



**UNITED
NATIONS**

Monday, 11 November 2013



United Nations
Framework Convention on
Climate Change



**United Nations Climate Change Conference 2013
COP 19 and CMP 9
Warsaw, 11 November – 22 November 2013**

Daily Programme

Opening Ceremony

An opening ceremony, to be attended by the His Excellency Mr. Abdullah Bin Hamad Al-Attiyah, President of COP18/CMP 8, His Excellency Mr. Marcin Korolec, President Elect of COP 19/CMP 9, Mr. Rajendra Kumar Pachauri, Chair of the Intergovernmental Panel on Climate Change, Ms. Hanna Gronkiewicz-Waltz, Mayor of Warsaw and Ms. Christiana Figueres, Executive Secretary of the United Nations Framework Convention on Climate Change, will mark the opening of the sessions.

Parties are guaranteed four seats per delegation. A limited number of overflow seats are available on a first come, first served basis.

IGOs are guaranteed two seats per delegation. For NGO constituency members, a limited number of tickets are distributed through the respective constituency focal points.

Participants are also advised that Plenary II is available as an overflow for Parties and observer organizations. Entry will be on a first come, first served basis. **Security and fire regulations do not permit participants to stand and security will enforce this requirement.**

The opening ceremony can also be viewed on the CCTV monitors or on webcast.

Participants are asked to take their seats by 09.45 in Plenary I to ensure that the sessions can open promptly at 10.00.

The Daily Programme is available electronically at unfccc.int. Participants are kindly reminded to consult the CCTV monitors for any last-minute changes. In order to reduce paper consumption, participants are kindly requested to retain copies of documents throughout the sessions.



Join the [UN Climate Talks on twitter](#) and be the first to be notified once the next issue of the Daily Programme is available!



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FCCC/2013/II/OD/1

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Document services at COP 19

Participants will be able to access and read documents prepared for and during the session in the following ways (please see also page 19):

Electronically

- via the [UNFCCC](#) website (save them to your device for added convenience!)
 - Formal documents relevant to the current sessions of the [ADP](#), [CMP](#), [COP](#), [SBI](#), [SBSTA](#)
 - In-session documents issued during COP 19 (page to follow)
- via the Negotiator App (download [here](#))
- Via the [In-session documents twitter](#) channel

Print

- by requesting printed copies from Document Services at the Documents Counter (may entail print-on-demand)

Participants are encouraged to carry their laptops or mobile devices so as to make maximum use of electronic versions of documents.

Plenary meetings

Conference of the Parties (COP)

(Open meeting)

10.00–13.00

(The meeting will include an opening ceremony, see p. 1)

[1st meeting](#)  (webcast link)

Plenary 1

1. Opening of the session
[Item 1 of the provisional agenda]

2. Organizational matters
[Item 2 of the provisional agenda]

Election of the President of the Conference of the Parties at its nineteenth session
[Item 2(a) of the provisional agenda]

Adoption of the rules of procedure
[Item 2(b) of the provisional agenda]

Adoption of the agenda
[Item 2(c) of the provisional agenda]

Election of officers other than the President
[Item 2(d) of the provisional agenda]

Admission of organizations as observers
[Item 2(e) of the provisional agenda]

Organization of work, including the sessions of the subsidiary bodies
[Item 2(f) of the provisional agenda]

Click [here](#) for the full COP provisional agenda and all corresponding documents.

Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)
(Open meeting)

To start upon completion of the opening of the COP

[1st meeting](#)  (webcast link)

Plenary 1

1. Opening of the session
[Item 1 of the provisional agenda]
2. Organizational matters
[Item 2 of the provisional agenda]

Adoption of the agenda
[Item 2(a) of the provisional agenda]

Election of replacement officers
[Item 2(b) of the provisional agenda]

Organization of work, including the sessions of the subsidiary bodies
[Item 2(c) of the provisional agenda]

Click [here](#) for the full CMP provisional agenda and all corresponding documents.

