



**COP<sup>28</sup>  
UAE**



# **Observer Handbook for COP 28**

# WELCOME!

Is this your first COP? Are you a seasoned observer?

This UNFCCC handbook\* has been prepared to assist those observers attending a UNFCCC COP for the first time. It is also useful for seasoned observers as the handbook has the key information to follow the COP 28 in a nutshell. You will find some pointers on how to participate effectively and contribute to the UNFCCC process.

We hope this handbook will help you before and during the COP experience and we wish you a fruitful and productive conference.

*Observer Relations Team*

\*This observer handbook is a living document and will get updated as needed.

**Version as of 02 December 2023**



# CODE OF CONDUCT

The organizations of the United Nations system are committed to enabling events at which everyone can participate in an **inclusive, respectful and safe environment**. UNFCCC events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any UNFCCC event.

The Code of Conduct applies to any UNFCCC event, and any other forum organized, hosted or sponsored in whole or part by the UNFCCC wherever it takes place, and any event or gathering that takes place on UNFCCC premises whether or not the UNFCCC is organizing, hosting or sponsoring.

**The Code of Conduct applies to all participants at a UNFCCC event, including all persons attending or involved in any capacity in a UNFCCC event.**

**The heads of delegations are to ensure compliance of the UNFCCC Code of Conduct and UN guidelines for participation by all representatives of their organizations. Possible consequences of infraction are listed in the security guidelines.**



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# UNFCCC OBJECTIVE

The objective of the UNFCCC is to “**stabilize greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system**”.

In pursuit of this objective, the UNFCCC establishes a framework with:



Broad principles,



General obligation,



Basic institutional arrangements,



and an intergovernmental process for agreeing to specific actions over time (including through collective decisions by the Conference of the Parties, and as well as other international legal instruments with more specific obligations – such as the Kyoto Protocol and Paris Agreement)

# WHAT IS A COP?

The **Conference of Parties** (COP) is the supreme decision-making body of the Convention. All States that are Parties to the Convention are represented at the COP, at which they review the implementation of the Convention and any other legal instruments that the COP adopts and take decisions necessary to promote the effective implementation of the Convention, including institutional and administrative arrangements. A key task for the COP is to review the reports submitted by Parties on their GHG emissions and climate action.



## More Background on the COP



The COP meets every year, unless the Parties decide otherwise. The first COP meeting was held in Berlin, Germany in March, 1995. The COP meets in Bonn, the seat of the secretariat, unless a Party offers to host the session. Just as the COP Presidency rotates among the five recognized UN regions – that is, Africa, Asia, Latin America and the Caribbean, Central and Eastern Europe and Western Europe and Others – there is a tendency for the venue of the COP to also shift among these groups.

# OBSERVER ORGANIZATIONS

## UNFCCC COPs PARTICIPANTS

UNFCCC COPs are not open to the public. All participants must be duly accredited. There are three categories of participants at meetings and conferences in the UNFCCC process:

- Representatives of Parties to the Convention and Observer States,
- Representatives of observer organizations,
- Members of the press and media.

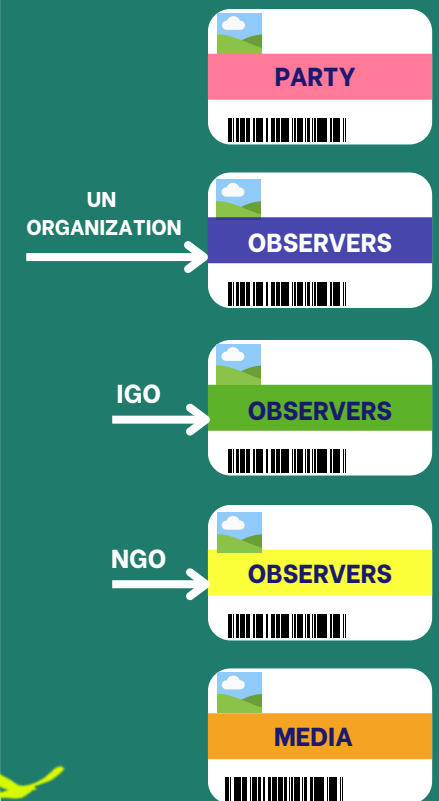
## OBSERVERS

**Observer organizations** are further categorized into three types:

- the United Nations System and its Specialized Agencies,
- intergovernmental organizations (IGOs),
- and non-governmental organizations (NGOs).

IGOs and NGOs can register delegates once they have received observer status. Information on how to receive observer status can be found [here](#).

The different participants are reflected in the color of the badge:



# NGO CONSTITUENCIES

Of the three observer categories in the UNFCCC process, a majority of the NGOs are organized within a constituency system. NGO constituencies in the UNFCCC are loose groups of NGOs with diverse but broadly clustered interests or perspectives.

Each NGO constituency is represented and organized by respective constituency focal points (CFPs). They provide a conduit for the exchange of official information between their constituents and the secretariat. Their contact details can be found [here](#).

The constituencies mirror the 9 Major Groups, established in the Agenda 21 and re-confirmed in the outcomes of the Rio+20 summit (A/RES/66/288 - The future we want):

|  |  |   |
|--|--|---|
| <b>Business and Industry (BINGO)</b>           | <b>Environmental NGOs (ENGO)</b>                         | <b>Farmers</b>                                  |
| <b>Indigenous peoples Organizations (IPOs)</b> | <b>Local government and municipal authorities (LGMA)</b> | <b>Research and independent NGOs (RINGO)</b>    |
| <b>Trade union NGOs (TUNGO)</b>                | <b>Women and gender Constituency (WGC)</b>               | <b>Children and Youth Constituency (YOUNGO)</b> |



In addition to the nine NGO Constituencies, the secretariat recognized additional 'informal NGO groups'. Informal groups are recognized as active groups of admitted observer organizations contributing to the process with particular thematic thrusts that are not visibly or adequately covered by the work of the existing nine NGO Constituencies. They receive certain support from the secretariat during the sessions:

