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**MEDIA LOGISTICS NOTE TO PARTIES**

**United Nations Climate Change Conference 2023**

**Dubai, United Arab Emirates**

**World Climate Action Summit**

**Friday, 1 and Saturday, 2 December 2023**

**19 November 2023**



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# WORLD CLIMATE ACTION SUMMIT

## **I. Introduction**

1. The World Climate Action Summit (WCAS) will bring Heads of State and Government together in the United Arab Emirates (UAE) on Friday, 1 and Saturday, 2 December 2023. The UNFCCC secretariat has communicated a [Message to Parties](#), outlining more details on the WCAS programme. An updated Message to Parties containing additional and more comprehensive information on the arrangements for the Summit will be communicated soon.
2. This note includes information for media and official photographers/videographers who will be travelling to COP28 with Heads of State and Government.

## **II. Accreditation and Visas**

3. Only accredited individuals with a UNFCCC conference badge will be permitted to access the COP28 site. Media travelling with Heads of State or Government should be accredited as part of their country delegation. Accreditation can be collected from the registration desks at the main entrance of the COP28 Blue Zone from 24 November 2023 8am – 6pm. This is for advanced collection only, badges will not provide access to the site until they become active on Thursday, 30 November 2023.
4. The UAE Government has authorized an electronic, free of charge Special Entry Permit for all UNFCCC registered COP28 UAE event attendees, also known as the COP28 UAE Visa. Once UNFCCC accreditation has been confirmed, individuals will receive a confirmation email from the UNFCCC which will include a link to apply for the COP28 UAE Visa. Through the link, individuals should visit the visa portal and supply the information requested. Once approved, a visa confirmation email with a link to download the COP28 UAE Visa, will be shared.

## **III. Importing media equipment into the UAE**

5. Media arriving in the UAE on their Heads of State or Government's plane will need a letter from the Media Regulatory Office to bring equipment into the UAE. We will share further information in due course on how to request this letter.
6. For media arriving on commercial flights a temporary import permit is required from the National Media Office (NMO) in conjunction with the Media Regulatory Office (MRO). Shared alongside this note is the application form for the permit. Media need to complete the form and return it to mediaservices@cop28.com along with information of how they will be arriving in the UAE.
7. The media services team will liaise with the NMO and MRO to facilitate all permits. Permits received less than 72 hours prior to arrival in the UAE may not be issued in time. Once the permit has been processed and received, it should be saved and presented to the customs officer on duty upon arrival in the UAE.

## **IV. Customs clearance of media equipment – for those arriving on a commercial flight**

8. To best facilitate the passage of COP28 accredited media bringing equipment into the UAE, the relevant authorities are currently finalizing a streamlined process. Further information will be shared directly with media who have applied for their permit to temporarily import media

equipment into the UAE. Please note, that by submitting an application for a permit to temporarily import media equipment into the UAE, your data will automatically be shared with the relevant authorities to facilitate the customs clearance process.

## **V. Travelling to the COP28 Blue Zone site**

9. Delegates are encouraged to travel to the COP28 site by metro where possible. The *Dubai Metro's red line* connects various locations throughout the city, including Dubai International airport, to the Expo 2020 metro station situated at the entrance of COP28 at Expo City Dubai.
10. For those who wish to self-drive, there is a dedicated parking facility for Blue Zone delegates, including media, situated approximately 650 meters from the COP28 entrance. A free shuttle service, with the capability to carry equipment, operates from the car park to the entrance. Access to the car park is upon display of your UNFCCC accreditation. However, for the first three days of COP28, some roads near Expo City Dubai will be closed due to enhanced security protocols. During the event, last-minute changes and road closures may also occur without prior notice due to the heightened security arrangements. Therefore, it is strongly recommended that all visitors and delegates use the Dubai Metro.

## **VI. Accessing the COP28 site – Spectrum Licensing**

11. Any media planning to bring wireless/radio frequency equipment to COP28 must first apply for spectrum allocation *and* register their equipment for approval with the COP28 Spectrum team. Detailed information about these processes can be found below at **Annex A**. Please read this information carefully and submit any required license requests to [mediaservices@cop28.com](mailto:mediaservices@cop28.com).
12. Once arriving at the COP28 site, equipment will need to be tagged and tested at the Spectrum desk located just outside the Blue Zone entrance. Due to the expected number of delegates and media entering the site for the first time on the 30 November and 1 and 2 December, we highly recommend that media arrive at the site two hours earlier to allow time to get through the Spectrum tagging location, security and accreditation pick up. If a delegation plans to have its official photographer/videographer part of the +2 in Al Wasl Dome, please inform us by email at [mediaservices@cop28.com](mailto:mediaservices@cop28.com).

