



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

For use of the media only

MEDIA INFORMATION BULLETIN No. 1

1st December 2018

United Nations Climate Change Conference

Katowice, Poland
2nd-14th December 2018

24th session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP)
14th session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)
3rd session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA)

The COP, CMP and CMA are the supreme decision-making bodies in relation to the implementation of the Convention, the Kyoto Protocol, and the Paris Agreement, respectively.

Overview of the meeting venue

The conference venue comprises of a combination of existing buildings and temporary structures.

One of the temporary structures will contain the Media Centre (Area 'F') including an International Broadcast Centre (IBC) in which facilities are available to meet the needs of Television, Radio Broadcasters and News Agencies.

Plenaries 1 & 2 and Press Conference Room 1 are all located in the MCK (Międzynarodowe Centrum Kongresowe) Area 'B'.

Press Conference Room 2 is located immediately adjacent to the Media Centre, Area 'F'.

The distance between the MCK and the Media Centre is approximately 700 meters. There will be a heated covered tunnel connecting the 2 venues.

Media Arrangements

General rules for both accredited media and country press corps support

Visual media are permitted to film, record interviews and take photos in all public areas of the conference venue unless otherwise restricted for security reasons. Generally, all open meetings of the

Conference are accessible to the print media, subject to the availability of space. For access by visual media, please contact the International Broadcasting Centre Manager, Mr. Tim Davis, Tel: +48 602 541 387

Please note: No access will be granted to any media representatives to enter closed meetings of the Conference or office areas.

There will be 2 Openings at COP 24.

1. Opening of the Conference – Sunday 2nd December 2018
2. Ceremonial Opening of the Conference – Monday 3rd December 2018

1. Opening of the Conference

On Sunday 2nd December 2018, between 10:00am and 10:30am, the conference will be formally opened in Plenary Mazowsze (Area B). Details of the opening session will be available on the conference website <<https://unfccc.int/katowice>> under the daily agenda item for the 2nd December 2018.

The Agenda of the Opening:

H. E. Mr. Frank Bainimarama, COP 23/CMP 13/CMA 1.2 President, declares COP24 Open
The election by acclamation of the President of the Conference
H. E. Mr. Frank Bainimarama hands over to the COP 24/CMP 14/CMA 1.3 President Mr. Michal Kurtyka
COP team proceed to the podium and agenda continues as scheduled

TV/Photo opportunity: Prior to the opening, a selected pool of television crews and still photographers will have the opportunity to capture establishing shots inside Plenary 1 from a stanchioned area at the front of the Plenary. Access will be from 09:30am.

During the hand over of the Presidency TV/photographers will be given the opportunity to capture the handshake between the COP23 and new COP24 Presidents.

TV/photographers will be given another photo opportunity to capture those on the podium who will oversee the first plenary meeting of COP24.

All TV/photographers in the pool will then be requested to leave the hall.

Press Opportunity A limited number of seats will be available in Plenary 1 for the opening ceremony for print media and news agencies. These will be available on a first-come, first-served basis. These seats will be located at the rear of the Plenary Hall. Supplementary badges will be required to enter the hall.

Those interested in being included in the TV/photo pool or Press opportunity must submit their names by email (davis.tim52@gmail.com) to the IBC Manager. The deadline is by 6pm Saturday 1st December 2018.

Selection will be made by the COP24 Communications team and the list of successful applicants will be displayed between 8:30 – 9:00am at the Media Meeting Point on level 2 of the MCK (Area 'B').

Supplementary badges will also be distributed from the Media Meeting Point from 9am on Sunday 2nd December 2018.

2. Ceremonial Opening of the Conference

On Monday 3rd December 2018, between 10:00am and 11.40am, there will be the ceremonial conference opening of the COP in Plenary Mazowsze (Area B). Details of the opening session will be available on the conference website <<https://unfccc.int/katowice>> under the daily agenda item for the 3rd December 2018.

The Agenda of the Ceremonial Opening:

08:30 – 09:30 Arrivals of VVIP's MCK level 2
10:00 – 11:40 Polish Cultural event followed by
Ceremonial Opening Plenary Mazowsze

Seated on the Podium (tbc)

H.E. Mr. Andrzej Duda, President of Poland
H.E. Mr. Frank Bainimarama, COP 23 President, Prime Minister of Fiji
H.E. Mr. António Guterres, Secretary-General of the United Nations
H. E Ms. María Fernanda Espinosa Garcés, President of the United Nations General Assembly
H.E. Mr. Henryk Kowalczyk, Minister of Environment of Poland
Mr. Michal Kurtyka, President of COP 24
Mr. Marcin Krupa, Mayor of Katowice
Ms. Patricia Espinosa, Executive Secretary of the UN Climate Change Secretariat
Mr. Ovais Sarmad, Deputy Executive Secretary

List of Speakers at Ceremonial Opening (tbc):

Mr. Michal Kurtyka, President of COP 24
H.E. Mr. Andrzej Duda, President of Poland
H.E. Mr. António Guterres, Secretary General of the United Nations
H.E. Mr. Henryk Kowalczyk, Minister of Environment of Poland
Mr. Marcin Krupa, Mayor of Katowice

TV/Photo opportunity:

1. VVIP Arrivals. A selected pool of television crews and still photographers will have the opportunity to capture the arrival of the Heads of State. Please note that those in this pool CANNOT also be in the Plenary pool below. Access will be from 08:00am
2. Prior to the opening in Plenary Mazowsze, a selected pool of television crews and still photographers will have the opportunity to capture establishing shots from a stanchioned area at the front of the Plenary. Access will be from 09:30am.

