



# UNFCCC COP28 HOST COUNTRY AGREEMENT

A FAILURE TO PROTECT HUMAN RIGHTS

# INTRODUCTION

This document is intended to provide public access to the Host Country Agreement (HCA) for the 28th Conference of the Parties (COP28) of the United Nations Framework Convention on Climate Change (UNFCCC), concluded between the UNFCCC's Executive Secretary and the United Arab Emirates, the host country for COP28. It also highlights how the Host Country Agreement failed to protect human rights for participants, despite parties to the UNFCCC having stressed the importance of this earlier in the year.

Host Country Agreements are concluded between United Nations (UN) bodies and countries that have agreed to host meetings of the bodies away from the Headquarters of the body in accordance with a UN General Assembly resolution.<sup>1</sup> In 2023 conclusions of the Bonn Climate Conference, parties to the UNFCCC highlighted that Host Countries should reaffirm their commitment to upholding the purposes and principles of the Charter of the United Nations and international human rights law before, during and after UNFCCC sessions and mandated events, and to ensure that participants can exercise those human rights without fear of intimidation and repercussions.<sup>2</sup>

The parties also noted that “for transparency the host country agreement for sessions of the COP should be made publicly available consistently with the Charter of the United Nations”<sup>3</sup> and that host country agreements should “reflect the purposes and principles of the Charter of the United Nations as well as respective obligations under international human rights law, and enable inclusive and effective participation of Parties and observer organizations, with a view to ensuring that UNFCCC sessions and mandated events are convened at a place where human rights and fundamental freedoms are promoted and protected, and where all participants are effectively protected against any violations or abuses, including harassment and sexual harassment.”<sup>4</sup>

Amnesty International spent several months trying to obtain a copy of the HCA, despite assurances from the UNFCCC Secretariat that it was available from the UN Treaty Section and only succeeded in obtaining a copy from the UNFCCC Secretariat in June 2024, six months after the end of COP28.<sup>5</sup> As the HCA was not easily accessible, with a complicated and time-consuming process, Amnesty International is publishing the text of the document in full to enable wider public access to the text, crucial for individuals considering attendance at future COPs to be able to understand the human rights protections that may be available to them.

As can be seen from the text of the agreement, available below, the 2023 conclusions that called for a reflection of the purposes and principles of the UN Charter and of respective obligations under international human rights law were not implemented in the COP28 HCA.

Amnesty International is calling for all past and future UNFCCC COP HCAs to include such reflections and to be made public immediately after signing, and for information about their publication to be widely disseminated.

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<sup>1</sup> UN General Assembly, Resolution 40/243 on Pattern of Conferences, UN Doc. A/RES/40/243, 18 December 1985

<sup>2</sup> UNFCCC, *Report of the Subsidiary Body for Implementation on its fifty-eighth session, held in Bonn from 5 to 15 June 2023*, UN Doc. FCCC/SBI/2023/10, 2 August 2023, para. 127

<sup>3</sup> UNFCCC, *Report of the Subsidiary Body for Implementation on its fifty-eighth session, held in Bonn from 5 to 15 June 2023*, previously cited, para. 129

<sup>4</sup> UNFCCC, *Report of the Subsidiary Body for Implementation on its fifty-eighth session, held in Bonn from 5 to 15 June 2023*, previously cited, para. 130

<sup>5</sup> On 11 June 2024, the UNFCCC Secretariat forwarded an email from the UN Treaty Section to Amnesty International, dated 6 June 2024, that contained a copy of the HCA. That email never reached Amnesty International. The email confirmed that the HCA was not, in fact, available from the UN Treaty System, as it is subject to limited publication and must therefore be requested from either party but as they “understood [Amnesty’s] strong interest for a copy of the English text of the Agreement”, they were “on an exceptional basis” sharing a copy with the organization,

# AMNESTY INTERNATIONAL'S ANALYSIS OF THE TEXT OF THE AGREEMENT

## POSITIVE ELEMENTS

The agreement contains some positive elements. These include:

- Provision of facilities that enable the participation of individuals living with disabilities (Article 3.14)
- References to confidentiality and data protection (Article 15), including a commitment to ensure respect for the right to privacy (Article 15.2).
  - This was particularly important in light of serious concerns around the UAE's use of digital surveillance to target human rights defenders and others.<sup>6</sup>
- Provisions to ensure climate neutrality and sustainability of the meetings including a management system to plan, coordinate, and report on sustainability aspects, and evaluation and certification by an independent third party (Article 4).
- References to efforts to ensure provision of services such as accommodation (Article 6.1(a), catering (Article 3.13) and transport to and from airports (Article 6.1(c)i) at commercial rates, and free transport to and from the conference venue for participants (Articles 6.1(c)ii)
  - The HCA requires the host country to make “appropriate efforts” to ensure that accommodation rates do not go beyond the usual market conditions and to “work with the relevant entities to avoid excessive fluctuation and increase in the accommodation rates
  - Future HCAs could be strengthened by including similar cost-restricting requirements in respect of catering and transport
- The commitment of the UAE to explore ways to increase observer participation, including youth organizations and organizations from developing countries, although this could be strengthened with concrete proposals on how this could be achieved (Article 7.1(i))
- The commitment to provide facilities for observer organizations to undertake their activities at COP28 (Article 7.1(h)).
  - These constituency spaces within the conference venue were a positive development at COP28 and should be replicated at future COPs.
- A provision regarding the inviolability of the UNFCCC premises as designated by the agreement (Article 10.8).
- The right of entry to all persons officially recognized as participants through free Special Entry visas delivered through an electronic application process (Article 10.7).
  - This was a positive development for participants and should be replicated for future UNFCCC meetings where possible, while providing alternative means of application for persons unable to access electronic platforms for any reason.
  - However, the agreement also allowed the government to present “well-founded objections” based on law to the entry of particular individuals. The objections must be related to specific criminal, security matters and not to nationality, religion, professional or political affiliation.
    - Amnesty International is aware of at least one person who was not granted a visa for COP28 for reasons that do not meet these stipulations. James Lynch, a founding co-director of the organization FairSquare and a former employee of Amnesty International, received confirmation from the UAE's General Directorate of Residency and Foreigners Affairs that his visa application to attend COP28 was denied, despite his participation having been confirmed by the UNFCCC. In 2015, James Lynch, then Amnesty International's acting head

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<sup>6</sup> See Amnesty International, *UAE: The Human Rights Situation in the United Arab Emirates Ahead of COP28*, Index: MDE 25/6755/2023), 1 June 2023, <https://www.amnesty.org/en/documents/mde25/6755/2023/en/>

of business and human rights, was refused entry at Dubai airport because of his human rights work. After a UAE official told a journalist that there was no restriction on his entering the country, James Lynch took the decision to travel to Dubai for COP28 anyway but told Amnesty International that the lack of clarity over how he would be received on arrival had made him consider very carefully whether to attend.

## ELEMENTS OF CONCERN

The text of the HCA also has some alarming omissions and ambiguities. These include:

- A lack of any reference to human rights, except for the right to privacy, despite the UNFCCC 2023 conclusions.
  - The preamble of the HCA refers to the agreement of the UAE to provide facilities that are environmentally sound and “in accordance with the ideals provided for under the UNFCCC, the Kyoto Protocol and the Paris Agreement”. The Paris Agreement is the only one of the three Treaties that mentions human rights, and only in its preamble. Future HCAs must be strengthened by explicit reference in the operative paragraphs, to the protection of human rights before, during and after meetings.
- Undermining of the provisions of immunity for all meeting participants for their words and actions in connection with participation in UNFCCC meetings (Article 10) by a clause that states that all participants enjoying privileges and immunities “have the duty to respect the laws and regulations in force in the United Arab Emirates and have the duty not to interfere in its internal affairs” (Article 10.11).
  - There is a lack of clarity in this clause regarding whether or not UAE laws and regulations apply in the UNFCCC designated zone, and what actions can constitute interference in internal affairs. This leaves open the possibility that words or actions by participants in the conference zone could have opened them up to reprisals once they left the zone, should those be considered to constitute interference in internal affairs and to violate the law in force in the UAE, where freedom of expression and of peaceful assembly are severely restricted.<sup>7</sup>
  - These concerns are heightened by the provisions that enable the waiving of immunity where “it is believed that the immunities would impede the course of justice” (Article 10.13) as well as the provisions regarding the supply of security personnel by the host country to the UNFCCC (Article 9.5). Although security in the conference venue is the responsibility of the UN Department of Safety and Security (UNDSS), the agreement does not make clear what the lines of responsibility are for security personnel provided by the host country, leaving open the possibility that they could report back to their own superiors regarding the activities of people attending the meetings.
- Unclear provisions around communications channels that could put individual’s personal data at risk (Article 7.1(g)).
  - Although official information concerning the meetings is made available through the UNFCCC website, the agreement also permits the government to create its own website and social media channels. At both COP27 and COP28, the governments created apps containing logistical information which participants were encouraged to use, but which required the provision of personal information. It is not clear that the provisions around confidentiality and data processing would apply to information collected through such apps, raising concerns about the safety of personal data. Amnesty International advised its delegates at COP28 not to use the government app due to these concerns.
- Weak provisions around sponsorship of the meeting.

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<sup>7</sup> See Amnesty International, *UAE: The Human Rights Situation in the United Arab Emirates Ahead of COP28*, previously cited

- The agreement states that the government will work with the secretariat to obtain its advice on “entities of concern” which should not be sponsors of the conference, with consideration of the environmental and other sustainable development objectives of the UNFCCC (Article 3.15). The agreement also prevents the government from publicising any name, logo or emblem without UNFCCC approval (Article 3.16). However, the agreement does not specifically prevent the conclusion of a sponsorship deal against the advice of the UNFCCC Secretariat, but merely that no publicity could be given in such circumstances.
- Amnesty International is deeply concerned about the increasing influence of fossil fuel companies and other companies producing risky and unproven technologies that will delay the rapid and equitable fossil fuel phase out that we need.<sup>8</sup> Future agreements should be strengthened to explicitly prohibit governments from receiving financial or other forms of sponsorship from such companies, even if they do not make those relationships public.

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<sup>8</sup> See for example Amnesty International, *Fatal fuels: Why human rights protection urgently requires a full and equitable fossil fuel phase out*, Index: POL 30/7382/2023, 13 November 2023, <https://www.amnesty.org/en/documents/pol30/7382/2023/en/>

**AGREEMENT**

*between*

**THE SECRETARIAT OF THE UNITED NATIONS  
FRAMEWORK CONVENTION ON CLIMATE CHANGE, THE  
KYOTO PROTOCOL AND THE PARIS AGREEMENT**

*and*

**THE GOVERNMENT OF THE UNITED ARAB EMIRATES**

*regarding*

**THE TWENTY-EIGHTH SESSION OF THE CONFERENCE OF THE PARTIES TO  
THE UNITED NATIONS FRAMEWORK CONVENTION ON CLIMATE CHANGE**

**THE EIGHTEENTH SESSION OF THE CONFERENCE OF THE PARTIES SERVING  
AS THE MEETING OF THE PARTIES TO THE KYOTO PROTOCOL**

**THE FIFTH SESSION OF THE CONFERENCE OF THE PARTIES SERVING AS THE  
MEETING OF THE PARTIES TO THE PARIS AGREEMENT**

*and*

**THE SESSIONS OF THE SUBSIDIARY BODIES**

The secretariat of the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the Paris Agreement (hereinafter referred to as “the secretariat”), represented by its Executive Secretary (hereinafter referred to as “the Executive Secretary”), and the Government of the United Arab Emirates, represented by the Ministry of Foreign Affairs (hereinafter referred to as “the Government”);

*Recalling* United Nations General Assembly resolution A/RES/40/243 of 18 December 1985 regarding conferences held away from United Nations Headquarters locations;

*Recalling* decision 21/CP.26, whereby the Conference of the Parties to the United Nations Framework Convention on Climate Change (hereinafter referred to as “the COP”) accepted with appreciation the offer by the Government to host the twenty-eighth session of the COP, the eighteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, the fifth session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement and the sessions of the subsidiary bodies (hereinafter referred to as “the Conference”), from Monday, 6 November, to Friday, 17 November 2023;

*Whereas* the COP, by its decision 25/CP.27, revised the dates of the Conference to Thursday, 30 November, to Tuesday, 12 December 2023 and requested the Executive Secretary to continue consultations with the Government and to conclude a Host Country Agreement for convening the Conference pursuant to United Nations General Assembly resolution 40/243 and the provisions of the United Nations administrative instruction ST/AI/342;

*Whereas* the pre-sessional meetings of the least developed countries, the small island developing States, the African Group and the Group of 77 and China (hereinafter referred to as “the Pre-sessional Meetings”) are scheduled to be held from 24 November to 29 November 2023 inclusive;

*Whereas* the Government, at the request of the secretariat, agreed to host and assist the secretariat in organizing additional mandated meetings to be convened in conjunction with the Conference (hereinafter referred to as “the UNFCCC Meetings”);

*Whereas* the Government, at the request of the secretariat, also agreed to host and assist the secretariat in organizing other meetings that may be mandated to be held in conjunction with the Conference before, during or after the Conference, details of which the secretariat will share with the Government when it becomes aware of such meetings (hereinafter referred to as “the Additional Meetings”) and the UNFCCC Meetings and the Additional Meetings are hereinafter collectively referred to as (“the Meetings”);

*Whereas* the Government agreed to be responsible for the difference in cost between holding the Conference in Bonn, Germany, and holding it in Dubai, United Arab Emirates, and to provide facilities that are environmentally sound and in accordance with the ideals provided for under the United Nations Framework Convention on Climate Change (hereinafter referred to as “the Convention”), the Kyoto Protocol and the Paris Agreement;

NOW, THEREFORE, the secretariat and the Government (hereinafter jointly referred to as “the Parties”), have agreed as follows:

## **Article 1**

### Date and place of the Conference

1. The Conference and the Pre-sessional Meetings are scheduled to be held from 30 November to 12 December 2023 and 24 to 29 November 2023 inclusive, respectively, at the Expo City Dubai, Expo Road, Dubai South, Jebel Ali, Dubai, United Arab Emirates. The area within the Expo City Dubai where the Conference and the Pre-sessional Meetings shall be held, including any area immediately outside it that will be under the direct supervision and control of the United Nations Department of Safety and Security (hereinafter referred to as “the UNDSS”) as agreed with the security authorities of the Government, shall collectively constitute the Conference premises (hereinafter referred to as “the Conference premises”). The general layout and the dimension of the Conference premises will be finalised by the Government in agreement with the secretariat. Any alterations to the general layout and the dimension after the signing of this Agreement shall be agreed between the secretariat and the Government. A site map clearly identifying and delineating the Conference premises, including its outer perimeter, shall be attached as an **annex XV** to this Agreement.

2. The meeting rooms/conference rooms where the UNFCCC Meetings will be held, as detailed in **annexes I** and **III** to this Agreement, shall constitute the UNFCCC Meeting premises (hereinafter referred to as such) and the meeting rooms/conference rooms where the Additional Meetings will be held shall constitute the Additional Meeting premises (hereinafter referred to as such).



## Article 2

### Attendance at the Conference

1. In accordance with the provisions of the Convention, the Kyoto Protocol, the Paris Agreement and the draft rules of procedure of the COP being applied, the Pre-sessional Meetings/Conference/Meetings shall be open to the following types of participants (hereinafter collectively referred to as “the Participants”):
  - (a) Representatives of Parties to the Convention, Parties to the Kyoto Protocol and Parties to the Paris Agreement;
  - (b) Representatives of observer States referred to in Article 7, paragraph 6, of the Convention, Article 13, paragraph 8, of the Kyoto Protocol, and Article 16, paragraph 8, of the Paris Agreement;
  - (c) Representatives of the secretariat, United Nations, its specialized and related agencies;
  - (d) Representatives of observer organizations referred to in Article 7, paragraph 6, of the Convention, Article 13, paragraph 8, of the Kyoto Protocol, and Article 16, paragraph 8, of the Paris Agreement;
  - (e) Other persons invited by the secretariat in coordination with the Government.
2. The Executive Secretary shall designate officials of the secretariat and other officials of the United Nations to attend the Pre-sessional Meetings/Conference/Meetings for the purpose of servicing them.
3. The public meetings of the Conference and access to sessions shall be open to representatives of the media accredited to the Conference by the secretariat in consultation with the Government.
4. A provisional list of participants registered for the Conference shall be made available to the Government by the secretariat prior to the Pre-sessional Meetings and subsequently on request by the Government.
5. Distinguished guests officially invited to the Conference by the Government shall be given access to the Conference premises by the secretariat.

### Article 3

#### Premises, facilities, equipment, utilities and services

1. The Government shall, unless specified otherwise in the annexes to this Agreement, at no cost to the secretariat and with the agreement thereof, at its own responsibility, provide such premises and facilities, equipment, utilities and services as are necessary for the Pre-sessional Meetings/Conference, as specified in the annexes to this Agreement, including:

- (a) Adequate office space for the secretariat to carry out its functions, as specified in **annexes I, II and III** to this Agreement;
- (b) Equipment and facilities allowing the work of the Conference to be conducted in the six official languages of the United Nations, as specified in **annex I** to this Agreement;
- (c) Adequately furnished and equipped rooms, and as specified in **annexes I, II, III and IV** to this Agreement;
- (d) Information and communication technology and Internet connectivity services needed for the Pre-sessional Meetings/Conference, as specified in **annex IV** to this Agreement. The secretariat shall oversee the design, implementation, operation and decommissioning/dismantling of the information and communication technology facilities, including computer network, security measures and the distribution of hardware and software;
- (e) The necessary utility services, such as water, electricity and Internet services at the Conference premises and secretariat's communication by telephone or mail when such communication is authorized by the Executive Secretary or a person designated by him. The Government shall ensure a stable and uninterrupted power supply at the Conference premises.

2. The Government shall make all logistic arrangements for the UNFCCC Meetings, as specified in **annex III** to this Agreement, in accordance with the terms and conditions to be agreed between the secretariat and the Government. The UNFCCC Meetings shall be fully funded by the secretariat.

3. The Government shall make all logistic arrangements for the Additional Meetings in accordance with the terms and conditions to be agreed between the secretariat and the Government. The Additional Meetings shall be fully funded by the secretariat.

4. The Conference premises shall be furnished, fully equipped and ready for use by the secretariat at least 48 hours prior to the opening of the Conference and for 24 hours after the actual closure of the Conference and shall remain at the disposal of the secretariat 24 hours a day throughout the duration of the Conference. The area within the Conference premises to be used for the Pre-sessional Meetings shall be furnished, fully equipped and ready for use by the secretariat at least 24 hours prior to the Pre-sessional Meetings.

5. The area to be used for registration described in **annex I** to this Agreement shall be available seven days prior to the beginning of the Pre-sessional Meetings. An area within the Conference premises to be used as a server room for the computer equipment described in **annexes I and IV** to this Agreement shall be available three weeks prior to the beginning of the Pre-sessional Meetings.

6. The Government shall ensure that adequate office space is available for use by the core Conference team, comprising relevant secretariat staff and other staff, at least four weeks prior to the beginning of the Pre-sessional Meetings, as specified in **annex I** to this Agreement.

7. The Government shall ensure that lockable storage space is available within the Conference premises for the storage of goods needed for the Conference at least four weeks prior to the commencement of the Pre-sessional Meetings or make available alternative storage space until the premises are made available for use by the secretariat.

8. For the duration of the Pre-sessional Meetings and the Conference, the Government shall maintain in good repair the rooms and equipment specified in **annexes I, II, III and IV** to this Agreement. Therefore, the Government shall provide an adequate number of qualified technical personnel for any needed installation, maintenance, support and dismantling of all technical equipment, structures and furniture, in accordance with Article 8, paragraph 2 of this Agreement. The technical personnel shall be under the supervision of the Executive Secretary or an officer of the secretariat designated by him.

9. The Government shall install and make available facilities for media representatives for the coverage of the proceedings of the Conference as specified in **annexes I and II** to this Agreement. The Government shall appoint a host country media liaison officer, who will assist and liaise with the press/media officers designated by the secretariat in coordinating the media facilities and services for the Conference, and a host country communications officer, who will assist and liaise with the secretariat's spokesperson for the Conference on messaging and substantive issues.

10. The Government shall, as described in **annex VI** to this Agreement, bear all transport costs, insurance charges and related expenses for the outbound and return shipment between the secretariat or any established United Nations office and the site of the Conference of all supplies and equipment

required for the adequate functioning of the Conference. The Government may alternatively provide, in consultation with the secretariat, equivalent equipment at the Conference venue.

11. The Government shall appoint a transport liaison officer, who shall liaise with a transport liaison officer designated by the secretariat, to ensure proper shipment of the goods needed for the Conference.

12. The Government shall ensure that an adequate number of automatic teller machines (ATM) are available within the Conference premises for the duration of the Pre-sessional Meetings and the Conference, as specified in **annex IX** to this Agreement. In addition, the Government shall ensure that necessary electronic infrastructure is in place to allow cashless transactions by the Participants within the Conference premises.

13. The Government shall ensure that catering services as specified in **annex VIII** to this Agreement, interpretation services as specified in **annex XII** to this Agreement, and transport services as specified in **annex XIII** to this Agreement, are available within the Conference premises for the duration of the Pre-sessional Meetings and the Conference. Such services shall be made available to all Participants on a commercial basis and shall be equipped and operated in consultation with the secretariat. Other services to be provided to the Participants shall be agreed upon with the secretariat.

14. The Government shall provide the facilities required to enable the participation of Participants with disabilities. Participants with disabilities should be able to access all parts and services of the Conference premises. The Government shall ensure the availability of transportation that can accommodate Participants with disabilities.

15. The Government will work with the secretariat to obtain its advice on entities of concern with which the Government, as the host of the Conference, should not conclude sponsorship agreements in connection with the Conference. Such advice by the secretariat on potential sponsors shall be provided with due consideration of the environmental and other sustainable development objectives of the UNFCCC.

16. The Government shall not display within the Conference premises the name, logo or emblem of any entity with which it has concluded an agreement in connection with the Conference without the formal approval of the secretariat. Requests for such approval must be made in writing to the Director of the Communications and Engagement Division of the secretariat, giving full details of the entity whose name, logo or emblem, the Government wishes to display. The Director may grant approval on such terms and conditions as the secretariat deems fit in consideration of United Nations policy, including on whether, how and where the name, logo or emblem may be displayed.

17. Any additional requests and/or changes proposed by the secretariat to the agreed requirements as stipulated in the attached annexes shall be agreed with the Government in accordance with Article 14, paragraph 2.

#### **Article 4**

##### Climate neutrality and sustainability

1. In providing the Conference space, premises, equipment, utilities and services referred to in Article 3 above, the Government shall ensure the climate neutrality of the Conference. To this end, the Government shall avoid and reduce the greenhouse gas emissions associated with hosting the Conference to the extent possible, and calculate and offset the remaining emissions, including those related to travel by all registered Participants to the Conference, through purchase and cancellation of high-quality offsets, such as certified emission reductions. The secretariat shall provide the Government with a calculation of the greenhouse gas emissions related to such travel consistently with accepted international standards and propose an appropriate radiative forcing index. The Government shall also collaborate with the secretariat in formulating and implementing a plan for additional sustainability measures, as outlined in **annex XI** to this Agreement.

2. The Government shall implement an internationally recognized sustainability/environmental management system to plan, coordinate and report on the sustainability related aspects of the Conference and shall ensure that such a system is evaluated and certified by an independent third party. The Government shall ensure that a copy of the evaluation report is provided to the Executive Secretary within two weeks following its receipt and, in any case, no later than 30 July 2024.

#### **Article 5**

##### Medical facilities

1. The Government shall ensure that adequate medical facilities with personnel qualified in first aid and in handling emergencies are available within the Conference premises. Immediate access and admission to hospital shall be assured by the Government whenever required by a Participant. The necessary transport from the Conference premises shall be constantly available during the Pre-sessional Meetings and the Conference. Hospital services provided to the Participants shall be made available at reasonable rates.

2. The Government shall ensure that adequate sanitation standards and hygiene protocols are in place for the Pre-sessional Meetings/Conference/Meetings.

3. For global health situations, including pandemics, the Government shall put in place measures consistent with the guidelines of the World Health Organization, at its cost, necessary to protect the health of the Participants and the local community, while at the same time enabling an effective, inclusive and safe Pre-sessional Meetings/Conference/Meetings. If additional measures may be necessary, they shall also be at the Government's cost and shall be agreed between the Parties. As required, the Government and the secretariat shall agree and communicate to Participants health information, including on required conduct, which the Participants will be required to comply with. The Parties shall nominate their focal points who will liaise with each other on matters related to this Article.

## Article 6

### Accommodation and transportation

1. The Government shall ensure that:

- (a) Adequate and easily accessible accommodation, including at hotels and residences, is available to Participants at reasonable commercial rates. The Government shall make appropriate efforts to ensure accommodation rates do not go beyond the usual market conditions to enable ease of participation of Participants specifically from developing countries. To this end, the Government shall, *inter alia*, work with the relevant entities to avoid excessive fluctuation and increase in the accommodation rates;
- (b) Affordable and easily accessible accommodation is available to Participants from developing countries eligible for funding from the Trust Fund for Participation in the UNFCCC process. The Government shall reserve such accommodation for those Participants upon their request even if they are not in a position to advance a deposit. The secretariat shall assist the Government in the processing of such requests, including by advancing a deposit for the Participants who request it;
- (c) Adequate transportation is available to all Participants:
  - i. To and from the airport before, during and after the Conference on a reasonable commercial basis;

- ii. Between the principal hotels and the Conference premises for the duration of the Pre-sessional Meetings/Conference, including public transportation which will be at the expense of the Government;
- (d) Vehicles with drivers for use by the secretariat and other United Nations officials indicated by the Executive Secretary are available, at the expense of the Government, as specified in **annex VII** to this Agreement.

## Article 7

### Conference communications, websites and outreach activities

1. The Government shall ensure that:
  - (a) In all public information and Conference-related materials, and in media, press releases and briefings related to the Conference, the officially recognized name or names of the Convention and of the meetings of Convention bodies are used, as specified in **annex X** to this Agreement;
  - (b) In public and Conference information materials, internal and external broadcast transmissions, and podium arrangements related to the Conference, the visual design of the Conference venue, including the display of the official logos of the United Nations and the Convention, are in accordance with the specifications in **annex X** to this Agreement. The Government shall provide free signals of the official proceedings and free working space to media representatives accredited to the Conference;
  - (c) If the Government wishes to design and display a Conference logo and/or other graphic or decorative elements for inclusion within the specifications provided, the Government and the secretariat shall agree upon the design of the co-branding and on the method of display of such marks or elements in advance of the Conference;
  - (d) The agreed Conference co-branding is displayed throughout the Conference premises, including on electronic banners and screens;
  - (e) The agreed Conference co-branding is displayed, *inter alia*, on paper posters/banners welcoming the Participants to the Conference in Dubai, United Arab Emirates outside the Conference premises, both in Dubai and Abu Dhabi, and on digital communication assets, such as websites, social media channels and electronic banners and screens;

- (f) The United Nations flag is prominently displayed at the entrance to the Conference premises from the opening day of the Conference until its end, in accordance with United Nations practice, and may be displayed at other designated places as agreed with the secretariat;
- (g) All official information concerning the sessions of Convention bodies is made available on the secretariat website at <http://www.unfccc.int>. The Government shall make available relevant information for inclusion on the secretariat website. Webcasting of the official proceedings live and on demand, as agreed with the secretariat, shall also be provided. The Government may create its own website and social media channels; design, layout and content shall be complementary and closely synchronised with the Communications and Engagement Division of the secretariat. The nature of activities carried out by the Government within the Conference premises during the Conference related to communications and engagement, such as those for local non-governmental organizations, media or communities, is agreed in advance with the secretariat;
- (h) It undertakes initiatives to promote and facilitate the participation and engagement of observer organizations in the lead-up to and during the Conference, and also undertakes to make arrangements to provide facilities including space for their activities during the Conference both within and, subject to its laws and regulations, in designated spaces outside the Conference premises;
- (i) It explores ways to increase the participation of observer organizations, including youth organizations and organizations from developing countries.

## **Article 8**

### Liaison officer and Host Country Support and technical personnel

1. The Government shall appoint a representative experienced in conference management to act as focal point between the secretariat and the Government and to be responsible and to have the requisite authority, in consultation with the secretariat official designated by the Executive Secretary, for carrying out the administrative and staff arrangements for the Conference as required under this Agreement.
2. The Government shall recruit and make available at its expense Host Country Support personnel, as specified in **annex V** to this Agreement, and technical personnel, all fluent in English, required in addition to the staff of the secretariat. Such Host Country Support and technical personnel shall be available, as required:



- (a) For work throughout the entire period of the Conference, including, when required, during the pre-sessional period;
  - (b) At least one week before the opening and at least three days after the closing of the Conference;
  - (c) To maintain night services as may be required in connection with the Conference.
3. Such Host Country Support and technical personnel shall be cleared by the Government's security authorities at least four weeks before the start of the Conference. Thereafter, on an exceptional basis clearance of any late entries shall be carried out on an expedited basis.
4. Such Host Country Support and technical personnel shall be guided by the highest ethical and professional standards and are expected to behave with integrity and respect.

## **Article 9**

### Police protection and security

1. The Government shall be responsible for providing, at its expense, such police protection and security as may be required to ensure the efficient running of the Pre-sessional Meetings/Conference/Meetings without interference of any kind. Such police service shall be under the direct supervision and control of a senior officer to be designated by the Government. He/she shall work in close cooperation with the United Nations Event Security Coordinator appointed by the UNDSS for this purpose so as to ensure a peaceful and secure atmosphere.
2. Security within the Conference premises shall be the responsibility of the UNDSS, which shall work with the secretariat and in close collaboration with the security authorities of the Government. Security outside the Conference premises shall be the responsibility of the Government. The boundaries of the two security zones and the modalities of cooperation shall be clearly defined (and as delineated in Article 1 hereinabove) by the Government and the secretariat in a separate memorandum of understanding before the premises are handed over to the secretariat.
3. The secretariat shall, with the cooperation of the Government, prepare a comprehensive security plan for the Conference premises based on a United Nations security assessment. This security plan shall be the operational framework for all tasks relating to security within the Conference premises.

4. Without prejudice to the provisions of Article 10 below, the Government shall provide adequate security outside the premises where the Pre-sessional Meetings/Conference/Meetings will be held, to ensure a peaceful and secure environment.

5. The Government shall provide security equipment and security personnel to the secretariat at the Government's expense as specified in **annex I** to this Agreement. Such security personnel shall be guided by the highest ethical and professional standards and are expected to behave with integrity and respect.

