

## **MESSAGE TO PARTIES AND OBSERVER ORGANIZATIONS**

**United Nations Climate Change Conference 2022  
Sharm El-Sheikh, Arab Republic of Egypt**

**Preliminary\* Arrangements for the  
Sharm El-Sheikh Climate Implementation Summit**

**And**

**the First Part of the High-Level Segment for  
Heads of State and Government**

**Monday, 7 November, and Tuesday, 8 November 2022**

\* These are preliminary arrangements and are subject to change. Updated message(s) will be communicated accordingly.

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## Preliminary\* Arrangements for the Sharm El-Sheikh Climate Implementation Summit and the First Part of the High-Level Segment for Heads of State and Government

### I. Introduction

1. The formal opening plenary of the twenty-seventh session of the Conference of the Parties, the seventeenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the fourth session of the Conference of the Parties serving as the meeting of the Paris Agreement (COP 27/CMP 17/CMA 4), also referred to as the United Nations Climate Change Conference 2022, in Sharm El-Sheikh, Arab Republic of Egypt (Egypt), will begin at **10:00** on Sunday, 6 November 2022, at the Sharm El-Sheikh International Convention Center.
2. The President of Egypt, His Excellency Mr. Abdel Fattah El-Sisi, has invited **Heads of State and Government** to participate in the **Sharm El-Sheikh Climate Implementation Summit**, on Monday, 7 November, and Tuesday, 8 November 2022, when the first part of the high-level segment for Heads of State and Government during the Conference will also take place.
3. The invitation to the Summit in Egypt signifies the importance for World Leaders to implement and transform key climate related decisions into concrete actions and credible plans, continue raising ambition, building up from previous Conference of the Parties, including the Glasgow COP 26 outcomes and keep the high level commitment on climate change issues, with an aim to fight back climate emergency and at promoting coordinated action to tackle climate change.
4. Following the formal opening of the Summit, led by the President of Egypt on 7 November, the programme of events for the participation of Heads of State and Government on 7 and 8 November will include the delivery of national statements, high-level round tables organized by the Government of Egypt and high-level side events organized by other World Leaders.
5. The high-level segment will be open to Parties and observer States, United Nations organizations, intergovernmental organizations and other observer organizations.

<sup>1</sup> These are preliminary arrangements and are subject to change. Updated message(s) will be communicated accordingly.

## **II. Sharm El-Sheikh Climate Implementation Summit Schedule of Events**

6. Heads of State and Government are expected to arrive in Sharm El-Sheikh on either Sunday evening or Monday morning.
7. The events on 7 November will be held according to the following schedule:
  - TBC** Arrival of Heads of State and Government at Conference venue (Blue Zone)
  - 12:00** Family Photo
  - 12:15–13:30** Opening ceremony (Blue Zone)
8. The events on 7 November will be as follows:
  - 13:30–15:30** Three round tables. The list of round tables is included in page 8 of this message. Further information on these round tables will be provided by the Government of Egypt in due course.
  - 16:00–18:00** Parallel Events as follows:
    - National statements. During the Sharm El-Sheikh Climate Implementation Summit, Heads of State and Government will be invited to deliver national statements. This will form the first part of the high-level segment.
    - High-level side events.
9. The events on 8 November will be held according to the following schedule:
  - 08:00–11:00** Arrival of Heads of State and Government at Conference venue (Blue Zone)
  - 09:00–11:00** High-level Side Events
  - 11:00–12:00** Opening of Day two of the HLS
    - Opening Statements
    - Delivery of statements of Heads of State and Government on behalf of negotiating Groups
  - 12:00–14:00** 3 Round tables held in parallel with High-level side events
  - 15:00–18:00** Parallel Events as follows
    - Continuation of Group and national statements
    - High-level side events
  - 18:00** Closing of Sharm El-Sheikh Climate Implementation Summit
10. The opening of the Climate Action Hub will take place from 14:15 – 15:00 on 8 November.

### **III. Modalities for the Sharm El-Sheikh Climate Implementation Summit Access to the VVIP Lounge**

11. A special badge will be provided to allow access to the VVIP Lounge and secure zone.
12. Access to the Lounge will be limited to the Heads of State and Government and entourage of five persons in total (i.e. 1+3+ 1 national security officer = a maximum of 5 persons).
13. Heads of State and Government will receive a lapel pin. The four accompanying delegates in the entourage will receive a special badge that will allow entry into the VVIP area with Head of State or Government.
14. Head of State and Government lapel pins will be distributed by the Government of Egypt.
15. The badges for the other delegation members will be distributed from the Information Desk at the Conference venue from Sunday, 30 October 2022. Delegations are requested to pick up their badges. Badges will be scanned to confirm receipt.

