



Date: 9 October 2019  
Reference: CAS/MTP II/COP25/OCT.19  
Page 1 of: 19

## MESSAGE TO PARTIES

### United Nations Climate Change Conference COP 25/CMP 15/CMA 2, Santiago, Chile

I refer to the [notification dated 28 June 2019](#) to Parties and observer States to the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the Paris Agreement regarding the United Nations Climate Change Conference (COP 25/CMP 15/CMA 2) to be held in [Parque Bicentenario Cerrillos](#), Santiago, Republic of Chile, from 2 to 13 December 2019.

Further to the notification, the secretariat is sharing the draft provisional agendas for the sessions, as well as information on protocol, credentials for the sessions, information on the list of speakers at the high-level segments, participation of Heads of State and Government and other useful information for participants.

Six annexes are included in this communication, as follows:

Annex I contains the provisional agendas for COP 25, CMP 15, CMA 2, SBSTA 51 and SBI 51. The draft provisional agendas will also be posted on the [UNFCCC COP 25 conference webpage](#).

Annex II provides information on the dates and location of the preparatory meetings of the least developed countries, small island developing States, the African Group and the Group of 77 and China.

Annex III provides information on Party credentials for the session.

Annex IV provides preliminary information on the opening of the conference on Monday, 2 December 2019, and the high-level segment in the second week of the conference. The registration form for the high-level segment is included at Annex V. **More information on the opening of the conference and the high-level segment** and respective protocol arrangements will be issued in a follow-up message.

**Distribution:** To Parties and observer States to the United Nations Framework Convention on Climate Change through their national focal points and diplomatic missions accredited to the Federal Republic of Germany and the Republic of Chile.



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Finally, Annex VI provides general useful information for participants.

The online registration system (ORS) opened on 28 June 2019 for nomination of delegations for the sessions and will remain open for registration until the end of the Conference. Online registration is the only official channel for nominating participants for the sessions. The secretariat cannot process nominations sent by any other method.

Please note that access to the premises for the preparatory meetings will be granted only to participants confirmed in the online registration system and attending the preparatory meetings. Consequently, the secretariat recommends that Parties nominate and confirm their delegations attending the preparatory meetings in the ORS as soon as possible and before the start of the preparatory meetings to prevent any problems with attending the meetings. This arrangement will also apply to any group holding meetings in the conference premises prior to the opening of the sessions other than those holding preparatory meetings.

Additional information on the conference will be posted on the UNFCCC website at <https://unfccc.int/Santiago> when available.

Yours faithfully,

*(Signed by)*

Patricia Espinosa



Annex I

**Provisional agendas**

**Conference of the Parties  
Twenty-fifth session**

**Santiago, Chile, 2–13 December 2019**

**Draft provisional agenda**

1. Opening of the session.
2. Organizational matters:
  - (a) Election of the President of the Conference of the Parties at its twenty-fifth session;
  - (b) Adoption of the rules of procedure;
  - (c) Adoption of the agenda;
  - (d) Election of officers other than the President;
  - (e) Admission of organizations as observers;
  - (f) Organization of work, including for the sessions of the subsidiary bodies;
  - (g) Dates and venues of future sessions;
  - (h) Adoption of the report on credentials.
3. Reports of the subsidiary bodies:
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
  - (b) Report of the Subsidiary Body for Implementation.
4. Reporting from and review of Parties included in Annex I to the Convention.
5. Reporting from Parties not included in Annex I to the Convention.
6. Report of the Adaptation Committee.
7. Warsaw International Mechanism for Loss and Damage associated with Climate Change impacts.<sup>1</sup>
8. Matters relating to finance:
  - (a) Long-term climate finance;
  - (b) Matters relating to the Standing Committee on Finance;
  - (c) Report of the Green Climate Fund to the Conference of the Parties and guidance to the Green Climate Fund;
  - (d) Report of the Global Environment Facility to the Conference of the Parties and guidance to the Global Environment Facility.

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<sup>1</sup> Inclusion of this item does not prejudge outcomes on matters related to the governance of the Warsaw International Mechanism.