## **Article 10**

### Privileges and immunities

1. The Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly on 13 February 1946 (hereinafter referred to as "the General Convention"), to which the United Arab Emirates is a Party, shall be applicable, *mutatis mutandis*, to the Pre-sessional Meetings/Conference/Meetings for the purposes and duration thereof. In particular:

- (a) The secretariat shall enjoy the same privileges and immunities within the host country as those provided to the United Nations under Article I and II of the General Convention;
- (b) Representatives of Parties and the observer States to the Convention, the Parties and observer States to the Kyoto Protocol and the Parties and the observer States to the Paris Agreement shall enjoy the privileges and immunities provided under Article IV of the General Convention;
- (c) Officials of the secretariat and other United Nations officials participating in and/or performing functions in connection with the Pre-sessional Meetings/Conference/Meetings shall enjoy the privileges and immunities provided under Articles V and VII of the General Convention;
- (d) Any experts on mission for the United Nations in connection with the Pre-sessional Meetings/Conference/Meetings shall enjoy the privileges and immunities provided under Articles VI and VII of the General Convention.

2. Representatives of the specialized agencies and related organisations of the United Nations participating in and/or performing functions in connection with the Pre-sessional Meetings/Conference/

Meetings shall enjoy the privileges and immunities provided by the Convention on the Privileges and Immunities of the Specialized Agencies of 21 November 1947 (hereinafter referred to as “the Specialized Agencies Convention”) and in the relevant agreements of the related organization, respectively.

3. Members of the Executive Board of the Clean Development Mechanism and the alternate members attending the Board’s meeting shall enjoy immunity from legal process in respect of words spoken or written and any act performed by them in their official capacity in connection with their participation in the meeting of the Clean Development Mechanism.

4. The representatives of observer organizations/other persons referred to in Article 2, paragraph 1(d) and (e), above shall enjoy immunity from legal process in respect of words spoken or written and any act performed by them in connection with their participation in the Pre-sessional Meetings/Conference/Meetings.

5. The personnel provided by the Government under Article 8 above shall enjoy immunity from legal process in respect of words spoken or written and any act performed by them in their official capacity in connection with the Pre-sessional Meetings/Conference/Meetings.

6. Without prejudice to the preceding paragraphs of the present Article, Participants accredited and issued badges by the secretariat to attend, participate and/or perform functions in the Pre-sessional Meetings/Conference/Meetings shall be immune from legal process with respect to words spoken or written and any act performed by them in connection with their participation in the Pre-sessional Meetings/Conference/Meetings.

7. All persons referred to in Article 2 above and all persons performing functions in connection with the Pre-sessional Meetings/Conference/Meetings shall have the right of entry into and exit from the United Arab Emirates, and no impediment shall be imposed on their transit to and from the Conference/Meetings premises. The Government shall issue visas (Special Entry Permits), free of charge, as speedily as possible through an electronic platform application process. This does not exclude the presentation by the Government, to the Executive Secretary, of well-founded objections based on law concerning the entry of a particular individual. Such objections must relate to specific criminal, security matters and not to nationality, religion, professional or political affiliation. On an exceptional basis, arrangements shall also be made to facilitate the provision of visas for the duration of the Pre-sessional Meetings/Conference/Meetings in the event that a confirmed Participant along with their ‘Acknowledgement of Participant’s Nomination/UNFCCC Visa Support Letter’, would arrive to a port of entry of the United Arab Emirates without the corresponding visa. The Government shall appoint an official who shall act as a liaison officer between the Government and the secretariat and shall be responsible for carrying out the arrangements related to visas and entry permits. The secretariat, through

its channels of communication, shall encourage the Participants to apply for visas (Special Entry Permits) to the UAE as early as possible through the electronic platform application process and no later than three weeks before the opening of the Conference.

8. The Conference/Meetings premises specified in Article 1 above shall be protected in the sense of Article II, section 3, of the General Convention and access thereto shall be subject to the authority and control of the secretariat. These premises shall be inviolable for the duration of the Pre-sessional Meetings/Conference/Meetings, as well as during the dismantling period as specified in the memorandum of understanding referred to in paragraph 2 of Article 9 herein above.

9. The Government shall allow the temporary importation, tax-free and duty-free, of all equipment necessary for the Pre-sessional Meetings/Conference/Meetings, including written, audio, video, photographic and other materials and technical equipment accompanying, shipped or dispatched by Participants, observers and media representatives, and shall, if necessary, promptly issue any necessary import and export permits for this purpose. The Government shall ensure that a system for speedy clearance of such items for the Pre-sessional Meetings/Conference/Meetings is in place.

10. The secretariat shall enjoy the same value added tax (VAT) privileges that other United Nations agencies and/or international organizations in the United Arab Emirates currently enjoy. Accordingly, the secretariat will recover, from the Government, upon presentation of original tax invoices, any VAT paid, when making purchases of goods and services for official use in connection with the Pre-sessional Meetings/Conference/Meetings, including when such purchases are made by the Government on behalf of the secretariat at its request and to be paid for by the secretariat. To this effect, the Government shall nominate a focal point to whom original tax invoices along with the bank account details will be forwarded and this focal point will then ensure VAT paid by the secretariat is credited in the secretariat's bank account.

11. Without prejudice to the privileges and immunities provided by this Agreement, all Participants enjoying such privileges and immunities have the duty to respect the laws and regulations in force in the United Arab Emirates and have the duty not to interfere in its internal affairs.

12. The privileges and immunities provided under this Agreement are granted to ensure the proper functioning of the Pre-sessional Meetings/Conference/Meetings.

13. The immunities provided to persons by this Agreement shall be waived where in the view of the secretariat/United Nations/specialised agencies/related organizations it is believed that the immunities would impede the course of justice and can be waived without prejudice to the interests of the secretariat/United Nations/specialised agencies/related organizations.

## **Article 11**

### Financial arrangements

1. The Government, in addition to the financial obligations provided for elsewhere in this Agreement, shall bear the actual additional costs directly or indirectly involved in holding the Conference in Dubai, United Arab Emirates, rather than in Bonn, Germany. Such costs, which are provisionally estimated to be United States dollars eight million, four hundred thousand, five hundred (USD 8,400,500), shall include, but not be restricted to, the actual additional costs of travel and staff entitlements of the officials of the secretariat and other United Nations officials assigned to plan for, service or attend the Conference, as well as the costs of preparatory technical missions required to plan for the Conference, including those undertaken prior to the conclusion of this Agreement, and the cost of information, cyber security and digital platform services. The Government will transfer this estimated amount to the secretariat pursuant to a separate agreement between the Parties to be concluded through exchange of letters.

## **Article 11bis**

### Pandemics and force majeure

1. If due to a pandemic or any other force majeure situation (for example, strike, earthquake, war, civil strife, invasion, terrorism, revolution or any other acts of similar nature or force), the Bureau decides that the Pre-sessional Meetings/Conference are unable to proceed as scheduled and may require postponement or cancellation, the secretariat and the Government shall consult and mutually agree on the settlement of any matters, including relating to the funds provided by the Government referred to in Article 11 of this Agreement, arising as a result of such postponement or cancellation. In case of postponement, this Agreement shall remain in force and be modified to stipulate the new dates of the Conference, once mutually agreed, by exchange of letters between the secretariat and the Government.

2. In the event of postponement or cancellation of the Conference pursuant to the preceding paragraph, the secretariat shall not be liable to repay or compensate the Government for any goods, services, or facilities procured, or costs incurred whatsoever, in relation to or resulting from such postponement or cancellation of the Pre-sessional Meetings/Conference. In the event of cancellation, the secretariat shall return to the Government any part of the deposit and advances that is unspent and/or uncommitted, which had been transferred pursuant to the agreement concluded through exchange of letters under Article 11 above.

## **Article 12**

### Liability

1. The Government shall be responsible for dealing with any action, claim or other demand against the secretariat, the United Nations and their officials and experts on mission, in respect of any claims and liabilities resulting from operations under this Agreement, in particular arising out of:

- (a) Injury to persons or damage to or loss of property within the Conference/Meetings premises as referred to in Article 1 above that are provided by or are under the control of the Government;
- (b) Injury to persons or damage to or loss of property caused by, or incurred in using the transport services that are provided by or under the control of the Government;
- (c) The employment for the Pre-sessional Meetings/Conference of the personnel provided by the Government under Article 8 above, as well as the personnel made available for the Meetings;
- (d) Postponement or cancellation of the Pre-sessional Meetings/Conference pursuant to Article 11bis of this Agreement.

2. The Government shall indemnify and hold harmless the United Nations, the secretariat and their officials and experts on mission in respect of any such action, claim or demand, except where it is agreed by the United Nations/secretariat and the Government, or, absent such agreement, where it is determined in accordance with Article 13 below, that such damage, loss or injury is caused by the gross negligence or willful misconduct of the United Nations/secretariat or its officials and experts on mission.

3. Without prejudice to the applicable legal framework, the secretariat/United Nations shall cooperate with the Government, as required, in identifying and sharing, where possible, relevant information to deal with any action, claim or demand contemplated in paragraph 1 of this Article.

## **Article 13**

### Settlement of disputes

1. Any dispute between the Parties concerning the interpretation or implementation of the present Agreement that is not resolved by negotiation or other agreed mode of settlement, shall be referred at the request of either Party for decision to a tribunal of three arbitrators, one to be named by the

Secretary-General of the United Nations, one to be named by the Government and the third, who shall be the chairperson, to be chosen by the first two; if either Party fails to appoint an arbitrator within sixty (60) days of the appointment of the other Party, or if these two arbitrators should fail to agree on the third arbitrator within sixty (60) days of their appointment, the President of the International Court of Justice may make any necessary appointments at the request of either Party. Except as otherwise agreed by the Parties, the tribunal shall adopt its own rules of procedure, provide for the reimbursement of its members and the distribution of expenses between the Parties, and take all decisions by a two-thirds majority. Its decision on all questions of procedure and substance shall be final and, even if rendered in default of one of the Parties, be binding on both of them.

#### **Article 14**

##### Annexes

1. The annexes to this Agreement shall form an integral part hereof and unless expressly provided otherwise, a reference to this Agreement constitutes, at the same time, a reference to any annexes hereto.
2. The exact number of items listed in the annexes may be subject to revision by the secretariat, in agreement with the Government, as soon as possible after the signing of this Agreement and no later than 1 November 2023.
3. The standards and number of items listed in the annexes should be considered minimum standards and numbers. If the Government wishes to provide higher standards or more items than requested by the secretariat, the Government may do so after prior consultation with the secretariat.
4. Upon conclusion of the Conference, the secretariat will issue a report regarding the implementation of the terms of this Agreement, including on lessons learnt and challenges faced, to the Bureau.

#### **Article 15**

##### Confidentiality and Data Protection

1. Information and data that are considered proprietary by either Party or that are delivered or disclosed by one Party to the other Party in the course of the implementation of this Agreement, and that are designated as confidential, shall be held in confidence and treated in accordance with the instructions of the Party disclosing the information.

- (a) The Government may disclose such information to the extent required by law, subject to the provisions of the General Convention, Specialized Agencies Convention or relevant agreements of related organizations, as applicable and providing the secretariat sufficient prior notice of a request for the disclosure of such information to allow the secretariat a reasonable opportunity to invoke privileges and immunities or approve such disclosure.
  - (b) The secretariat may disclose such information to the extent as required pursuant to the Charter of the United Nations, applicable regulations and rules, or as may be required by the governing bodies of the secretariat.
2. The Parties commit to the accountable processing of personal data and ensure respect for the right to privacy.
3. Subject to the consent of Participants, the secretariat may share and/or provide access to the Government to the personal data of Participants for the purpose of facilitation of speedy issuance of visa, or for any other purpose in connection with the organization of the Pre-sessional Meetings/Conference/Meetings. Any personal data shall be shared or provided access to on such terms and conditions that may be agreed between the Parties in a memorandum of cooperation to be concluded between them. In any event, such data shall only be used for the purpose it is shared and it shall only be made available to those Government officials who need it for the discharge of their functions.

## **Article 16**

### Final provisions

1. This Agreement may be modified by written agreement between the secretariat and the Government.
2. This Agreement shall enter into force on the date of signature and shall remain in force up to and for the duration of the Pre-sessional Meetings/Conference/Meetings, or until their actual closure, and for such a period thereafter as is necessary for all matters relating to any of its provisions, including the provisions of the separate agreement to be concluded through exchange of letters referred to in Article 11 herein above, to be settled. Subject to paragraph 3 of the present Article, this Agreement shall terminate two years after the conclusion of the Conference.



3. If two years after the conclusion of the Conference, any issue(s) related to this Agreement remain outstanding between the Parties, the relevant provisions relating to those issue(s) shall survive for such duration as may be necessary for such issue(s) to be settled.

4. Notwithstanding anything contained in this Agreement, the Parties consider it desirable to indicate that the terms of Article 10 (Privileges and immunities) and Article 13 (Settlement of disputes) herein above, form an appropriate basis for their consideration and possible inclusion, *mutatis mutandis*, in any other legal instrument that may be concluded between the secretariat and the United Arab Emirates to carry out activities organised by the secretariat in the United Arab Emirates.

5. The provisions of this Agreement shall apply to the Conference and to the Pre-sessional Meetings/Meetings.

**IN WITNESS** whereof the undersigned, being duly authorized to that effect, have signed this Agreement.

**DONE** in the cities of Bonn, Germany on the 22nd day of June 2023, and Abu Dhabi, United Arab Emirates, on the 17<sup>th</sup> day of July, 2023, in four originals, two in the English language and two in the Arabic language, both texts being equally authentic. In case of any divergence between the texts, the English text shall prevail.

For the secretariat of the  
United Nations Framework Convention on  
Climate Change, the Kyoto Protocol  
and the Paris Agreement



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**Mr. Simon Stiell**  
Executive Secretary

For the Government of the  
United Arab Emirates



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**Dr. Sultan Bin Ahmed Al Jaber**  
Minister of Industry and  
Advanced Technology

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### Annex I: Premises

Accessible and functional Conference premises shall be provided. The master project plan and related timeline for the set-up and construction period for the Conference premises shall be determined in close cooperation with the secretariat after the first technical mission and include input from all providers to ensure adequate project management and the timely availability of the premises and all equipment and services.

The space required for the facilities listed below ranges between 110,000 and 160,000 square meters. The layout, design and technical set-up of the premises as per UNFCCC requirements shall take into consideration and comply with UN standards for disability inclusion and access, and health and safety regulations of the host country at the time of the event ensuring that adequate space is provided in all rooms, open and circulation areas.

#### 1. Plenary halls

Two soundproofed, fully accessible, functional, conference-branded and equipped plenary halls shall be provided: Both plenaries should provide sufficient seating capacity for all Parties to the Convention and participating intergovernmental and non-governmental observer organizations as per details below:

- 1.1. The Conference centre shall include two plenary halls: Plenary I with a minimum capacity of 1,600 seats (544 seats at tables, 544 adviser seats, 512 overflow seats) and Plenary II with a minimum capacity of 1,300 seats (544 seats at tables, 544 adviser seats, 212 overflow seats).
- 1.2. Both plenaries require a fully accessible podium with the following dimensions in centimetres: 80 (h) × 1800 (w) × 600 (d). The podium must be equipped with an accessibility ramp whose gradient should not exceed 8 degrees; alternatively, a wheelchair elevator can be installed. The podium shall be accessible from both sides by stairs equipped with a safety railing. The distance between the podium and the first row of seats on the floor should be 850 centimeters to allow the installation of the movable secondary podium refer in 1.3 and the VIP seats during opening ceremony, HLS and high-level events.
- 1.3. One microphone per Party, in a two plus two seating arrangement (197 Parties), and one microphone per observer organization for IGOs, UN and NGO Constituencies, in a one plus one seating arrangement must be provided, (approx. 357 microphones, final number confirmed once registration has closed). Advisers and overflow seats without table do not require microphones. In addition, four hand-held and one headset microphone per plenary should be provided.
- 1.4. One moveable secondary podium should be available to be installed in front of the main podium on demand, with the following dimensions in centimeters: 80 (h) × 1200 (w) × 300 (d).
- 1.5. The head table on the podium must be designed to accommodate a maximum of 10 executive-style chairs and a second row of the same number of conference chairs for support staff.
- 1.6. The head table must have a branded front cover in line with **annex X**, section 10, that will protrude 10 cm above the top edge of the table to conceal the equipment/cabling and documents and allow the attachment of various nameplates.
- 1.7. The head table must be equipped with sufficient power supply for three CEE 7/3 sockets for each of the 10 seats, in addition to a presentation laptop. The second row of chairs will have a separate power line offering two CEE 7/3 sockets per seat.

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- 1.8. The central microphone on the head table should have a Chairperson's function enabling it to override the floor.
- 1.9. The podium must be equipped with one electrically adjustable lectern equipped with two gooseneck microphones and a small preview monitor each. The front part of the lectern must have enough space to attach clearly visible Conference branding.
- 1.10. The lectern must be equipped with electrically adjustable teleprompter/autocue device. The autocue system should have its own and a backup computer to operate and allow for live-edit capability of a speech while displaying another speech. The operator will be located in a soundproof booth (W2400xD1600xH2150 mm) situated as close as possible to the secretariat desk in the plenary. A screen displaying the live feed must be provided for the operator.
- 1.11. Both plenaries must be equipped with electronic name-handling systems showing the list of delegates requesting to speak, generated from software control with the exact names of Parties/observers in English (showing at least the next 25 speakers). The list shall also indicate the total number of delegations that have requested to speak. Different colors shall be used to distinguish between Parties and observers. The Chairperson should have the ability to take up speakers in any order. A technician will activate the microphone once the Chairperson has announced the speaker and given the speaker the floor. The information generated on the monitor showing the list of delegates requesting to speak is to be extended and integrated into the host broadcaster's mixing desk, which will be located outside the plenaries in an outside broadcasting (OB) truck. A historical hard-copy list should be generated at the end of the session indicating which Party took the floor and when. The microphone system on the plenary floor should be equipped with a real time digital voting system with the functionality of selecting yes, no or abstain, the result of the vote should either be display on the main screens as the final tally or showing the vote per party (only parties are allowed to vote).
- 1.12. Both plenaries must have a suitably sized (proportionate to the room size/height), Conference branded, printed backdrop, at least four suitably sized projection screens and technical equipment for data and video projections, with the possibility of adding screens should the plenaries sizes and layout so require ensuring optimal visibility. All projection screens should offer the capability to display material from different sources in parallel (PiP) upon request.
- 1.13. An adequately furnished VIP holding area backstage equipped with monitors showing the live-feed or programme from the room should be provided to facilitate VVIP preparation and entrance to the stage. Sufficient storage area should also be available nearby for any required stage furniture changes.
- 1.14. Both plenaries require a remotely controllable digital timer, which counts up and/or down, and is able to change colors and is equipped with a sound signal indicating the maximum time for speeches. To make it visible to the audience, the digital timer should be shown as a graphic overlay on the main projection screens and should be visible to the speaker on the small preview monitor installed on the lecterns (referred to in para. 1.8 above) or with the use of a downstage monitor.
- 1.15. A programmable HD pan-tilt-zoom automated robotic camera system (with a minimum of 12 dome cameras, Panasonic HE150 quality or equivalent) should be installed in both plenaries. Programmed presets should be able to display the position of the speakers in plenary during interventions upon activation of their microphone. By graphic overlay or keying, the name of the respective speaker, as well as the Party/observer name, shall be projected onto the lower third of the screen.
- 1.16. A separate system displaying a geo-map of the plenary shall be provided to enable the Chair to identify the location of the Party requesting the floor. To deploy both of the aforementioned

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systems, five 65-inch, downstage, cased monitors will be installed in front of the podium at an appropriate distance/angle offering optimal visibility from the head table (one showing the name-handling system, one showing the geo-map, two showing the content of the main projection screens and one to show the timer or the main projection screens). Each monitor should be able to switch source at any moment of the Conference.

- 1.17. To the right of the podium, a conference officers' area comprised of three tables and six chairs must be equipped with two preview monitors (showing the name-handling system, main projection screen or any other signal referred to in 1.14), a desktop printer, a laptop and sufficient power. In addition, one multifunctional printer with sorting and stapling capabilities needs to be placed nearby (backstage) in a soundproofed space, so that its operation does not disturb proceedings in plenary.
- 1.18. To the left of the podium, an area for the secretariat comprised of three tables and six chairs must be equipped with two preview monitors and sufficient power.
- 1.19. Adjacent to the area for the secretariat (para. 1.17 above), a further three tables, six chairs and sufficient power must be provided for the Earth Negotiations Bulletin.
- 1.20. The tables for Conference Participants referred to in paragraph 1.1 above should have the following dimensions (in centimetres), 73 (h) × 150 (w) × 50 (d), to accommodate the table microphone, the country flag (name plate measuring ca. 30cm x 11cm each - provided by UNFCCC) and laptops/documents if required. The tables in the first row, as well as some in the second and the third rows, must be equipped with modesty panels. Each table shall be equipped with sufficient power supply to provide four CEE 7/3 sockets per table; ideally a separate power line with two CEE 7/3 per seat will be provided to the second row as well. The power cables at each table should be tidy and installed safely.
- 1.21. The conference chairs on the plenary floor, arranged in a two-plus-two format behind each table (seats at tables plus advisers' rows).
- 1.22. Both plenaries shall be equipped with appropriate visual and lighting design for TV broadcasting. Each plenary shall be equipped with four fixed pans, tilt and zoom Broadcast quality cameras on tripods mounted on separate raised and split platforms and two wired on dolly camera positions provided by the host broadcaster, who will provide live, uninterrupted, broadcast-quality coverage of speakers from the head table and the floor from gavel to gavel. Two of these cameras will be placed at the rear of the hall, one to capture close of the head table/lecterns and the other to capture wide angle, the other two will be placed at the front of the hall (20x lens capability) for capturing speakers from the floor and to provide cutaways.  

The cameras, on dolly (wheels) and tripods (16xlens capability) will be placed in the front of the hall and in the aisles for capturing speakers from the floor and to provide cutaways.

The director will be assisted in identifying and finding the speakers by the automated robotic cameras referred to in paragraph 1.13 above. All cameras are to be cabled to a live production mixing desk and linked to an operations room or OB truck, where the signals are to be mixed live before distribution (plenaries and press conference rooms are to have separate mixing facilities), and the direction of each room is to be handled from the mixing position through talkback to each camera. Two visual feeds must be generated: one 'dirty' feed (with subtitle graphics) for distribution to the in-house projection screens in the plenary rooms, to the IPTV monitors and to webcast/live stream and one 'clean' signal (without graphics) for broadcasters receiving the signal in the international broadcast centre (IBC). No subtitles will be necessary in the press conference rooms. The signals from these rooms will be clean.
- 1.23. Both plenaries will be equipped with three XLR distribution units for sound (two English and two floor) and an audio/video signal (the six United Nations languages and floor) integrated

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into the room's audiovisual system and linked to the host broadcaster's Master Control Room (MCR); for more details, refer to **annex II** below. The exact positions to be determined.

- 1.24. Both plenaries will be equipped with press/media splitters with 10 audio outlets (XLR distribution units for sound, two English and two floor) and an audio/video signal (the six UN languages and floor) integrated into the room's audiovisual system and linked to the host broadcaster's MCR; for more details, refer to **annex II** below.
- 1.25. Both plenaries shall be equipped with a system for simultaneous interpretation into the six UN languages. Each interpretation booth shall have the capacity to switch to all seven channels (floor, i.e. the speaker, and a channel for each language). The Arabic and Chinese booths require a system whereby the English or French interpretation can override the floor, so that the Arabic and Chinese interpreters can interpret from these languages without physically moving to either booth. The English, French, Spanish and Russian booth should be designed and equipped to accommodate two interpreters (double occupancy), the Arabic and Chinese booths should be designed and equipped to accommodate three interpreters each (three consoles). The booths should be positioned at least at the same height as the podium allowing a direct view of it, or otherwise be equipped with a monitor showing the podium. Space for two or more additional booths should be available on a commercial basis in Plenary I.
- 1.26. There should be special wiring for audio and video signals (all works, and equipment needed) to ensure that proceedings in Plenary I can be followed in Plenary II, in Press Conference Rooms I and II, and in six other conference rooms, to be identified, in the six official UN languages plus the floor. The selected six overflow rooms are to be equipped with all necessary hardware (headsets/receivers/infrared radiators) to deliver all six languages to Participants.
- 1.27. For the high-level segment (HLS) one VIP holding area should be set up on the left side of the floor below the podium. The area is intended for speakers waiting to make their statement in the plenary. The area should be equipped with two individual comfortable armchairs placed at an angle facing the plenary and the podium. Between both seats, an appropriately sized coffee table is to be placed decorated with a flower arrangement or a piece of art from the host country. An additional row of comfortable seats, different from the armchairs referred to in paragraph 1.20 above, is to be placed in front of the first row of tables for ministers and dignitaries from the host country as well as senior UN officials. Additional tables should be available for catering to provide water services to speakers.
- 1.28. Plenary halls and related VIP areas shall be decorated with interior plants and flowers.
- 1.29. One national flag (123 × 183 cm) with pole and one UN flag (123 × 183 cm) with pole (220 to 240 cm) and spreader are to be placed behind the lecterns in both plenaries and be provided with adequate broadcast illumination.
- 1.30. Tables for the distribution of documents should be placed inside the plenary on request; headset distribution tables should be inside the plenary.
- 1.31. ICT requirements (for more details, refer to **annex IV** below):
  - 1.31.1. One digital audio-recording facility;
  - 1.31.2. One virtual participation kit that will integrate the six UN languages;
  - 1.31.3. One laptop on the head table for presentations, and one laptop from the technical area with presenter; and
  - 1.31.4. LAN connections to be terminated at selected positions, including but not limited to the podium, conference officers' area and technical area.

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### 2. Conference rooms

All conference rooms shall be designed and equipped in a manner to prevent acoustic (soundproofed) and radio interference, both from outside and/or equipment inside the rooms, to ensure proper sound quality and hearing by Participants.

Each room shall be equipped with adequate air-conditioning/heating systems. The ventilation system should be equipped with industry standard filters. Additional UVC light treatment should also be considered. Special attention must be paid to prevent the operation air-conditioning/ventilation system from creating acoustic pollution in the room hindering its usability for meetings. Should the level of acoustic pollution generated by this equipment interfere with the proper conduct of meetings, additional equipment such as headsets will be required.

Depending on their size, configuration and function, all conference rooms shall be equipped with adequate audio and video equipment, in addition to projectors and screens. In room settings with a podium or stage (mainly theatre and classroom), a minimum of two large screens with projectors and two downstage monitors (or two return monitors (24”) on the table) are to be placed on the side and in front of the stage or podium. In square settings, sufficiently sized monitors (minimum 55”) are to be placed within the square for those at the table, in addition to visible projectors or (LCD) screens for advisers and overflow suspended from a truss or mounted to existing columns if appropriate. The screens must have the ability to receive feeds from a minimum of five different sources. The screens inside a square and those on a truss must be able to display content from different sources at the same time.

Ideally one microphone per seat at table (minimum 1 microphone per 2 seats) should be available in rooms equipped with a name handling system, with a minimum of two handheld microphones for the floor. A classroom or theatre setting includes a podium (20–40 cm high, accessible for wheelchair users) with a head table equipped with a modesty panel that will protrude 10cm above the top edge of the table to conceal the equipment/cabling and documents and allow the attachment of various nameplates, six chairs and microphones for speakers. The capacities, type and number of microphones and further specific requirements will be defined for each room in the tables and descriptions below.

Standard conference room settings will be complemented by cameras, spotting systems, webcasting/live streaming capabilities, monitors, projection screens and broadcasting lighting and sound systems in certain rooms, as outlined in more detail when applicable. Rooms requiring a spotting system will need to be equipped with an adequate number of dome cameras linked to the microphone system to show the presenter on the monitors and screens when speaking. Picture-in-picture capability will be necessary during presentations. Further details are found in the respective annexes. The Chairperson microphone requires a dedicated camera position.

To facilitate active virtual participation standard conference room equipment (monitors, projection screens, microphones and sound systems) will be complemented by HD dome cameras spotting systems and have broadcasting/webcasting/live streaming/recording capabilities.

Every room shall be equipped with a recording facility for recording meeting proceedings back to back without any interruption. A network link should be provided for transfer of recording file to the host recording control centre. For more details, refer to **annex II** below.

There should be one networked presentation laptop at the head table or at a specified location in square settings, one additional presentation laptop with the technician and one virtual participation kit available in all rooms; for more details, refer to **annex IV** below.

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Each conference room should have specific ICT facilities and services in place, as detailed below and in **annex IV** below:

- Sufficient support personnel;
- Sufficient Internet and Wi-Fi capacity;
- Minimum of four LAN connections (3 nodes in technical area and 1 for presentation laptop);
- HD audiovisual mixer;
- HD dome camera;
- Two recording machines;
- Networked file transfer system.

All conference rooms should have four CEE 7/3 sockets at each table (including head tables), with additional CEE 7/3 sockets in adviser and overflow rows where feasible. A table on which to place nameplates is required in front or inside of each room. All conference rooms with interpretation will require additional tables for headset distribution near the entrance of each room. All conference rooms should be provided with appropriate space for technical AV and IT staff and equipment, ideally at the back of the room.

All rooms equipped with cameras, as per 2.1, 2.2, 2.3 and 2.4 below, are to be linked to the MCR.

### 2.1. Meeting rooms

Thirty meeting rooms shall be provided and equipped with the above-mentioned general conference room requirements and the capacities and further technical specifications listed in the table below.

All meeting rooms should be connected to an interpretation hub for centralised remote interpretation services. The hub will be positioned in a location to allow for functionality between meeting rooms and connected to the MCR to enable recordings for all operated meeting rooms. The hub should be equipped with 15 interpretation booths (10 double – 5 triple). Each booth must be equipped with video monitors to allow interpreters to see the live-feed, media content and virtual participation from the designated rooms. Relay from booth to booth must be possible.

The connectivity between the meeting rooms and the interpretation hub must guarantee a latency under two seconds and have sufficient redundancy to ensure continuity in case of a technical problem with the main line.

Five mobile interpretation kits for the meeting rooms, to be installed on demand, must be provided. They should include all the necessary equipment (IR radiator, receiver, headset, transmitter, sound mixer, camera, etc.) to provide access to the chosen language to all the Participants in the room.



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**Table 1**

Meeting room <sup>1</sup>	Seating style	Seats at tables	Adviser seats	Overflow seats	Total seats	Additional specifications <sup>2</sup>
Meeting Room 1	Classroom	250	250	50	550	Podium, head table for six speakers with six podium microphones, 250 table microphones, two handheld microphones, spotting and name handling systems, HD dome cameras, link to the MCR, broadcasting/webcasting/live streaming/recording, and remote interpretation capabilities
Meeting Room 2	Classroom	120	120	100	340	Podium, head table for six speakers with six podium microphones, 120 table microphones, two handheld microphones, spotting and name handling systems, HD dome cameras, link to the MCR, broadcasting/webcasting/live streaming/recording, and remote interpretation capabilities
Meeting Room 3	Classroom	200			200	Podium, head table for six speakers with six podium microphones, 200 table microphones, four handheld microphones, spotting and name handling systems, HD dome cameras, link to the MCR, broadcasting/webcasting/live streaming/recording, and remote interpretation capabilities
Meeting Room 4	Classroom	150			150	Podium, head table for six speakers with six podium microphones, 150 table microphones, two handheld microphones, spotting and name handling systems, HD dome cameras, link to the MCR, broadcasting/webcasting/live streaming/recording, and remote interpretation capabilities

<sup>1</sup> Meeting room numbers will be changed in line with venue mapping to enable effective wayfinding.

