



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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Page 1 of 11

NOTIFICATION

United Nations Climate Change Conference 30 April–10 May 2018, Bonn, Germany

Further to the information note dated 19 January 2018 on the opening of the online registration system (ORS) for the conference, I wish to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties to the following sessions:

- Forty-eighth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 48);
- Forty-eighth session of the Subsidiary Body for Implementation (SBI 48);
- Fifth part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1.5).

The sessions will be held at the World Conference Center Bonn, Platz der Vereinten Nationen 2, 53113 Bonn, Germany (<http://www.worldccbonn.com/en.html>).

I would also like to inform Parties and observer States that events relating to the preparatory phase of the Talanoa Dialogue, launched by decision 1/CP.23, paragraph 10, will be organized during the sessions. They include working groups that will take place in the Langer Eugen building on the United Nations Campus on Sunday, 6 May 2018. Further information on the modalities and registration procedures will be communicated in due course. Additional information on the Talanoa Dialogue can be found at the following web pages:

<https://talanoadialogue.com/presidencies-corner>

http://unfccc.int/focus/talanoa_dialogue/items/10265.php

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



Page 2

Nomination and confirmation deadlines will be applied strictly since the secretariat is not in a position to process late nominations or confirmations. Confirmations from IGOs and NGOs should be conveyed to the secretariat only through the ORS. The secretariat is not in a position to receive nominations sent by any other method such as email, letter or fax. The ORS is available at the following web address:

<https://onlinereg.unfccc.int/>

The user manual for admitted observer organizations (IGOs and NGOs), which contains complete information and guidelines on how to obtain access to and use of the ORS, can be found at the following web address:

https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORS_User_Manual-Observer_Organisations.pdf

To request technical support, kindly contact:

onlinereg@unfccc.int

Any additional information regarding the conference will be posted on the UNFCCC website at:

<http://unfccc.int/meetings/meeting/10552.php>

The annex to this notification contains information for participants, information on side events and exhibits and recommendations for sustainable behaviour at the sessions. I would especially like to draw your attention to the information contained in the disclaimer section of the annex.

Yours sincerely,

(Signed by)

Patricia Espinosa



Annex

Information for participants

Essential documents	Please consult the UNFCCC website at http://maindb.unfccc.int/library and http://unfccc.int/documentation/document_lists/items/2960.php for all available documents.
Visas	<p>All foreign delegates entering the Federal Republic of Germany must have a valid passport.</p> <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. To facilitate the issuance of a visa, a copy of the acknowledgement letter from the online registration system (ORS) must be attached to the visa application.</p> <p>Participants are advised that obtaining a Schengen visa is contingent on the participant securing comprehensive insurance that covers the entire stay. If you are travelling more than once, it is recommended that you obtain insurance that covers the time period of all intended stays.</p> <p>It is recommended to indicate in your visa application if you will attend the United Nations Climate Change Conference that will be held from 3 to 14 December 2018 in Katowice, Poland.</p> <p>Please indicate also 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 German Federal Foreign Office: https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node (also available in French and Spanish) and the website of the German Mission where you plan to apply for your visa.</p>
Hotels	<p>The City of Bonn offers an accommodation and public transport package.</p> <p>Hotel bookings placed through the City of Bonn designated web page for the conference (http://www.bonn-region.de/events/bonn-climate-change-conference-may-2018.html) include a free public transportation ticket for the City of Bonn and the region (Verbund Rhein-Sieg). The print-at-home PDF ticket is valid for the duration of the hotel stay of the delegate. The ticket will be sent automatically with the hotel reservation confirmation.</p> <p>For further assistance, use the following contact information:</p> <p>Email: a.isengard@bonn-region.de</p> <p>Telephone: +49 (0) 228 910 41 33</p>