9. Development and transfer of technologies: joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network.
10. Capacity-building under the Convention.
11. Matters relating to the least developed countries.
12. Report of the forum on the impact of the implementation of response measures.
13. Gender and climate change.
14. Consideration of proposals by Parties for amendments to the Convention under Article 15:
  - (a) Proposal from the Russian Federation to amend Article 4, paragraph 2(f), of the Convention;
  - (b) Proposal from Papua New Guinea and Mexico to amend Articles 7 and 18 of the Convention;
  - (c) Proposal from Turkey to delete the name of Turkey from the list in Annex I to the Convention.
15. Second review of the adequacy of Article 4, paragraph 2(a) and (b), of the Convention
16. Administrative, financial and institutional matters:
  - (a) Audit report and financial statements for 2018;
  - (b) Budget performance for the biennium 2018–2019;
  - (c) Programme budget for the biennium 2020–2021;
  - (d) Decision-making in the UNFCCC process.
17. High-level segment:
  - (a) Statements by Parties;
  - (b) Statements by observer organizations.
18. Other matters.
19. Conclusion of the session:
  - (a) Adoption of the draft report of the Conference of the Parties on its twenty-fifth session;
  - (b) Closure of the session.



**Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol  
Fifteenth session**

**Santiago, Chile, 2–13 December 2019**

**Draft provisional agenda**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Election of additional officers;
  - (c) Organization of work, including for the sessions of the subsidiary bodies;
  - (d) Approval of the report on credentials;
  - (e) Status of ratification of the Doha Amendment to the Kyoto Protocol.
3. Reports of the subsidiary bodies:
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
  - (b) Report of the Subsidiary Body for Implementation.
4. Reporting from and review of Parties included in Annex I:<sup>1</sup>
  - (a) National communications;
  - (b) Annual compilation and accounting report for the second commitment period for Annex B Parties under the Kyoto Protocol.
5. Matters relating to the clean development mechanism.
6. Matters relating to joint implementation.
7. Matters relating to the Adaptation Fund.
8. Capacity-building under the Kyoto Protocol.
9. Report of the Compliance Committee.
10. Report of the forum on the impact of the implementation of response measures.
11. Report on the high-level ministerial round table on increased ambition of Kyoto Protocol commitments.
12. Administrative, financial and institutional matters:
  - (a) Audit report and financial statements for 2018;
  - (b) Budget performance for the biennium 2018–2019;
  - (c) Programme budget for the biennium 2020–2021.
13. High-level segment:
  - (a) Statements by Parties;
  - (b) Statements by observer organizations.
14. Other matters

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<sup>1</sup> The term “Party included in Annex I” is defined in Article 1, paragraph 7, of the Kyoto Protocol.



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15. Conclusion of the session

- (a) Adoption of the draft report of the Conference of the Parties serving as the meeting of the Parties on its fifteenth session;
- (b) Closure of the session.



**Conference of the Parties serving as the meeting of the Parties to the Paris Agreement  
Second session**

**Santiago, Chile, 2–13 December 2019**

**Draft provisional agenda**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Election of additional officers;
  - (c) Organization of work, including for the sessions of the subsidiary bodies;
  - (d) Approval of the report on credentials;
  - (e) Status of ratification of the Paris Agreement.
3. Reports of the subsidiary bodies:
  - (a) Report of the Subsidiary Body for Scientific and Technological Advice;
  - (b) Report of the Subsidiary Body for Implementation.
4. Public registries under the Paris Agreement:
  - (a) Modalities and procedures for the operation and use of a public registry referred to in Article 4, paragraph 12, of the Paris Agreement;
  - (b) Modalities and procedures for the operation and use of a public registry referred to in Article 7, paragraph 12 of the Paris Agreement.
5. Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.
6. Matters relating to finance:
  - (a) Matters relating to the Standing Committee on Finance;
  - (b) Guidance to the Green Climate Fund;
  - (c) Guidance to the Global Environment Facility;
  - (d) Matters relating to the Adaptation Fund.
7. Development and transfer of technologies: joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network.
8. Capacity-building under the Paris Agreement.
9. Report of the forum on the impact of the implementation of response measures.
10. Matters relating to Article 6 of the Paris Agreement:
  - (a) Guidance on cooperative approaches referred to in Article 6, paragraph 2, of the Paris Agreement;
  - (b) Rules, modalities and procedures for the mechanism established by Article 6, paragraph 4, of the Paris Agreement;
  - (c) Work programme under the framework for non-market approaches referred to in Article 6, paragraph 8, of the Paris Agreement.



