



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

*Bonn, 12 November 2017*

### PRACTICAL INFORMATION

#### Venue

1. The Parliamentary Meeting on the occasion of the United Nations Climate Change Conference (COP23) will be organized jointly by the IPU, the Parliament of Fiji and the German Bundestag. The Meeting will take place on 12 November 2017 on the premises of the University of Bonn.
2. The University of Bonn is located in the centre of Bonn and is easily accessible from the main venue of the UN Conference and from all official COP23 hotels.



#### Distances:

from Bonn Central Station to the Parliamentary Meeting: 550 m (7 minutes' walk)

from Tram station "Universität/Markt" to the Parliamentary Meeting: 400 m (5 minutes' walk)

from Bus stop "Markt" to the Parliamentary Meeting: 150 m (2 minutes' walk)

### **Work programme**

3. The Meeting will have two sittings on Sunday, 12 November: from 9 a.m. to 1 p.m. and from 2.15 to 6 p.m. It will start with an inaugural ceremony, followed by two special presentations and two working sessions. Lunch for all participants will be served on the premises of the University of Bonn.
4. A detailed programme of the Meeting will be posted on the IPU website closer to the date of the event (<http://www.ipu.org/splz-e/cop23.htm>).

### **Participation and registration**

5. Delegates should present a formal photo ID with them in order to receive the conference badge.
6. The Meeting is intended for parliamentarians in Bonn for the COP23 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 nominates MPs who are directly involved in activities dealing with climate change issues.
7. It is recommended that, whenever possible, delegates to the Parliamentary Meeting travel to Bonn as members of official national delegations to COP23. 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 COP23 premises.
8. Due to the limited seating capacity of the meeting room at the University of Bonn, the number of parliamentarians per delegation normally should not exceed four. Observer delegations are limited to two persons. Parliaments are encouraged to strive for gender-balanced delegations. Please also note **that there is no space for luggage** in the University's cloakroom.
9. All delegates should return to the IPU Secretariat the Meeting's registration form, available on the IPU website (<http://www.ipu.org/splz-e/cop23.htm>). The deadline for registration is **27 October 2017**. The IPU Secretariat should be informed immediately of any modifications to a delegation's composition.
10. The Registration Desk at the main entrance "An der Schlosskirche" (see map above) at the University of Bonn will be open on 12 November, from 8.a.m. to 6 p.m. Meeting badges will be prepared by the IPU Secretariat in advance, based on registrations received.
11. Registration to the Parliamentary Meeting is completely separate from the accreditation to the UN Climate Change Conference. The latter is handled by the UNFCCC Secretariat in conformity with the rules of that intergovernmental body. ID badges for the Parliamentary Meeting do not allow access to COP23 premises.
12. The IPU, the Parliament of Fiji and the German Bundestag cannot facilitate accreditation to COP23. 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**

13. A provisional list of delegates will be available at the beginning of the Parliamentary Meeting. The Registration desk should be notified of any changes to be made to the provisional list. The final list will be published on the IPU website after the Meeting.

### **Working modalities**

14. 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 leading international experts and officials from the United Nations.
15. The format of the Meeting is interactive, therefore, delegates are discouraged reading formal statements. Instead, they 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, the order of interventions and questions will be decided by the Chair.

### **Outcome document**

16. In the period leading up to the Parliamentary Meeting in Bonn, the IPU will organize a consultation on the draft outcome document to be adopted by the Meeting. A pre-draft has been prepared by the Parliament of Fiji and the German Bundestag and is available at the IPU web site (<http://www.ipu.org/splz-e/cop23.htm>).

17. The initial draft of the outcome document will be presented and discussed at the 137<sup>th</sup> IPU Assembly (St. Petersburg, 14-18 October 2017) 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 with a deadline for amendments soon after the Assembly. Upon reception of the amendments, the IPU will finalize the draft and publish it on its website. No further substantive amendments will be admissible after that date. The deadline for submission of amendments is 27 October 2017.

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

### **Languages**

19. Simultaneous interpretation will be provided in English, French and German. Official written documentation of the Meeting will also be available in English and French.

### **Official receptions**

23. The German Bundestag is kindly hosting a lunch for all participants, which will be served at 1 p.m. on the premises of the University of Bonn. There will also be a small café selling snacks, coffee and soft drinks. Coffee, tea and water will be offered free of charge the whole day in front of the meeting room.

### **Visas**

24. All delegates requiring an entry visa to Germany have a duty to obtain one sufficiently in advance. The IPU, the Parliament of Fiji and the German Bundestag cannot provide visa support for entry into Germany. 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**

25. Delegates should make their own travel and accommodation arrangements in Bonn.

### **Requests for further information**

26. Please contact the IPU Secretariat for more information about the Parliamentary Meeting on the occasion of the UN Climate Change Conference in Bonn ([postbox@ipu.org](mailto:postbox@ipu.org)). :