



GUIDELINES FOR COP 27 BLUE ZONE

Engagement sub-division
UNFCCC

CONTENTS



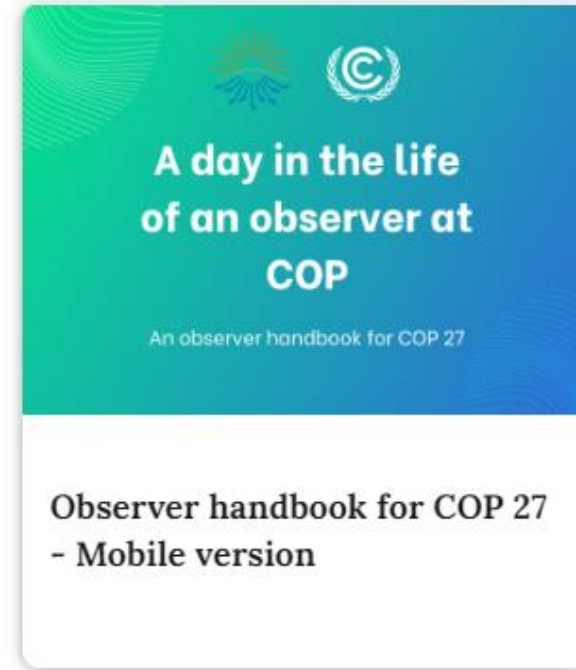
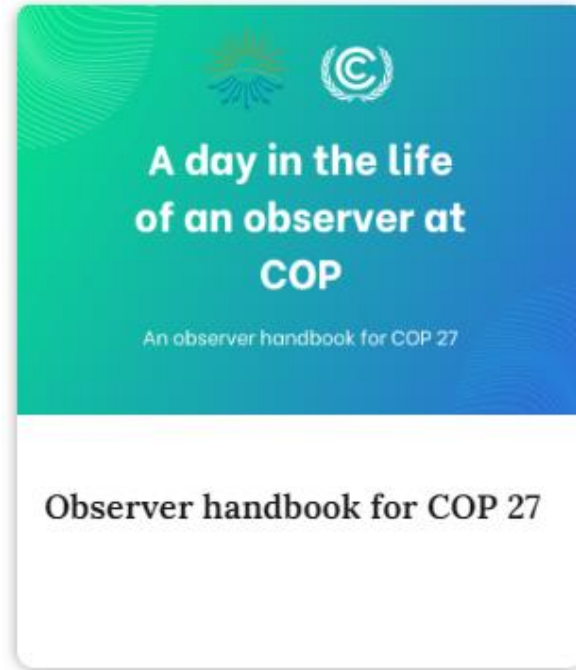
Guidelines for participation in COP 27 Blue Zone



Clearance process for advocacy actions in Blue Zone



Code of conduct for UNFCCC conferences, meetings and events



<https://unfccc.int/sites/default/files/resource/Observer%20handbook%20for%20COP27.pdf>

OBSERVER HANDBOOK FOR COP 27 |

OBSERVER HANDBOOK FOR COP 27


Being translated in all UN languages

Observer organizations.

Overview

COP27
United Nations Climate Change Conference, COP 27, 6 – 18 November 2022, Sharm el Sheik, Arab Republic of Egypt.

[More information](#)



[COP 27 guidelines for participation](#)

[COP 27 Notifications to observers](#)

Further information and resources



Observer handbook for COP 27



Observer handbook for COP 27 - Mobile version



Information for COP 27 participants (A-Z)

[UNFCCC Process](#) > [Information for COP 27 participants \(A-Z\)](#)

Information for COP 27 participants (A-Z).

Background

In November 2022, the Government of the Arab Republic of Egypt will host the 27th Conference of the Parties of the UNFCCC (COP 27), with a view to building on previous successes and paving the way for future ambition to effectively tackle the global challenge of climate change.

For detailed information, please refer to the [Government of Egypt Presidency and Goals](#).

The meeting comprises the twenty-seventh session of the Conference of the Parties (COP 27), the seventeenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 17), and the fourth session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 4).

Logistical information for participants




Note: Updated information will be posted here as it becomes available. Please check back regularly.