11. Consideration of special needs and special circumstances of Parties:
  - (a) Proposal from Egypt on behalf of the African Group regarding Africa, under the Paris Agreement;
  - (b) Proposal from Honduras on behalf of the Independent Association for Latin America and the Caribbean regarding developing country Parties, including Latin American States, that are particularly vulnerable to the adverse effects of climate change under the Convention and the Paris Agreement.
12. Administrative, financial and institutional matters:
  - (a) Audit report and financial statements for 2018;
  - (b) Budget performance for the biennium 2018–2019;
  - (c) Programme budget for the biennium 2020–2021.
13. High-level segment:
  - (a) Statements by Parties;
  - (b) Statements by observer organizations.
14. Other matters.
15. Conclusion of the session:
  - (a) Adoption of the draft report of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement on its second session;
  - (b) Closure of the session.





**Subsidiary Body for Scientific and Technological Advice  
Fifty-first session**

**Santiago, Chile, 2-9 December 2019**

**Draft provisional agenda<sup>1</sup>**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of the work of the session;
  - (c) Election of officers other than the Chair;
  - (d) Mandated events.
3. Report of the Adaptation Committee.\*
4. Report of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts and the 2019 review of the Mechanism.\*
5. Development and transfer of technologies: joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network.\*
6. Koronivia joint work on agriculture.\*
7. Matters relating to science and review:
  - (a) Scope of the next periodic review of the long-term global goal under the Convention and of overall progress towards achieving it; \*
  - (b) Research and systematic observation.
8. Local Communities and Indigenous Peoples Platform.
9. Matters relating to the forum on the impact of the implementation of response measures serving the Convention, the Kyoto Protocol and the Paris Agreement.\*
10. Methodological issues under the Convention:
  - (a) Revision of the UNFCCC reporting guidelines on annual inventories for Parties included in Annex I to the Convention;
  - (b) Guidelines for the technical review of information reported under the Convention related to greenhouse gas inventories, biennial reports and national communications by Parties included in Annex I to the Convention;
  - (c) Greenhouse gas data interface;
  - (d) Common metrics to calculate the carbon dioxide equivalence of greenhouse gases;
  - (e) Emissions from fuel used for international aviation and maritime transport.

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<sup>1</sup> Joint SBSTA 51–SBI 51 agenda items are marked with an asterisk.



11. Methodological issues under the Paris Agreement:
  - (a) Common reporting tables for the electronic reporting of the information in the national inventory reports of anthropogenic emissions by sources and removals by sinks of greenhouse gases;
  - (b) Common tabular formats for the electronic reporting of the information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement;
  - (c) Common tabular formats for the electronic reporting of the information on financial, technology development and transfer and capacity-building support provided and mobilized, as well as support needed and received, under Articles 9–11 of the Paris Agreement;
  - (d) Outlines of the biennial transparency report, national inventory document and technical expert review report pursuant to the modalities, procedures and guidelines for the transparency framework for action and support;
  - (e) Training programme for technical experts participating in the technical expert review.
12. Matters relating to Article 6 of the Paris Agreement:
  - (a) Guidance on cooperative approaches referred to in Article 6, paragraph 2, of the Paris Agreement;
  - (b) Rules, modalities and procedures for the mechanism established by Article 6, paragraph 4, of the Paris Agreement;
  - (c) Work programme under the framework for non-market approaches referred to in Article 6, paragraph 8, of the Paris Agreement.
13. Annual reports on technical reviews
  - (a) Technical review on information reported under the Convention by Parties included in Annex I to the Convention in their biennial reports and national communications;
  - (b) Technical review on greenhouse gas inventories of Parties included in Annex I to the Convention;
  - (c) Technical review on greenhouse gas inventories and other information reported by Parties included in Annex I, as defined in Article 1, paragraph 7, of the Kyoto Protocol.
14. Other matters.
15. Closure of and report on the session.



