



COP24 KATOWICE 2018
UNITED NATIONS CLIMATE CHANGE CONFERENCE

Date: 12 November 2018
Reference: CAS/COP 24/Resumed High
Level Segment/Message II
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MESSAGE TO PARTIES II

United Nations Climate Change Conference
Katowice, Poland

Resumed High-Level Segment

Tuesday 11th December 2018



* Enclosure: COP 24/CMP 14/CMA 1.3 Resumed High-Level Segment Registration form

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RESUMED HIGH-LEVEL SEGMENT

I. Introduction

1. The high-level segment, to be attended by ministers and heads of delegation, will resume on Tuesday, 11 December at 15.00 to hear statements by representatives of groups and national statements by ministers and other heads of delegation during joint meetings of the COP, CMP and CMA.
2. The resumed high-level segment will continue hearing national statements by ministers and heads of delegation, followed by statements from intergovernmental and non-governmental organizations on Wednesday, 12 December.
3. The resumed high-level segment will be open to all Parties and observer States, United Nations organizations and intergovernmental organizations. A limited number of other observer organizations will be able to attend the event, which will also be broadcast via live webcast.

II. Seating arrangements

4. A total of four seats per delegation will be made available behind the nameplate of each Party for the resumed high-level segment. Additional seats will be available at the back of the plenary room.

III. Schedule of the Resumed High-Level Segment

5. The resumed high-level segment will be held according to the following schedule:

Tuesday, 11 December 2018

15.00 – 18.00 Statements on behalf of groups and national statements

Wednesday, 12 December 2018

10.00 – 13.00 National statements

15.00 – end National statements and statements from intergovernmental
and non-governmental organizations

IV. Security arrangements

General principle

6. The United Nations Climate Change Conference is under the authority of the United Nations. Safety and security will be provided by the United Nations Department of Safety and Security (UNDSS) in collaboration with the Polish government.
7. A secured zone will be established for the safety and security of ministers and other dignitaries.
8. A special access pass to plenary will be distributed to Parties to allow access to the plenary. The distribution will take place before the resumed high-level segment.
9. National security officers accompanying ministers and who require further information or have any questions regarding security should contact Chief Bonnie Adkins, UNDSS Chief of Security by e-mail at security-unfccc@unfccc.int.

Access to the Conference Venue

10. Information on this topic will be provided in due course.

V. Protocol

11. The secretariat is not in a position to make logistical (transportation, hotel, etc.) or protocol arrangements for ministers or delegations. Parties, delegations, and embassies are responsible for making all arrangements for their participation in the conference and for the participation of their ministers.

VI. Statements during the resumed high-level segment, registration

12. The speakers list for the resumed high-level segment was opened for registration on Friday, 19 October 2018, and will close on Friday, 16 November 2018. The registration form for the resumed high-level segment was attached to the Message to Parties, dated Thursday, 18 October 2018.
13. Statements will be delivered in accordance with the time of inscription in the list of speakers, reflecting protocol order in accordance with United Nations Framework Convention on Climate Change, with ministers of foreign affairs speaking first, followed by other ministers, and then heads of delegation.
14. Parties whose minister or head of delegation wishes to deliver a national statement at the resumed high-level segment are requested to **electronically** complete the COP 24/CMP 14/CMA 1.3 Resumed High-Level Segment registration form annexed to this communication and return it to the UNFCCC secretariat.
15. Registration should be made exclusively using the form and addressing it to the External Relations Office, Conference Affairs Services, UNFCCC secretariat at sessions@unfccc.int.
16. Parties whose Head of State or Government intervene during the high-level segment on Monday, 3 December 2018, will not be able to deliver another national statement.
17. Inscription for inclusion on the speakers list for the resumed high-level segment should be communicated to the UNFCCC secretariat through the Ministry of Foreign Affairs (as represented by Permanent Missions to the United Nations or Diplomatic Missions in Germany or Poland) or the National Focal Point.
18. For any enquiries, please contact copprotocol@unfccc.int.
19. Parties are reminded that it will be necessary to limit the duration of statements. To ensure that all speakers have an opportunity to address the plenaries, statements must not exceed **three minutes**. Statements on behalf of groups, where other members of the group do not speak, are strongly encouraged and, where possible, additional time will be provided for these. National Focal Points are invited to inform speech writers of the time limit.
20. Time limits will be strictly enforced. Further to the guidance from the Subsidiary Body for Implementation to conclude the session in a timely manner¹ and following United Nations practice, a mechanism will be used to assist speakers in respecting this limit. A bell system

¹ FCCC/SBI/2014/8, paragraph 218.

will signal speakers when the limit is approaching. Full versions of statements will be posted on the UNFCCC website.