Conference dates

- Sunday, 6 November to Friday, 18 November 2022

Location

- Sharm El Sheikh International Convention Centre (SHICC), El Salam Road, in Sharm El Sheikh, Egypt

[Back to the conference main page](#) [Accessibility](#) [Accommodation](#) 

INFORMATION FOR COP 27 PARTICIPANTS (A-Z)

<https://unfccc.int/process-and-meetings/conferences/sharm-el-sheikh-climate-change-conference-november-2022/information-for-cop-27-participants-a-z>

GUIDELINES YOU WILL SIGN UP FOR

To create an environment conducive to intergovernmental dialogues:

- ❖ Code of Conduct to prevent harassment, including sexual harassment at UNFCCC events

https://unfccc.int/sites/default/files/resource/Code_of_Conduct_English.pdf

- ❖ UNFCCC guidelines for use of camera and audio devices

https://unfccc.int/sites/default/files/recording_at_unfccc_sessions.pdf

- ❖ UN Security guidelines related to media actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences

https://unfccc.int/sites/default/files/un_security_guidelines.pdf

- ❖ Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the UNFCCC

https://unfccc.int/sites/default/files/guidelines_for_the_participation_of_ngos.pdf

SAMPLE ISSUES

- ❖ Badges: non-transferable/careful with disposal not to be stolen for misuse/visibly worn/verify identity
- ❖ Age floor
- ❖ Etiquette and safety
- ❖ Movement of participants
- ❖ Cooperation with the secretariat
- ❖ Flags of Parties, logos of the UN and UNFCCC
- ❖ Designated locations for information materials

ROOM AND SEATING ARRANGEMENT IN MEETINGS

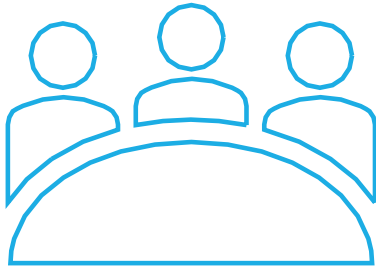
Implications of **Party-driven** nature of the UNFCCC process in terms of **seating arrangement**:

- ❖ **Party representatives must be able to sit at the table.**
- ❖ **Default:** Observers are to **sit in the back rows**. When you are allowed to speak, please find a seat with a mic that is free.
- ❖ Occasional exceptions, depending on the Co-Facilitators and on the nature of the agenda items requiring observer inputs: observers might be invited to sit at the table **after all Parties took their seats**.



ROOM AND SEATING ARRANGEMENT IN MEETINGS

Implications of **Party-driven** nature of the UNFCCC process in terms of **meeting rooms**:



- ❖ **If the room is full, Party representatives have the priority**, and the secretariat consults the co-facilitators to ensure any possible representation of observers.
- ❖ When negotiation-related meetings or Party's meetings and NGO meetings are booked back-to-back, and the former goes over time, NGO meeting organizers are kindly requested **to contact Meeting Room Assignment (MRA) counter and not disturb the negotiation-related meetings or Party's meetings directly. MRA team will try to support.**
- ❖ In the event that the meeting room you have booked is required for urgent negotiation meetings at short notice, **you may be provided with an alternative solution.**

NEGOTIATION MEETINGS

Plenary

- Open to observers
- NGO Constituency statements, time permitting

Contact Groups (CGs)

- Open to observers per Decision 18/CP.4 “unless at least one third of the Parties present at the session of the Convention body setting up that contact group object and on the understanding that the presiding officers of such contact groups may determine at any time during their proceedings that they should be closed”.
- NGO Constituency statements “if time and Parties allow”

