



Inter-Parliamentary Union
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**PARLIAMENTARY MEETING ON THE OCCASION OF THE
UNITED NATIONS CLIMATE CHANGE CONFERENCE (COP 24)
Kraków, 9 December 2018**

PRACTICAL INFORMATION

Venue

1. The Parliamentary Meeting on the occasion of the United Nations Climate Change Conference (COP 24) will be organized jointly by the IPU and the Sejm of the Republic of Poland. The Meeting will take place on 9 December 2018 at the Park Inn by Radisson Kraków Hotel, Ul. Monte Cassino 2, PL-30-337 Kraków, Poland.
2. Kraków is 80 kilometres from the venue of the COP 24 in Katowice. For delegates staying in Katowice the Sejm of Poland will provide transport between Katowice and Kraków. The number of seats is limited. Decisions concerning the assignment of seats would be taken on the first-come-first-served basis. Delegates wishing to use the transport provided by the Host Parliament are kindly requested to indicate this on the Registration Form.

Distances:

- From Central Station Kraków Główny to Park Inn by Radisson Hotel – 3 km (10 minutes by tram no. 52 to stop "Centrum Kongresowe ICE" next to the hotel or 30 minutes' walk)
- From Airport Kraków-Balice to Park Inn by Radisson Hotel – 13 km (15 minutes by taxi to the hotel or 17 minutes by train to Central Station Kraków Główny; train leaves every 30 minutes)

Work programme

3. A detailed programme of the Meeting will be posted on the IPU website closer to the date of the event (<http://www.ipu.org/>).
4. Delegates' kits will not be provided. Documentation will be available electronically through the IPU web site.

Participation and registration

5. Delegates should present a formal photo ID in order to receive the conference badge.
6. To ensure the success of the Meeting, it is recommended that each parliament nominate MPs who are directly involved in parliamentary activities dealing with environmental protection and climate change.
7. It is also recommended that, whenever possible, delegates to the Parliamentary Meeting travel to Katowice/Kraków as members of official national delegations to the COP 24. This is by far the easiest way to ensure that their transportation, visa, and accommodation needs are dealt with in a centralized way. More importantly, they will be automatically accredited to the UN Conference and receive ID badges allowing them unrestricted access to COP 24 premises.
8. Due to the limited seating capacity of the meeting room, the number of parliamentarians per delegation should not exceed four. Observer delegations are limited to two persons. Parliaments are encouraged to strive for gender-balanced delegations.

9. All delegates should return to the IPU Secretariat the Meeting's registration form available on the IPU website (<http://www.ipu.org/>). The deadline for registration is 16 November 2018. The IPU Secretariat should be informed immediately of any modifications to a delegation's composition.
10. The Meeting's Registration Desk will be open on 9 December, from 8 a.m. to 6 p.m. Depending on the number of participants, it might also be open in the afternoon of 8 December. Participants will be notified about this in a timely manner. Meeting badges will be prepared by the IPU Secretariat in advance, based on registrations received.
11. Registration to the Parliamentary Meeting is completely separate from the accreditation to the UN Climate Change Conference. The latter is handled by the UNFCCC Secretariat in conformity with the rules of that intergovernmental body. Identity badges for the Parliamentary Meeting do not allow access to COP 24 premises.
12. The IPU and the Sejm of Poland cannot facilitate accreditation to COP 24. These matters should be dealt with by each delegation individually, as part of the overall accreditation procedure to the UN Climate Change Conference.

List of delegates

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

Working modalities

14. All agenda items will be dealt with in plenary. The programme of the Meeting will include a series of panels and keynote presentations with leading international experts and officials from the United Nations.
15. The format of the Meeting is interactive, therefore, delegates are discouraged from reading formal statements. Instead, they are invited to ask questions and participate in the debate by making brief statements and suggestions. No formal list of speakers will be drawn up in advance, the order of interventions and questions will be decided by the Chair.

Languages

16. Simultaneous interpretation will be provided in English, French, Spanish and Polish. Official documentation of the Meeting will be available in English and French.

Outcome document

17. At the end of its work, the Parliamentary Meeting is expected to adopt an outcome document in the form of a succinct, forward-looking political declaration addressed to governments and parliaments. The content and form of the draft outcome document should be such as to facilitate its adoption without resorting to re-drafting on the spot which will be technically impossible during the Meeting.
18. The Sejm of Poland will appoint one of its members as the Rapporteur to the Parliamentary Meeting. S/he will prepare a preliminary draft outcome document.
19. The preliminary draft outcome document will be submitted to the IPU by 30 July 2018. The IPU will publish the English and French language versions on its website for comments and observations by its Members.
20. The preliminary draft will also be presented to the IPU Standing Committee on Sustainable Development, Finance and Trade during the 139th IPU Assembly (Geneva, 14-18 October 2018). Comments and observations received both before and during the October Assembly will be used by the Rapporteur for the preparation of a revised draft, which will be posted on the IPU website shortly after the Assembly.

21. The deadline for the submission of amendments to the revised draft is 16 November 2018. No further substantive amendments by Members will be possible after that date.
22. Delegates participating in the Kraków Parliamentary Meeting may submit in their own name, on the spot, additional changes of an editorial nature, without affecting the document's scope or nature. All such changes will be transmitted directly to the Rapporteur who decides on their receivability and pertinence.
23. During the closing sitting of the Parliamentary Meeting in Kraków, the Rapporteur will present the draft outcome document orally. S/he will explain its overall scope and structure and make recommendations on any last-minute proposed editorial changes submitted on the spot. The objective is to have the draft outcome document adopted as a whole by consensus.

Hotel accommodation and visas

24. All delegates requiring an entry visa for Poland must obtain one sufficiently in advance. Delegates should also make their own travel and accommodation arrangements either in Kraków or Katowice. The IPU and the Sejm of Poland cannot provide support with visas, hotel accommodation or travel. These matters should be dealt with by each delegation individually, as part of the overall accreditation procedure to the UN Climate Change Conference.

Requests for further information

25. Please contact the IPU Secretariat for more information about the Parliamentary Meeting on the occasion of the UN Climate Change Conference (COP 24) (postbox@ipu.org).