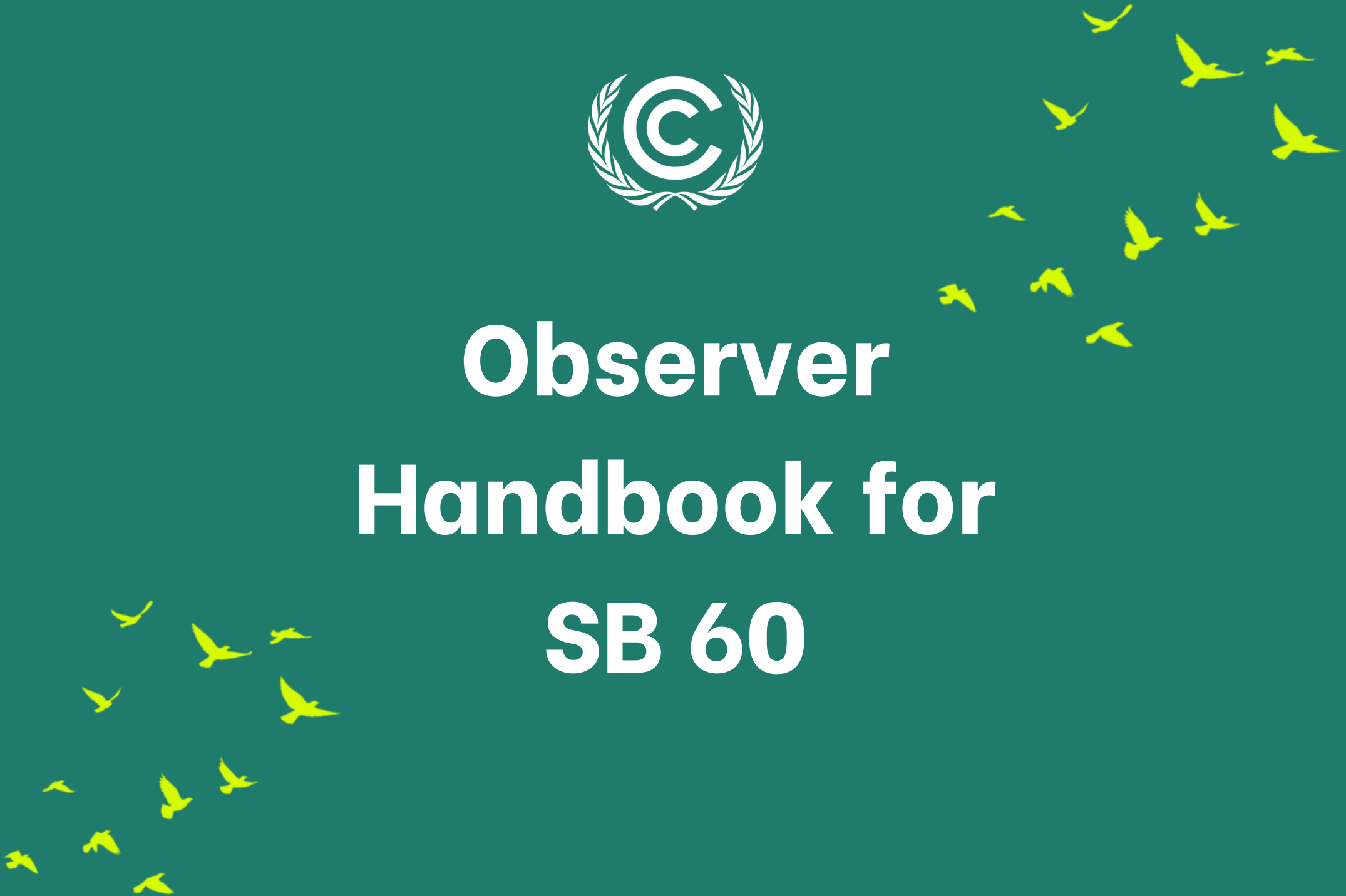




# Observer Handbook for SB 60



# WELCOME!

Is this your first UNFCCC Session? Are you a seasoned observer?