**Subsidiary Body for Implementation  
Fifty-first session**

**Santiago, Chile, 2 - 9 December 2019**

**Draft provisional agenda<sup>1</sup>**

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda;
  - (b) Organization of the work of the session;
  - (c) Election of officers other than the Chair;
  - (d) Multilateral assessment working group session under the international assessment and review process;
  - (e) Facilitative sharing of views under the international consultation and analysis process;
  - (f) Other mandated events.
3. Reporting from and review of Parties included in Annex I to the Convention:
  - (a) Status of submission and review of seventh national communications and third biennial reports from Parties included in Annex I to the Convention;
  - (b) Compilations and syntheses of second and third biennial reports from Parties included in Annex I to the Convention;
  - (c) Reports on national greenhouse gas inventory data from Parties included in Annex I to the Convention for the periods 1990–2016 and 1990–2017.
4. Reporting from Parties not included in Annex I to the Convention:
  - (a) Information contained in national communications from Parties not included in Annex I to the Convention;
  - (b) Report and terms of reference of the Consultative Group of Experts;
  - (c) Provision of financial and technical support;
  - (d) Summary reports on the technical analysis of biennial update reports of Parties not included in Annex I to the Convention.
5. Common time frames for nationally determined contributions referred to in Article 4, paragraph 10, of the Paris Agreement.
6. Matters relating to the mechanisms under the Kyoto Protocol:
  - (a) Review of the modalities and procedures for the clean development mechanism;
  - (b) Report of the administrator of the international transaction log under the Kyoto Protocol.
7. Scope of the next periodic review of the long-term global goal under the Convention and of overall progress towards achieving it.\*

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<sup>1</sup> Joint SBI 51–SBSTA 51 agenda items are marked with an asterisk.



8. Koronivia joint work on agriculture.\*
9. Report of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts and the 2019 review of the Mechanism.\*
10. Report of the Adaptation Committee.\*
11. Matters relating to the least developed countries.
12. National adaptation plans.
13. Development and transfer of technologies:
  - (a) Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network;\*
  - (b) Alignment between processes pertaining to the review of the Climate Technology Centre and Network and the periodic assessment referred to in paragraph 69 of decision 1/CP.21;
  - (c) Poznan strategic programme on technology transfer.
14. Matters relating to the Adaptation Fund: membership of the Adaptation Fund Board.
15. Matters relating to capacity-building for developing countries:
  - (a) Annual technical progress report of the Paris Committee on Capacity-building;
  - (b) Matters relating to capacity-building under the Convention, including enhancing institutional arrangements and the review of the Paris Committee on Capacity-building.
16. Matters relating to the forum on the impact of the implementation of response measures serving the Convention, the Kyoto Protocol and the Paris Agreement.\*
17. Gender and climate change.
18. Report on activities related to Action for Climate Empowerment.
19. Administrative, financial and institutional matters:
  - (a) Audit report and financial statements for 2018;
  - (b) Budget performance for the biennium 2018–2019;
  - (c) Other budgetary matters;
20. Other matters.
21. Closure of and report on the session.



Annex II

**List of preparatory meetings**

Least developed countries	25 -26 November 2019 (Monday and Tuesday)	Parque Bicentenario Cerrillos Av. Pedro Aguirre Cerda Los Cerrillos, Cerrillos, Región Metropolitana, Santiago, Chile
Small island developing States	27 – 28 November 2019 (Wednesday - Thursday)	
African Group	27 – 28 November 2019 (Wednesday - Thursday)	
Group of 77 and China	29 – 30 November 2019 (Friday - Saturday)	

The secretariat would like to advise that **access to the premises for the preparatory meetings** will be granted **only to participants confirmed in the online registration system**. Consequently, the secretariat recommends that Parties **nominate and confirm their delegations** attending the preparatory meetings **in the ORS as soon as possible** and before the start of the preparatory meetings to avoid any problems with attending the meetings.