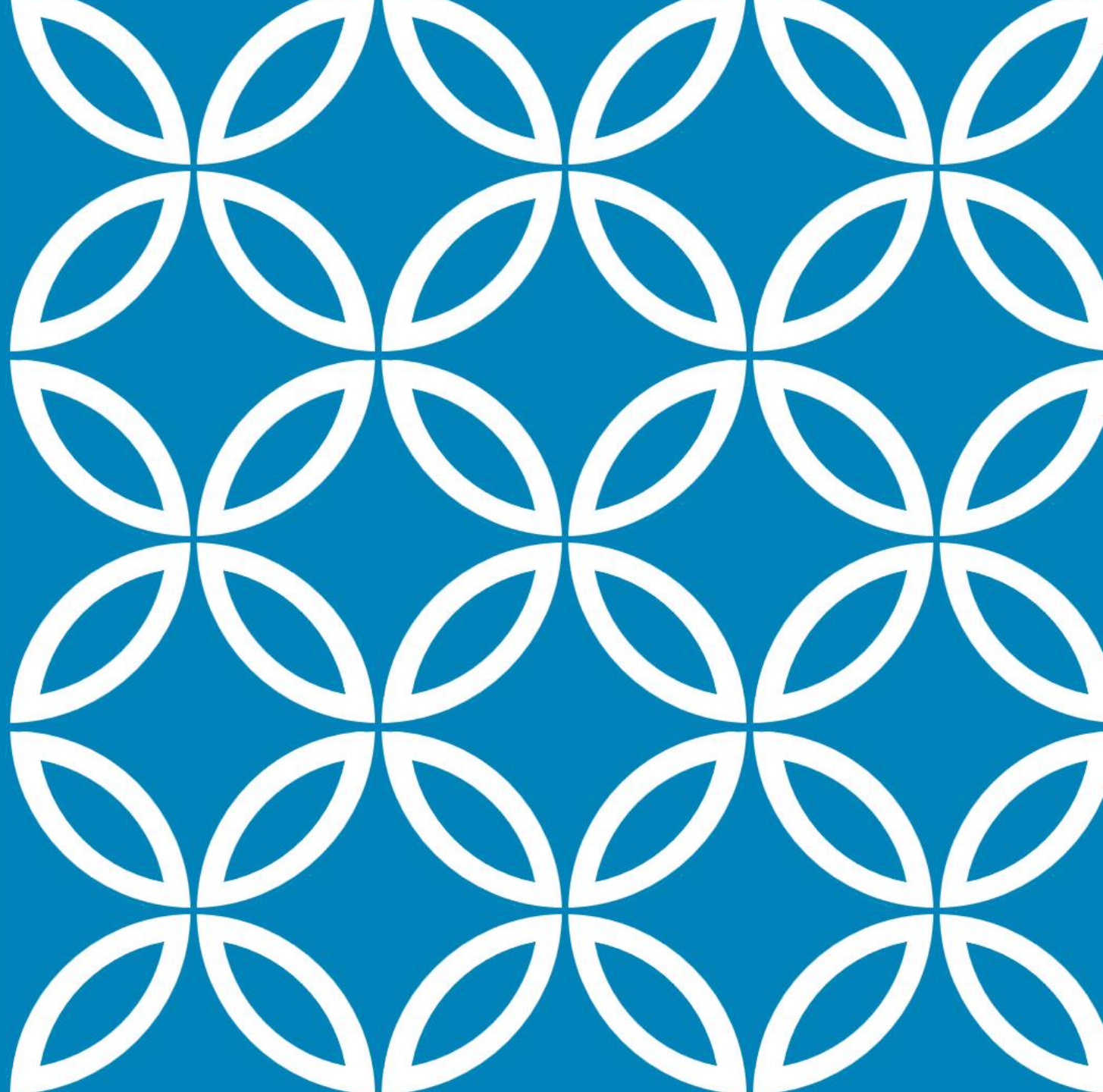
Informal consultations (ICs)

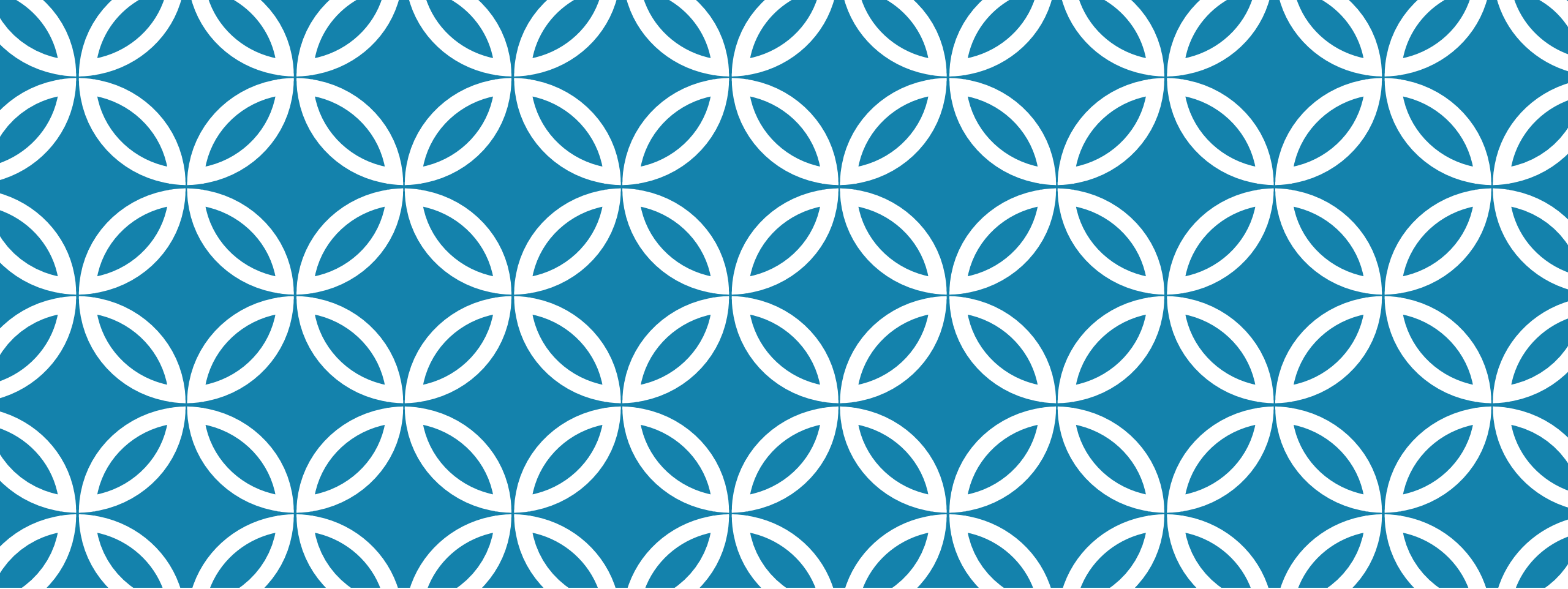
- If established by CG: closed but encouraged to remain open
- If established by Plenary: “at least first and the last meetings of the informals may be open”, “recognizing the right of Parties to keep informal meetings closed”. Per SBI conclusion FCCC/SBI/2011/7, para 167
- NGO Constituency statements “if time and Parties allow”