Subsidiary Body for Scientific and Technological Advice (SBSTA)
(Open meeting)

15.00–18.00

[1st meeting](#)  (webcast link)

Plenary 2

1. Opening of the session
[Item 1 of the provisional agenda]
2. Organizational matters
[Item 2 of the provisional agenda]

Adoption of the agenda
[Item 2(a) of the provisional agenda]

Organization of the work of the session
[Item 2(b) of the provisional agenda]

3. Nairobi work programme on impacts, vulnerability and adaptation to climate change
[Item 3 of the provisional agenda]
4. Report of the Adaptation Committee
[Item 4 of the provisional agenda]

5. Methodological guidance for activities relating to reducing emissions from deforestation and forest degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries
[Item 5 of the provisional agenda]
6. Coordination of support for the implementation of activities in relation to mitigation actions in the forest sector by developing countries, including institutional arrangements
[Item 6 of the provisional agenda]
7. Development and transfer of technologies and implementation of the Technology Mechanism
[Item 7 of the provisional agenda]
 - Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network
[Item 7(a) of the provisional agenda]
 - Report on modalities and procedures of the Climate Technology Centre and Network and its Advisory Board
[Item 7(b) of the provisional agenda]
 - Third synthesis report on technology needs identified by Parties not included in Annex I to the Convention
[Item 7(c) of the provisional agenda]
8. Research and systematic observation
[Item 8 of the provisional agenda]
9. Impact of the implementation of response measures
[Item 9 of the provisional agenda]
 - Forum and work programme
[Item 9(a) of the provisional agenda]
 - Matters relating to Article 2, paragraph 3, of the Kyoto Protocol
[Item 9(b) of the provisional agenda]
10. Issues relating to agriculture
[Item 10 of the provisional agenda]
11. Methodological issues under the Convention:
[Item 11 of the provisional agenda]
 - Work programme on the revision of the guidelines for the review of biennial reports and national communications, including national inventory reviews, for developed country Parties
[Item 11(a) of the provisional agenda]
 - General guidelines for domestic measurement, reporting and verification of domestically supported nationally appropriate mitigation actions by developing country Parties
[Item 11(b) of the provisional agenda]
 - Revision of the UNFCCC reporting guidelines on annual inventories for Parties included in Annex I to the Convention
[Item 11(c) of the provisional agenda]

Greenhouse gas data interface
[Item 11(d) of the provisional agenda]

Annual report on the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention
[Item 11(e) of the provisional agenda]

Emissions from fuel used for international aviation and maritime transport
[Item 11(f) of the provisional agenda]

12. Methodological issues under the Kyoto Protocol
[Item 12 of the provisional agenda]

Implications of the implementation of decisions 2/CMP.7 to 4/CMP.7 and 1/CMP.8 on the previous decisions on methodological issues related to the Kyoto Protocol, including those relating to Articles 5, 7 and 8 of the Kyoto Protocol
[Item 12(a) of the provisional agenda]

Land use, land-use change and forestry under Article 3, paragraphs 3 and 4, of the Kyoto Protocol and under the clean development mechanism
[Item 12(b) of the provisional agenda]

Implications of the establishment of new hydrochlorofluorocarbon-22 (HCFC-22) facilities seeking to obtain certified emission reductions for the destruction of hydrofluorocarbon-23 (HFC-23)
[Item 12(c) of the provisional agenda]

Annual report on the technical review of greenhouse gas inventories and other information reported by Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol under Article 7, paragraph 1, of the Kyoto Protocol
[Item 12(d) of the provisional agenda]

13. Market and non-market mechanisms under the Convention
[Item 13 of the provisional agenda]

Framework for various approaches
[Item 13(a) of the provisional agenda]

Non-market-based approaches
[Item 13(b) of the provisional agenda]

New market-based mechanism
[Item 13(c) of the provisional agenda]

14. The 2013–2015 review
[Item 14 of the provisional agenda]

15. Work programme on clarification of quantified economy-wide emission reduction targets of developed country Parties
[Item 15 of the provisional agenda]

16. Other matters
[Item 16 of the provisional agenda]

Click [here](#) for the full SBSTA provisional agenda and all corresponding documents.