Any group holding meetings in the conference premises prior to the opening of the sessions other than those holding preparatory meetings will also have limited access to the conference premises.

**Participants are asked to please note that for the duration of the preparatory meetings from Monday, 25 November to Saturdays, 30 November, the conference premises will close at 7:00 p.m, except on Friday, 29 November when the conference venue must close at 5.00 p.m. to allow for the required security sweep and official handover of the premises to United Nations territory.**



### Annex III

## **Credentials of Parties to the Convention, the Kyoto Protocol and the Paris Agreement**

In accordance with rule 19 of the draft rules of procedure being applied, the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat no later than 24 hours after the opening of COP 25/ CMP 15/ CMA 2. Any later change in the composition of the delegation shall be communicated to the secretariat as early as possible.

The 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. They should indicate the date and place where the instrument was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim as the Head of State or Government or as the minister of foreign affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

The secretariat wishes to remind Parties that, in accordance with decisions 17/CP.9, 36/CMP.1 and 2/CMA.1, only one set of credentials is necessary to cover the participation of Parties at COP 25 CMP 15 and CMA 2.

**Original credentials**, duly signed as indicated above and written in one of the six official languages of the United Nations,<sup>2</sup> **should be deposited** during COP 25/CMP 15/CMA 2 **at the External Relations counter, located at the Information Desk in the conference venue**. To ensure proper handling and delivery to the repository, no other office or authority of the secretariat or the host country has been designated to receive credentials.

The receipt of the document will be acknowledged by the secretariat in writing on a copy of the original. Please provide a copy of the original document for this purpose. A list of valid credentials will be posted on the official site of the secretariat at <https://unfccc.int/Santiago>. The secretariat strongly recommends that Parties verify that their credentials have been listed on the official site of the secretariat. In accordance with rule 20 of the draft rules of procedure being applied, the Bureau will examine the credentials and submit its report to the COP.

Information concerning the appointment of representatives participating in the sessions which is communicated by fax, email, letter or note verbale from a ministry, embassy, permanent mission to the United Nations or other participating government office or authority or through a local United Nations office will not be considered as a credential.

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<sup>2</sup> Credentials may be submitted in Arabic, Chinese, English, French, Russian or Spanish. To facilitate the examination of credentials, a courtesy translation into English would be appreciated if the credentials have been executed in another language.



## Annex IV

### **Protocol Issues**

#### **Opening of the Conference**

As indicated in the [Message to Parties](#) dated 8 August 2019, the Government of Chile has invited Heads of State and Government to participate in events scheduled for Sunday, 1 December 2019, and in the opening of the Conference to be held on Monday, 2 December 2019.

The official opening of the Conference of the Parties will take place on Monday, 2 December 2019. **More information on plans for opening of the conference will be provided in due course.**

#### **High-level segment of the session**

On Monday, 2 December, subsequent to the events organized by the Government of Chile on Sunday, 1 December and upon the conclusion of the opening of the conference, Heads of State and Government would have the opportunity to deliver statements. More information on the plans for Heads of State and Government on Monday, 2 December 2019 will be provided in due course.

The high-level segment at the ministerial level will be held on Tuesday, 10 and Wednesday, 11 December 2019. Statements by representatives of groups and national statements by ministers and other heads of delegation will be delivered during joint meetings of the COP, CMP and CMA.

The speakers list for the high-level segment at the ministerial level on Tuesday, 10 and Wednesday, 11 December 2019 will be open for registration from Friday, 11 October, to Friday, 15 November 2019. The registration form is enclosed in Annex VI to this message. Parties whose minister or head of delegation wishes to deliver a national statement during the high-level segment on Tuesday, 10 and Wednesday, 11 December 2019 are requested to complete the COP 25/CMP15/CMA 2 High-Level Segment registration form **electronically** and return it to the UNFCCC secretariat.

Registration for the speakers list of the high-level segment should be done exclusively using this form and addressed to the External Relations Office, Conference Affairs Services, UNFCCC secretariat, at [sessions@unfccc.int](mailto:sessions@unfccc.int). The completed registration form should be sent through the Ministry of Foreign Affairs (as represented by Permanent Missions to the United Nations or Diplomatic Missions in Germany or Chile) or the national focal point. The UNFCCC secretariat is not in a position to accept communications regarding the participation of speakers through other sources.