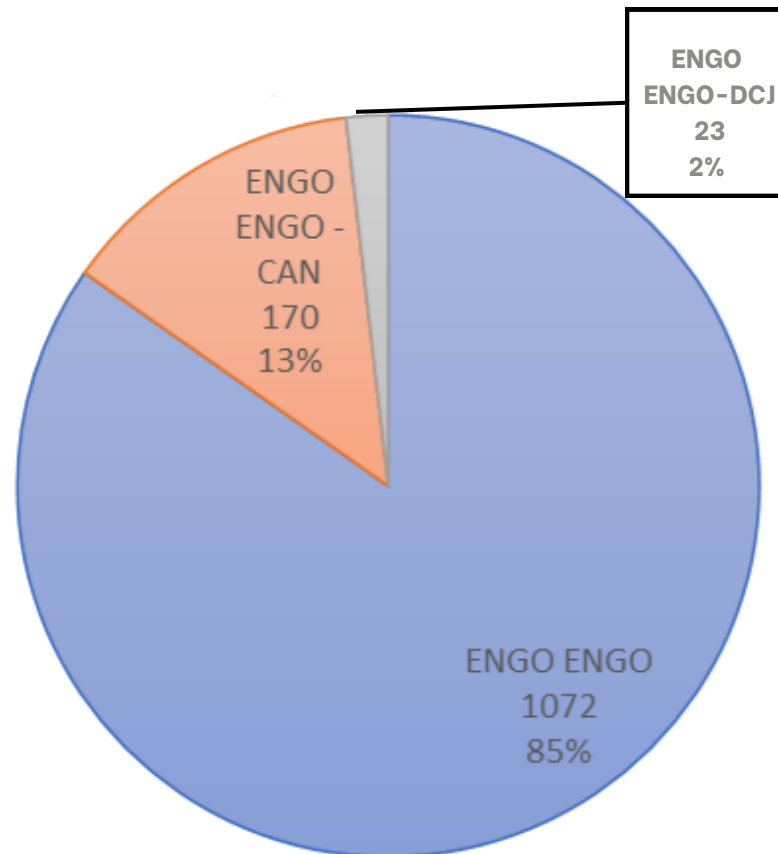
- Faith-Based Organizations,
- Parliamentarians,
- Education and Communications NGOs.

The list of Focal Points is available [here](#).

# NGO CONSTITUENCIES - ENGO

The largest Constituency, ENGO, has been represented by two networks within – Climate Action Network (CAN) and Demand Climate Justice (DCJ). However, the majority of ENGO members are not covered by the two networks as shown below.

## ENGO Constituency Breakdown



Source: UNFCCC Secretariat



# ENGO-CAN

**Description:** Climate Action Network (CAN) as ENGO constituency represents and is a global network of more than 1,900 civil society organisations in over 130 countries driving collective and sustainable action to fight the climate crisis and achieve social justice. CAN convenes and coordinates civil society working on climate at the UN climate talks and other international fora.

**Role:** Provide a platform for civil society organisations working on the issue of climate justice and human rights to represent and make their voices heard within the UNFCCC process

**Contact:** Tasneem Essop, [tessop@climatenetwork.org](mailto:tessop@climatenetwork.org)

# Farmers

**Description:** The Farmers' Constituency represents crop and livestock farmers, horticultural growers, pastoralists, foresters, ranchers, aqua-culturists, farmers organisations and co-operatives, farm workers, family farmers and businesses, women farmers, young farmers, indigenous farmers, landowners, and tenants, in all their diversity producing food, fibre and energy, from smallholder farmers to those managing large areas of land and including agricultural and other NGOs supporting farmers on the ground.

**Role:** Provides the platform for observer organisations working to ensure that farmers' voices are heard within the UNFCCC process.

**Contact:** Ceris Jones, [ceris.jones@nfu.org.uk](mailto:ceris.jones@nfu.org.uk)





# Research and independent NGOs (RINGO)

**Description:** RINGOs do research and analysis to develop strategies addressing both the causes and consequences of global climate change. Delegations in the RINGO Constituency:

- are not-for-profit.
- have committed themselves to address climate change in a constructive manner.
- actively seek ways to reduce greenhouse gas emissions and climate impacts.
- must maintain independent views; it is not expected that all members share the same view on any particular issue but instead provide a range of views.
- work to play a bridging role between science and policy, business and environment, global North and South.

**Role:** Provide a platform for academics, teachers, researchers, think tanks, and other independent NGOs engaging in the UNFCCC.

## **Contacts:**

- Tuck School of Business at Dartmouth: Ms. Tracy Bach: [tracy@ringofocalpoint.org](mailto:tracy@ringofocalpoint.org)
- Washington University in St. Louis: Ms. Beth Martin: [beth@ringofocalpoint.org](mailto:beth@ringofocalpoint.org)



# Trade union NGOs (TUNGO)

**Description:** Trade Union NGO (TUNGO) is the observer grouping representing workers and trade unions and is coordinated by the International Trade Union Confederation (ITUC). The ITUC is the global voice of the world's working people. Its mission is the promotion and defence of workers' rights and interests. A labour focused just transition must secure the future and livelihoods of workers and their communities during the transition to a low-carbon economy, effectively limiting global temperature rises to 1.5 °C. The ITUC represents 200 million workers in 167 countries and territories and has 337 national affiliates.

**Role:** TUNGO provides a platform for the coordination of positions and the participation of workers and trade unions at the UNFCCC negotiations.

**Contacts:** The focal point for TUNGO is Bert De Wel ([Bert.DeWel@ituc-csi.org](mailto:Bert.DeWel@ituc-csi.org))



# Children and Youth Constituency (YOUNGO)

**Description:** YOUNGO is the official children and youth constituency of the United Nations Framework Convention on Climate Change (UNFCCC). YOUNGO is a vibrant, global network of children and youth activists (up to 35 years) as well as youth NGOs, who contribute to shaping the intergovernmental climate change policies and strive to empower youth to formally bring their voices to the UNFCCC processes.

**Mission:** YOUNGO focuses on the following areas: 1) Awareness, Knowledge and Capacity Building 2) Collaboration, Cooperation and Network 3) Policy, Lobby and Advocacy 4) Youth Action.

**Vision:** YOUNGO aims and envisions: 1) A climate-positive and just society living in harmony with nature and the planet; 2) An empowered youth generation, who is driving meaningful, impactful and positive change locally, nationally, and internationally; 3) A UN where youth is sitting at the decision-making tables and is taken seriously

**Services:** The constituency comprises thematic and operational working groups, and also serves as the banner under which Local, Regional, and Global Conferences of Youth are organised. During UNFCCC sessions, YOUNGO provides a platform for young people to mobilise and organise their advocacy collectively. Each year, YOUNGO produces the Global Youth Statement, which compiles insights, expectations and policy proposals from children and youth organisations, as well as individuals and institutions across the globe.