VII. Registration

21. Parties are reminded to include the speaker in the online registration system as completion and submission of the registration form for ministers and heads of delegation to speak at the resumed high-level segment does not constitute being registered for the conference. All participants must be registered in the online registration system in order to have access to the conference premises.
22. National Focal Points are also reminded to include their minister or head of delegation and any accompanying officials through the online registration system, in the corresponding national protocol order, for them to be included in the List of Participants.

VIII. Media Arrangements and Services

23. The deadline for general media accreditation is Monday, 26 November 2018.
24. Please be advised that official government press and/or press accompanying ministers should be registered with the delegation through the online registration system for Parties. Please note that there is no deadline for accreditation for media accompanying ministers.
25. Online accreditation is the only official channel to obtain registration for the conference (<https://onlinereg.unfccc.int/>). The secretariat will not accept applications for accreditations via any other channel.

IX. Interpretation

26. Interpretation in the official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be provided.
27. Arrangements for interpretation from other languages for Parties wishing to use interpretation booths for the entire session or the resumed high-level segment can rent their own interpretation booths from the general contractor for the conference on a commercial basis. Parties would need to provide their own interpreter.
28. To ensure the quality of interpretation, 15 copies of the statement should be provided to the Conference Officer in the respective plenary room, as early as possible, but at least 15 minutes prior to delivery of the statement.

X. Statements

29. Hard copies of statements will not be circulated in the plenary during the resumed high-level segment. Full texts of the official statements will be posted on the UNFCCC website. In order to have statements posted on the UNFCCC website, Parties speaking at the resumed high-level segment are requested to send an electronic file containing the statements in advance to the following e-mail address: external-relations@unfccc.int.

XI. Additional information

30. Other practical and logistical questions related to the resumed high-level segment should be addressed to the External Relations Office, Conference Affairs Services, UNFCCC secretariat: copprotocol@unfccc.int.

XII. High-Level Segment focal points for arrangements

Protocol:	Horacio Peluffo E-mail: copprotocol@unfccc.int
Security:	Chief Bonnie Adkins E-mail: security-unfccc@unfccc.int
List of Speakers:	Grace Ann Smith E-mail: copprotocol@unfccc.int
Media Liaison:	Alexander Saier E-mail: asaier@unfccc.int

Annex Registration Form – COP 24/CMP 14/CMA 1.3
Resumed High-Level Segment

List of speakers during the resumed high-level segment

Katowice 2018: United Nations Climate Change Conference, Tuesday, 11 December 2018

The list of speakers will be open for registration from Friday, 19 October, until Friday, 16 November 2018. Those Parties whose HoS/G will deliver a national statement during the high-level segment on Monday, 3 December 2018, will not be able to make another national statement.

Parties that wish to deliver a national statement during the resumed high-level segment of COP 24/CMP 14/CMA 1.3 are requested to complete this form **electronically** and return it to the UNFCCC secretariat. Please note that this form is attached in a separate Word file for your convenience. **Illegible or incomplete forms will be rejected.**

Speakers should be included in the online registration system as completion and submission of the registration form for Ministers and heads of delegations to speak at the resumed high-level segment does not constitute being registered for the conference. All participants must be registered in the online registration system in order to have access to the conference premises.

Please note that the nomination of representatives of a Party to attend the sessions does not imply inclusion in the list of speakers

Party/country _____

Name of speaker _____
(Mr./Ms.) (First name) (Middle initial) (Last name)

Title/position _____
(If available, please include translation in English)

Institution _____

Contact person* _____

Title of contact person _____

Institution _____

Telephone _____ E-mail: _____

Signature of the contact person _____ Date: _____

E-mail address: External Relations Office, UNFCCC secretariat
<sessions@unfccc.int>

* Contact person should be able to liaise with the secretariat on the agenda of the Minister/head of delegation, changes in the order of speakers during the event, arrival, departure etc.