## **VII. Access to the Media Centre**

13. Media on party delegation badges will be allowed to access the media centre on the 30 November and 1 and 2 December. From the 3 December onwards, the media centre will only be accessible by those carrying media accreditation.
14. The media centre has an overall capacity of 1800, with 506 press desks and a number of unallocated broadcast workstations. Space in the media centre will be available on a first-come, first-served basis. Security at the entrance of the media center will inform media representatives if the media centre is full. There are other workstations across the COP site, however these will not offer the services available at the media centre.

## VIII. Media Moments and Access to WCAS Pools

15. There will be many media moments within the WCAS programme to capture all Head of State and Government activity at COP28. The below table outlines each moment and where there will be access for travelling media and official photographers/videographers. The access has been defined based on security and the space available in each location. No exceptions will be made. All moments will be covered by the COP28 host broadcast and official photography teams, and the footage/photographs will be available to all delegations. More information on how to access the footage/photographs is outlined below.

Media Moment	Travelling Media access	Travelling Official photographers and videographers
Car arrivals to COP28 site	None	None
Handshake moment	None	None
Family Photograph	None	None
Al Wasl Dome Networking Lounge	None	Yes, if they are part of the delegations +2
Bilaterals in Al Wasl Dome	None	None
Parade from Al Wasl Dome to DEC North	None	None
WCAS Opening Segment	None	None
Bilaterals in DEC North	Two per country	Yes, if they are part of the two per country allocation
Heads of State/Government National Statements	Two broadcasters and two photographers and press seats at the back of the room	Yes
COP28 Presidency Led Events	None	None
Evening Gala Event	None	None
DEC VVIP Lounge access	None	Yes, if they are part of the delegation's +2

## IX. Access to other areas within the COP28 Blue Zone site

16. If your Head of State or Government is visiting your country pavilion as part of their programme, travelling media and official photographers will be able to access pavilions and capture footage/photographs. If your Head of State or Government is visiting another party or observer pavilion, access for media and official photographers/videographers is at the discretion of the pavilion owner.
17. If your Head of State or Government is attending an event held by your party, another party or observer delegations elsewhere in the COP28 Blue Zone site, access for media and official photographers/videographers is at the discretion of the event organiser.

## X. Access to Host Broadcast Footage and Official Photography

18. Access to images from the Official Photography team is via the UNFCCC Flickr account. The account is an open platform and login details are not required.  
<https://www.flickr.com/photos/unfccc/>

19. Access to the Host Broadcast footage is via a wired network connection to the Media Library Server. This will be available in the TV cubicles, open-plan workspaces and offices within the media centre. Media will be able to use the unassigned broadcast workstations within the media centre to access the host broadcast feed. The Media Library will not be accessible over Wi-Fi. A username and password will be required to access the Media Library.
20. Photographs will also be published on the Expo City Dubai Content Portal. Access to this is by invitation and registration process. An invitation to join Expo City Dubai Content Portal will be sent to the end-user email address. After accepting the invitation, the end-user will be asked to enter an email address and create a password. These will be the credentials in order to access the account in the Expo City Dubai Content Portal. To request access to the portal please visit <https://contentportal.expocitydubai.com/expocitydubai/cop28/> and click request access, this will generate an invitation for you to register.

## **XI. Booking a Press Conference Room**

21. There will be two press conference rooms within the COP28 Blue Zone site. Press Conference Room one is located next to the VVIP Lounge, bilateral rooms and plenary one. Heads of State or Government are encouraged to use this press conference room for its proximity to the VVIP lounge. The room has a capacity of 300 people, with a riser at the back for broadcast. It has a dual stage set up with a top table for six people and a single lectern.
22. To book a press conference please visit the press and media page on the [UNFCCC website](#) and complete a press conference request form. Your completed form should be sent to [pressconf@unfccc.int](mailto:pressconf@unfccc.int). Press conference rooms are available from 0900 – 1800 every day and will be allocated on a first-come first-served basis. Each press conference can last for a maximum of 30 minutes.
23. Press Conference Room two has a capacity of 224 people, with a riser at the back for broadcast. The stage is set up with a top table for six people only. It is located approximately a 10-minute walk from the VVIP facilities.

## **XII. Filming and Photography in the Green Zone**

24. All Blue Zone accreditation badges will grant access to the Green Zone and media will be allowed to film and photograph across the Green Zone site. However, access to some event spaces might be limited due to the space available within the room. If your Head of State or Government is entering the Green Zone as part of their programme please let us know via [mediaservices@cop28.com](mailto:mediaservices@cop28.com) so that we can advise on any potential access limitations.