## 2023 Focal Points:

- Hemavathi S Shekhar (shekhar.hemavathis@gmail.com) and
- Xuan Zihan (xuanzihan1@gmail.com)

**The insights presented on this page reflect a self-introduction from Constituencies.**

# REGISTRATION

**All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge.**

## **Who can register**

**Parties to the Convention, United Nations and related organizations and agencies, non-government organizations with observer status and media may register to attend the sessions of the Convention. More information on options for participation is available [here](#).**

## **How to register**

Registration for the conference is managed through the UNFCCC **Online Registration System (ORS)**.

For admitted intergovernmental organizations and non-governmental organizations, the ORS was open for the nomination of participants from 19 June 2023 until 31 July 2023, 23:59 Central European Summer Time (CEST). The ORS will be open for the confirmation of their representatives from 25 August 2023 until 27 November 2023, 23:59 Central European Time (CET).

Notifications on COP 28 registration for Parties and observer States, for United Nations organizations and specialized agencies as well as for admitted intergovernmental organizations and non-governmental organizations, are available [here](#).

Multiple registration for the conference is not permitted (i.e. registration as an observer organization representative and a Party or State representative and/or press/media representative).

# REGISTRATION UPDATES

## Transparency Measures

**The UNFCCC secretariat has introduced updates to the registration of UNFCCC conference participants, with the aim to increase the transparency of participation in the UNFCCC process.**

### **What are the changes?**

- The List of Participants (LoP) that is made public traditionally only contained delegations of Parties and observer organizations. From COP 28 onwards, the LoP will contain all badge types, including Party Overflow, United Nations Overflow, Host Country Guest, Global Climate Action, Press, Courtesy and Temporary Pass badges.
- From COP 28 onwards, the National Focal Points (NFPs) and Designated Contact Points (DCPs) seeking to register delegates will be asked to enter the affiliation and relationship that the nominee holds to the respective nominating entities. The changes have been introduced as part of the registration process which is facilitated through the Online Registration System (ORS).
- The LoP will incorporate the information provided during registration, including the newly introduced fields for relationship and affiliation to nominating entities.
- Media representatives will continue to follow the online accreditation process. From COP28, media representatives will be included in the LoP.

\*Further information can be found [here](#).



# REGISTRATION UPDATES

## Daily Badges and Virtual-only

**To ensure meaningful, inclusive, fair and transparent engagement, UNFCCC has made a few updates to the registration systems for COP:**

A major update to the **daily badge system** has been completed for COP28, now integrated into the process of nominations and confirmations, directly on the main page on Online Registration System (ORS). The new integrated Daily badges process enables observers to attend UNFCCC sessions in a flexible and enhanced manner. Further information can be found [here](#).

The UNFCCC “**Virtual-only**” **registration** in the Online Registration System (ORS) facilitates virtual only (online) access to delegates from Parties and observer organizations by providing access to UNFCCC meetings remotely, provided the meeting is open to the respective delegate and has the possibility for online participation. Detailed information can be found here: [FAQ Virtual-only](#).

# LOGISTICAL INFORMATION

For the most up to date information please refer to the [Information for COP 28 participants](#) list in full. The following list consists of the most frequently asked questions from the COP 28 Briefing for Observers on Logistics, Security, and Code of Conduct:



## ACCOMODATION

COP 28 delegates are urged to book their accommodation as soon as possible. For detailed information on accommodation please refer to the link [here](#).

## TRANSPORT

The Conference venue will be served by the Dubai metro and complemented by a conference shuttle bus system operating between the venue and main hotel zones throughout Dubai. The transport services will be free of charge to all participants.



## VISA

All COP 28 participants traveling from outside the UAE will require a visa, regardless of their national passport. Please consult the COP 28 Presidency website for information on visa [here](#).

## ACCESSIBILITY

The COP 28 venue will be accessible for those with reduced mobility needs. The UAE has published its vision of accessibility and inclusion at COP 28 [here](#).



# LOGISTICAL INFORMATION

## HEALTH, SAFETY AND SECURITY

Information on health regulations in the UAE can be found [here](#).

Information on the COP28 UAE Privacy Policy can be found [here](#).



## INTERPRETATION

Information on interpretation services on a commercial basis is available on the [COP 28 Presidency website](#).

## SUSTAINABILITY

Information on the COP28 UAE Event Sustainability Policy can be found [here](#).



## RESTRICTIONS

The COP 28 Presidency's vision is to allow everyone to express their opinions in a safe and respectful manner.

Please refer to the list of prohibited items on the COP 28 website [here](#).

# LOGISTICAL INFORMATION

## RESOURCES

Free SIM cards will not be provided this year. However, there are ample places across the city to obtain SIM cards for your stay in Dubai.



## MEETING ROOM ASSIGNMENT (MRA)

Meeting room booking requests for the first day of the conference (30 November) can be submitted electronically by downloading, filling and sending the Meeting Room Assignment form by email to [meetingrequest@unfccc.int](mailto:meetingrequest@unfccc.int). As of 30 November, all meeting room booking requests must be submitted in person at the Meeting Room Assignment counter (MRA) located at the venue.



## PRESS CONFERENCES

To reserve the press conference room, please send a completed **press conference request form** to the **UN Climate Change Press Office**. All press conferences are webcast (live and on-demand), unless otherwise noted. More information on press conferences is available **here**.



