



MESSAGE TO PARTIES

**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**

Monday, 1 November, and Tuesday, 2 November 2021



Registration forms enclosed

Contents

WORLD LEADERS SUMMIT	3
FIRST PART OF THE HIGH-LEVEL SEGMENT	3
I. Introduction.....	3
II. Schedule of events	3
III. World Leaders Summit	4
IV. Protocol and registration for the first part of the high-level segment	5
V. Security and access arrangements.....	6
VI. Media arrangements and services	6
VII. Interpretation.....	6
VIII. Statements.....	7
IX. Additional information	7
X. COVID-19 guidance for World Leaders	7
XI. Arrangements for bilateral meetings	7
XII. Briefings to advance teams.....	8
XIII. High-level segment for Heads of State and Government United Nations Focal Points for arrangements	9
XIV. Further United Kingdom contact details and useful websites	9
Annex I – First Part of the High-Level Segment Registration Form – COP 26/CMP 16/CMA 3 (For Heads of State and Government only).....	10
Annex II – Heads of State and Government bilateral meeting room booking form COP 26/CMP 16/CMA 3.....	11

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 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.
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 – 12:00 Arrival of Heads of State and Government at Conference venue (Blue Zone)
12:00 – 13:00 Opening ceremony (Blue Zone)
13:00 – 17:00 National statements
Early evening travel to VVIP reception at Kelvingrove Art Museum.

8. The VVIP reception hosted by the Government of the United Kingdom for Heads of State and Government is scheduled for the evening of 1 November. Further information will be communicated by the Government of the United Kingdom.
9. The events on 2 November will be held according to the following schedule:

By 08:45	Arrival of Heads of State and Government at Conference venue (Blue Zone)
09:00 – 17:00	National statements
17:00 – 17:30	Closing of World Leaders Summit
10. The formal programme for Heads of State and Government is scheduled to finish on 2 November.

III. World Leaders Summit

11. The opening ceremony of the World Leaders Summit will take place at 12:00 on 1 November.
12. National statements will be delivered in parallel in Plenaries I and II.
13. In each Plenary room, two seats per delegation, including the seat of the Head of State or Government, will be made available behind the nameplate of each Party for the opening ceremony. No additional seats will be available at the back of the room.
14. Special tickets will be required to access and attend the opening of the World Leaders Summit and to hear national statements.
15. For accessing the two Plenary rooms on 1 November, each delegation will receive four tickets (two tickets per Plenary room).
16. On 2 November, national statements will be delivered only in Plenary I. Special tickets will be required to access the plenary.
17. The Heads of State and Government will receive a lapel pin. The three accompanying delegates in the entourage will receive a special badge that will allow entry into the VVIP area with the leader. Only one person from the entourage will be allowed with the required ticket to access the Plenary room with the leader for the opening ceremony and national statements.
18. For delegations that are not represented at the level of Heads of State and Government, four tickets will be issued to gain access to the Plenary rooms under the conditions mentioned above.
19. The Head of State and Government lapel pins will be distributed by the Government of the United Kingdom through the delegation liaison officers. For the other delegation members, the special badges will be distributed from the Information Desk at the Conference venue from Monday, 25 October 2021. Delegations are requested to pick up and confirm receipt of the badges (name and signature required) from this date.

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

Parties are reminded that a letter to the Prime Minister of the United Kingdom, His Excellency Mr. Boris Johnson, accepting the invitation to the World Leaders Summit is not enough to register and request a speaking slot for the first part of the high-level segment for Heads of State and Government. The relevant registration form is included as annex I to this message. Parties are requested to complete the form electronically and return it to the indicated email address as soon as possible.

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

20. The list of speakers was opened for registration on Monday, 6 September 2021, and will close on Friday, 15 October 2021. The registration form for the list of speakers is enclosed in annex I to this message.
21. Parties whose Head of State or Government will attend the World Leaders Summit on 1 and 2 November and wish to deliver a national statement are requested to complete electronically the registration form contained in annex I to this message and return it by email to the UNFCCC secretariat by 15 October.
22. Registration for the list of speakers for the first part of the high-level segment for Heads of State and Government should be done exclusively using this form, which should be emailed to the External Relations unit of the UNFCCC secretariat at copprotocol@unfccc.int.
23. The completed registration form should be sent to the UNFCCC secretariat through the Ministry of Foreign Affairs (as represented by Permanent Missions to the United Nations or Diplomatic Missions in Germany or the United Kingdom) or the national focal point.
24. The UNFCCC secretariat will not accept communications regarding the participation of Heads of State and Government through other sources.
25. For any further enquiries, please email copprotocol@unfccc.int.

