



**UN Leadership Forum on Climate Change
22 September 2009, 13:00 – 14:30
Delegates Dining Room, UNHQ, New York**

Briefing Note

We expect approximately 250 HoS/G, Chief Executive Officers, Civil Society Leaders and Heads of UN Agencies to attend the UN Leadership Forum on Climate Change, which serves as the official lunch of the Secretary-General's Summit on Climate Change. Access to the Forum will be granted to HoS/G plus one advisor at the Ministerial level. Please note that admittance of additional delegates or other persons, including spouses, will not be granted. If a HoS/G is not participating, one representative of the Member State may attend the Forum and will be seated in the West Terrace of the Delegates Dining Room.

Purpose: The purpose of the Forum is to build positive political momentum towards the 2009 United Nations Climate Change Conference taking place in Copenhagen this December, by demonstrating explicit private sector support for bold climate action to Heads of State and Government. It is expected that business and civil society leaders will:

- (i) Make the case to Heads of State and Government that the private sector has a strong interest in the negotiation of a balanced and effective global climate change treaty;
- (ii) Demonstrate that the private sector is already taking action to move to a low-carbon economy and that solutions to the climate crisis are available; and
- (iii) Commit to taking action to address climate change – individually and in partnership with the UN and civil society.

Format: The meeting will be interactive. Your HoS/G will be seated at a table with 10 participants from business, civil society, and the UN. The Forum will begin with a session exclusively for business and civil society leaders from 11:15-12:30. At 13:00, UN Secretary-General Ban Ki-moon, Heads of State and Government, and UN Agency Heads will arrive. Following the opening address by the Secretary-General and luncheon remarks, participants will engage in discussion on one of the following areas: (i) food security; (ii) energy solutions; (iii) water security; (iv) sustainable enterprises and decent work; (v) financing; and (vi) disaster preparedness and risk reduction. "Chatham House Rule" will be in effect for the discussion session, meaning that participants are free to use the information received during the discussion, but neither the identity nor the affiliation of the speaker, nor that of any other participant, may be revealed.

Carbon-Neutral Forum: The Forum will be a carbon-neutral event. The UN will offset emissions related to activities taking place on UN grounds, as well as the travel of Government representatives. Private sector and civil society participants will purchase carbon credits to offset their travel to attend the Forum.

Media & Photographers: The plenary segments of the Forum will be open to a limited number of accredited journalists and a video feed of all speeches will be provided by UNTV. The press will not be present during table discussions. Due to security precautions, there will not be any media interaction in the room. UN photographers will be present at the Forum, and external photographers will not be allowed.

Logistics

The UN Leadership Forum will take place in the **Delegates Dining Room** on the 4th floor of the UN Building.

ACCESS TO THE DELEGATES DINING ROOM & REGISTRATION

Due to space restrictions in the Delegates Dining Room, access to the Forum will only be granted to HoS/G plus one advisor at the Ministerial level. For those Member States that do not have a HoS/G participating in the Forum, the Head of Delegation is invited to attend the Forum and will be seated in the West Terrace of the Delegates Dining Room. All Ministers attending with HoS/G will also be seated in the West Terrace. Only one representative per Member State will be admitted into the West Terrace. In the West Terrace, Delegates will observe the plenary portions of the Forum (taking place in the Main Dining Room) via plasma screens.

A registration table will be set up on the 3rd floor of the UN Conference Building in front of the Conference elevator/escalator which goes to the Delegates Dining Room on the 4th floor. HoS/G and their one accompanying Minister can collect seat allocations on the 3rd floor at this location anytime after 09:00 on the morning of the event.

For Delegates attending the Forum from Member States that do not have a HoS/G participating in the lunch, please pick up a special pass on the day of the Forum (22 September) at this registration table (3rd floor of the UN Conference Building in front of the Conference elevator/escalator). Only one pass per country will be allocated. These passes will only list the name of the country, not the name of the person attending.

HoS/G participating in the morning roundtables will be directed by UN Security to the 3rd floor of the UN Conference Building at the end of the meeting. Only HoS/G and one Minister will be permitted to proceed to the Delegates Dining Room for the lunch. All other members of delegations may wait on the 3rd floor until the conclusion of the lunch. Once on the 4th floor, HoS/G will be escorted to their seats by UN Protocol.

Admittance of additional delegates or other accompanying persons, including spouses, will not be granted. The entire Delegates Dining Room, including the West Terrace, will be closed for lunch to those not attending the Forum. There will be no exceptions.

SECURITY

UN Security Services will manage all security issues on the day of the event and will assist with escorting HoS/G to the Delegates Dining Room. Non-UN Security personnel will not be allowed on the 4th floor of the UN Building, nor in the Delegates Dining Room.

SEATING ARRANGEMENTS

HoS/G will be assigned seating according to their confirmed discussion theme. A list of confirmed participants at your HoS/G's table will be available a few days in advance of the event. Seats at tables located in the West Terrace for one representative from each Member State will not be assigned.

INTERPRETATION

The working language of the Forum will be English and discussion at the round tables will take place in this medium. Translation services will not be provided. If a HoS/G requires interpretation to participate, then an interpreter must accompany the HoS/G to the Forum. Kindly indicate to the Global Compact Office (register@unglobalcompact.org) in advance of the meeting the name of the interpreter so arrangements can be made accordingly.

CONTACT INFORMATION

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