



**Guidelines  
for the participation of representatives  
of non-governmental organizations  
at meetings of the bodies of the  
United Nations Framework  
Convention on Climate Change**

**March 2003**

### **Roles of the secretariat and non-governmental organizations**

**The security of the venues for sessions and meetings of the Convention bodies is the responsibility of the secretariat. The Executive Secretary has the authority to take any action necessary to maintain this security, including denying access to the venues.**

**Non-governmental organizations are responsible for the conduct of each of their representatives. Any behaviour not consistent with these guidelines may have an impact on the participation of the organization and/or of the individual.**

**The secretariat welcomes the full support of participants in maintaining an ambience conducive to intergovernmental discussions and negotiations, and to open and fruitful dialogue between Parties and observers.**

The secretariat encourages non-governmental organizations and their representatives to liaise with the secretariat during sessions on matters or concerns related to their participation.

For further information on these guidelines or on observer participation at sessions please contact:  
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**Guidelines for the participation of  
representatives of non-governmental organizations  
at meetings of the bodies of the  
United Nations Framework Convention on Climate Change<sup>1</sup>**

**Introduction**

Meetings of the Convention bodies are convened for negotiations between Parties to the Convention. According to Article 7, paragraph 6, of the Convention “[a]ny body or agency, whether national or international, governmental or non-governmental, which is qualified in matters covered by the Convention, and which has informed the secretariat of its wish to be represented at a session of the Conference of the Parties as an observer, may be so admitted unless at least one third of the Parties present object. The admission and participation of observers shall be subject to the rules of procedure adopted by the Conference of the Parties.”

Since the early days of the climate change Convention, non-governmental organizations (NGOs) have been actively involved, attending sessions and exchanging views with other participants, including delegates. It is recognized that this involvement allows vital experience, expertise, information and perspectives from civil society to be brought into the process to generate new insights and approaches. Furthermore, the access and participation of observers to the process promotes transparency in this increasingly complex universal problem. Such participation flourishes in an atmosphere of mutual trust which acknowledges respect for others and their opinions, and takes into account the nature of intergovernmental sessions.

To promote a harmonious atmosphere supportive of discussions and negotiations at intergovernmental meetings and to encourage the effective participation of observers in the process, the secretariat has prepared guidelines for appropriate conduct during attendance at meetings of bodies of the United Nations Framework Convention on Climate Change (hereinafter referred to as UNFCCC) at whatever premises are used for such meetings (hereinafter referred to as venues). These guidelines are not exhaustive but seek to provide information reflecting current practice regarding attendance of observers at sessions and meetings of the UNFCCC. They are in line with those governing NGO participation at sessions of other bodies in the United Nations system.

Any infringement of these guidelines would normally be resolved following consultations between the secretariat and the responsible organizations and individuals.

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<sup>1</sup>.....These guidelines shall apply mutatis mutandis to meetings of bodies of the Kyoto Protocol.

## **A. Access**

1. Only representatives, whose names have been communicated to the secretariat through the designated contact points of NGOs admitted to sessions of the Conference of the Parties, in accordance with Article 7, paragraph 6, of the Convention, shall be registered and receive a badge.
2. Badges issued at registration shall be worn visibly at all times.
3. Participants shall be prepared to verify their identity upon the request of United Nations officials or security staff.
4. Representatives shall normally be at least 18 years of age. Younger representatives may be registered at the discretion of the secretariat.

## **B. Etiquette and safety**

1. Representatives of NGOs admitted to sessions of the Conference of the Parties<sup>2</sup> shall cooperate with, and comply with requests and instructions from, United Nations officials and security staff regarding the use of facilities and access to and conduct within the venues.
2. No participant shall harass or threaten any other participant.
3. Interfering with the movement of participants at any time or location within the venues is not permitted.
4. The flags and any officially recognized symbols of the United Nations and of its member States shall not be treated with disrespect.

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<sup>2</sup>..... Representatives of non-governmental organizations admitted to sessions of the Conference of the Parties will hereinafter be referred to as non-governmental observers.

## **C. Participation**

1. The participation of non-governmental observers in the proceedings of meetings, and of open-ended contact groups, is governed by rules 7 and 30 of the draft rules of procedure of the Conference of the Parties being applied, contained in FCCC/CP/1996/2, and by decision 18/CP.4. In this context, meetings designated as CLOSED are not open to observers.

## **D. Information materials**

1. Only United Nations officials may distribute materials in official meeting rooms.
2. Posters may be displayed only at designated locations, and only with prior permission from the secretariat. The posting of notices for authorized events does not require prior permission from the secretariat, provided that they are posted only in designated locations.
3. Documents may be displayed at the designated locations, provided that there is enough space and that they are relevant to the negotiations. A sample of the documents should be deposited with the secretariat for its library. Documents for display should be clearly marked with the name of the responsible organization.
4. Other materials relevant to the negotiations may be distributed at appropriate locations in consultation with the secretariat.
5. Non-governmental observers shall refrain from using the UNFCCC venues for unauthorized demonstrations, and when distributing written materials shall respect other participants' social, cultural, religious or other opinions and refrain from personal attacks.

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## **Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops**

The taking of still photographs and making of audio or video recordings within a United Nations-designated conference venue is subject to the guidelines below, and, as required, other guidance or instruction as deemed necessary by the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) secretariat or United Nations (UN) security<sup>1</sup>.

### **Taking of photographs**

Photographs may be taken by participants within the United Nations designated conference venue's public areas, such as lobbies and corridors, and meeting rooms provided that such activities do not disrupt the activities or movements of participants or the security provisions of that area.

In the case of professional/commercial photographers accompanying a Party or observer organization delegation, the Party or observer organization is requested to identify such person(s) on their delegation list, and provide information on the purpose of the photographic assignment. Once approved by the secretariat, the professional/commercial photographer will be assisted by UN staff on site to complete their assignments, including an escort by UN staff or security into meeting rooms or other areas should this be requested. UNFCCC media accreditation provide for professional/commercial photographers from media organizations, including any needed assistance or guidance.

### **Making of video and audio recordings**

Video and audio recordings by participants in public areas, such as lobbies and corridors, may be undertaken provided that such activities do not cause disruption to the activities or movements of participants or security provisions of that area. Those making recordings should, in advance, seek the permission of those they wish to record.

The making of audio and video recordings by Party or observer organization delegations during open and closed official meetings and in designated high-security zones is not permitted. The secretariat provides full audio and video recordings for all official open plenary meetings in audio format and webcast on the Internet. All webcast recordings are available from the secretariat's website.

In the case of professional/commercial audio, video or film producers and technicians accompanying a Party or an observer organization delegation is requested to identify such person(s) on their delegation list, and provide information on the purpose of the audio, video or film production. Once approved by the secretariat, the professional/commercial photographer will be assisted on site by UN staff to complete their assignments, including an escort by UN staff or security into meeting rooms or other areas should this be requested. UNFCCC media accreditation provide for radio and television as well as film production organizations, including any needed assistance or guidance.

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<sup>1</sup> These guidelines are intended for government and observer organization delegations and do not change or replace current policies and arrangements regarding the use of cameras, radio or TV equipment by accredited media organizations at UNFCCC meetings.