<sup>2</sup> Please take note of the general room requirements (**annex I**, paragraph 2, Conference rooms). Further specifications mentioned in the table are additional requirements to each room.

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Meeting Room 5	Square	100	100	100	300	100 table microphones, two handheld microphones, spotting and name handling systems, HD dome cameras, link to the MCR, broadcasting/webcasting/live streaming/recording, and remote interpretation capabilities
Meeting Room 6	Square	100	100	100	300	100 table microphones, two handheld microphones, spotting and name handling systems, HD dome cameras, link to the MCR, broadcasting/webcasting/live streaming/recording, and remote interpretation capabilities
Meeting Room 7	Square	100	100		200	100 table microphones, two handheld microphones, spotting and name handling systems, HD dome cameras, link to the MCR, broadcasting/webcasting/live streaming/recording, and remote interpretation capabilities
Meeting Room 8	Square	60	60		120	30 table microphones, two handheld microphones, spotting system HD dome cameras, broadcasting/webcasting/live streaming/recording capabilities
Meeting Room 9	Square	60	60		120	30 table microphones, two handheld microphones, spotting system, HD dome cameras, link to the MCR, broadcasting/webcasting/ live streaming/recording capabilities
Meeting Room 10	Square	60	60		120	30 table microphones, two handheld microphones, spotting system, HD dome cameras, link to the MCR, broadcasting/webcasting/ live streaming/recording capabilities
Meeting Room 11	Square	60	60		120	30 table microphones, two handheld microphones, spotting system, HD dome cameras, link to the MCR, broadcasting/webcasting/

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						live streaming/recording capabilities
Meeting Room 12	Square	40	40		80	20 table microphones, two handheld microphones, spotting system, HD dome cameras, link to the MCR, broadcasting/webcasting/ live streaming/recording/ interpretation capabilities
Meeting Room 13	Square	40	40		80	20 table microphones, two handheld microphones, spotting system HD dome cameras, link to the MCR, broadcasting/webcasting/ live streaming/recording/ interpretation capabilities
Meeting Room 14	Square	40	40		80	20 table microphones, two handheld microphones, spotting system HD dome cameras, link to the MCR, broadcasting/webcasting/ live streaming/recording capabilities
Meeting Room 15	Square	40	40		80	20 table microphones, two handheld microphones, spotting system HD dome cameras, link to the MCR, broadcasting/webcasting/ live streaming/recording capabilities
Meeting Room 16	Square	30	30		60	15 table microphones, two handheld microphones, spotting system HD dome cameras, link to the MCR, broadcasting/webcasting/ live streaming/recording capabilities
Meeting Room 17	Square	30	30		60	15 table microphones, two handheld microphones, spotting system HD dome cameras, link to the MCR, broadcasting/webcasting/ live streaming/recording capabilities
Meeting Room 18	Square	30	30		60	15 table microphones, two handheld microphones, spotting system HD dome cameras, link to the MCR, broadcasting/webcasting/ live streaming/recording capabilities

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Meeting Room 19	Square	30	30		60	15 table microphones, two handheld microphones, spotting system HD dome cameras, link to the MCR, broadcasting/webcasting/ live streaming/recording capabilities
Meeting Room 20	Square	30	30		60	15 table microphones, two handheld microphones, spotting system HD dome cameras, link to the MCR, broadcasting/webcasting/ live streaming/recording capabilities
Meeting Room 21	Square	20	20		40	5 table microphones and two handheld microphones, spotting system HD dome cameras, broadcasting/webcasting/live streaming/ recording capabilities
Meeting Room 22	Square	20	20		40	5 table microphones, two handheld microphones, spotting system HD dome cameras, broadcasting/webcasting/live streaming/ recording capabilities
Meeting Room 23	Square	20	20		40	5 table microphones, two handheld microphones, spotting system HD dome cameras, broadcasting/webcasting/live streaming/ recording capabilities
Meeting Room 24	Square	20			20	Screens/monitor(s), 5 microphones, and power at table
Meeting Room 25	Square	20			20	Screens/monitor(s), 5 microphones, and power at table
Meeting Room 26	Square	20			20	Screens/monitor(s), 5 microphones, and power at table
Meeting Room 27	Square	20			20	Screens/monitor(s), 5 microphones, and power at table
Meeting Room 28	Square	20			20	Screens/monitor(s), 5 microphones, and power at table
Meeting Room 29	Roundtables	120			120	12 roundtables able to accommodate 10 seats each, easily moveable projection

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(Creative space)						screens/monitor(s) for possible changeovers during HLS/special events, four hand-held microphones, 12 flipcharts, 12 whiteboards and power at tables, sufficient space for a mobile stage and head table
Meeting Room 30 (Capacity building)	Theatre	40 chairs	20 seats at five round tables at the back of the room		60	Stage equipped with six easy chairs, six hand-held microphones, and one fixed video camera position for streaming/recording, additional tables at the back for catering and documents, four flipcharts

### 2.2. Side event rooms

Nine rooms for side events and NGO constituency coordination meetings are needed. In addition to the general conference room standards listed at the beginning of **annex I**, paragraph 2 above, all special event rooms will be equipped with adequate lighting, audiovisual equipment (dome cameras, audio/video mixers, audio/video capture, adapters and cabling) to allow live streaming on Facebook Live, YouTube and other social media platforms (refer to **annex IV** below) and recording archiving. Branded lecterns are to be placed on the right side of the podium equipped with Conference branding and a gooseneck microphone.

The design of all side event rooms, space permitting, shall allow the placement of a temporary removable stage in front of the permanent one (5 x 3 meters) to allow for alternate seating arrangements. Three removable stages of these characteristics are to be provided and installed upon request.

All nine side event rooms shall be equipped with the following:

- 2.2.1. A Conference visual design backdrop with logo;
- 2.2.2. Two large screens at both sides of the podium and two downstage monitors, all able to receive a minimum of two feeds from different sources and switch the source at any time;
- 2.2.3. Sound amplification suitably loud enough for the audience to hear what is being said at all times;
- 2.2.4. HD audio/video mixer (refer to **annex IV** below);
- 2.2.5. HD dome camera (refer to **annex IV** below) and camera system to allow for capturing video image both of the head table and the audience, including sufficient technical personnel to operate such system;
- 2.2.6. Two recording machines, alternatively recording event proceedings at the event recording control centre (refer to **annex II** below); and
- 2.2.7. Two laptops for use by side event assistants on a table with two desk chairs and power source located next to the technical booth inside each SE room;
- 2.2.8. Sufficient sound proofing;
- 2.2.9. Connectivity to captioner for closed captioning in all side events will be explored as an enhancement for those with accessibility requirements.

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Outside each side event room there should be sufficient space and catering infrastructure (furniture, electricity, water supply/drainage) to provide simultaneous catering services upon request by the event organizers.

**Table 2**

Side event room <sup>3</sup>	Seating style	Seats at tables	Adviser seats	Overflow seats	Total seats <sup>4</sup>	Additional specifications <sup>5</sup>
Side Event Room 1	Theatre				175 - 200	Two interpretation booths with sufficient headphones, podium, head table for eight speakers with eight podium microphones (minimum 6), lectern, four handheld microphones for floor, HD dome cameras (to cover the head table and floor), broadcasting/webcasting/live streaming/recording capabilities
Side Event Room 2	Theatre				175 - 200	Two interpretation booths with sufficient headphones, podium, head table for eight speakers with eight podium microphones (minimum 6), eight advisers behind, lectern, four handheld microphones for floor, HD dome cameras (to cover the head table and floor), broadcasting/webcasting/live streaming/recording capabilities
Side Event Room 3	Theatre				75 – 125	Two interpretation booths with sufficient headphones, podium, head table for six speakers with six podium microphones, eight advisers behind, lectern, four handheld microphones for floor, HD dome cameras (to cover the head table and floor), broadcasting/webcasting/live streaming/recording capabilities

<sup>3</sup> Side event room numbers will be changed in line with venue mapping to enable effective wayfinding.

<sup>4</sup> The total seats are expressed in an approximate range and they are to be decided by appropriate site design in consultation with the secretariat's Engagement sub-division.

<sup>5</sup> Please take note of the general room requirements (**annex I**, paragraph 2, Conference rooms). Further specifications mentioned in the table are additional requirements to each room.

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Side Event Room 4	Theatre				75 - 125	Two interpretation booths with sufficient headphones, podium, head table for six speakers with six podium microphones, six advisers behind, lectern, four handheld microphones for floor, HD dome cameras (to cover the head table and floor), broadcasting/webcasting/live streaming/recording capabilities
Side Event Room 5	Theatre				75 - 125	Two interpretation booths with sufficient headphones, podium, head table for six speakers with six podium microphones, lectern, four handheld microphones for floor, HD dome cameras (to cover the head table and floor), broadcasting/webcasting/live streaming/recording capabilities
Side Event Room 6	Theatre				75- 125	Two interpretation booths with sufficient headphones, podium, head table for six speakers with six podium microphones, lectern, four handheld microphones for floor, HD dome cameras (to cover the head table and floor), broadcasting/webcasting/live streaming/recording capabilities
Side Event Room 7	Theatre				75- 125	Two interpretation booths with sufficient headphones, podium, head table for six speakers with six podium microphones, six advisers behind, lectern, four handheld microphones for floor, HD dome cameras (to cover the head table and floor), broadcasting/webcasting/live streaming/recording capabilities
Side Event Room 8	Theatre				75- 125	Two interpretation booths with sufficient headphones, podium, head table for six speakers with six podium microphones, six advisers behind, lectern, four handheld microphones for

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						floor, HD dome cameras (to cover the head table and floor), broadcasting/webcasting/live streaming/recording capabilities
Side Event Room 9	Theatre				75-125	Two interpretation booths with sufficient headphones, podium, head table for six speakers with six podium microphones, lectern, four handheld microphones for floor, HD dome cameras (to cover the head table and floor), broadcasting/webcasting/live streaming/recording capabilities

### 2.3. Climate Action rooms

The Climate Action rooms are facilities for innovative, interactive and multimedia activities by the secretariat and the Host Government, for activities focused on non-Party stakeholder actor’s climate action. In addition to the general conference room standards listed at the beginning of **annex I**, paragraph 2 above, the Climate Action rooms shall be equipped with broadcast quality lighting, audio and video equipment (dome cameras, audio/video mixers, audio/video capture, adapters and cabling) to allow live streaming on Facebook Live, YouTube and other social media platforms and recording archiving. Branded lecterns are to be placed on the side of the podium equipped with Conference branding and a gooseneck microphone. For more details, see **annexes II** and **IV** below. Within the area, there should be sufficient space and catering infrastructure (furniture, electricity, water supply/drainage) to provide simultaneous catering services upon request by the event organizers.

#### 2.3.1. The Climate Action rooms require the following:

- 2.3.1.1. 16-channel (minimum) soundboard;
- 2.3.1.2. Two large screens at either side of the podium and two downstage monitors, all able to receive feed from a minimum of two different sources and switch the source at any time;
- 2.3.1.3. Countdown timer (for speakers) next to on-stage video monitors;
- 2.3.1.4. Remote “clicker” to advance slides from stage;
- 2.3.1.5. Dedicated PC and Mac (iMac or MacBook Pro) for slides and videos to be equipped with both VLC and QuickTime (and Keynote for Mac), as well as be connected to the Internet to download and stream videos;
- 2.3.1.6. Live editing/switching equipment and monitors for live camera projection to screen(s) in a closed room;
- 2.3.1.7. Clearcom to connect camera/switching, lighting, sound, technical direction;
- 2.3.1.8. Four mobile cameras on dollies and/or elevated platforms with operators;
- 2.3.1.9. Sound equipment for musical performance and backline/instruments;
- 2.3.1.10. Lighting controls on faders to dim lighting on stage and particularly near screen(s);
- 2.3.1.11. Interpretation facilities (three interpretation booths and sufficient headphones);



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- 2.3.1.12. Decoration for the stage – plants, colored/concert lighting, etc.;
- 2.3.1.13. A conference visual design backdrop with logo;
- 2.3.1.14. Electricity plugs for all equipment, including power strip on stage behind panelists chairs;
- 2.3.1.15. Platforms to accommodate cameras for webcasting/live streaming;
- 2.3.1.16. Lighting technician;
- 2.3.1.17. Sound technician;
- 2.3.1.18. Video technician with experience switching between multiple videos and live coverage and expertise in optimizing videos submitted by panelists that may need format conversion;
- 2.3.1.19. Backline technician (for specific events only);
- 2.3.1.20. Stage assistant;
- 2.3.1.21. Dedicated backstage AV crew (for specific events only);
- 2.3.1.22. Climate controls or technician on-call to make immediate adjustments as requested by UNFCCC staff; and
- 2.3.1.23. A 50-inch monitor installed by the entrance of each room (or the Climate Action space) to display the programme.
- 2.3.2. The square Climate Action rooms shall also be equipped with the following:
  - 2.3.2.1. Sufficient monitors and screens as required by square settings;
  - 2.3.2.2. HD audio/video mixer (refer to **annex IV** below); and
  - 2.3.2.3. HD dome camera (refer to **annex IV** below).
- 2.3.3. The amphitheater rooms (in the shape of an amphitheatre with 125-175 seats capacity, approximately 300 m<sup>2</sup>) is a free-standing structure to be constructed in an open space or as agreed with the secretariat, near the Climate Action rooms, for events of the secretariat and the Government, including:
  - 2.3.3.1. 2 lockable VIP holding rooms to accommodate up to 10 VIPs with lounge furniture and a catering corner including a small refrigerator;
  - 2.3.3.2. A technical production room equipped with adequate electrical power and space for all AV equipment and operators as well as a dedicated Internet connection;
  - 2.3.3.3. A soundproof office area for UNFCCC staff managing Climate Action, side events and other engagement activities in the Climate Action area: The office shall include one Manager office and be further equipped with 18 workspaces, one meeting table for 12, and printing facilities;
  - 2.3.3.4. An office space for the High-Level Champions and the Youth Climate Champion and their support staff delivering events in the Global Climate Action area with a printer and 10 standard workspaces;
  - 2.3.3.5. A storage area for stage furniture (lounge chairs, side tables, highchairs) and any additional equipment.
- 2.3.4. A Marrakech Partnership Lounge (approx. 500 m<sup>2</sup>) for gatherings of CEOs and special guests shall provide sufficient space and be flexible enough to serve as a lounge or reception room, and toilet facilities, in an area close to the Amphitheatres. The detailed furnishing and layout of the room will be designed in close cooperation between the Host Government and the secretariat, and including:

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- 2.3.4.1. Five to ten soundproofed bilateral rooms (six seats each) inside the lounge; which could be arranged together with the VIP rooms.
- 2.3.5. The Amphitheatres must be equipped with:
  - 2.3.5.1. Sufficient lighting for broadcast-quality TV coverage, with lighting control on fader over the screen to avoid excess light washing-out the projected image on the main screen;
  - 2.3.5.2. Two LED screens (minimum 4 x 2.25 meters) and positioned left and right of the stage at appropriate height;
  - 2.3.5.3. Four broadcast cameras cabled to the MCR with camera operators and technical staff to work in a shift system;
  - 2.3.5.4. A PA/sound system, a switcher and cabling for laptop inputs, the camera signals should allow for webcast/live streaming throughout the Conference, as well as Facebook live sessions on the UNFCCC social media channels and/or external partners' channels, also concurrently;
  - 2.3.5.5. Two 50-inch monitors must be installed by the entrances to display the programme;
  - 2.3.5.6. Three down stage monitors are to be provided to enable the speakers to see their presentations and/or what is appearing on the main projection screen;
  - 2.3.5.7. Dependent on final design, the exterior of the amphitheatres shall be equipped with eight 70-inch monitors connected to a digital multi-feed video mixer to allow them to be operated individually or jointly and display similar or different content while receiving signals from the interior of the amphitheatres, the Climate Action rooms or another external device. Technical requirements are to be finalized after the missions and during set-up based on the design of the amphitheatres.

**Table 3**

Climate Action rooms	Seating style	Seats at tables	Adviser seats	Overflow seats	Total seats <sup>6</sup>	Additional specifications <sup>7</sup>
Climate Action Room	Square	40-60		80-115	125-175	Microphones at table and four handheld microphones on stand for floor, three interpretation booths with sufficient headphones, dome cameras and spotting system, linked to the MCR
Climate Action Room	Square	20-30		50-60	70-90	Microphones at table and four handheld microphones on stand for floor, dome cameras and spotting system, linked to the MCR

<sup>6</sup> The total seats are expressed in an approximate range and they are to be decided by appropriate site design in consultation with the secretariat's Engagement sub-division.

<sup>7</sup> Please take note of the general room requirements (**annex I**, paragraph 2, Conference rooms). Further specifications mentioned in the table are additional requirements to each room.

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2 x Amphitheatres	Theatre				125-175	A stage with eight freestanding armchairs and four coffee tables, moveable branded lectern, eight handheld microphones and eight lapel microphones, two headset microphones, four handheld microphones for floor, linked to the MCR, three interpretation booths with sufficient headphones
Action Empowerment Hub	Banquet				100	Podium with space for 8 freestanding armchairs and four coffee tables and 8 microphones on seat-level stands for (seated) speakers, 10 banquet tables with 10 seats each and one handheld microphones per table

### 2.3.6. COP TV

2.3.6.1. COP TV to be located in a central location at the venue.

2.3.6.2. COP TV (12 × 5 m) connected to the MCR, with a riser of 20 cm; a Conference visual design backdrop (12 × 5 m in relation to the size of the studio) with Conference logo(s) and sufficient lighting for broadcast-quality TV coverage; three broadcast cameras to be installed with camera operators, switcher and technical staff to work in shift systems; a PA/sound system; six handheld microphones and three lapel microphones; two large LCD monitor or projector and screen; switcher and cabling for laptop inputs; six high chairs and two high tables; and six armchairs and three coffee tables. Signage “United Nations Climate Change (emblem and text brand) COP TV”.

2.3.6.3. COP TV lockable office space for the film crew.

### 2.4. Press conference rooms

Two press conference rooms shall be provided for press conferences/briefings by UN officials, Conference Participants and representatives of civil society. Use of the two press conference rooms will be coordinated by the office of the communication director of the UNFCCC, who will assign timeslots. Additional press conference facilities to be considered for the Leaders Event organized by the host country.

In addition to the general conference room standards listed at the beginning of **annex I**, paragraph 2 above, Press Conference Room 1 shall include provisions for back-stage or distinguished access for VIP Participants. Press Conference Room 1 shall accommodate approx. 300, and Press Conference Room 2 approx. 245 accredited correspondents on seats with fold-down writing surfaces and have sufficient standing room for press photographers.

Both press conference rooms shall be equipped by the host broadcaster as follows:

2.4.1. A Conference visual design backdrop with co-branded Conference design and sufficient lighting for broadcast-quality TV coverage;

2.4.2. Two fixed Broadcast quality cameras on tripods with lens capability to capture full frame, the fixed cameras will be placed at the rear of the room, to capture close and wide of the head table/lectern. The mobile camera on dolly (wheels) and tripod (16x

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lens capability) will be placed at the front of the hall for capturing audience questions from the floor and to provide cutaways;

All cameras are to be linked to the MCR, where the signals are to be mixed live before distribution. Press Conference Rooms 1 and 2 are to have separate mixing facilities from Plenary I and II. The direction of each room is to be handled from the mixing position through talkback to each camera. No subtitles in the press conference rooms will be necessary, the signals from these rooms will be clean;

- 2.4.3. Two large screens at either side of the podium and two downstage monitors;
- 2.4.4. Sound amplification suitably loud enough for the audience to hear what is being said at all times;
- 2.4.5. A podium at the rear to accommodate up to 20 TV cameras and XLR distribution units for sound distribution in English and floor language (10/10/10) in each room. Cameras provided by the host broadcaster must be positioned on independent platforms to guarantee stability of the image;
- 2.4.6. One branded lectern to be positioned on the left side of the stage with two gooseneck microphones and an identical additional moveable branded lectern for standing press conferences to be installed upon request;
- 2.4.7. A table for nameplates near the podium; and
- 2.4.8. A large clock with countdown function easily seen from the podium;
- 2.4.9. Both conference rooms will be equipped to enable active virtual participation.

**Table 4**

Press conference room	Seating style	Seats at tables	Adviser seats	Overflow seats	Total seats (approx.)	Additional specifications <sup>8</sup>
Press Conference Room 1	Theatre				300	Two interpretation booths and sufficient headphones, a podium, head table for six speakers with six podium microphones, four handheld microphones for floor, one branded lectern with two gooseneck microphones and two additional moveable branded lecterns with also two gooseneck microphones for standing press conferences
Press Conference Room 2	Theatre				245	Two interpretation booths and sufficient headphones, a podium, head table for six speakers with six podium microphones, four handheld microphones for floor, one branded lectern with two gooseneck microphones and

<sup>8</sup> Please take note of the general room requirements (**annex I**, paragraph 2, Conference rooms). Further specifications mentioned in the table are additional requirements to each room.

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						two additional moveable branded lecterns with also two gooseneck microphones for standing press conferences.
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### 3. Facilities for pre-sessional meetings

- 3.1. The Government shall make available adequate facilities for pre-sessional meetings, as specified in the table below, and related security arrangements one week before the start of the Conference. The pre-sessional meetings should take place in the main Conference location.
- 3.2. For room requirements, please refer to general conference room standards in **annex I**, paragraph 2. The exact requirements and set-up shall be determined in close cooperation with the secretariat.
- 3.3. ICT facilities, including sufficient Internet, Wi-Fi capacity and a computer centre equipped with sufficient plug-and-play outlets, networked laptops and two networked multifunctional printers, dome camera should be ready and fully tested no less than one week before the start of the pre-sessionals.

**Table 5**

Quantity	Item	Room layout	Seating capacity	Days
1	Meeting Room 1 (G77 and China)	Classroom	550	2
1	Meeting Room 2 (African Group)	Classroom	300	2
1	Meeting Room 3 (SIDS and LDCs)	Classroom	200	4
10	Meeting rooms (meetings of Chairs with negotiation teams or used by the secretariat/ Government as office space)	Square	20-80	7
1	Meeting Room 9 Bureau Meeting (with nearby catering space)	Square	60	1
3	Meeting Room 8 CDM Executive Board meeting	U-shaped	Refer to <b>annex III</b>	7
3	Meeting Room 14 CDM Executive Board Observers	Square	80	4
1	Meeting Room 11 KCI – Katowice Committee of Experts on the Implementation of Response Measures	Square	100	2
1	Meeting Room 5 LCIPP – Facilitative Working Group of the Local Communities and Indigenous People Platform	Flexible/circular	100	4
4	Other pre-sessional meetings(tbc)	Classroom/square	40-120-Plenary II	2

- 3.4. Technical staff required for the pre-sessionals shall include sufficient AV, IT and paramedics staff; and security support staff.

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- 3.5. The following services shall be offered on a commercial basis: catering and interpretation services. For details refer to **annexes VIII and XII**.
- 3.6. The DSA office (50 m<sup>2</sup>) should be easily accessible to pre-sessional Participants and equipped with one safe (for safe specifications refer to **annex I**, paragraph 14.1.4), four standard workspaces with network connections for laptops, Wi-Fi coverage, one multifunctional printer, 14 chairs (4 for the workspaces and 10 for the waiting area) and a partition between the workspaces and the waiting area. It should be located near the Information counter and in a central and accessible area clustering services for Participants.

### 4. Office facilities

The secretariat and other supporting United Nations agencies require workspaces, including soundproof executive offices, open-plan workspaces, staff meeting rooms and copy rooms. There shall also be offices for the COP Presidency, VIP Participants, the NGO constituencies and the regional groups, as per details below. Each office location must be provided with appropriate toilet facilities.

- 4.1. Offices (including soundproof executive offices and staff meeting rooms, general office areas and copy rooms) to be used by the UNFCCC secretariat and other United Nations staff, according to the number of staff designated by the Executive Secretary, as well as those for the Presidency of the Conference, shall be fully set up, equipped and operational ten days prior to the start of the Conference if not otherwise indicated.
- 4.2. The location, finishings, and detailed clustering and layout of offices, staff meeting spaces and office service areas as well as the distribution of equipment and furniture in such areas shall be agreed in close cooperation with the secretariat taking into consideration the function of the office and its link to a specific Conference space or service.
- 4.3. In all prefabricated areas, attention should be given to ventilation, lighting, air conditioning, heating and adequate soundproofing. The temperature of the whole installation shall be constant and even. The specific concepts for these operations shall be assessed in close consultation with the secretariat during the technical missions.
- 4.4. All offices shall be equipped with furniture and equipment reflecting the structure of the work teams in the secretariat (e.g. divisions, subdivisions, teams) and the United Nations grade of its occupant as per **Table 6** below.
- 4.5. Open and circulation areas outside office areas shall provide sufficient space for lounge furniture, sockets, water dispensers and IPTV monitors as well as waste management systems.

#### Advance team facilities

- 4.6. Advance UNFCCC team facilities should be fully set up, equipped and operational five weeks prior to the start of the Conference and remain operational one week after closure. These include 30 to 50 standard workspaces, one networked and shared multifunctional printer with scanning function, an IT network (LAN and Wi-Fi) with adequate Internet capacity and an adequate number of smartphones and ICT computer support services.
- 4.7. Advance office facilities for UNDSS shall be set up, equipped and operational four weeks prior to the start of the Conference. These include 10 standard workspaces, a meeting room for 20, one networked and shared multifunctional printer with scanning function, an IT network (LAN and Wi-Fi) with adequate Internet capacity and an adequate number of smartphones and ICT computer support services.

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- 4.8. About 200 m<sup>2</sup> of secure storage area for UNFCCC shipments and consignments, with external access for deliveries by car or truck, should be made available four weeks before the start and one week after the closure of the Conference, equipped with sufficient workspaces and managed by the officially appointed freight forwarder or the general contractor.
- 4.9. Two meeting rooms, selected from Table 1 above, to support the logistical organization of the Conference including services and set-up coordination meetings, briefings to diplomatic missions and security briefings should be available and operational, as per schedule below. The exact capacity and availability is to be confirmed in accordance to the scope and needs of the Conference's preparations activities.

**Table 6**

Meeting room	Seating style	Seats at tables	Adviser seats	Overflow seats	Total seats	Additional specifications <sup>9</sup>
Meeting Room 3	classroom	200			200	Equipped as per Table 1 above. To be available two weeks prior to the start of the sessions
Meeting Room 8	Square	60	60		120	Equipped as per Table 1 above. To be available five weeks prior to the start of the sessions

### VVIP facilities

- 4.10. The VVIP facilities described below would require approximately 5000 m<sup>2</sup> and should be designed as a block and be close to Plenary I to ease the movement of VVIPs and security arrangements. The area selected will have restricted access during the HLS and should not affect the circulation and transit routes to other areas of the Conference venues when in use. The VVIP facilities shall include sufficient and adequate toilet facilities for VVIPs' exclusive use.
- 4.11. The VVIP entrance should be a separate entrance accessible to vehicle motorcades, weather and view protected, and ideally close to the VVIP lounge and Plenary I. The VVIP entrance is to be used by Heads of State and Government and their entourages, and requires sufficient space for security screening, handshake (re-purposed for stakeout area post WCAS) photo-ops, camera and media positions equipped with broadcast lighting, red carpet, interior and floral decoration, Conference backdrop, lectern with branding, sound system, audio-box for media and sufficient stanchions.
- 4.12. The VVIP lounge (4000 m<sup>2</sup>) for gatherings of HoS/G and special guests (VVIP+3) attending the opening ceremony and other functions shall be secure and shall provide sufficient space and be flexible enough to serve as a lounge, dining/reception room. The detailed furnishing and layout of the room will be designed in close cooperation between the Host Government and the secretariat.
- 4.13. A family-photo location, inside or nearby the VVIP lounge, shall be equipped with sufficiently sized steps to accommodate the number of HoS/G participating at the COP. The family photo location shall also be equipped with a branded backdrop, broadcast quality lighting and adequate space for media, a branded lectern with two gooseneck microphones shall be available on demand, and a mobile sound system for public announcements in the VIP area.

<sup>9</sup> Please take note of the general room requirements (**annex I**, paragraph 2, Conference rooms). Further specifications mentioned in the table are additional requirements to each room.

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- 4.14. A security holding and VVIP advance team's briefing office should be located next to the VVIP lounge for use by authorized security personnel accompanying VVIPs.
- 4.15. The office area for the United Nations Secretary-General (250 m<sup>2</sup>) should be soundproofed and include one executive lounge area for 8 people with a small catering area for refreshments, green decoration and a UN flag; a holding/waiting area with a photo corner that should have a backdrop; an office for the Secretary-General's support team (six standard workspaces and printing equipment), one meeting room for 20 people with LCD screens and a virtual participation kit, one separate bilateral room for 20 people, and dedicated restroom for exclusive use, including two principal chairs and 18 entourage seating spaces. Each of the spaces listed above should be furnished with a UN flag on stand.
- 4.16. One office area for the United Nations Secretary-General's Climate Change team with one manager and ten standard workspaces and printing equipment located within the UNSG office area.
- 4.17. The Host Government should consider making office provisions for the eventual participation of its Head of State or Government or other Government authorities, similar to the offices described in paragraph 4.16 above.
- 4.18. One office for the President of the General Assembly (60 m<sup>2</sup>) comprised of one executive office furnished with an executive desk and lounge seating area for eight people.
- 4.19. Fourteen soundproofed bilateral rooms (20 m<sup>2</sup> each) and one soundproofed trilateral room shall be made available in this area, furnished with two principal armchairs, eight advisers chairs, a Conference backdrop, two flag poles (210 to 240 cm), a coffee table, floral decoration, and adequate lighting for photo opportunities. A desk and a chair for the area management should be available at the entrance to the bilateral rooms area.
- 4.20. Four VVIP soundproofed private lounges (40 m<sup>2</sup> each) for special guests shall include lounge furniture, a Conference backdrop, a catering table and floral decoration.

### UNFCCC offices

- 4.21. The UNFCCC offices shall include the following:
  - 4.21.1. Main entrance(s) lobby with reception desk/workspace for two and seating area with six armchairs for visitors.
  - 4.21.2. Subject to Presidency requirements, the COP Presidency area may comprise of one COP President's suite (one Conference branded executive office, one waiting area, catering space, a branded live-streaming quiet room connected to the MCR and equipped with broadcast quality light, broadcast camera, audio/video mixers, adapters, cabling, IFB equipment, earpiece, microphone and private restroom) connected to a meeting room equipped with LCD screen on stand and a virtual participation kit (board table for 25), four director-grade offices, two support staff offices (10 to 20 standard workspaces each), one staff meeting room (board table for 10), according to the needs of the COP Presidency.
  - 4.21.3. UNFCCC Executive Secretary's (ES) soundproofed area (150 m<sup>2</sup>) comprised of one Conference branded executive office/suite connected to one meeting room equipped with LCD screens on stand and a virtual participation kit (board table for 25), one front office with 4 standard workspaces, one support office with 12 standard workspaces, a waiting area, catering space, and a quiet room (12 m<sup>2</sup>) within the office. Four table lights and stand lights to be provide in the office and quiet room in addition to the office/ lounge furniture.