### **Access to the Plenary Room and Seating Arrangements for the Summit and High-Level Segment**

16. Special tickets/badges will be required for access and attendance to the opening of the Sharm El-Sheikh Climate Implementation Summit and to hear statements by Heads of State and Government.
17. For the opening of the Summit and delivery of national statements in the Plenary room on 7 and 8 November, four seats per Party delegation, including the seat of the Head of State or Government, will be made available behind the nameplate of each Party for the opening ceremony.
18. United Nations organizations, intergovernmental organizations, and constituencies of non-governmental organizations will be able to attend the event.
19. Overflow rooms will also be available for those persons who will not have a seat in the main plenary.
20. The opening of the Sharm El-Sheikh Climate Implementation Summit and the delivery of statements by Heads of State and Government will also be webcast live.

#### IV. Protocol and Registration for the First Part of the High-Level Segment National and Groups Statements during the First Part of the High-Level Segment for Heads of State and Government

21. Parties are reminded that a letter to His Excellency Mr. Abdel Fattah El-Sisi, President of Egypt accepting the invitation to the Sharm El-Sheikh Climate Implementation Summit is not enough to register and request a speaking slot for the first part of the high-level segment for Heads of State and Government.
22. The UNFCCC [Online Registration System](#) (ORS) is the only official channel for registration of speakers.
23. The list of speakers was opened for registration on **14, September 2022** and will close on **Friday, 21 October 2022**.
24. Registration for the list of speakers for the first part of the high-level segment for Heads of State and Government should be done exclusively through ORS. The secretariat is not in a position to process nominations submitted by any other methods.
25. Parties whose Head of State or Government will attend the Sharm El-Sheikh Climate Implementation Summit on 7 and 8 November and wish to deliver a national statement are requested to register the speaker in the ORS by **Friday, 21 October**.
26. The registration in ORS should be done by the national focal point in consultation with the Ministry of Foreign Affairs or the Office of Head of State or Government of the respective Party.
27. Follow-up communications regarding the participation of Heads of State and Government at the high-level segment should be sent by the official contact person to the secretariat at [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int).
28. For any further enquiries, please email [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int).

#### Registration of Party Delegations

29. All members of official Party delegations, including Heads of State and Government, should be registered through the [online registration system](#).
30. National focal points are reminded to include the Head of State or Government and any accompanying officials in the online registration system in the corresponding national protocol to be included in the list of participants, as appropriate.

## V. Statements during the High-Level Segment

31. Statements will be delivered in accordance with the time of inscription in the list of speakers and reflecting protocol order in accordance with the United Nations, with Heads of State speaking before Heads of Government.
32. Statements delivered by Heads of State and Government on behalf of negotiating groups will be delivered on 8 November before national statements.
33. Parties are strongly encouraged to ensure their national statements do not exceed a maximum of **three minutes**.
34. Statements on behalf of negotiating groups should not exceed **five minutes**.
35. Hard copies of statements will not be circulated in the Plenary during the high-level segment. Full texts of the official statements will be posted on the UNFCCC website. To have statements posted on the UNFCCC website, Parties speaking at the high-level segment on 7 or 8 November are requested to send an electronic file containing the statement in advance to [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int).

## VI. Security and Access Arrangements

### General Principle

36. The United Nations Climate Change Conference is under the authority of the United Nations. Safety and security will be provided by the United Nations Department of Safety and Security (UNDSS) in collaboration with the Government of Egypt.

### Security at the Sharm El-Sheikh Climate Implementation Summit

37. A secure zone will be established for the safety and security of Heads of State and Government that will encompass all the premises associated with the event (e.g. VVIP Lounge, Plenaries, etc.). One unarmed national security officer will be authorized to escort their Head of State/Government in the blue zone.
38. Access to the secure zone and the lounge for Heads of State and Government will require special badges as discussed above.

### Arrivals to Sharm El-Sheikh

39. Details on arrival and departure arrangements for Heads of State or Government to Sharm El-Sheikh should be communicated to the Government of Egypt through the respective diplomatic channels.

### Access to the Conference Site

40. Vehicles transporting Heads of State and Government will have direct access via a dedicated gate to a special drop-off area.
41. All vehicles will need to comply with the security controls in place.
42. National security officers accompanying Heads of State and Government who require further information or have any questions regarding security, should contact UN VIP Security Coordinator Mr. Yves Nabet at [yves.nabet@un.org](mailto:yves.nabet@un.org), for issues within the UN Blue Zone and Egyptian Security coordinator Brigadier

### VI. Media Arrangements and Services

43. Media representatives are required to submit their accreditation application online at <https://onlinereg.unfccc.int>. This is the only official channel for media registration and the UNFCCC secretariat will not accept applications for accreditation via any other channel. Details regarding accreditation requirements are available at <https://unfccc.int/about-us/press-and-media>.
44. Access to the Plenary during the Summit and delivery of national statements will be coordinated by UNFCCC Media department.
45. The State Information Service entity is the Egyptian authority that will approve the issuance of customs temporary release to the items used by foreign press and media during the conference. All the media equipment that will be used in the conference like cameras, etc. need to be sent to the following email ([presscenter@COP27.EG](mailto:presscenter@COP27.EG)) in order to have the required temporary release issued for the equipment at Cairo and Sharm El Sheikh airports.

