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Page 1 of: 5

MESSAGE TO PARTIES

United Nations Climate Change Conference COP 25/CMP 15/CMA 2

**Madrid, Spain
2 – 13 December 2019**

Heads of State and Government Summit



* **Registration form attached**

FIRST PART OF THE HIGH-LEVEL SEGMENT Heads of State and Government Summit

I. Introduction

1. In his letter dated 14 November 2019, the President of the Government of Spain, His Excellency Mr. Pedro Sánchez, has invited Heads of State and Government to attend the COP 25 Heads of State and Government Summit, to be held on Monday 2 December 2019.
2. The Summit will be held in the same venue as the COP 25/CMP 15/CMA 2, IFEMA - Feria de Madrid (<https://www.ifema.es/en>), Avda. del Partenón 5, 28042 Madrid, Spain.
3. The secretariat wishes to share information concerning arrangements for the participation of Heads of State and Government (HoS/G).
4. This message refers to the list for speakers for Heads of State and Government on Monday, 2 December and modalities for how to register for the delivery of statements.
5. The first part of the high-level segment for the delivery of national statements by HoS/G will be on Monday, 2 December 2019 immediately following the ceremonial opening of the conference and the election of the President of the Conference of the Parties at its twenty-fifth session. Only HoS/G will have the opportunity to deliver national statements at this time.
6. The first part of the 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.
7. The opening ceremony of the high-level segment will be presided over by senior officials from the host country and the United Nations.

II. Updated schedule of the events

8. The schedule of the events for Monday, 2 December 2019 will be provided in a follow up communication.

Protocol and registration

National statements during the first part of the high-level segment

9. The speakers list for the first part of the high-level segment is open for registration until Thursday, 28 November 2019 and is limited to Heads of State and Government.
10. Parties are requested to complete the First Part of the High-Level Segment Registration Form COP 25/CMP 15/CMA 2 form **electronically** and return it to the UNFCCC secretariat. The registration form for speakers is attached (as a word document for easy completion) to this message.
11. Registration for the speakers list of the high-level segment should be made 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 and Diplomatic Missions) 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. Parties are also reminded that the duration of statements must not exceed three minutes. This is to ensure that all speakers have an opportunity to address the plenaries. National Focal Points are requested to inform speech writers of the time limit. Full versions of statements will be posted on the UNFCCC website.
15. For any further enquiries please email copprotocol@unfccc.int.

Registration of Party delegations

16. All members of official delegations from Parties, including HoS/G, should be registered as such through the online registration system (ORS).
17. 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

18. 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 Government of the Kingdom of Spain.
19. Please note that the names and full details of any Close Protection Personnel (CPP) who are expected to accompany the HoS/G must be submitted to UNDSS by Wednesday, 27 November, five days in advance of the opening of the conference and the high-level segment, to the following email address: Security-UNFCCC@unfccc.int.

Security at the high-level segment

20. 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 rooms, plenaries, etc.). Access to the secured zone and the lounge for HoS/G will require special badges. The distribution of these badges will take place before the opening of the conference.

Access to the conference centre

21. Vehicles transporting HoS/G will have direct access via a dedicated gate to a special drop-off area.
22. All vehicles will need to comply with security controls put in place by both the Government of Spain security services outside the conference centre and the United Nations security services inside the venue of the United Nations Climate Change Conference venue (IFEMA).

23. National security officers accompanying HoS/G who require further information or have any questions regarding security should be directed to Chief Jorge Villanueva, UNDSS Chief of Security, at Security-UNFCCC@unfccc.int or jorge.villanueva@un.org.

IV. Media arrangements and services

Accreditation

24. Official government press and/or press accompanying the 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. Media representatives are required to submit their accreditation application online through the Online Registration System onlinereg@unfccc.int. Online accreditation is the only official channel to obtain registration for the media. The secretariat will not accept applications for media accreditation via any other channel. Details regarding accreditation requirements are available at <https://unfccc.int/process-and-meetings/conferences/un-climate-change-conference-december-2019/press-cop-25>. Should you require additional information or have questions, please email press@unfccc.int.

V. Interpretation

25. For the first part of the high-level segment, interpretation from the official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) into the other five UN languages 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 and accuracy of interpretation, 15 copies of the national statement to be delivered 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 national 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, and so forth.
29. Hard copies of statements will not be circulated in the plenary during the high-level segment. Full texts of the official statements that have been shared with the secretariat 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 and the host country will be organized for advanced teams prior to the opening of the conference and the high-level segment.

VIII. Additional information

31. The provisional list of speakers for the first part of the high-level segment will be made available on Saturday, 30 November 2019.
32. Further updated information, including information on the high-level segment will be provided, as necessary, in subsequent communications.
33. All additional information on the conference can be found on the [UNFCCC website](#) and in the [Information for Participants](#).

IX. High-level segment focal points for arrangements

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| Protocol: | Horacio Peluffo Email: copprotocol@unfccc.int |
| Security: | Chief Jorge Villanueva Email: security-unfccc@unfccc.int jorge.villanueva@un.org |
| List of speakers: | Grace Ann Smith Email: copprotocol@unfccc.int |
| Media liaison: | Alexander Saier Email: asaier@unfccc.int |