



Observer Handbook for COP 29

11-22 November 2024

Baku, Azerbaijan

WELCOME!

Is this your first COP? Are you a seasoned observer?

This UNFCCC handbook* has been prepared to assist those observers attending a UNFCCC Session for the first time. It is also useful for seasoned observers as the handbook has the key information to follow the COP 29 in a nutshell. You will find some pointers on how to participate effectively and contribute to the UNFCCC process.

We hope this handbook will help you before and during the UNFCCC session experience and we wish you a fruitful and productive conference.

Observer Relations Team

*This observer handbook is a living document and will get updated as needed.

Version as of 5 September 2024



CODE OF CONDUCT

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.

The Code of Conduct applies to any UNFCCC event, and any other forum organized, hosted or sponsored in whole or part by the UNFCCC wherever it takes place, and any event or gathering that takes place on UNFCCC premises whether or not the UNFCCC is organizing, hosting or sponsoring.

The Code of Conduct applies to all participants UNFCCC events.

The heads of delegations are to ensure compliance of the UNFCCC Code of Conduct and UN guidelines for participation by all representatives of their organizations.

Possible consequences of infractions are listed in the Code of Conduct.



Foreword from the Executive Secretary, UN Climate Change

Welcome to the Observer Handbook for COP 29. Observer organizations play a vital role in the global intergovernmental process to confront the climate crisis. They bring diverse experiences, perspectives and ideas from civil society, indigenous communities, youth, and academia, among many others, that are crucial to advancing our collective climate agenda, while ensuring transparency to the process.

Over the last decade, the number of observer organizations participating in the process has more than doubled. In fact, close to 4,000 organizations will be able to register for COP 29 in Baku, sharing their perspectives and broadening the discussion, helping to ensure that all voices can be heard. That is an increase of nearly 200, compared to COP 28.

We have also been boosting our efforts to ensure these growing voices are as diverse as possible, and – crucially – that we are moving towards more balance in regional representation. We need the COP process and participation to reflect the fact that the climate crisis is hitting communities in every part of the world, and very often hits hardest in countries that have the least capacity to protect their peoples against it, despite having done by far the least to cause the climate crisis.

In previous COPs, we have seen an imbalance in global representation in the participation of observers. During the June Subsidiary Body meetings, the Parties to the UNFCCC asked us to address this imbalance, by ensuring a more diverse representation of observer organizations at COPs. It is important to note that continuous efforts are needed to also increase the proportion of organizations bringing indigenous, youth and women's perspectives.

Foreword from the Executive Secretary, UN Climate Change

It is the secretariat's aim to ensure the diversity of observer organizations accredited this year, although the overall number of observer badges had to be reduced compared to the level of last year due to reduction of space at COP 29. With more organizations admitted to the UNFCCC process to participate at COP, together with the boost to diversity and regional representation, will of course mean fewer badges for many organizations. We hope that affected organizations will support our efforts this year to move some way towards more balance in the mix of observer organizations at the COP, in a spirit of global solidarity which is so crucial to success, at all levels.

This handbook is designed to be a resource for all observer organizations, to help them navigate the COP and wider process, and get the most out of their participation in the COP.

I thank all observer organizations for their dedication to the climate cause and to an inclusive, safe and productive COP for all participants during the event. We are all in this together, and the diverse perspectives and voices of observer organizations are more important than ever.

Simon Stiell
Executive Secretary, UNFCCC



CONTENTS

1

BACKGROUND

- UNFCCC Objective
- What are COPs?
- Observer Organizations
- NGO Constituencies

2

INFORMATION TO PREPARE

- Observer Participation and Quota
- Registration
- Registration Updates
- Logistical Information
- Venue
- Stay up to Date
- Regular Conference Day

3

CODE OF CONDUCT

4

ENGAGEMENT OPPORTUNITIES

- Ways to Engage
- Climate Explained
- Understanding the Context of Negotiations
- Documents
- Negotiation Meetings
- Access to Meetings
- Meeting Rooms and Seating Arrangements Protocol
- Making interventions
- Engaging Beyond COP
- Side Events and Exhibits
- Advocacy Actions

UNFCCC OBJECTIVE

The objective of the UNFCCC is to “**stabilize greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system**”.

In pursuit of this objective, the UNFCCC establishes a framework with:



Broad principles,



General obligation,



Basic institutional arrangements,



and an intergovernmental process for agreeing to specific actions over time (including through collective decisions by the Conference of the Parties, and as well as other international legal instruments with more specific obligations – such as the Kyoto Protocol and Paris Agreement)



WHAT ARE COPs?



The **Conference of Parties** (COP) is the supreme decision-making body of the Convention. All States that are Parties to the Convention are represented at the COP, at which they review the implementation of the Convention and any other legal instruments that the COP adopts and take decisions necessary to promote the effective implementation of the Convention, including institutional and administrative arrangements. A key task for the COP is to review the reports submitted by Parties on their GHG emissions and climate action.

More Background on the COP

The COP meets every year, unless the Parties decide otherwise. The first COP meeting was held in Berlin, Germany in March, 1995. The COP meets in Bonn, the seat of the secretariat, unless a Party offers to host the session. Just as the COP Presidency rotates among the five recognized UN regions - that is, Africa, Asia, Latin America and the Caribbean, Central and Eastern Europe and Western Europe and Others - there is a tendency for the venue of the COP to also shift among these groups.



OBSERVER ORGANIZATIONS

UNFCCC PARTICIPANTS

UNFCCC Sessions are not open to the public. All participants must be duly accredited. There are three categories of participants at meetings and conferences in the UNFCCC process:

- Representatives of Parties to the Convention and Observer States,
- Representatives of observer organizations,
- Members of the press and media.

OBSERVERS

Observer organizations are further categorized into three types:

- the United Nations System and its Specialized Agencies,
- intergovernmental organizations (IGOs),
- and non-governmental organizations (NGOs).

