocol order in accordance with United Nations Framework Convention on Climate Change practice, with Heads of State speaking before Heads of Government.
13. To ensure that all speakers have an opportunity to address the plenaries, statements will be limited to three minutes. Delegations are asked to ensure that **national statements during the high level segment are restricted to three minutes**.

14. The observance of this indication will allow all Head of States and Governments to deliver their national statements, participate actively in the schedule of events and contribute to the smooth flow of the programme for the day in a timely manner.
15. The secretariat calls on the support of all contact persons and speechwriters to consider this important criteria in the drafting and elaboration of the national statements of their respective Head of State or Government.
16. Parties are requested to note that the secretariat is not in a position to accommodate individual requests for changes in a Party's speaking slot. Parties wishing to make a change may wish to exchange slots with another Party. However, both Parties are required to notify the secretariat of any agreement that has been reached. The deadline for making any change to the List of Speakers is 09:30 a.m on Sunday, 2 December.
17. For any further enquiries regarding registration of speakers at the high-level segment, please contact <[copprotocol@unfccc.int](mailto:copprotocol@unfccc.int)>.

### **Registration of Party delegations**

18. National Focal Points are reminded to include their HoS/G and any accompanying officials in the on-line registration system in the corresponding national protocol to be listed in the List of Participants as appropriate.

### **Access to the VVIP lounge**

19. A secondary badges will be provided to the HoS/G and entourage of three persons in total (maximum of four persons) to allow access to the VVIP lounge and secure zone. One photographer and one national security officer will also be allowed access to the VVIP Lounge.

## **VI. Arrangements for bilateral meetings**

20. Three bilateral meeting rooms are available within the secured zone of the conference site to enable HoS/G to meet bilaterally during the high-level segment.
21. Due to the limited number of these rooms, Parties are required to make a booking. Allocation of bilateral meeting room use is made on a strictly first-registered, first-served basis.
22. The UNFCCC secretariat is not in a position to make other arrangements (layout, additional furniture) including interpretation services for bilateral meetings.

### **How to book a bilateral meeting room**

23. In order to book a bilateral meeting room, both the relevant Parties should contact <[copprotocol@unfccc.int](mailto:copprotocol@unfccc.int)> providing details of the bilateral meeting.
24. The bilateral meeting room request form included as annex II should be completed and signed on behalf of each Party to the bilateral meeting. Please clearly indicate on the form your preferred time of the meeting with first, second and third options. In the event that the requested times are not available, the secretariat will contact the person indicated on

- the form. Each bilateral meeting requires a separate booking form. Completed forms must be submitted to [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int) by close of business Thursday, 29 November.
25. Confirmation of the room booking will be provided by e-mail on Saturday, 1 December.
  26. Last-minute requests will be accommodated subject to availability of space.
  27. To accommodate as many bilateral meetings as possible between participating HoS/G during the high-level segment, meetings are limited to 45 minutes for each booking, which will be strictly implemented. The secretariat thanks Parties in advance for their cooperation.
  28. Delegations requiring further information regarding bilateral meeting room requests should send their questions or enquiries to [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int).

## **VII. Security Arrangements**

### **General principle**

29. 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**

30. Vehicles transporting HoS/G will have direct access to a dedicated entrance of the conference center.
31. All vehicles will need to comply with the security controls in place.
32. The UNDSS VVIP Security Coordinator will be the focal point for all Heads of State and Government close protection related matters.
33. National security officers accompanying HoS/G who require further information or have any questions regarding security, should contact the UNDSS VVIP Security Coordinator Mr. Volker Reis, e-mail: [security-unfccc@unfccc.int](mailto:security-unfccc@unfccc.int).

## **VIII. Briefings to advance teams**

34. A briefing by the UNFCCC secretariat, in conjunction with the United Nations Department of Safety and Security, is being organized during the week prior to the opening of COP 24/CMP 14/CMA 1.3 and the high-level segment.
35. Advance teams are requested to send an e-mail with the subject “Advance team briefing – high-level segment” to [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int) and [security-unfccc@unfccc.int](mailto:security-unfccc@unfccc.int) indicating their intention to participate in the briefing.

## **IX. High-level segment focal points for arrangements**

Protocol: Horacio Peluffo  
E-mail: [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int)

Security: UNDSS VVIP Security Coordinator  
E-mail: [security-unfccc@unfccc.int](mailto:security-unfccc@unfccc.int)

List of Speakers: Grace Ann Smith  
E-mail: [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int)

Bilateral meetings: E-mail: [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int)

Media Liasion: Alexander Saier  
E-mail: [asaier@unfccc.int](mailto:asaier@unfccc.int)

Liaison Host Country: Krzysztof Lewandowski  
E-mail: [krzysztof.lewandowski@msz.gov.pl](mailto:krzysztof.lewandowski@msz.gov.pl)

**Annex I Registration Form – COP 24/CMP 14/CMA 1.3**  
**High-level segment – Part I**

**List of speakers during the high-level segment**

Katowice 2018: United Nations Climate Change Conference, **Monday, 3 December 2018**

The speakers list for the high-level segment is open for registration from Friday, 19 October until Monday, 19 November 2018. Parties whose Head of State or Government will attend the event on Monday, 3 December 2018 and deliver a national statement are requested to complete this form electronically and return it to the UNFCCC secretariat. Please note that this form is attached in a separate Word file for your convenience. **Illegible or incomplete forms will be rejected.**

Speaking slots will be communicated in due course. The list of speakers will be set up in the corresponding protocol order.

**Parties are reminded to include their Head of State or Government in the on-line registration system in order for them to be listed as the head of delegation for the conference.**

Party/country \_\_\_\_\_

Name of  
Head of  
State or  
Government

\_\_\_\_\_  
(Mr./Ms.) (First name) (Middle initial) (Last name)

Title

\_\_\_\_\_  
(If available, please include translation in English)

Contact  
person\*

\_\_\_\_\_

Title of  
contact  
person

\_\_\_\_\_

Institution

\_\_\_\_\_

Telephone

\_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of  
the contact  
person

\_\_\_\_\_ Date: \_\_\_\_\_

**E-mail address:** External Relations Office, UNFCCC secretariat  
<[copprotocol@unfccc.int](mailto:copprotocol@unfccc.int)>

\* Contact person should be available to liaise during the event with the UNFCCC secretariat on the agenda of the Heads of State/Government concerning changes to the arrival, list of speakers, and departure procedure.



## **Annex II Bilateral Meeting Room Booking Form - COP 24/CMP 14/CMA 1.3**

Katowice 2018: United Nations Climate Change Conference, **Monday, 3 December 2018**

Parties whose Head of State or Government may wish to have bilateral meetings on Monday, 3 December 2018, are requested to 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 HoS/G	
Name of Contact Person	
Title	
Ministry / Department	
Mobile phone	
Email	

Signature of the contact person \_\_\_\_\_ Date: \_\_\_\_\_

Participating Party II information	
Party	
Title of HoS/G	
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 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> options
<b>12:00 – 12:45</b>	
<b>12:50 – 13:35</b>	
<b>13:40 – 15:25</b>	
<b>15:30 – 16:15</b>	
<b>16:20 – 16:55</b>	
<b>17:00 – 17:45</b>	

E-mail address: **External Relations Office, Climate Change Secretariat**  
<[copprotocol@unfccc.int](mailto:copprotocol@unfccc.int)>