



**UNITED
NATIONS**

Monday, 1 December 2014



United Nations
Framework Convention on
Climate Change



**United Nations Climate Change Conference 2014
COP 20 and CMP 10
Lima, 1 December – 12 December 2014**

Daily Programme

Opening Ceremony

An opening ceremony, to be attended by the His Excellency Mr. Marcin Korolec, President of COP19/CMP 9, His Excellency Mr. Manuel Pulgar-Vidal, President Elect of COP 20/CMP 10, Dr. Rajendra Kumar Pachauri, Chair of the Intergovernmental Panel on Climate Change, Ms. Susana Villarán de la Puente, Mayor of Lima 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 passes are distributed through the respective constituency focal points.

Participants are also advised that Plenary Cusco 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 Lima to ensure that the sessions can open promptly at 10.00.

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.



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FC/2014/IV/OD/1

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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](#) 

Plenary Lima

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 twentieth 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](#) 

Plenary Lima

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.

Joint plenary meeting of the Conference of the Parties (COP) and the 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 CMP

[2nd meeting of the COP and 2nd meeting of the CMP](#)



Plenary Lima

Subsidiary Body for Scientific and Technological Advice (SBSTA)

(Open meeting)

11.30¹–13.00

[1st meeting](#)



Plenary Cusco

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]
 - Elections of officers other than the Chair
[Item 2 (c) of the provisional agenda]
3. Nairobi work programme on impacts, vulnerability and adaptation to climate change
[Item 3 of the provisional agenda]
4. Development and transfer of technologies and implementation of the Technology Mechanism: joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network
[Item 5 of the provisional agenda]
5. Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts
[Item 7 of the provisional agenda]

¹ Following the completion of the “organization of the work” of the COP.

6. Matters relating to science and review
[Item 8 of the provisional agenda]

Fifth Assessment Report of the Intergovernmental Panel on
Climate Change
[Item 8 (a) of the provisional agenda]

Research and systematic observation
[Item 8 (b) of the provisional agenda]

7. Methodological issues under the Convention
[Item 10 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 10(a) of the provisional agenda]

8. Methodological issues under the Kyoto Protocol
[Item 11 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 11(a) of the provisional agenda]

Clarification of the text in section G (Article 3, paragraph 7
ter) of the Doha Amendment to the Kyoto Protocol, in
particular the information to be used to determine the
“average annual emissions for the first three years of the
preceding commitment period”
[Item 11(b) 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 11(c) of the provisional agenda]

Implications of the inclusion of reforestation of lands with
forest in exhaustion as afforestation and reforestation clean
development mechanism project activities
[Item 11(d) of the provisional agenda]

9. Market and non-market mechanisms under the Convention:
[Item 12 of the provisional agenda]

Framework for various approaches
[Item 12(a) of the provisional agenda]

Non-market-based approaches
[Item 12(b) of the provisional agenda]

New market-based mechanism
[Item 12(c) of the provisional agenda]

10. Report of the Adaptation Committee
[Item 4 of the provisional agenda]
11. 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 6 of the provisional agenda]
12. Matters relating to science and review
[Item 8 of the provisional agenda]
 - The 2013-2015 review
[Item 8(c) of the provisional agenda]
13. 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]
14. Methodological issues under the Convention:
[Item 10 of the provisional agenda]
 - Methodologies for the reporting of financial information by Parties included in Annex I to the Convention
[Item 10(b) of the provisional agenda]
 - Common metrics to calculate the carbon dioxide equivalence of greenhouse gases
[Item 10(c) of the provisional agenda]
15. Work programme on clarification of quantified economy-wide emission reduction targets of developed country Parties
[Item 13 of the provisional agenda]
16. Report on other activities:
[Item 14 of the provisional agenda]
 - Annual report on the technical review of information reported under the Convention related to biennial reports and national communications by Parties included in Annex I to the Convention
[Item 14 (a) of the provisional agenda]
 - Annual report on the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention
[Item 14 (b) 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 14 (c) of the provisional agenda]

17. Methodological issues under the Convention
[Item 10 of the provisional agenda]

Emissions from fuel used for international aviation and
maritime transport
[Item 10(d) of the provisional agenda]

18. Other matters
[Item 15 of the provisional agenda]

Click [here](#) for the full SBSTA provisional agenda, all corresponding documents,
and information on organizational matters relating to the SBSTA.