Subsidiary Body for Implementation (SBI)

(Open meeting)

15.00–18.00

[1st meeting](#)  (webcast link)

Plenary 1

1. Opening of the session
[Item 1 of the provisional agenda]
2. Organizational matters
[Item 2 of the provisional agenda]
 - Adoption of the agenda
[Item 2(a) of the provisional agenda]
 - Organization of the work of the session
[Item 2(b) of the provisional agenda]
 - Election of officers other than the Chair
[Item 2(c) of the provisional agenda]
 - Election of replacement officers
[Item 2(d) of the provisional agenda]
3. National communications and greenhouse gas inventory data from Parties included in Annex I to the Convention
[Item 3 of the provisional agenda]
 - Sixth national communications from Parties included in Annex I to the Convention
[Item 3(a) of the provisional agenda]
 - Report on national greenhouse gas inventory data from Parties included in Annex I to the Convention for the period 1990–2011
[Item 3(b) of the provisional agenda]
 - Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol for 2013
[Item 3(c) of the provisional agenda]
4. National communications from Parties not included in Annex I to the Convention
[Item 4 of the provisional agenda]
 - Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
[Item 4(a) of the provisional agenda]

Information contained in national communications from Parties not included in Annex I to the Convention¹
[Item 4(b) of the provisional agenda]

Provision of financial and technical support
[Item 4(c) of the provisional agenda]

5. Nationally appropriate mitigation actions by developing country Parties
[Item 5 of the provisional agenda]

Composition, modalities and procedures of the team of technical experts under international consultations and analysis
[Item 5(a) of the provisional agenda]

Work programme to further the understanding of the diversity of nationally appropriate mitigation actions
[Item 5(b) of the provisional agenda]

6. Coordination of support for the implementation of activities in relation to mitigation actions in the forest sector by developing countries, including institutional arrangements
[Item 6 of the provisional agenda]

7. Matters relating to the mechanisms under the Kyoto Protocol
[Item 7 of the provisional agenda]

Review of the modalities and procedures of the clean development mechanism
[Item 7(a) of the provisional agenda]

Review of the joint implementation guidelines
[Item 7(b) of the provisional agenda]

Modalities for expediting the continued issuance, transfer and acquisition of joint implementation emission reduction units
[Item 7(c) of the provisional agenda]

Modalities for expediting the establishment of eligibility for Parties included in Annex I to the Convention with commitments for the second commitment period whose eligibility has not yet been established
[Item 7(d) of the provisional agenda]

Procedures, mechanisms and institutional arrangements for appeals against decisions of the Executive Board of the clean development mechanism
[Item 7(e) of the provisional agenda]

Report of the administrator of the international transaction log under the Kyoto Protocol
[Item 7(f) of the provisional agenda]

¹ At the thirty-seventh session of the Subsidiary Body for Implementation (SBI), there was no consensus to include this item on the agenda. It was therefore held in abeyance. On a proposal by the Chair, the SBI decided to include the item on the provisional agenda for SB 38. As Parties were unable to consider how to address the item at SB 38, it has been included on the provisional agenda for SB39.

8. Report of the Adaptation Committee
[Item 8 of the provisional agenda]
9. Matters relating to the least developed countries
[Item 9 of the provisional agenda]
10. National adaptation plans²
[Item 10 of the provisional agenda]
11. Approaches to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change to enhance adaptive capacity - Activities to be undertaken under the work programme³
[Item 11 of the provisional agenda]
12. Matters relating to finance
[Item 12 of the provisional agenda]
 - Adaption Fund under the Kyoto Protocol
[Item 12(a) of the provisional agenda]
 - Other matters
[Item 12(b) of the provisional agenda]
13. Development and transfer of technologies and implementation of the Technology Mechanism
[Item 13 of the provisional agenda]
 - Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network
[Item 13(a) of the provisional agenda]
 - Report on modalities and procedures of the Climate Technology Centre and Network and its Advisory Board
[Item 13(b) of the provisional agenda]
 - Poznan strategic programme on technology transfer
[Item 13(c) of the provisional agenda]
14. Capacity-building
[Item 14 of the provisional agenda]
 - Capacity-building under the Convention
[Item 14(a) of the provisional agenda]
 - Capacity-building under the Kyoto Protocol
[Item 14(b) of the provisional agenda]
15. Impact of the implementation of response measures
[Item 15 of the provisional agenda]
 - Forum and work programme
[Item 15(a) of the provisional agenda]

² Decision 1/CP.16, paragraphs 15–18.

