



**United Nations**  
Climate Change Secretariat

**Nations Unies**  
Secrétariat sur les changements climatiques

**Durban, 3 December 2011**  
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**INFORMATION NOTE  
TO INTERGOVERNMENTAL AND NON-GOVERNMENTAL  
ORGANIZATIONS**

**United Nations Climate Change Conference  
Durban, South Africa, 28 November – 9 December 2011**

**Logistical information on the access of representatives of IGOs and NGOs to  
Plenary Baobab at ICC Durban  
during the opening ceremony of the high level segment  
on Tuesday, 6 December 2011 at 15:00**

Access to the opening ceremony of the high level segment will be regulated through a ticket system with color coding due to the capacity of the plenary hall. The ticket distribution is as announced in the Daily Programme of Saturday, 3 December 2011. This information note provides further details of the logistical arrangements for the representatives of intergovernmental organizations (IGOs) and non-governmental organizations (NGOs).

IGOs are guaranteed two seats per delegation. The entry to the plenary hall for IGOs is through the ground level doors and through the section VV-WW located at the upper level for a limited number of overflow. Access to the overflow seats at the upper level is also regulated by tickets and color coding.

For NGO constituency members, tickets will be distributed through the constituency focal points prior to the ceremony. Please contact your constituency focal point for further details. Those NGOs registered with the secretariat as ENGOs who belong to neither Climate Action Network nor Climate Justice Now! will receive a separate email message from the secretariat.

Those who do not belong to constituencies do not have access to this limited access ceremony. Please consult the “Participating effectively” section on the UNFCCC website that explains the



constituency system for the civil society organizations including management of limited access meetings. (Link: [https://unfccc.int/parties\\_and\\_observers/ngo/items/3667.php](https://unfccc.int/parties_and_observers/ngo/items/3667.php) ).

The entry to the plenary hall for NGOs is through section XX-YY, located at the upper level. The doors on the ground floor will be closed to NGOs.

Both sections VV-WW and XX-YY can be found by using the escalators close to the Main Foyer Arena to the upper level (close to the Lost & Found office). You will be greeted by security who will collect your tickets and direct you to the correct entrance to locate your seating. Please be seated at least by 14:45 in order for the ceremony to start promptly. Seating will not be allowed once the ceremony has begun.

In order to ensure transparency, additional viewing will be available through the CCTV monitors throughout the conference premises and in Plenary 2, “King Protea” as an overflow. Participants who do not have tickets are welcome into this overflow room. However please note that priority will be given to Parties.

Subject to safety and room capacity, all doors will open again for all categories of participants if the situation allows it. The UN Security will however ensure compliance with the fire regulations for the conference venue for the safety of the participants. If this is not complied with, the secretariat may be compelled to implement a more stringent access limit in situ without advance notice throughout the conference period.

It is requested that participants lift the badges in hand when entering the plenary hall for easy identification by the UN Security.

We thank you for your understanding and cooperation.

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