Note on documents FCCC/SBSTA/2014/INF.21-23

Please note that as the document FCCC/SBSTA/2014/ INF.20 did not materialize, documents originally listed as FCCC/SBSTA/2014/INF 21, 22 and 23 have been renumbered accordingly as FCCC/SBSTA/2014/INF.20, 21 and 22.

Subsidiary Body for Implementation (SBI)

(Open meeting)

15.00–18.00

[1st meeting](#)



Plenary Lima

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]

Multilateral assessment working group session under the
international assessment and review process
[Item 2 (c) of the provisional agenda]

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

3. Reporting and review of Parties included in Annex I to the
Convention:
[Item 3 of the provisional agenda]

Status of submission and review of sixth national
communications and first biennial reports from Parties
included in Annex I to the Convention
[Item 3 (a) of the provisional agenda]

Compilation and synthesis of sixth national communications and first biennial reports from Parties included in Annex I to the Convention

[Item 3 (b) of the provisional agenda]

Compilation and synthesis of supplementary information incorporated in sixth national communications from Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol

[Item 3 (c) of the provisional agenda]

Revision of the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications”

[Item 3 (d) of the provisional agenda]

Report on national greenhouse gas inventory data from Parties included in Annex I to the Convention for the period 1990-2012

[Item 3 (e) of the provisional agenda]

Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol for 2014

[Item 3 (f) of the provisional agenda]

4. Reporting from Parties not included in Annex I to the Convention
[Item 4 of the provisional agenda]

Information contained in national communications from Parties not included in Annex I to the Convention

[Item 4 (a) 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 (b) of the provisional agenda]

Provision of financial and technical support

[Item 4 (c) of the provisional agenda]

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

6. Matters relating to the mechanisms under the Kyoto Protocol
[Item 6 of the provisional agenda]

Review of the modalities and procedures of the clean development mechanism

[Item 6 (a) of the provisional agenda]

Review of the joint implementation guidelines

[Item 6 (b) of the provisional agenda]

Modalities for expediting the continued issuance, transfer and acquisition of joint implementation emission reduction units

[Item 6 (c) of the provisional agenda]

Procedures, mechanisms and institutional arrangements for appeals against the decisions of the Executive Board of the clean development mechanism
[Item 6 (d) of the provisional agenda]

Report of the administrator of the international transaction log under the Kyoto Protocol
[Item 6 (e) of the provisional agenda]

7. Matters relating to the least developed countries
[Item 7 of the provisional agenda]

8. Report for the Adaptation Committee
[Item 8 of the provisional agenda]

9. National adaptation plans
[Item 9 of the provisional agenda]

10. Warsaw international mechanism for loss and damage associated with climate change impacts
[Item 10 of the provisional agenda]

11. Matters relating to finance
[Item 11 of the provisional agenda]

Second review of the Adaptation Fund
[Item 11 (a) of the provisional agenda]

Further guidance to the Least Developed Countries Fund
[Item 11 (b) of the provisional agenda]

12. Development and transfer of technologies and implementation of the Technology Mechanism
[Item 12 of the provisional agenda]

Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network
[Item 12 (a) of the provisional agenda]

Poznan strategic programme on technology transfer
[Item 12 (b) of the provisional agenda]

13. Capacity-building
[Item 13 of the provisional agenda]

Capacity-building under the Convention
[Item 13 (a) of the provisional agenda]

Capacity-building under the Kyoto Protocol
[Item 13 (b) of the provisional agenda]

