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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE:

The Executive Office of the Secretary-General of the United Nations presents its compliments to the Permanent Missions of Member States to the United Nations and to the Permanent Observer Missions of non-Member States to the United Nations and has the honour to inform that a briefing by the Secretary-General on his 2014 Climate Summit will take place on Monday, 8 September 2014, in Conference Room 2 from 4 p.m. to 5 p.m.

Preparations for the Climate Summit have progressed in the past months. The Secretary-General will focus the briefing on the substantive outcomes of the Summit. A logistics note for delegations is attached to provide an update on the organizational preparations for the Summit.

The Executive Office of the Secretary-General avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations and to the Permanent Observer Missions of non-Member States to the United Nations the assurances of its highest consideration.



4 September 2014

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Arrangements for the Climate Summit 2014 convened by the Secretary-General

United Nations Headquarters, 23 September 2014

Logistics note for delegations

I. Introduction

1. The Secretary-General's Climate Summit on 23 September 2014 provides a unique opportunity for leaders at the highest level from all UN Member States, as well as finance, business, civil society and local leaders from public and private sectors, to champion an ambitious vision, anchored in action, that builds a more sustainable, climate resilient and prosperous world for all and helps place the world on a trajectory to keep temperature rise below two degrees centigrade. The Summit is also an important opportunity for governments to confirm their support for reaching a meaningful global climate change agreement in 2015.

2. The present note updates the information contained in previous communications and briefings and addresses the organizational aspects of the Climate Summit. Information on substantive matters related to the Summit can be found on the Climate Summit website: <http://www.un.org/climatechange/summit/>

II. Schedule, sessions, documentation and interpretation

3. The Summit will be held according to the following schedule:

Time	Programme
8.00 – 8:30 a.m.	<i>Opening ceremony</i> (General Assembly Hall)
8:45 a.m. – 12.30 p.m.	<i>National Action and Ambition Announcements</i> (to be held in parallel in the General Assembly Hall and the ECOSOC and Trusteeship Council Chambers)
12:45 – 1:15 p.m.	<i>Joint conclusion of the morning National Action and Ambition Announcements</i> (General Assembly Hall)
1.30 – 3.15 p.m.	<i>Private Sector Forum Luncheon</i> (Delegates Dining Room)
3:30 – 6:30 p.m.	(continued) <i>National Action and Ambition Announcements</i> (to be held in parallel in Conference Rooms 1 and 2)
3:30 – 6:30 p.m.	<i>Multilateral and Multi-stakeholder Action Announcements</i> (to be held in parallel in the General Assembly Hall and the ECOSOC and Trusteeship Council Chambers)
3:30 – 6:30 p.m.	<i>Thematic Sessions</i> (to be held in parallel in Conference Rooms 3 and 4)
6:45 – 7:15 p.m.	<i>Closing ceremony</i> (General Assembly Hall)

Opening ceremony

4. The opening of the Summit will be held in the General Assembly Hall and will be presided by the Secretary-General. Speakers will consist of a very limited number of high-profile guests from the scientific community, civil society and the creative community. A total of six (6) seats for the floor will be made available to each delegation for the opening ceremony in the General Assembly Hall. Reserved seating for Member States will be designated with nameplates.

National Action and Ambition Announcements

5. Following the opening ceremony, National Action and Ambitions Announcements will be held in three parallel plenary sessions in the General Assembly Hall and the ECOSOC and Trusteeship Council Chambers. All Heads of State and Government will be guaranteed an opportunity to speak in the morning. In the afternoon, two parallel plenary sessions will take place in Conference Rooms 1 and 2 for Ministerial-level heads of delegation to make their national statements. The allocation of rooms will be based on alphabetical order and will be designated according to protocol and on a first-come, first-served basis. Speaking slots per room will be communicated in due course and will be designated according to protocol. Speakers are invited to bring forward-looking announcements of national ambition and action from domestic efforts.

