



GUIDELINES FOR ELSA DELEGATIONS TO UNFCCC

SEMINARS & CONFERENCES
2023/2024



ELSA
Delegations

elsa

The European Law Students' Association

Since ELSA was accepted as an Observer within the UNFCCC, ELSA Delegates participating in the UNFCCC sessions have been trying to gather information and advice on how ELSA can be further involved in the UNFCCC and its procedures. This document aims to provide an insight to the UNFCCC and assist future ELSA Delegates in being better prepared.

We hope that it will only be a **first, small** step towards ELSA playing a more active role in climate advocacy.

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Introduction

These guidelines aim to provide appointed ELSA Delegates with all the information necessary to prepare for attending a respective UNFCCC session. Any relevant feedback or questions are encouraged, to improve this Guide for future ELSA Delegates.

About the European Law Students' Association

The European Law Students' Association (ELSA) is an international, independent, non-political, not-for-profit organisation run by and for students. It comprises students and recent graduates interested in academic and personal excellence in addition to their studies at their universities. ELSA offers law students a perfect platform to develop their existing skills, acquire new skills and meet fellow students and legal professionals throughout Europe.

Five law students from Austria, Hungary, Poland and West Germany founded ELSA in 1981. Today ELSA is the world's largest independent law student association and it is represented at nearly 432 law faculties in 43 countries across Europe with a membership of over 60,000 students and young lawyers.

ELSA's activities comprise a large variety of academic and professional events and projects organised to fulfil the vision of ELSA and to provide our members with opportunities to enhance their skills and interact with each other. Furthermore, ELSA provides law students with opportunities to develop their skills through our traineeship program and publications. Finally working in the ELSA Network prepares active members of ELSA for their professional life through international experience gained through the association.

Vision

“A just world in which there is respect for human dignity and cultural diversity”

Purpose

The purpose is to contribute to legal education, to foster mutual understanding and to promote social responsibility of law students and young lawyers by:

- providing opportunities for law students and young lawyers to learn about other cultures and legal systems in a spirit of critical dialogue and scientific cooperation;

- assisting law students and young lawyers in being internationally minded and professionally skilled;
- encouraging law students and young lawyers to act for the good of society.

To read more about ELSA, please visit our [website](#).

ELSA and International Organisations

ELSA has gained a notable name and reputation in the international community. For many years now, thanks to having a special status within a number of different international organisations and institutions, allows for its members and alumni to participate in the events organised by those institutions.

ELSA has a special status and cooperation with:

- UN Educational, Scientific and Cultural Organization (UNESCO)(since 1994);
- UN Economic and Social Council (UN ECOSOC) (since 1997);
- UN Commission on International Trade Law (UNCITRAL) (since 1997);
- UN Office on Drugs and Crime (UNODC);
- Council of Europe (CoE) (since 2000);
- Office of the United Nations High Commissioner for Human Rights (OHCHR);
- World Intellectual Property Organization (WIPO)(since 2005);
- Organisation for Economic Co-operation and Development (OECD)(since 2016);
- Coalition for the International Criminal Court (CICC);
- United Nations Framework Convention on Climate Change (UNFCCC)(since 2022).

ELSA Delegations

ELSA Delegations are regulated in the [International Council Meeting Decision Book](#) under decisions relating to Seminars and Conferences (S&C). The relationship between ELSA and ELSA Delegates is regulated by the [ELSA Delegations Terms and Conditions](#).

To participate in ELSA Delegations, ELSA Members of ELSA Alumni need to fulfil the following requirements:

- the application form shall be submitted before the deadline;

- the application form shall be written in English;
- all of the fields of the application form shall be filled.

Following the submission of an eligible application, ELSA Delegates are appointed by the International Board of ELSA based on a series of requirements [Selection Criteria](#). The Selection Criteria are:

- the quality of the Curriculum Vitae of the Applicant;
- the quality of the motivation letter of the Applicant;
- the level of ELSA knowledge of the Applicant and their contribution to ELSA's activities; and
- the Appreciation of ELSA International.