IGOs and NGOs can register delegates once they have received observer status. Information on how to receive observer status can be found [here](#).

The different participants are reflected in the color of the badge:



NGO CONSTITUENCIES

Of the three observer categories in the UNFCCC process, the majority of NGOs in the UNFCCC process are organized into constituencies, which are loose groups with broadly aligned interests. Each constituency is represented by a Constituency Focal Point (CFP), who facilitates communication between the NGOs and the UNFCCC secretariat. Contact details for CFPs can be found [here](#).

These constituencies correspond to the 9 Major Groups established in Agenda 21 and reaffirmed in the Rio+20 summit outcomes (A/RES/66/288 - "The Future We Want").

Business and Industry NGOs (BINGO)	Environmental NGOs (ENGO)	Farmers
Indigenous Peoples Organizations (IPOs)	Local Government and Municipal Authorities (LGMA)	Research and Independent NGOs (RINGO)
Trade Union NGOs (TUNGO)	Women and gender Constituency (WGC)	Children and Youth NGOs (YOUNGO)



In addition to the nine NGO constituencies, the secretariat recognizes informal NGO groups. These groups, composed of admitted observer organizations, focus on specific themes not covered by the existing constituencies. They receive limited support from the secretariat during sessions:

- Faith-Based Organizations,
- Parliamentarians,
- Education and Communications NGOs.

The list of Focal Points is available [here](#).

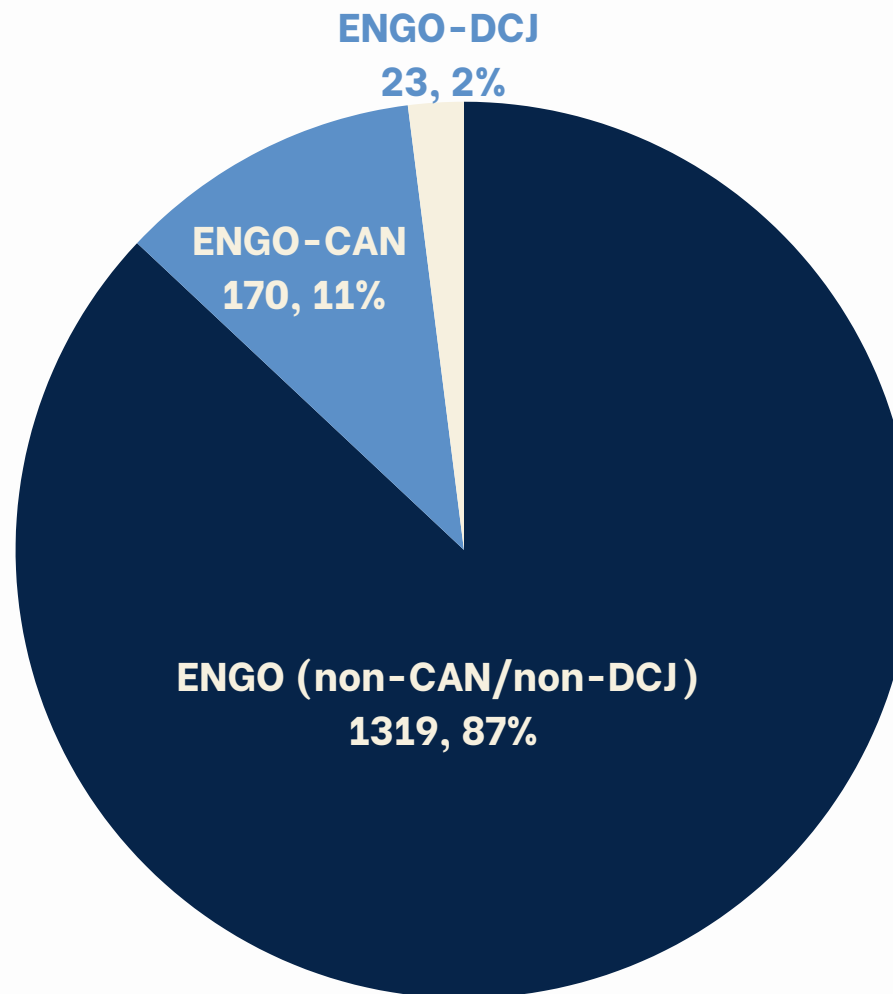
BUSINESS AND INDUSTRY NGOS (BINGO)

- **Description:** The Business and Industry Constituency (BINGO) represents businesses of all sizes, sectors and geographies in the UNFCCC negotiation process. The International Chamber of Commerce (ICC) has served as the Focal Point for the BINGO Constituency since the early 90s, coordinating business participation in the process and working with its global network and wide range of partners to ensure that climate policy frameworks are implemented in a way that works for and with business, and through policies that recognise their defining role in tackling climate change. ICC is deeply committed to the objectives of the Paris Agreement and has been mobilising business behind the goal of limiting global warming to 1.5 degrees Celsius and achieving net zero emissions by 2050.
- **Role:** Offering a platform for the private sector to provide technical expertise and real economy insights to the UNFCCC negotiations and exchange with governments and other civil society groups on opportunities and challenges related to the Convention and its Paris Agreement.
- **Contacts:** Ms. Sophie Talarico sophie.talarico@iccwbo.org, Ms. Raelene Martin Raelene.martin@iccwbo.org

ENVIRONMENTAL NGOS (ENGO)

ENGO, the largest Constituency has been represented by two networks within – Climate Action Network (CAN) and Demand Climate Justice (DCJ). However, the majority of ENGO members are not covered by the two networks, as shown below.

ENGO Constituency Breakdown



Source: UNFCCC Secretariat

ENGO-CAN

Description: Climate Action Network (CAN) as ENGO constituency represents and is a global network of more than 1,900 civil society organisations in over 130 countries driving collective and sustainable action to fight the climate crisis and achieve social justice. CAN convenes and coordinates civil society working on climate at the UN climate talks and other international fora.