³ Decision 1/CP.16, paragraphs 26–29.

Matters relating to Article 3, paragraph 14, of the Kyoto Protocol

[Item 15(b) of the provisional agenda]

Progress on the implementation of decision 1/CP.10

[Item 15(c) of the provisional agenda]

16. The 2013–2015 review
[Item 16 of the provisional agenda]
17. Parties included in Annex I to the Convention whose special circumstances are recognized by the Conference of the Parties
[Item 17 of the provisional agenda]
18. Administrative, financial and institutional matters
[Item 18 of the provisional agenda]

Budget performance for the biennium 2012–2013

[Item 18(a) of the provisional agenda]

Programme budget for the biennium 2014–2015

[Item 18(b) of the provisional agenda]

Privileges and immunities for individuals serving on constituted bodies established under the Kyoto Protocol

[Item 18(c) of the provisional agenda]

19. Other matters
[Item 19 of the provisional agenda]

Click [here](#) for the full SBI provisional agenda and all corresponding documents.

Contact Groups, informal consultations, workshops and other meetings of the Convention and Protocol bodies

SBI

- 16.00–19.00 Workshop under the SBI work programme to further the understanding of the diversity of nationally appropriate mitigation action (Open to Parties and Observers) Meeting Room 4
Additional information on the workshop is available at
<<http://unfccc.int/focus/mitigation/items/7728.php>>

List of participants

The provisional list of registered participants for individual delegations will be available electronically on unfccc.int. Any corrections should be given to Ms. Vera-Lynn Watson (Registration Counter) by noon, at the latest, on Wednesday, 20 November 2013.

Groups other than the Convention and Protocol bodies

(Closed meetings)

Please note that this schedule of daily meetings of “Groups other than the Convention and Protocol bodies” will not be reprinted during the session. Participants are kindly requested to retain their copies of this document, and to consult the CCTV monitors for changes or updates.

08.00–09.00	Alliance of Small Island States	Meeting Room 21
08.00–09.00	African Group — Coordination Meeting	Meeting Room 3
08.00–09.00	SICA Countries	Meeting Room 17
09.00–10.00	Environmental Integrity Group — Coordination Meeting	Meeting Room 12
09.00–10.00	Group of 77 and China	Meeting Room 1
13.00–14.00	Coalition for Rainforest Nations	Meeting Room 15
13.00–14.00	Delegation of Nepal on behalf of LDC Group	Meeting Room 21
13.00–14.00	Least Developed Countries — Coordination Meeting	Meeting Room 30
18.00–19.00	African Group — Coordination Meeting	Meeting Room 3
18.00–19.00	Alliance of Small Island States	Meeting Room 5
19.00–20.00	Delegation of Nepal on behalf of LDC Group	Meeting Room 21

Meetings of observer organizations

(Closed meetings)

Please note that this schedule of daily meetings of “Meetings of observer organizations” will not be reprinted during the session. Participants are kindly requested to retain their copies of this document, and to consult the CCTV monitors for changes or updates.

08.00–09.00	Youth non-governmental organizations (YOUNGOs)	Room Torun
09.00–10.00	Business non-governmental organizations (BINGOs)	Room Warsaw
09.00–10.00	Farmers non-governmental organizations (Farmers)	Meeting Room 17
09.00–10.00	Indigenous peoples organizations (IPOs)	Room Torun
09.00–10.00	Research and independent non-governmental organizations (RINGOs)	Room Cracow
09.00–10.00	Trade union non-governmental organizations (TUNGOs)	Room Lublin
09.00–10.00	Women and gender non-governmental organizations (Women and Gender)	Room Poznan
09.00–10.00	Local government and municipal authorities (LGMA)	Room Wroclaw
13.00–14.00	League of Arab States	Meeting Room 13
13.00–14.00	Organization of the Petroleum Exporting Countries	Meeting Room 17

Press briefings

The live daily schedule of press briefings is available [here](#). Participants may also consult the CCTV monitors for changes or updates.