6. To ensure that all speakers have the opportunity to address the plenaries, interventions must be concise and not exceed four (4) minutes. Missions and leaders should be aware that, in fairness to all speakers, time limits will be strictly enforced and speakers will be interrupted should they exceed the time limit. Should leaders wish to present longer statements, Missions are encouraged to send the full versions of their national announcement to ccst@un.org by 17 September 2014, for posting on the Climate Summit website at the conclusion of the Summit.

7. Each speaker in a plenary session is invited to bring their accompanying delegation into the room, space permitting. Delegations from Governments not speaking in the allotted plenary, but who wish to observe the proceedings, are encouraged to limit attendance to one plus one in the room, due to space constraints. Reserved seating for Member States will be designated with nameplates.

8. An overflow room in Conference Room 1 will also be available in the morning to follow the proceedings.

Joint conclusion of the morning National Action and Ambition Announcements

9. At the end of the morning, all delegations are invited to reconvene in the General Assembly Hall for a joint conclusion of the morning National Action and Ambition Announcements, presided by the Secretary-General. The chairs of the plenaries, predetermined by the Secretary-General, will present brief summaries of the morning sessions.

Private Sector Forum luncheon

10. The Secretary-General will host a Private Sector Forum luncheon, in collaboration with the UN Global Compact, UN partners and the World Bank Group. Heads of State and Government and Ministers, CEOs and civil society leaders are invited to attend. The luncheon will take place in the Delegates' Dining Room, on the fourth floor of the Conference Building. Due to space constraints, accompanying delegation members will not be able to attend the lunch.

11. The luncheon will focus on the role of the private sector, with a special focus on carbon pricing as an economic driver for climate action, and will provide a platform for the private sector to demonstrate climate change solutions and foster public-private partnerships. A note verbale requesting confirmation of participation by Heads of State or Government in the luncheon was disseminated to Missions on 31 July 2014.

12. Heads of State and Government will be seated at tables (10 participants per table) with CEOs, civil society leaders and heads of United Nations organizations. For further information on the luncheon, please contact Marie Wibe, UN Global Compact Office (wibe@un.org; 212-963-2476)

Multilateral and Multi-stakeholder Action Announcements

13. In the afternoon, Multilateral and Multi-Stakeholder Action Announcements will be made by Heads of State and Government and leaders from finance, business, and civil society. Announcements will be made in eight areas: Agriculture; Cities; Climate Finance; Energy; Forests; Resilience, Disaster Risk Reduction and Adaptation; Short-Lived Climate Pollutants; and Transportation.

14. The Multilateral and Multi-stakeholder Action Announcements will take place in parallel, in the General Assembly Hall, and the ECOSOC and Trusteeship Council Chambers. The room assignment of each session will be communicated in due course. The speakers lists for these announcements have been pre-determined by the Executive Office of the Secretary-General in close collaboration with each initiative underpinning the announcement, and will reflect the multi-stakeholder nature of the sessions. The sessions will be co-led by Heads of State and Government.

15. Due to space constraints, delegations are invited to send one representative to each session. Seating will be free seating and allocated on a first-come, first-served basis. UN Safety and Security reserves the right to restrict entry once a room has reached capacity.

Thematic Sessions

16. Thematic Sessions will take place in the afternoon, in parallel, in Conference Rooms 3 and 4. The room assignment of each session will be communicated in due course. The Thematic Sessions are high-level panel discussions, co-chaired by Heads of State and Government, showcasing innovative climate policies and practices on the topics of: Climate Science; the Economic Case for Climate Action; Climate, Health and Jobs; and Voices from

the Climate Frontlines. The discussions will be followed by a short question and answer session.

17. Due to space constraints, delegations are invited to send one representative to each session. Seating will be free seating and allocated on a first-come, first-served basis. UN Safety and Security reserves the right to restrict entry once a room has reached capacity.

