

PARLIAMENTARY MEETING ON THE OCCASION OF THE UNITED NATIONS CLIMATE CHANGE CONFERENCE

Cancún, 6 December 2010

PRACTICAL INFORMATION

Date and venue

1. The Parliamentary Meeting on the occasion of the United Nations Climate Change Conference (COP16/CMP6) in Cancún will be held on Monday, 6 December 2010, on the premises of Hotel Omni:

Omni Cancun Hotel & Villas
Boulevard Kukulcan, L-48 Km. 16.5 M55
Cancún QR 77500
Mexico
Tel.: +52-998-881-0600
Fax: +52-998-885-0184
Website: <http://www.omnihotels.com>



2. Hotel Omni is easily accessible from the main venue of the UN Conference (Moon Palace Hotel), its registration desk (Cancún Messe) and from all official COP16/CMP6 hotels in Cancún using a free-of-charge shuttle bus service to be provided by the organizers of the UN Climate Change Conference. For more information on ground transportation arrangements in Cancún at the time of COP16/CMP6, please consult the host country's website: <http://www.cc2010.mx/en/participants/ground-transportation-in-cancun/>.

Participation, registration, list of delegates

3. The Parliamentary Meeting is open to all members of parliament who will be present in Cancún at the time of COP16/CMP6. Registration of delegates will be carried out by the IPU Secretariat. All delegates are requested to return their duly filled registration forms to the IPU Secretariat by **15 November 2010**. The registration form is also available in electronic form (<http://www.ipu.org/splz-e/cop16/registration.pdf>).
4. As a rule, participants in the Parliamentary Meeting are expected to be accredited to the UN Conference and have a COP16/CMP6 badge. This badge will be valid for the Parliamentary Meeting as well. However, if for one reason or another a delegate does not have a COP16/CMP6 badge, a special one-day "Parliamentary Meeting" badge will be issued by the IPU registration desk at Hotel Omni. This badge is valid for the Parliamentary Meeting only and will not allow access to the UN Conference. All cases when participants in the Parliamentary Meeting are not accredited COP16/CMP6 and therefore require a special one-day badge must be announced to the IPU Secretariat in advance, using the registration form.
5. The IPU and the Mexican Congress are **not in a position to facilitate accreditation to COP16/CMP6** and **cannot provide visa** support for entry into Mexico. These matters should be dealt with by each delegation individually, as part of the overall COP16/CMP6 accreditation procedure.
6. Due to the limited seating capacity of the meeting room, the number of parliamentarians per delegation normally should not exceed three. Observer delegations should be limited to two persons. Parliaments are encouraged to strive for gender balanced delegations.
7. A provisional list of delegates will be distributed at the beginning of the Meeting. This list will be issued on the basis of confirmations received by the IPU Secretariat up to 30 November. Delegations are kindly requested to report any changes in the provisional list directly to the IPU registration desk. A revised list will be published on the IPU website after the session.

Timetable, working modalities

8. The Meeting will have two sittings: from 10 a.m. to 1 p.m. and from 3 to 6 p.m. It will start with an inaugural ceremony, followed by two working sessions. A luncheon for all participants will be offered by the Mexican Congress at 1 p.m. in one of the restaurants at Hotel Omni. Following the closure of the Meeting, a cocktail reception will be offered by the hosts. Detailed programme of the Meeting will be published on the IPU website (<http://www.ipu.org/splz-e/cop16.htm>) closer to the date of the event and also distributed to parliaments by other means.
9. All agenda items will be dealt with in plenary. The programme will include a series of interactive panels and keynote presentations, with the participation of leading international experts and officials from the United Nations and beyond. The format of the Meeting being largely interactive, every effort ought to be made to avoid reading formal statements. Instead, the delegates are invited to ask questions and participate in the debate by making brief statements and suggestions. No formal list of speakers will be drawn up in advance, with the order of interventions and questions to be decided by the Chair.

Possible outcome document

10. In the period leading to the Parliamentary Meeting in Cancún, the IPU will organize broad consultations on the draft outcome document to be adopted by the Meeting. The document, a pre-draft of which will be prepared by the Mexican Congress, is expected to have the form of a succinct political declaration addressed to both governments and parliaments. Its content and form should be such as to facilitate the draft's adoption by all participants in the Parliamentary Meeting in Cancún without resorting to re-drafting or voting.
11. The IPU will publish the initial draft of the outcome document in English and French prior to the 123rd IPU Assembly (Geneva, 4-6 October 2010) and will use the Assembly's consultative mechanisms for collecting comments and observations on the draft. A revised version of the draft will be posted on the IPU website for amendments soon after the Assembly. The deadline for the submission of amendments to the

revised draft will be 10 November. The IPU will then finalize the draft and publish it on its website on 25 November. No further substantive amendments will be admissible after that date.

12. The final draft will be presented to the closing session of the Parliamentary Meeting in Cancún with a view to its adoption by consensus.

13. To facilitate negotiations on the draft outcome document, IPU Member Parliaments are invited to submit to the IPU succinct information documents summarizing their views and proposals on parliamentary action relating to climate change. These information documents will be published on the IPU website in advance of the Meeting and made available in the meeting room.

Languages

14. Simultaneous interpretation will be provided in English, French and Spanish. Official written documentation of the Meeting will be available in English and French only.

Documents

15. Only official documents of the Meeting shall be distributed in the meeting room.

16. Should delegates wish to distribute their own documents or other material pertaining to the substance of the Meeting, they may use a table to be provided for that purpose in the immediate vicinity of the meeting room.

Hotel accommodation

17. Hotel accommodation in Cancún at the time of the UN Climate Change Conference is subject to severe restrictions and will be channeled exclusively through the host country's Organizing Committee (see <http://www.cc2010.mx/en/participants/accommodation/>). For this reason, the IPU and the Mexican Parliament **cannot provide hotel accommodation in Cancún**. Parliamentary delegates are invited to use the official COP16/CMP6 hotel booking service instead.

Requests for further information

18. Requests for further information concerning the Parliamentary Meeting on the occasion of the UN Climate Change Conference in Cancún should be addressed to:

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Case postale 330
CH-1218 Le Grand-Saconnex / Geneva
Switzerland
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