This UNFCCC handbook\* has been prepared to assist those observers attending a UNFCCC Session for the first time. It is also useful for seasoned observers as the handbook has the key information to follow the SB60 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 UNFCCC session 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 11 April, 2024**



# 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.**



# CONTENT

## 1 BACKGROUND

- UNFCCC Objective
- What are SBs?
- Observer Organizations
- NGO Constituencies

## 2 INFORMATION TO PREPARE

- Registration
- Registration Updates
- Logistical Information
- Venue
- Stay up to Date
- Regular Conference Day

## 3 CODE OF CONDUCT

## 4 ENGAGEMENT OPPORTUNITIES

- Ways to Engage
- UNFCCC Guide for Negotiations
- Understanding the Context of Negotiations
- Documents
- Negotiation Meetings
- Access to Meetings
- Meeting Rooms and Seating Arrangements Protocol
- Making interventions
- Engaging Beyond COP
- Side Events and Exhibits
- Advocacy Actions



# 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 ARE SBs?



The Convention, the Kyoto Protocol, and the Paris Agreement established three governing bodies: the COP for the Convention, the CMP for the Kyoto Protocol and the CMA for the Paris Agreement. The Bureau of the COP, the CMP and the CMA supports the work of the governing bodies. The UNFCCC secretariat provides organizational support and technical expertise.

Two permanent **subsidiary bodies (SB)** – the SBSTA and the SBI – assist the governing bodies.

## **Subsidiary bodies**

### **Subsidiary Body for Scientific and Technological Advice (SBSTA)**

The SBSTA assists the governing bodies through the provision of timely information and advice on scientific and technological matters as they relate to the Convention, the Kyoto Protocol and the Paris Agreement. In addition, the SBSTA cooperates with relevant international organizations on scientific, technological and methodological questions.

### **Subsidiary Body for Implementation (SBI)**

The SBI assists the governing bodies in the assessment and review of the implementation of the Convention, the Kyoto Protocol and the Paris Agreement. In addition, the SBI considers the biennial work programmes for the secretariat, which provide the strategic direction on how the secretariat can best serve the Parties and the UNFCCC process.



# OBSERVER ORGANIZATIONS

## UNFCCC PARTICIPANTS

UNFCCC Sessions 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.

