



Date: 8 October 2014
Reference: CAS/PART/COP 20/OCT.14
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NOTIFICATION

United Nations Climate Change Conference Lima, Peru, 1 to 12 December 2014

I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the forthcoming sessions:

- Twentieth session of the Conference of the Parties (COP 20), from Monday, 1 December to Friday, 12 December 2014;
- Tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 10), from Monday, 1 December to Friday, 12 December 2014;
- Forty-first session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 41) from Monday, 1 December to Saturday, 6 December 2014;
- Forty-first session of the Subsidiary Body for Implementation (SBI 41) from Monday, 1 December to Monday, 8 December 2014;
- The session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action in conjunction with COP 20/CMP 10 from Tuesday, 2 December to Thursday, 11 December 2014.

The sessions will take place in the conference centre in Lima, Peru.

Four annexes are attached to this notification as follows:

Annex I contains the provisional agendas for COP 20, CMP 10, SBSTA 41 and SBI 41. The provisional agenda of the session of the ADP will be made available on the UNFCCC website after the sixth part of the second session of the ADP which will be in Bonn, Germany, from 20 - 25 October 2014.

Distribution: To Parties and observer States through National Focal Points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



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

Annex III provides information on protocol issues concerning credentials and on the list of speakers at the high-level segment.

Annex IV provides key information for participants as well as recommendations for reducing the carbon footprint of the Conference. All additional information concerning the sessions will be posted on the UNFCCC website < www.unfccc.int > in due course.

The online registration system, which allows Parties to nominate individuals electronically and efficiently, to attend the sessions, is open. Registration online is the only official channel in which to nominate participants for the sessions. The secretariat is not in a position to receive nominations by any other method such as e-mail, letter or fax.

The user manual for the system is available at the following web address:

<https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Parties_and_Observer_States.pdf>

The manual contains complete information and guidelines on how to obtain access to the system and its use. A help desk is available at the following e-mail address:

<onlinereg@unfccc.int>

I would like to remind Parties and observer States that the Conference of the Parties, by decision 23/CP.18, invited Parties to commit to meeting the goal of gender balance by, inter alia, nominating women to bodies established under the Convention and its Kyoto Protocol, with the aim of a gradual but significant increase in the participation of women. To this end, I would like to encourage the nomination of women participants to attend the forthcoming sessions.

Yours sincerely,

(Signed by Richard Kinley for)

Christiana Figueres



Annex I

Provisional agendas

**Provisional agenda for the twentieth session of the
Conference of the Parties**

(Advanced Version)

**Lima, Peru
1 – 12 December 2014**

1. Opening of the session.
2. Organizational matters:
 - (a) Election of the President of the Conference of the Parties at its twentieth 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 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 Advice¹;
 - (b) Report of the Subsidiary Body for Implementation².
4. Report of the Ad Hoc Working Group on the Durban Platform for Enhanced Action.³
5. Consideration of proposals by Parties under Article 17 of the Convention.
6. 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;

¹ Annotations to the provisional agenda of the twentieth session of the Conference of the Parties (COP) under this item will indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Scientific and Technological Advice in 2014 for consideration at COP 20.

² Annotations to the provisional agenda of COP 20 under this item will indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Implementation in 2014 for consideration at COP 20.

³ Annotations to the provisional agenda of COP 20 under this item will reflect the status of work under the Ad Hoc Working Group on the Durban Platform for Enhanced Action.



- (b) Proposal from Papua New Guinea and Mexico to amend Articles 7 and 18 of the Convention.
- 7. Report of the Adaptation Committee.
- 8. Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.
- 9. Development and transfer of technologies and implementation of the Technology Mechanism:
 - (a) Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network;
 - (b) Linkages between the Technology Mechanism and the financial mechanism of the Convention.
- 10. The 2013–2015 review.
- 11. Second review of the adequacy of Article 4, paragraph 2(a) and (b), of the Convention.⁴
- 12. Matters relating to finance:
 - (a) Long-term climate finance;
 - (b) Report of 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;
 - (e) Fifth review of the financial mechanism;
 - (f) Further guidance to the Least Developed Countries Fund.
- 13. Reporting from and review of Parties included in Annex I to the Convention.
- 14. Reporting from Parties not included in Annex I to the Convention.
- 15. Capacity-building under the Convention.
- 16. Implementation of Article 4, paragraphs 8 and 9, of the Convention:
 - (a) Implementation of the Buenos Aires programme of work on adaptation and response measures (decision 1/CP.10);
 - (b) Matters relating to the least developed countries.

