



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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NOTIFICATION

United Nations Climate Change Conference COP 24/CMP 14/CMA 1.3 Katowice, Poland 2–14 December 2018

Further to the information note dated 9 August 2018 informing intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties that the online registration system (ORS) for the United Nations Climate Change Conference (COP 24/CMP 14/CMA 1.3), I am pleased to notify IGOs and NGOs of the forthcoming sessions taking place in Katowice, Poland, between 2 and 14 December 2018.

The first plenary meetings of the following bodies will take place on Sunday, 2 December 2018:

- Twenty-fourth session of the Conference of the Parties (COP 24);
- Fourteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 14);
- Third part of the first session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 1.3);
- Forty-ninth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 49);
- Forty-ninth session of the Subsidiary Body for Implementation (SBI 49);
- Seventh part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1.7).

The official opening ceremony will be held on Monday, 3 December 2018.

Distribution: To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties.



The sessions will take place at Miedzynarodowe Centrum Kongresowe ([MCK International Congress Centre](http://www.mck-international.com)), plac Slawika I Antalla, 40-166, Katowice, Poland. A map of the area is available at <https://www.google.com/maps/@50.2653759,19.025012,17z>.

Following the closing of the ORS for nomination by IGOs and NGOs of their representatives on Monday, 24 September 2018, the ORS opened for confirmation of IGO and NGO representatives on Thursday, 4 October 2018, and will close on Monday, 26 November 2018, midnight Central European Time (CET). This deadline will be applied strictly since the secretariat is not in a position to process late confirmations.

The secretariat strongly recommends confirming the participation of your representatives as soon as possible in order to allow sufficient time for processing visa applications, if required. Kindly be reminded that representatives shall normally be at least 18 years of age. I would like to especially draw your attention to the information contained in the “Disclaimer” section of the annex.

The annex contains key information for participants. Additional information on the conference will be posted on the UNFCCC website at <https://unfccc.int/process-and-meetings/conferences/katowice-climate-change-conference-december-2018/katowice-climate-change-conference-december-2018> when available.

Yours sincerely,

(Signed by Martin Frick for)

Patricia Espinosa



Annex

Information for participants

Official documents	Please consult the UNFCCC website at https://unfccc.int/documents for all available documents.
Overview of the sessional period	A preliminary overview of the sessional period will be made available on the UNFCCC website at https://unfccc.int/ in due course and will be updated periodically.
Visas	<p>Participants requiring a visa are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. The issuance of a visa for Schengen States may take up to two weeks from the date of submission of the visa application. However, due to an often substantial workload of the consular posts, filing the application too late may result in the visa not being issued on time.</p> <p>Participants must bear in mind that a set of specific documents must be prepared when applying for a visa. A copy of the acknowledgement letter from the online registration system (ORS) and this notification must be attached to the visa application. It is recommended to indicate in your visa application that you will attend the United Nations Climate Change Conference that will be held from 2 to 14 December 2018 in Katowice, Poland. You also are obliged to provide proof of financial means (the recommended minimum amount per day is 75 EUR) and accommodation (hotel booking).</p> <p>Participants are advised that obtaining a Schengen visa is contingent on the participant securing travel medical insurance that covers the entire stay. If you are travelling twice, it is necessary that you obtain insurance that covers the time period of both stays. The insurance should be <u>valid on the territory of all Schengen States</u>, not only Poland. The policy should cover any expenses that might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death. Minimum coverage is EUR 30,000.</p> <p>There are special requirements your passport must meet:</p> <ul style="list-style-type: none">- Valid at least three months after the intended date of departure from the territory of the Schengen States;- Contains at least two blank pages;- Issued within the previous 10 years. <p>Please check carefully that the visa covers the full period of participation in the above-mentioned conference. Please also indicate in your application if a Schengen visa has been issued to you in the last 59 months.</p> <p>For more information, please visit the English language website of the conference: http://cop24.gov.pl/en/conference/visas/.</p> <p>Participants are also kindly advised to visit the website of the territorially competent consular post of Poland to learn of the location where they should apply for the visa.</p>



<p>Hotels</p>	<p>Information on accommodation and hotels can be found on the host government’s website for the conference at http://cop24.gov.pl/accommodation/. Please also consult the information note dated 27 July 2018 regarding hotel accommodation and websites for the conference.</p>
<p>Online nominations and registration</p>	<p>The ORS, which allows IGOs and NGOs to nominate representatives to attend the sessions, opened on Thursday, 9 August 2018, and closed on Monday, 24 September 2018 at midnight Central European Time (CET). The ORS for the confirmation of representatives opened on Thursday, 4 October 2018, and will close on Monday, 26 October 2018 at midnight CET.</p>
<p>Side events and exhibits</p>	<p>In addition to official meetings, a number of side events and exhibits will be held during the two-week conference, except on Sunday, 2 December, the morning of Monday, 3 December, and Sunday, 9 December 2018. The application period for side events and exhibits ended on 31 August 2018. The number of side events applications exceeded the number of available slots. Therefore, further applications will not be considered at this stage. All information relating to side events and exhibits will be made available on the official website (https://unfccc.int/process-and-meetings/conferences/katowice-climate-change-conference-december-2018/side-events-and-exhibits-at-cop-24) as soon as the planning is finalized.</p>
<p>Registration of speakers and of side events and exhibits organizers</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. Please see the section on “Badges and access to the premises” below regarding the setting-up of an exhibit allocated to the first week.</p>
<p>Registration at the conference venue</p>	<ul style="list-style-type: none"> • All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge. • Upon arrival at the venue, IGO and NGO representatives who are duly confirmed in the ORS by Monday, 26 November 2018, will be requested to proceed to the registration desk during the hours indicated below to collect their badge for access to the conference premises. • The acknowledgement letter for the participant’s nomination, available upon confirmation in the ORS, and a valid passport or a nationally approved identification card should be presented to the registration staff for the issuance of a badge. • Kindly be reminded that representatives shall normally be at least 16 years of age.