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- 4.21.4. Deputy Executive Secretary's (DES) area (100 m<sup>2</sup>) comprised of one deputy executive office connected to a meeting room (board table for 16), equipped with LCD screens on stand and a virtual participation kit, one manager's office and one support office with 10 standard workspaces.
- 4.21.5. One operations centre, located next to the DES office, with 6 standard workspaces configured to accommodate at least 5 monitors (55 inches or larger) on stands.
- 4.21.6. SBI and SBSTA Chair area comprised of two director offices, two manager offices, a support office with 20 standard workspaces, and two soundproofed meeting rooms with ten chairs each.
- 4.21.7. GST Co-facilitators area located next to ISCP comprised by two directors' offices.
- 4.21.8. High-Level Champion's area comprised of two director offices, one common support office with eight standard workspaces each and one meeting room with ten chairs.
- 4.21.9. Two senior director areas comprised each of one director office, furnished with one director desk, one desk chair on wheels, two visitor chairs, a round meeting table with chairs for six people, one lockable roll-container, one lockable low filing cabinet, one coat hanger, one paper basket, one table lamp, a minimum four power plugs, and one support office with two to four standard workspaces.
- 4.21.10. Fourteen director's offices equipped with one desk, one desk chair, one lockable roll-container, one lockable low filing cabinet, one meeting table, six visitors' chairs, one coat hanger, one paper basket, one table lamp, and minimum four power plugs each.
- 4.21.11. Twenty-five manager's offices equipped with one desk, one desk chair, one lockable roll-container, one lockable low filing cabinet, two visitors' chairs, one coat hanger, one paper basket, one table lamp, and minimum four power plugs each.
- 4.21.12. An estimate of 500 standard workspaces for substantive secretariat and Host Country Support Staff. Each workspace includes one desk, one desk chair, one lockable roll-container under the desk, one desk lamp, one paper basket, at least four power plugs, and one low filing cabinet shared between two workspaces. Final number, location, layout and clustering to be provided after approval of the Staff Assignment List by UNFCCC Executive Secretary.
- 4.21.13. Four UNFCCC staff meeting rooms for about 30 persons each within the office area (square layout, 15 seats at tables plus 15 adviser seats) equipped with 15 table microphones, sound system and LCD screens on stand and a virtual participation kit.
- 4.21.14. An adequate number of copy/print rooms with equipment in the staff areas (requirements included in **annex IV**). Each copy/print room should include one document shredder, one secure bin (70 L) for document disposal and sufficient space for one table, two MFP's and print paper storage.
- 4.21.15. Four relaxation rooms (each 10 m<sup>2</sup>), furnished with a three seaters sofa or chaise lounge and a table lamp in the UNFCCC staff or nearby quiet area.

### Other offices and facilities

- 4.22. Other offices and facilities, to be located separate from UNFCCC offices above, shall include the following:

#### United Nations and Chairperson's area

- 4.22.1. Approx. twenty-five manager offices (approx. 15 m<sup>2</sup> each) for United Nations senior officials and other authorities, location should be separate from the UNFCCC offices and include copy/print facilities and equipment.

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- 4.22.2. Four offices for the regional groups: one for the G77 and China, equipped with one manager and four standard workspaces and connected to a meeting room for 20 people; the other three are for the African Group, SIDS and LDCs, each equipped as a single manager office. Location should be separate from the UNFCCC offices and include copy/print facilities and equipment.

### NGO constituencies area

- 4.22.3. Offices for NGO constituencies: ten offices with four standard workspaces each (includes one for the informal groups). Location should be separate from the UNFCCC offices but located ideally within the Side Events and Exhibits area.
- 4.22.4. A common lounge space outside the NGO constituency offices. There should be common copy/print facilities.
- 4.22.5. A meeting room with 15-person capacity where NGO constituencies meet for consultations and which they manage the booking for on their own.

### Other facilities

- 4.22.6. Two fully accessible meditation/prayer rooms for males and females (30 m<sup>2</sup> each) with prayer carpets, in quiet and accessible areas, and adjacent to toilet facilities.
- 4.22.7. Nursing room (10 m<sup>2</sup>) located in the main entrance area (after security screening and before badge scanning stations) furnished with a changing table, two comfortable armchairs, small fridge and hygiene waste bin.
- 4.22.8. Delegate lounges distributed throughout the Conference venue; number to be determined in relation with the size of the premises, and preferably close to coffee corners.
- 4.22.9. Three to four designated outdoor smoking areas with ashtrays, located within the security perimeter.

### Office type and related equipment

**Table 7**

	Executive Secretary/ COP President	Deputy Executive Secretary	Director/ Chairperson /Champion/ Co-facilitator	Manager/ coordinator	Standard workspace	Support offices (general)	G77 and China office	NGO constituencies	UN agencies/ regional groups
Individual office	50 m <sup>2</sup>	40 m <sup>2</sup>	20 m <sup>2</sup>	15 m <sup>2</sup>	No	no	50 m <sup>2</sup>	20 m <sup>2</sup>	15 m <sup>2</sup>
Soundproofed walls	yes	yes	Yes						
Lounge furniture (two sofas, four armchairs, low table)	1	1				2			
Waiting room area	10 seats								
Adjacent meeting room	24 seats	16 seats					24 seats		
Meeting table and chairs inside office			6 seats				4 seats	4 seats	4 seats
Visitor's chair at desk	2	2	2	2			2	2	2
Executive desk chair	1	1	1						

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Standard desk chair				1	1		5	4	1
Executive desk with lockable drawers	1	1							
Standard desk with lockable drawers			1	1	1		5	4	1
Kensington lock socket to secure laptops to desk	1	1	1	1	1	#	5	4	1
Standard table						2			
Tall Director's cabinet	1	1							
Lockable low filing cabinet	1	1	1	1	1 for two workspaces		2	2	1
Desk lamp	1	1	1	1	1		5	4	1
Lamp (free-standing with dimmer)	4	1							
Coat rack	1	1	1	1	1 for four workspaces		1	1	1
Phone – local/internal	1	1	1			1			
Secretary/boss phone set, international line	1	1							
Personal computer							3	2	1
Network connections	3	3	3	1	1		3	4	
Printer	1	1	1			1	1		
Wall power sockets	4	3	3	2	1	2	5	4	1
Extension cables (unit with four CEE 7/3 sockets)	2	2	2	2	1	1	5	4	1
Flag with pole (123 x 183 cm)	President: one UN and one national flag ES: three UN flags								
Conference backdrop	2 times: 2 x 3 meters foldable or on wall	2 x 3 meters foldable or on wall							
CCTV monitor	1	1	1						
Shredder in support office	1	1							
Paper basket	1	1	1						
Catering table in support office and/or meeting room	1	1							
Plants/decoration	yes	yes							

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### 5. Security and safety facilities

- 5.1. Security facilities following the same standard and finishing as UNFCCC offices, shall include the following:
- 5.1.1. United Nations Security offices area including:
- 5.1.1.1. two director offices for the UN Event Security Coordinator and Deputy Security Coordinator, including one additional filing cabinet each;
  - 5.1.1.2. one front office with two workspaces for their assistants, including one paper shredder;
  - 5.1.1.3. one office with two workspaces for the Media and Observer organizations security coordinator, including a meeting table with four meeting chairs;
  - 5.1.1.4. one office with two workspaces for the Fire Safety coordinator, including a meeting table with four meeting chairs;
  - 5.1.1.5. one office with eight workspaces for the Host Country Safety and Security Liaison personnel, including a telephone landline;
  - 5.1.1.6. one office with two workstations for the local security personnel;
  - 5.1.1.7. one office with two workstations for the Red zone Liaison Officers, including a meeting table with four chairs and a landline telephone.
- 5.1.2. Soundproofed security control centre (200 m<sup>2</sup>) should have eight workspaces, including one for the CCTV monitoring operator, equipped with six 60-inch monitors for CCTV video monitoring and recording systems.
- 5.1.3. A weapons storage room with concrete walls and roof should be located next to the security control centre and be large enough to allow security officers to load/unload weapons using a bullet trap and to store and recharge all other equipment (radios and multiple radio chargers, torches, megaphones, etc.). and include:
- A lockable solid door;
  - One or more fire-resistant safe (s) which can hold 110 weapons;
  - Two lockers with pigeon-holes for the storage of ammunition magazines;
  - One table for the handout of weapons;
  - One storage cabinet for security equipment;
  - One table for radio chargers;
  - Sufficient electrical power outlets to operate charging stations for approximately 110 radios;
  - One bullet trap for loading and unloading weapons.
- 5.1.4. Security lounge area with sofas and should have seating for 20 officers on break and six workspaces as well as two separate break areas for local security, exact location to be determined in the planning phase.
- 5.1.5. One staff meeting room (20 seats) for daily security briefings and emergency coordination. Technical requirements to be determined in close cooperation with the secretariat and include projection equipment, whiteboard and flipchart.
- 5.1.6. A security check area (+3,000 m<sup>2</sup>) with sufficient space for queues, security screening and equipment, two individual depth-check rooms (m/w) and lockable storage for unauthorized objects.
- 5.1.7. Security Screening Points: all outside security posts (gates) should be provided with heating, light and electricity (preferably containers) and be protected against inclement weather conditions. All Gate areas need sufficient light for proper screening operations.

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### 5.1.8. Medical facilities:

5.1.8.1. The provision of medical services for the Conference should be based on an estimated amount of 15.000 Participants and staff, with a statistical amount of up to 80 clinic patients per day during the event. It will be required to provide on-site clinics/first aid points with paramedics, and including the following:

5.1.8.1.1. At least two fully equipped medical first aid points comprised of three rooms each: waiting area, medical examination room and first level treatment room located in easily accessible area both for Participants and ambulance personnel.

## 6. ICT facilities

The below reflects the overall requirements by the UNFCCC, the final design and actual deployment may deviate in agreement between the parties while ensuring the functional requirements are met.

### 6.1. ICT facilities shall include the following:

6.1.1. A Network Operations Centre (NOC) with adequate soundproof space (~200 m<sup>2</sup>) and secure access control (electronic access control/smart lock) should be within close proximity or have a direct connection to the primary server room and be configured to accommodate at least 40 workspaces, 35 (tbc) monitors (55 inches or larger) on dual stands (one of the provided monitors should be of the type “smart monitor”). 5 desks need to be provided for testing area. The NOC is integrated with:

- ICT Service Coordinator; (2 desks and small meeting room table) with transparent internal walls to the NOC);
- ICT Government Liaison Office (min 5 workspace) (with transparent internal walls to the NOC);
- ICT Vendor office (including call centre size min 10 workspaces); (with transparent walls to the NOC);
- Overflow area;
- One medium size meeting room with min 20 seats, a presentation screen and a whiteboard (crisis management room);
- One locker room with sufficient lockable cabinets and coat hangers;
- ICT Storage and Workshop room. (size tbc);
- All access VLANS from different distribution areas shall be made available;
- Layout of NOC should be decided in consultation with UNFCCC.

6.1.2. A storage space (20 m<sup>2</sup>) within close proximity to the registration area.

6.1.3. Two data centres (minimum 45 m<sup>2</sup> each) compliant with data centre industrial standards (TIA-942), including connectivity, Airconditioning/cooling systems, power management and security systems (alarm, access control, camera surveillance and fire protection). If secured with physical keys, the keys must be all accounted for; if secured with electronic access control devices, the solution must have logging of accesses and the ability for staff to access the logs remotely. Both data centres must be easily accessible from the Conference area. The location of the primary data centre will be agreed between the Secretariat and the Presidency with the secondary data centre located within an acceptable distance in terms of accessibility and must fulfil business continuity requirements.

6.1.4. Secure patch room with access control systems, either by physical lock and key or electronic lock for all network switches. As with the data centres, physical security

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should be maintained through key control for physical locks or remote monitoring for electronic access logs.

- 6.1.5. A Digital Operations Centre (DOC) with adequate space (~200 m<sup>2</sup>) and secure access control (electronic access control/smart lock) should be configured to accommodate at least 40 workspaces, 40 monitors (55 inches or larger) on dual stands (one of the provided monitors should be of the type “smart monitor”). 5 desks need to be provided for testing area. Location and layout of DOC should be decided in consultation with UNFCCC. The DOC is integrated with:

- Access to all Audio & Video input streams from all meeting rooms;
- Can rout its Audio & Video output streams to all the meeting rooms;
- Computer rack with the computers needed for the virtual meetings and the broadcast meetings;
- Each computer will be setup and connected for one meeting room;
- 40 (55 inches or larger, see above) screens capable of displaying the virtual meeting and the broadcasted meeting for all active meetings simultaneously;
- Controllers in the room can control multiple meetings at the same time and have access to all the relevant computers and equipment for those meetings directly from their workstation via remote access;
- Redundant networking, power as well as pooled redundant hardware;
- Enough space for the 40 operators to work safely;
- Meeting area with approx. 20 seats (table, whiteboard, projector etc.);
- Connect a VoIP meeting to a virtual meeting;
- Able to connect 2 virtual meetings into one;
- Secured space with access control to authorized staff only;
- Able to access the presentation laptop on each of the meeting rooms;
- Audio Visual production hardware and software but expert advice on the detailed equipment and setup of this room is required;
- Layout of DOC should be decided in consultation with UNFCCC.

- 6.1.6. One webcast/live streaming operations area (50m<sup>2</sup>) with 15 adjacent workspaces, 10 tables and chairs, two 10 A power circuits, a separate well-ventilated and temperature-controlled server room and storage space for equipment within the Digital Operations Centre (DOC).

## 7. Conference services facilities

- 7.1. Conference services facilities shall include the following:

### Main entrance area

- 7.1.1. Security screening and registration hall for Participants (5000 m<sup>2</sup> combined), with a weather protected queueing area outside.
- 7.1.2. Approximately 500 m<sup>2</sup> inside the hall for queueing in the pre-screening area.
- 7.1.3. A straight line of X-ray machines and walk-through metal detectors (as listed in paragraph 13 below) spaced adequately to prevent electromagnetic interference.
- 7.1.4. A queueing space in front of the registration with sufficient stanchions and signage for managing long queues.
- 7.1.5. A furnished break area for host country registration staff connected to the registration back office described below.

UNFCCC Registration area comprised of one front desk counter space, one office space, waiting area, staff welfare area and storage as described below:

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The front desk equipped with a straight counter (35–40 m long), including three accessible counter segments (each front counter able to accommodate one printer of size dimensions 50×50×50 cm per workspace (35-45 workspaces on high stools) and with blue (Hex code #5B92E5) photo walls with sufficient overhead portrait-type LED floodlights for optimal photoshoot of the Participants to be taken for the database, and queuing system. (signage and stanchions). Accessible counters/workstations to be more spacious than other workspaces, located at one end with clear indications for queuing, separators/extensions as required.

Lockable office space (200 m<sup>2</sup>); appropriate ventilated lockable server room and a storage room (each 15 m<sup>2</sup>) accessible from the registration office; adjacent to the registration office, a small area with a desk and 3 chairs for collection of pre-printed badges, and a staff welfare room for registration staff accessible from the back office. The office (counter back office appropriately ventilated) with three lockable doors towards the counters (front side), thereof one door close to the accessible counters, and to be equipped with about 24-30 workspaces three large shredders or secure paper disposal bin, lockable cabinets, and printing facilities and one multi-functional printer.

In the proximity of registration area, a side space for a counter (preferably movable) used temporarily for acting as a 'Basic Info Desk' providing rudimentary information e.g. on transport, directions etc.

- 7.1.6. United Nations Security and safety offices as per paragraph 5 above.

### Meeting rooms area

- 7.1.7. Meetings Management Team office and meeting room assignment counter (6 m long) that allows for six staff to work and space for queuing, located close to the meeting rooms; soundproof office space (80 m<sup>2</sup>) with 12 standard workspaces a meeting table for 12, and an adjacent 20 m<sup>2</sup> storage area (or within specified office space if space allows).
- 7.1.8. Conference rooms attendant's soundproof office areas (150 m<sup>2</sup>) with two directors and one manager offices, 12 standard workspaces, 6 single tables, and a large meeting table for 10 staff located in close proximity to the main meeting area, and printing /copying facilities with multifunctional copier/printers with stapling and sorting functions in number to be determined at later stage.
- 7.1.9. One United Nations security office with two standard workspaces and 10 easy chairs for security officers on break.
- 7.1.10. The host country should consider the provision of office space for its own Operations team similar to those describe above.

### Plenary rooms area

- 7.1.11. Interpreters lounge (60 m<sup>2</sup>) composed of lounge area (sofa, armchairs, tables and chairs) for 24 people and two standard workspaces located in close proximity to the plenaries.

### Delegations services area

- 7.1.12. Distribution counter (10 m long), with four workstations; and lockable storage area with shelves (each 40 m<sup>2</sup>).
- 7.1.13. Information desk counter (10 m long) located in the service area close to the main entrance, with four workstations; adjacent soundproof back-office space for operations services coordination team with 21 workspaces; and a meeting table with 10 seats.
- 7.1.14. Lost and found counter (4 m long) connected to one office with four workspaces and a lockable storage area with sufficient lockable cabinets for lost items.
- 7.1.15. Sufficient counter with two workstations; and one office with two workspaces for each of the following: accessibility, accommodation, tourism, and transport services.

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- 7.1.16. Sufficient counter with two workstations; and one office with four workspaces for each of the following services: catering, interpretation and shipment and consignment services.
- 7.1.17. DSA office (50 m<sup>2</sup>) equipped with one safe (for specifications refer to **annex I**, paragraph 14.1.5), three standard workspaces, and a waiting area for about 10 visitors to be separated from the office with a partition or in separate room.
- 7.1.18. One cloakroom (100 m<sup>2</sup>) managed by the general contractor.

### Side events area

- 7.1.19. Side Events and Exhibits Coordination Team office located close to the side event rooms; soundproof office space (160 m<sup>2</sup>) with 20 desks of which 12 are standard workspaces, one is a standard workstation with a laptop and a meeting table for 12 and 6 additional chairs.

### Computer centres

- 7.1.20. Computer centres should have adequate spaces to accommodate about 200 tables and 400 chairs to provide access to the Internet using laptops (exact size and number of computer centres depends on the layout of the facilities and the number of Participants, including bloggers, as specified in **annex IV**, but a minimum space provision of 300m<sup>2</sup> for each centre is expected); each computer centre shall have at least one lockable IT service counter including two high chairs. Equipment for each computer centre will be planned according to the following calculations: 40 per cent of seats with laptops, 40 per cent of seats with a network connection and 20 per cent with only Wi-Fi. Printing services should be provided for all areas in each computer centre on the basis of one multifunctional printer for every 50 seats (minimum two per computer centre).

### Other

- 7.1.21. The Earth Negotiations Bulletin (ENB) reporting team area with 20 standard workspaces.

## **8. Media facilities**

- 8.1. The Government shall appoint a host broadcaster, to provide international and national TV and radio broadcasters accredited to the Conference with live video and audio feeds from the Conference proceedings in Plenary I and II, the two press conference rooms, COP TV and one of the two Amphitheaters. The host broadcaster shall also provide the required video and audio feeds for IPTV coverage and webcasting/live streaming.
- 8.2. The host broadcaster is to establish and equip an MCR within the media centre to monitor, manage, control, and distribute all signals. The MCR should be in direct voice contact with the manager of the international broadcast centre, webcasting/live streaming, all mixing positions, recording archiving and any other office considered necessary, and provide assistance with all technical aspects.
- 8.3. The Government shall consider the appointment of a host broadcaster liaison officer to carry out cost and quality control relating to host broadcaster services, and a liaison officer for all audio-visual recording services relating to meeting rooms and side event rooms.
- 8.4. Provision of a Media and broadcasting service area (8,000 m<sup>2</sup>) including offices for the host country and UNFCCC media teams to be located in a space to be known as the 'media centre', as close to the conference plenaries and press conference rooms as possible.



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- 8.5. The media centre is to include an adjacent external parking area for 20 SNG trucks and/or Flyaway Dishes, which shall be known as the 'Satellite Farm'. The Satellite Farm is to be managed by the host broadcaster.
- 8.6. The media centre shall be open to media representatives 24 hours a day, including the intervening 'Day off'. Services may be limited between 22:00 and 08:00 hrs.
- 8.7. A minimum of 40 stand-up positions are to be located in agreed prime positions within the Conference venue.
- 8.8. Detailed ICT requirements for the media facilities are specified in the ICT's Bills of Quantities.

### Media Team Office, IBC Manager's Office and Press Information Counter:

- 8.9. Media team offices located in the media centre shall include the following:
  - 8.9.1. The IBC manager's office (32m<sup>2</sup> with open counter frontage along three fourths of one wall), including four desks with lockable drawers, 10 chairs (of which 4 are to be high chairs, two credenza-type lockable cupboards, a conference table for four people and an externally mounted noticeboard (1×1m). Provision to be made for 2x Bar-type 450mm round tables, 4x high bar-type chairs and 2 signs depicting 'Media Meeting Point'. This furniture to be portable.
  - 8.9.2. An Office for the Host Government communication and media liaison officer and his or her team.
  - 8.9.3. A shared media team meeting room large enough to seat 20 people.
  - 8.9.4. A Press information Office (32sqm) with an open frontage counter for UNFCCC media and press conference liaison officers. The area to include a separate back office (16sqm) for the information desk supervisor, all to be equipped with:
    - 8.9.4.1. Four high chairs positioned at the front counter, 10 desks, 10 chairs and two tables in the back office, equipped with two laptops for the UNFCCC supervisor and staff, (both connected to a printer) and another two laptops and two screens for the information counter;
    - 8.9.4.2. Two lockable cupboards and high-speed photocopying facilities with scanning option;
    - 8.9.4.3. Control and management of the IPTV monitors within the writing press media area (optionally executed from the MCR);
    - 8.9.4.4. A microphone for operating a loudspeaker system to be provided for press announcements in the press area;
    - 8.9.4.5. One large whiteboard for the back office.
    - 8.9.4.6. A desk or counter (2m long x 750mm wide or similar) for the distribution of headphones, to be located outside but close to the information counter.
- 8.10. Records Management Archive Office
  - 8.10.1. The records management archive office is to be equipped with eight standard workspaces and one dedicated and robust broadband network line for processing audio/video live recordings to the archival storage and for handling internal and external service requests.

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### Online and print media areas

- 8.11. A press area for print media shall include the following:
  - 8.11.1. 500 tables with 500 chairs and 500 CEE 7/3 electrical sockets including:
    - 8.11.1.1. 50 workstations that have laptops with Internet access and minimum four multifunctional printers (requirements are included in **annex IV**);
    - 8.11.1.2. 250 plug-and-play workstations with network cables (RJ45);
    - 8.11.1.3. 200 workstations with wireless Internet access (these requirements are included in **annex IV**);
    - 8.11.1.4. 250 lockable metal storage cabinets (size; 45 cm wide ×45 cm high ×60 cm deep or similar) with a single shelf to be provided, each with three keys. Each storage cabinet to be number-referenced. All keys to be tagged and referenced. A master key is to be provided to the Press Information Desk.
  - 8.11.2. An infrared sound distributor to allow for the use of headphones in the press area to follow the proceedings in Plenary I, Plenary II and the two press conference rooms synced to the IPTV monitors with provision for a minimum of two languages.
  - 8.11.3. A loudspeaker system for media announcements. (Ref: item 1.9.5.5 here before)
  - 8.11.4. The provision of an XLR audio distribution unit to be provided outputting 10 English and 10 floor language from Plenary I and II only.
  - 8.11.5. At least one dedicated and easily identifiable IT help service desk.
- 8.12. A permanent interview corner in the media centre is to be established at a position to be agreed for use by independent film crews on an ad hoc basis. The location to have four chairs, a circular table, lighting (3x LED lamps or equivalent) and a branded event backdrop.
- 8.13. (Ref: item 8.7 here before) A minimum 40 stand-up positions for TV broadcasters to make live broadcasts shall be established in prime locations at the Conference venue throughout the duration of the Conference. (Note: Stand-up positions are not permitted in the plenary rooms) The stand-up positions do not all have to be in one location. Consideration to be given to the backdrop when selecting the location of the stand-up positions. This should be a visual to give viewers the feel that they are at the COP 28 venue.
  - 8.13.1. The 40 positions are to be split into 20 positions ‘serviced’, and 20 positions ‘unserviced’)
  - 8.13.2. Each stand-up position is to measure a minimum of 2m long × 2.0 m wide; to be provided
  - 8.13.3. ‘Serviced’ positions are to be provided with space, hard wired Internet (RJ45), Fibre connected to a central position within the Satellite Farm, 1x 4 socket electrical strip and pre-installed LED broadcast quality lighting.
  - 8.13.4. ‘Unserviced’ positions are to be provided with space, 1x 4socket electrical strip and hard-wired Internet (RJ45).
  - 8.13.5. If located in an outside area open to the elements, the total area of the stand-up positions is to be provided with suitable shelter.
  - 8.13.6. All stand-up positions are to be provided with a 450 mm carpeted riser.
- 8.14. (Ref: item 8.5 herebefore) An area is to be identified as close as possible to the media centre for the parking of SNG and technical vehicles. The area is to be based on the potential need of a minimum of 20 vehicles needing space. It will be the host broadcaster’s responsibility to manage this area with regard to the parking and movement of vehicles including assistance in connecting

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the vehicles to fibre runs and electrical provisions. 32Amp and 16Amp power is to be provided in the Satellite Farm. The IBC Manager will provide the parking layout plan against applications received.

- 8.15. Space will also be required for flyaway dishes. Recommended in this regard is a 40-foot container. The flyaway dishes can be placed on top of the container and cables fed through windows or openings into the container below for technical equipment. The container will need a staircase for climbing to roof level. Each container is to accommodate two flyaway dishes. In the event more flyaways are booked, advance information will be given to the host broadcaster.
- 8.16. (Ref: item 8.4 here before) A 'media centre' or 'International Broadcast Centre' (IBC) shall be established to accommodate international, regional and local radio and TV broadcast networks that will apply for space and upon successful accreditation will be entitled to receive all TV and radio facilities and services provided by the host broadcaster. The IBC area shall be protected against outside noise levels as best as possible. The IBC shall include the host broadcaster's Master Control Room (MCR) (approximately 100 m<sup>2</sup>) where all visual and audio signals will be archived and distributed to:
  - 8.16.1. 15 enclosed cubicles for larger international TV and radio broadcasters (each enclosed cubicle to measure 8x4m or equivalent to match 32 m<sup>2</sup>).
  - 8.16.2. 30 enclosed and lockable cubicles of 16 m<sup>2</sup> for TV and Radio Broadcasters.
  - 8.16.3. 25 enclosed and lockable cubicles of 16 m<sup>2</sup> for Text Agencies.
  - 8.16.4. 8 enclosed and lockable cubicles of 8 m<sup>2</sup> for TV, Radio or Text Agencies to be advised.
  - 8.16.5. 130 open plan workstations each 2.5 meters wide x 60 cm deep desktop space, suitable for 3 people.
  - 8.16.6. 150 lockable metal storage cabinets split into 50 cabinets size 120 cm high x 45cm wide x 60 cm deep (with single shelf) and 100 cabinets size 45 cm wide x45 cm high x60 cm deep or similar. All cabinets are to be provided with three keys, tagged and number referenced. A master key is to be provided to the IBC manager.
  - 8.16.7. Two 'quiet' rooms (20sqm each) are to be provided for radio interviews and use as an ad hoc studio. The rooms are to be soundproof and provided with a round table, four chairs and hard-wired Internet. The rooms will be managed by the UNFCCC IBC manager using a booking process. The rear facing wall to have Conference branding for the full size of the wall.
  - 8.16.8. IPTV distribution across the Conference site.
- 8.17. The workspaces and enclosed cubicles in the IBC, as referred to in paragraph 8.16 here before for TV and radio broadcasters shall include the following:
  - 8.17.1. The 130 open plan workspaces are to be equipped with one table for three people (can be fixed as part of the booth structure) and three standard conference chairs. The host broadcaster's feed, from the two Plenaries, the two press conference rooms and the amphitheatres is to be delivered to each workstation through a selectable matrix unit with SDI output, audio embedded, including all interpreted languages. Provision of up to 50pcs SDI /XLR audio disembedders to be provided into Radio dedicated workstations to be advised. One electrical CEE 7/3strip with six outputs power supply per workstation (13amp, 6 way). The whole of the media centre is to be equipped with sufficient overhead ambient lighting.
  - 8.17.2. The 15x (32sqm) enclosed cubicles (for larger TV and/or Radio broadcasters) are to be equipped with desks (loose) for 12 people (two people per desk), Individual SDI cable drops (with audio embedded, including all interpreted languages) from the two plenaries, two press conference rooms and amphitheatres to be provided into each

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cubicle. Provision of 3pcs SDI /XLR audio disembedders to be provided into cubicles to be advised. Six CEE 7/3electrical strips with four outputs power supply per cubicle (13amp 4way). Hard-wired Internet (RJ45) is required for 12 workstations in each cubicle.

- 8.17.3. The 30x (16sqm) enclosed cubicles, (for TV and/or Radio broadcasters) are to be equipped with desks (loose) for 9 people (two people per desk).

Individual SDI cable drops (with audio embedded, including all interpreted languages) from the two plenaries, two press conference rooms and amphitheatres to be provided into **10** of the cubicles.

The remaining 15 cubicles are to receive the HB's feed, from the two Plenaries, the two press conference rooms and the amphitheatres through a selectable matrix unit with SDI output, audio embedded, including all interpreted languages.

Provision of up to 10pcs SDI /XLR audio disembedders to be provided into cubicles to be advised.

All cubicles to be provided with 6 electrical strips with four outputs (13amp 4way) and 9x Hard-wired Internet (RJ45's).

- 8.17.4. The 25x (16sqm) enclosed cubicles (for Text Agencies) are to be equipped with seating desks (loose) for nine people. 4x electrical strips with four outputs (13amp 4way) and 9x hard wired Internet (RJ45's).

- 8.17.5. The 8x (8sqm) enclosed cubicles (for TV, Radio or Text Agencies to be advised are to be equipped with desks (loose) for 4 people, 2x electrical strips with 4 outputs (13amp 4way) and 4x hard-wired Internet (RJ45's).

2 of the cubicles are to receive the HB's feed, from the two Plenaries, the two press conference rooms and the amphitheatres through a selectable matrix unit with SDI output, audio embedded, including all interpreted languages

2 of the cubicles are to receive the HB's feed, from the two Plenaries, the two press conference rooms and the amphitheatres through a selectable matrix unit with SDI output, with audio disembedders

4 of the cubicles will be for Text Agencies and will only require electrical sockets and hard-wired Internet.