⁴ Parties may recall that at COP 4 it “proved impossible to reach any agreed conclusions or decisions” on this matter (FCCC/CP/1998/16, para. 64). The item was therefore included on the provisional agenda of COP 5 in accordance with rules 10(c) and 16 of the draft rules of procedure being applied. COP 5 could not reach a conclusion on this matter (FCCC/CP/1999/6, para. 18) and, following rules 10(c) and 16 of the draft rules of procedure being applied, the item was included on the provisional agendas for the sixth up to, and including, the twelfth session of the COP, with a footnote reflecting a proposal made by the Group of 77 and China to amend the item to read “Review of the adequacy of implementation of Article 4, paragraph 2(a) and (b), of the Convention”. On a proposal by the President, and on the basis of the recommendation made by the SBI, it was decided at COP 14 to defer consideration of this item to COP 16 (FCCC/CP/2008/7, para. 10). COP 16, based on a proposal by the President, deferred its consideration of this item, pursuant to rule 13 of the draft rules of procedure being applied, to COP 17. This item was held in abeyance at COP 17, COP 18 and COP 19. In accordance with rule 16 of the draft rules of procedure being applied, it will be considered at COP 20.



17. Gender and climate change.
18. Other matters referred to the Conference of the Parties by the subsidiary bodies.
19. Administrative, financial and institutional matters:
 - (a) Audited financial statements for the biennium 2012–2013;
 - (b) Budget performance for the biennium 2014–2015;
 - (c) Decision-making in the UNFCCC process.
20. High-level segment:
 - (a) Statements by Parties;
 - (b) Statements by observer organizations.
21. Other matters.
22. Conclusion of the session:
 - (a) Adoption of the report of the Conference of the Parties on its twentieth session;
 - (b) Closure of the session.



**Provisional agenda for the tenth session of the Conference of the Parties
serving as the meeting of the Parties to the Kyoto Protocol**

(Advanced Version)

**Lima, Peru
1 - 12 December 2014**

1. Opening of the session.
2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Election of replacement officers;
 - (c) Organization of work, including 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;¹
 - (b) Report of the Subsidiary Body for Implementation.²
4. Issues relating to the clean development mechanism.
5. Issues relating to joint implementation.
6. Report of the Compliance Committee.
7. Adaptation Fund:
 - (a) Report of the Adaptation Fund Board;
 - (b) Second review of the Adaptation Fund.
8. Report on the high-level ministerial round table on increased ambition of Kyoto Protocol commitments.
9. Reporting from and review of Parties included in Annex I:³
 - (a) National communications;
 - (b) Date of the completion of the expert review process under Article 8 of the Kyoto Protocol for the first commitment period;
 - (c) Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol.

¹ Annotations to the provisional agenda of the tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) under this item will indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Scientific and Technological Advice in 2014 for consideration at CMP 10.

² Annotations to the provisional agenda of CMP 10 under this item will indicate recommendations for draft decisions and conclusions arising from the work of the Subsidiary Body for Implementation in 2014 for consideration at CMP 10.

³ The term "Party included in Annex I" is defined in Article 1, paragraph 7, of the Kyoto Protocol.



10. Clarification of the text in section G (Article 3, paragraph 7 ter) of the Doha Amendment to the Kyoto Protocol, in particular the information to be used to determine the "average annual emissions for the first three years of the preceding commitment period".
11. Capacity-building under the Kyoto Protocol.
12. Matters relating to Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol.
13. Other matters referred to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol by the subsidiary bodies.
14. Administrative, financial and institutional matters:
 - (a) Audited financial statements for the biennium 2012–2013;
 - (b) Budget performance for the biennium 2014–2015;
15. High-level segment:
 - (a) Statements by Parties;
 - (b) Statements by observer organizations.
16. Other matters.
17. Conclusion of the session:
 - (a) Adoption of the report of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol on its tenth session;
 - (b) Closure of the session.