Registration times	<ul style="list-style-type: none">• From Friday, 30 November, until Sunday, 2 December 2018, from 8 a.m. to 7 p.m.• <u>Registration for NGOS and IGOs will be closed on Monday, 3 December 2018.</u>• From Tuesday, 4 December, until Saturday, 8 December 2018, from 8 a.m. to 7 p.m.• <u>The conference venue, including registration, will be closed on Sunday, 9 December 2018.</u>• Monday, 10 December, until Friday, 14 December 2018, from 8 a.m. to 7 p.m. <p>It is strongly recommended that delegations register early on Friday, 30 November, and Saturday, 1 December, to avoid delays on the first day of the conference.</p> <p>Please be aware that you can register only once for the sessions. Double registration (i.e. as an observer organization representative and a Party or State representative, or as an observer organization representative and a press/media representative) is not permitted.</p>
Badges and access to the premises	<p>An official UNFCCC conference badge is required to gain access to the premises. Badges are issued at the registration counter only on the basis of prior confirmation in the ORS. For security reasons, all participants are requested to wear their badges visibly at all times.</p>
Access to the Conference premises	<p>Full access to the conference premises will be granted only as of Sunday, 2 December 2018.</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>
Conference facilities and Services	<p>Conference facilities and services are available from 8 a.m. until 10 p.m. for the duration of the conference.</p>
Press briefings	<p>Observer organizations 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 at pressconf@unfccc.int. Further requests for information on press conferences can also be sent to this email.</p>
Code of conduct	<p>Participants at sessions are governed by the relevant guidelines and policies, including the guidelines for the participation of representatives of NGOs at meetings of the bodies of the UNFCCC (code of conduct) and other policies, which are provided together with this notification. Organizations agree to ensure compliance with such guidelines and policies by their respective participants. Participants will individually agree to comply upon registration at the conference venue.</p>



Use of cameras and audio/video recording devices	The taking of still photographs and making of audio or video recordings within a United Nations designated conference venue is subject to the guidelines available at http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_session_s.pdf and any other guidance or instructions deemed relevant by the secretariat or United Nations Security.
Electronic dissemination of information	<p>The Daily Programme for the conference will be 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 the updates 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 information material be disseminated in an electronic manner only.</p>
Disclaimer	<p>Participants are strongly advised to obtain comprehensive international medical insurance for the duration of their stay. 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 or the period of participation.</p> <p>In the interests of the security and safety of all participants and the smooth running of the sessions, 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. The UNFCCC secretariat shall not be responsible for any expenses incurred by nominated participants who are requested to leave the premises or refused registration or access to the sessions for which they have been nominated and/or registered as participants.</p>



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**Guidelines
for the participation of representatives
of non-governmental organizations
at meetings of the bodies of the
United Nations Framework Convention on
Climate Change**

October 2017



Roles of the secretariat and non-governmental organizations

The security of the venues for sessions and meetings of the Convention bodies is the responsibility of the secretariat. The Executive Secretary has the authority to take any action necessary to maintain this security, including denying access to the venues.

Non-governmental organizations are responsible for the conduct of each of their representatives. Any behaviour not consistent with these guidelines may have an impact on the participation of the organization and/or of the individual.

The secretariat welcomes the full support of participants in maintaining an ambience conducive to intergovernmental discussions and negotiations, and to open and fruitful dialogue between Parties and observers.

The secretariat encourages non-governmental organizations and their representatives to liaise with the secretariat during sessions on matters or concerns related to their participation.

For further information on these guidelines or on observer participation at sessions please contact:

Observer Organization Liaison Unit
UNFCCC secretariat
Platz der Vereinten Nationen, 53113 Bonn, Germany
cool@unfccc.int



**Guidelines for the participation of
representatives of non-governmental organizations
at meetings of the bodies of the
United Nations Framework Convention on Climate Change¹**

Introduction

Meetings of the Convention bodies are convened for negotiations between Parties to the Convention. According to Article 7, paragraph 6, of the Convention “[a]ny body or agency, whether national or international, governmental or non-governmental, which is qualified in matters covered by the Convention, and which has informed the secretariat of its wish to be represented at a session of the Conference of the Parties as an observer, may be so admitted unless at least one third of the Parties present object. The admission and participation of observers shall be subject to the rules of procedure adopted by the Conference of the Parties.”