Role: Provide a platform for civil society organisations working on the issue of climate justice and human rights to represent and make their voices heard within the UNFCCC process

Contact: Tasneem Essop, tessop@climatenetwork.org

ENGO-DCJ

Description: The Global Campaign to Demand Climate Justice (DCJ) is a global network of over 200 grassroots, national, regional and international human rights and climate justice organisations fighting together for climate justice and systems change. We are a global network grounded in the realities, challenges and struggles of the Global South and ensuring these voices are heard front and center in the global arenas. Unlike other climate movements, our positions come from and reflect the realities of the peoples and communities who are most impacted by the climate crisis, and we aim to influence the global narratives and bring substantial change to global climate policies that have a direct impact on the Global South. The Global South movement has fought very hard and for a very long time to decolonise the climate movement, and DCJ is a central leader in that. Together, we have reframed climate action to climate justice – with justice being at the forefront of a decarbonised and sustainable planet for everyone, not just privileged communities.

Role: DCJ provides a critical platform for the peoples and communities who are least responsible for the ongoing climate crisis but are most impacted by it to present their positions, lived experiences, and demands in the global climate policy spaces and the climate negotiations. DCJ is also a campaign vehicle for the groups from the global south to collectively campaign and advocate for their rights and demands both within and outside the UNFCCC.

Contacts: Victor Menotti, victormenotti@gmail.com; Rachitaa Gupta, rachitaa.dcj@gmail.com

FARMERS

Description: The Farmers' Constituency represents crop and livestock farmers, horticultural growers, pastoralists, foresters, ranchers, aqua-culturists, farmers organisations and co-operatives, farm workers, family farmers and businesses, women farmers, young farmers, indigenous farmers, landowners, and tenants, in all their diversity producing food, fibre and energy, from smallholder farmers to those managing large areas of land and including agricultural and other NGOs supporting farmers on the ground.

Role: Provides the platform for observer organisations working to ensure that farmers' voices are heard within the UNFCCC process.

Contacts: Ceris Jones, ceris.jones@nfu.org.uk;
Francesco Brusaporco, francesco.brusaporco@wfo-oma.org

LOCAL GOVERNMENT AND MUNICIPAL AUTHORITIES (LGMA)

Description: The Local Governments and Municipal Authorities (LGMA) Constituency is the voice of towns, cities, regions and all types of local and other subnational governments at the UNFCCC process since 1995.

Role: The LGMA contributes to the UNFCCC negotiations through year-round written, verbal, in-person and virtual submissions and negotiation sessions, engages in setting and the delivery of the action agenda with High Level Champions, engages in the development of the calendar and initiatives of the COP Presidencies, and collaborates with the UNFCCC Friends of Multilevel Action in the drafting and adopting of COP decisions.

Services: website, mailing list, monthly webinars, monthly webinars, Whatsapp Group, Multilevel Action and Urbanization Pavilions at COP Blue Zones

Contacts: www.cities-and-regions.org, lgma@iclei.org



RESEARCH AND INDEPENDENT NGOS (RINGO)

Description: The RINGO constituency was formed to represent officially admitted observer organizations of the UNFCCC negotiations process that are engaged in research, teaching, and other knowledge, practice, or theory-based activities relating to any aspect of climate change. RINGO also promotes effective research-based outreach and capacity building relating to climate change for all stakeholders.

Role: Ringo facilitates engagement of members in the UNFCCC process through engagement at COPs, SBs, Constituted Body, work Program and other meetings. The RINGO constituency was created with the understanding that it would not operate as an advocacy constituency. Members represent a wide range of views on many subjects. The RINGO constituency welcomes the diverse views, expertise, and experience of its members. Members may engage in advocacy in their individual capacities, but the RINGO constituency does not take positions about current issues under negotiations, except to ask parties to ground their discussions and decisions in sound science, encompassing various disciplinary approaches.

Contacts:

Washington University in St. Louis – Ms. Beth Martin E-mail: beth@ringofocalpoint.org

National University of Singapore – Ms. Melissa Low E-mail: melissa@ringofocalpoint.org

TRADE UNION NGOS (TUNGO)

Description: Trade Union NGO (TUNGO) is the observer grouping representing workers and trade unions and is coordinated by the International Trade Union Confederation (ITUC). The ITUC is the global voice of the world's working people. Its mission is the promotion and defence of workers' rights and interests. A labour focused just transition must secure the future and livelihoods of workers and their communities during the transition to a low-carbon economy, effectively limiting global temperature rises to 1.5 °C. The ITUC represents 200 million workers in 167 countries and territories and has 337 national affiliates.

Role: TUNGO provides a platform for the coordination of positions and the participation of workers and trade unions at the UNFCCC negotiations.

Contacts: The focal point for TUNGO is Bert De Wel (Bert.DeWel@ituc-csi.org)

WOMEN AND GENDER CONSTITUENCY (WGC)

Description: The Women and Gender Constituency (WGC) is one of the nine stakeholder groups of the United Nations Framework Convention on Climate Change (UNFCCC). Established in 2009, the WGC now consists of 54 women's and environmental civil society organizations, who are working to ensure that women's voices and their rights are embedded in all processes and results of the UNFCCC framework, for a sustainable and just future, so that gender equality and women's human rights are central to the ongoing discussions.

Role: Our goal is to formalize the voice of the women's and gender civil society organizations present and regularly active in UNFCCC processes, and to develop, streamline and advocate common positions. The Constituency aims to bring together as many NGO observers accredited to the UNFCCC as possible to work democratically towards achieving its goals. The Constituency works to ensure that human rights and gender equality are firmly anchored in all climate actions under the UNFCCC and to challenge the extractive, exploitative and patriarchal economic model which has resulted in the climate crisis.

Services: The WGC does not render any services, however, provides a space for engagement around developing common positions in pursuit of collective advocacy for gender just climate action; capacity building and movement strengthening.