Once the top table have taken their seats TV/photographers will be given the opportunity to capture those on the podium

TV/photographers will be given another photo opportunity to capture the hand over of the gavel from the COP 23 President to the COP 24 President.

Television crews will then be required to leave the Plenary Hall. Still photographers in the pool may remain to take pictures of the speakers on a one-by-one basis under guidance. At the end of the Opening Ceremony all those in the pool must leave the Plenary.

Press Opportunity A limited number of seats will be available in Plenary Mazowsze for the opening ceremony for print media and news agencies. These will be available on a first-come, first-served basis. These seats will be located at the rear of the Plenary Hall. Supplementary badges will be required to enter the hall

Those interested in being included in the TV/photo pools or Press opportunity must submit their names, either personally or by email (davis.tim52@gmail.com) to the IBC Manager zzzoffice can be located in the Media Centre. The deadline is by 6pm Sunday 2nd December 2018.

Selection will be by the COP24 Communications team and the list of successful applicants will be displayed between 8:30 – 9:00am at the Media Meeting Point on level 2 of the MCK (Area 'B'). Supplementary badges will also be distributed from the Media Meeting Point from 9am on Sunday 2nd December 2018.

Pool Signals

Television and radio broadcasters will receive 'live' pool feeds provided by the host broadcaster, TVP. Pool signals will be provided to all workstations and cubicles in the International Broadcasting Centre (IBC). The format of the pool feed is HD PAL16:9 delivered through SDI BNC connections with embedded audio. For Radio Broadcasters the feed will be delivered through XLR connections.

Correspondents who cannot be accommodated in the Plenary will be able to follow the proceedings on the closed-circuit television (CCTV) monitors throughout the Conference venue and in the Writing Press Area on the first floor of the Media Centre.

Writing Press Area

The writing press area in the Media Centre will be available for use from Sunday 2nd December 2018 from 8:00 a.m. until the end of the Conference on 14th December 2018. The Writing Press Area will be open 24 hours a day, wilimited services between 8:00pm and 8:00am. On the final day of the Conference, all media areas will remain operational for three hours after the formal conclusion of the conference.

The writing press area offers a total of 278 work spaces split into 3 areas.

- (i) empty working area (you bring your own laptop and connect to the internet via WiFi)
- (ii) hard wired internet access (you connect your laptop via an RJ45 connection)
- (iii) working area with computers (PC's) provided already hard wired connected to the internet.

All areas are provided with desks, chairs, lighting and power.

Wireless (WiFi) access is available throughout the conference centre at a shared speed of 1Gbx2 shared.

A **Media Information Desk**, located on the first floor of the Media Centre will offer guidance to a selection of Conference documents on the Internet as well as to the Daily Programme, UNFCCC press releases and publications, the texts of speeches as provided by delegations, as well as the daily Earth Negotiations Bulletin (which summarizes the daily proceedings). The UNFCCC Secretariat pursues a PaperSmart policy, consequently this information will be provided electronically on the web at [<unfccc.int>](http://unfccc.int) and through the Negotiator app, (which is designed for iPhones and iPads). Official documents can also be accessed via the Internet at terminals in the print press area.

Proceedings in Plenary 1, Plenary 2 and all Press Conference rooms can be followed on monitors in the writing press area. The meetings schedule will also be on display. Headphones are available in the Writing Press Area to listen to translations. Correspondents may also follow proceedings of the conference through live webcast on [<unfccc.int>](http://unfccc.int) .

International Broadcasting Centre (IBC)

An International Broadcasting Centre (IBC) is situated in the Media Centre designed specifically to serve television and radio broadcasters and International Press Agencies. The facility will provide **live video and audio pool feeds** and will have the facility for the retrieval of meetings in .mp4 digital format.

Transmission facilities, stand-up positions for live programme inserts and tape play-out will be available.

All the open-plan workstations for TV and radio broadcasters are equipped with basic furniture, a monitor and audio and video feeds from Plenary 1, Plenary 2, the 2 Press Conference rooms. For those TV and radio broadcasters who have not booked their own workstation, an overflow area is available with similar facilities. To book an overflow workstation on a temporary basis contact the IBC Manager, Tim Davis, Tel: +48 602 541 387 or visit his office in the IBC.