Since the early days of the climate change Convention, non-governmental organizations (NGOs) have been actively involved, attending sessions and exchanging views with other participants, including delegates. It is recognized that this involvement allows vital experience, expertise, information and perspectives from civil society to be brought into the process to generate new insights and approaches. Furthermore, the access and participation of observers to the process promotes transparency in this increasingly complex universal problem. Such participation flourishes in an atmosphere of mutual trust which acknowledges respect for others and their opinions, and takes into account the nature of intergovernmental sessions.

To promote a harmonious atmosphere supportive of discussions and negotiations at intergovernmental meetings and to encourage the effective participation of observers in the process, the secretariat has prepared guidelines for appropriate conduct during attendance at meetings of bodies of the United Nations Framework Convention on Climate Change (hereinafter referred to as UNFCCC) at whatever premises are used for such meetings (hereinafter referred to as venues). These guidelines are not exhaustive but seek to provide information reflecting current practice regarding attendance of observers at sessions and meetings of the UNFCCC. They are in line with those governing NGO participation at sessions of other bodies in the United Nations system.

Any infringement of these guidelines would normally be resolved following consultations between the secretariat and the responsible organizations and individuals.

¹ These guidelines shall apply mutatis mutandis to meetings of bodies of the Kyoto Protocol and the Paris Agreement.



A. Access

1. Only representatives, whose names have been communicated to the secretariat through the designated contact points of NGOs admitted to sessions of the Conference of the Parties, in accordance with Article 7, paragraph 6, of the Convention, shall be registered and receive a badge.
2. Badges issued at registration shall be worn visibly at all times.
3. Participants shall be prepared to verify their identity upon the request of United Nations officials or security staff.
4. Representatives shall normally be at least 16 years of age. Younger representatives may be registered subject to the following terms and conditions:
 1. Anyone below 16 years of age (hereinafter referred to as the “minor”) nominated by an NGO shall be accompanied by a chaperone at all times. The chaperone must be 21 years of age or older.
 2. Unaccompanied minors below the age of 16 will not be permitted access to UNFCCC venues.
 3. Both the minor and the chaperone shall be part of the allotted quota of the respective NGO. No additional badges for either the chaperone or the minor will be allocated or issued.
 4. At the time of registration of the minor, each chaperone must sign the appropriate Release and Waiver of Liability, Assumption of Risk and Indemnity form assuring consent of the parent/s/legal guardian/s of the minor and assuming full responsibility of the minor during their custody at the UNFCCC venues.
 5. Should the minor violate any provision of UNFCCC guidelines for participation, both the minor and the chaperone will face the same consequences.
 6. Should such consequences result in confiscation of badges, the NGO will not be allowed to nominate additional individuals in place of the de-badged minor and chaperone for the remainder of the conference/meetings.
 7. Should the chaperone violate any provision of UNFCCC guidelines for participation, the chaperone will face the consequences.
 8. Should such consequences result in confiscation of the badge of the chaperone, then another chaperone from among the registered representatives of that NGO shall assume responsibility of the minor by signing the appropriate Release and Waiver of Liability, Assumption of Risk and Indemnity form in order for the minor to continue participation in the conference/meetings. In the absence of a registered chaperone the minor will not be allowed to participate in the conference/meetings and the concerned NGO will be requested to remove the minor from the UNFCCC venues.



B. Etiquette and safety

1. Representatives of NGOs admitted to sessions of the Conference of the Parties² shall cooperate with, and comply with requests and instructions from, United Nations officials and security staff regarding the use of facilities and access to and conduct within the venues.
2. No participant shall harass or threaten any other participant.
3. Interfering with the movement of participants at any time or location within the venues is not permitted.
4. The flags and any officially recognized symbols of the United Nations and of its member States shall not be treated with disrespect.

C. Participation

1. The participation of non-governmental observers in the proceedings of meetings, and of open-ended contact groups, is governed by rules 7 and 30 of the draft rules of procedure of the Conference of the Parties being applied, contained in FCCC/CP/1996/2, and by decision 18/CP.4. In this context, meetings designated as CLOSED are not open to observers.

D. Information materials

1. Only United Nations officials may distribute materials in official meeting rooms.
2. Posters may be displayed only at designated locations, and only with prior permission from the secretariat. The posting of notices for authorized events does not require prior permission from the secretariat, provided that they are posted only in designated locations.
3. Documents may be displayed at the designated locations, provided that there is enough space and that they are relevant to the negotiations. A sample of the documents should be deposited with the secretariat for its library. Documents for display should be clearly marked with the name of the responsible organization.
4. Other materials relevant to the negotiations may be distributed at appropriate locations in consultation with the secretariat.
5. Non-governmental observers shall refrain from using the UNFCCC venues for unauthorized demonstrations, and when distributing written materials shall respect other participants' social, cultural, religious or other opinions and refrain from personal attacks.

² Representatives of non-governmental organizations admitted to sessions of the Conference of the Parties will hereinafter be referred to as non-governmental observers.