



Inter-Parliamentary Union
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PARLIAMENTARY MEETING ON THE OCCASION OF THE UNITED NATIONS CLIMATE CHANGE CONFERENCE

Paris (France), 5 and 6 December 2015

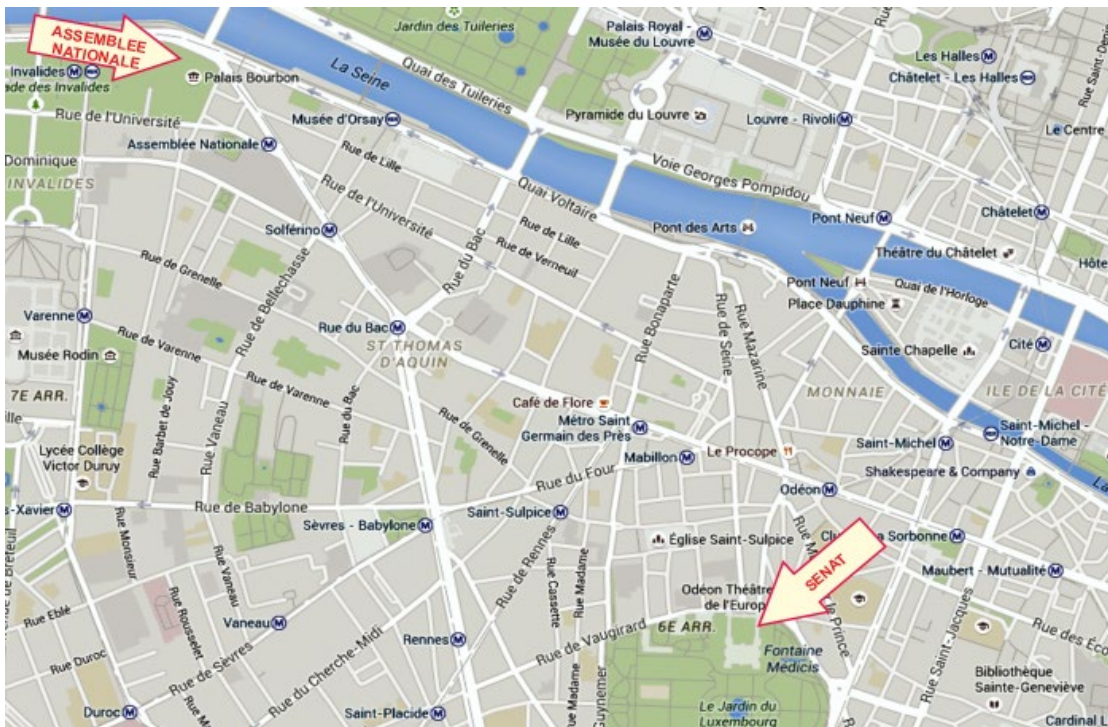
Organized jointly by the Inter-Parliamentary Union
and the French Parliament



PRACTICAL INFORMATION

Venue

1. The Parliamentary Meeting on the occasion of the United Nations Climate Change Conference (COP21/CMP11) will be organized jointly by the IPU and the French Parliament. It will be the only official parliamentary activity held in conjunction with the UN Conference. The Meeting will take place on 5 and 6 December 2015, on the premises of the National Assembly and the Senate respectively.
2. Situated in downtown Paris, the buildings of the National Assembly and the Senate (two separate venues) are easily accessible by public transportation, taxis and private vehicles.



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Senate
Palais du Luxembourg
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75291 PARIS
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Work programme

3. The Meeting will have one sitting on Saturday, 5 December from 3 to 6.30 p.m. on the premises of the National Assembly and two sittings on Sunday, 6 December from 10 a.m. to 1 p.m. and from 2.30 to 6 p.m. on the premises of the Senate. A cocktail for all participants will be offered by the National Assembly on its premises after the end of the session on Saturday.

4. A provisional programme of the Meeting is enclosed. Its regular updates will be posted on the IPU website (<http://www.ipu.org/splz-e/cop21.htm>).
5. Given that the COP21/CMP11 session will be taking place from 30 November to 11 December, parliamentary delegates will have ample opportunities to work with their national delegations to the UN Conference on the days other than 5 and 6 December. They will also have the possibility of attending various parallel events and activities taking place at a dedicated space at Paris-Le Bourget site, the venue of the UN Conference. Subject to confirmation, the IPU would co-organize one such event together with the London School of Economics and Political Science. The event would be held specifically for parliamentarians and legislative researchers registered to COP21/CMP11. Details and the date of the event will be announced later.