Contacts: The Focal Points for WGC are

- Mwanahamisi Singano | mwanahamisi@wedo.org
- gina cortés valderrama | gina.cortesv@gmail.com
- Zukiswa White | zukiswa@womensgenderclimate.org



CHILDREN AND YOUTH NGOS (YOUNGO)

Description: YOUNGO is the official children and youth constituency of the United Nations Framework Convention on Climate Change (UNFCCC). YOUNGO is a vibrant, global network of children and youth activists (up to 35 years) as well as youth NGOs, who contribute to shaping the intergovernmental climate change policies and strive to empower youth to formally bring their voices to the UNFCCC processes.

Mission: YOUNGO focuses on the following areas: 1) Awareness, Knowledge and Capacity Building 2) Collaboration, Cooperation and Network 3) Policy, Lobby and Advocacy 4) Youth Action.

Vision: YOUNGO aims and envisions: 1) A climate-positive and just society living in harmony with nature and the planet; 2) An empowered youth generation, who is driving meaningful, impactful and positive change locally, nationally, and internationally; 3) A UN where youth is sitting at the decision-making tables and is taken seriously

Services: The constituency comprises thematic and operational working groups, and also serves as the banner under which Local, Regional, and Global Conferences of Youth are organised. During UNFCCC sessions, YOUNGO provides a platform for young people to mobilise and organise their advocacy collectively. Each year, YOUNGO produces the Global Youth Statement, which compiles insights, expectations and policy proposals from children and youth organisations, as well as individuals and institutions across the globe.

2024 Focal Points:

- Romie Niedermayer (romie.niedermayer@klimadelegation.de)
- Mashkur Isa (mashkur.isa@gmail.com)



OBSERVER PARTICIPATION AND QUOTA

The UNFCCC observer landscape is characterized by its scale and diversity, making the COP the most attended annual United Nations conference. The UNFCCC values the wealth of knowledge, experiences and critical perspectives that observer organizations bring to the UNFCCC process, also contributing to its legitimacy and transparency.

The number of observer organizations admitted to the UNFCCC process has been significantly increasing in recent years. While the addition of new organizations enriches the process, there is a **need for more diversity and regional balance in the representation of observer organizations** at UNFCCC sessions, as recognized by the SBI. Therefore the registration quota allocation system has been revisited. Efforts were made to ensure a more balanced representation of observer organizations with regard to regional groups and NGO constituencies.

The quotas for admitted observer organizations have been published in the ORS and are ready for confirmation by the designated contact points (DCPs).

REGISTRATION

Parties to the Convention, United Nations related organizations and agencies, intergovernmental and non-governmental organizations admitted by the COP, as well as media may register to attend the sessions of the Convention.

Registration for the conference is managed through the UNFCCC **Online Registration System (ORS)**. The deadline for the nomination of participants representing IGOs and NGOs has closed. The ORS is now open for the confirmation by IGOs and NGOs of their representatives from **19 August 2024 – 10 November 2024 23:59 (CET)**. Nomination and confirmation deadlines will be applied strictly as the secretariat is not able to process late nominations or confirmations. Notifications on COP 29 registration are available here.

Multiple registration for the conference is not permitted (i.e. registration as an observer organization representative and a Party or State representative and/or press/media representative). Please note that it is imperative that a **correct and unique email address** be provided for each participant for the processing of registration confirmations.

Further information is available here.

REGISTRATION

All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge.

The UNFCCC secretariat has become aware that certain admitted observer organizations are using commercial business model packages to solicit business. As an inducement to sell these packages, potential clients are assured participation at UNFCCC conferences, sessions and meetings through quotas of admitted observer organizations.

The UNFCCC secretariat would like to make clear that it does not endorse such practices nor does it charge any fees to anyone for participating in the UNFCCC process.

Eligible participants are accredited only by the UNFCCC secretariat who upon issue of badges by the UNFCCC secretariat can enter conference, sessions and meetings venues and participate, subject to the relevant rules and regulations, in the activities organized by the UNFCCC secretariat including the UNFCCC side events and exhibits.

REGISTRATION UPDATES

Transparency Measures



The UNFCCC secretariat has introduced updates to the registration of UNFCCC conference participants, with the aim to increase the transparency of participation in the UNFCCC process.

What are the changes since COP 28?

- The List of Participants (LoP) that is made public traditionally only contained delegations of Parties and observer organizations. Since COP 28, the LoP contains all badge types, including Party Overflow, United Nations Overflow, Host Country Guest, Global Climate Action, Press, Courtesy and Invitee badges and Media.
- The National Focal Points (NFPs) and Designated Contact Points (DCPs) seeking to register delegates are now asked to enter the affiliation and relationship that the nominee holds to the respective nominating entities. The LoP will incorporate the newly-introduced fields for relationship and affiliation to nominating entities.
- The field for 'home organization/affiliation' that had been optional is now mandatory.
- The information published on the LoP is now made available in a csv. format for enhanced searchability and data analyses.

Further information can be found [here](#).

LOGISTICAL INFORMATION

For the most up to date information please refer to the [Information for COP 29 participants](#) list in full. The following list consists of the most frequently asked questions for COP 29:

ACCESSIBILITY

The COP 29 venue will be accessible for those with reduced mobility needs. Further information can be found [here](#).



ACCOMODATION

Participants are urged to book their accommodation for their time at COP 29 as soon as possible.

The official accommodation booking portal for COP 29 participants offers a range of accommodation options. For detailed accommodation information please refer to the link available [here](#).



HEALTH, SAFETY AND SECURITY

Information on health, safety and security can be found [here](#).



LOGISTICAL INFORMATION



MEETING ROOM ASSIGNMENT (MRA)

Meeting rooms can be booked by Parties and observer organizations free of charge for slots of up to 55 minutes between 8:00 and 17:55 hrs.