**Provisional agenda for the forty-first session of the
Subsidiary Body for Scientific and Technological Advice**

(Advanced Version)

**Lima, Peru
1 - 6 December 2014**

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.
3. Nairobi work programme on impacts, vulnerability and adaptation to climate change.
4. Report of the Adaptation Committee.
5. Development and transfer of technologies and implementation of the Technology Mechanism: joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network.
6. Methodological guidance for activities relating to reducing emissions from deforestation and forest degradation and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries.
7. Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.
8. Matters relating to science and review:
 - (a) Fifth Assessment Report of the Intergovernmental Panel on Climate Change;
 - (b) Research and systematic observation;
 - (c) The 2013–2015 review.
9. Impact of the implementation of response measures:
 - (a) Forum and work programme;
 - (b) Matters relating to Article 2, paragraph 3, of the Kyoto Protocol.
10. Methodological issues under the Convention:
 - (a) Work programme on the revision of the guidelines for the review of biennial reports and national communications, including national inventory reviews, for developed country Parties;
 - (b) Methodologies for the reporting of financial information by Parties included in Annex I to the Convention;
 - (c) Common metrics to calculate the carbon dioxide equivalence of greenhouse gases;



- (d) Emissions from fuel used for international aviation and maritime transport.

11. Methodological issues under the Kyoto Protocol:

- (a) Implications of the implementation of decisions 2/CMP.7 to 4/CMP.7 and 1/CMP.8 on the previous decisions on methodological issues related to the Kyoto Protocol, including those relating to Articles 5, 7 and 8 of the Kyoto Protocol;
- (b) Clarification of the text in section G (Article 3, paragraph 7 ter) of the Doha Amendment to the Kyoto Protocol, in particular the information to be used to determine the “average annual emissions for the first three years of the preceding commitment period”;
- (c) Land use, land-use change and forestry under Article 3, paragraphs 3 and 4, of the Kyoto Protocol and under the clean development mechanism;
- (d) Implications of the inclusion of reforestation of lands with forest in exhaustion as afforestation and reforestation clean development mechanism project activities.

12. Market and non-market mechanisms under the Convention:

- (a) Framework for various approaches;
- (b) Non-market-based approaches;
- (c) New market-based mechanism.

13. Work programme on clarification of quantified economy-wide emission reduction targets of developed country Parties.

14. Reports on other activities:

- (a) Annual report on the technical review of information reported under the Convention related to biennial reports and national communications by Parties included in Annex I to the Convention;
- (b) Annual report on the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention;
- (c) Annual report on the technical review of greenhouse gas inventories and other information reported by Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol under Article 7, paragraph 1, of the Kyoto Protocol.

15. Other matters.

16. Report on and closure of the session.



**Provisional agenda for the forty-first session of the
Subsidiary Body for Implementation**

(Advanced Version)

**Lima, Peru
1 – 8 December¹ 2014**

1. Opening of the session.
2. Organizational matters:
 - (a) Adoption of the agenda;
 - (b) Organization of the work of the session;
 - (c) Multilateral assessment working group session under the international assessment and review process;
 - (d) Election of officers other than the Chair.
3. Reporting from and review of Parties included in Annex I to the Convention:
 - (a) Status of submission and review of sixth national communications and first biennial reports from Parties included in Annex I to the Convention;
 - (b) Compilation and synthesis of sixth national communications and first biennial reports from Parties included in Annex I to the Convention;
 - (c) Compilation and synthesis of supplementary information incorporated in sixth national communications from Parties included in Annex I to the Convention that are also Parties to the Kyoto Protocol;
 - (d) Revision of the “Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications”;
 - (e) Report on national greenhouse gas inventory data from Parties included in Annex I to the Convention for the period 1990–2012;
 - (f) Annual compilation and accounting report for Annex B Parties under the Kyoto Protocol for 2014.
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;²
 - (b) Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention;
 - (c) Provision of financial and technical support.

¹ Including multilateral assessment working group session from 6 to 8 December.

² At the fortieth session of the Subsidiary Body for Implementation (SBI), there was no consensus to include this item on the agenda. It was therefore held in abeyance. On a proposal by the Chair, the SBI decided to include this item on the provisional agenda of SBI 41.