- 8.18. Doors to all cubicles are to be lockable and provided with three keys and a master key for the IBC manager. All keys to be tagged and referenced.

- 8.18.1. 32" IPTV monitors are to be provided as follows:

- 1x for each of the 130 open-plan workstations, wall mounted;
- 2x for each of the 15 larger 32sqm cubicles, desk mounted;
- 1x for each of the 30x 16sqm cubicles, desk mounted;
- 1x for each of the 25x 16sqm cubicles, desk mounted;
- 1x for each of the 8x 8sqm cubicles, desk mounted.

- 8.19. A storage area of 20 m<sup>2</sup> is to be provided close or adjacent to the IBC Manager's office for broadcasters to store their empty flight cases and other equipment during the Conference. If possible, a lockable storage 'cupboard' to be placed in the storage room large enough accommodate broadcast cameras on 4 shelves. Provision of a sturdy flatbed trolley to be made available for use by broadcasters. The UNFCCC IBC manager will control access to the storage room and use of the trolley.

- 8.20. Workspaces for broadcasters and news agencies shall be allocated by the UNFCCC IBC Manager against application received, by a deadline to be agreed. The cable distribution shall

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be prepared in consultation between the UNFCCC IBC Manager and the MCR Manager. All provisions in the cubicles and open-plan workstations including all provided equipment is offered free of charge. Any additional services requested will be rented at standard commercial costs.

### 9. Exhibition space

- 9.1. One UNFCCC pavilion space will have a prime and accessible central location (300 m<sup>2</sup>).
- 9.2. Exhibit space for 50 exhibits in close proximity to the side event rooms' area will be provided, each exhibit should be equipped with a small round table, two armchairs, a lockable low-cabinet, plus a 2-m high backdrop reflecting the name of the exhibitor (confirmed by the UNFCCC) and lighting; each booth should be equipped with one 55-inch monitor, extension cables with four CEE 7/3 sockets and sufficient power supply for all electrical equipment. IT solutions should be provided to realize sustainable measures and to foster electronic dissemination of exhibit materials. The exhibit booths should be arranged in a manner conducive to dynamic flow and interaction of Participants around a lounge seating area. Ten poster boards for exhibits related information must be provided in this area.

### 10. Areas and services on commercial basis

- 10.1. Delegation pavilion and office space (ranging between 10,000 and 49,000 m<sup>2</sup> at previous COPs) available on a commercial basis to be managed by and bookable from the general contractor.

### 11. Catering facilities

- 11.1. Catering areas with sufficient seating capacity, and restroom facilities, in accordance with the number of Participants, including the following:
  - 11.1.1. 1,500 m<sup>2</sup> across multiple food courts including kitchen and indoor/outdoor seating arrangements;
  - 11.1.2. Three to four restaurant areas (approx. 800 m<sup>2</sup> each), including kitchen and indoor/outdoor seating arrangements;
  - 11.1.3. Approx. 5,000 – 6,000 m<sup>2</sup> multiple canteen areas for Host Country Support Staff and technical staff to ensure walking distance for staff is minimal and locations which can jointly cater for up to 2,000 staff at peak capacity. This space shall be available only to staff who are not receiving Daily Substance Allowance (DSA);
  - 11.1.4. Catering spaces adjacent to the special event rooms, action rooms and amphitheatres to provide coffee-break and reception services to event organizers;
  - 11.1.5. Coffee corners adjacent to the main circulation areas, exhibition and press areas, serving basic beverages and snacks during the operating hours of the specific areas; and
  - 11.1.6. Multiple designated banquet areas to accommodate 20 to 200 guests per event, accompanied by an accessible booking office located in an accessible area with other central services, as referenced in **annex VIII**, section 3.8 The number of designated banquet areas is subject to space availability.

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### 12. Electrical power management plan

- 12.1. A power management plan, including a crisis management and business continuity plan, must be well documented and communicated four weeks before the start of the Conference. The preliminary power distribution and management plan should be discussed and simulated during the ICT POC (Proof of Concept) to prepare the concept for secured and highly available power supply (UPS + Electrical power) for all IT active components. The power management solution, including an emergency power supply should be deployed across the entire Conference facility (United Nations precinct), with special attention, paid to sensitive technical areas such as security infrastructure, registration, plenary halls, server, IBC, UNFCCC offices and network switching rooms/cabinets to ensure business continuity even in the event of grid failure. All uninterrupted power supply (UPS) units provided need to have IP-based monitoring functionality. All active components will be provided with UPS units and isolated power circuits to protect from power surges and irregularities. UPS units provided must include a management/monitoring module. The necessary monitoring tools, software and licenses for the power management system and the UPS units shall be provided and installed in the NOC.

### 13. Security system

- 13.1. The security system shall include the following:
- 13.1.1. Radio communications system: The radio communications system for security shall allow individual security officers to communicate by portable radio. The network should be supported by a repeater station allowing communication with all areas of the Conference centre. The system shall have 110 individual portable radio units complete with 110 individual earpieces, 200 battery units, a multiple charger system and a central radio base station;
  - 13.1.2. 40 walk-through metal detectors (30 for the main entrance, two for the VVIP entrance, 5 at the Blue to Green Zone gate and 3 at the Vehicle Screening Area (VSA – DEC South) - number and distribution to be confirmed following security assessment visit.
  - 13.1.3. 40 handheld metal detectors; and
  - 13.1.4. 40 X-ray machines for luggage, including two large ones for bulky luggage at each main screening area (four in total) and two radiation safety technicians for maintenance, in addition to 10 big plastic baskets and 10 small plastic baskets (airport standard) per X-ray machine; 40 compatible tables for loading and offloading items from the X-ray machines (confirmed as above);
  - 13.1.5. 30 badge-scan pillars (80 × 40 × 40 cm) with power and network capability and the possibility to secure laptops with a Kensington lock for security scanner kits and 30 high-stool for staff servicing in this position. Description and technical specifications of the security scanner kit can be found in **annex IV**, paragraph 4. The number of security scanner kits (laptop and barcode scanners) will depend on the final Conference centre layout and number of security entry and exit points and will be determined in consultation with the United Nations Chief of Security;
  - 13.1.6. A sufficient number of security personnel shall be in civil security uniform. This security team shall operate and provide assistance to the United Nations security team in the areas of X-ray and magnetometer screening at the venue access points, for access control of Participants, for meeting coverage and as liaisons with various Participant groups (media, NGOs, etc.). A full team is required for the 12-hour day shift (7 a.m. to 7 p.m.) and a reduced team for the 12-hour night shift (7 p.m. to 7 a.m.) (number to be confirmed after security assessment visit). All security personnel provided should be unarmed and dressed uniformly. No national military or police uniform or insignia should be worn;

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- 13.1.7. One firearm unloading station (weapons clearing tube);
- 13.1.8. Eight megaphones;
- 13.1.9. 110 lockers (each about 30 × 50 × 80 cm) with two keys each;
- 13.1.10. Mobile fencing as necessary to delimit area under control of the United Nations;
- 13.1.11. 20 torch lights;
- 13.1.12. CCTV video monitoring and recording systems to be placed at all access points and in the plenary halls. Remote access to existing Conference centre CCTV system from the security control centre. All recordings must be accessible for one month after closure of the Conference. After this period, sanitization of data should be performed<sup>10</sup>; The following areas will need to be covered:

### Fixed Position Cameras:

- Entry /Exit doors of the screening areas of the Blue Zone;
- Screening lanes (X-ray and Metal Detectors);
- Entry door to VVIP and VIP area;
- Area in front of the weapon storage room (door) and the weapons safe.

### PTZ Dome Cameras:

- Access and exit areas in front of the Blue Zone (Gate). (Main Entrance, VVIP Gate, VIP Gate tbc.), Delivery Gate, (etc.);
- Plenary room(s);
- Vehicular drop off point in VVIP Area;
- All main movement areas and public zones outside buildings;
- Main corridors in Conference areas / Media and NGO activity areas;
- Power Generator Areas;
- Critical IT Infrastructure;
- Hazardous Material Storage Areas.

### Video Recording:

All CCTV positions/camera videos must be recorded for investigation purposes. The video files must be easily extractable from the system and to be saved in the system as well as on an external memory device. The recording memory capacity should be capable to store the data for 30 Days at the minimum.

### Video Display:

The screens in the control room should be placed in front of the operator desks. The display should consist of LED or LCD screens with a minimum diameter of 42 inch each. A sufficient number of screens needs to be provided in order to display as many cameras as possible on a permanent basis, with the option to use the centre screens on full size display for individual cameras.

### Fire Alarm System/Control Panel:

The site should be compliant with the host country fire and safety code. However, it will be required to install a fire detection system. In order to receive alarms and dispatch personnel the fire alarm panel should be located in the control room next to the operator desk. The fire alarm panel should sound an acoustic alarm and should be able to display the zone/location in which the alarm has been detected.

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<sup>10</sup> Details on sanitization of data are discussed in **annex** "Information and cyber security" of the Exchange of Letter between the Government and the UNFCCC.

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### Server and Emergency Battery Power Supply for Security Systems:

All servers, or electronic components as well as emergency battery devices which are necessary for the secure and continuous operation of all security systems should be located in a separate room accessible only through the Security Control Room (Server Room). This server room requires independent and sufficient cooling and sound proofing as well as a connection to the emergency power supply.

- 13.1.13. 1000 control stanchions/tensa barriers (airport type);
- 13.1.14. Six wheelchairs and three first-aid kits, four AED Automated External Defibrillators, one Emergency Medical Bag, ten boxes of disposable medical gloves;
- 13.1.15. Two paper shredders for confidential documents; and
- 13.1.16. Remote video cameras for each data centre set up in such a way that no blind spots remain;
- 13.1.17. Public Announcements system (P.A.) for the entire venue should be available.

## 14. Other requirements

### 14.1. Other requirements shall include the following:

- 14.1.1. Signage concept for the venue, including door signs for offices and meeting rooms; signage for service counters, exhibition booths, screening and registration lanes; media centre; and a sufficient number of signs to guide Participants through the premises. All layouts with the Conference design and co-branding, names of meeting rooms, text and arrows for the directional signs to be determined in close consultation with the secretariat; In addition to the above, separate COVID-19 related signage concept (floor markings, hygiene instructions and reminders) should be developed and applied throughout the entire venue, as necessary, at the time of the Conference;
- 14.1.2. 20 portable/foldable Conference backdrops (3.30 × 2.20 m) with Conference branding and UNFCCC logo (number and location to be determined, e.g. offices of Executive Secretary, Presidency, VIP areas and bilateral rooms);
- 14.1.3. Two manual four wheeled trolleys (small: 40 × 60 cm and big: 70 × 100 cm) for transporting documents and equipment;
- 14.1.4. One safe (inside measurements 650 × 450 × 350 mm) with two keys each to be placed in the DSA office;
- 14.1.5. 30 flip charts with pens and paper;
- 14.1.6. 30 pinboards on wheels and sufficient pins;
- 14.1.7. 10 whiteboards with pens and sponges for dedicated areas;
- 14.1.8. Ten paper shredders (for confidential documents) of which two have to be heavy duty for large volumes of shredding;
- 14.1.9. 20 wastepaper bins (secure, closed bins to dispose confidential files and documents, about 70 L), such that recycled material cannot be removed from them once deposited;
- 14.1.10. 100 water dispensers (able to dispense hot and cold water, minimum 18.9 L), including continuous refills (water bottles and cups), in conference rooms and dedicated areas. In addition, freshwater provision shall be catered, including glasses, exchange and replenishment, to head tables in plenary rooms and meeting rooms as requested in the daily meeting schedule;
- 14.1.11. Provisions for laptop security on desks to attach Kensington lock;



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- 14.1.12. Racks with a total of 300 individual metal lockable boxes (lockers) with key locks and two keys each to be deployed in accessible places in staff office areas. The dimensions of each metal box should be larger than 50 × 40 × 20 cm;
- 14.1.13. Up to 400 adapters for connecting electronic equipment such as staff laptops for UNFCCC offices, if the requested workspace distributions and power extension cords are not equipped with CEE 7/3 or multifunctional sockets; and
- 14.1.14. Two outdoor flag poles with outdoor double-sided flags for the main entrance of the Conference venue and two flag poles with flags for the VVIP entrance to display the national and UN flags. Height of the poles and related flag size to be determined in close cooperation with the secretariat;
- 14.1.15. 16 United Nations (W123x L183 cm) and 10 National indoor flags (of identical size) with poles (220 to 240 cm high) to be placed in plenary rooms, press conference rooms, VIP lounge and selected offices. Forty flagpoles (without flags) for bilateral rooms in the VIP area.

### **15. Internet Protocol Television Services (IPTV)**

- 15.1. An IPTV system with a minimum of 14 programme channels shall be installed to display proceedings, floor and English audio feeds, from the two plenary rooms and the two press conference rooms, with a channel for programme playback, two channels to display the Conference and side event meetings programme, and the ability to connect and display the programme of meetings, which will be delivered from laptops (provided). The IPTV system and meeting room assignment system is to be integrated into the broadcasting arrangements. An IPTV system is to be used so that all screens and content can be controlled from a central control server/location. Channel switching on screens at specific locations will be called upon at short notice; therefore, a fast and efficient system infrastructure should be provided.
- 15.2. 100 high resolution monitors (minimum 50 inches) and four high resolution LED screens (minimum 120 inches), including stands (minimum 160 cm), transport and installation, shall be made available throughout the Conference site, including in selected offices of the secretariat and in the VVIP lounge as follows:
  - 15.2.1. One monitor in each of the following offices: United Nations Secretary-General, Executive Secretary, COP President, Deputy Executive Secretary, Senior Directors, UNOG Conference Manager, CA Director, C&E Director and media information offices, with the option of manually changing from the meetings schedule to any of the proceedings channels;
  - 15.2.2. Two monitors in the MMT, meeting room assignment and two in the ISCP-COP team offices, one displaying the meetings and the other the side event schedule, with the option of manually changing to any of the proceedings channels;
  - 15.2.3. 51 monitors to be installed in pairs outside or within the proximity of the media information counter, information counter, meeting room assignment counter, Plenary I, Plenary II, Press Conference Rooms 1 and 2, computer centres, UN and regional groups offices, meeting rooms, side event rooms, exhibits area, and corridors within the Conference centre and UNFCCC office area: one displaying the meetings and the other the side event schedule or any other Conference meetings selectable by the secretariat; and
  - 15.2.4. 24 monitors with the ability to follow the proceedings in Plenary I, Plenary II and the two press conference rooms, as well as the daily programme schedule in the writing press media area to be split as follows: 12 monitors to be dedicated to the programme channels and 12 monitors to be dynamically controlled from the MCR with the ability to override for the integration of alert notices created on and linked to a PC; and

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- 15.2.5. Four high resolution LED screens (120 inches) to be installed in the VVIP lounge, with the option of manually changing from the meetings schedule to any of the proceedings channels.

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### Annex II: Media services and operations

#### 1. Media coordination

- 1.1. The following requirements for the provision of substantive and logistical arrangements and information services to media representatives accredited to cover the Conference are intended to ensure maximum worldwide coverage of the Conference.
- 1.2. The UNFCCC Communications Team is responsible for:
  - 1.2.1. Strategic communications, including communications policy, coordination on media issues with the COP President, briefings, interviews with the Executive Secretary and other senior officials, preparation of press releases, press reviews, and liaison with the Department of Global Communications (DGC) in New York and communications officers from the United Nations system attending the COP; and
  - 1.2.2. Public information and media services, including managing media facilities and services for writing, broadcasting, digital and social media, press accreditation, establishment and operation of the IBC, liaison with the host broadcaster, press conference room management, as well as services to be provided to the Secretary-General and liaison with the host country media team.
- 1.3. Media coordination by the Government
  - 1.3.1. The Government shall appoint a communications liaison officer to ensure close and efficient coordination between the secretariat and the Government authorities in media relations matters.
  - 1.3.2. The Government communications liaison officer plays an essential role in:
    - 1.3.2.1. Contributing to the formulation of a communications strategy to promote the Conference;
    - 1.3.2.2. Mobilizing local and foreign media interest in the Conference by widely distributing UNFCCC background information and accreditation forms and by holding press conferences and press seminars with senior Government officials;
    - 1.3.2.3. Raising public awareness of the Conference in the host country through a variety of public relations activities, which could include providing special supplements in major local newspapers and special radio and TV programmes in local broadcasting networks;
    - 1.3.2.4. Creating a host country Conference home page in consultation with the secretariat and producing posters and banners for display in central city locations;
    - 1.3.2.5. Assisting the UNFCCC accreditation team by providing information and, where required, clearing local media accreditation requests;
    - 1.3.2.6. Cooperating closely with the UNFCCC media team in managing the media facilities and any special media arrangements during the Conference;
    - 1.3.2.7. Continuously screening local media and social media for Conference coverage and engagement and providing press clippings on a daily basis to the UNFCCC media team for inclusion in a daily press clippings folder for the COP President, the UNFCCC Executive Secretary and other senior officials.

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### **2. Press accreditation**

- 2.1. Media participation in sessions of the Convention bodies is subject to accreditation by the UNFCCC. The secretariat follows the official accreditation policy and requirements of the United Nations and makes special arrangements for bloggers and other online media representatives as agreed under the secretariat's digital media project.
- 2.2. Applications for press accreditation shall be made on the UNFCCC website at <http://unfccc.int>. Press accreditation is strictly reserved for bona fide members of the press (print media, photo, radio, TV, film, news agencies and online news services) who fully meet United Nations press accreditation requirements. Applicants shall not be accredited or registered in more than one capacity (e.g. media/delegation/NGO), except as agreed under the digital media project. Requests for accreditation may be denied where applicants cannot establish that they are professional journalists or where applications are incomplete. Representatives of NGOs and advocacy groups wishing to report on the Conference for their own online, print, radio or television services shall be accredited in a different category and provided with facilities in an online publishing space in the exhibits area.
- 2.3. Accreditation shall be granted upon presentation of valid press credentials, consisting of:
  - 2.3.1. A copy of the completed accreditation form submitted online;
  - 2.3.2. A letter of assignment on the official letterhead of a media organization signed by the publisher/assignment editor, editor-in-chief or bureau chief or director of the TV/radio programme, specifying the name and job title of the journalist; and
  - 2.3.3. A photocopy of a valid press card/work pass.
- 2.4. Freelance journalists shall be subject to the same requirements and must provide clear evidence that they are on assignment from a specific news organization or publication.
- 2.5. Members of the press who have previously been accredited for UNFCCC conferences may use the fast-track accreditation procedure indicated on the accreditation form. Photos for the press badge will be taken at the Conference venue when the badge is issued.
- 2.6. Subject to agreed deadlines, the secretariat shall open press accreditation at least three months before the opening of the Conference. The Host Government shall be required to assist the secretariat in distributing press accreditation forms as widely as possible to local media, foreign correspondents, press clubs and news agencies in the host country. The online accreditation form and procedures can be found on the UNFCCC website.
- 2.7. Press accreditation shall be granted by a UNFCCC accreditation officer, who shall consult with the Government media liaison officer to determine the validity of local press credentials as required. Clearance of any pending press accreditation requests shall be granted without delay.

### **3. Television and radio services**

- 3.1. The Government shall appoint a host broadcaster, at least two months prior to the opening of the Conference, to provide national and international television and radio broadcasters accredited to cover the Conference with live video and audio feeds of the Conference proceedings in Plenary I, Plenary II, the two press conference rooms, one of the two Amphitheatres and COP TV. The host broadcaster shall also provide the video and audio feeds for IPTV coverage and webcasting/live streaming.

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- 3.2. The Government shall consider appointing a host broadcaster liaison officer to carry out cost and quality control.
- 3.3. The host broadcaster, acting as official television/radio agent of the Conference, shall provide live coverage of all public proceedings of the Conference. Other broadcasters may be admitted only temporarily into the plenary rooms to film individual speakers under the guidance of the IBC manager.
- 3.4. For COP 28 IPTV, webcasting/livestreaming by TV and Radio broadcasters, television and radio signals of the Conference shall be provided by the host broadcaster at no cost to the secretariat. They shall also be provided free of charge to national and international TV and radio broadcasters accredited to cover the Conference and to international news agencies. Other television services, including play-out facilities, should be offered on a commercial basis. Broadcast clients shall also be charged for any transmission costs, including line and satellite costs. The host broadcaster shall make the necessary administrative arrangements to provide these services to accredited TV and radio broadcasters. The Government should ensure that communication costs charged to broadcast clients are at standard international rates to meet the TV and radio coverage needs of national and international broadcasters.
- 3.5. The host broadcaster shall establish and equip an MCR within the media centre to monitor, manage, control and distribute all signals. The MCR should be in direct voice contact with the IBC manager, webcasting/live streaming, all mixing positions, recording archiving and any other office considered necessary, and provide assistance with all technical aspects relating to the installation of the above and the requirements set out below.
- 3.6. The host broadcaster shall establish and manage the Satellite Farm as part of the IBC facilities.
- 3.7. Space for a minimum of 15 TV studios, each measuring a minimum of 5m x 5m are to be provided for broadcasters in selected prime locations.  
Each studio to be provided with:
  - Fibre connection to the Satellite Farm;
  - 2m high partitioning between side-by-side studios;
  - 1x Hard Wired RJ45 Internet connection;
  - 2x Electrical strips 4way.

### **Furniture:**

- 2x Trestle tables each 1.2 m x 600 mm;
- 2x Chairs per trestle table;
- 1x 450 mm round high table;
- 3x bar stool type chairs.

## **4. Meeting recording and archiving – the host broadcaster**

- 4.1. The meeting proceedings should be recorded and archived per UNFCCC requirements. Government shall consider the appointment of one liaison officer from the host broadcaster to carry out quality control for their respective services.
- 4.2. The recording service manager shall ensure that sufficient personnel are available to provide meeting recording and archiving service, covering all meetings which require such service.

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- 4.3. Meeting proceeding recording, logging, and archiving
- 4.3.1. The meeting proceedings shall be recorded gavel to gavel without any interruption, following the instructions stipulated in the UNFCCC official booking system.
- 4.3.2. Sufficient machines shall be provided to record all back to back meetings without any interruption. The recordings shall contain a master SMPTE time code. Machine inputs should be patchable to make additional recordings as required.
- 4.3.3. The audio recordings shall be made in MP3 format AAC 64 kbit 16-bit mono/stereo, of floor and English languages.
- 4.3.4. The video recordings shall be made in broadcast quality, containing the floor and all interpreted languages, complied to the minimum technical requirements below:
- Video Codec: 422 LT;
  - Audio codec: Uncompressed PCM;
  - Audio: 8 stereo audio tracks (16 channels);
  - Sample rate: 48 kHz;
  - Bit-Depth: 16;
  - Bit Rate: 102 Mbps;
  - Constant Bit Rate: 10-bit;
  - Colour space: 4:2:2;
  - Frame dimensions: 1920 x 1080 (HD);
  - Frame rate: 29.97 frames per second;
- 4.3.4.1. All recordings shall be named and organized in accordance with the UNFCCC records management guidelines.
- 4.4. Meeting recording archiving
- 4.4.1. The responsible officer from the host broadcaster shall ensure:
- 4.4.1.1. The availability of contact person(s) to the UNFCCC records management team during the entire Conference meeting hours to respond to any inquiry which may arise relating to meeting recordings;
- 4.4.1.2. Recordings are complete, accurate, correctly named and of adequate quality;
- 4.4.1.3. Any technical issues or identified errors are addressed immediately.
- 4.4.2. The host broadcaster shall have a position available at the MCR with two (2) laptops linked to the recording storage servers and their respective meeting room recording facilities.
- 4.4.3. The recording files, except those ones from plenaries, shall be cropped top and tail. Any unnecessary meeting content shall be removed.
- 4.4.4. Audio recordings shall be uploaded to the UNFCCC designated repository no later than one (1) hour after the end of the meeting.
- 4.4.5. Video recordings shall preferably be uploaded shortly after the end of meeting and at any rate no later than the start of the following day. In case of the special request, the recordings shall be uploaded no later than within two (2) hours after the end of meeting.
- 4.4.6. Two (2) sets of hard drives containing all the meeting room contents shall be provided to the UNFCCC on-site records management team on the last day of the event. Each hard drive shall be identical, one being a master and the other a backup. Each set shall contain all visuals, including audio from the floor and all interpreting channels.

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### **4.5. Dubbing service**

- 4.5.1. The host broadcaster shall establish dedicated positions within the MCR, including computers linked to the servers on which the filmed material is stored. Where requested by any broadcaster, delegate or other party approved by the IBC manager, meetings shall be dubbed free of charge in a universal digital format (.mp4 or equivalent). In this regard, the host broadcaster shall make available 50 32 GB USB flash drives, to be managed by the IBC manager and considered disposable.
- 4.5.2. For ease of managing dubbing requests an online system is to be established against password access to enable broadcasters to download meetings required direct from the onsite servers. This facility is restricted to onsite use only.

### **5. Webcast/Live streaming signals**

- 5.1. All audio and video signals to be webcast/live stream shall be provided at the webcast/live streaming room through the MCR: SDI (BNC male plug, maximum full HD, 1,920 x 1,080 pixels) with embedded audio signal (digital audio with -18dbFS); language 1 (floor) -> SDI audio group 1 (audio channel 1 and 2); language 2 (English) -> SDI audio group 2 (audio channel 3); language 3 (country language where the Host Government decides to add an additional language feed) -> SDI audio group 2 (audio channel 4). All data video signals (of all projected presentations and films) to be webcast/live stream shall be provided at the webcast/livestreaming room by the host broadcaster's service provider: HDMI or DVI (connection and resolution to be advised), unencrypted, without signal.

### **6. Photography services**

- 6.1. The Host Government shall fund the fees of one professional photographer and one photography assistant for the duration of the Conference. The photographer and assistant shall be hired and supervised by the secretariat to take high-quality photographs of the Conference and promptly publish them on the UNFCCC Flickr account.
- 6.2. The Host Government shall fund the fees of one professional videographer and one video assistant for the duration of the Conference. The videographer and assistant shall be hired and supervised by the secretariat to record, edit, and publish high-quality video material of the Conference on the UNFCCC website and social media channels.
- 6.3. The Host Government shall provide photographic services of the Conference, the high-level segments and other highlights and events for publication on the Conference websites, associated social media channels and for sharing with Conference Participants.

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### Annex III: Secretariat pre-sessional meetings

Paid for by the secretariat

For all events listed below adequate Internet connectivity (network connection/WLAN) shall be available at least three days before the start of each meeting if not otherwise indicated.

The detailed layout of the staff offices, meeting space, services and catering areas shall be decided in close cooperation with the secretariat. In all areas, particular care should be taken to ensure adequate lighting, air ventilation and conditioning, heating, and soundproofing.

The meeting room should be booked and available prior to the meeting for set-up and testing (two days in advance for meeting rooms; three days in advance for office rooms). The rooms should be available until the day after the last meeting day in case the meeting runs late into the night/following morning. It shall be available to use for the whole meeting period and accessible to staff members and Participants only.

Whenever staff offices are requested, a temporary office space shall be provided should the final office not been definitively set up and equipped on staff arrival at the venue. The staff office shall be close to the meeting rooms of each event (i.e. on the same floor).

All workspaces shall be furnished with desks and adequate office chairs, desk lamps, and sufficient power supply for all electrical equipment. Paper recycling containers and a document shredder shall be provided.

A registration area for Participants: Counter allowing for a minimum of two staff members, (two chairs and two tables and sufficient CEE 7/3 sockets) shall be provided close to the entrance to the meeting rooms, 50 m<sup>2</sup> of storage space for shipments, consignments, cases, and packaging material from technical providers shall be available at least three days before the start of the meeting.

#### Requirements for the Executive Board of the clean development mechanism (CDM-EB)

- To be held from 24 to 27 November 2023.
- Set up and testing latest by 23 November 2023.
- Paid for by the secretariat.

#### **1. Conference rooms**

- 1.1. One meeting room (Meeting Room 1 for EB Meeting, ca. 110 m<sup>2</sup>) with a minimum 12 meters wide and 15 meters long. The tables should be arranged in a U-shape seating for 24 persons at table, with an advisor's row at left and right sides – nine seats each, with a table behind the head table (15-20 advisory seats at table, classroom style).

If the room does not accommodate the seats at the longer side of the U-shape, a square seating with six seats on each side, taking into consideration that the main screen should be opposite the podium.

Also, a podium including six seats at table (placed on top of U-shape), with a comfort monitor.

The tables in Meeting Room 1 shall have a minimum width of 80 cm and a minimum length of 170 cm. The power supply in Meeting Room 1 shall be sufficient to handle large number of machines and PC/laptop accesses. There shall be enough space to accommodate technical teams in one corner of the meeting room.