Annex V

**High-Level Segment Registration Form – COP 25/CMP 15/CMA 2**

**List of speakers for the high-level segment on 10 and 11 December 2019  
United Nations Climate Change Conference, Santiago, Chile 2019**

The speakers list for the high-level segment at the ministerial level will be open for registration from Friday, 11 October, to Friday, 15 November 2019. Parties who wish to deliver a national statement during the high-level segment are requested to complete this form **electronically** and return it to the UNFCCC secretariat. This form is attached in a separate Word file for your convenience. **Illegible or incomplete forms will be rejected.**

Parties are reminded to include the speaker in the on-line registration system, as completion and submission of the registration form to speak at the high-level segment and inclusion in the list of speakers 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.

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

PARTY/COUNTRY									
<i>(Please highlight)</i>	HoS/G	Minister	Group Representative	Delegation Head					
Name of Speaker	<table border="0"> <tr> <td data-bbox="544 1261 624 1283">H.E.</td> <td data-bbox="624 1261 959 1283">(Mr./Ms.) (First name)</td> <td data-bbox="959 1261 1214 1283">(Middle initial)</td> <td colspan="2" data-bbox="1214 1261 1453 1283">(Last name)</td> </tr> </table>				H.E.	(Mr./Ms.) (First name)	(Middle initial)	(Last name)	
H.E.	(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:								

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

**Please return the completed form to: External Relations Office, UNFCCC secretariat, [sessions@unfccc.int](mailto:sessions@unfccc.int)**



Annex VI**Information for participants**

A detailed and comprehensive Information for participants (from A-Z) can be found at <https://unfccc.int/process-and-meetings/conferences/santiago-climate-change-conference-december-2019/information-for-participants-a-z>.

<b>Official documents</b>	Please consult the UNFCCC website at <a href="https://unfccc.int/">https://unfccc.int/</a> for all available documents.
<b>Overview of the sessional period</b>	A preliminary overview of the sessional period will be made available on the UNFCCC website at <a href="https://unfccc.int/">https://unfccc.int/</a> in due course and will be updated periodically.
<b>Visas</b>	Information on the procedures to obtain a visa for entry into Chile can be found at the following link: <a href="https://unfccc.int/documents/200563">https://unfccc.int/documents/200563</a> .
<b>Accommodation</b>	The host Government, through its officially appointed accommodation management agency, <b>Mundotour</b> , has endeavoured to secure sufficient hotel rooms for all delegates. Hotel bookings can be made at <a href="https://mundotour.cl/cop25/">https://mundotour.cl/cop25/</a> . The agency is able to provide related assistance, including for identifying accommodation.
<b>Online nomination</b>	The ORS is now open for Parties and observer States to nominate their representatives. Delegations should be confirmed as soon as possible, and well before the sessions.
<b>Registration at the conference venue</b>	<ul style="list-style-type: none"><li>• All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions are free of charge.</li><li>• Upon arrival to the venue (at the earliest on Friday, 29 November 2019), you will be requested to proceed to the registration desk during the hours indicated below to collect your badge for access to the conference premises.</li><li>• The acknowledgement letter for the participant's nomination, available upon confirmation in the online registration system, and a valid passport or a nationally approved identification card should be presented to the registration staff for the issuance of your badge.</li></ul> <p><b>Registration times:</b></p> <ul style="list-style-type: none"><li>• From Friday, 29 November, until Saturday, 7 December 2019, from 8.00 a.m. to 7.00 p.m.</li><li>• <b><u>The conference venue, including registration, will be closed on Sunday, 8 December 2019.</u></b></li><li>• Monday, 9 December, until Friday, 13 December 2019, from 8.00 a.m. to 7.00 p.m.</li></ul> <p>Early registration – before Sunday, 1 December 2019 – is highly recommended to avoid delays on the first day of the conference.</p> <p>Multiple registration for the conference is not permitted (i.e. registration as an observer organization representative and a Party or State representative and/or press/media representative).</p>