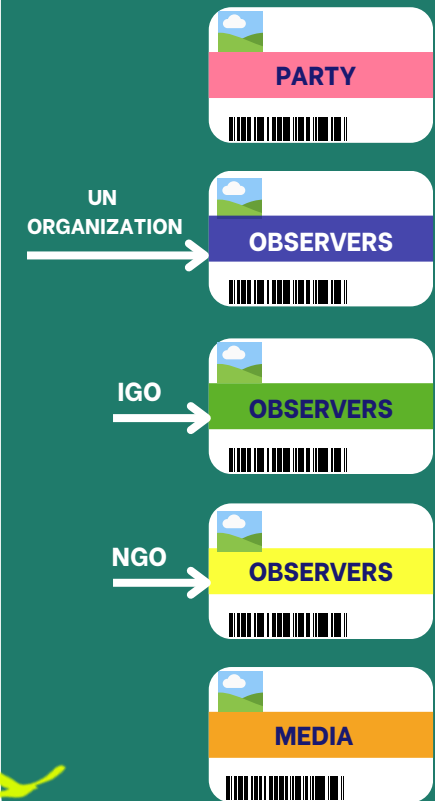
## OBSERVERS

**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>



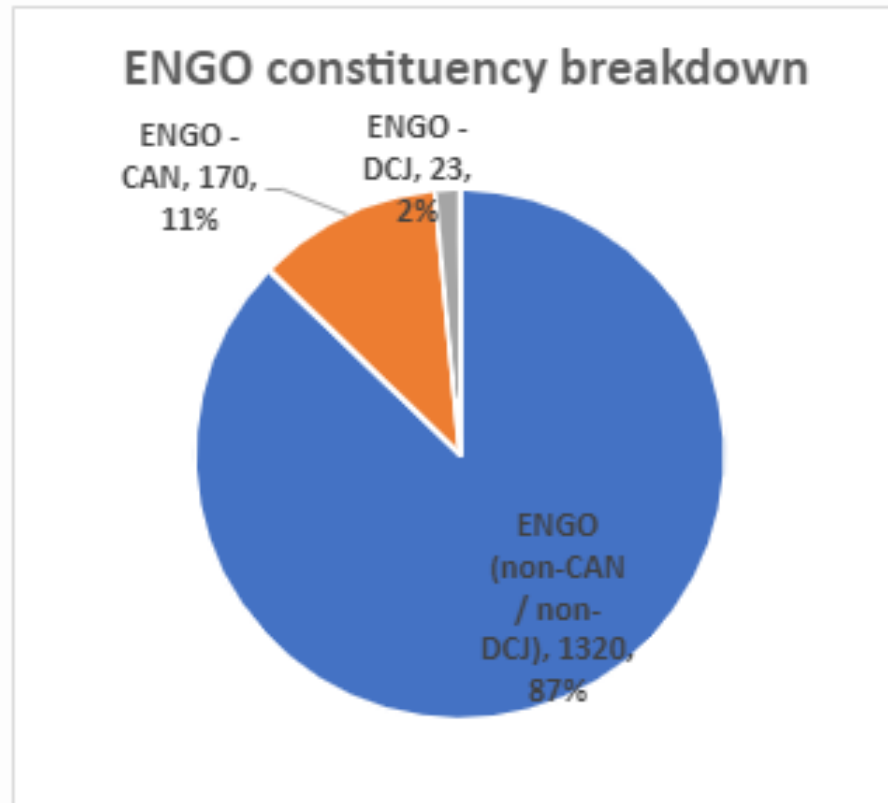
In addition to the nine NGO Constituencies, the secretariat recognized additional 'informal NGO groups'. Informal groups are recognized as active groups of admitted observer organizations contributing to the process with particular thematic thrusts that are not visibly or adequately covered by the work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



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.

**Contacts:** Ceris Jones, [ceris.jones@nfu.org.uk](mailto:ceris.jones@nfu.org.uk);  
Francesco Brusaporco, [francesco.brusaporco@wfo-oma.org](mailto:francesco.brusaporco@wfo-oma.org)



# 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:**

- Washington University in St. Louis: Ms. Beth Martin: [beth@ringofocalpoint.org](mailto:beth@ringofocalpoint.org)
- Ms. Melissa Low E-mail: [melissa.low@nus.edu.sg](mailto:melissa.low@nus.edu.sg)



# 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.

## 2024 Focal Points:

- Romie Niedermayer (romie.niedermayer@klimadelegation.de)
- Mashkur Isa (mashkur.isa@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.**

## **How to register**

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

The deadline for the nomination of participants representing IGOs and NGOs has closed. The ORS is now open for the confirmation by IGOs and NGOs of their representatives from 9 April 2024 until 2 June 2024, 23:59 Central European Time (CET). Nomination and confirmation deadlines will be applied strictly as the secretariat is not able to process late nominations or confirmations.

Notifications on SB 60 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).

Please note that it is imperative that a **correct and unique email address** be provided for each participant for the swift processing of registration confirmations

# 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. As of COP 28, the LoP contains all badge types, including Party Overflow, United Nations Overflow, Host Country Guest, Global Climate Action, Press, Courtesy and Temporary Pass badges.
- As of COP 28, 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. AS of COP28, media representatives will be included in the LoP.

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



# REGISTRATION UPDATES

## Daily Badges and Virtual-only

### **Daily Badges for IGOs and NGOs:**

For SB 60, integrated **daily badges** will be available to IGOs and NGOs. Additional information can be found **here**. The deadline for confirmation of delegates is June 2, 2024, at 23:59 hrs (CET).

### **Virtual-only participation:**

Due to financial constraints, it is unfortunately not possible to provide a virtual platform to enable registered participants to access UNFCCC meetings remotely for SB 60. However, plenary meetings will be webcast and are accessible via a link provided on the [UNFCCC meetings webpage](#).

# LOGISTICAL INFORMATION

For the most up to date information please refer to the [Information for SB60 participants](#) list in full. The following list consists of the most frequently asked questions for SB60:

## ACCESSIBILITY

The venue is easily accessible for visitors with mobility difficulties and accessibility needs. Further information can be found [here](#).



## ACCOMMODATION

The local tourism board, Tourismus & Congress GmbH Region Bonn, in association with the City of Bonn, provides information on regional hotels and local public transportation. Further information on how to book a hotel in Bonn is available [here](#). Please note that bookings via this page come with a free ticket for local public transport during the dates of SB 60. For detailed information on accommodation please refer to the link [here](#).



## BONN INFORMATION

Information about Bonn, including transportation, tourist information, and postal services, can be found [here](#). Information on arriving in Bonn and getting to the UN Campus and WCCB can be found [here](#).