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- 1.1.1. The following equipment shall be provided in Meeting Room 1:
  - 1.1.1.1. Independent sound system with cut-off function; (see detailed specifications in the item "sound system and others" for specifications);
  - 1.1.1.2. Conference call facility connected to the sound-system;
  - 1.1.1.3. T-Systems webcasting (video and audio) with 3 seats;
  - 1.1.1.4. 8 TFT screens: 4 TFT min. 85" (on stand) and 4 TFT min. 55" (on the floor);
  - 1.1.1.5. 30 headphones for members;
  - 1.1.1.6. 20 headphones with infra-red signal to follow proceedings from advisory row (for staff);
  - 1.1.1.7. 2 handheld microphones connected to the sound system;
  - 1.1.1.8. 1 projector/beamer (4,500 ANSI lumens) with input and out-put;
  - 1.1.1.9. 1 projection screen (4 x 3 m), placed centred facing the podium of the U-shape;
  - 1.1.1.10. 1 projection laptop with MS (in English) connected to the shared drive (see section on IT arrangements);
  - 1.1.1.11. 1 laptop connected to a TFT screen 19 -24" (to show the daily meeting schedule at the side of the room);
  - 1.1.1.12. 1 laptop connected to a TFT screen 19 - 24" (to show PPT slide, open/closed sign);
  - 1.1.1.13. 2 flipcharts;
  - 1.1.1.14. Table microphones: 1 table conference system microphone per two Participants, and independent microphones for Chair and Vice-Chair, with cut-off/interrupt function;
  - 1.1.1.15. Dome camera; if the venue allows for it. Otherwise cameras are normally provided by webcast company; should be programed with "follow me functionality of microphones";
  - 1.1.1.16. Lighting system for open and closed sessions (green/red light) (see item on sound system requirements below);
  - 1.1.1.17. LAN network connections/WLAN (see detailed specifications in section IT equipment below).
- 1.1.2. Specifications for Sound System and Projection equipment and lighting system:
  - 1.1.2.1. Sound System
    - 1.1.2.1.1. Connection of sound system with 8-channel audio mixer to transmit audio and video feed from Meeting Room 1, to be distributed to Meeting Room 2, with the option to cut off video and audio feed in the other room, as required;
    - 1.1.2.1.2. Independent sound system with cut-off function with conference system microphones (one for two persons), microphone control unit, amplifier loudspeakers (for meeting room and observers' room);
    - 1.1.2.1.3. Chair should not share microphone and should be able to cut off/interrupt;
    - 1.1.2.1.4. TFT screens to be set up in Meeting Room 1. Additional screens to be provided if less than specifications requested;

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- 1.1.2.1.5. English speaking sound technician to be available throughout the meeting.
- 1.1.2.2. Lighting system for open and closed sessions
  - 1.1.2.2.1. Cut off system to control audio and video for open and closed session;
  - 1.1.2.2.2. Green and red light to indicate status of session: open session (green light) and closed session (red light).
- 1.1.2.3. Conference call facility connected to the sound system:
  - Ability to conduct a hybrid MS Teams call with participation (remote/on site).
- 1.1.3. Specifications for IT/Network
  - 1.1.3.1. Video conferencing (MS Teams): Specifications to be provided by ICT
    - Important
    - 1.1.3.1.1. Assess what specifications are required in consultation with the webcast company and sound system company to allow for good quality stream of picture and text projection for screen cast;
    - 1.1.3.1.2. Laptops and other hardware and software required for Teams hybrid meeting;
    - 1.1.3.1.3. ICT, Audio technicians and webcast company to liaise in advance to identify the requirements for delivering high quality picture, sound, and text projection. Note: Staff from Bonn will present their agenda items via MS Teams.
  - 1.1.3.2. Equipment/Hardware
    - 1.1.3.2.1. One MFP photocopier
      - 1.1.3.2.1.1. High speed photocopier with colour to be located close to the meeting room;
      - 1.1.3.2.1.2. High speed photocopier, capable of 70 copies per minute. Should have double-sided printing function, sorting and stapling and hole punch function. Paper, staples and toner-sufficient for the duration of the meeting;
      - 1.1.3.2.1.3. Scanning function. English instructions and English-speaking technical support on site/on call.
  - 1.1.3.3. Webcast services
    - Projection to be integrated with the sound system in the room.
- 1.1.4. Meeting Room 1 shall be soundproofed to guarantee confidentiality. It shall be available to use for the whole meeting period and accessible to staff members and Executive Board members only.
- 1.1.5. In addition, two additional tables should be provided for documents and TFT screen for projection.
- 1.1.6. At the back of the room, space for webcasting equipment and three working stations for webcast crew; Internet connection for streaming; all signals to be webcast should be delivered to this area.

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- 1.2. One meeting room for observers (Meeting Room 2, observer room; ca. 30m<sup>2</sup>) with seating for 10 Participants (classroom style, 10 seats at table). To ensure confidentiality, if main EB meeting room (Meeting Room 1) is not soundproof, the observer room (Meeting Room 2) should be located at considerable distance from Meeting Room 1. Meeting Room 2 shall be used ONLY during the open session of the Board. If no observers are registered for the meeting, the room will not be required. Confirmation of this will be provided three weeks prior to the meeting.
  - 1.2.1. The following equipment shall be provided in Meeting Room 2:
    - 1.2.1.1. Independent sound system to follow proceedings in EB meeting room (Meeting Room 1) (Meeting Room 2 to be interconnected to follow proceedings in Meeting Room 1);
    - 1.2.1.2. Two projectors (minimum 3,000 ANSI lumens) with two screens (180 x 210 cm), or alternatively two 80-inch plasma screens, and video feed.
- 1.3. All conference rooms shall be equipped with adequate light and sound systems and a sufficient number of microphones for the size and capacity of the room.
- 1.4. All conference rooms shall be soundproof and equipped with an adequate ventilation and air-conditioning system.
- 1.5. All meeting rooms should be booked and available prior to the meeting for set-up and testing (two days in advance for meeting rooms; three days in advance for office rooms). The rooms should be available until the day after the last meeting day in case the meeting runs late into the night/following morning.

## **2. Staff offices and equipment**

- 2.1. One fully set-up, equipped and operational office (will be within their final locations, staff office; ca. 30m<sup>2</sup>) for EB logistics team with:
  - 2.1.1. 15 standard workspaces in an island set-up of tables with chairs, plus three tables for documents;
  - 2.1.2. One HP multifunctional network photocopier/printer (similar to Canon Image Runner Advance C5750i) meeting the following requirements:
    - 2.1.2.1. Medium-speed printing;
    - 2.1.2.2. Black and white and color printing;
    - 2.1.2.3. Analogue or digital;
    - 2.1.2.4. 60 to 90 copies per minute;
    - 2.1.2.5. Duplex printing (double sided);
    - 2.1.2.6. Sorting and stapling, with sufficient staples and toner for the five-day meeting, including three days of preparation work;
    - 2.1.2.7. High number of copies (up to ca. 20,000 copies during the session);
    - 2.1.2.8. A4 and A3 printing;
    - 2.1.2.9. English instructions;
    - 2.1.2.10. Scanning to USB and email;
    - 2.1.2.11. Fully installed and configured;
    - 2.1.2.12. Technical support at least three days before the start of the meeting; and

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2.1.2.13. Inclusion of network printing in accessible printer settings.

- 2.2. One hospitality room/area for 35 people, with two breaks per day with coffee and tea for 35 people.
- 2.3. Table water for 50-70 people (may increase depending on demand) in EB meeting room and at coffee break. Table water and glasses to be made available every morning of the meeting and replenished during the day.
- 2.4. All rooms should contain sufficient CEE 7/3 sockets for laptops.
- 2.5. Adequate Internet connectivity (network connection/WLAN) for staff shall be available at least three days before the start of the meeting. Where the staff office has not been definitively set up and equipment has not been fully installed, a temporary office space shall be provided. The staff office shall be close to the meeting room and should allow quick access to Meeting Room 1 and Meeting Room 2 (i.e. on the same floor). The detailed layout of the staff office, meeting space and service area shall be decided in close cooperation with the secretariat.
- 2.6. All workspaces shall be furnished with desks and adequate office chairs, desk lamps, wastepaper baskets and sufficient power supply for all electrical equipment. One document shredder shall be provided.
- 2.7. In all prefabricated areas, particular care should be taken to ensure adequate lighting, air conditioning, heating and soundproofing.
- 2.8. Approximately 50 m<sup>2</sup> of storage space for shipments, consignments, cases, and packaging material from technical providers.

### 3. Communications

- 3.1. 25 local mobile phone SIM cards, to be used by secretariat staff.

### 4. IT services and requirements

**Table 8**

Service	Requirements	Quantity
Internet	600 Mbps synchronous Internet line for staff and Participants, configured for automatic fail-over with a guarantee of 100 Mbps for the webcast/live streaming service. Active and passive equipment terminated and located in the server room.	1 lot
	Adequate number of IPs for webcast/live stream encoding, NATing 1 x /28 subnet public IP addresses for Internet.	1 lot
	Internet line must be ready and active a week before the start of the meeting. On-site support from ISP engineer during Internet installation, activation, and testing. 24/7 engineer support for duration of meeting with immediate response (max. 15 min.) in case of problems.	1 lot

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	Both Internet lines to be provided as a service, configured as required with fully functional active components (e.g. routers, switches and cables). Active equipment must have a UPS with minimum battery time of one hour.	1 lot
Server room <b>(if needed (pending location of meeting) and could be a shared space)</b>	Adequate dedicated and secured space with sufficient air conditioning or ventilation. Sufficient power capacity (220 V/50 Hz and backup) with CEE 7/3 type power outlet. UPS with 2,000 kVA capacity. Server room must be ready three days before the start of the meeting.	1 lot
Network LAN equipment and Wi-Fi	All necessary network equipment, e.g. LAN switches. Adequate Wi-Fi service with enough access points. All necessary cabling, electrical power, and related cable management. Network should ensure a gigabit connection for all IP equipment used on the network. Manageable Cisco infrastructure preferred.	1 lot
Personal computers	English software and licences for all equipment, including Windows 10, Office 365, Microsoft 365 Defender for Endpoints and standard software licences for all other equipment provided.	
	Computer centre	3
	Presentation laptops for meeting rooms	3
Network connections	Computer centre	4
	Staff offices (one per seat)	25
	Server room (if needed)	tbc
	Meeting room	3
	Webcasting/Live streaming	3
Multifunctional printer/printer	Multifunctional printer for staff office equivalent to Canon Image Runner Advance C550i III	1
	Network printer for computer centre	1
Support	Sufficient human resources to provide: Network set-up support with cabling, switches, Wi-Fi, computer installation and so on; Support for the duration of the meeting and dismantling; Network administration expertise for the complete network service, including Wi-Fi.	

### 5. Webcasting/Live Streaming

#### 5.1. Audio for webcasting/live streaming

All audio signals of the meeting proceedings shall be provided by the audio service provider: SDI (BNC male plug, maximum full HD, 1,920 x 1,080 pixels) with embedded audio signal

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(digital audio with -18dbFS; or analogue, fully balanced, +4 dBu nominal level, XLR (male) plugs).

- 5.2. Office space for webcasting/live streaming  
Space for three webcasting/live streaming service staff at the back of the observer room plus equipment (approximately 9 m<sup>2</sup> and three tables with chairs).
  - 5.3. Power supply  
Independent bus bar, 230 V~/50 Hz, explicitly for audio/video devices, protected.
  - 5.4. Camera work and video signals for webcasting/live streaming
    - 5.4.1. Power supply required for camera and video equipment; and
    - 5.4.2. Meeting room to be well lit.
  - 5.5. Video signal
    - 5.5.1. Cameras to cover all speakers during proceedings;
    - 5.5.2. Mixed down-signal to be provided to the webcast/live streaming set-up for streaming; and
    - 5.5.3. SDI (BNC male plug, maximum full HD, 1,920 x 1,080 pixels) with embedded audio signal (digital audio with -18dbFS).
  - 5.6. Data video signal
    - 5.6.1. All data video signals (of all projected presentations and films) for webcasting/live streaming to be provided at the webcast/live streaming room by the host broadcaster's service provider; and
    - 5.6.2. HDMI or DVI (connection and resolution to be advised), unencrypted, without signal interruption.
- 6. Meeting recording and archiving**
- 6.1. Meeting proceedings of pre-sessional meetings shall be recorded and archived following UNFCCC requirements stipulated in the UNFCCC official booking system. For more details, refer to section 4 in **annex II** above.
- 7. Hospitality**
- 7.1. Three breaks per day with coffee and tea for 30 persons (exact order to be determined based on the existing menu).
  - 7.2. Table water for the meeting room and at coffee break (table water and glasses to be made available each morning of the meeting, including refills during the day).
- 8. Support staff**
- 8.1. Two English-speaking host country ICT support staff shall be made available on a shift basis one day prior to, and for the duration of the meeting (as referenced in **annex V, sections 3.1 and 3.2**).

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- 8.2. One security staff member shall be available for the duration of the meeting until close of business.

### Requirements for the meeting of the Facilitative Working Group of the Local Communities and Indigenous People Platform (LCIPP-FWG)

- To be held from 25 to 28 November 2023.
- Set up and testing latest by 24 November 2023.
- Paid for by the secretariat.

#### **1. Conference rooms**

- 1.1. One meeting room (Meeting Room 1) with the tables arranged in a circle shape to seat 100 people. A circular layout with an inner row for the 16 members, plus additional seats in rows behind up to a 100 people capacity (see provided room layout). For the circle, chairs only with small coffee tables between the chairs of the inner circle.

Some secretariat/documents tables on the side for staff. Co-Chairs would be sitting together with secretariat in the inner circle, not stage.

The floor standing microphones would be used for Q&A throughout the session, no specific timing identified. A technician is needed for presentations.

If possible, the (4) comfort monitors should be positioned on each side behind rows, so that wherever the Participant is seated, a monitor would be facing him/her.

The power supply in Meeting Room 1 shall be sufficient to handle large number of machines and PCs/laptops. There shall be enough space to accommodate technical teams in one corner of the meeting room.

- 1.2. The following equipment shall be provided in Meeting Room 1:

- 1.2.1. Independent sound system with cut-off function;
- 1.2.2. 1 projection laptop with Microsoft software (in English) and a wired Internet connection;
- 1.2.3. 15 wireless microphones connected to the sound system;
- 1.2.4. 1 projector/beamer with input and output;
- 1.2.5. 1 projection screen;
- 1.2.6. ICT standard support (regular service hours);
- 1.2.7. Teams hybrid meeting (webcasting) for the meeting, ideally with interpreters and Slido;
- 1.2.8. Video recording and audio recording (CD);
- 1.2.9. Interpretation services (English to/from Spanish, French and Russian);
- 1.2.10. 4 flipcharts in the main room with paper and pens;
- 1.2.11. Badge production: No regular badges, but sticker nametags on clothes if possible.

- 1.3. Specific requirements for the meeting room:

- 1.3.1. Room set-up (see layout above) to consider no tables to sit on for Participants, but a circle for 20 and others in rows behind. Please arrange for little coffee-tables (to be used for microphone and water) between chairs (at least for the 20);

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- 1.3.2. Sound system: we will play music during the breaks, and it would be helpful to have room sound systems;
- 1.3.3. Technology provision for active participation (two way in/outside participation) is required;
- 1.3.4. Broadcast and recording;
- 1.3.5. Video focus/zoom on Participants while speaking (follow me function);
- 1.3.6. Coffee breaks set up ideally in an open space close to the room;
- 1.3.7. Water dispenser inside the room to dispense cold and hot water.

### **2. Staff offices and equipment**

- 2.1. One fully set-up, equipped and operational staff office with:
  - 2.1.1. 5 standard workspaces, each including 1 table and 1 chair;
  - 2.1.2. 1 multifunctional network photocopier/printer fully installed and configured. Technical support at least three days before the start of the meeting;
  - 2.1.3. Network connection (G-Drive only HC/AH/LE);
  - 2.1.4. Wireless Internet.

### Requirements for the meeting of the Katowice Committee of Experts on the Implementation of Response Measures (KCI)

- To be held from 26 to 27 November 2023.
- Set up and testing latest by 25 November 2023.
- Paid for by the secretariat.

### **1. Conference rooms**

- 1.1. One meeting room (Meeting Room 1, for a total of 100 people) comprised of a square (or U-shape) seating layout for 20 people (allowing all the members to see the screen), three-four additional tables (for special observers) at the corners of the U for two Participants each, and additional five rows of 10 to 12 chairs each at the back of the room for observers.

If not possible, an alternative layout could be one main room (Meeting room 1) for up to 34 people, plus 58 observers placed in two additional meeting rooms, as overflow rooms, with webcast one way feed from the Meeting Room 1 (microphones turned off in these two rooms).

The power supply in Meeting Room 1 shall be sufficient to handle a large number of equipment and PCs/laptops. There shall be enough space to accommodate technical teams in one corner of the meeting room.

- 1.2. The following equipment shall be provided in Meeting Room 1:
  - 1.2.1. Independent sound system with cut-off function;
  - 1.2.2. 1 projection laptop with MS (in English) and a wired Internet connection;
  - 1.2.3. 2 wireless microphones connected to the sound system;
  - 1.2.4. Table microphones and podium microphones;
  - 1.2.5. 1 projector/beamer with input and output;



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- 1.2.6. 1 projection screen;
- 1.2.7. 4 LCD/TFT screens;
- 1.2.8. ICT standard support (regular service hours);
- 1.2.9. Webcast for the meeting;
- 1.2.10. Video recording and audio recording (CD and USB);
- 1.2.11. Editorial support;
- 1.2.12. 1 flipchart in the main room with paper and pens;
- 1.2.13. Badge production: for KCI members.

### **2. Staff offices and equipment**

- 2.1. One fully set-up, equipped and operational staff office with:
  - 2.1.1. 6 standard workspaces, each including 1 table and 1 chair;
  - 2.1.2. 1 additional table and 2 additional chairs;
  - 2.1.3. 1 multifunctional network photocopier/printer fully installed and configured. Technical support at least three days before the start of the meeting;
  - 2.1.4. Network connection (G-Drive only HC/AH/LE);
  - 2.1.5. Wireless Internet and additional network cable.

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### **Annex IV: Information and communications technology infrastructure and services**

The set-up and operation of the ICT services will take place in various stages, including planning and related technical missions; POC and staging; deployment/roll-out; security audit and information and cyber security; operational support during the session; and dismantling/security data sanitization. The below reflects the overall requirements by the UNFCCC, the final design and actual deployment may deviate in agreement between the parties while ensuring the functional requirements are met.

#### Planning and conceptualization

This involves project planning and consultation on the ICT service design concept and related requirements. ICT staff will be available to support the related procurement by providing technical guidance or clarification of requirements where needed. The secretariat will require a senior ICT host country counterpart to collaborate with and to manage the vendor and act as a service provider integrator.

#### POC and staging of ICT equipment and services

This involves the provision of space, a networking environment with sufficient Internet connection, power supply and support for the Conference POC for the simulation of the Conference network equipment and services prior to deployment. This space shall also provide the planning and design environment for the ICT core team. The POC should start at least eight weeks before the Conference ICT deployment.

#### Deployment and roll- out of ICT services

This entails the provision of the following network infrastructure services:

- Internet services – robust Internet connection configured for high availability and distributed throughout the Conference premises via cabled and wireless networks;
- Local – active and passive network components; network operations and monitoring software; cabled and wireless network infrastructure covering the entire Conference premises to facilitate access to shared or secure facilities and Internet services via provided credentials;
- Registration centre and security checkpoints – secure network for the secretariat conference access control and badging system, including the provision of barcode readers, signature tables/iPads and badge printing kits;
- Computer centres – provision of (a) sufficient pool(s) of computers and printers for use by delegates in close proximity to the meeting rooms;
- Media computer centre – provision of (a) pool(s) of computers and printers for use by media in proximity to the media area;
- Network Operations Centre (NOC);
- Security Operations Centre (SOC) (can be housed within the NOC);
- Digital Operations Centre (DOC), dedicated to virtual events/streaming, etc.;
- Staff offices, VIP offices etc.;
- Meeting rooms.

#### Operational support

This entails the provision of:

- 1<sup>st</sup> Level IT support team: easily identifiable front-end user support for the staff offices and Participant computer centres as well as meeting rooms/open areas; and

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- Specialized pool of Network experts: specialized/expert support skills pool for escalations located in the NOC;
- Specialized pool of IT cyber security experts: located in the SOC;
- Digital operations/ productions/streaming experts stationed in the DOC.

The secretariat and the Host Government shall agree on areas of responsibility for the overall Conference ICT service, including webcasting/live streaming and information and cyber security<sup>11</sup>, and prepare the related project plan. The project plan will include all aspects of ICT support for the Conference, such as design, proof-of-concept/staging, set-up, operation, dismantling/decommissioning and sanitization of IT systems. Project management, quality assurance and decision-making shall be undertaken by designated officials from the secretariat in consultation with the Host Government as set out in a separate project description and plan.

### 1. Communications

- 1.1. The Host Government shall make available landlines (national and international) with phone sets to be installed in the Conference centre and registration area if needed; this requirement could be fulfilled through VoIP. A simple interactive voice response system shall be put in place to channel all emergency and support service calls through one number/entry point, to be announced to Participants.
- 1.2. The Government shall provide smartphones (with carrying case, charging cable and power adapter) with English-language menus and a mobile device management solution with sufficient international call credits. The devices must support 5 GHz Wi-Fi radio. The phonebook should be populated with the latest staff entries based on the staff assignment list two weeks before the start of the Conference and be centrally managed. A limited number of smartphones and an additional 10 SIM cards shall be made available from entry on duty to the last working day of the core team and staff members assigned to the pre-session meetings. All SIM cards/mobile phones should be in the same call group. Calls within the call group should be charged at a flat rate. Cellular coverage should be adequate throughout the Conference facility to ensure good GSM and mobile data connections/signals and to avoid congestion. The devices provided should have unrestricted access to popular social media application and services throughout the event.
- 1.3. Radio communications system, consisting of radio units and charger, to allow individual technical staff servicing the Conference to communicate by portable radio during the Conference and equipment set-up and dismantling. If necessary, the network should be supported by a repeater station allowing communication with all areas of the Conference centre. Special arrangements should be made to ensure appropriate encryption and isolation where the United Nations security team uses the same radio technology.
- 1.4. Executive telephone enabling a secretary to receive, screen and transfer incoming calls as appropriate, and receive calls directly if necessary.

### 2. Workplace provisioning

- 2.1. Hardware and software for secretariat staff and Participants
  - 2.1.1. The Host Government shall provide the secretariat with computer equipment such as laptops and secure multifunctional printing solutions and related software and licences, as indicated in **annex IV**, to enable it to work efficiently and to facilitate negotiations.

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<sup>11</sup> Details on cyber security are covered in the **annex** "Information and cyber security" of the Exchange of Letter between the Government and the UNFCCC.

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All supplied equipment shall be configured in accordance with the requirements outlined in the annex “Information and cyber security” of the Exchange of Letter between the Government and the UNFCCC”.

- 2.1.2. The Government shall provide four laptop images for preparation of the four separate installation images as follows: 1) staff; 2) registration and security checkpoints; 3) computer and media centres; 4) meeting rooms. The Host Government shall provide computer equipment, related images, software and licences for the delegations. It shall provide laptop background images in HD or adjusted to the actual size and resolution of the monitors provided. The background/screensaver should reflect the visual design and logos approved by the secretariat. User support for the computer centres, as detailed in the **bill of quantity (ICT)** below, shall be the responsibility of the Government.
- 2.1.3. The Government shall provide computer equipment, related deployment images, software and licenses for the delegations. It shall provide JPG files of PC background images in HD or adjusted to the actual size and resolution of the monitors provided. The background/screensaver should reflect the visual design and logos approved by the secretariat. User support for the computer centres, as detailed in the **bill of quantity (ICT)** below, shall be the responsibility of the Government.
- 2.1.4. The Host Government shall provide the system, infrastructure and related licenses and support to facilitate the work of the secretariat during the Conference. The system should host Active Directory, DNS, DHCP, Registration System, File and Backup System, Network Management and Monitoring Systems and other software and applications. It shall be robust, of a sufficiently high specification and based on a reliable and highly available infrastructure, preferably using the latest virtual environment technology.
- 2.1.5. Minimum technical specifications
- 2.1.5.1. Laptops
- On the market for at least one year, within their life cycle and fully covered by the vendor’s warranty for the duration of the Conference;
  - 15.4-inch HD+ (1,600 x 900 pixels) anti-glare LED-backlit screen;
  - Support for Windows 10 operating system or later;
  - Minimum i5-1135G7 or equivalent;
  - 16 GB, DDR4-2666MHz;
  - 256 GB SSD hard drive;
  - Wi-Fi – 802.11 a/b/g/n/ac/ax;
  - RJ45 network port (or USB C network adapter);
  - Webcam and noise-cancelling microphone;
  - United States international English (QWERTY);
  - Two USB ports; non removable screen;
  - Possibility to secure laptop (Kensington slot);
  - Two-button scroll mouse; and
  - USB-C Headset with microphone (e.g. Plantronics C5220 or equivalent).
- 2.1.5.2. High End Laptops
- On the market for at least one year, within their life cycle and fully covered by the vendor’s warranty for the duration of the Conference;
  - Minimum Intel i7-1185G7 (12MB Cache, up to 4.5 GHz, 6 cores);
  - 15.6 inch FHD (1920 x 1080) IPS 300-nits Display;
  - LCD Back Cover for Non-Touch Screen-Deep Space Black;
  - 16GB, 2x8GB, DDR4, 2666MHz;
  - 128GB M.2 PCIe NVMe SSD (Boot) + 1TB 5400 rpm 2.5" SATA HDD;
  - 60 WHr, 4-Cell Battery (integrated);

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- NVIDIA GeForce RTX 2060 with 6GB GDDR6 graphics memory;
- Latest Wi-Fi technology (i.e. Wi-Fi 6) and Bluetooth;
- 9560 Wireless Driver;
- United States international English (QWERTY);
- Non removable screen;
- Possibility to secure laptop (Kensington slot);
- Minimum 2x USB-A ports, 1x USB-C port
- Two-button scroll mouse; and
- USB-C Headset with microphone (e.g. Plantronics C5220 or equivalent).

### 2.1.5.3. Barcode scanners for security checkpoints (high quality)

- Barcode scanners for security checkpoints;
- Decode Capability: Code 128 (1D) and QR-Code (2D);
- Type: handheld with stand;
- Ability to scan barcodes from the screen (phone/laptop);
- Connectivity: USB cable;
- Support for USB keyboard interface mode;
- Configurable preamble/prefix to send control character F8;
- Configurable suffix to send ASCII code 013 (carriage return) as end of transmission.

### 2.1.5.4. Printers shall have adequate consumables for the duration of the Conference. Items (a), (b) and (c) shall be integrated to enable functionality (f). Printers shall be environmentally friendly:

- Large multifunctional printers similar to Canon Image Runner Advance C5750i (only A4 black and white printing required for computer centre and media centre); Should be provided with card readers as well proximity cards;
- Multifunctional printers similar to Canon Image Runner Advance C5750i with sorting, stapling etc.;
- Duplex desktop printers similar to Canon i-Sensys LBP 325x (or latest model in that series/product line) must support Airprint; and
- Registration printers (preferably/similar to Brother HL L8360CDW, Xerox VersaLink C400 dn) – where an alternative model is proposed, sample device must be provided early enough to allow for testing and approval for the vendor to procure in time for the Conference;
- Two secure printing solutions shall be provided as follows:
  - An enterprise secure printing solution, including all necessary servers, software, licenses (etc.), configured for high availability for UN staff. Functionalities to be provided: scan to OneDrive; scan to e-mail; printing (computer and e-mail) and copying for (a) and (b), black and white A4 printing for (c);
  - An enterprise secure printing solution, including all necessary servers, software, licenses (etc.), configured for high availability for Conference Participant areas. Functionality to be provided: black and white A4 printing (computer and e-mail); and
  - Full specifications of security (code, validity etc.) will be discussed at POC.

## 3. Proof of concept and staging

- 3.1. This involves the provision of space, a networking environment with sufficient Internet connection, power supply and support for the Conference proof of concept (POC) for the

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simulation of the Conference network equipment and services prior to deployment. This space shall also provide the planning and design environment for the ICT core team (detailed requirements to follow). The POC should start at least eight weeks before the start of the Conference with the duration of three weeks to ensure all systems are configured and tested.

- 3.2. The POC and staging is a series of activities focusing on the preparation, deployment, testing and security audit of systems and network configuration. Activities will include, the deployment of all network equipment, servers and all required services, followed by network, service and security penetration testing of the core network infrastructure. Staging of the network and systems must use the equipment that will be used in actual deployment of the COP 28 or at least the same model, type and the same version of software and operating systems/firmware. These activities include but are not limited to:
  - 3.3. Setting up the POC environment, including space, electricity, cooling system and tasks:
    - 3.3.1. Establishing POC connectivity according to the agreed POC design;
    - 3.3.2. Network design and configuration and IP addressing scheme;
    - 3.3.3. Building up two Firewall clusters for staff and Participants network;
    - 3.3.4. Building up Internet connections;
    - 3.3.5. Building up backbone switching including Core, Distribution and Access, data centre in a high availability configuration. Minimum two distribution networks must be built but preferably the complete distributions network concept should be simulated, and the configuration templates prepared;
    - 3.3.6. Building up the server farm and virtual machines;
    - 3.3.7. Laptop imaging;
    - 3.3.8. Network LAN/WLAN staging and testing;
    - 3.3.9. Virtual Participation solution testing;
    - 3.3.10. Cyber security testing and approvals; and
    - 3.3.11. Discussion of deployment strategy;
    - 3.3.12. Implementation of configuration/issue/change tracker;
    - 3.3.13. Implementation of configuration management database (CMDB) for servers and active network equipment;
    - 3.3.14. Electricity power management distribution concept should be agreed and simulated for high availability of IT and other critical equipment and a power plan prepared.
- 3.4. The POC and staging phase involves a team of experts in the following areas:
  - 3.4.1. LAN switching and routing;
  - 3.4.2. Wireless LAN;
  - 3.4.3. Network Firewall; including VPN to UNFCCC HQ and Azure;
  - 3.4.4. Virtual infrastructure (preferably VMWare);
  - 3.4.5. Active directory;
  - 3.4.6. IP DHCP server;
  - 3.4.7. Web proxy/content filtering (Cisco Umbrella);
  - 3.4.8. Network management systems;
  - 3.4.9. Security expert (auditing);

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- 3.4.10. Security networks, desktop management and hardening;
- 3.4.11. Digital Platform;
- 3.4.12. Microsoft Premier (Unified) Support on site;
- 3.4.13. Secure printing; and
- 3.4.14. Computer imaging, software and applications.

### 4. Network infrastructure

#### 4.1. Internet services

- 4.1.1. The Government shall provide sufficient Internet bandwidth to meet the needs of the secretariat and Participants, covering Conference requirements and providing a secure VPN service to the secretariat headquarters in Bonn, Germany as well as UNFCCC Microsoft Azure cloud tenant.
- 4.1.2. The final design may call for a number of passive and active components, such as routers, switches, cables and accessories.
- 4.1.3. Minimum 16 class C(/24) subnets of public ip addresses with public autonomous system for BGP multihoming from regional Internet authority.
- 4.1.4. Internet lines shall be fully redundant, highly available and reliable and able to support up to 20,000 Internet clients simultaneously. The Internet service shall be configured for multihoming. No active components or services (e.g. packet filtering, sniffing, bandwidth management, etc.) shall be configured upstream without clearance of, or consultation with, the secretariat.