<b>Side events and exhibits</b>	<p>In addition to official meetings, a number of side events and exhibits will be held during the two-week conference, except on Monday, 2 December and on Sunday, 8 December 2019.</p> <p>All information relating to side events and exhibits, including application period and deadline, can be found on the official website <a href="https://unfccc.int/process-and-meetings/conferences/santiago-climate-change-conference-december-2019/side-events-and-exhibits-at-cop-25">https://unfccc.int/process-and-meetings/conferences/santiago-climate-change-conference-december-2019/side-events-and-exhibits-at-cop-25</a>.</p> <p>Organizers, speakers, participants and technical staff for side events and exhibits must be nominated as representatives of Parties or admitted observer organizations for the sessions to ensure that they are granted access to the premises.</p>
<b>Access to the Conference premises</b>	<p>Full access to the conference premises will be granted only as of Sunday, 1 December 2019.</p> <p>Any group holding meetings in the conference premises prior to the opening of the sessions other than those holding preparatory meetings will also have limited access to the conference premises.</p>
<b>Conference facilities and Services</b>	<p>For the duration of the preparatory meetings from Monday, 25 November to Saturday, 30 November, the conference premises will be open from 8.00 a.m. and will close at 6:30p.m.</p> <p>As of 1 December, and for the duration of the conference, conference facilities and services are available from 8 a.m. until 10.00 p.m.</p>
<b>Badges</b>	<p>An official UNFCCC conference badge is required to gain access to the premises. Badges are issued at the Registration counter only based on prior confirmation in the online registration system. For security reasons, all participants are requested to wear their badges visibly at all times.</p>
<b>Press briefings</b>	<p>Parties and observer States wishing to hold press/media briefings during the sessions should inform the secretariat in advance of their intention to hold such briefings. This will facilitate adequate logistical and technical arrangements. Requests should be addressed directly to the UNFCCC Press Office by email to <a href="mailto:pressconf@unfccc.int">pressconf@unfccc.int</a>. Further requests for information on press conferences can also be sent to this e-mail.</p>
<b>Code of conduct</b>	<p>Participants at sessions are governed by the relevant guidelines and policies including the code of conduct which is available at <a href="https://unfccc.int/about-us/code-of-conduct-for-unfccc-conferences-meetings-and-events">https://unfccc.int/about-us/code-of-conduct-for-unfccc-conferences-meetings-and-events</a>. Parties agree to ensure compliance with such guidelines and policies upon nomination in the ORS. Individual participants agree to compliance upon registration at the conference venue.</p>
<b>Use of cameras and audio/video recording devices</b>	<p>The taking of still photographs and making of audio or video recordings within a United Nations designated conference venue are subject to guidelines available at <a href="http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf">http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf</a> and any other guidance or instructions deemed relevant by the secretariat or United Nations Security.</p>



<p><b>Electronic dissemination of information</b></p>	<p>The Daily Programme for the conference will be made available in electronic format only. A PDF version will be made available each morning on the UNFCCC conference website.</p> <p>Daily updates on the negotiations will be disseminated in electronic format. To facilitate access, the secretariat will include weblinks to them in the Daily Programme.</p> <p>Side event schedules will be announced on the UNFCCC website and the CCTV screens. Information on outside events may also be posted on the UNFCCC website.</p> <p>The secretariat strongly encourages that material be disseminated electronically only.</p>
<p><b>Disclaimer</b></p>	<p><b>Participants are strongly encouraged to obtain comprehensive international medical insurance for their period of participation.</b> The United Nations and the UNFCCC secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.</p> <p>Additionally, participants are personally responsible for any and all materials that they bring onto the conference premises. The United Nations and the UNFCCC secretariat disclaim all liability and responsibility for the loss, destruction or theft of any such materials.</p> <p><b>In the interest of the security and safety of all participants and the smooth running of the conference, the UNFCCC secretariat reserves the right to deny and/or restrict access to the conference premises or to request registered participants to leave the premises.</b> The UNFCCC secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises or are refused registration or access to the conference for which they have been nominated and/or registered as participants.</p>

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