# LOGISTICAL INFORMATION



## CATERING

Information on catering services in the venue can be found [here](#).

## HEALTH, SAFETY AND SECURITY

Information on health, safety and security can be found [here](#).



## MEETING ROOM ASSIGNMENT (MRA)

Meeting rooms can be booked by Parties and observer organizations free of charge for slots of up to 55 minutes between 8:00 and 17:55 hrs.

Kindly note that requests for **meetings to be held on the first day** of the conference (3 June) will be accepted electronically from **20 May to 2 June 2024**. Completed MRA forms (link will be provided in due course) may be sent by email to: [meetingrequest@unfccc.int](mailto:meetingrequest@unfccc.int).



## MOBILE APP

The official UNFCCC mobile app can be downloaded [here](#). It offers access to key information about the conference including agendas, documents, meeting schedules, an interactive venue map and digital participation information.

Detailed information on the official UNFCCC mobile app can be found [here](#).



# LOGISTICAL INFORMATION

## PRESS AND MEDIA

All information relevant to media representatives, including media accreditation, press conferences, and interview requests, will be published [here](#) as it becomes available. For more information on SB 60, please bookmark the [conference landing page](#).



## SOCIAL MEDIA AND PHOTOS

Along with live webcast, social media community tools such as [X](#), [Facebook](#), [Instagram](#), [LinkedIn](#), [TikTok](#) and [YouTube](#) enable virtual engagement with SB 60. Further information can be found [here](#).

## SUSTAINABILITY

The World Conference Center Bonn is implementing several measures to enhance its sustainability. Further information is available [here](#).