14. Impact of the implementation of response measures
[Item 14 of the provisional agenda]

Forum and work programme
[Item 14(a) of the provisional agenda]

Matters relating to Article 3, paragraph 14, of the Kyoto Protocol
[Item 14(b) of the provisional agenda]

Progress on the implementation of decision 1/CP.10
[Item 14(c) of the provisional agenda]

15. The 2013–2015 review
[Item 15 of the provisional agenda]
16. Gender and climate change
[Item 16 of the provisional agenda]
17. Arrangements for intergovernmental meetings
[Item 17 of the provisional agenda]
18. Administrative, financial and institutional matters
[Item 18 of the provisional agenda]

Audited financial statements for the biennium 2012-2013
[Item 18(a) of the provisional agenda]

Budget performance for the biennium 2014–2015
[Item 18(b) of the provisional agenda]

19. Reports on other activities
[Item 19 of the provisional agenda]

Report on the expert meeting on an information hub for information on the results of the activities referred to in decision 1/CP.16, paragraph 70, and results-based payments
[Item 19(a) of the provisional agenda]

Summary report on the 2nd Dialogue on Article 6 of the Convention
[Item 19(b) of the provisional agenda]

20. Other matters
[Item 20 of the provisional agenda]

Click [here](#) for the full SBI provisional agenda, all corresponding documents, and information on organizational matters relating to the SBI.

List of participants

The provisional list of registered participants will be available electronically on the [UNFCCC website](#) as of Tuesday, 2 December 2014. Reminders for verification of Party delegation will be placed at the delegation seat in the plenary on Wednesday, 3 December 2014. Any corrections should be given to Ms. Vera-Lynn Watson (Registration Counter) by noon, at the latest, on Wednesday, 10 December 2014.

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	African Group	B5 – Trujillo
08.00–09.00	Association of Independent Latin American and Caribbean States	C26 – Yaravi
08.00–09.00	Delegation of Belize on behalf of Central American Integration System	C18 – Manu
09.00–10.00	Environmental Integrity Group	C22 – Ucayali
09.00–10.00	Group of 77 and China	B1 – Tumbes
13.00–14.00	Coalition for Rainforest Nations	C24 – Pachitea
13.00–14.00	Delegation of New Zealand on behalf of Cartagena Dialogue	C20 – Mantaro
13.00–14.00	Delegation of Venezuela on behalf of Alba Group	C26 – Yaravi
13.00–14.00	Least Developed Countries	C6 – Huaraz
14.00–15.00	Group of 77 and China	B1 – Tumbes
18.00–19.00	African Group	B5 – Trujillo
18.00–19.00	Delegation of New Zealand on behalf of Cartagena Dialogue	C20 – Mantaro

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)	G5 – Machu-Picchu
09.00–10.00	Business non-governmental organizations (BINGOs)	G4 – Sipan
09.00–10.00	Farmers non-governmental organizations (Farmers)	G10 – Pachacamac
08.00–11.00	Indigenous peoples organizations (IPOs)	G3 – Paracas
09.00–10.00	Local government and municipal authorities (LGMA)	G7 – Maranga
09.00–10.00	Research and independent non-governmental organizations (RINGOs)	G5 – Machu-Picchu
09.00–10.00	Trade union non-governmental organizations (TUNGOs)	G6 – Caral
09.00–10.00	Women and gender non-governmental organizations (Women and Gender)	G9 – Vicus

Press briefings

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

Welcome Reception on the occasion of COP 20/CMP 10

The welcome reception on the occasion of COP 20/CMP 10 **will be held on Thursday, 4 December 2014 at 7 p.m.** The reception will be open to all participants.

Further information on the reception will be in the Daily Programme of Thursday, 4 December 2014.

Election of officers of bodies under the Convention and the Protocol

Update of nominations received by the secretariat

(as at 30 November 2014)

Please consult the [UNFCCC elections website](#) for latest information on election procedures and daily updates of election nominations and election results.