Closing ceremony

18. The Climate Summit will end with a closing ceremony in the General Assembly Hall. The Secretary-General will present his Chair's Summary and special guests will be invited to address the closing. The proceedings will finish with a creative finale.

Statements, documentation and interpretation

19. The Secretary-General is committed to making the Climate Summit carbon neutral. Accordingly, paperless services will be available, and Member States are encouraged to avoid distributing printed materials. All statements by Member States can be made available electronically on the Climate Summit website <http://www.un.org/climatechange/summit/>. Member States are invited to send their statements to ccst@un.org by 17 September 2014.

20. Interventions made in any of the six official languages of the United Nations are interpreted into the other official languages. Any speaker may also make an intervention in a language other than the official languages, requiring the delegation in question to provide an interpreter to work from the non-official into an official language. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreters booths in the General Assembly Hall, must be made in advance through the Meetings Management Section (emeetsm@un.org; tel: 212-96398114; fax: 212-963-7405). For further information on interpretation services, please contact Mr. Hossam Fahr, Interpretation Services (fahr@un.org; 212 963 8235)

III. Protocol accreditation and access arrangements

21. Accreditation of official delegations and members of the parties of Heads of State and Government, Crown Princes and Princesses and Vice-Presidents will be carried out by the Protocol and Liaison Service, following the regular General Assembly accreditation process. For further information, please contact Ms. Wai Tak Chua, Protocol and Liaison Services (chuaw@un.org; 212-963-7181)

22. During the Summit, access to the General Assembly Hall, the ECOSOC and Trusteeship Council Chambers, as well as to selected conference rooms will be restricted. Access will require a regular delegate's pass plus a secondary access card. Missions will be issued six (6) secondary access cards for the Climate Summit. Access to the 2nd floor of the Conference Building is also based on the four (4) 2nd floor secondary access cards already issued to missions by the Protocol and Liaison Service for the duration of the High-level weeks of the General Assembly. Access cards are transferable strictly among members of a delegation.

23. Due to space constraints, delegations not speaking in a Summit session (National Action and Ambition Announcements, Multilateral and Multi-stakeholder Action Announcements, and Thematic Sessions), but wishing to attend as observes, are invited to limit their participation to one plus one representative for the National Action and Ambition Announcements and one representative for the Multilateral and Multi-stakeholder Action and Thematic Sessions. UN Safety and Security reserves the right to restrict entry once a room has reached capacity.

IV. Security arrangements

24. The Headquarters complex will be closed to the public from 4 p.m. Sunday, 21 September 2014. All security arrangements will be in compliance of the information provided in A/INF/69/4. Any questions regarding security should be directed to Mr. David J. Bongi, Chief of Security through Lieutenant Malinda McCormack (mccormackm@un.org; 212 963 7028).

V. Media arrangements and services

25. All media arrangements will be in compliance of the information provided in A/INF/69/4. In addition, the following specific elements related to the Climate Summit will apply.

Webcast, web coverage and pool coverage

26. The opening and closing of the Summit as well as the National Action Ambition Announcements, the Multilateral and Multi-stakeholder Announcements and the Thematic Sessions, as well as the Private Sector Forum luncheon, will be broadcast on United Nations Television and on the Internet through webcasting at <http://webtv.un.org/>

27. Continuously updated coverage of a wide range climate-related news at UN Headquarters in New York and around the world can be found on the United Nations News Centre portal (<http://www.un.org/news>) and on the Climate Summit website (<http://www.un.org/climatechange/summit>).

28. Pool coverage will be necessary for specific sessions. For details, please check the media alert for Tuesday 23 September for details (<http://www.un.org/en/media/accreditation/alert.shtml>).

Press encounters

29. There will be three press stakeout positions in the Conference Building. Two will be located on the third floor for informal stakeouts (without camera or sound) and no reservations are required. The third will be located on the first floor in the Conference Building for formal stakeouts, covered by UN Television and webcast, which requires a booking through the Office of the Spokesperson for the Secretary-General (Tel. 212-963-

7707). Speakers can use these positions to hold stand up media briefings with any journalists, following their announcements in the action area sessions. These stakeout positions are accessible to accredited press.