#### 4.2. Local area network

- 4.2.1. The Government shall establish, and provide clear documentation on, a secure LAN covering the entire area under UN control for use by the secretariat and Participants during the Conference. The LAN shall be configured in line with the requirements outlined in annex “Information and cyber security” of the Exchange of Letter between the Government and the UNFCCC”.
- 4.2.2. Deployed equipment shall have been on the market for at least one year and be within its life cycle and fully covered by the vendor’s warranty for the duration of the Conference. The design of the LAN shall meet the secretariat’s requirements for security, performance, high availability, manageability, scalability and quality of service (QoS).
- 4.2.3. All active components shall be centrally monitored and remotely accessible from the NOC (e.g. through a secure protocol such as SSH and SNMPv/3) for proactive monitoring and speedy troubleshooting. All active network components shall be configured to generate security event logs in a format compatible with the security information and event management to be provided by the security contractor.
- 4.2.4. All Conference VLANS must be accessible and manageable from the NOC.
- 4.2.5. To ensure a high degree of resilience, the network backbone shall preferably be based on the following:
  - 4.2.5.1. High performance, high availability, reliable switching and routing capability at the core; preferably Cisco Catalyst 9500 series or above;
  - 4.2.5.2. Distribution and access layer management that strikes a balance between security, performance and ease of operation; preferably Cisco Catalyst 9200 and 9300 series;

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- 4.2.5.3. Modular and cluster technology with minimum 10 Gbps connectivity at the core switch or 40Gbps;
  - 4.2.5.4. Virtual routing at the core switch to route securely between segments using an MPLS VPN solution, multi-vrf lite or SDA;
  - 4.2.5.5. Secure authentication network (NAC) on secretariat cable and Wi-Fi network for laptop, telephones, printers supported by reliable authentication server;
  - 4.2.5.6. Ability of the core switch to collect data traffic centrally for analysis e.g. netflow, separate hardware might be required;
  - 4.2.5.7. RADIUS/TACACS: access control through an authentication and authorization server for all active components, enabling tracking and accounting systems;
  - 4.2.5.8. Ability of the network at the central core to detect and prevent security attacks from the internal network, with a sufficient monitoring system;
  - 4.2.5.9. Network access control for staff and computer centre network;
  - 4.2.5.10. Scalability: easily extendable to other remote/satellite locations using available wide area network (WAN) technology if required (e.g. pre-sessional network);
  - 4.2.5.11. Integrated network management and monitoring capability; and
  - 4.2.5.12. Separate out-of-band management connection from NOC to both data centres must be setup.
- 4.2.6. Connectivity
- 4.2.6.1. 10 Gbps connectivity to the secretariat mobile ICT systems;
  - 4.2.6.2. Minimum 10 Gbps at distribution layer with ability to aggregate for redundancy;
  - 4.2.6.3. Minimum 1 Gbps to Wi-Fi access points with PoE support;
  - 4.2.6.4. Minimum 1 Gbps to VoIP devices with PoE support;
  - 4.2.6.5. Minimum 1 Gbps with category 6 standard copper to desktop; and
  - 4.2.6.6. Direct/dedicated connectivity (preferably dark fibre) between the primary data centre and the registration centre.
- 4.2.7. Cabling
- 4.2.7.1. Cabling is the primary network connectivity for staff and other critical workspaces. This is complemented by Wi-Fi service for mobility and fallback;
  - 4.2.7.2. Based on industry standards such as TIA-568-B;
  - 4.2.7.3. Single or multimode fibre optic, depending on the distance between network equipment;
  - 4.2.7.4. Minimum Category 6 standard cabling, to be tested and clearly labelled at both ends as agreed with UNFCCC technical staff;
  - 4.2.7.5. All cables, including patch cords, required for complete deployment;
  - 4.2.7.6. Cable length to desktop to allow for flexibility and in-room arrangement;
  - 4.2.7.7. Provision of required number of nodes (see table below);
  - 4.2.7.8. Clear documentation of network cables and connectivity with proper labelling systems;



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- 4.2.7.9. Additional network node per office area for contingency purposes;
  - 4.2.7.10. All connectivity cabling to be physically secured from public access to avoid malicious tampering;
  - 4.2.7.11. All network switches to be placed in a physically and electronically secure patch room with electronic access control systems. As with the data centres, physical security should be maintained through remote monitoring of electronic access logs;
  - 4.2.7.12. All active components to be clearly labelled and securely mounted in lockable racks;
  - 4.2.7.13. Properly installed and labeled cable management based on agreed naming convention with UNFCCC;
  - 4.2.7.14. Housing of all patch panels in secure and appropriately sized racks; and
  - 4.2.7.15. Clear documentation of rack layout, labelling and configuration.
  - 4.2.7.16. The cabling engineers shall be equipped with tools (such as NetScout, Fluke etc.) to check and verify cable functionality and connectivity to the switch.
- 4.2.8. Power management
- 4.2.8.1. Well-distributed and documented power supply with UPS system for all critical active components;
  - 4.2.8.2. All UPS systems to sustain power supply for minimum 30 minutes in case of power failure;
  - 4.2.8.3. All UPS units to be securely mounted in racks;
  - 4.2.8.4. Provision of all necessary adapters and electrical cables;
  - 4.2.8.5. IP-based monitoring functionality to be provided, including monitoring system software; and
  - 4.2.8.6. Clearly documented electrical power management;
  - 4.2.8.7. Only certified power cables can be used in all areas;
  - 4.2.8.8. In case an active equipment (AV and ICT) has two power supplies, one must be connected to UPS while the other one to direct power;
  - 4.2.8.9. Two energy sources must be provided for all network racks;
  - 4.2.8.10. To ensure high network availability, all network/av equipment must have dual power supplies, one connected to UPS and the other one connected to direct power source;
  - 4.2.8.11. The network equipment UPS shall be manageable and under ICT vendor responsibility and should be easily monitored from the NOC.
- 4.3. Wireless LAN
- 4.3.1. Provision of wireless infrastructure within the entire area under UN control for use by the secretariat and Participants during the Conference. The provided technology shall be based on current standards with controller-based functionality, modern encryption, high availability and performance, 802.11 a/g/n/ac/ax or latest standard on 2.4 and 5 GHz frequency, PoE-enabled access points with clean-air technology and very high-density support. Usage of stadium-type or directional antenna and other external antennas should be considered for internal high-density zones such as plenary rooms. The use of European regulatory domain (-E domain) to provide broad range of frequencies to avoid high channel utilization. Wireless LAN to be configured in line

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with the requirements outlined in annex “Information and cyber security” of the Exchange of Letter between the Government and the UNFCCC”. Preferable solution is Cisco with the latest solution such as Catalyst 9800, Cisco Prime, DNA centre and DNA Spaces. Signs with information on Wi-Fi availability should be provided around the Conference area.

- 4.3.2. The Government shall be responsible for monitoring radio frequencies and rogue access points (including those that may be brought onto the venue by the media or other Participants) that may interfere with the proper functioning of the wireless LAN (Wi-Fi).
  - 4.3.3. All access points and other networking equipment shall be installed securely such that it is protected against malicious tampering.
  - 4.3.4. The wireless LAN shall be configured and supported by highly capable and experienced Wi-Fi engineers for high-density and Conference environment.
- 4.4. Network security audit (refer to annex “Information and cyber security” of the Exchange of Letter between the Government and the UNFCCC”).

### **5. ICT support services**

#### 5.1. Computer and specialized technical support

- 5.1.1. The Government shall, at its own expense, appoint and make accessible to the secretariat English-speaking qualified technical staff to design, test, install, document, maintain, support and dismantle the network and all of its components. The team shall be placed under the general supervision of the secretariat. As per the bill of quantity (ICT) below, all services shall be organized on site and in shift arrangement within the established service period, and all technical staff shall be English speaking and available to work shifts.
- 5.1.2. Technical staff shall be provided with easily identifiable clothing/uniform – such as a plain, unbranded vest with the words “ICT Support” clearly printed on the front and back – to make them more visible and distinguish them from Participants. See the bill of quantity (ICT) below for further information.
- 5.1.3. All technical staff support services shall be available on weekends and holidays unless agreed otherwise with the secretariat.
- 5.1.4. Depending on the service area, on-site support shall be available from 07:30 to 22:00 hrs. for the duration of the Conference unless specified otherwise (e.g. during the high-level segment). Remote monitoring shall be in place outside normal working hours, with an appropriate alert system able to coordinate with the monitoring efforts of cyber security experts.
- 5.1.5. From 22:00 to 07:30 hrs. two technical staff should be present in NOC and alert responsible technical staff in case of failure of services.
- 5.1.6. The secretariat shall provide application support for its own systems used during the Conference (e.g. registration, security scanning and control, document editing, document management and publishing, secretariat website maintenance, meeting management and scheduling).

On-site support shall also be made available for specific teams during planning, POC, set-up, operations and decommissioning (including secure sanitization of IT equipment) as agreed with the Conference planning teams.

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- 5.2. More specific technical requirements and estimated effort required are included in the bill of quantity (ICT) below.

### 6. Specialized expertise

- 6.1. All experts shall have a minimum of three years' experience working in a multicultural, multi-gender enterprise environment; work independently and in teams; be able to analyze and troubleshoot issues and prepare technical reports; and have a working knowledge of English.

#### 6.1.1. System administration

- 6.1.1.1. Expertise in operating systems and related softwares, including Microsoft, Windows, UNIX (e.g. Linux), ESX VMWare, and secure printing;
- 6.1.1.2. Applicable certifications: Microsoft Certified Solutions Expert (MCSE); Microsoft Azure Infrastructure and Deployment, VMware Certified Advanced Professional 5 – Data Centre Administration (VCAP5-DCA); etc.

#### 6.1.2. Internet expertise

- 6.1.2.1. Expertise preferably provided on-site by Internet service provider;
- 6.1.2.2. Expertise in Internet service management, including monitoring, troubleshooting and traffic analysis;
- 6.1.2.3. Service to be provided in shift arrangement within the established service period, with monitoring outside the service period.

#### 6.1.3. Firewall administration

- 6.1.3.1. Proven experience in the deployment and management of Fortigate firewalls in complex high-usage network environments;
- 6.1.3.2. Sound knowledge of LAN and WAN planning, design, deployment and integration and troubleshooting network-traffic-related incidents;
- 6.1.3.3. Service to be provided in shift arrangement within the established service period, with monitoring outside the service period;
- 6.1.3.4. Daily reports to be provided on usage and issues observed; and
- 6.1.3.5. Applicable certification: Fortigate Certified Security Expert or certification for Firewall provided.

#### 6.1.4. Network and Security Infrastructure expertise (including cabling personals)

- 6.1.4.1. Professional expertise, with proven experience in deployment of ICT at large events;
- 6.1.4.2. Sound knowledge of LAN/WAN and dot1x related planning, design, deployment, integration and support;
- 6.1.4.3. Network expert must have knowledge with Cisco and other related network technologies such as routing, switching, spanning-tree, dhcp, snmp, netflow, Cisco Prime, Cisco DNAC, SDA network etc.;
- 6.1.4.4. Network security expert must have knowledge of security related products like Cisco ISE, Cisco Umbrella, dot1x, tacacs and radius;
- 6.1.4.5. Service to be provided in shift arrangement within the established service period, with monitoring outside the service period;
- 6.1.4.6. Adequate number of cabling personnel to cover all cabling/patching requirements; and

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- 6.1.4.7. Applicable certifications: CCNP; Cisco Certified Network Associate (CCNA); Cisco Certified Internetwork Expert (CCIE).
- 6.1.5. Wi-Fi expertise
  - 6.1.5.1. Professional expertise with proven capability and experience in deployment of wireless infrastructure at large events/conferences in high-density and complex environment to provide best Wi-Fi experience to the users;
  - 6.1.5.2. Sound knowledge of Cisco wireless technology and radio frequency, including planning, design, deployment, integration and optimization;
  - 6.1.5.3. Familiarity and experience with Cisco and other tools related Wi-Fi network technologies including management software such as Cisco DNA centre, Cisco DNASpaces, Cisco Prime, Ekahau site survey tools and etc.;
  - 6.1.5.4. Service to be provided in shift arrangement within the established service period, with monitoring outside the service period;
  - 6.1.5.5. Experts expected to work with the national frequency management authority using modern Wi-Fi analyzers to monitor and maintain a reliable Wi-Fi environment and intervene as appropriate; and
  - 6.1.5.6. Applicable certifications: CCIE Enterprise Wireless; CCNA; CCNP; CCIE.
- 6.1.6. Hardware support
  - 6.1.6.1. Preferably provided by the equipment supplier/vendor;
  - 6.1.6.2. Responsible for set-up and installation of all equipment as well as PC imaging/cloning, maintenance, replacement and dismantling (including secure sanitization of IT equipment); and
  - 6.1.6.3. Familiarity with MS-SCCM, FOG or similar systems.
- 6.1.7. User support/service desk/steward/ess
  - 6.1.7.1. User groups: secretariat staff, computer centres, media centre, Wi-Fi users and Participants in general, except those under commercial services;
  - 6.1.7.2. Limited support to be provided to the core team upon arrival;
  - 6.1.7.3. All support/service desk/steward/ess to be on site one week before the start of the pre-session workshops and Conference;
  - 6.1.7.4. Each support shift to include two Microsoft Office Specialists certified in Microsoft Office programs and Windows operating systems:
    - 6.1.7.4.1. Familiarity with issue ticketing systems (registering, issuing and tracking IT support requests);
    - 6.1.7.4.2. Familiarity with all operating systems and software being deployed at the Conference, including Windows 10, Microsoft Office 365 and tablets (e.g. 2-in-1 devices);
    - 6.1.7.4.3. Troubleshooting first-level network connectivity issues and standard ICT office peripherals, such as printers, tablets and scanners; and
    - 6.1.7.4.4. Have good knowledge of provided digital platform and assist users to connect and follow meetings.
- 6.1.8. Microsoft Premier (Unified) Support
  - 6.1.8.1. On-site support (in NOC) Microsoft Premier (Unified) Support.

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- 6.1.9. Project management
  - 6.1.9.1. Project manager and assistant to be available as of first technical mission and until end of project;
  - 6.1.9.2. Responsible for project management, including documentation and project tracking and work in coordination with overall COP 28 project manager.
  - 6.1.9.3. Familiar with project management tools such as Microsoft Project;
  - 6.1.9.4. Responsible for overseeing shift arrangements within the various support teams and keeping the secretariat project manager up to date on all project-related issues;
  - 6.1.9.5. Demonstrable experience with projects of a similar scale and complexity; and
  - 6.1.9.6. Project management certification such as PMP or Prince2 or equivalent.
- 6.1.10. Digital assistance in the DOC and MCR
  - 6.1.10.1. Provision of support for live streaming and on-demand services; and
  - 6.1.10.2. Managing schedules and producing audio-visual material during the Conference in liaison with A/V, broadcaster and logistics teams on room and facility readiness.
- 6.1.11. Digital assistants in the rooms
  - 6.1.11.1. Professional expertise with proven experience in deployment/production of virtual participation services at large events;
  - 6.1.11.2. Sound knowledge of MS Teams, Cisco Webex etc., including planning, design, deployment, integration and optimization;
  - 6.1.11.3. Service to be provided in shift arrangement within the established service period, with monitoring outside the service period.
- 6.2. Bill of quantity (ICT)
  - 6.2.1. Non-human resources, such as equipment, software, licenses and electricals (one lot refers to a sufficient number of units; the exact number should be discussed on the basis of projected participation, size of Conference facilities, layout and design).

**Table 9**

Resource	Requirements	Quantity
Internet (ref. <b>annex IV</b> )	<ul style="list-style-type: none"> <li>• Min 1 Gbps bandwidth for secretariat Internet and VPN;</li> <li>• Internet service must be highly available and reliable (preferably 1 line as primary with a hot standby);</li> <li>• Internet capacity should be configured and distributed based on the physical layout of the Conference centre, including satellite locations (if any).</li> </ul>	
	<ul style="list-style-type: none"> <li>• Min 20 Gbps Internet bandwidth for Participants, including Wi-Fi service, computer centre, media centre, webcasting/live streaming and Digital Platform;</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Internet service must be highly available and reliable and multi homing ISP (preferably active-active configuration);</li> <li>• Internet capacity should be configured and distributed based on the physical layout of the Conference centre, including satellite locations (if any).</li> </ul>	
	<ul style="list-style-type: none"> <li>• Internet service must be supported by high-performance active equipment and passive components.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Class C subnets public/official IPv4 address with autonomous system number for BGP Multihoming.</li> </ul>	16
	<ul style="list-style-type: none"> <li>• Provision of highly available web security service for staff and computer centre Internet service (preferably Cisco Umbrella), capable of caching, URL filtering, advance malware protection, application visibility control and threat prevention.</li> </ul>	2
	<ul style="list-style-type: none"> <li>• Two clusters of two physical appliances required to service secretariat and participant network. Fortigate 3001F shall be used to service secretariat network and Cisco 9300 Firepower shall be used to service participant network.</li> <li>• Exact model and licensing have to be consulted with secretariat ICT;</li> <li>• The secretariat firewall cluster will be administered under UN Secretariat administration. The read or write access will be given to external support with non-discloser agreement. The support to the firewall has to be provided during proof of concept, deployment and operation;</li> <li>• All administration must be done on site at COP 28 (NOC) and all rights provided to administrators:</li> <li>• Both clusters should have the following minimum features: <ul style="list-style-type: none"> <li>– VPN site to site for secretariat network;</li> <li>– VPN site to site to MS Azure Cloud;</li> <li>– All Conference sites should be securely linked over VPN;</li> <li>– Intrusion prevention systems;</li> <li>– QoS;</li> <li>– Application Control and Web filtering;</li> <li>– DHCP Capable (for Participant’s Cluster);</li> <li>– All fibers interfaces must be equipped with fiber module;</li> <li>– Clustering;</li> <li>– Virtual domain/context</li> <li>– Central logging and reporting using FortiAnalyzer.</li> </ul> </li> </ul>	2 clusters

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Power	<ul style="list-style-type: none"> <li>• Industrial standard UPS units (able to sustain power supply for minimum 30 minutes). This is for access, distribution switches etc.</li> </ul>	Total based on the equipment deployed
Systems and infrastructure for secretariat network domain	<ul style="list-style-type: none"> <li>• Dedicated virtual infrastructure using hyper-converged solution that combines computing, networking and storage components in a single system;</li> <li>• Solution must be robust, scalable and highly available, equivalent to Cisco HyperFlex or Dell EMC;</li> <li>• The infrastructure will be used to host: <ul style="list-style-type: none"> <li>– Active directory service;</li> <li>– Web security service/proxy;</li> <li>– Network management systems;</li> <li>– Registration service;</li> <li>– Printing service;</li> <li>– File server;</li> <li>– All deployed servers must Microsoft Defender for Server deployed. (both virtual and on prem servers);</li> <li>– Other;</li> </ul> </li> <li>• With the following minimum specification (with possibility to scale up if needed): <ul style="list-style-type: none"> <li>– Two clusters of min 4 nodes per cluster;</li> <li>– Intel Xeon dual CPUs with min 32 cores per CPU;</li> <li>– Min 512 GB RAM/node;</li> <li>– 40 TB shared storage (all SSD or hybrid);</li> <li>– Network capacity min 2 x 25 Gbps per node;</li> <li>– Fibre transceivers and network switches must be part of the solution;</li> </ul> </li> <li>• All software, licenses and support must be included to support operation and management, including but not limited to (depending on solution provided): <ul style="list-style-type: none"> <li>– ESX VMware (Latest Version);</li> <li>– VMWare vCentre (Enterprise Plus);</li> <li>– Windows operating systems;</li> <li>– Replication software to support NetApp CIFS, Windows DFS/CIFS shares; VEEAM;</li> <li>– vSAN;</li> <li>– Other.</li> </ul> </li> </ul>	1 cluster for each location
Connectivity (between data centres and LAN backbone)	<ul style="list-style-type: none"> <li>• Single-mode fibre pairs between primary and secondary data centre.</li> </ul>	Quantity may vary according to final design
	<ul style="list-style-type: none"> <li>• Single-mode fibre pairs between primary data centre and the core switch room.</li> </ul>	Quantity may vary according to final design
	<ul style="list-style-type: none"> <li>• Single-mode fibre pairs between secondary data centre and the core switch room.</li> </ul>	Quantity may vary according to final design

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	<ul style="list-style-type: none"> <li>Single-mode or multimode fibre pairs (depending on the distance) between primary data centre and the registration server room.</li> </ul>	Quantity may vary according to final design
	<ul style="list-style-type: none"> <li>Single-mode or multimode fibre pairs (depending on the distance) between secondary data centre and the registration centre;</li> <li>Secondary link must be separated from primary.</li> </ul>	Quantity may vary according to final design
<b>POC and staging</b> (ref. <b>annex IV</b> )	<ul style="list-style-type: none"> <li>Sufficient open space, Internet, power, air-condition and workspaces to perform POC;</li> <li>Space should accommodate core equipment and sampling of all active IT network components and be adequate for work and meetings;</li> <li>Equipment such as projector and screen or virtual participation kit with screen for meeting room, whiteboard, min three 27" monitor screens, Wi-Fi and cable network for workspace and sufficient power outlets.</li> </ul>	lot
Telephony (ref. <b>annex IV</b> )	<ul style="list-style-type: none"> <li>Landlines (national and international).</li> </ul>	30
	<ul style="list-style-type: none"> <li>Phone sets.</li> </ul>	30
	<ul style="list-style-type: none"> <li>Smartphones (full set) with SIM cards (English display, MDM and must support 5 Ghz Wi-Fi radio);</li> <li>Actual number depends on the final staff assignment list.</li> </ul>	450 (final number to be communicated based on SAL)
IP-based videoconference system (ref. <b>annex IV</b> )	<ul style="list-style-type: none"> <li>High-definition videoconference kit.</li> </ul>	1
	<ul style="list-style-type: none"> <li>Virtual participation centres (based on the design of the Conference areas).</li> </ul>	tbc
	<ul style="list-style-type: none"> <li>Web conference/Skype kit (camera, microphone, cabling, etc.) for offices and meeting rooms (refer to <b>annex I</b>).</li> </ul>	tbc
Virtual participation kits	<ul style="list-style-type: none"> <li>High-definition A/V mixer (ref. <b>annex IV</b>) similar to Roland VR-4HD high-definition AV mixer or Blackmagic Web Presenter capable of video encoding for meeting broadcasting.</li> </ul>	Lot (based on final number and type of meeting rooms)
	<ul style="list-style-type: none"> <li>High-definition dome camera (ref. <b>annex IV</b>), similar or equivalent to the AVer PTC500S PTZ camera, for each meeting room as per diagram to be provided by the secretariat.</li> </ul>	
	<ul style="list-style-type: none"> <li>Laptop or PC to connect meeting room to virtual meeting where applicable.</li> </ul>	
Laptops (ref. <b>annex IV</b> ) Computer centre size (ref. <b>annex I</b> )	<ul style="list-style-type: none"> <li>Staff/consultants/VIPs/NGOs, regional groups, etc. (carry bags to be provided for 100 laptops).</li> </ul>	310
	<ul style="list-style-type: none"> <li>High End Laptops for virtual meetings and Digital Operations Centre (DOC).</li> </ul>	20 (tbc based on final design)



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All laptops should have security locks provided.	<ul style="list-style-type: none"> <li>• Computer centres (or all-in-ones), depending on the final layout, distribution and size of the computer centres within the Conference facility.</li> </ul>	40% of seats provided according to layout plan
	<ul style="list-style-type: none"> <li>• NOC (monitors and workplace of technicians).</li> </ul>	70
	<ul style="list-style-type: none"> <li>• Writing press.</li> </ul>	50
	<ul style="list-style-type: none"> <li>• Meeting rooms and Plenary I and II (not taking virtual requirements for each meeting room in consideration).</li> </ul>	64
	<ul style="list-style-type: none"> <li>• Security checkpoints and registration counter, depending on the layout of the Conference facility.</li> </ul>	50–80 (tbc)
Monitors and VGA splitters (ref. <b>annex IV</b> ) NOC/Digital Operations Centre (DOC) monitors (ref. <b>annex I</b> )	<ul style="list-style-type: none"> <li>• 27-inch HD computer monitors with DVI/HD interface for use with laptops on demand.</li> </ul>	75
	<ul style="list-style-type: none"> <li>• 32-inch HD computer monitors with DVI/HD interface for use with laptops on demand.</li> </ul>	50
	<ul style="list-style-type: none"> <li>• Minimum 55-inch monitors with dual stand to be used in NOC/DOC;</li> <li>• Mounted shelves for laptops on above NOC/DOC monitors.</li> </ul>	70 (tbc based on layout)
Barcode scanner (ref. <b>annex IV</b> )	<ul style="list-style-type: none"> <li>• For security checkpoints, depending on the layout of the Conference facility.</li> </ul>	50-80 (tbc)
Registration Signature devices	<ul style="list-style-type: none"> <li>• For Participants to sign registration form. To be discussed if this should be tablets/IPADS etc. Important is that these devices are having a locking mechanism provided against theft like Samsung Galaxy Tab A8 64 GB /4 GB).</li> </ul>	40
Registration Cameras	<ul style="list-style-type: none"> <li>• USB Camera with stands (like Logitech C920).</li> </ul>	30
Network nodes/drops (Wi-Fi drops not included) (ref. <b>annexes I and III</b> )	<ul style="list-style-type: none"> <li>• Staff/NGOs/regional groups.</li> </ul>	1,000
	<ul style="list-style-type: none"> <li>• Computer centres (including plug and play), depending on the layout and distribution of computer centres within the Conference facility.</li> </ul>	80% of seats according to final layout plan
	<ul style="list-style-type: none"> <li>• Meeting rooms and Plenary I and II (not including needs for virtual participation system).</li> </ul>	200
	<ul style="list-style-type: none"> <li>• IPTV (or based on the final numbers requested) (not including needs for virtual participation system).</li> </ul>	184
	<ul style="list-style-type: none"> <li>• Media area (or based on the final numbers requested).</li> </ul>	786
USB C LAN Adapter 1,000 Mbps	<ul style="list-style-type: none"> <li>• USB C LAN Adapter 1,000 Mbps.</li> </ul>	150
Multifunctional printers/ printers (ref. <b>annex IV</b> )	<ul style="list-style-type: none"> <li>• Large multifunctional printer (staff area) (A3/A4 color) (see ref. for required functionalities); all should have stapling and sorting functionality.</li> </ul>	25 (tbc)

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	<ul style="list-style-type: none"> <li>• USB direct A4 printer (type HP M404).</li> </ul>	3
	<ul style="list-style-type: none"> <li>• Small multifunctional printer (staff area) (A4 color) (see ref. for required functionalities).</li> </ul>	2
	<ul style="list-style-type: none"> <li>• Large multifunctional printer for computer centre and media centre (1 per 50 computers but minimum 2 per centre for service availability), depending on the layout, distribution and size of the computer centres within the Conference facility (b/w duplex printing and A4 only).</li> </ul>	30–40
	<ul style="list-style-type: none"> <li>• Small printers similar to Canon i-Sensys LBP 325x; must have support for Airprint; and usb cable; A4 duplex b/w printing.</li> </ul>	45
	<ul style="list-style-type: none"> <li>• Small printers similar to Canon LBP 673Cdw; must have support for Airprint.</li> </ul>	15
	<ul style="list-style-type: none"> <li>• Enterprise secure printing solution for UNFCCC (see ref. for required functionalities).</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Enterprise secure printing solution for Participants (see ref. for required functionalities).</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Registration printer (preferably/similar Brother HL L8360CDW, Xerox VersaLink C400 dn); where an alternative model is proposed, sample device must be provided early enough to allow for testing and approval for the vendor to procure in time for the Conference;</li> <li>• Sufficient consumables.</li> </ul>	15
Plotter supplies	<ul style="list-style-type: none"> <li>• Toner for Plotter (2 full sets of toner and 1 print head) for HP DesignJet Z6.</li> </ul>	Lot
	<ul style="list-style-type: none"> <li>• Paper A1 for above plotter (HP A1 Q1445A).</li> </ul>	3
ICT support staff vests	<ul style="list-style-type: none"> <li>• Vest (made of polyester or similar material) with the inscription “ICT Support” (white text), clearly visible on the front and back and with no vendor/marketing labelling (further details and sample to be provided by secretariat).</li> </ul>	1 vest per IT support staff
Adobe Premiere (ref. <b>annex I</b> )	<ul style="list-style-type: none"> <li>• Adobe Premiere with Creative Cloud package.</li> </ul>	5
External hard drives (ref. <b>annex I</b> )	<ul style="list-style-type: none"> <li>• Minimum 8 TB each.</li> </ul>	2
Software for Participants’ PCs and meeting rooms	<ul style="list-style-type: none"> <li>• The Government shall provide English software and licenses for all equipment that it supplies, including Windows 10, Office 365/2016 KMS, Microsoft 365 Defender for Endpoints and standard software licenses for all other equipment provided. All laptops must be controlled by SCCM and co-managed between a local Active Directory and a cloud-based Microsoft Endpoint manager (Intune).</li> </ul>	Based on the final number of equipment

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6.2.2. Human resources/expertise (1 lot refers to a sufficient team of Specialized expertise (see para 6.1); the exact number should be discussed based on Conference layout/design).

**Table 10**

Resource	Requirement	Quantity
Technical expertise (ref. <b>annex IV</b> )	• Systems administrators	1 lot
	• Wi-Fi administrators	1 lot
	• Internet service expert(s)	1 lot
	• Firewall administrators	1 lot
	• Network and security infrastructure expertise	1 lot
	• Microsoft Premier (Unified) Support	1 lot
	• Cabling expertise	1 lot
	• Hardware support (Vendor)	1 lot
	• User support/service desk/call centre team/digital clerks	1 lot
	• User support/service desk/steward/ess for computer centre, media centre, meeting rooms, floor walkers etc.	1 lot
	• Project management team	1 lot
	• Webcast/live streaming support and coordination	1 lot
	• Virtual expertise/technical team	1 lot
	• Digital platform production team	1 lot
	• Digital platform support team for COP Participants	1 lot
• National frequency authority expert	1 lot	

6.2.3. Photocopiers

All copiers shall be networkable and have an English interface. The role of small and medium copiers could be filled by multifunctional printers where applicable to reduce costs. A central print job management system should be provided for heavy-duty copiers to enable load sharing and specific job distribution. The system shall be in English and available over the network and should include a reporting functionality. Each model of photocopier shall have sanitization recommendation to remove all residual information; full sanitization shall be implemented at the end of the Conference.

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**Table 11**

<b>Item</b>	<b>Type</b>	<b>Specification</b>	<b>Number</b>
Miscellaneous	A4 paper supply	<ul style="list-style-type: none"> <li>• Sheets of A4 photocopying/printing paper; 80 g/m<sup>2</sup>.</li> </ul>	1,000,000
	Copy clicks	<ul style="list-style-type: none"> <li>• Number of copy/printing clicks for black/white copier.</li> </ul>	2,000,000
		<ul style="list-style-type: none"> <li>• Number of copy/printing clicks for colour copier.</li> </ul>	7,000
	A3 paper supply	<ul style="list-style-type: none"> <li>• Sheets of A3 photocopying/printing paper.</li> </ul>	50,000
	Technical maintenance	<ul style="list-style-type: none"> <li>• Maintenance and paper supply and distribution on demand;</li> <li>• English-speaking staff to be available 24/7 for technical support.</li> </ul>	
Operator for heavy-duty copiers	<ul style="list-style-type: none"> <li>• For operating heavy-duty copiers and providing technical support to all machines;</li> <li>• Staff costs to be calculated to cover daily 24-hour shifts during the entire Conference period;</li> <li>• Contractor shall be responsible for regularly refilling the paper trays of all copy machines and printers used during the Conference;</li> <li>• English-speaking staff.</li> </ul>		

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### Annex V: Host Country Support Staff<sup>12</sup>

The Government shall recruit and make available at its expense Host Country Support Staff as per the positions listed below, some of whom may be expected to work longer hours if required, but not exceeding the daily and weekly limit imposed by the UAE Government. Fluency in English is required and knowledge of another official language of the United Nations is desirable.

The project plan, related deliverables and timelines shall be determined in close cooperation with the secretariat after the first technical mission and include input from the appointed provider to ensure the timely deployment of Host Country Support Staff.

The numbers may be amended by mutual agreement between the secretariat and the Presidency, to fit the final scope of the project.

