



## INFORMATION NOTE

### United Nations Climate Change Conference COP 21/CMP 11, 30 November to 11 December 2015 Paris-Le Bourget, France

Further to the notification issued on 5 October 2015, the secretariat wishes to inform intergovernmental organizations (IGOs) and non-governmental organizations (NGOs), which are registered for the Conference of the Parties at its twenty-first session (COP 21)/the Conference of the Parties serving as the meeting of the Parties at its eleventh session (CMP 11), of arrangements for access to the conference centre during COP 21/CMP 11. This information note should be read in conjunction with the aforementioned notification to IGOs and NGOs.

#### Access to UNFCCC conference centre

Participants must be registered with the secretariat and in possession of a conference badge in order to access the conference centre. Registration with the secretariat is not needed, however, in order to access the Climate Generations Areas and the Gallery – both located within the Le Bourget conference site.

Representatives duly confirmed by their IGOs/NGOs in the Online Registration System are **strongly advised to complete registration by Sunday, 29 November 2015** because, as in the past the registration counter will not be open to IGOs and NGOs until 1 p.m. on the first day of the conference – Monday, 30 November 2015. However, they can proceed to the registration counter after 1 p.m. on 30 November 2015 and access the venue once a valid badge has been issued.

#### Issuance of conference badges

The opening hours of the registration counter as announced in the notification of 5 October are as follows:

- Sunday, 22 November, until Friday, 27 November 2015, from 8.00 a.m. to 9.00 p.m.;
- Saturday, 28 November, until Sunday, 29 November 2015, from 8.00 a.m. to 8.00 p.m.;
- Monday, 30 November, from 1.00 p.m. until 8.00 p.m. for IGOs and NGOs  
**The registration counter is closed to IGOs and NGOs until 1.00 p.m. on Monday, 30 November;**
- Tuesday, 1 December, until Friday, 11 December 2015, from 8.00 a.m. to 8.00 p.m.

**Distribution:** To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties (COP) and registered for COP 21/the Conference of the Parties serving as the meeting of the Parties at its eleventh session.



### **Access to the conference centre on Monday, 30 November 2015**

#### **1. Access to the conference centre**

IGO/NGO participants with a valid conference badge obtained by Sunday, 29 November 2015 will be able to access the conference centre from the morning of Monday, 30 November 2015. IGO/NGO participants who did not complete registration by Sunday, 29 November 2015 are invited to proceed to the registration counter after 1 p.m. on Monday, 30 November 2015.

#### **2. Access to COP opening plenary and Leaders Event within the conference centre**

As per the established practice in past COPs, there will be a restricted area while Heads of State and Government and other dignitaries attend the Leaders Event. This restricted area is of limited size for security standards and only participants with special secondary badges will be able to enter this area to attend the COP opening plenary and the Leaders Event. All other conference facilities such as meeting rooms, side event rooms, catering facilities, the participants centre, etc., will be accessible for the entire day.

#### **3. Distribution of special secondary badges to IGO representatives**

Each registered IGO will receive three special secondary badges. The head of each delegation or the designated contact point are invited to pick up the special secondary badges at the Information Counter next to the registration counter from Friday, 27 November 2015 and at the Information Counter inside the conference centre from Sunday, 29 November. No other representatives will be able to receive the special secondary badges.

#### **4. Distribution of special secondary badges to NGO representatives**

As per the established practice, only those who belong to NGO constituencies will be able to receive the special secondary badges and the secretariat will distribute a limited number of these badges to NGO constituencies. For further information on distribution, please contact the focal point of the constituency to which your organization belongs. Their contact details are available at: [http://unfccc.int/files/documentation/submissions\\_from\\_observers/application/pdf/constituency\\_focal\\_point\\_contact\\_details\\_updated.pdf](http://unfccc.int/files/documentation/submissions_from_observers/application/pdf/constituency_focal_point_contact_details_updated.pdf)

### **Seating during the Leaders Event**

Representatives who received special secondary badges for the Leaders Event are kindly requested to be seated before 11 a.m. Upon the arrival of the Heads of State and Government, the doors to plenary will be closed and access will not be permitted.

### **Viewing of the Leaders Event without special secondary badges**

Viewing rooms will be made available for participants not in possession of special secondary badges. Please consult the Daily Programme of the day for further information.

In addition to viewing rooms, the Leaders Event will be webcast and shown on CCTV monitors across the conference centre.



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### **Further information**

Further information and any changes to this information note will be communicated through the Daily Programme and CCTV during the conference.

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