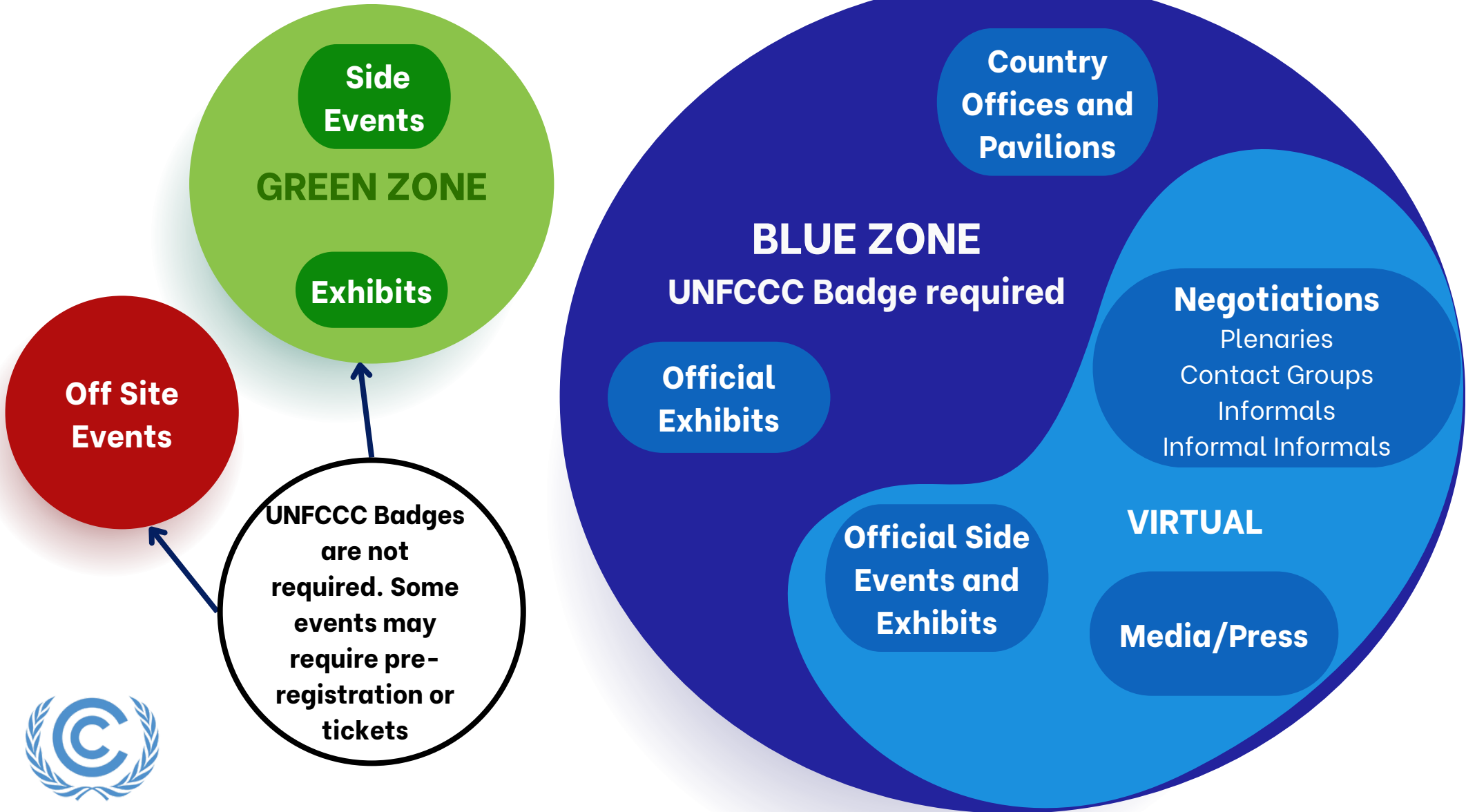
## CATERING

For information concerning food options in Blue Zone make sure to check the food available in the different zones **here**.





# ACCESS TO THE VENUE



# VENUE - Blue zone



\*Up to date information can be found [here](#).

# VENUE - Green zone

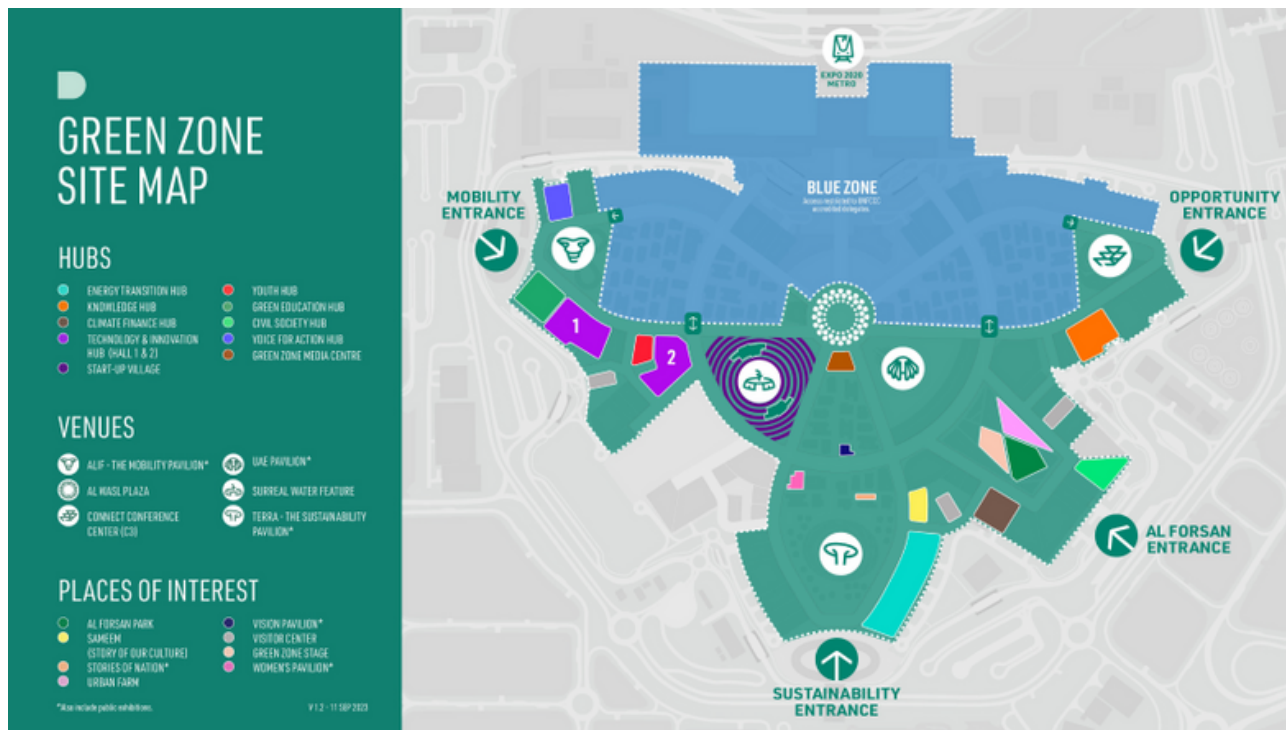
The Green Zone is delivered by the COP's host country (called the Presidency). The Green Zone is located at Expo City Dubai, adjacent to the Blue Zone. The Green Zone will be operational between Thursday, 30 November and Tuesday, 12 December 2023.



The Green zone is a platform where business community, youth, civil and indigenous societies, academia, artists and fashion communities from all over the world can express themselves and their voices would be heard.



It promotes dialogue, awareness, education, and commitments via events, exhibitions, workshops, cultural performances, and talks.



Further information about the Green Zone can be found [here](#).