<p>Nominations and registration online</p>	<p>All participants wishing to attend the sessions must be duly registered. The deadline for intergovernmental organizations (IGOs) and nongovernmental organizations (NGOs) to nominate their representatives is Monday, 5 March 2018, at midnight Central European Time.</p> <p>The ORS for the confirmation by IGOs and NGOs of their representatives will be open from Monday, 12 March 2018, to Thursday, 26 April 2018, at midnight Central European Time.</p> <p>Please refer to the guidelines for the participation of representatives of NGOs at meetings of the bodies of the UNFCCC regarding the participation of minors. The guidelines as well as the waiver form for minor participants are available on our web page for admitted NGOs under the section ‘At sessions’: http://unfccc.int/parties_and_observers/observer_organizations/items/9519.php. Further information for observer organizations is available online at: http://unfccc.int/parties_and_observers/observer_organizations/items/9524.php.</p>
<p>Registration at the conference venue</p>	<ul style="list-style-type: none"> • All registration formalities, including issuance of badges to duly registered participants to attend the sessions of the Convention and its Kyoto Protocol, are free of charge. • Upon arrival at the World Conference Center, IGO and NGO representatives who are duly confirmed in the ORS by 26 April 2018 will be requested to proceed to the registration counter, which will be open from Sunday, 29 April 2018, to Thursday, 10 May 2018, during the hours indicated below, to collect their badge for access to the conference premises. <p>The acknowledgement letter of the participant’s confirmation, available upon confirmation in the ORS, and a valid passport or a nationally approved photo identification card should be presented to the registration staff for the issuance of badges.</p> <p>Registration times:</p> <p>Sunday, 29 April 2018, from 8 a.m. to 6 p.m.</p> <p>From Monday, 30 April 2018, to Saturday, 5 May 2018, from 8 a.m. to 7 p.m.</p> <p>From Monday, 7 May 2018, to Thursday, 10 May 2018, from 8 a.m. to 7 p.m.</p> <p>Early registration before Monday, 30 April 2018, is highly recommended to avoid delays on the first day of the conference.</p> <p style="text-align: center;"><u>The conference venue, as well as registration, will be closed on Sunday, 6 May 2018.</u></p> <p>Please be aware that you can only register once for the sessions. Double registration is not permitted (i.e. as a State representative and an observer organization representative or as an observer organization representative and a press/media representative).</p>
<p>Conference venue opening and closing times</p>	<p>The conference venue will open by 8 a.m. and will close at 7 p.m. for the duration of the conference.</p>



Side events and exhibits	Information relating to side events and exhibits will be made available on the official website (http://unfccc.int/meetings/meeting/10552.php) as soon as the planning is finalized.
Badges	An official UNFCCC conference badge is needed to access the premises. The badge is issued only on the basis of a confirmation from the ORS. For security reasons, all participants are requested to wear their badges visibly at all times.
Press briefings	Observer organizations wishing to hold press/media briefings during the conference should inform the secretariat in advance to what extent they intend to hold such briefings. This will facilitate adequate logistical and technical arrangements. Requests should be addressed directly to the UNFCCC Press Office by email at press@unfccc.int . More information on press conferences can be found at http://unfccc.int/press/items/4862.php .
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_sessions.pdf and other guidance or instructions deemed relevant by the secretariat or United Nations Security.
Code of Conduct	Participants at sessions are governed by the relevant guidelines and policies, including the guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the UNFCCC (code of conduct) and other policies, which are provided together with this notification and are available on the web page for admitted NGOs: http://unfccc.int/parties_and_observers/observer_organizations/items/9519.php . Organizations agree to ensure compliance with such guidelines and policies upon nomination in the ORS. Individual participants will agree to compliance upon registration at the conference venue.
Disclaimer	<p>Participants are strongly advised to obtain comprehensive international medical insurance and other insurance, as necessary, for the period of participation. 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/suffered during travel or the period of participation, both within and outside the conference premises.</p> <p>Additionally, participants are personally responsible for any and all materials they bring into 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>In the interest 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 or all expenses incurred by participants who are requested to leave the premises, or are refused registration or access to the sessions for which they have been nominated and/or registered as participants.</p>



Shipment allowance	To reduce the carbon footprint of the conference and owing to logistical considerations such as storage availability, the secretariat will not be in a position to receive shipments with a cumulative total weight in excess of 100 kg per Party and observer organization.
Electronic dissemination of information	<p>The Daily Programme for the conference will be made available in electronic form only. A PDF version will be made available each morning on the UNFCCC conference website.</p> <p>Daily updates on the negotiations such as the Earth Negotiations Bulletin, ECO and Third World Network will be disseminated in electronic form. To facilitate access, the secretariat will include web links to these updates in the Daily Programme. Side event schedules will be announced on the UNFCCC website, CCTV screens and the free UNFCCC iOS/Android application “Negotiator”. Information on outside events may also be posted on the UNFCCC website.</p> <p>The secretariat strongly encourages disseminating material in an electronic manner only.</p>



**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.

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



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.
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