

OHCHR Expert Meeting on Climate Change and Human Rights

Modalities and Logistics Note

6 – 7 October 2016

Room XXIV, Geneva, Palais des Nations

(please note no interpretation is available for this meeting)

We look forward to your participation in OHCHR's upcoming Expert Meeting on Climate Change and Human Rights. Below you will find important messages about the logistics, modalities and structure of the meeting including specific instructions for panellists, moderators and participants.

Please read the information below carefully to ensure the meeting and your participation proceeds smoothly. Please note that regular updates will be available on the OHCHR [website](#) for the expert meeting. For the most up-to-date concept note and other materials please check the website.

Meeting format

Panel presentations and dialogue (total 120 minutes) - Each of the panel discussions will have seven - eight panellists and a chair to open and focus the discussion. **Each panellist will have 7 - 8 minutes to present their remarks.** The discussion papers for each topic are posted online and all participants are encouraged to review them. Panellists should focus their remarks on their **particular area of expertise, try to respond to issues raised in the discussion papers and focus on specific actions. Time limits will be strictly adhered to (a statement of 7 – 8 minutes should normally be in the range of 800 - 900 words).** Panellists should refrain from spending time on background information unless asked to do so. If you have any questions about the content or focus of your remarks please contact Mr. Benjamin Schachter (bschachter@ohchr.org).

During the panels, participants will have an opportunity to ask questions and comment on the panel presentations. **Interventions from the floor will be strictly limited to 2 minutes and should be concrete and focussed suggestions or questions.** Panellists will have the opportunity to respond briefly at the end of the interventions and throughout the dialogue as deemed appropriate by the chair.

Facilitated breakout discussion groups (varied lengths) – Each registered meeting participant will be assigned to one of four breakout discussion groups which will meet four times during the course of the meeting. Breakout group assignments will be available in the room on the morning of 6 October. Non-registered participants will be distributed evenly to the breakout groups as and when they arrive. The first short breakout discussion will be an opportunity for the participants to introduce themselves to each other and plan their approach to subsequent sessions. Subsequent sessions will focus on questions previously raised in the discussion papers circulated for each panel. A discussion facilitator and rapporteur will be designated for each group. The facilitator will guide and focus the discussion. The rapporteurs will report to the plenary sessions in the evening of 6 October (5.30 – 5.50 pm) regarding day 1 and the evening of 7 October (5.30 – 6.00 pm) regarding day 2.

PowerPoint presentations

Please remember PowerPoint presentations should be used for providing visuals only. If you plan to use a presentation, please email it to Mr. Benjamin Schachter (bschachter@ohchr.org) by close of business **Tuesday, 4 October**.

Panellist Biographies and Statements

Panellists are asked to send a brief biographical paragraph as well as a one-paragraph summary of the intended subject matter of their presentation by 30 September 2016. This will help to organize the presentations within the panel and prepare the moderators.

Registration procedure (for those without an access badge to the Palais des Nations)

Please email the following to Ms. Christie Nicoson (rtd-intern2@ohchr.org):

- o **Complete and return the [registration form](#).**
- o **A copy of passport** or other official picture identity document.

Prior to the Expert meeting, participants without a UNOG identity badge should proceed to the accreditation office at the **“Pregny Gate” security entrance (8-14 avenue de la Paix <http://www.ohchr.org/Documents/Issues/SForum/MapSF.pdf>)** with all the required documentation (registration form for each participant and original passport or ID document). An Accreditation Officer will then issue a photo-badge granting access to the conference room in *Palais des Nations*. The accreditation process can take time. **Please allow at least one hour before the start of the meeting to complete your accreditation process.** On the morning of 6 October 2016, there will be an OHCHR representative at security from 8.30 to 9.30.

If you arrive early, you may wish to pick up your badge on the afternoon of the 5th of October. Security is open from 8.00 am – 5 pm. Once through security, room XXIV should be accessed by entering the *Palais des Nations* through door 40 of the E building.