Kindly note that requests for **meetings to be held on the first day of the conference** (11 November) will be accepted electronically from **28 October to 9 November 2024**. Completed MRA forms (link will be provided in due course) may be sent by email to meetingrequest@unfccc.int.

PRESS AND MEDIA

All information relevant to media representatives, including media accreditation, press conferences, and interview requests, will be published **here** as it becomes available. For more information on COP 29, please bookmark the **conference landing page**.



SOCIAL MEDIA AND PHOTOS

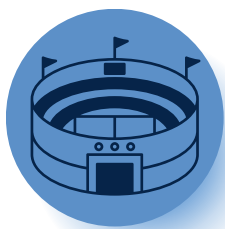
Along with live webcast, social media community tools such as X, Facebook, Instagram, LinkedIn, TikTok and YouTube enable virtual engagement with COP 29. Photos are published on Flickr. Further information can be found **here**.



LOGISTICAL INFORMATION

TRANSPORTATION

Transport services will be free of charge to all participants. The Government of Azerbaijan is working to ensure that participants will have a range of smooth running and sustainable modes of transport. Further information is available [here](#).



VENUE

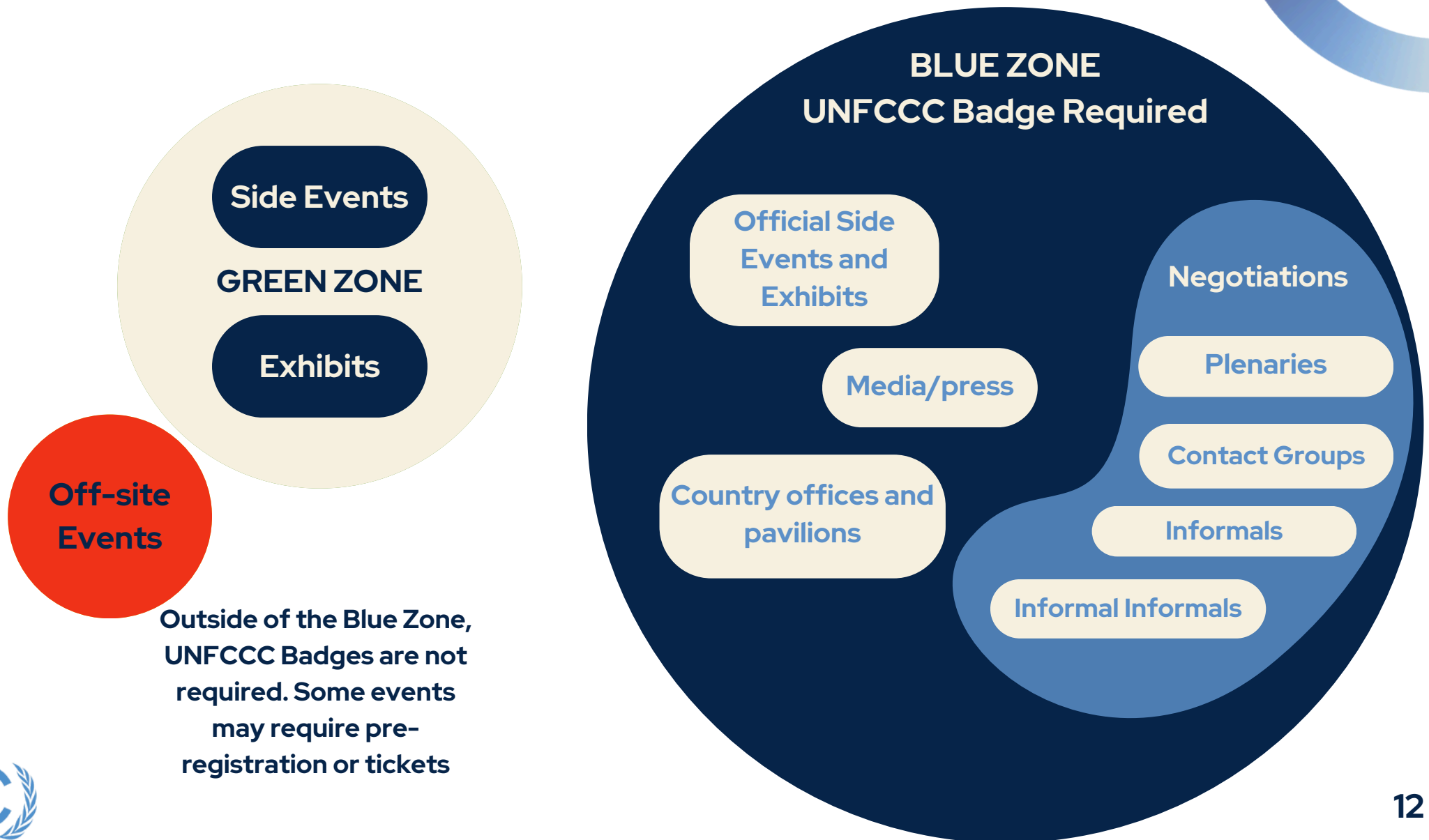
Information on the venue is available on the [COP 29 Presidency website](#)

VISA

All foreign participants entering the Republic of Azerbaijan for COP 29 and the pre-session meetings must have a passport which is valid for a minimum period of six months from the date of entry into the Republic of Azerbaijan. Further information can be found [here](#).