Participation and registration

6. As on past occasions, the Meeting is intended for parliamentarians who will be present in Paris for the COP21/CMP11 session as members of official national delegations or in any other capacity, such as observers representing civil society organizations. To ensure the success of the Meeting, it is of paramount importance to ensure that each parliament nominate MPs who are directly involved in activities dealing with environmental protection and climate change.
7. It is recommended that, whenever possible, delegates to the Parliamentary Meeting travel to Paris as members of official national delegations to COP21/CMP11. This is by far the easiest way to ensure that their transportation, visa, and accommodation needs are dealt with in a centralized way. More importantly, they will then be automatically accredited to the UN Conference and receive ID badges allowing them unrestricted access to Paris-Le Bourget site.
8. Due to the limited seating capacity of the meeting room at the National Assembly and at the Senate, 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.
9. All delegates are kindly requested to return to the IPU Secretariat the enclosed registration form, which is also available electronically on the IPU website (<http://www.ipu.org/splz-e/cop21/registration.pdf>). The form should be submitted to the IPU by **5 November 2015** at the latest. Any modifications concerning the composition of the delegation should be communicated without delay.
10. The Registration Desk will be open at the National Assembly on 5 December, from 11 a.m. to 6.30 p.m., and at the Senate on 6 December, from 9 to 6 p.m. ID badges will be prepared by the IPU Secretariat in advance, on the basis of the duly submitted registration forms.
11. For identification and security reasons, all delegates are requested to wear their ID badges at all times both during the Parliamentary Meeting and at related social functions.
12. It is important to keep in mind that registration to the Parliamentary Meeting is completely separate from the accreditation to the UN Climate Change Conference, which is handled by the UNFCCC Secretariat in conformity with the rules of that intergovernmental body. ID badges for the Parliamentary Meeting will not allow access to COP21/CMP11 premises.
13. The IPU and the French Parliament are not in a position to facilitate accreditation to COP21/CMP11. These matters should be dealt with by each delegation individually, as part of the overall accreditation procedure to the UN Climate Change Conference.

List of delegates

14. A provisional list of delegates will be distributed at the beginning of the Parliamentary Meeting. The list will be issued on the basis of confirmations received by the IPU Secretariat up to **25 November**. On the spot, delegations are kindly requested to report any changes to the provisional list directly to the IPU Registration Desk. A revised list will be published on the IPU website after the Meeting.

Working modalities

15. All agenda items will be dealt with in plenary. The programme of the Meeting 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.

16. 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.

Outcome document

17. In the period leading up to the Parliamentary Meeting in Paris, the IPU will organize broad consultations on the draft outcome document to be adopted by the Meeting. Its preliminary draft, a copy of which is enclosed, has been prepared by the Rapporteur appointed by the French Parliament. Its content and form are meant facilitate the draft's adoption by all participants in the Parliamentary Meeting without resorting to re-drafting or voting.

18. During the 133rd IPU Assembly (Geneva, 17-21 October 2015), the Rapporteur will present the preliminary draft at the session of the Standing Committee on Sustainable Development, Finance and Trade to be held on 19 October 2015 and will gather comments and observations on the draft. A revised version of the draft will be posted on the IPU website for formal amendments soon after the Assembly. The deadline for the submission of amendments to the revised draft by Parliaments is **20 November**. The IPU will then finalize the draft and publish it on its website on 25 November. No further substantive amendments by Parliaments will be admissible after that date.

19. Nonetheless, delegates participating in the Parliamentary Meeting in Paris will be able to submit on the spot, in an individual capacity, additional amendments of an editorial nature, which should not impact the document's scope or nature.

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

21. In addition to the adoption of the outcome document, the Parliamentary Meeting in Paris will be expected to discuss a Parliamentary Action Plan on Climate Change, a draft of which will be prepared by the IPU Secretariat. The Action Plan is meant to accompany the intergovernmental agreement to be adopted at COP21/CMP11 and should serve as a policy directive offering a medium- to long-term vision of IPU objectives and priorities in the field of climate change and related areas of sustainable development. The Action Plan will be finalized after the Parliamentary Meeting in Paris, with a view to its formal endorsement by the Governing Council of the IPU at its 198th session in Zambia in March 2016.

Languages

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

Documents

23. Only official documents of the Meeting, prepared by the IPU Secretariat, shall be distributed in the meeting room.

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

Official receptions

25. The National Assembly will host a cocktail reception in honour of all participants on Saturday 5 December at 6.30 p.m. on its premises. A luncheon cocktail will also be offered to all participants by the Senate on Sunday 6 December at 1 p.m. on its premises.

Visas

26. All delegates requiring an entry visa to France, which is part of the Schengen zone, have a duty to obtain one sufficiently ahead of time. The IPU and the host Parliament are not in a position to provide visa support for entry into France. These matters should be dealt with by each delegation individually, as part of the overall accreditation procedure to the UN Climate Change Conference.

Hotel accommodation

27. Delegates are responsible for making their own travel and accommodation arrangements in Paris. Hotel accommodation for COP21/CMP11 delegates can be made through the hotel booking service on the host country COP21/CMP11 website (<http://www.cop21.gouv.fr/en>). In addition, the French Parliament has provided an on-line booking facility for reservation of hotel rooms (<http://www.ipu.org/splz-e/cop21/hotels.htm>) in relative proximity to the National Assembly and the Senate at a preferential rate from 3 to 7 December.

Requests for further information

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

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