5. Work programme to further the understanding of the diversity of nationally appropriate mitigation actions.
6. Matters relating to the mechanisms under the Kyoto Protocol:
 - (a) Review of the modalities and procedures for the clean development mechanism;
 - (b) Review of the joint implementation guidelines;
 - (c) Modalities for expediting the continued issuance, transfer and acquisition of joint implementation emission reduction units;
 - (d) Procedures, mechanisms and institutional arrangements for appeals against decisions of the Executive Board of the clean development mechanism;
 - (e) Report of the administrator of the international transaction log under the Kyoto Protocol.
7. Matters relating to the least developed countries.
8. Report of the Adaptation Committee.
9. National adaptation plans.
10. Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.
11. Matters relating to finance:
 - (a) Second review of the Adaptation Fund;
 - (b) Further guidance to the Least Developed Countries Fund.
12. Development and transfer of technologies and implementation of the Technology Mechanism:
 - (a) Joint annual report of the Technology Executive Committee and the Climate Technology Centre and Network;
 - (b) Poznan strategic programme on technology transfer.
13. Capacity-building:
 - (a) Capacity-building under the Convention;
 - (b) Capacity-building under the Kyoto Protocol.
14. Impact of the implementation of response measures:
 - (a) Forum and work programme;
 - (b) Matters relating to Article 3, paragraph 14, of the Kyoto Protocol;
 - (c) Progress on the implementation of decision 1/CP.10.
15. The 2013–2015 review.
16. Gender and climate change.
17. Arrangements for intergovernmental meetings.
18. Administrative, financial and institutional matters:
 - (a) Audited financial statements for the biennium 2012–2013;
 - (b) Budget performance for the biennium 2014–2015.



19. Reports on other activities:

- (a) Report on the expert meeting on an information hub for information on the results of the activities referred to in decision 1/CP.16, paragraph 70 and results-based payments;
- (b) Summary report on the 2nd Dialogue on Article 6 of the Convention.

20. Other matters.

21. Closure of and report on the session.



Annex II

List of preparatory meetings

Least developed countries	25 to 26 November 2014	Conference Center Lima, Peru
Small island developing States	27 to 28 November 2014	
African States	27 to 28 November 2014	
Group of 77 and China	29 to 30 November 2014	



Annex III

Protocol Issues

High-level segment of the session

The high-level segment, to be attended by dignitaries, ministers and other senior officials, will be opened on Tuesday, 9 December 2014 at 10:00 a.m.

The high-level segment will re-convene with joint meetings of the COP and the CMP in the afternoon of Tuesday, 9 December, to hear national statements by ministers and other heads of delegation.

The high-level segment will be held from Wednesday, 10 December 2014 to the morning of Thursday, 11 December, to continue hearing national statements by high-level dignitaries, ministers and other heads of delegation. Statements from intergovernmental and non-governmental organizations will be delivered on the afternoon of Thursday, 11 December 2014. The high-level segment will close on Thursday, 11 December 2014.

No decisions will be taken in the joint meetings of the COP and the CMP. Separate meetings of the COP and the CMP will be held on Friday, 12 December to adopt decisions and conclusions recommended by their sessions.

Given the number of Parties and the limited amount of time available for statements, it will be necessary to limit the duration of each statement. Parties are reminded that to ensure that all speakers have an opportunity to address the plenaries, statements must not exceed three (3) minutes. Statements on behalf of Groups, where other members of the group do not speak, are strongly encouraged and additional time will be provided for these.

In fairness to all speakers, time limits will be strictly enforced. Further to the guidance from the SBI to conclude the session in a timely manner¹, and following United Nations practice, a mechanism will be used to assist speakers in respecting this limit. A bell system will signal to speakers when the limit is approaching. Speakers will be interrupted should they exceed the time limit.

Parties are encouraged to take advantage of the offer made by the secretariat to reduce their oral statements to the 3 minute limit on the understanding that the full versions of their statements will be posted on the UNFCCC website.

¹ FCCC/SBI/2014/8, paragraph 218.



Hard copies of statements will not be circulated in in plenary during the high-level segment. Full texts of the official statements will be posted on the UNFCCC website. In order to have statements posted on the UNFCCC webpage, Parties speaking at the high-level segment are requested to send an electronic file containing the statements in advance to the following e-mail address: [<external-relations@unfccc.int>](mailto:external-relations@unfccc.int).

The list of speakers will be open from Friday, 10 October to Friday, 21 November 2014. **Requests received before Friday, 10 October 2014, cannot be considered.** Registrations should be made using the attached form and should be addressed to the External Relations Officer, Conference Affairs Services, telephone: +49 228 815 1611 or, fax: +49 228 815 1999, e-mail: sessions@unfccc.int.

Parties are reminded to include the speaker in the on-line registration system as completion and submission of the registration form for Ministers and heads of delegations to speak at the high-level segment does not constitute being registered for the Conference. All participants must be registered in the on-line registration system in order to have access to the conference premises.

Credentials of States Parties to the Convention and its Kyoto Protocol

In accordance with rule 19 of the draft rules of procedure being applied (FCCC/CP/1996/2), the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat not later than 24 hours after the opening of the session. Any later change in the composition of the delegation shall also be communicated to the secretariat.

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.