Welcome Reception on the occasion of COP 19/CMP 9

His Excellency Mr. Marcin Korolec, President of COP 19/CMP 9, is pleased to invite all participants to a welcome reception to be held at the Warsaw University Library, on Monday, 11 November 2013 at 7 p.m.

The reception is open to all participants and participants are reminded that in order to enter the Reception they need to be registered and show their conference badge.

Participants are also informed that transportation will be organized by the Ministry of the Environment from the National Stadium to the Library. Following the reception shuttle buses will be available to transport participants to the City Centre (Warsaw Central Railway Station).

Election of officers of bodies under the Convention and the Protocol

Update of nominations received by the secretariat

Over 100 positions are open for election in Warsaw. Please consult the [UNFCCC elections website](#) for latest information on election procedures and daily updates of election nominations and election results. The deadline for nominations is Thursday, 21 November.

Special announcements

How to keep track of what is going on

All conference participants are invited to regularly consult the information resources offered by the secretariat to keep participants informed on what is happening during the sessions. **Key information resources** are listed below, **including direct links to relevant secretariat web pages**:

Conference programme

- Sessions [overview schedule](#) of key events during the sessions
- **Daily schedule of meetings and special announcements** on the conference CCTV screens and at [unfccc.int](#)

Information on the progress of negotiations and elections

- **Daily status reports** on the consideration of agenda items under all bodies, (available through links in the [Daily Programme](#) and on the web pages of the COP, CMP, SBI, SBSTA and ADP)
- [Live and on-demand webcast](#) of plenary meetings and other events available at unfccc.int (go to “Virtual Participation”)
- [Negotiation updates](#) on developments **during the high-level segment of the sessions**, in particular in relation to ministerial consultations, Presidency informal stock-taking meetings and other significant developments in negotiations (go to “Negotiation Updates”)
- Information on the [election and membership](#) of the bodies of the Convention and the Kyoto Protocol

[Information on document services](#)

Other events, including side events, exhibits and workshops

- [Ministerial dialogues, high-level events and high-level panels](#)
- [Side events, exhibits](#) and [workshops](#)

Other information channels

- The **Navigator App** for iPhone and iPad users including information on logistics, documents, agendas and meeting information;
- The secretariat [Facebook](#) and [Flickr](#) pages, as well as [YouTube](#) and **Twitter channels** ([@UN_ClimateTalks](#), and [@CFigueres](#). Notifications of in-session documents: [@UNFCCCDocuments](#))

Vacancies at the UNFCCC secretariat

Conference participants are encouraged to bring to the attention of qualified individuals in their countries/organizations the link to the employment page of the secretariat website:

unfccc.int/secretariat/employment/recruitment

A number of vacancies ranging from entry level to management level are expected to be advertised in the coming month. In this connection, we would like to draw attention to the position of

Conference Affairs Services Officer

which is currently advertised.

The secretariat is committed to ensuring equitable geographical distribution and gender balance among its staff. To this end, it would like to especially encourage qualified women candidates and candidates from developing countries to apply for vacancies.

Announcements

Please note that the information in this section will not be reprinted during the sessions. This information is available in the [Information for Participants \(IFP\)](#) brochure and the [Side Events and Exhibits \(SEE\)](#) brochure.

Medical and Security Emergencies

First-aid professionals will be available at all times at the conference venue and a range of high-quality medical facilities are available in Warsaw.

First Aid is located on Level -2/Zone A2 as well as on Level 0/Zone B1.

For other emergencies, please contact United Nations security staff (wearing a United Nations uniform) deployed around the premises. You may call the following emergency numbers for assistance both inside and outside the National Stadium:

Emergency Services (Police, Fire Service, Ambulance) :

Tel: 112

Transportation

As a courtesy from the City of Warsaw, Conference participants have been provided with free public transportation on buses, trains and trams serving the Warsaw region provided they present the conference participant badge bearing their name.