## **XIII. Filming outside of the COP28 site**

25. Filming and photography in the UAE in public or private areas is not allowed without a permit. A permit to film and photograph in the UAE, outside the COP28 site, must be requested and approved by the National Media Office (NMO) in consultation with the Media Regulatory Office (MRO), prior to any filming or photography taking place. The expected processing time for this permit is subject to the required approvals and media should submit the application as early as

possible as the processing time may take up to 10 days. This permit is not required to film and photograph within the Blue Zone or Green Zone at the COP28 site.

26. The application form Filming and Photography Permit Request COP28 is shared alongside this note. Please complete the form and return it to [mediaservices@cop28.com](mailto:mediaservices@cop28.com), along with a copy of the photographer or camera crews Emirates ID or passport. The media services team will liaise with the NMO and MRO to facilitate the permit. Please note that not all filming requests can be granted and any requests that are submitted without sufficient time to process may not be approved.

#### **XIV. Further contacts**

27. If you have any further questions regarding media logistics for the World Climate Action Summit, please reach out to the COP28 and UNFCCC contacts below.

COP28 – [mediaservices@cop28.com](mailto:mediaservices@cop28.com)

UNFCCC – [WCASmedia@unfccc.int](mailto:WCASmedia@unfccc.int)

## Annex

### Wireless/radio frequency equipment spectrum allocations and approvals

Media planning to use any of the below listed wireless/radio frequency (RF) equipment within the COP28 site, must apply for spectrum allocation and register their equipment for approval with the COP28 Spectrum team in collaboration with the UAE Telecommunication and Digital Government Regulatory Authority (TDRA).

- Audio Description Services / Mass cast / FM Radio
- Interpretation Service
- Microwave Mobile Link
- Photographer wireless remote
- Point to Point devices
- Digital Satellite News Gathering (DSNG)
- Telemetry and Tele-command
- Wi-Fi (private hotspots) **\*\*Allowable only with UNFCCC pre-approval**
- Wireless microphone

You will find attached to this email, a *Spectrum Authorization Request Form COP28*, it must be completed and returned to [mediaservices@cop28.com](mailto:mediaservices@cop28.com) along with a copy of the technical datasheet or brochure for the RF equipment, by **13 November 2023**.

*All applications for spectrum authorization and allocation must be submitted by the deadline. Applications not submitted by this date may not receive spectrum allocation or authorization to be used on site.*

*To ensure the high number of frequency requests can be managed, media are strongly encouraged to minimize frequency requests and bring wired devices where possible.*

#### *Approval of RF Devices*

RF devices requested for use at COP28 must meet the requirements in accordance with the TDRA regulations. The table below includes the list of regulations for different radio communications services. These regulations show technical conditions for use of RF equipment such as allowable frequency ranges, applicable usage conditions and limitations. You can download a copy of the regulations from the link provided in the table against each service.

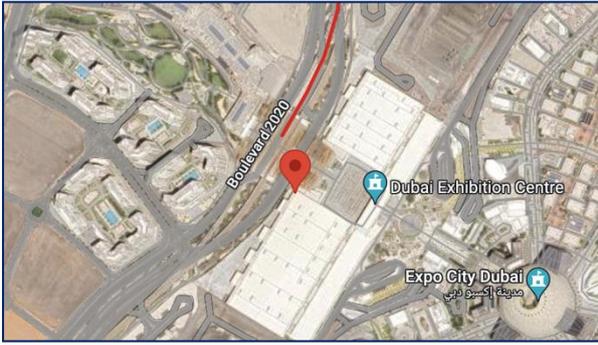
<b>Sr.</b>	<b>Service</b>	<b>Sub-Services</b>	<b>Link</b>
1	Services Ancillary to Broadcast Production, Program Making & Special Events (PMSE)	<ul style="list-style-type: none"> <li>• Wireless Audio Equipment (Wireless Mic, IEM, Talkback)</li> <li>• Wireless Data Equipment (Camera Control)</li> <li>• Wireless Video Equipment (Wireless Cameras)</li> </ul>	<a href="https://tdra.gov.ae/-/media/About/regulations-and-ruling/EN/UAE-PMSE-Regs-V1-0-En-pdf.ashx">https://tdra.gov.ae/-/media/About/regulations-and-ruling/EN/UAE-PMSE-Regs-V1-0-En-pdf.ashx</a>
2	Private Mobile Radio (PMR)	<ul style="list-style-type: none"> <li>• Private Mobile Radio</li> </ul>	<a href="https://tdra.gov.ae/-/media/About/regulations-and-ruling/Updated-regulations-and-ruling/Private-Mobile-Radio-PMR-Regs-v30-English.ashx">https://tdra.gov.ae/-/media/About/regulations-and-ruling/Updated-regulations-and-ruling/Private-Mobile-Radio-PMR-Regs-v30-English.ashx</a>
3	Earth Stations Regulations	<ul style="list-style-type: none"> <li>• Digital Satellite News Gathering (DSNG)</li> </ul>	<a href="https://tdra.gov.ae/-/media/About/regulations-and-ruling/EN/Earth-Stations-Regulations-V4-0-pdf.ashx">https://tdra.gov.ae/-/media/About/regulations-and-ruling/EN/Earth-Stations-Regulations-V4-0-pdf.ashx</a>
4	Ultra-Wide Band and Short Range Devices	<ul style="list-style-type: none"> <li>• Class Authorization</li> <li>• Low Power Devices</li> </ul>	<a href="https://tdra.gov.ae/-/media/About/regulations-and-ruling/EN/UWB-and-SRD-Regs-V4-0-pdf.ashx">https://tdra.gov.ae/-/media/About/regulations-and-ruling/EN/UWB-and-SRD-Regs-V4-0-pdf.ashx</a>