The Press Agency Rooms are provided with chairs, desktops, electrical sockets, TV monitor and wired internet connections designed to accommodate 6-9 journalists.

The services in the International Broadcaster Centre will be operational from 8am-8pm daily with a skeleton staff thereafter subject to requirements.

Television Coverage

Live pool coverage of the proceedings in Plenary 1, Plenary 2, the 2 Press Conference rooms is available for local and overseas television and radio broadcasters free of charge (copy-right free).

Please note: It is not possible for individual television crews to record proceedings from inside Plenary 1 and Plenary 2. There are, however, limited possibilities throughout the Conference and, in particular, during the high-level segment (from 9th December 2018), for individual television crews to record plenary statements by country representatives. Prior arrangements for any unilateral coverage must be made with the IBC Manager, Tim Davis Tel: +48 602 541 387 or visit his office in the IBC.

Television crews are invited to record their own coverage in Press Conference Rooms 1 & 2. Audio feeds will be available from XLR distribution units for television and radio journalists on a first-come-first-served basis.

Radio Coverage

Audio feeds of the Floor & English languages are available from XLR distribution units in Press Conference Rooms 1 & 2. For use of this facility on a temporary basis the feeds are also available in the IBC. Contact the IBC Manager, Tim Davis, Tel: +48 602 541 387 or visit his office in the IBC.

Online, social media and mobile services

Besides website information at <<http://unfccc.int>>, the secretariat is offering the mobile version of the UNFCCC website <mobile.unfccc.int> and the official 'Negotiator' App for the conference.

Using the NEW version of the mobile application 'Negotiator', users can:

- Get logistical information about the conference (directories, venue maps, etc.);
- See all events in a consolidated calendar and create your personal events calendar
- Receive push-notifications for your events
- See the meetings rooms schedule in real-time
- View the live webcast videos
- Read the latest documents, agendas and meeting information;
- View the latest YouTube videos and photos from the conference;
- Participate in the conference via the Facebook and Twitter channels.

Please note: The 'Negotiator' can be downloaded for **FREE** via the iTunes and Google app store.

Social media tools, such as Facebook, YouTube, Twitter, Instagram and Flickr, will allow participation in and response to the conference in Katowice. All links can be found on the COP24 conference page on <https://unfccc.int/katowice> under Virtual Participation.

Please note: Media may address questions to the Executive Secretary, Ms. Patricia Espinosa, using Facebook or Twitter during the UNFCCC press conferences.

Photo Coverage

A limited number of requests for non-flash photo access whilst plenary meetings are in session, will be dealt with on an ad hoc basis. Contact the IBC Manager who will arrange an escort by appointment.

Press Conferences/Briefings

Regular press briefings by the United Nations, by national delegations and intergovernmental organizations will be held in Press Conference Room 'Warsawa'. Press briefings by non-governmental organizations representing environmental and business interest groups will be held in press conference room 2 and NGO Press Conferences will be held in Press Conference Room 'Katowice' 2, located adjacent to the Media Centre (Area 'F')

Be advised that some press conferences may be restricted. This may be at the request of those hosting the Press Conferences or for logistical and security reasons. Please accept the situation when faced with it.

A first press conference by the newly elected President of the conference and the UNFCCC Executive Secretary is scheduled for Sunday 2nd December, time tbc.

All Press Briefings will normally be limited to 30 minutes. See the Daily Agenda for details – this is available on the CCTV network of monitors and online.

The COP President will give press briefings on a regular basis summarising the progress made at the Conference, between 1.15 – 1.45 p.m.

Please note: While regular press briefings will be included in the press section of the unfccc.int website, many other briefings will be announced at short notice on the CCTV programme monitors **only**.

Interviews

The media desk information desk will assist journalists, upon request, in contacting delegates for arranging interviews.

Requests for interviews with the UNFCCC Executive Secretary should be addressed to <press@unfccc.int>. Please note that the Executive Secretary is available for a limited number of one on one interviews at the COP.

Live and On-Demand Streaming on Internet

For the duration of the conference, all official meetings and press conferences can be followed live and on demand. On-demand files will be available shortly after the close of each meeting. Please check <<https://unfccc.int/katowice>> for the date and time of webcast sessions.

A comprehensive web index provides ready access to information on recorded events. Each recording is classified by date, agenda item and type of meeting. "Video anchors" will allow direct access to discussions of a particular agenda item. A timetable, meetings listing, is automatically generated and posted to the website throughout the day to provide information on additions or changes in the programme schedule.

Media Coordination and Support

The UNFCCC Media Team offices as well as the offices of the Host Country Media Team can be found in the Media Centre on the first floor.

E-mail contact list	
Spokesperson	press@unfccc.int
Interview request for Patricia Esponosa, Executive Secretary, UNFCCC	

Press accreditation and registration	press@unfccc.int
Booking of press conferences	pressconf@unfccc.int

PLEASE NOTE:

Details on the Ministerial part of the HLS of the Conference in week 2 will be announced in a later Note to Correspondents.