For detailed information on transportation in Warsaw, please refer to the host country website <<http://www.cop19.gov.pl/transport>> as well as the secretariat's information note on transportation under the following link:

<http://unfccc.int/files/parties_and_observers/notifications/application/pdf/information_note_transportation_cop_19-cmp_9.pdf>

Digital World

Climate Change Studio

In order to channel the dynamic and engaging views and ideas of participants the secretariat continues to organize the "Climate Change Studio" - a platform that provides an opportunity for participants to be interviewed briefly by a professional journalist on actions, solutions, observations and issues that impact on climate change

All interviews are filmed, edited and made available on the [UNFCCC web site](#) as well as on [Climate Change TV](#), the world's first internet broadcaster dedicated entirely to climate change issues. Interviews will be catalogued in a fully searchable database alongside other interviews with world leaders, expert observers, decision makers and activists in the international climate change debate. The Climate Change Studio is located on Level 0/Zone C2.

All interviews are announced on the UNFCCC website and CCTV monitors throughout the conference venue. For further information on the Climate Change Studio and the booking of interview slots, please contact the secretariat:

[<climatechangestudio@unfccc.int>](mailto:climatechangestudio@unfccc.int)

Bloggers Area

Introduced at COP 16/CMP 6 in Cancun, the Bloggers Area is a work area for bloggers and online communicators from the observer community. It is located on Level -1/Zone C2. There are around 50 work spaces, each equipped with table, chair, electrical power connection and Internet connection. In addition, an open wireless network is available.

Use of the Bloggers' Loft is prioritized for designated online communications professionals, such as bloggers from admitted observer organizations. All others may use the computer centres. Special secondary badges will be issued to up to 100 prioritized users. Bloggers wanting to use the Bloggers Area are requested to contact the Side Events and Exhibits Office at The National Stadium (Room 127, Level 1/Zone A4). Alternatively, requests for these badges may be made to [<see@unfccc.int>](mailto:see@unfccc.int).

Availability of meeting rooms

The demand for meeting rooms is expected to exceed the capacity of the conference premises and priority will be given to meetings directly associated with the negotiating process. The secretariat appreciates participants understanding in this connection. Meetings will therefore only be confirmed at the earliest one day prior to the requested meeting taking place.

Delegation nameplates

Delegates are kindly requested not to remove country nameplates from the meeting rooms. The secretariat is unable to replace these at short notice and this can lead to serious disruptions at meetings.

Credentials

Credentials must be issued by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. Representatives, alternate representatives and advisers are requested to deposit the corresponding letters of credentials in the External Relations Office, located on Level -1/Zone A8 in the Conference Affairs Services offices at the National Stadium. No other office of the secretariat or of the Host Government is designated to receive credentials.

Media Centre and press facilities

Press and media facilities will be available for set-up on Saturday, 9 November, and fully operational from Sunday, 10 November to Friday, 22 November. They are located on Level -1/Zone C2 (staircase K7/8). The **Media Centre** will be equipped with computers, printers, electrical power outlets for laptops, and closed-circuit television to follow the meetings.

The secretariat's Media and Communications team will be available to provide information and respond to queries and interview requests. There may be limited seating available for print media in the plenary hall, as well as limited space for television staff, photographers and official delegation media representatives. The main meetings, press conferences and other activities will be broadcast live into the Media Centre. There will also be overflow rooms when certain meetings reach full capacity. The secretariat provides a special online reporting service to the media. An online video summarizing the secretariat's press briefings will be made available at <<http://unfccc.int>>. The videos can be viewed and downloaded for podcast. The secretariat encourages online media to link to the videos. All videos can also be found on <www.youtube.com/climateconference> and on iTunes.

Audio-visual and sound feeds of the main meetings, press conferences and other events will be provided to broadcasters by the host broadcaster TV Poland (TVP).

Security

Participants should ensure that they wear their conference badge in full view at all times, as the security officers may request them to verify their identity. This may lead to some inconvenience, but it is expected that participants will appreciate the need for such arrangements.

Climate Change Publications Counter

Publications that are clearly attributed to a Party or an admitted observer organization that is not exhibiting may be distributed and displayed at the Climate Change Publications Counter, after approval. The counters are located in Level 0/Zone A1 (Booth 19) and Level 2/Zone A2 (Booth 114). Please provide a sample to the staff at the counter or contact the Side Events and Exhibits Coordination Office (Room 127, Level 1/ Zone A4).