Informal informals (Inf infs)

- Including drafting groups/spin off groups/Friends of the Chair
- Not open to observers

Q&A





CLEARANCE PROCESS FOR ADVOCACY ACTIONS IN BLUE ZONE

Observer Relations Team
UNFCCC

GOALS



To help you bring your voices across



To ensure a safe environment for all participants, conducive to intergovernmental dialogues



To facilitate logistical arrangements



To inform media and ENB to cover the action

CLEARANCE PROCESS

5 November 2022

Walk through

- NGOs interested & available
- UN Department for Safety and Security
- UNFCCC secretariat

The day before

Request latest by 15:00

- Form to fill in
- Consultations
- Guidelines

Secretariat clearance

- Political sensitivity
- Logistical arrangements
- Web/Media announcement
- Guidelines

UNDSS clearance

- Safety and security
- Guidelines

On the day

Authorized Action

- Staff presence
- Agreed time and content
- Guidelines
- Talk to secretariat staff, if any issues

(Iterative process in case of feedback/need for revision)

GUIDELINES YOU WILL SIGN UP FOR

To create an environment conducive to intergovernmental dialogues

❖ UNFCCC COP27 COVID-19 Measures

[COP27 - Health](#)

❖ Code of Conduct to prevent harassment, including sexual harassment at UNFCCC events

[https://unfccc.int/sites/default/files/resource/Code of Conduct English.pdf](https://unfccc.int/sites/default/files/resource/Code_of_Conduct_English.pdf)

❖ Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the UNFCCC

[https://unfccc.int/sites/default/files/guidelines for the participation of ngos.pdf](https://unfccc.int/sites/default/files/guidelines_for_the_participation_of_ngos.pdf)

❖ UNFCCC guidelines for use of camera and audio devices

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❖ UN Security guidelines related to media actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences

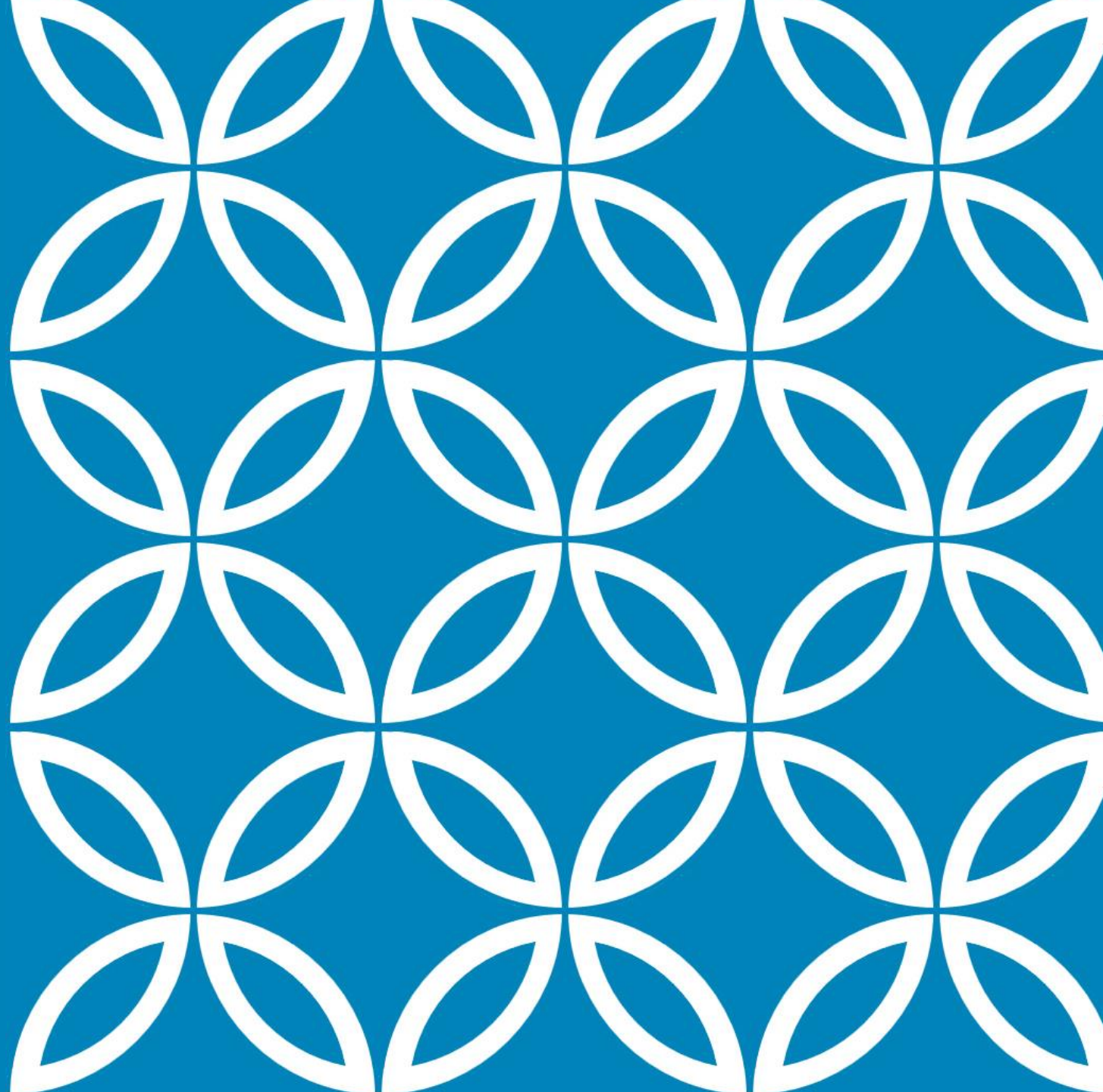
[https://unfccc.int/sites/default/files/un security guidelines.pdf](https://unfccc.int/sites/default/files/un_security_guidelines.pdf)

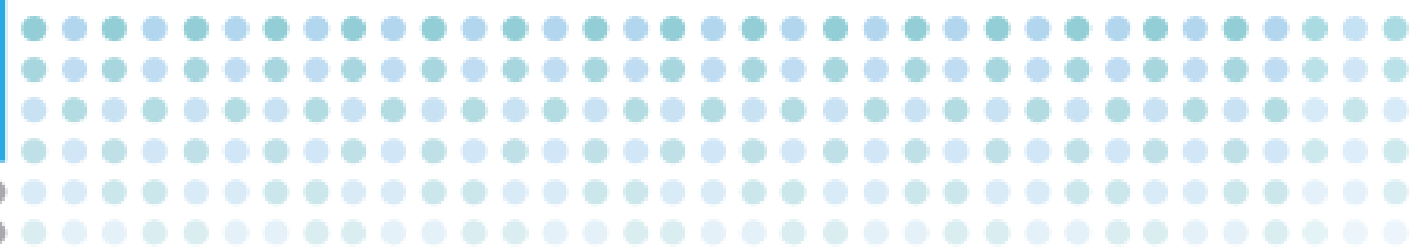

TRUST RELATIONSHIP

- ❖ UNDSS understands how UNFCCC facilitates advocacy actions despite being a UN venue
- ❖ Walk-through together with key advocacy NGOs to pre-determine the ‘action locations’
- ❖ Almost all requests were cleared or cleared with slight revision
- ❖ Close and fluid communication and consultations throughout the day and weeks
- ❖ Great trust relationship among NGO colleagues, the secretariat and UNDSS colleagues
- ❖ Fast track in during Week 2, depending on how Week 1 goes
- ❖ **Marcos contact: +49 173 2687595 mmontoiro@unfccc.int**
- ❖ **Megumi contact: +49 173 2777813 mendo@unfccc.int**



Q&A





Code of Conduct

**To Prevent
Harassment,
Including Sexual
Harassment,**

AT UNFCCC EVENTS

Purpose

The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment.

UNFCCC events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any UNFCCC event.

Q&A

