



Date: 18 October 2018
Reference: CAS/COP 24/High Level
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MESSAGE TO PARTIES

**United Nations Climate Change Conference
Katowice, Poland**

First Part of the High-Level Segment

Monday, 3 December 2018

and

The Resumed High-Level Segment, in the second week of the conference

Official UNFCCC secretariat stamp

* **Registration forms enclosed**

HIGH-LEVEL SEGMENT – PART I

I. Introduction

1. The President of the Republic of Poland, His Excellency Mr. Andrzej Duda, has invited all Heads of State and Government (HoS/G) to participate in the high-level segment during the twenty-fourth session of the Conference of the Parties, the fourteenth session of the Conference of the Parties serving as the Meeting of the Parties to the Kyoto Protocol, and the third part of the first session of the Conference of the Parties serving as the Meeting of the Parties to the Paris Agreement (COP 24/CMP 14/CMA 1.3), also referred to as the United Nations Climate Change Conference, Katowice, Poland, 2018.
2. The invitation signifies the importance for governments to confirm their commitment to addressing the challenge of climate change.
3. The opening of the high-level segment will be on Monday, 3 December 2018 at the Miedzynarodowe Centrum Kongresowe ([MCK International Congress Centre](#)), Katowice, Poland.
4. In principle, at this segment, the HoS/G will deliver national statements.
5. The high-level segment will be open to all Parties and observer States, United Nations organizations and intergovernmental organizations which will be broadcast via live webcast and social media channels. A limited number of other observer organizations will be able to attend the event.
6. The delivery of national statements from HoS/G during the high-level segment will be on Monday, 3 December 2018, and will resume during the second week of the conference with ministers and heads of delegation delivering national statements for those Parties that did not deliver a statement on 3 December 2018.
7. The specific schedule of the events for Monday, 3 December 2018, will be communicated as soon as it is available.
8. The opening ceremony of the high-level segment will be presided over by officials from the host country and the United Nations.

II. Protocol and registration

National statements during the high-level segment

9. The speakers list for the high-level segment on Monday, 3 December 2018 will be open for registration from Friday, 19 October 2018, to Monday, 19 November 2018. The registration form for speakers at the high-level segment on Monday, 3 December 2018 is enclosed in annex I to this message.
10. Parties whose Head of State or Government will attend the high-level segment on Monday, 3 December 2018, and wish to deliver a national statement are requested to complete the COP 24/CMP14/CMA 1.3 High-Level Segment Part I registration form **electronically** and return it to the UNFCCC secretariat.
11. Registration for the speakers list of the high-level segment on Monday, 3 December 2018 should be done exclusively using this form and should be addressed to the External Relations

Office, Conference Affairs Services, UNFCCC secretariat, at the following email address:

sessions@unfccc.int.

12. The completed registration form should be sent 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.
13. The UNFCCC secretariat is not in a position to accept communications regarding the participation of HoS/G through other sources.
14. For any further enquiries please email copprotocol@unfccc.int or visit [UNFCCC COP 24 Katowice](#) for further information.

Registration of Party delegations

15. All members of official delegations from Parties, including HoS/G, should be registered as such through the online registration system.
16. National focal points are reminded to include their HoS/G and any accompanying officials in the online registration system in the corresponding national protocol to be listed in the List of Participants as appropriate.

III. Security and access arrangements

General principle

17. The United Nations Climate Change Conference is conducted under the overall 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.

Security at the high-level segment

18. A secured zone will be established for the safety and security of HoS/G. This area will encompass all the premises associated with the event (VVIP, plenaries, etc.).
19. Access to the secured zone and the lounge for HoS/G will require special secondary badges.

Access to the conference centre

20. Vehicles transporting HoS/G will have direct access via a dedicated gate to a special drop-off area.
21. All vehicles will need to comply with security controls put in place.
22. National security officers accompanying HoS/G who require further information or have any questions regarding security should be directed to Chief Bonnie Adkins, UNDSS Chief of Security, at security-unfccc@unfccc.int.

IV. Media arrangements and services

Accreditation

23. Media representatives are required to submit their accreditation application online. Online accreditation is the only official channel to obtain registration for the media at <https://onlinereg.unfccc.int>. The secretariat will not accept applications for accreditation via any other channel. Details regarding accreditation requirements are available at <https://unfccc.int/about-us/press-and-media>.

24. Official government press and/or press accompanying ministers or HoS/G 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 HoS/G and ministers.

V. Interpretation

25. Interpretation in the official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be provided.
26. Arrangements for interpretation from other languages for Parties wishing to use interpretation booths for the first part of the high-level segment or the entire session can be made by Parties renting their own interpretation booths from the general contractor for the conference on a commercial basis. Parties would need to provide their own interpreter.
27. 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.

VI. Statements

28. Statements will be delivered in accordance with the time of inscription in the list of speakers, and reflecting protocol order in accordance with United Nations Framework Convention on Climate Change, with Heads of State speaking before Heads of Government.
29. Hard copies of statements will not be circulated in the plenary during the high-level segment. Full texts of the official statements will be posted on the UNFCCC website. To have statements posted on the UNFCCC website, Parties speaking at the high-level segment are requested to send an electronic file containing the statements in advance to external-relations@unfccc.int.