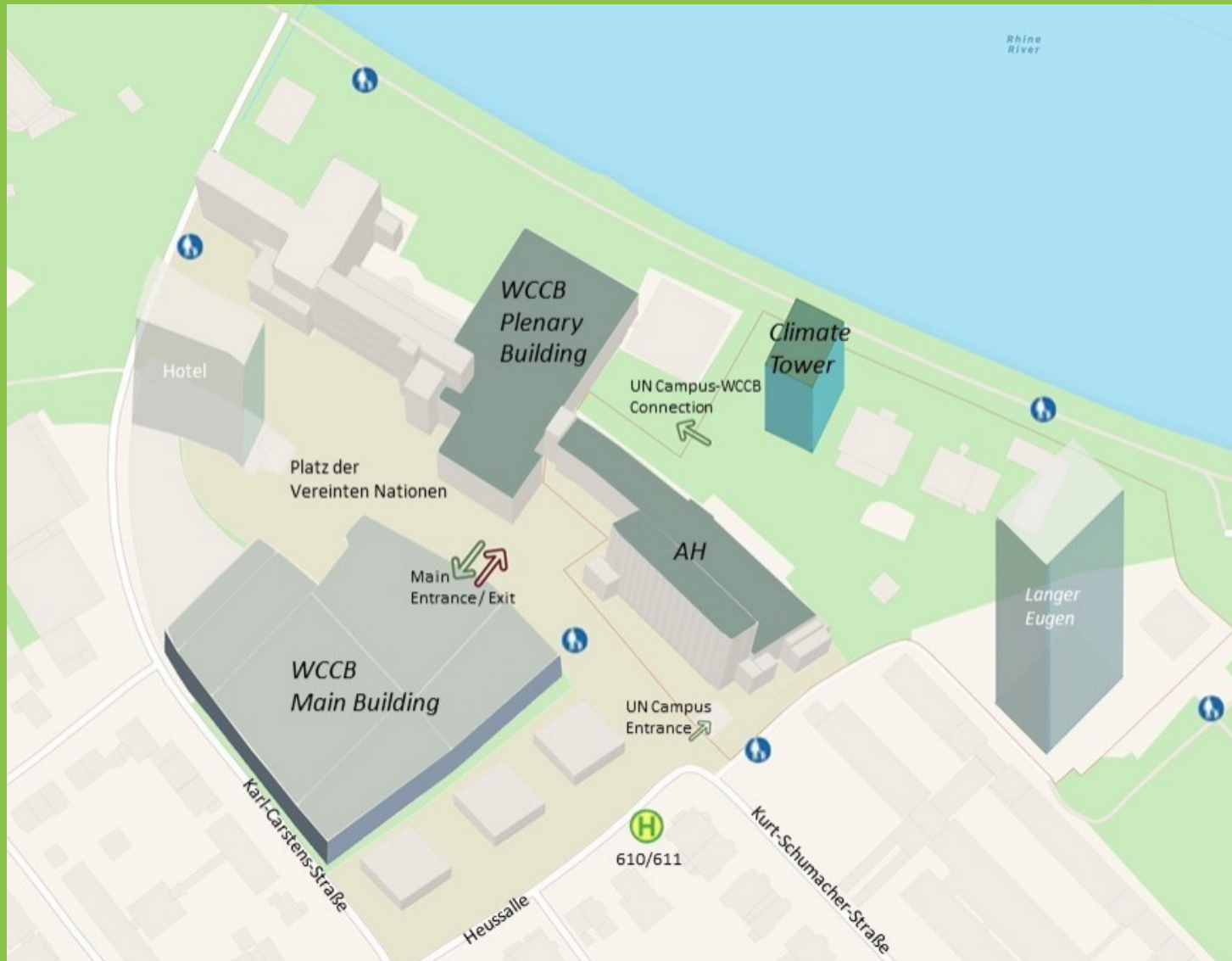
## VISA

All foreign delegates entering Germany must have a valid passport. Participants requiring a visa are strongly encouraged to contact the appropriate consular authorities as soon as possible. Further information can be found [here](#).



# VENUE

## World Conference Center Bonn



Information on the venue is available on the website of the [World Conference Center Bonn \(WCCB\)](#).

# STAY UP TO DATE



## INFORMATION FOR PARTICIPANTS:

- [Information for SB 60 participants \(A-Z\)](#)
- [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