30. In addition, room S-237 in the Secretariat Building will be available to Member States for press conferences throughout the day. All press conferences will be webcast. Delegations can book press conferences through the Office of the Spokesperson for the Secretary-General (212 963 7707 / 7160 / 7161).

31. All media encounters will be listed in the daily media alert, which is updated regularly and available at <http://www.un.org/en/media/accreditation/alert.shtml>

Social media

32. Heads of delegation attending the Summit are invited to take part in activities in the social media area, which will be located on the third floor outside the ECOSOC and Trusteeship Council Chambers. A list of the activities on offer will be shared with Missions in advance of the Summit by the Department of Public Information's UN social media team.

33. The hashtag for the Summit is #climate2014. Translations of the hashtag, along with social media messaging and digital products for use in promoting the Summit on social media platforms (images, videos, etc.), are available on the shared social media editorial tool (Google drive) for the Summit <http://j.mp/climate2014>. Updates will also be posted regularly on the UN's social media accounts, which are listed at www.un.org/social/. For questions and to coordinate visits to the social media area at the Summit, please contact Ms. Charlotte Scaddan, DPI (scaddan@un.org; 917-367-9378).

Tickets to the press gallery in the meeting rooms

34. There are a limited number of tickets available for media representatives for the press gallery of the General Assembly Hall. The Media Liaison Desk, located on the third floor of the General Assembly Building, will distribute tickets on a first-come, first-served basis 30 minutes before the meeting.

UN Meetings Coverage

35. The United Nations Meetings Coverage Section, through its portal websites (www.un.org/en/unpress and www.un.org/fr/unpress), will provide full coverage of the plenary meetings of the Summit in both English and French. Copies of meeting coverage reports and press releases will also be available at the Media Documents Centre. Further queries should be directed to the Press Service (212-963-7211 (English) or 212-963-7191 (French)).

Background material and other queries

36. For media materials regarding the Summit, including press releases, media advisories and other press information, please visit <http://www.un.org/climatechange/summit/>. The site

will also provide video statements, background materials and the overall programme of the day.

37. For additional information, suggestions for possible interviews and other related assistance, please contact DPI Strategic Communications Division (mediainfo@un.org; 212 963 9495 / 6816).

VI. Additional information

38. Additional information to further update and expand the information contained in the present note will be communicated to Missions as soon as available. Meanwhile, for further information please visit the Climate Summit website (<http://www.un.org/climatechange/summit/>) or email ccst@un.org.

Attachment to note verbale

Silva Bonacito to: Banibai Sundavadra

Cc: Harriet Osias, Patrick Carey

03/09/2014 09:41 PM

Dear Barni,

I understand you have discussed with Harriet the attachment to the note verbale previously sent today by Harriet. Please find it attached.

As mentioned to Patrick, the note has been consulted with and approved by:

DGACM: Ion Botnaru (Director), Rukshan Perera (Meetings Services), Hossam Fahr (Interpretation)

Protocol: Wai Tak Chua, Anna Janowska, Marybeth Curran, Nicole Bresson

Security: Lt. Malinda McCormack (Security Event Planning Unit), Michael Brown (Deputy Chief of Security)

DPI: Hua Jiang (Director), Isabelle Broyer (Media Accreditation and Liaison Unit), Charlotte Scaddan (Social Media Unit), Eri Kaneko (Spokesperson's Office)

Please let us know when ready so that we can distribute it to all Missions. We would like to do so tomorrow, Thursday.

Thank you.

Silva



Logistics Note.docx

Received in ODSG

4 September 2014

Seen by:

A handwritten signature in black ink, appearing to be 'P. V.' followed by a stylized flourish.