# COP 28 PLATFORM



The COP 28 platform will be accessible to all registered participants of the UN Climate Change Conference in Dubai. The platform allows participants to watch and join meetings according to badge type, network with other participants, and create self-service online meetings.



If you are a participant, please ensure to login using the email address that you have been registered with for COP 28. Please refer to your email confirmation for further information about the platform.



Please note that by accessing the virtual conference platform, all participants agree to adhere to the Code of conduct for UNFCCC conferences, meetings and events.

Further information about the COP 28 platform can be found [\*\*here\*\*](#).



# COP 28 THEMATIC PROGRAMME

|        |  |           |  |
|--------|--|-----------|--|
| Nov 30 |  Opening Day  | Dec 6     |  Multilevel Action, Urbanization and Built Environment/Transport |
| Dec 1  |  World Climate Action Summit                                  | Dec 7     |  Day of Rest   |
| Dec 2  |  World Climate Action Summit                                  | Dec 8     |  Youth, Children, Education and Skills                           |
| Dec 3  |  Health / Relief, Recovery and Peace                          | Dec 9     |  Nature, Land Use, and Oceans                                    |
| Dec 4  |  Finance / Trade / Gender Equality / Accountability          | Dec 10    |  Food, Agriculture and Water                                    |
| Dec 5  |  Energy and Industry / Just Transition / Indigenous Peoples | Dec 10-11 |  Final Negotiations  |

## CROSS-CUTTING THEMES

Technology and innovation



Inclusion



Frontline communities



Finance



# STAY UP TO DATE



## INFORMATION FOR PARTICIPANTS:

- [Information for COP 28 participants \(A-Z\)](#)
- [Official COP 28 website of the Government of UAE](#)
- [Planning your journey to COP 28, including COP 28 FAQ](#)
- [Schedules and public webcast](#)
- [UNFCCC Interactive Guide](#)



## DAILY PROGRAMME\*

- Official UNFCCC guide to each day's official meetings, events and press briefings.
- Provides an overview of the status of the previous day's negotiations and links to other conference related pages.
- In electronic form to reduce carbon footprint.
- Published each morning on the conference website.
- Consult the CCTV monitors for any last-minute changes and updates.

\*Forthcoming information can be found [here](#).

## DAILY READS

[TWN Climate change updates and briefing papers](#)



[Earth Negotiation Bulletin](#)



[ECO Newsletter](#)



# STAY UP TO DATE

## ANNOUNCEMENTS: THE CCTV MONITORS

- Present all over the venue
- Any changes to the Daily Programme will be shown here.
- Besides the official meetings you will find information on side events, press briefings, etc.

## INFORMATION COUNTER

Both the UNFCCC Information Counter as well as the Distribution Counter will be located in the “Service Hub” along the Al Wasl Avenue, where participants can ask questions and receive their “COP 28 Welcome Gift”.

Left monitor

**Formal Meetings**

Right monitor

**Side events and other activities**



# REGULAR CONFERENCE DAY

Grab a coffee and check the online Daily Programme

9:00

Follow the negotiation meetings. Either on the Platform or in the meeting rooms.

13:00

Back to the negotiation meetings!

18:00

8:00

If you are part of a constituency: Daily Constituencies meetings (1 hour)

10:00

Negotiation meetings break for lunch between 13:00 - 15:00. Go check out various catering option.

15:00

End of formal meetings: use side events and receptions for networking

## Visit Side Events and Exhibits

Check the side events schedule and list of exhibits [here](#) beforehand and select those that are more interesting to you.

## End of formal meetings:

There are various events throughout the day until 20:00. Not only official side events, activities at various hubs and Global Climate Action area coordinated by the secretariat, but also various pavilions. On some days, there are social events which are excellent opportunities for networking. Also, different exhibits are running in the exhibit booth area throughout the conference.

1

2





# CODE OF CONDUCT

UN meetings operate on the principles openness, transparency and inclusiveness, to create an enabling environment for the participation of a diversity of voices and interests. To ensure that Parties can conduct their work and a diverse range of stakeholders can participate in the process effectively, participants are expected to adhere to a number of rules as set out below.

- **Code of Conduct to address harassment at UNFCCC conferences, meetings and events (reporting a complaint** within the code of conduct).
- **Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change.**
- **Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops.**
- **UN Security guidelines related to media actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences .**
- **UN Administrative instruction on Authority of United Nations security officers**



# Sample topics to be aware of in Code of Conduct

- Badges are **non-transferable**. Please be careful of disposing of the badge as it may be stolen for misuse.
- Please ensure the badge is **visibly worn** at all times.
- If UN staff request to **verify identity**, please comply.
- The use of **flags of Parties** is prohibited.
- **Age floor** of participation is 16 in UNFCCC.
- The use of **UNFCCC Logo** requires advance permission.
- Do not block the **movement of participants**.
- Please **cooperate** with the secretariat and UN Security officers.
- **Distribution of information materials** outside the designated areas, such as exhibits, is prohibited.

# WAYS TO ENGAGE

There are many ways for observers to engage during formal sessions of the UNFCCC:

**Follow the negotiations** to provide tailored substantive inputs to Parties, ensure transparency to the workings of a complex intergovernmental process, raise public awareness, and enhance public access to information.



**Showcasing findings**, whereby observer organizations can network and disseminate research findings, lessons learnt from the implementation work on the ground and various messages and stories to a wide audience.

**Side events, exhibits, advocacy actions** are some of the avenues to showcase these. For further information, refer to pages 35 – 39.

Hold **bilateral meetings** with government delegates to share position papers and submissions, and advocate policy perspectives.



# WAYS TO ENGAGE



Develop **position papers and making formal submissions** in response to calls for information and views by negotiating bodies. Information on submissions is available [here](#).

**Townhalls** will provide space for preparing for dialogues and briefings and raising key issues and asking pertinent questions to the Presiding officers and the UNFCCC Executive Secretary. These meetings are usually chaired by one of the NGO constituency Focal Points. During the conference, information on such meetings will be published in the Daily Programme and on the CCTV screens.



At COP **press conferences**, observers can utilize the media's extensive reach to convey their views and advocate for change. This platform is instrumental in shaping public discourse and influencing climate policy on a global stage. More information on press conferences is available [here](#).