The secretariat wishes to remind Parties that, in accordance with decisions 17/CP.9 and 36/CMP.1, only one set of credentials is necessary to cover the participation of Parties to the Convention and Parties to the Kyoto Protocol in the COP at its twentieth session and the CMP at its tenth session.

Credentials should be deposited in the External Relations Office, located in the Conference Affairs and Services Offices in the conference center. No other office of the secretariat or of the Host Country is designated to receive credentials.

Observer States to the Convention

States that are not Parties to the Convention are not required to provide their representatives with credentials.



Registration Form – COP 20/CMP 10 High-level segment

List of speakers during the high-level segment

Lima 2014: United Nations Climate Change Conference, 9 to 11 December 2014

The list of speakers will be open from **Friday, 10 October to Friday, 21 November 2014**. Parties who wish to deliver a national statement during the high-level segment of COP 20/CMP 10, from 9 to 11 December 2014 are requested to clearly complete this form **electronically** and return it to the secretariat. Please note that this form is attached in a separate word file for your convenience. **Illegible 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 for Ministers and heads of delegations to speak at the high-level segment does not constitute being registered for the Conference. All participants must be registered in the on-line registration system in order to have access to the conference premises.

**Requests received before Friday, 10 October 2014 cannot be considered.
Please note that the nomination of representatives of a Party to attend the sessions does not imply inclusion in the list of speakers**

Party/Country	<hr/>			
Name of speaker	<hr/>			
	(Mr./Ms.)	(First name)	(Middle initial)	(Last name)
Title/Position	<hr/>			
Institution	<hr/>			
	<hr/>			
Contact person	<hr/>			
Title of contact person	<hr/>			
Institution	<hr/>			
Telephone	<hr/>		E-mail	<hr/>
Signature of the contact person	<hr/>		Date:	<hr/>
E-Mail address:	Climate Change Secretariat E-mail: <sessions@unfccc.int>			



Annex IV

Information for participants

Essential documents	<p>Please consult the UNFCCC website <http://maindb.unfccc.int/library> for all available essential documents.</p> <p>A preliminary overview of the sessional period is available on the UNFCCC website <www.unfccc.int>.</p>
Funding	<i>A separate communication will be sent to eligible Parties.</i>
Visas	<p>All foreign delegates entering Peru must have a passport which is valid for at least 6 months. Participants requiring a visa for Peru, or a transit visa, are strongly encouraged to contact the appropriate consular authorities immediately upon receipt of this notification. To facilitate the issuance of a visa, a copy of the acknowledgement letter from the online registration system (ORS) should be attached to the visa request. For more information, please visit the website of the Peruvian Foreign Ministry, at <http://www.rree.gob.pe/SitePages/home.aspx> (Spanish only).</p> <p>Additional information on the issuance of visas can be found at the following link on the host government's web page for the conference: <http://www.cop20.pe/en/acerca-del-peru/visa>.</p>
Hotels	Information on accommodation and hotels can be found on the host government's web page for the sessions at < http://www.cop20.pe/en >.
Nominations and registration online	Online registration for Parties and observer States to nominate their representatives is currently open. Please confirm your delegation as soon as possible and prior to the sessions.
Nominations and side events and exhibits	Potential 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.
Registration	<ul style="list-style-type: none"> • All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions of the Convention and its Kyoto Protocol, are free of charge. • Upon arrival, you are requested to register at the Registration counter from Tuesday, 25 November to Friday, 12 December 2014 during the opening hours indicated below. • The acknowledgement letter generated from the online registration system in addition to a valid passport or a nationally approved identification card should be presented to registration staff.



<p>Registration opening hours</p>	<p>Tuesday, 25 November until Friday, 28 November 2014, from 8.00 a.m. to 5.00 p.m.</p> <p>Saturday, 29 November until Saturday, 6 December 2014, from 8.00 a.m. to 7.00 p.m.</p> <p>Sunday, 7 December 2014, registration will be closed.</p> <p>Monday, 8 December until Friday, 12 December 2014, from 8.00 a.m. to 7.00 p.m.</p> <p>To avoid delays, it is highly recommended that you register on Saturday, 29 November or Sunday, 30 November 2014.</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>Badges</p>	<p>It is essential that you have an official UNFCCC conference badge in order to gain access to the premises. These are issued only on the basis of confirmation in the online registration system. For security reasons, all participants are requested to wear their badges visibly at all times.</p>
<p>Disclaimer</p>	<p>Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation. The United Nations and the Convention 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 interest of the security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises. The Convention secretariat shall not be responsible for any or all 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>
<p>Side events and exhibits</p>	<p>The application period for side events and exhibits ended on 18 July 2014 at 5.00 p.m. CET. The number of side events applications exceeded by far the number of available slots. Therefore, further applications will not be considered at this stage, however, a waiting list is available for late requests in case there any cancellations. For additional information, please contact <see@unfccc.int>.</p> <p>Please also read “Nominations and side events and exhibits” above.</p>
<p>Press briefings</p>	<p>In order to facilitate Parties and observer States wishing to hold press/media briefings during the forthcoming sessions, the secretariat requests that the secretariat is informed in advance to what extent they intend to hold such briefings during the sessions. This will facilitate adequate logistical and technical arrangements to be put in place. Requests should be addressed directly to the UNFCCC Press Office, email: <pressconf@unfccc.int>. More information on press conferences can be found at <http://unfccc.int/press/items/4862.php>.</p>