ACCESS TO THE VENUE



VENUE

Blue Zone



Further information can be found [here](#)



VENUE

Green Zone



Further information can be found [here](#)



THEMATIC PROGRAMME

Monday, 11 Nov.	Tuesday, 12 Nov.	Wednesday, 13 Nov.	Thursday, 14 Nov.	Friday, 15 Nov.	Saturday, 16 Nov.
COP 29 Opening	World Leaders Climate Action Summit	World Leaders Climate Action Summit	Finance, Investment and Trade	Energy / Peace, Relief and Recovery	Science, Technology and Innovation / Digitalisation
Sunday, 17 Nov.	Monday, 18 Nov.	Tuesday, 19 Nov.	Wednesday, 20 Nov.	Thursday, 21 Nov.	Friday, 22 Nov.
Rest Day	Human Capital / Children and Youth / Health / Education	Food, Agriculture and Water	Urbanisation / Transport / Tourism	Nature and Biodiversity / Indigenous People / Gender Equality / Oceans and Coastal Zone	Final Negotiations



STAY UP TO DATE

INFORMATION FOR PARTICIPANTS:



- [Information for COP 29 participants \(A-Z\)](#)
- [Schedules and public webcast](#)
- [UNFCCC Interactive Guide](#)



DAILY PROGRAMME*

- Official UNFCCC guide to each day's official meetings, events and press briefings.
- Provides an overview of the status of the previous day's negotiations and links to other conference related pages.
- In electronic form to reduce carbon footprint.
- Published each morning on the conference website.
- Consult the CCTV monitors for any last-minute changes and updates.

DAILY READS

[TWN Climate change updates and briefing papers](#)



[Earth Negotiation Bulletin](#)



[ECO Newsletter](#)



*Forthcoming information can be found [here](#).

STAY UP TO DATE

ANNOUNCEMENTS: THE CCTV MONITORS

- Present all over the venue
- Any changes to the Daily Programme will be shown here.
- Besides the official meetings you will find information on side events, press briefings, etc.



INFORMATION COUNTER

The UNFCCC Information Counter will be centrally located in the Conference Venue to answer questions and distribute items such as the “COP 29 Welcome Gift”.



REGULAR CONFERENCE DAY

Grab a coffee and check the Daily Programme

8:00

If you are part of a constituency:
Daily Constituencies meetings
(1 hour)

9:00

Follow the negotiation meetings.

10:00

Negotiation meetings break for
lunch between 13:00 - 15:00. Go
check out various catering option.

13:00

Back to the negotiation meetings!

15:00

End of formal meetings: use side
events and receptions for
networking

18:00

Attend Side Events

Check the side events
schedule [here](#)
beforehand and select
those that are more
interesting to you.



CODE OF CONDUCT

UN meetings operate on the principles openness, transparency and inclusiveness, to create an enabling environment for the participation of a diversity of voices and interests. To ensure that Parties can conduct their work and a diverse range of stakeholders can participate in the process effectively, participants are expected to adhere to a number of rules as set out below.

- **Code of Conduct to address harassment at UNFCCC conferences, meetings and events**
- **Reporting a complaint within the code of conduct**
- **Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change**
- **Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops**
- **UN Security guidelines related to media actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences**
- **UN Administrative instruction on Authority of United Nations security officers**



TOPICS TO BE AWARE OF IN CODE OF CONDUCT

- Badges are **non-transferable**. Please be careful of disposing of your badge as it may be stolen for misuse.
- Please ensure the badge is **visibly worn** at all times.
- Please comply if UN staff request to **verify identity**.
- The use of **flags of Parties** is prohibited in advocacy actions.
- **Age floor** of participation is 16 in UNFCCC events.
- The use of **UNFCCC logo** requires advance permission.
- Do not block the **movement of participants**.
- Please **cooperate** with the secretariat and UN Security officers.
- **Distribution of information materials** outside the designated areas, such as exhibits, is prohibited.



WAYS TO ENGAGE

There are many ways for observers to engage during formal sessions of the UNFCCC:

Follow the negotiations to provide tailored substantive inputs to Parties, ensure transparency to the workings of a complex intergovernmental process, raise public awareness, and enhance public access to information.



Showcase findings, whereby observer organizations can network and disseminate research findings, lessons learnt from the implementation work on the ground and various messages and stories to a wide audience.

Side events, exhibits, advocacy actions are some of the avenues to showcase these. For further information, refer to pages 33-36.

Hold **bilateral meetings** with government delegates to share position papers and submissions, and advocate policy perspectives.

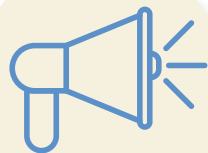


WAYS TO ENGAGE



Develop **position papers and make formal submissions** in response to calls for information and views by negotiating bodies. Information on submissions is available [here](#).

Townhalls will provide space for preparing for dialogues and briefings and raising key issues and asking pertinent questions to the Presiding officers and the UNFCCC Executive Secretary. These Townhalls are usually chaired by one of the NGO constituency Focal Points. During the conference, information on such meetings will be published in the Daily Programme and on the CCTV screens.



At **press conferences**, observers can utilize the media's extensive reach to convey their views and advocate for change. This platform is instrumental in shaping public discourse and influencing climate policy on a global stage. More information on press conferences is available [here](#).



WAYS TO ENGAGE

Ways to engage through NGO Constituencies and Informal Groups:

- Attend **daily coordination meetings** of respective Constituencies. Information on such meetings will be published in the Daily Programme and on the CCTV screens.
- Make **joint constituency statements** in the plenaries addressing the conference with concise and impactful messages from a diversity of voices, channeled through constituencies. Statements may also be provided during **Contact Groups** or **Informal Consultations**, time and Parties permitting.
- Attend **townhall meetings** with NGO Constituencies and high-level representatives, such as COP President, UNFCCC Executive Secretary, Subsidiary Body Chairs, and sometimes the High-level Climate Champions and UN Secretary General. These could be used to raise key issues and ask pertinent issues. Information on such meetings will be published in the Daily Programme* and on the CCTV screens.
- **Nominate speakers/experts** to speak at UNFCCC mandated events/workshops.



CLIMATE EXPLAINED

The UNFCCC secretariat has created a playlist on Youtube to demystify climate buzzwords and provide a clear understanding of the efforts being made worldwide to combat this pressing global issue.

Dive into a series of educational videos where we break down topics like the Paris Agreement, Global Stocktake, National Determined Contributions (NDCs), transparency, and much more.