## Ways to engage through NGO Constituencies and Informal Groups:

# WAYS TO ENGAGE

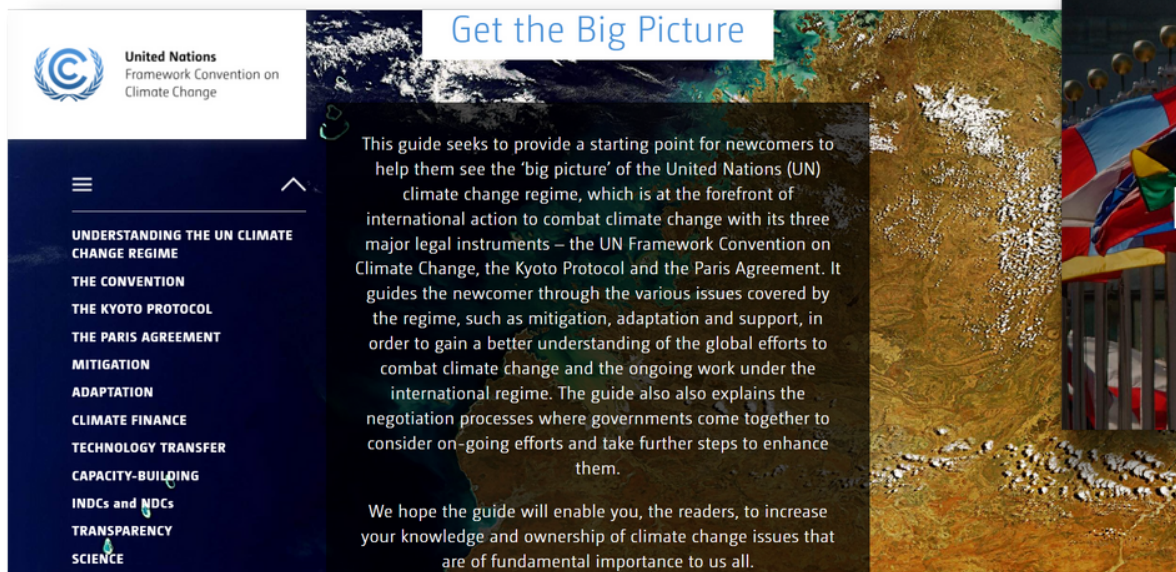
- Attend **daily coordination meetings** of respective Constituencies. Information on such meetings will be published in the Daily Programme\* and on the CCTV screens.
- Make **joint constituency statements** in the plenaries and during the high-level segment addressing the conference with concise and impactful messages from a diversity of voices, channeled through constituencies. Statements may also be provided during **Contact Groups** or **Informal Consultations**, time and Parties permitting.
- Attend **townhall meetings** with NGO Constituencies and high-level representatives, such as COP President, UNFCCC Executive Secretary, Subsidiary Body Chairs, and sometimes the High-level Climate Champions and UN Secretary General. These could be used to raise key issues and ask pertinent issues. Information on such meetings will be published in the Daily Programme\* and on the CCTV screens.
- Attend the **Open Dialogue**, co-organized by NGO Constituencies and the COP Presidency on topics of relevance.
- **Nominate speakers/experts** to speak at UNFCCC mandated events/workshops.



\*Forthcoming information can be found [here](#).

# UNFCCC GUIDE FOR NEGOTIATIONS

- The [UNFCCC interactive guide](#) seeks to provide a starting point for newcomers to help them see the 'big picture' of the UN climate change regime.
- It guides the newcomer through the various issues covered by the regime, such as mitigation, adaptation and support, in order to gain a better understanding of the global efforts to combat climate change and the ongoing work under the international regime.
- It explains the negotiation processes where governments come together to consider on-going efforts and take further steps to enhance them.



|  |
|--|
| UNDERSTANDING THE UN CLIMATE CHANGE REGIME |
| THE CONVENTION                             |
| THE KYOTO PROTOCOL                         |
| THE PARIS AGREEMENT                        |
| MITIGATION                                 |
| ADAPTATION                                 |
| CLIMATE FINANCE                            |
| TECHNOLOGY TRANSFER                        |
| CAPACITY-BUILDING                          |
| INDCs and NDCs                             |
| TRANSPARENCY                               |
| SCIENCE                                    |
| NEGOTIATIONS                               |



# UNDERSTANDING THE CONTEXT OF THE NEGOTIATIONS



Year-long inter-ministerial consultations to develop one national position (x 198 Parties).



Negotiators come to sessions with instructions from the national governments with little leeway to deviate from.



Contentious issues forwarded to the Ministerial consultations (at COPs).



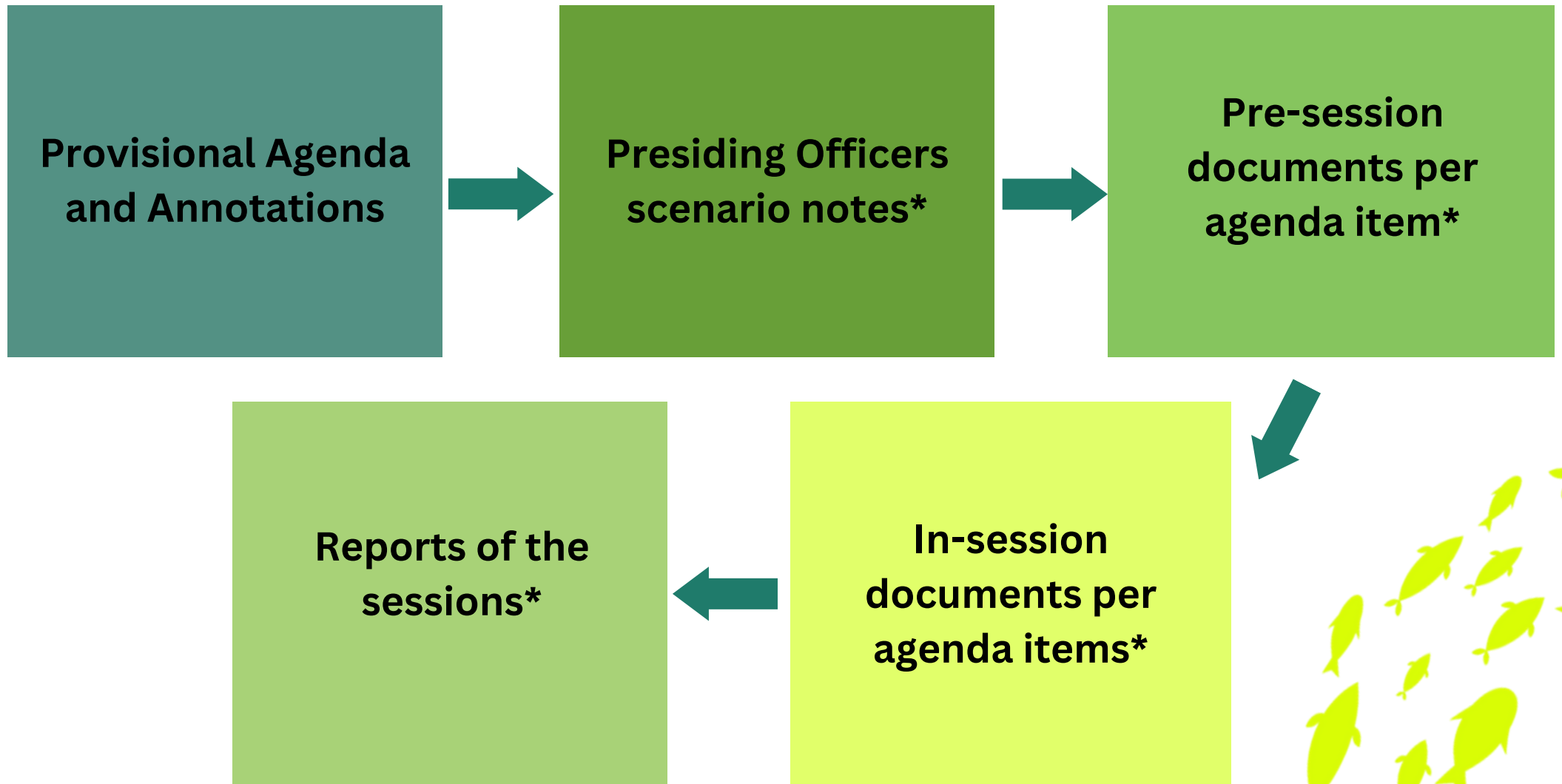
Work in the capitals where the national positions are made.