### VII. Interpretation

46. Interpretation in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) will be provided.
47. Parties wishing to have interpretation in other languages for the Sharm El-Sheikh Climate Implementation Summit or the entire conference can rent interpretation booths from the general contractor for the conference on a commercial basis.
48. Parties wishing to rent interpretation booths would need to provide their own interpreter.
49. For information, please contact [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int).

50. To ensure the quality of interpretation of national statements, an electronic copy of the statement should be provided to the Conference Officer at [Conference-Officer@unfccc.int](mailto:Conference-Officer@unfccc.int) and copied to [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int) as early as possible but at least 60 minutes prior to delivery of the statement.

### VIII. High-Level Round Tables

51. Six high-level round tables will be held during the Summit.
52. The round tables will be conducted under the following themes:
- Just transition
  - Investing in future of energy
  - Innovative finance for climate and development
  - Food security
  - Water security
  - Climate change and sustainability of vulnerable communities
53. The round tables will be open to Heads of State and Government, heads of inter-governmental organizations, heads of United Nations organizations and specially invited guests.
54. Access to the round tables will be by special tickets/badges which will allow access to the room.
55. Further information, including about interpretation, on these roundtables will be provided in a follow-up message to Parties and observers.

### X. High-Level Side Events

56. High-level side events are intended to be events organized or hosted by and with the participation of other Heads of State or Government.
57. Over the two days of the Sharm El-Sheikh Climate Implementation Summit, a limited number of high-level side events can be accommodated. Each high-level side event should not exceed the 1.30 hours length.
58. At least two Heads of State and/or Government should be in attendance. Regrettably, ministers only events will not be accommodated.
59. Events will be in round table style only.
60. Requests for hosting a high-level side event should be sent by email to the secretariat [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int) **by Monday, 10 October 2022.**
61. Once interest to organize a high-level side event has been received, the secretariat will contact the requesting Party(ies) with the relevant application form and information.

62. Due to the limited available space for holding such events, requests will be managed on first-come first-served basis and in accordance with available resources.
63. Confirmation and logistical details, including interpretation, of high-level side events will be communicated to respective Party(ies) by the secretariat by 20 October 2022. Access to the high-level side events will be by invitation from the host of the event.

### **XI. Arrangements for Bilateral Meetings**

64. Limited bilateral meeting rooms are available in the VVIP Lounge within the secure zone of the conference site to enable Heads of State and Government to meet bilaterally.
65. Owing to the limited number of these rooms, Parties are encouraged to make bookings as early as possible as their use is on a first-registered, first-served basis.
66. The bilateral meeting rooms are equipped with lounge furniture for a maximum of 10 persons and Wi-Fi will be available.
67. The UNFCCC secretariat is not in a position to make other arrangements (layout, additional furniture), including interpretation services for bilateral meetings.
68. The rooms should be left in the same condition as found.
69. Please note that food and drink are not allowed in any of the conference rooms on the premises, including the bilateral meeting rooms.

### **How to Book a Bilateral Meeting Room**

70. In order to reserve a bilateral meeting room, the relevant Parties should send an email, at least seven days in advance of the preferred meeting date, to [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int) providing details of the meeting.
71. The bilateral meeting room request form, included as an annex to this message, should be completed and signed on behalf of each Party organizing each bilateral meeting. A separate booking form is required for each meeting.
72. Confirmation of the room booking will be provided by email as early as possible, but at the latest two days prior to the meeting. The preferred time of the meeting with first, second, and third choice options should be clearly indicated on the form. Should none of the requested times is available, the UNFCCC secretariat will contact the person indicated on the form.
73. Last-minute requests will be accommodated subject to availability of rooms.
74. To allow for a maximum number of bilateral meetings between participating Heads of State and Government during the high-level segment, the use of bilateral meeting rooms is limited to 30 minutes for each booking, which will be strictly implemented. The

UNFCCC secretariat thanks Parties in advance for their cooperation.

75. Delegations requiring further information regarding requests for bilateral meeting rooms should email their questions or enquiries to [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int).