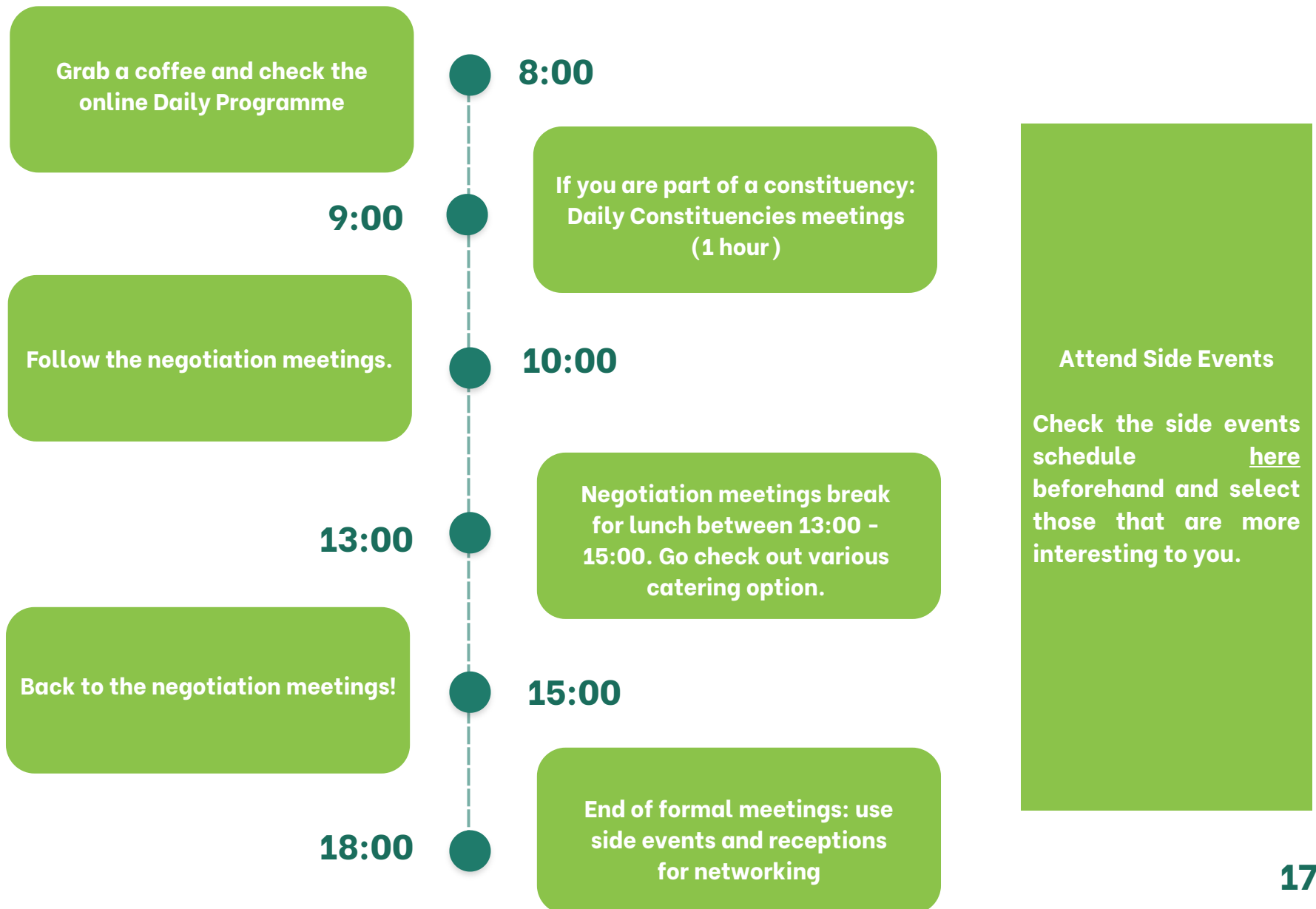
**Formal Meetings**

Right monitor

**Side events and other activities**



# REGULAR CONFERENCE DAY



# 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**



# 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 in advocacy actions.
- **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 33 – 35.

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 **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:

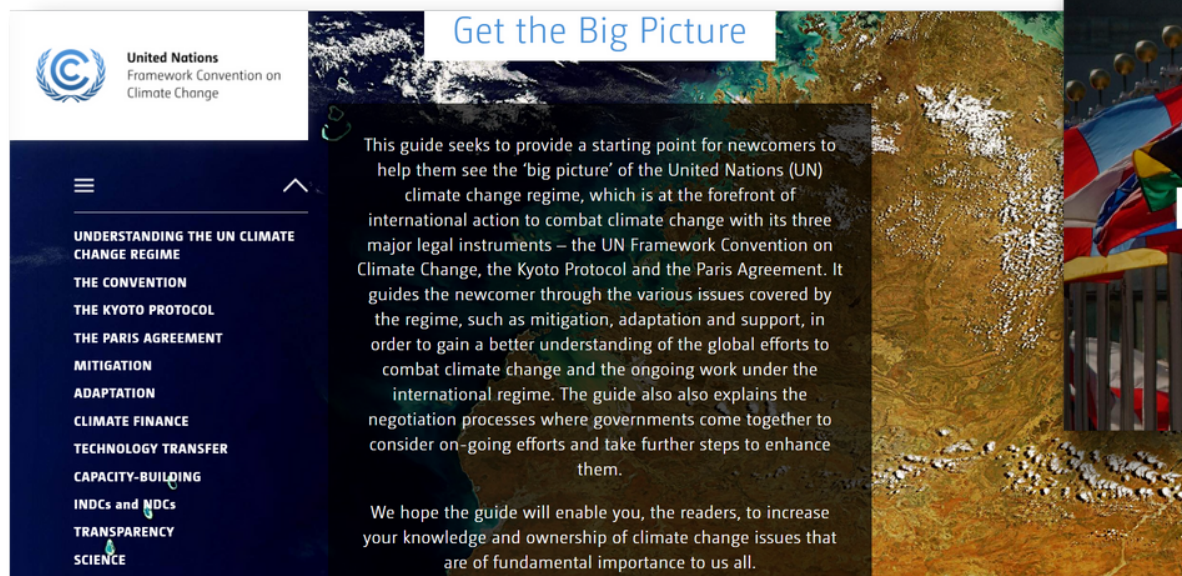
# WAYS TO ENGAGE

- 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 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.
- **Nominate speakers/experts** to speak at UNFCCC mandated events/workshops.