Observers' intersessional work back home: votes, campaigns, grassroots works, work with local governments and municipal authorities, etc.



# DOCUMENTS



\*The forthcoming documents will be available [here](#)



# DOCUMENTS

**PRE-SESSION DOCUMENTS:** prepared by the UNFCCC secretariat with other entities' assistance prior to the session to facilitate work on a specific agenda item.

**IN-SESSION DOCUMENTS:** draft texts (works in progress) and L documents.

**POST-SESSION DOCUMENTS:** included in the reports of the sessions.

| Document                      | Description   | Language              | Abbreviation                 |
|-------------------------------|---|-----------------------|------------------------------|
| Regular document              | Session reports, provisional agendas, constituted body reports, background documents        | All UN languages      |                              |
| Information document          | Practical data (e.g., list of participants), workshop reports, background documents         | English               | INF                          |
| Technical                     | Detailed background in technical issues   | English               | TP                           |
| Limited distribution document | Draft decisions or conclusions presented to the governing or subsidiary bodies for adoption | All UN languages      | L                            |
| Addendum                      | Addition to any of the above documents  | According to original | Add                          |
| Revision                      | Revision to any of the above documents  | According to original | Rev                          |
| Corrigendum                   | Corrections to any of the above documents   | According to original | Corr<br><small>~~~~~</small> |



# NEGOTIATION MEETINGS

## PLENARY

- Open to observers
- NGO Constituency statements, time permitting

## CONTACT GROUPS (CGs)

- Open to observers “unless at least one third of the Parties present at the session of the Convention body setting up that contact group object and on the understanding that the presiding officers of such contact groups may determine at any time during their proceedings that they should be closed” (Decision 18/CP. 4).
- NGO Constituency statements, time permitting

## INFORMAL CONSULTATIONS (ICs)

- If established by CG: closed but encouraged to remain open
- If established by Plenary: “at least first and the last meetings of the informals may be open”, “recognizing the right of Parties to keep informal meetings closed” (SBI conclusion FCCC/SBI/2011/7, para 167).
- NGO Constituency statements “if time and Parties allow”

## INFORMALS INFORMALS (INF INFS)

- Including drafting groups/spin off groups/Friends of the Chair
- Not open to observers



# ACCESS TO MEETINGS



## FORMALITY OF MEETINGS:

The chart below provides a breakdown of types of meetings and documents.

Open meetings are limited by capacity,

Closed meetings can be opened if Parties decide to do so during the sessions.

**ACCESS TO OBSERVERS:** Open ○ Closed ✕

| Meeting type         | ○<br>OPENING<br>PLENARY | ○<br>CONTACT<br>GROUPS (CG) | ○/✕<br>INFORMAL<br>CONSULTATIONS | ✕<br>INFORMAL<br>INFORMALS | ○<br>CG<br>CONCLUSIONS   | ○<br>CLOSING<br>PLENARY |
|----------------------|-------------------------|-----------------------------|----------------------------------|----------------------------|--------------------------|-------------------------|
| <b>TIMELINE</b>      | <hr/>                   |                             |                                  |                            |                          |                         |
| Documents to consult | PRE-SESSIONAL DOCUMENTS | DELIBERATIONS DRAFT TEXT    | DRAFT TEXT                       | DRAFT TEXT                 | L DOCUMENT (STILL DRAFT) | ADOPTION OF L DOCUMENT  |



# MEETING ROOMS AND SEATING ARRANGEMENTS PROTOCOL

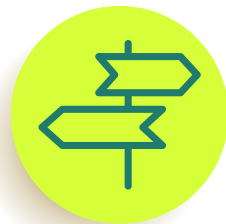
## Implications of the Party-driven nature of the UNFCCC process in terms of meeting rooms:



If the room is full, Party representatives have the priority, and the secretariat consults the co-facilitators to try and arrange for some representation of observers. The secretariat consults the co-facilitators to try and arrange for some representation of observers, such as tickets through NGO Constituencies.



When negotiations or Party meetings and NGO meetings are booked back-to-back, and the former runs over time, NGO meeting organizers are kindly requested to contact Meeting Room Assignment (MRA) counter and not disturb the negotiations or Party meetings directly. The MRA team will provide support.



In the event that the meeting room you have booked is required for urgent negotiation meetings at short notice, you may be provided with an alternative solution.



# MEETING ROOMS AND SEATING ARRANGEMENTS PROTOCOL

## Implications of the Party-driven nature of the UNFCCC process in terms of seating arrangements:



Party representatives must be able to sit at the table.



Default: Observers are to sit in the back rows. When you are allowed to speak, please find a seat with a mic that is free.



Occasional exceptions, depending on the co-facilitators and on the nature of the agenda items requiring observer inputs: observers might be invited to sit at the table after all Parties have taken their seats.