Where media are already allowed to operate their equipment within the UAE, individuals are still required to apply to the Media Services team to confirm if the wireless device can be approved for use at COP28.

If the required information in the application form cannot be provided, media can email [mediaservices@cop28.com](mailto:mediaservices@cop28.com) for further assistance. Specific cases will be examined with the TDRA and the outcome notified. Approval of such devices cannot be guaranteed.

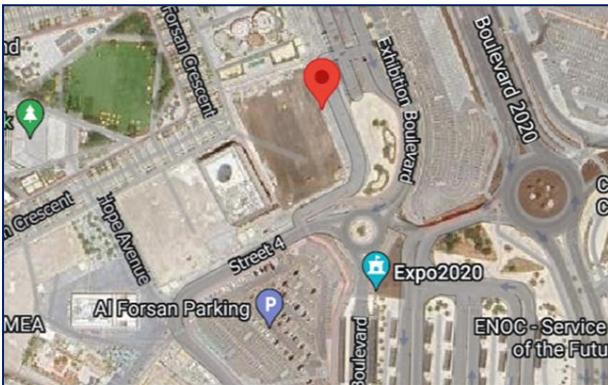
Once a request to use a device is approved by the COP28 Spectrum team and the TDRA, an authorization letter will be issued for the use of the device on site by the TDRA during the approved dates. The authorization letter shall specify the allowed location, allowed operating frequency and dates of use. Devices operated by UNFCCC accredited media for COP28 are authorized for use in both the Blue Zone and the Green Zone, for the duration of the event.

All approved and authorized devices must pass a technical test on first arrival at COP28. The Blue Zone testing and tagging location is located on the ground floor of the arrivals plaza after exiting the metro station.



[Click here](#) for a google map of the location.

The Green Zone testing and tagging location is located at the Al Forsan entrance gates, next to the Green Zone media parking area.



[Click here](#) for a google map of the location.

Media arriving to COP28 for the first time should head directly to the relevant testing and tagging area before proceeding to the security screening area if they have RF equipment. Media who are bringing their equipment into site via bulk delivery methods can contact [mediaservices@cop28.com](mailto:mediaservices@cop28.com) for support with testing and tagging their equipment.

Equipment which has not completed the necessary processes and is not authorised for use on site by the TDRA and the COP28 spectrum team or which does not pass the on-site testing process will not be tagged and will not be permitted into COP28.

Devices which pass the technical test will receive a tag from the TDRA. The tag will facilitate the security checks at the COP28 entrance and confirm that the device is authorized for use on site. Tags are not to be removed and applied to other equipment, doing so will invalidate the authorization for the equipment. Devices which fail the technical test will not be tagged and will not be allowed on site.

### ***Usage of Authorized Devices***

- All devices will be sharing their assigned frequencies with other devices across the COP28 site. The TDRA have the right to change the assigned frequency for any user if required.
- Users of any non-approved equipment that is found to be operating on site will be required to power it down immediately.
- Users of any approved equipment that is found to be operating in a manner that is not compliant with its authorization will be required to power it down immediately.

- 3G/4G/5G Broadcasting systems such as TVU-Pack, Live U or Aviwest still require authorization for use on site and must undergo the processes noted above. They should be registered under the Wi-Fi service type and be tested and tagged prior to entering site.

**Please note that a complete COP28 Spectrum Policies and Procedures document will be shared with users via email with their authorization letter.**

*Customs Clearance of wireless/radio frequency devices*

All wireless/radio frequency devices entering the UAE, regardless of whether they will be operated or not, require an authorization letter from the UAE Telecommunication and Digital Government Regulatory Authority (TDRA) to be provided as part of the customs clearance process. Please indicate on the ***Spectrum Authorization Request Form COP28*** if you require support with customs clearance ***and*** complete the associated tab on the form. The completed form should be returned to [mediaservices@cop28.com](mailto:mediaservices@cop28.com). Once processed and received, the authorization letter should be displayed to the customs officer on arrival in the UAE.

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