The counter cannot manage large volumes, but will assist in changing the range of documents on display. Organizers of Exhibits are requested to display and distribute documents at their own booths. The schedules for side events and exhibits are available on the UNFCCC website and the secretariat's poster board listing the day's events. Information on other and outside events may also be posted on the UNFCCC website.

For further information on distributing documents at the Climate Change Publications Counter/s please contact <see@unfccc.int>.

Facilities for observer organizations

Offices for the business and industry non-governmental organizations (BINGOs), environmental non-governmental organizations (ENGOS), farmers non-governmental organizations (Farmers), indigenous peoples organizations (IPOs), local government and municipal authorities (LGMAs), research and independent non-governmental organizations (RINGOs), trade union non-governmental organizations (TUNGOS), youth non-governmental organizations (YOUNGOS), women and gender nongovernmental organizations (Women and Gender) and the Polish observer organizations are located as follows:

BINGO, RINGO – Level 1/Zone A6

IPO, Farmers, TUNGO, Women and Gender – Level 1/Zone D5

LGMA, ENGO, YOUNGO, Polish observer organizations – Level/Zone D9

Communications and Media Team

Members of the secretariat's Communications and Media Team may be contacted in person or by e-mail.

Communications and Media Team	
Mr. Eric Hall Spokesperson E-mail: < ehall@unfccc.int >	Mr. Alexander Saier Media Coordinator E-mail: < mediainfo@unfccc.int >
Ms. Carrie Assheuer Press accreditation and registration E-mail: < press@unfccc.int >	Mr. John Hay Media Liaison Officer Booking of interviews with the UNFCCC Executive Secretary E-mail: < press@unfccc.int >
Ms. Maria Garcia Media Information Desk E-mail: < mgarcia@unfccc.int >	Mr. Tim Davis Manager, International Broadcast Centre E-mail: < davis.tim52@gmail.com >
Booking of press conferences Web: < http://unfccc.int/press/items/4862.php >	

Additional general information is available in the press section of unfccc.int.

Prayer and Meditation room

The Prayer and Meditation Room is located on Level -3/Zone C1 of the National Stadium.

Use of audio/video recording devices by participants at UNFCCC sessions

The making of audio and video recordings, including any external transmission, by Party or observer organization delegations during open and closed official meetings and in designated security zones is not permitted. The secretariat provides audio recordings of official meetings, as required by Parties. Webcasts are provided for open plenary meetings.

Webcasts

For the duration of the sessions, webcasts of all official meetings and press conferences will be available live and on demand, with audio streams in English and/or the language being used on the floor. On-demand files of the webcasts will be available shortly after the close of each meeting.

Please check the UNFCCC website, or the UNFCCC Negotiator app for date and time of webcast sessions.

Building fire regulations

In order to ensure compliance with building fire regulations, UN Security may ask participants to refrain from accessing meeting rooms or vacate meeting rooms if the room capacity is full.

- Pigeonholes for Delegates** Pigeonholes for parties only are next to the Documentation Services counter located on Level -1/Zone A5 of the National Stadium. Delegates are requested to check their pigeonholes at regular intervals. In order to reduce the carbon footprint of side events and exhibits, as per past practice flyers for side events and outside events will not be accepted for distribution through pigeonholes.
- In line with the greening measures the secretariat is implementing, pigeonholes at this conference are reduced to Parties and UN organisations only. Pigeonholes for intergovernmental organizations will not be available. Dissemination of information and materials are strongly encouraged to be in an electronic manner and formal invitations by the host Government, if any, will distributed through the Information Counter.
- Participants are requested to refrain from distributing non-official material, such as information related to other meetings, future conferences or publicity material, via the pigeonholes. On an exceptional basis, personalized invitations, publications or documents by a Party or an admitted observer organization that are clearly attributed to the climate change negotiations may be authorized for distribution through the pigeonholes.
- Security / Lost and Found Office** Participants are reminded not to leave personal belongings in meeting rooms. For security reasons, unattended items found anywhere on the conference premises will be removed by security.
- The UN Security/Lost and Found Office, located on Level -1/Zone A7 of the National Stadium, is responsible for lost and found items.
- Web Coverage and daily reports of the COP 19 meetings** The following organizations kindly provide daily web coverage, daily reports and a summary and analysis of the COP 19 meetings on their webpages:
- [ECO](#) (by CAN). Click [here](#) for ECO content for mobile devices;
 - [ENB](#) (by IISD);
 - [Outreach](#) (by Stakeholder Forum for Sustainable Development);
 - [TWN](#) (by TWN).
- The [CAN International App](#) is available in the Apple iTunes App Store.