VII. Briefings to advance teams

30. Collective briefings by the UNFCCC secretariat in conjunction with the United Nations security will be organized during the week prior to the opening of the conference and the high-level segment. A timetable of briefings will be communicated in due course.

VIII. Additional information

31. The provisional list of speakers and additional information on the high-level segment will be announced in due course.
32. Updated and expanded information will be provided in subsequent communications.

IX. High-level segment focal points for arrangements

Protocol:	Horacio Peluffo Email: copprotocol@unfccc.int
Security:	Chief Bonnie Adkins Email: security-unfccc@unfccc.int
List of speakers:	Grace Ann Smith Email: copprotocol@unfccc.int
Media liaison:	Alexander Saier Email: asaier@unfccc.int

RESUMED HIGH-LEVEL SEGMENT

I. Introduction

1. The high-level segment, to be attended by ministers and head of delegations, will be resumed in the second week of the Conference (the exact date is to be confirmed and communicated) 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 which will be broadcast via live webcast and social media channels.

II. Security and access arrangements

General principle

3. The United Nations Climate Change Conference is conducted under the overall 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.

Security at the resumed high-level segment

4. A secured zone will be established for the safety and security of ministers and other dignitaries.
5. A special access pass will be distributed to Parties to allow access to the plenary. The distribution will take place before the resumed high-level segment.

III. Protocol and registration

Statements during the resumed high-level segment

6. The speakers list for the resumed high-level segment during the second week of the conference will be open for registration from Friday, 19 October 2018, to Monday, 19 November 2018. The registration form for the resumed high-level segment is enclosed in annex II to this message.
7. Statements will be delivered in accordance with the time of inscription in the list of speakers, and will reflect protocol order in accordance with the United Nations Framework Convention on Climate Change, with ministers of foreign affairs speaking first, followed by other ministers and then heads of delegation.
8. Parties whose HoS/G intervened during the high-level segment on Monday, 3 December 2018, will not be able to deliver another national statement.
9. Parties whose minister or head of delegation wishes to deliver a national statement at the resumed high-level segment are requested to complete the registration form for the COP 24/CMP 14/CMA 1.3 Resumed High-Level Segment **electronically** and return it to the UNFCCC secretariat.
10. Registration should be done exclusively using the form and addressed to the External Relations Office, Conference Affairs Services, UNFCCC secretariat: sessions@unfccc.int.
11. 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.

12. For any enquiries please send an email to copprotocol@unfccc.int.
13. Parties are also 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 additional time will be provided for these. National focal points are invited to inform speech writers of the time limit.
14. Time limits will be strictly enforced. Further to the guidance from the SBI 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 will signal speakers when the limit is approaching. Speakers will be interrupted should they exceed the time limit. Full versions of statements will be posted on the UNFCCC website.

Registration

15. 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.
16. 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.

IV. Media arrangements and services

17. The deadline for general media accreditation is 26 November 2018.
18. Official government press and/or press accompanying ministers or HoS/G 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 HoS/G and ministers.
19. Online accreditation is the only official channel to obtain registration for the conference (<https://onlinereg.unfccc.int/>). The secretariat will not accept applications for accreditation via any other channel.

V. Interpretation

20. Interpretation in the official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be provided.
21. Arrangements for interpretation from other languages for Parties wishing to use interpretation booths for the entire session or the resumed high-level segment can be made by Parties renting their own interpretation booths from the general contractor for the conference on a commercial basis. Parties would need to provide their own interpreter.

¹ FCCC/SBI/2014/8, paragraph 218.

22. 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.

VI. Statements

23. 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 email address: external-relations@unfccc.int.

VII. Additional information

24. Updated and expanded information will be provided in subsequent communications.
25. 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.

VIII. High-level segment focal points for arrangements

Protocol:	Horacio Peluffo Email: copprotocol@unfccc.int
Security:	Chief Bonnie Adkins Email: security-unfccc@unfccc.int
List of speakers:	Grace Ann Smith Email: copprotocol@unfccc.int
Media liaison:	Alexander Saier Email: asaier@unfccc.int

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

List of speakers during the high-level segment

Katowice 2018: United Nations Climate Change Conference, **Monday, 3 December 2018**

The speakers list for the high-level segment on Monday, 3 December 2018 will be open for registration from Friday, 19 October, to Monday, 19 November 2018. Parties whose Head of State or Government will attend the event on Monday, 3 December 2018, and deliver a national statement 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.

Speaking slots will be communicated in due course. The list of speakers will be set up in the corresponding protocol order.

Parties are reminded to include their Head of State or Government in the on-line registration system in order for them to be listed as the head of delegation for the conference.

Party/country _____

Name of Head
of State or
Government

(Mr./Ms.) (First name) (Middle initial) (Last name)

Title/position

(If available, please include translation in English)

Contact
person*

Title of
contact person

Institution

Telephone

E-mail: _____

Signature of
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.

Annex II 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 (second week of the conference)

The list of speakers for the resumed high-level segment during the second week of the conference will be open for registration from Friday, 19 October, to Monday, 19 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 who 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 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.

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

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 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.