1. 6 archives audio-visual assistants fluent in English, and among them covering as many official languages of the United Nations as possible, from 24 November to 13 December 2023.
2. 2 archives exhibition assistants fluent in English, and among them covering as many official languages of the United Nations as possible, from 29 November to 13 December 2023.
3. 13 conference clerks, fluent in English:
  - 3.1. 1 conference clerk from 24 November to 12 December 2023. The period from 24 November to 28 November to be paid by the secretariat, as referenced in **annex III**, section 8.1;
  - 3.2. 1 conference clerk from 25 November to 12 December 2023. The period from 25 November to 28 November to be paid by the secretariat, as referenced in **annex III**, section 8.1;
  - 3.3. 1 conference clerk from 26 November to 11 December 2023;
  - 3.4. 8 conference clerks from 29 November to 12 December 2023;
  - 3.5. 1 conference clerk from 30 November to 12 December 2023; and
  - 3.6. 1 conference clerk from 3 December to 12 December 2023.
4. 38 conference room assistants, fluent in English and among them covering as many official languages of the United Nations as possible, from 29 November to 14 December 2023, split across two shifts.
5. 4 conference services assistants, fluent in English:
  - 5.1. 2 conference services assistants from 12 November to 17 December 2023; and
  - 5.2. 2 conference services assistants from 19 November to 17 December 2023.

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<sup>12</sup> The secretariat will provide the job descriptions for each position.

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6. 2 COP TV assistants, fluent in English, from 29 November to 12 December 2023.
7. 6 data entry clerks, fluent in English, from 20 November to 12 December 2023.
8. 26 digital support assistants, fluent in English:
  - 8.1. 10 digital support assistants from 22 November to 12 December 2023; and
  - 8.2. 16 digital support assistants from 27 November to 12 December 2023.
9. 4 digital support coordinators fluent in English, from 21 November to 12 December 2023.
10. 8 distribution clerks, fluent in English, from 18 November to 12 December 2023.
11. 1 electoral process assistant, fluent in English, from 29 November to 12 December 2023.
12. 2 executive team assistants, fluent in English, from 24 November to 13 December 2023.
13. 2 facility clerks, fluent in English, from 25 October to 17 December 2023.
14. 8 global climate action assistants, fluent in English, from 29 November to 11 December 2023.
15. 18 headphone distribution clerks, fluent in English, from 29 November to 14 December 2023.
16. 30 ICT support assistants, fluent in English and among them covering as many official languages of the United Nations as possible:
  - 16.1. 1 ICT support assistant from 10 November to 13 December 2023;
  - 16.2. 1 ICT support assistant from 10 November to 14 December 2023;
  - 16.3. 4 ICT support assistants from 23 November to 13 December 2023;
  - 16.4. 14 ICT support assistants from 27 November to 12 December 2023; and
  - 16.5. 10 ICT support assistants from 29 November to 12 December 2023.
17. 8 information desk clerks, fluent in English and among them covering as many official languages of the United Nations as possible, from 18 November to 12 December 2023.

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18. 3 lost and found assistants, fluent in English and among them covering as many official languages of the United Nations as possible:
  - 18.1. 1 lost-and-found assistant from 25 November to 13 December 2023; and
  - 18.2. 2 lost-and-found assistants from 26 November to 14 December 2023.
19. 4 media information desk clerks, fluent in English, from 29 November to 12 December 2023.
20. 4 media pool organization assistants, fluent in English, from 29 November to 12 December 2023.
21. 8 meeting room assignment assistants, fluent in English, from 28 November to 12 December 2023.
22. 1 observer liaison assistant, fluent in English, from 29 November to 12 December 2023.
23. 8 press conference assistants, fluent in English, from 29 November to 12 December 2023.
24. 3 protocol assistants, fluent in English:
  - 24.1. 2 protocol assistants from 27 November to 11 December 2023;
  - 24.2. 1 protocol assistant from 28 November to 12 December 2023.
25. 70 registration desk clerks, fluent in English and among them covering as many official languages of the United Nations as possible, from 21 November to 12 December 2023.
26. 2 research and administrative assistants, fluent in English, from 28 November to 12 December 2023.
27. 1 research and communication assistant, fluent in English, from 29 November to 12 December 2023.
28. 3 secretaries, fluent in English:
  - 28.1. 2 secretary/note-takers for G77 & China support from 26 November to 12 December 2023;
  - 28.2. 1 secretary/note-taker from 28 November to 12 December 2023.
29. 22 side event and exhibit assistants, fluent in English, from 29 November to 11 December 2023.

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30. 2 sustainability assistants, fluent in English, from 14 November to 12 December 2023.
31. 3 transport dispatcher assistants, fluent in English:
  - 31.1. 1 transport dispatcher assistant from 6 November to 13 December 2023; and
  - 31.2. 2 transport dispatcher assistants from 20 November to 13 December 2023.
32. 4 UNFCCC pavilion assistants, fluent in English and among them covering as many official languages of the United Nations as possible, from 30 November to 12 December 2023. These roles will be split across two areas, 3 stewards and 1 technical support assistant.
33. 12 ushers, fluent in English, from 30 November to 2 December 2023 and from 9 December to 10 December 2023.

Final revision of Host Country Support Staff requirements should be submitted by 31 March 2023. Changes to the above will be accepted only on exceptional and on a case-to-case basis.



## **Annexes to the Host Country Agreement for COP 28**

### **Annex VI: Shipment and freight forwarding requirements**

Pursuant to Article 3, paragraph 8, of the Host Country Agreement, the Government shall bear all transport costs, insurance charges and related expenses for the shipment, from the secretariat or any established United Nations offices to the site of the Conference and back, of all supplies and equipment required for the adequate functioning of the Conference.

The Government shall, at its own expense, appoint a freight forwarder (“shipper”) to operate the warehouse and handle the reception, storage and distribution of shipments and consignments arriving to the Conference venue, including shipments and consignments from other freight forwarders contracted by Conference Participants.

The system established for processing of shipments and consignments, will be described in a document titled “shipments and consignments” which will be produced jointly by the appointed shipper and the secretariat.

The shipper shall set up an office at the Conference premises to handle on-site enquiries and delivery requests.

#### **1. Transportation requirements**

The shipper shall:

- 1.1. Be a freight forwarder company capable of handling domestic and international transport (by air, sea, land or rail);
- 1.2. Be capable of conducting customs-clearance services and on-site handling for UNFCCC and exhibitors’ consignments;
- 1.3. Assist with the complete ATA Carnet service for customs invoices and necessary paperwork;
- 1.4. Have a worldwide network of experienced and specialized agents to handle all consignments sent to a designated warehouse for the Conference;
- 1.5. Offer a comprehensive freight handling service, including reception, storage and delivery of goods, unloading goods from transport vehicles by forklift truck, or other appropriate methods, and collecting and reloading them onto transport vehicles again after the Conference; and
- 1.6. Offer sufficient storage space and staff to collect and store empty cases/boxes and return them, if required, after the Conference for repacking and transport to the country of origin.

#### **2. General requirements**

- 2.1. The secretariat’s equipment and materials for shipment shall be readily packed in solid file boxes (60 x 30 x 35 cm, up to 15 kg) or solid flight cases of various dimensions. The packed equipment and materials shall be deposited in, and returned to, central points at both shipment destinations. Therefore, the shipper shall not be responsible for packing/unpacking or in-house collection/distribution.
- 2.2. The shipper shall organize point-to-point pick-up from UNFCCC office premises in Bonn, Germany, and deliver to the Conference venue(s) and vice versa, including loading and unloading.

## **Annexes to the Host Country Agreement for COP 28**

- 2.3. The shipper shall provide for collection and delivery a sufficient number of qualified and physically suitable/capable personnel with sufficient command of the English language. If cost-relevant, the shipper shall define regular and irregular working days/hours of the personnel engaged.
- 2.4. The shipper shall handle all consignments and deliveries on site in close cooperation with the secretariat and provide necessary statistics as requested.
- 2.5. The shipper shall designate one contact person/focal point in the shipper's office responsible for the entire work order.
- 2.6. The shipper's management/supervisor shall meet with the secretariat's designated focal point for briefing and shall fully instruct his/her personnel before each shipment.
- 2.7. The shipper shall provide one storage facility (approx. 200 sqm) inside the Conference venue and operate an office (a designated consignment counter with two workspaces) accessible to all Conference Participants.
- 2.8. The shipper shall provide a second, warehouse facility outside the Conference venue, to receive incoming delivery during regular working hours. The service by the shipper will include, the transfer of received goods from the external warehouse to the storage facility inside the Conference venue (Blue Zone) on daily basis (or upon request), during night-time (from 22:00 to 06:00 hrs).
- 2.9. The shipper shall provide adequate vehicles for shipments of various sizes, with cargo lift, including a truck with hydraulic platform that can accommodate more than 500 kg.
- 2.10. The shipper shall provide additional equipment such as pallets, pallet shifters/forklifts, wrapping and fixation materials for containers and furniture and trolleys. In addition, the shipper shall provide at least one forklift and five pallet lifters capable of handling 2,000 kg each.

### **3. Mode of transport**

- 3.1. The shipper shall use the fastest, most direct, economical and environmentally friendly mode of transportation from Bonn, Germany, to the designated warehouse for the Conference, and vice versa.

### **4. Customs clearance**

- 4.1. The shipper shall have the ability to conduct customs clearance paperwork, clearly distinguishing items to be returned to the secretariat in Bonn, Germany, from those items for other Participants.
- 4.2. The shipper shall have experience in handling shipments for conferences, trade fairs or other large events.
- 4.3. The shipper shall have experience of handling United Nations shipments and implementing customs procedures and other exemptions for United Nations property.

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### 5. Indemnification and insurance

- 5.1. Full indemnification shall be provided for the secretariat against damage to or loss of its property by the shipper or delays or failures by the shipper.
- 5.2. Full-coverage insurance shall be provided for any loss or damage to secretariat property (technical equipment, conference and registration equipment, documents and office supplies, exhibition materials, etc.) during transport, pick-up and/or delivery.
- 5.3. Full legal-liability insurance shall be provided.

### 6. Shipment schedule, weight and volume estimates and dates of arrival

#### 6.1. Shipment No. 1

Outbound:

Address: UNFCCC secretariat UN Campus,  
Platz der Vereinten Nationen 1, 53113 Bonn, Germany

Pick-up date: 25 September 2023 (tbc)

Arrival date: 13 October 2023

Delivery address: Designated warehouse for the Conference

Estimated weight: 1,000 kg tbc

Estimated volume: 12 m<sup>3</sup> tbc

#### 6.2. Shipment No. 2

Outbound:

Address: UNFCCC secretariat UN Campus,  
Platz der Vereinten Nationen 1, 53113 Bonn, Germany

Pick-up date: 23 October 2023 (tbc)

Arrival date: 12 November 2023

Delivery address: Designated warehouse for the Conference

Estimated weight: 2,000 kg tbc

Estimated volume: 30 m<sup>3</sup> tbc

#### 6.3. Shipment No. 3

Outbound:

Address: UNFCCC secretariat UN Campus,  
Platz der Vereinten Nationen 1, 53113 Bonn, Germany

Pick-up date: 30 October 2023 (tbc)

Arrival date: 19 November 2023

Delivery address: Designated warehouse for the Conference

Estimated weight: 2,500 kg tbc

Estimated volume: 50 m<sup>3</sup> tbc

#### 6.4. Shipment No. 4

Inbound:

Pick-up address: Designated warehouse for the Conference

Pick-up date: 16 December 2023

Arrival date: 3 January 2024 (tbc)

Delivery address: UNFCCC secretariat UN Campus,  
Platz der Vereinten Nationen 1, 53113 Bonn, Germany

Estimated weight: 5,500 kg tbc

Estimated volume: 85 m<sup>3</sup> tbc

## **Annexes to the Host Country Agreement for COP 28**

### **Annex VII: Transport for the United Nations**

The Government, at its expense, shall make available transportation as listed below. All vehicles must be available on a 24-hour basis with drivers on a work shift system.

1. One executive car/saloon for the use of the UNFCCC Executive Secretary from 22 November to 14 December 2023.
2. Executive car, 4-seater as follows:
  - 2.1. Eight vehicles for the use of the UNFCCC and UN management from 9 November to 14 December 2023.
  - 2.2. Four vehicles for the use of the United Nations Security management team from 9 November to 17 December 2023.
  - 2.3. Nine vehicles for the use of the United Nations Secretary-General's support team from 28 November to 14 December 2023.
3. Minibuses, 20-seater as follows:
  - 3.1. Three minibuses for the use of the United Nations Security team from 22 November to 23 November (2 days); and 17 to 18 December 2023 (2 days).
4. 1 armoured vehicle for the use of the United Nations Secretary-General from 29 November to 13 December 2023.

## Annexes to the Host Country Agreement for COP 28

### Annex VIII: Catering services

1. The Government must provide adequate and climate-friendly catering services at the Conference premises, ensuring that they are available to all on a commercial basis at reasonable prices. Adequate human and technical resources shall be deployed to ensure the smooth delivery of services. To the extent possible, preference should be given to cashless catering services.
2. The project plan, deliverables and timelines shall be determined in close cooperation with the secretariat after the first technical mission and include input from all relevant Government entities and appointed provider to ensure smooth and timely delivery of catering services.
3. Catering services should consider religious beliefs and dietary requirements of international Conference Participants and offer menus, accordingly, including ample vegetarian, vegan and gluten-free alternatives. To the extent possible, the food and drinks on sale at the Conference should have a small climate footprint while taking into account affordability and ensuring adequate availability and variety. Opening hours should accommodate the Conference schedule and be able to be extended given reasonable notice. The main catering services should offer international menus, with recommended concepts as follows:
  - 3.1. Multiple food courts style set-up, as referenced in **annex I**, section 11.1.1
    - 3.1.1. Operational from 27 November to 12 December 2023; and
    - 3.1.2. Open from 11:00 to 16:00 hrs.
  - 3.2. Three to four restaurants, as referenced in **annex I**, section 11.1.2
    - 3.2.1. Two restaurants operational from 24 November to 12 December 2023 and three from 28 November to 12 December 2023; and
    - 3.2.2. Two restaurants open from 11:00 to 22:00 hrs (with the flexibility to be able to be extended given reasonable notice) and three restaurants from 11:00 to 16:00 hrs.
  - 3.3. Various 'grab and go' coffee points
    - 3.3.1. Offering hot and cold beverages as well as finger food/sandwiches;
    - 3.3.2. Three 'grab and go' coffee points operational from 24 November to 12 December 2023 and the rest from 28 November to 12 December 2023 (with the flexibility to be able to be extended given reasonable notice; and
    - 3.3.3. Three 'grab and go' coffee points open from 07:30 to 22:00 hrs (with the flexibility to be able to be extended given reasonable notice), and the rest open from 08:00 to 20:00 hrs.
  - 3.4. Bureau meetings
    - 3.4.1. Catering services should be provided in a designated area;
    - 3.4.2. Upon request by the designated UNFCCC focal point, the event could be in the style of cocktail party or seated at tables;
    - 3.4.3. The designated UNFCCC focal point should be able to order for the catering services via a dedicated ePortal published on the COP 28 official website; and
    - 3.4.4. All related charges to be paid by UNFCCC.

## Annexes to the Host Country Agreement for COP 28

- 3.5. Action and side events
  - 3.5.1. Catering services should be provided in a designated area convenient to the event but not inside the side event rooms;
  - 3.5.2. Upon request by the organizer, the event can be in either cocktail party or seated modality;
  - 3.5.3. The event organizer is responsible for serving the invited guests;
  - 3.5.4. The event organizer should be able to order and pay for the catering services via a dedicated ePortal published on the COP 28 official website; and
  - 3.5.5. All related charges to be paid by the organizer.
- 3.6. Water services for the meeting and conference rooms
  - 3.6.1. All meeting rooms should have adequate and easily accessible water facilities;
  - 3.6.2. Bottles of water with glasses should be provided on the head table in conference rooms upon request by UNFCCC; and
  - 3.6.3. All related charges to be paid by the host country.
- 3.7. Opening ceremony, high-level segment and VIP lounge
  - 3.7.1. Catering services should be provided in the designated VIP lounge;
  - 3.7.2. Finger food and selection of hot and cold beverages to be offered;
  - 3.7.3. Bottles of water with glasses should be provided for the speakers; and
  - 3.7.4. All related charges to be paid courtesy of the host country.
- 3.8. Other catering services for special events and guests to be considered
  - 3.8.1. At the request of the organizer, cocktail-style or seated events in designated areas, as referenced in **annex I**, section 11.1.6;
  - 3.8.2. At the request of authorized designated UNFCCC or UN officials or Participants;
  - 3.8.3. The event organizer should be able to order and pay for the catering services via a dedicated ePortal published on the COP 28 official website; and
  - 3.8.4. All related charges to be paid by the organizer.
- 3.9. Other catering services for VIPs to be considered<sup>13</sup>
  - 3.9.1. At the request of authorized designated UNFCCC officials for:
    - 3.9.1.1. United Nations Secretary General;
    - 3.9.1.2. President of the United Nations General Assembly;
    - 3.9.1.3. UNFCCC Executive Secretary;
    - 3.9.1.4. Incoming COP President; and
    - 3.9.1.5. Outgoing COP President.
  - 3.9.2. Daily refreshments with selection of hot and cold beverages to be provided in a designated area; and
  - 3.9.3. All related charges to be paid courtesy of the host country.

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<sup>13</sup> The secretariat will provide the detailed requirements for each guest, including dates.

## **Annexes to the Host Country Agreement for COP 28**

### **Annex IX: Financial services**

1. The Government, at its expense, shall ensure adequate number of automatic teller machines (ATMs) within the Conference premises and ensure that the ATMs are operational for the duration of the Pre-sessional Meetings and the Conference.
2. In addition, the Government shall ensure that necessary electronic infrastructure is in place to allow cashless transactions by the Participants within the Conference premises.

## Annexes to the Host Country Agreement for COP 28

### Annex X: Recognized names and visual design specification

1. Full name: the United Nations Framework Convention on Climate Change  
Short name: the Climate Change Convention  
Second reference name: the Convention  
Third reference name: United Nations Climate Change (used for promotional purposes)  
Acronym: the UNFCCC
2. Full name: the secretariat of the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the Paris Agreement  
Short name: the United Nations Climate Change Secretariat  
Second reference name: the secretariat
3. Full name: the Kyoto Protocol to the United Nations Framework Convention on Climate Change  
Short name: the Kyoto Protocol
4. Full name: the twenty-eighth session of the Conference of the Parties to the United Nations Framework Convention on Climate Change  
Short name: the UNFCCC Conference of the Parties  
Second reference name: the Conference of the Parties  
Acronym: COP 28
5. Full name: the eighteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol  
Acronym: CMP 18
6. Full name: the fifth session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement  
Acronym: CMA 5
7. General name: United Nations Climate Change Conference (only for use in public information releases)  
Acronym: COP 28/CMP 18/CMA 5
8. Full name: the Government of the United Arab Emirates  
Short name: the Government
9. For communication and outreach purposes, the Conference is called the “United Nations Climate Change Conference 2023, United Arab Emirates”.
10. The specification for the Conference design and co-branding should follow the UNFCCC Conference branding guidelines. Conference design and co-branding requires approval by UNFCCC.



## Annexes to the Host Country Agreement for COP 28

### Annex XI: Carbon neutrality and sustainability of the Conference

1. Pursuant to Article 4 of the Host Country Agreement, the Government shall implement, at its own cost and in collaboration with the secretariat, the following measures to avoid, reduce, calculate and offset GHG emissions associated with hosting the Conference. The Government may request the secretariat to suggest additional ways in which GHG emissions associated with hosting the Conference can be avoided, reduced and/or offset.
  - 1.1. In line with the provisions of Article 4, paragraph 1, of the Host Country Agreement, the secretariat shall provide the Government with a calculation of the GHG emissions related to Participants' travel to the Conference in accordance with accepted international standards and propose an appropriate radiative forcing index. The secretariat will also provide advice to the Government on questions related to the estimation of the rest of the GHG emissions associated to COP 28 in line with current best practice. The Government shall offset the unavoidable emissions through the cancellation of high-quality offsets, such as Certified Emission Reductions, in consultation with the secretariat.
  - 1.2. The Government shall implement an appropriate sustainability/environmental management system which adheres to internationally recognized best practice. As part of the sustainability/environmental management system, the sustainability/environmental performance of the Conference with regard to key indicators shall be measured and evaluated. The climate neutrality and sustainability of the Conference shall be documented through climate footprint and event sustainability reports, making lessons learned available to future hosts.
2. The secretariat works in constant partnership with the host country and their contractors to increase resource efficiency, improve the quality of products and services and optimize costs while limiting negative impacts on the environment. While every COP has common denominators, the host country's individual vision and ambition, as well as local challenges, play a huge role when planning and implementing sustainability measures. This important partnership aspect contributes to the development of best practices in the organisation of events and complementing host country efforts to advance their own sustainability policies and strategies.
3. Some examples of sustainability measures for consideration by the Government, but not limited to:
  - 3.1. Accessibility

Measures enhancing accessibility to facilities and services for all Participants shall be considered in the planning and implemented to the extent possible, for example; wheelchair accessibility; Conference venues equipped with ramps; elevators, lavatories, room/furniture layout providing space for wheelchairs; special furniture and equipment provision; braille signage; tactile guidance system; sign language interpretation services and dedicated service desks for persons with disabilities.
  - 3.2. Accommodation for Participants

Prioritize accommodation that has adopted a wide-ranging approach to sustainability to reduce energy and resource use in the delivery of its services.

## Annexes to the Host Country Agreement for COP 28

### 3.3. Catering

Locally sourced food will be prioritized where feasible and in season food items to minimize mileage for transportation, support local business and promote environment-friendly: supply chain, food production, packaging and waste management associated with catering across the venue. This can be complemented by providing information on environmental impacts, such as emissions related to the production and consumption of food during conferences.

### 3.4. Local transport

Encourage Participants to use active travel such as walking and cycling or public transport where possible. Participants should be provided with free transport travel cards to facilitate public transport use and to avoid car transport where possible. Conference vehicles provided should use low carbon alternative energy sources such as electric, where feasible.

### 3.5. Paper usage

Limiting paper use and distribution following “paper-lean” and “paper-light” policies are part of the UNFCCC sustainability measures. COP Participants should be encouraged to print and photocopy only what is absolutely necessary prior to and during the sessions. For printing that cannot be avoided, all paper used for printing and photocopying at COPs should be eco-friendly.

### 3.6. Temporary venue space

Make use of demountable and reusable structures and, where possible, minimize the transport distance or associated emissions of bringing these to the Conference venue.

### 3.7. Venue energy

Prioritize low carbon alternative energy sources, where possible, such as solar energy for temporary lights and if use of generators is unavoidable, energy sources such as Hydrotreated Vegetable Oil (HVO) can be used instead of diesel.

### 3.8. Water consumption

Water should be used efficiently throughout the Conference and water consumption monitored as part of managing a sustainable infrastructure and related services. For example, sustainable water fountains and free reusable water bottles could be provided to contribute to the health and wellbeing of all Participants and to help reduce waste at the Conference venue.

### 3.9. Waste management system

Deploy a waste management strategy that limits waste to landfill by reusing and recycling material and build these considerations into design and material choices.

### 3.10. Legacy

A positive legacy should be considered as an important aspect of sustainability. As COPs have potential impacts on the environment and local community, identify opportunities to deliver environmental and social value such as employing local people for specific event roles; repurpose Conference furniture and equipment to charity organizations and local community projects across the host city and showcasing successful local projects with a focus on climate change and sustainable development.

## Annexes to the Host Country Agreement for COP 28

### Annex XII: Commercial interpretation services

1. The host country shall appoint an interpretation service provider for delegations to request and contract simultaneous interpreters, both physical and remote, for their activities during the Conference.
2. The appointed provider shall engage professional high-level interpreters, who are certified at national or international level. International interpreters working either from/to English and/or French are preferred.
3. The services shall include all six UN languages (English, French, Spanish, Russian, Arabic and Chinese) and as many other languages as possible.
4. The service shall be available for bookings via the host country Conference website at least two weeks before the start of the sessions to receive and process advance requests by delegations and requests by the secretariat for its own pre-sessional meetings as listed in **annex III**.
5. The appointed provider shall timely respond and process requests for cost estimates and services, book and appoint interpreters, process interpreters' registration to the Conference via the host country and manage interpreters' assignments during the Conference in a professional manner.
6. The appointed provider will be requested to man and equip for the duration of the Conference the commercial interpretation service counter space available for this purpose in the service hub.

## **Annexes to the Host Country Agreement for COP 28**

### **Annex XIII: Commercial transportation services**

1. The Government, at its expense, shall ensure adequate transportation is available to all Conference Participants on a commercial basis at reasonable prices, for use for the duration of the Pre-sessional Meetings and Conference.
2. The fleet of vehicles on offer must be available for rental:
  - 2.1. With driver/s;
  - 2.2. Without driver/s; and
  - 2.3. Various categories such as: sedans; minivans; minibuses; buses.
3. Conference Participants should be able to procure and pay for the transportation services via a dedicated ePortal published on the COP 28 official website.
4. The project plan, deliverables and timelines shall be determined in close cooperation with the secretariat after the first technical mission and include input from all relevant Government entities and appointed provider to ensure smooth and timely deployment of the transportation services.

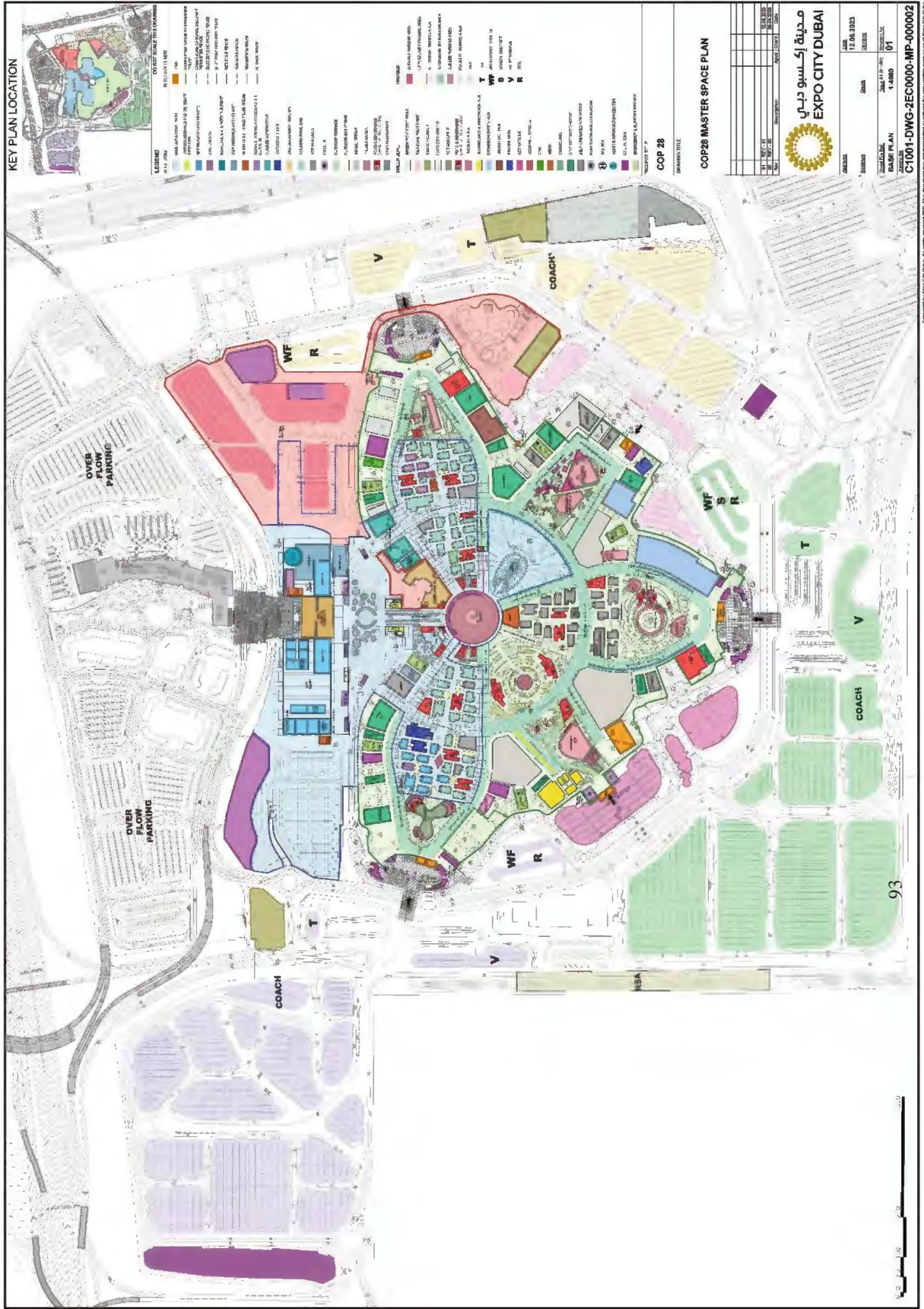
## Annexes to the Host Country Agreement for COP 28

### Annex XIV: Registration

1. The Government shall ensure that all technical staff, invitees and authorized personnel involved in the regular operations of the Conference and/or need access to the Blue Zone are communicated to the UNFCCC at least four weeks in advance of the start of the Conference. The UNFCCC will work with the Government, in good faith, to accommodate, as much as possible, last minute registrations that may occur due to delayed employment and/or contracting and assignment.
2. The details and personal information of the technical staff, invitees and authorized personnel should be provided via the Registration System, to ensure smooth and timely access for all such persons for their designated areas.
3. The Government shall nominate counterparts to enable swift resolution of any issues arising in the registration of such staff and personnel. The counterparts should be provided for:
  - 3.1. Technical staff/authorized personnel; and
  - 3.2. Host country invitees.
4. The on-site registration support shall be provided by the secretariat for all Participants. The secretariat shall provide any support and training required for the counterparts in order to ensure a robust registration for the delegates.
5. The Government shall ensure that the list of such technical staff, invitees and authorized personnel have been vetted and cleared by their security agency, prior to providing their details to the secretariat.
6. The approach, deliverables and timelines shall be determined in close cooperation with the secretariat by mid-year.
7. The Government should ensure that the registration area adheres to the following:
  - 7.1. Separate basic amenities such as for staff supporting registration as per the agreed plan, in addition:
    - 7.1.1. The area should be lockable as it holds confidential information and documents; and
    - 7.1.2. Has at least two counters at the front desk area designed for accessibility needs.
  - 7.2. The counterparts nominated by the Government, who help with the upload of the workforce are located in the area for swift resolution of any issues.

Annexes to the Host Country Agreement for COP 28

Annex XV: Site map



**Amnesty International is a movement of 10 million people which mobilizes the humanity in everyone and campaigns for change so we can all enjoy our human rights. Our vision is of a world where those in power keep their promises, respect international law and are held to account. We are independent of any government, political ideology, economic interest or religion and are funded mainly by our membership and individual donations. We believe that acting in solidarity and compassion with people everywhere can change our societies for the better.**