### **XII. Briefings to Advance Teams**

76. Joint briefings by the UNFCCC secretariat in conjunction with United Nations Security and the Government of Egypt will be organized for Heads of State and Government advance teams concerning facilities, procedures and protocol within United Nations premises. This will include a visit to the venue.
77. These briefings will take place at 14:00 on Thursday, 27 October 2022, Sunday 30 October and Tuesday, 1 November.
78. Further information regarding the briefings will be communicated to advance teams with participating Heads of State and Government in a follow-up message.
79. Neither the UNFCCC secretariat, the Government of Egypt, the venue nor other local partners in Sharm El-Sheikh are able to support advance visits by individual countries. For security and liability reasons, no visits can take place during the set-up of the conference facilities.

### **XIII. Additional Information**

80. The provisional list of speakers and additional information on the high-level segment and the Sharm El-Sheikh Climate Implementation Summit will be communicated in a follow up message before the start of the Summit.

### **XIV. United Nations Focal Points for Arrangements**

UNFCCC Protocol:	Luca Brusa Head, Protocol and External Relations Grace Smith Protocol and External Relations Assistant <a href="mailto:copprotocol@unfccc.int">copprotocol@unfccc.int</a>
UNDSS Security:	Chief Kevin O Hanlon <a href="mailto:kevin.ohanlon@un.org">kevin.ohanlon@un.org</a>
VIP and Close Protection:	Yves Nabet <a href="mailto:yves.nabet@un.org">yves.nabet@un.org</a>

Medical, Fire and Safety:	Matthias Rimpfl <a href="mailto:matthias.rimpfl@un.org">matthias.rimpfl@un.org</a>
List of Speakers:	Grace Smith Mundiwana Dube <a href="mailto:copprotocol@unfccc.int">copprotocol@unfccc.int</a>
High level side events	Sarah Agar Sarah Klinghammer <a href="mailto:copprotocol@unfccc.int">copprotocol@unfccc.int</a>
Bilateral meetings	Tanushree Sandhu Lin-Ly Chan <a href="mailto:copprotocol@unfccc.int">copprotocol@unfccc.int</a>
Briefings for advanced teams	Sarah Klinghammer Jayne Marquard <a href="mailto:copprotocol@unfccc.int">copprotocol@unfccc.int</a>
Media Liaison:	Alexander Saier <a href="mailto:asaier@unfccc.int">asaier@unfccc.int</a> 11

#### **XV. Egypt Focal Points for Arrangements**

Protocol	<a href="mailto:Protocol@COP27.EG">Protocol@COP27.EG</a>
Security/Close Protection:	Brigadier Gamal Mansour <a href="mailto:amn@op.gov.eg">amn@op.gov.eg</a>
Media:	<a href="mailto:presscenter@COP27.eg">presscenter@COP27.eg</a>
General logistical enquiries:	<a href="mailto:Protocol@COP27.EG">Protocol@COP27.EG</a>

**Annex**

**Heads of State and Government Bilateral Meeting Room Booking Form  
COP 27/CMP 17/CMA 4**

**United Nations Climate Change Conference 2022**

**Sharm El-Sheikh, the Republic of Egypt  
Monday, 7 November, and Tuesday, 8 November 2022**

Parties whose Head of State or Government wish to have bilateral meetings on Monday, **7 or Tuesday, 8 November 2022**, are requested to complete this form **electronically** and email it to the External Relations unit of the UNFCCC secretariat at [copprotocol@unfccc.int](mailto:copprotocol@unfccc.int). Please note that this form is attached in a separate Word file for your convenience. **Illegible forms will be rejected.**

Requesting Party I		Participating Party II	
Party		Party	
Title of Head of State/Government		Title of Head of State/Government	
Name of Contact Person		Name of Contact Person	
Title		Title	
Ministry/Department		Ministry/Department	
Telephone		Telephone	
Email		Email	

**Signature of the contact person**

**Signature of the contact person**

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

<b>Bilateral meeting room request details, 7 and 8 November 2022</b>			
<b>Please clearly indicate your preference below with first, second and third options</b>			
<b>Date</b>	<b>7 November</b>	<b>Date</b>	<b>8 November</b>
<b>Time</b>		<b>Time</b>	
09:30 – 10:00		08:00 – 08:30	
10:10 – 10:40		08:40 – 09:10	
10:50 – 11:20		09:20 – 09:50	
11:30 – 12:00		10:00 – 10:30	
		10:40 – 11:10	
16:00 – 16:30		11:20 – 11:50	
16:40 – 17:10			
17:20 – 17:50		14:00 – 14:30	
		14:40 – 15:10	
		15:20 – 15:50	
		16:00 – 16:30	
		16:40 – 17:10	
		17:20 – 17:50	