# MAKING INTERVENTIONS

Observers are often invited by the Presiding Officers to make interventions at the opening, stock-taking and closing plenaries - time permitting. Sometimes, co-chairs of CGs might invite observers to make interventions at the end of the CGs, if time and Parties allow for it.



If your constituency wishes to speak on a particular agenda item, approach the secretariat support team present in the room at the beginning of the CG / IC, and they will ask the Co-Facilitators to explore the possibility.



If the Co-Facilitators ask the Parties and no objection is raised, and only if time remains after all Parties have spoken, observers will be given the floor. In this case representatives of the 9 NGO constituencies have the priority, followed by other observers.



Parties are increasingly open to hearing observer statements in CGs and ICs.



# ENGAGING BEYOND COP

There are many ways to engage in UNFCCC processes after COP:



Make written submissions on agenda items where Parties have requested observer inputs. You can find the submission portal [here](#).



Follow the meetings of the Constituted Bodies for in-depth discussions and understanding Parties' positions on the issues at hand.



Prepare concrete textual bridging proposals that reflect the on-going discussions and help resolve the difficulties. Share them with Parties during your bilateral meetings.



Join voices together with other groups rather than working in isolation.





# SIDE EVENTS AND EXHIBITS



Organized by observer organizations, Parties partnering with observers, side events and exhibits are a popular mode of observer engagement at COPs.

360 joint side events and 160 exhibits are selected from 1,300 and 400 applications respectively, particularly those proposals by developing country observers.

They will cover the following issues:

1. **Mitigation, including response measures**
2. **Adaptation, including loss and damage**
3. **Means of implementation and support**
4. **Integrated and holistic approaches**
5. **Other unique perspectives related to UNFCCC.**

## Did you know?

The SBI recognized side events and exhibits as an **essential part of the UNFCCC process** and an important tool for engaging observers in knowledge-sharing, networking and the exploring of actionable options for meeting the climate challenge. (FCCC/SBI/2014/8, paragraph 224).



Source: UNFCCC secretariat

**Is your organization involved in organizing a side event or an exhibit?**

Check the [home page of SEORS](#) for the most up-to-date logistical information.



Source: UNFCCC secretariat



# SIDE EVENTS AND EXHIBITS

[COP 28 Side Events schedule](#)

[How to attend COP 28 side events](#)

[COP 28 Exhibits schedule](#)

[How to attend COP 28 exhibits](#)

Side events and exhibits will be running every day (except Thursday, 7 December, the rest day!) from **Friday, 1 December**, to **Monday, 11 December**.

To avoid thematic clashes, most of the **side events** falling under the topics of the COP 28 Presidency thematic days, are **not** allocated on those days. Instead, they are grouped into “thematic clusters“ and are assigned slots **on the day prior to the thematic day** and **on the day after the thematic day**.

| Date                       | Friday, 1 December | Saturday, 2 December                | Sunday, 3 December                                 | Monday, 4 December   | Tuesday, 5 December  | Wednesday, 6 December  |
|----------------------------|--------------------|-------------------------------------|--|--|--|--|
| COP 28 thematic days       | no thematic day    | no thematic day                     | Health / Relief, Recovery and Peace                | Finance / Trade / Gender Equality / Accountability         | Energy and Industry / Just Transition / Indigenous Peoples         | Multilevel Action / Urbanization and Built environment / Transport |
| Side event thematic tracks | no thematic tracks | Health / Relief, Recovery and Peace | Finance / Trade / Gender Equality / Accountability | Health / Relief, Recovery and Peace                        | Finance / Trade / Gender Equality / Accountability                 | Energy and Industry / Just Transition / Indigenous Peoples         |
|                            |                    |                                     |  | Energy and Industry / Just Transition / Indigenous Peoples | Multilevel Action / Urbanization and Built environment / Transport | Youth, Children, Education and Skills                              |

| Date                       | Friday, 8 December   | Saturday, 9 December                  | Sunday, 10 December      | Monday, 11 December      |
|----------------------------|--|---------------------------------------|--------------------------|--------------------------|
| COP 28 thematic days       | Youth, Children, Education and Skills                              | Nature, Land Use, Oceans              | Food, Agriculture, Water | no thematic day          |
| Side event thematic tracks | Multilevel Action / Urbanization and Built environment / Transport | Youth, Children, Education and Skills | Nature, Land Use, Oceans | Food, Agriculture, Water |
|                            | Nature, Land Use, Oceans   | Food, Agriculture, Water              |                          |                          |

# ADVOCACY ACTIONS

Inside the conference venue, advocacy actions by admitted observers can be facilitated upon request and after confirmation by the UNFCCC secretariat.



Admitted organizations are required to submit a request (through [cool@unfccc.int](mailto:cool@unfccc.int)) by 15:00 local time the day prior. For advocacy actions planned on Friday, 8 December the deadline to submit the form is at 3 pm on Wednesday, 6 December.



United Nations Department of Safety and Security (UNDSS) and secretariat staff must be present during the action to ensure the safety and security of all participants. Trust relationship between NGO colleagues, the secretariat and UNDSS colleagues is vital.



Any advocacy actions outside the blue zone, are under the sole jurisdiction of the host country.



Source: UNFCCC secretariat



Source: UNFCCC secretariat



Source: UNFCCC secretariat

# ADVOCACY ACTIONS

## Clearance Process

29 November 2023

The day before



On the day



**WALK THROUGH**

**REQUEST LATEST BY 10:00**

**SECRETARIAT CLEARANCE**

**UNDSS CLEARANCE**

**AUTHORIZED ACTION**

- NGOs interested & available
- UN Department for Safety and Security
- UNFCCC secretariat

- Form to fill in
- Consultations
- Guidelines

- Political sensitivity
- Logistical arrangements
- Web/Media announcement
- Guidelines

- Safety and security
- Guidelines

- Staff presence
- Agreed time and content
- Guidelines
- Talk to secretariat staff, if any issues



**COP28**  
**UAE**



# We wish you a productive conference!

For more information please visit the Non-Party  
Stakeholder web pages or contact us at  
[cool@unfccc.int](mailto:cool@unfccc.int)



#### **UNFCCC Negotiator App**

The free Negotiator App gives you essential information about the UN Climate Change Talks.



#### **UN Climate Change App**

This app will give you quick access to information about the UN Climate Change process and associated events.



#### **X (previously Twitter)**

**@UNFCCC**  
**@simonstiell**



Apple phones



Android phones