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](#) and [high-level events](#)
- [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](#))

**Message from the
Presiding Officers**

Parties and Presiding Officers have been asked to make greater efforts on time management in the intergovernmental process (FCCC/SBI/2014/8, paragraph 218).

Presiding officers and their co-chairs/co-facilitators have thus committed to:

- Start and end meetings on time. Meetings will begin no later than 15 minutes after the scheduled time.
- Schedule official meetings between 10:00-13:00 and 15:00-18:00.
- Complete negotiations within the set timeframe. No extensions will be made – and items not completed will be referred to consideration at future sessions.
- Ensure that plenary statements are concise and give the opportunity for all voices to be heard – orally and by posting all full statements on the web.

Presiding Officers are counting on support from Parties to put in place a new mode of work to allow the conference to conclude at the scheduled time. These actions will be implemented to enhance inclusiveness and effectiveness of the intergovernmental process.

Further information will be made available in the “From the Podium” section of the UNFCCC main web page.

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. A range of high-quality medical facilities are available in Lima.

First aid is located on the ground floor close to the plenary halls in Zone E and the main meeting rooms in Zone C.

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:

Emergency Services (Police, Fire Service, Ambulance):

Tel: 105

Transportation

A complimentary transport service will be provided between official conference shuttle hubs and the conference venue (and vice versa). Full shuttle services will be provided until Saturday, 13 December 2014.

When using the service for the first time, please bring a copy of the acknowledgement letter from the online registration system (ORS) so that you can be identified as a participant. After receiving your badge, it will be the only identification you will need to present when boarding a shuttle.

Comprehensive information on the shuttle hub concept, along with the routes and hub points, has been posted on the host country website: <<http://www.cop20.pe/en/informacion-para-participantes/transporte/>>. This site also includes phone numbers of commercial taxi companies recommended by the host country.

If you require a taxi, please enquire with the Transportation Counter, located on the left-hand side when entering the venue, right behind the security check area. A taxi drop-off area will be created close to the entrance gate number 4.

In addition, a complimentary transport service will be provided between the conference venue and the climate fair "Voices for Climate".

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 in the Side Events and Exhibit hall (Zone G).

All interviews are announced on the UNFCCC website and CCTV monitors throughout the conference venue. For the booking of interview slots, kindly fill out the [application form](#) and return to the secretariat at:

<climatechangestudio@unfccc.int>

Bloggers Area

Introduced at COP 16/CMP 6 in Cancun, the Bloggers' Loft is a working area for bloggers and online communicators from the observer community. It is located on the first floor in Zone B. There are approximately 30 work spaces, each equipped with a table, chair, electrical power connection and hard-wired Internet connection (RJ45) to the "participants" branch of the conference IT network. In addition, an open wireless network is available.

Use of the Bloggers' Loft is prioritized for designated online communication professionals, such as bloggers from admitted observer organizations. All others may use the computer centres. Special secondary badges will be issued to prioritized users. Bloggers wishing to use the Bloggers Loft are requested to contact the Side Events and Exhibits Office in Zone G. Alternatively, requests for these badges may be sent to <see@unfccc.int>.

Availability of meeting rooms

Meeting rooms on site may be booked for closed meetings, availability permitting, every day from 8 a.m. to 7 p.m., at the meeting room assignment (MRA) Counter in paper form. The Counter is located on the left-hand side in Zone B behind the main security check area.

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.

Availability and location of your meeting room will be confirmed on the evening of the day before the meeting date. This information may be obtained from the Information and MRA Counter. It is recommended that you reconfirm room availability for your meeting with the staff at the Counter shortly before the start of the meeting, as changes in room allocation may occur owing to the needs of the negotiation process.