Registration of Party delegations

26. All members of official Party delegations, including Heads of State and Government, should be registered as such through the [online registration system](#).
27. 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.

V. Security and access arrangements

General principle

28. 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

29. 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.
30. 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

31. Vehicles transporting Heads of State and Government will have direct access via a dedicated gate to a special drop-off area.
32. All vehicles will need to comply with the security controls in place.
33. 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.

VI. Media arrangements and services

34. 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>.

VII. Interpretation

35. Interpretation in the official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be provided.
36. Parties wishing to have interpretation in other languages for the World Leaders Summit or the entire conference can rent interpretation booths from the general contractor for the Conference on a commercial basis. They would need to provide their own interpreter. For information, please contact Khalid Abdalla Magzoub at KAbdallaMagzoub@unfccc.int.
37. 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.

VIII. Statements

38. 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.
39. Parties are strongly encouraged to ensure their national statements do not exceed a maximum of three minutes.
40. 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 November are requested to send an electronic file containing the statement in advance to copprotocol@unfccc.int.

IX. Additional information

41. The provisional list of speakers and additional information on the high-level segment and World Leaders Summit will be announced in due course before the start of the Summit.

X. COVID-19 guidance for World Leaders

42. 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.
43. World leaders will be expected to follow the standard COVID-19 protocols in place, such as wearing masks unless seated, and social distancing.

XI. Arrangements for bilateral meetings

44. 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.
45. 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.
46. The bilateral meeting rooms are equipped with lounge furniture for a maximum of 12 persons and Wi-Fi will be available.
47. The UNFCCC secretariat is not in a position to make other arrangements (layout, additional furniture), including interpretation services for bilateral meetings.
48. The rooms should be left in the same condition as found. Owing to COVID-19 hygiene protocols, the rooms will be sterilized after each meeting.
49. 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:

50. 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.
51. The bilateral meeting room request form, included as annex II 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.
52. 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.
53. Last-minute requests will be accommodated subject to availability of rooms.
54. 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.
55. 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

56. Joint briefings by the UNFCCC secretariat in conjunction with United Nations Security and the United Kingdom Government will be organized for Head of State and Government advance teams concerning facilities, procedures and protocol within United Nations premises, which will include a visit to the venue. These briefings will take place at 14:00 on Sunday, 24 October, Tuesday, 26 October, and Thursday, 28 October 2021.
57. Neither the UNFCCC secretariat, the United Kingdom Government, the venue nor other local partners in Glasgow 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.

**XIII. High-level segment for Heads of State and Government
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
VIP 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

First Part of the High-Level Segment Registration Form – COP 26/CMP 16/CMA 3 (For Heads of State and Government only)

List of speakers for the first part of the high-level segment, 1 and 2 November 2021 **United Nations Climate Change Conference 2021** **Glasgow, United Kingdom of Great Britain and Northern Ireland**

The speakers list for the first part of the high-level segment for Heads of State and Government will be open for registration from Monday, 6 September, to Friday, 15 October 2021, CET. Parties whose Head of State or Government will attend on Monday, 1 November, or Tuesday, 2 November 2021 and deliver a national statement are requested to complete this form electronically and return it to the External Relations unit of the secretariat at copprotocol@unfccc.int. 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 [Online Registration System](#) in order for them to be listed as the head of delegation for the conference. Completion and submission of the registration form to speak at the first part of the high-level segment and inclusion in the list of speakers does not constitute being registered for the conference.

Party/country _____

Head of State or Government _____

	H.E.	(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:	_____	

* Contact person should be able to liaise with the UNFCCC secretariat on the agenda of the Head of State/Government, changes in the order of speakers during the event, arrival, departure etc.

Please return the completed form to: External Relations Office, UNFCCC secretariat copprotocol@unfccc.int.

Annex II

Heads of State and Government bilateral meeting room booking form
COP 26/CMP 16/CMA 3

United Nations Climate Change Conference 2021
Glasgow, the United Kingdom of Great Britain and Northern Ireland
Monday, 1 November, and Tuesday, 2 November 2021

Parties whose Head of State or Government wish to have bilateral meetings on Monday, 1 or 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	
Date	
Time	Please indicate clearly your preference below with first, second and third options
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	
16:40 – 17:10	
17:20 – 17:50	
18:00 – 18:30	
18:40 – 19:10	