The playlist can be found on Youtube [here](#).



UNDERSTANDING THE CONTEXT OF THE NEGOTIATIONS



Year-long inter-ministerial consultations to develop one national position (x 198 Parties).



Negotiators come to sessions with instructions from the national governments with little leeway to deviate from.



Contentious issues forwarded to the Ministerial consultations (at COPs).



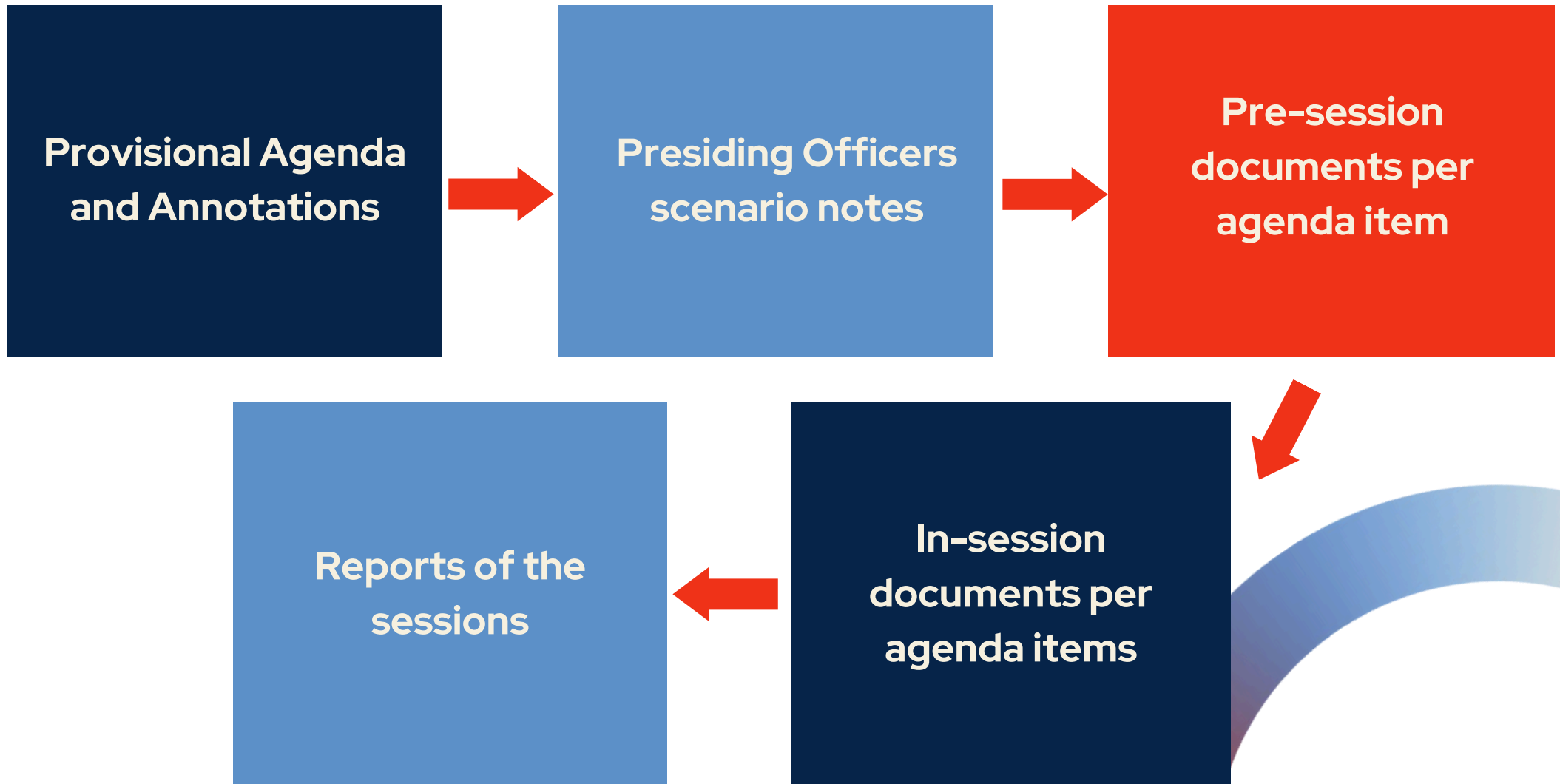
Work in the capitals where the national positions are made.



Observers' intersessional work back home: votes, campaigns, grassroots works, work with local governments and municipal authorities, etc.



DOCUMENTS



The documents will be made available [here](#)

DOCUMENTS

PRE-SESSION DOCUMENTS: prepared by the UNFCCC secretariat with other entities' assistance prior to the session to facilitate work on a specific agenda item.

IN-SESSION DOCUMENTS: draft texts (works in progress) and L documents.

POST-SESSION DOCUMENTS: included in the reports of the sessions.

Document	Description	Language	Abbreviation
Regular document	Session reports, provisional agendas, constituted body reports, background documents	All UN languages	
Information document	Practical data (e.g., list of participants), workshop reports, background documents	English	INF
Technical	Detailed background in technical issues	English	TP
Limited distribution document	Draft decisions or conclusions presented to the governing or subsidiary bodies for adoption	All UN languages	L
Addendum	Addition to any of the above documents	According to original	Add
Revision	Revision to any of the above documents	According to original	Rev
Corrigendum	Corrections to any of the above documents	According to original	Corr



NEGOTIATION MEETINGS

PLENARY

- Open to observers
- NGO Constituency statements, time permitting

CONTACT GROUPS (CGs)

- Open to observers “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” (Decision 18/CP. 4).
- NGO Constituency statements, time permitting

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” (I conclusion FCCC/I/2011/7, para 167).
- NGO Constituency statements “if time and Parties allow”

INFORMALS INFORMALS (INF INFS)

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



ACCESS TO MEETINGS

FORMALITY OF MEETINGS:

The chart below provides a breakdown of types of meetings and documents.