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. Only one set of credentials is necessary to cover the participation of Parties to the Convention and Parties to the Kyoto Protocol at COP 20 and CMP 10. Representatives, alternate representatives and advisers are requested to deposit the corresponding letters of credentials at the External Relations Office, located within the Conference Affairs Services offices on the ground floor in Zone E. 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, 29 November, and fully operational from Sunday, 30 November, until Friday, 12 December 2014. They are located on the ground floor and first floor in Zone D. The Media Centre will be equipped with computers, printers, electrical power outlets, and closed-circuit television so that meetings can be followed.

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 in the Media Centre. There will also be overflow rooms in case certain meetings reach full capacity.

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

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 the exhibit area (Zone G, booth numbers 23 and 79)
Please provide a sample to the staff at the counter or contact the Side Events and Exhibits Office in Zone G.

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) are located in the Side Events and Exhibits hall (Zone G).

Communications and Media Team

Members of the secretariat's Communications and Media Team may be contacted through the Media Information Desk or by e-mail (press@unfccc.int).

Communications and Media Team	
Mr. Nick Nuttall Spokesperson E-mail: < nnuttall@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 the first floor in Zone B (walk up the staircase next to the Information Counter).

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.

Conveying messages and distributing publications Pigeonholes for Parties, UN organizations and IGOs were discontinued for sustainability reasons, in particular to reduce the large amounts of paper waste produced at each conference. More modern and effective modes of communication, such as text messaging, e-mail and the Internet, have taken over the function of space-consuming pigeonholes.

In the event that delegations need to resort to leaving a paper note or personalized invitation for another delegation, such notes and invitations may be placed at and collected from the UN Information Counter, located in Zone B. Delegations are kindly requested to check regularly with the Counter whether a message has been left for them.

Side event schedules will be announced through the UNFCCC website, the Side Events and Exhibits Brochure, CCTV monitors listing the day's events, and the free UNFCCC iPhone/iPad application "Negotiator". Information on outside events may also be posted on the UNFCCC website. As part of the secretariat's paper-reduction initiative, participants – including exhibitors – are requested to distribute limited amounts of paper documents only if and where necessary. The secretariat recommends the use of USB flash drives for the dissemination of information.

For the distribution of publications and other information materials at exhibit stands or side events, the secretariat encourages organizers to use the web-posting function of SEORS to upload electronic publications onto the UNFCCC website. This function also allows the advertising and reporting of side events.

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, upon approval. Please provide a sample, including a digital copy (if possible), to the staff at the Counter or contact the Side Events and Exhibits Coordination Office.

Documents that are deposited elsewhere or not attributed to the conference will be removed. For further information on distributing documents at the Climate Change Publications Counter, please contact <see@unfccc.int>.

Kindly note that daily updates on the negotiations, such as Earth Negotiations Bulletins, ECO Newsletters and Third World Network Climate Change News Updates will mainly be disseminated in electronic formats. In order to facilitate access, the secretariat will include web links to these updates in the Daily Programme. The publishing organizations may display a copy with quick response (QR) codes at their exhibit stand and/or poster boards.

Security / Lost and Found Office Participants are reminded not to leave personal belongings in meeting rooms. Lost and found items may be reported and handed in at the UN Security/ Lost and Found Office located in Zone B, just behind the security check area. For security reasons, unattended items found anywhere on the conference premises will be removed by Security.

Web Coverage and daily reports of the COP 20/CMP 10 meetings The following organizations kindly provide daily web coverage, daily reports and a summary and analysis of the COP 20/CMP 10 meetings on their webpages:

- [ECO](#) (by CAN). Click [here](#) for ECO content for mobile devices;
- [ENB](#) (by IISD);
- [Outreach](#) (by Stakeholder Forum for a Sustainable Future);
- [TWN](#) (by TWN).

The [CAN International App](#) is available in the Apple iTunes App Store.

Key contacts

In order to reduce paper consumption, the information in this section will not be reprinted during the sessions. This information is available in the [Information for Participants \(IFP\)](#) brochure.