# 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).



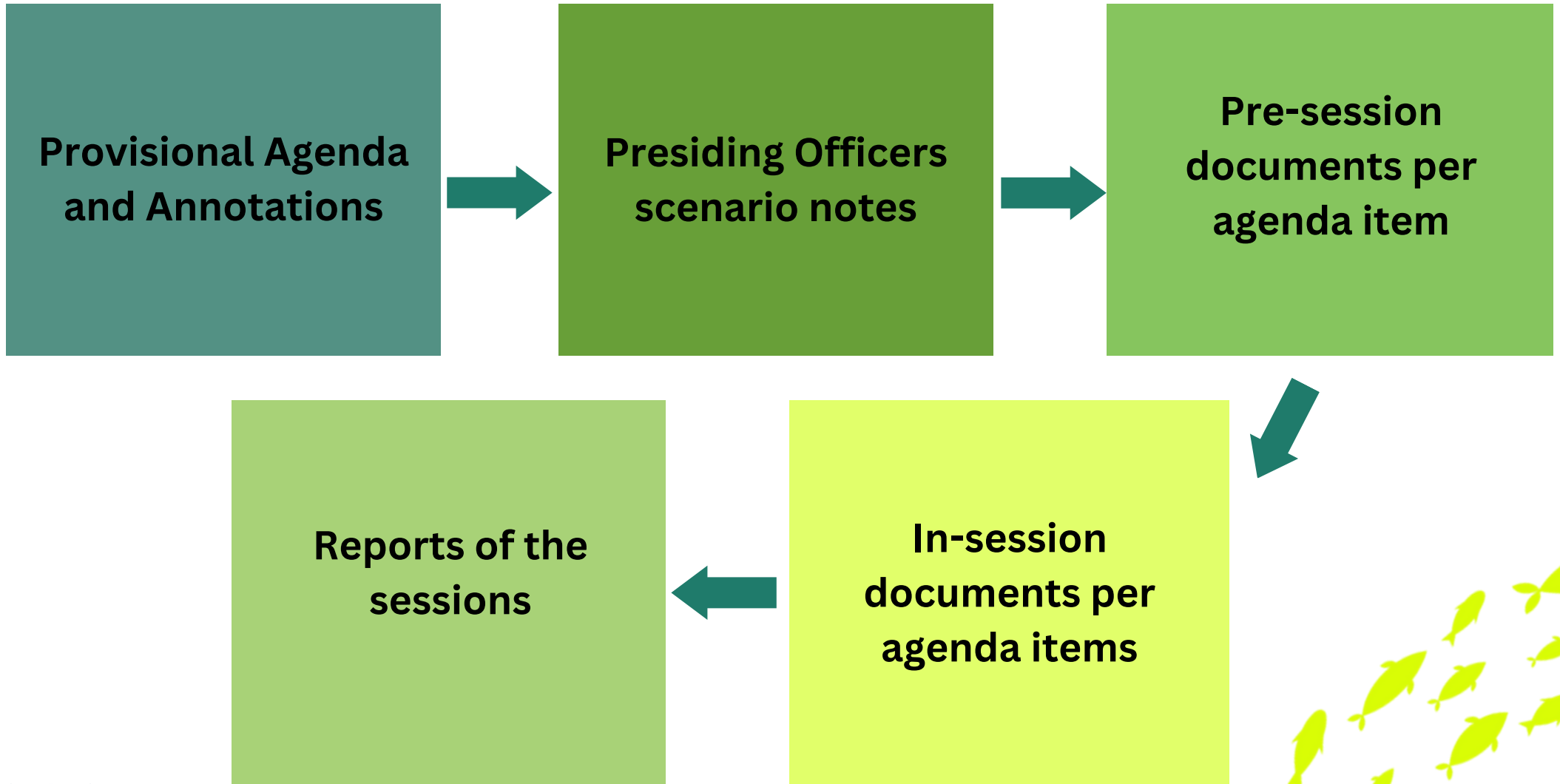
Work in the capitals where the national positions are made.



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



# DOCUMENTS



The documents will be made 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 <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.

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

Open meetings are limited by capacity,

Closed meetings can be closed and open meetings can be closed should Parties decide to do so during the meetings.

Meeting type	○ OPENING PLENARY	○ CONTACT GROUPS (CG)	○/✕ INFORMAL CONSULTATIONS	✕ INFORMAL INFORMALS	○ CG CONCLUSIONS	○ CLOSING 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. For example, this has been conducted through a ticketing process with 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 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 nine NGO constituencies have the priority, followed by other observers.



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



# ENGAGING BEYOND SESSIONS

There are many ways to engage in UNFCCC processes after SB 60:



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



Organized by observer organizations, Parties partnering with observers, side events are a popular mode of observer engagement at SB sessions.

SB 60 will feature ca. 90 side events.

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.**

Side events will be held in rooms **Bonn** and **Berlin**.