Key contacts

Please note that the information in this section will not be reprinted during the sessions. This information is available in the "Information for Participants" brochure at [<unfccc.int>](#).

Executive Secretary	Ms. Christiana Figueres
Conference of the Parties (COP)	Ms. June Budhooram
Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)	Ms. June Budhooram
Subsidiary Body for Implementation (SBI)	Ms. Katia Simeonova
Subsidiary Body for Scientific and Technological Advice (SBSTA)	Ms. Wanna Tanunchaiwatana
Director for Implementation Strategy	Mr. Halldór Thorgeirsson
Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP)	Ms. Marcela Main Sancha

Coordinator, Conference Affairs Services	Ms. Salwa Dallalah
Coordinator & Principal Legal Adviser	Mr. Dan Bondi Ogolla
Liaison with Government delegates and registration; funding for delegations	Mr. Horacio Peluffo
Liaison with observer organizations	Ms. Megumi Endo
Conference Spokesperson	Mr. Eric Hall

Events

Descriptions of the events listed below have been reproduced as received, and without formal editing. The secretariat would like to note that the scheduling of events remains dependent upon the demands of the negotiating process.

UNFCCC and related events

Time	Title/Theme	Organizer	Venue
13.15– 14.45	Briefing on the outcomes of the workshops on NMA, NMM and FVA SBSTA 38 mandated the secretariat to organise three workshops on NMA, NMM and FVA. These were held jointly in Bonn from 7-9 October 2013. The event serves to inform Parties and observers about the outcome of the workshops.	Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) Ms. Lucy Naydenova < lnaydenova@unfccc.int > +49 172 4817626	Room Cracow
13.15– 14.45	Implementation of the CGE mandate and work programme for 2013 The CGE will present its work programme for 2013, including its work on the provision of technical assistance to non-Annex I Parties. The event will be followed by a Q&A session and a general discussion.	Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) Ms. Uazamo Kaura < ukaura@unfccc.int > +49 228 8151474	Room Wroclaw

Side events and exhibits

The [schedule of side events](#) and a [list of the exhibits](#) is available in electronic form only. Participants are kindly requested to consult the CCTV monitors for changes or updates. Side event rooms are located on different floors (Level -1 Zone A; Level 1 Zone B; Level 2 Zone B) whilst exhibits are located on levels 0,1 and 2 (all in Zone A).

Interviews at the Climate Change Studio

The schedule of interviews at the Climate Change Studio during the session will be available at shortly. Participants are kindly requested to consult the CCTV monitors for changes or updates. For further information or for scheduling of an interview, please contact the Side Events and Exhibits Office (Room 127, Level 1/Zone A4) or via email at <climatechangestudio@unfccc.int>.

Other events, Other activities and Outside events

The daily schedule of other events, other activities and outside events is available electronically at <http://unfccc.int/meetings/warsaw_nov_2013/meeting/7649/php/view/seors.php>

Forthcoming events

Descriptions of the events listed below have been reproduced as received, and without formal editing.

Time	Title/Theme	Organizer	Venue
12 November 09.45– 14.10	Let's Plant Trees Together! We would like to invite you to participate in the event during which we will plant together 4.5 thousand trees in the Warsaw area. This event will end the action of planting 9000 trees. Our aim is to offset, at least partially, the carbon footprint of delegates' travels from all over the world.	City of Warsaw Marta Bugaj < m.bugaj@um.warszawa.pl > +48 510 206 485	Entrance of the National Stadium

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