Executive Secretary	Ms. Christiana Figueres
Deputy Executive Secretary	Mr. Richard Kinley
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 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 and 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. Nick Nuttall

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	<p>Implementing the enhanced MRV Framework for Developing Countries – contributions of the CGE</p> <p>The CGE will provide a briefing on: (1) Enhancing the understanding of the MRV Framework; (2) BURs preparation to facilitate an effective and efficient technical analysis; (3) The conduct of the technical analysis of BURs submitted, under the international consultation and analysis (ICA) process.</p>	<p>Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) Ms. Uazamo Kaura <ukaura@unfccc.int> +49 228 8151474</p>	G7 – Maranga
13.15– 14.45	<p>The CDM Forum: The CDM EB hosts a panel discussion on the evolving role of CDM</p> <p>Panellists will discuss the value and uses of the CDM and its potential role as a mitigation, development and climate finance instrument.</p>	<p>Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) Ms. Kay Merce <kmerce@unfccc.int> +49 228 8151507</p>	G8 – Wari

Special events

Time	Title/Theme	Organizer	Venue
18.00– 19.30	<p>Informal briefing on the technical papers on the FVA, NMA and NMM</p> <p>SBSTA 40 mandated the secretariat to prepare technical papers on the FVA, NMA and NMM for consideration at SBSTA 41, drawing on submissions and other relevant materials.</p> <p>The technical papers are available on the website. The objective of the event is to inform Parties and observers on the content of the technical papers.</p>	<p>Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) Mr. Andrew Howard <ahoward@unfccc.int> +51 943516883</p>	C4 – Talara

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 events and exhibits are located in Zone G.

Interviews at the Climate Change Studio

The schedule of interviews at the Climate Change Studio during the session is available at [unfccc.int](#). Participants are kindly requested to consult the CCTV monitors for changes or updates. For the booking of interview slots, kindly fill out the [application form](#) and return to Ms. Anne Jona at: climatechangestudio@unfccc.int

Other and Outside events

Information on other and outside events and activities is available electronically at [unfccc.int](#).

Forthcoming events

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

Time	Title/Theme	Organizer	Venue
2 Dec 13.15– 14.45	<p>Special event on the Synthesis Report (SYR) of the IPCC Fifth Assessment Report (AR5)</p> <p>The IPCC Chair and lead authors of IPCC will present the key findings of SYR, which distils and integrates the findings of the three Working Group contributions to the AR5, as well as the two IPCC Special Reports produced during this cycle. The SYR is now available to download at www.ipcc.ch.</p>	<p>Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) Mr. Florin Vladu <fvladu@unfccc.int></p> <p>Intergovernmental Panel on Climate Change (IPCC) Ms. Renate Christ <rchrist@wmo.int></p>	E -Cusco
2 Dec 15.00– 18.00	<p>Fourth meeting of the Structured Expert Dialogue (SED 4) on the 2013-2015 review – Part 1</p> <p>The first part of SED 4 will address the key findings of the Synthesis Report of the Fifth Assessment Report of the Intergovernmental Panel on Climate Change. The agenda and background information on the meeting are available at <http://unfccc.int/7521.php>.</p>	<p>Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) Mr. Iulian Florin Vladu <fvladu@unfccc.int> +51 943516761</p>	E13 - Abancay
3 Dec 15.00– 18.00	<p>Fourth meeting of the Structured Expert Dialogue (SED 4) on the 2013-2015 review – Part 2</p> <p>The second part of SED 4 will hear from the United Nations Environment Programme, the International Energy Agency, the World Bank, the Food and Agriculture Organization of the United Nations and the World Health Organization on their work to support progress towards achieving the long-term global goal and best practices in streamlining support that can lead to effective mitigation and adaption action. The agenda and background information on the meeting are available at <http://unfccc.int/7521.php>.</p>	<p>Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) Mr. Iulian Florin Vladu <fvladu@unfccc.int> +51 943516761</p>	E13 - Abancay