ACCESS TO OBSERVERS:

- Open: ○
- Closed: X

Observers will have priority to rooms over Party overflow, unless the Party overflow are accompanied by a Party member.

Open meetings are limited by capacity. Closed meetings can be opened and open meetings can be closed should Parties decide to do so during the meetings.

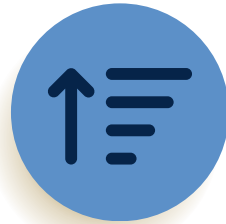
Timeline

Meeting Type	○	○	○/X	X	○	○
	Opening Plenary	Contact Groups (CG)	Informal Consultations	Informal Informals	CG Conclusions	Closing Plenary
Documents to consult	Pre-sessional documents	Pre-sessional documents/ Deliberations/ Draft text	Deliberations/ Draft text	Draft text	L Documents	Adoption of L documents



MEETING ROOMS AND SEATING ARRANGEMENTS PROTOCOL

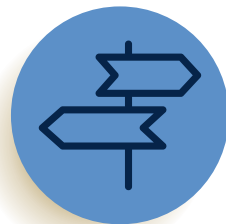
Implications of the Party-driven nature of the UNFCCC process in terms of meeting rooms:



If the room is full, Party representatives have the priority, and the secretariat consults the co-facilitators to try and arrange for some representation of observers. For example, this has been conducted through a ticketing process with NGO Constituencies.



When negotiations or Party meetings and NGO meetings are booked back-to-back, and the former runs over time, NGO meeting organizers are kindly requested to contact Meeting Room Assignment (MRA) counter and not disturb the negotiations or Party meetings directly. The MRA team will provide 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.

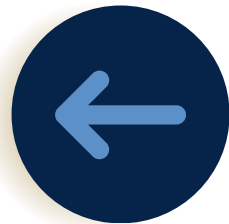


MEETING ROOMS AND SEATING ARRANGEMENTS PROTOCOL

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



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 have taken their seats.



MAKING INTERVENTIONS

Observers are often invited by the Presiding Officers to make interventions at the opening and closing plenaries - time permitting. Sometimes, co-chairs of CGs might invite observers to make interventions at the end of the CGs, if time and Parties allow for it.



If your constituency wishes to speak on a particular agenda item, approach the secretariat support team present in the room at the beginning of the CG / IC, and they will ask the Co-Facilitators to explore the possibility.



If the Co-Facilitators ask the Parties and no objection is raised, and only if time remains after all Parties have spoken, observers will be given the floor. In this case representatives of the nine NGO constituencies have the priority, followed by other observers.



Parties are increasingly open to hearing observer statements in CGs and ICs.



ENGAGING BEYOND COP

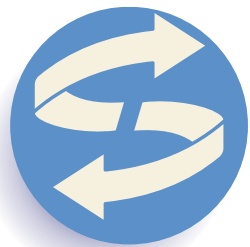
There are many ways to engage in UNFCCC processes after COP 29:



Make written submissions on agenda items where Parties have requested observer inputs. You can find the submission portal [here](#).



Follow the meetings of the Constituted Bodies for in-depth discussions and understanding Parties' positions on the issues at hand.



Prepare concrete textual bridging proposals that reflect the on-going discussions and help resolve the difficulties. Share them with Parties during your bilateral meetings.



Join voices together with other groups rather than working in isolation.



SIDE EVENTS AND EXHIBITS



Organized by observer organizations, Parties partnering with observers, side events and exhibits are popular modes of observer engagement at COPs.

They will cover the following issues:

1. **Mitigation, including response measures**
2. **Adaptation, including loss and damage**
3. **Means of implementation and support**
4. **Integrated and holistic approaches**
5. **Other unique perspectives related to UNFCCC.**

Is your organization involved in organizing a side event or an exhibit?

Check the [home page of SEORS](#) for the most up-to-date logistical information.

Did you know?

The SBI recognized side events as an **essential part of the UNFCCC process** and an important tool for engaging observers in knowledge-sharing, networking and the exploring of actionable options for meeting the climate challenge. (FCCC/SBI/2014/8, paragraph 224).



Source: UNFCCC secretariat



Source: UNFCCC secretariat

ADVOCACY ACTIONS

Inside the conference venue, advocacy actions by admitted observers can be facilitated upon request and after confirmation by the UNFCCC secretariat.



Admitted organizations are required to submit an application request by 10:00 local time the day prior. For advocacy actions planned on Monday, 18 November, the deadline to submit the form is at 10:00 on Saturday, 16 November.



United Nations Department of Safety and Security (UNDSS) and secretariat staff must be present during the action to ensure the safety and security of all participants. Trust relationship between NGO colleagues, the secretariat and



UNDSS colleagues is vital.

Any advocacy actions outside the Blue Zone are under the sole jurisdiction of the host country.



Source: UNFCCC secretariat



Source: UNFCCC secretariat



Source: UNFCCC secretariat

ADVOCACY ACTIONS

Clearance Process

TBC

The day before



The day of



WALK THROUGH VENUE

SUBMIT APPLICATION

CLEARANCE BY SECRETARIAT AND UNDSS

AUTHORIZED ACTION

- Usually, the day prior to the start of the session
- Co-determine advocacy action locations
- UN Department for Safety and Security; UNFCCC secretariat; interested and available NGOs

- Online form to fill in
- Consultations with applicants
- Ensure Code of Conduct and guidelines are followed

- Political sensitivity
- Logistical arrangements
- Code of Conduct and related Guidelines
- Safety and security

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



We wish you a productive conference!

For more information please visit the [Non-Party Stakeholder web pages](#) or contact us at
cool@unfccc.int



UN Climate Change website
[Our official website](#). You can find documents, calendar of events, news and resources here.



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TikTok
[UN Climate Change](#)



UN Climate Change App
This app will give you quick access to information about the UN Climate Change process and associated events.



Apple phones



Android phones