



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

Marrakech (Morocco), 13 November 2016

*Organized jointly by the Inter-Parliamentary Union
and the Parliament of Morocco*



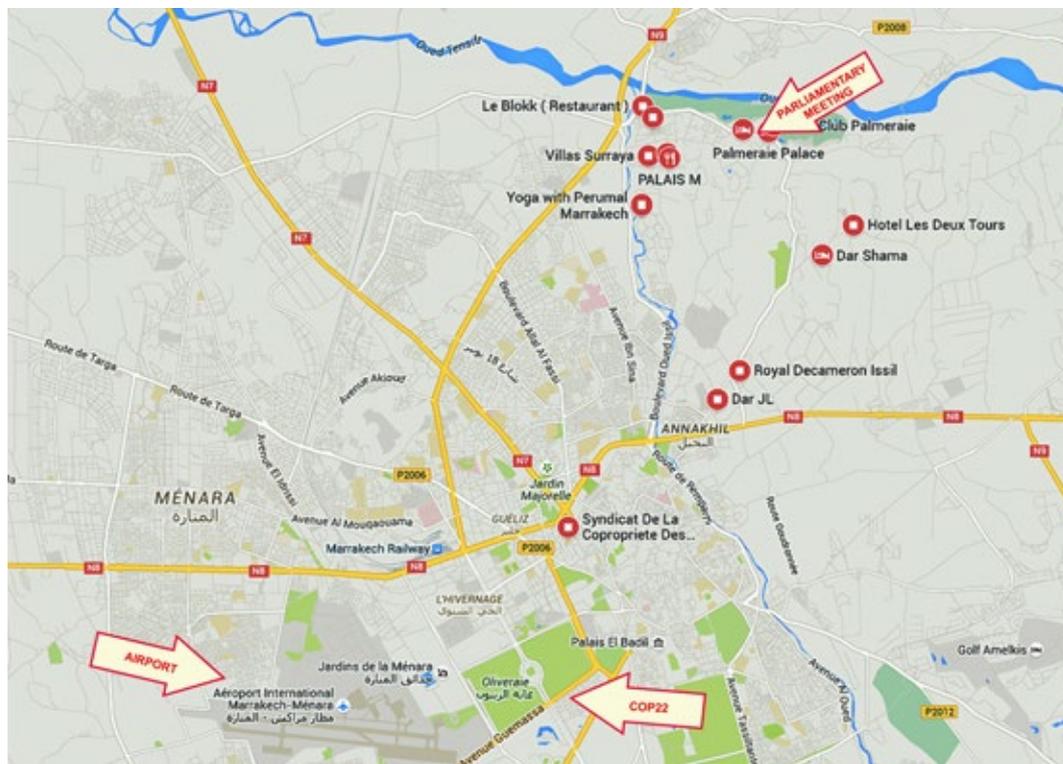
PRACTICAL INFORMATION

Venue

1. The Parliamentary Meeting on the occasion of the United Nations Climate Change Conference (COP22/CMP12) will be organized jointly by the IPU and the Parliament of Morocco. It will be the only official parliamentary activity held in conjunction with the UN Conference. The Meeting will take place on 13 November 2016 at Palmeraie Palace Conference Centre in Marrakech:

Palmeraie Palace
Circuit de la Palmeraie
40000 Marrakech
Morocco
Tel.: + 212 (0) 524 36 87 60
E-mail: sales@palmeraieresorts.com
Website: <http://www.palmeraiemarrakech.com/congres-evenements>

2. Palmeraie Palace is easily accessible from the main venue of the UN Conference and from all official COP22/CMP12 hotels in Marrakech using a free-of-charge shuttle bus service to be provided by the Moroccan hosts. For more information on ground transportation arrangements in Marrakech at the time of COP22/CMP12, please consult the host country's website (<http://www.cop22-morocco.com/>).



Work programme

3. The Meeting will have two sittings on Sunday, 13 November: 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 served on the premises of Palmeraie Palace Conference Centre. Following the closure of the Meeting, a cultural evening will be offered by the hosts.
4. A detailed programme of the Meeting will be circulated by the IPU closer to the date of the event and will also be posted on the IPU website (<http://www.ipu.org/splz-e/cop22.htm>).
5. Given that the COP22/CMP12 session will be taking place from 7 to 18 November, on days other than 13 November, parliamentary delegates will be expected to work with their national delegations to the UN Conference and will also have the possibility of attending various side events and activities taking place at a specially assigned location on COP22/CMP12 premises. Subject to confirmation, one such event will be organized specifically for parliamentarians. Details of this event will be announced closer to the date of the session.

Participation and registration

6. As on past occasions, the Meeting is intended for parliamentarians who will be present in Marrakech for the COP22/CMP12 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 Marrakech as members of official national delegations to COP22/CMP12. 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 be automatically accredited to the UN Conference and receive ID badges allowing them unrestricted access to COP22/CMP12 premises.
8. Due to the limited seating capacity of the meeting room at Palmeraie Palace Conference Centre, the number of parliamentarians per delegation normally should not exceed four. 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/cop22/registration.pdf>). The form should be submitted to the IPU by **20 October 2016** at the latest. Any modifications concerning the composition of the delegation should be communicated without delay.
10. The Registration Desk at Palmeraie Palace Conference Centre will be open on 13 November, from 8.30 a.m. 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 COP22/CMP12 premises.
13. The IPU and the Parliament of Morocco are not in a position to facilitate accreditation to COP22/CMP12. 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 **5 November**. On the spot, delegations are kindly requested to report any changes to the provisional list directly to the 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 Marrakech, the IPU will organize broad consultations on the draft outcome document to be adopted by the Meeting. A pre-draft will be prepared by the Parliament of Morocco and is expected to take 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 without resorting to re-drafting or voting.

18. The IPU will publish the initial draft of the outcome document in English and French prior to the 135th IPU Assembly (Geneva, 23-27 October 2016) and will use the Assembly's consultative mechanisms for gathering 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 is **1 November**. The IPU will then finalize the draft and publish it on its website on 7 November. No further substantive amendments will be admissible after that date.

19. Nonetheless, delegates participating in the Parliamentary Meeting in Marrakech 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.

Languages

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

Documents

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

23. 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

24. The Parliament of Morocco will host a lunch and a cultural evening for all participants. Lunch will be served at 1 p.m. on the premises of Palmeraie Palace Conference Centre. The venue of the cultural evening will be announced later.

Visas

25. All delegates requiring an entry visa to Morocco have a duty to obtain one sufficiently in advance. The IPU and the host Parliament are not in a position to provide visa support for entry into Morocco. 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

26. Delegates are responsible for making their own travel and accommodation arrangements in Marrakech. Hotel accommodation can be made through the hotel booking service on the host country COP22/CMP12 website (<http://www.cop22.ma/en>). In addition, the Parliament of Morocco has provided an on-line booking facility for reservation of hotel rooms at preferential rates in the Palmeraie Palace Hotel, where the Parliamentary Meeting will be taking place. To use the booking facility, please follow instructions on the following web page: <http://www.ipu.org/splz-e/cop22/Palmeraie.pdf>. The hotel can only guarantee bookings at preferential rates if they are made before **31 July 2016**.

Requests for further information

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

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