Actions to reduce the carbon footprint of the conference

Travel	<p>Representatives in a position to do so are invited to consider offsetting the carbon footprint associated with their attendance at the conference.</p> <p>Where possible, arrange group pick-up to and from the hotel.</p> <p>The secretariat will purchase CERs and cancel an amount equivalent to its overall carbon footprint, thereby offsetting its greenhouse gas emissions including those caused by travel to Lima of staff and funded participants.</p>
Accommodation	<p>If possible, choose a hotel that is operated in an environmentally responsible manner.</p>
Shipment allowance	<p>In order to reduce the carbon footprint of the conference, and due to logistical considerations such as storage, the secretariat will not be in a position to receive shipments in excess of a cumulative total weight of 150 kg per Party and observer organization. Parties or observer organizations organizing ‘areas’¹ within delegation offices on a commercial basis will be permitted an extra allowance of 50 kg per ‘area’.</p> <p>Detailed information on consignments and shipping, including on customs clearance, will be made available in due course.</p>
Recommendations on paper use and recycling	<p>Participants are encouraged to print only what is minimally necessary prior to the sessions. Once on site in Lima, request only essential documents from the Documentation Services Desk.</p> <p>Print and photocopy on both sides and keep the font size to a legible minimum.</p> <p>Collect and re-use paper that has print on one side only.</p> <p>Any paper used (e.g. for promotional material, programmes, signs) should be 100 per cent recycled, with a minimum of 65 per cent of post-consumer waste content and totally or elemental chlorine free. The use of colour paper should be avoided.</p> <p>Use the waste collectors provided during the session and recycle items such as bottles, cans and paper.</p>
Distribution of paper documents in general	<p>Efforts are being made to reduce paper consumption. In this context, participants – including exhibitors – are requested to distribute limited amounts of paper documents only if and where necessary. Instead, the secretariat recommends the use of USB flash drives and CD-ROMs for the dissemination of information.</p> <p>For the distribution of publications and other information materials at exhibit stands or side events, the secretariat encourages organizers to use the web-posting function of the Side Events and Exhibits Online Registration System (SEORS) and upload electronic publications onto the UNFCCC website. This function also allows advertising and reporting of side events.</p>

¹ In this context, an ‘area’ is defined as a clearly defined and delimited space, incorporated as such in the secretariat’s space allocation scheme and regardless of its size, where Member States showcase their achievements, products and services pertaining to climate change.



Distribution of materials through pigeonholes	<p>Since the beginning of the year (2014), pigeon holes for Parties, UN and IGOs have been discontinued at the sessions of the Convention and its Kyoto Protocol. Messages may be conveyed and collected at the information desk, located in the conference venue. Participants are kindly requested to check regularly with the information desk for this purpose.</p> <p>Side event schedules will be announced through the UNFCCC website, the Side Events and Exhibits brochure, the cc TV monitors listing the day's events, and the free UNFCCC iPhone/iPad application 'Negotiator'. Information on outside events may also be posted on the UNFCCC website.</p> <p>Please note that the secretariat strongly encourages materials in electronic/ digital format (USB flash drives, CD-ROM, etc.).</p>
Electronic dissemination of information	<p>Please note that daily updates on the negotiations such as ENB, ECO, and TWN will mainly be disseminated in electronic formats. In order to facilitate access, the secretariat will include web links to these updates in the Daily Programme. The publishing organizations may display a copy with QR codes at their exhibit stand and/or poster boards.</p> <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>
Energy conservation	<p>Turn off room lights and IT equipment when not in use and enable energy-saving features.</p>