[SB 60 Side Events schedule](#)

[How to attend SB 60 side events](#)

**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.

## 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



Source: UNFCCC secretariat

# 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 an application request by 10:00 local time the day prior. For advocacy actions planned on Monday, 10 June, the deadline to submit the form is at 10:00 on Saturday, 8 June.



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

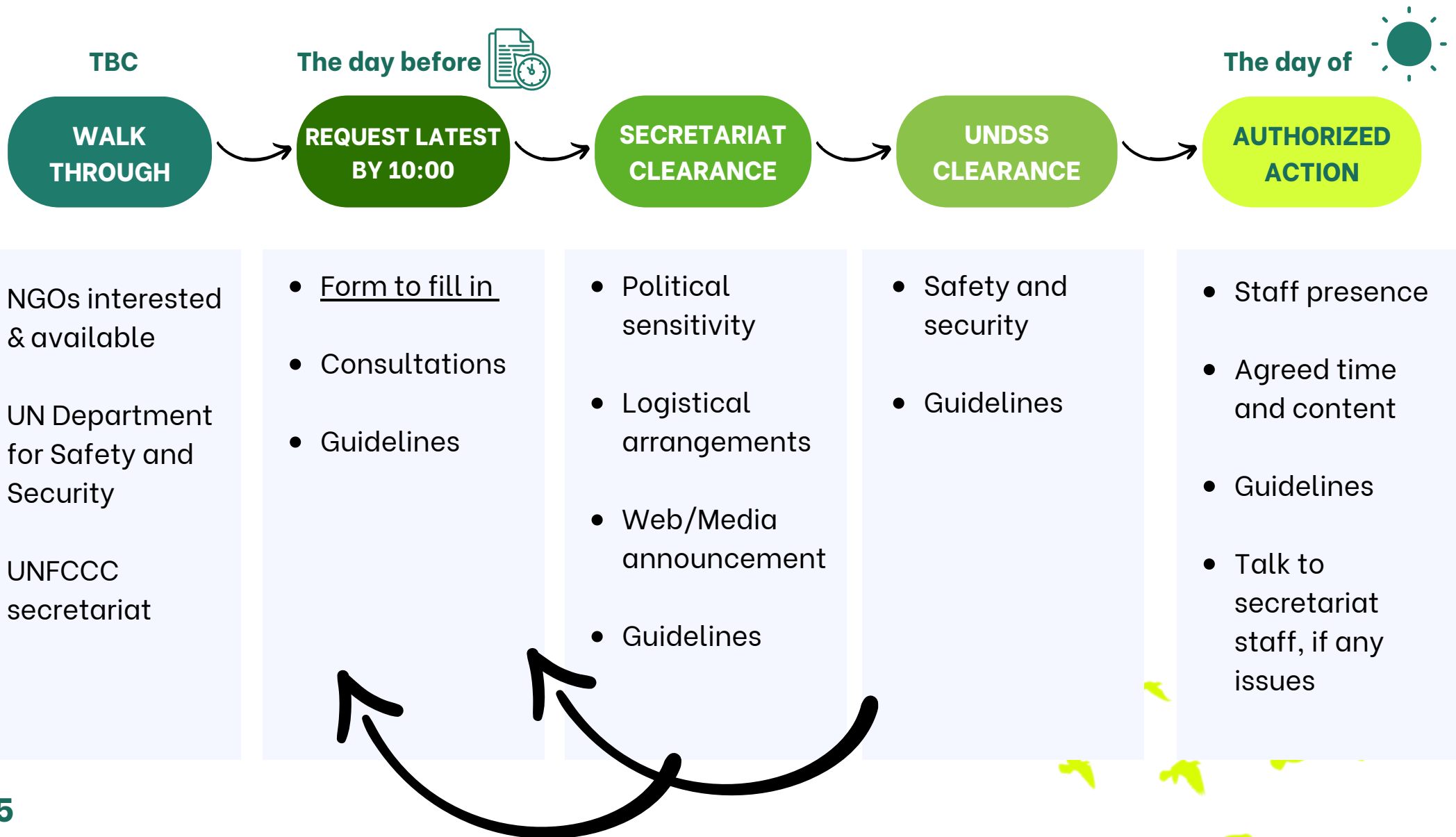


Source: UNFCCC secretariat



# ADVOCACY ACTIONS

## Clearance Process





# 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](https://twitter.com/UNFCCC)  
[@simonstiell](https://twitter.com/simonstiell)



Apple phones



Android phones