According to the Terms and Conditions of ELSA Delegations, the Applicant for ELSA Delegations:

- shall be a member of ELSA or its alumni organisation;
- should have a solid ELSA background and an active participation in ELSA's activities;
- should have an academic competence in the field of law connected to the work of the institution and the topic of the event;
- should show the interest in the topic of the respective session and strong motivation to participate in the session.

It is up to the discretion of ELSA International to appoint the members of the Delegation, using the principles of: *objectivity, neutrality and equality*.

Responsibilities of ELSA Delegates

Having a status at UNFCCC is a great honour for ELSA and as such, it comes with great opportunities and responsibilities for ELSA Delegates. Therefore, while attending an ELSA Delegation, it is of utmost importance for all ELSA Delegated to comply with the responsibilities as set in the Terms and Conditions.

According to the Terms and Conditions, ELSA Delegates shall:

- Represent ELSA International diligently in a professional manner;
- respect ELSA International's vision: "A just world in which there is respect for human dignity and cultural diversity";
- be aware that ELSA is a non-political and independent organisation and thus, not express any political or partisan views on behalf of ELSA, or any other opinions that could be assimilated into the position of ELSA, during an ELSA Delegation;
- be ready to answer questions about ELSA that may occur from other delegates or representatives during the session;
- be academically well-prepared and familiar with the main points of the respective session and related documents that may be sent to them by ELSA International or be available on the respective session's website;
- attend briefings and meetings regarding the relevant ELSA Delegation, as well as briefings and meetings organised by ELSA International or the Head of Delegation;
- collaborate effectively with fellow ELSA Delegates and, especially, the Head of Delegation;
- report all activities carried out to ELSA International in the Evaluation Form;
- forward all the contacts made during the event to ELSA International;
- request ELSA International in advance for any official positions or statements they wish to make, attaching a summary of the scientific background. The positions or statements can be announced only after the approval of ELSA International;
- fill in a comprehensive survey, which will represent the ELSA Delegation report on the objectives achieved and the means used, including the activities of every member of the delegation and submit it within two (2) weeks after the end of the event to ELSA International. The report shall include the contacts made with individuals and institutions;
- ensure before departing for ELSA Delegations, that he/she is covered by an insurance that protects them from any kind of harm that could result from their travel, stay and attendance to the ELSA Delegation.

The Role of the Head of Delegation

The Head of Delegation (HoD) is an ELSA Delegate, who due to an outstanding application, has been appointed by ELSA International to participate in an ELSA Delegation and to coordinate the respective ELSA Delegation during the event.

As the person responsible for the coordination of the ELSA Delegation during the event, it is important for the Head of Delegation to:

- trust their fellow ELSA Delegates as they are carefully chosen by the International Board based on both their academic and ELSA background;
- ensure high quality of work and appearance during the event;
- familiarise other ELSA Delegates with the agenda of the respective meeting for the following day;
- inform ELSA International in case of any problems occurring during the duration of an ELSA Delegation and keep in touch with the Coordinator from ELSA International;
- be the social link between ELSA Delegates since they do not know each other and, in most cases, they are alone in a foreign city;
- be ready to come up with solutions in case the logistics of an ELSA Delegation don't go as expected;
- think and plan activities outside the ELSA Delegation. ELSA Delegations can be a great opportunity for networking and meeting new places;
- ensure that the Evaluation Form and the HoD Report are submitted on time to ELSA International.

The Head of Delegation Report

The Head of Delegation Report is prepared by the HoD after the delegation has finished. The report is a detailed summary of the events of the delegation. Using the template as a guide, the HoD is required to write about: the sessions; any academic preparation undertaken by the delegation; side events; and networking (if the delegation is attended remotely, there may not be anything to write in the networking section). Please refer to the template for more details, and contact your Coordinator if you are unsure about the content of the report.

The report must be 1-3 pages long. The HoD can use any of the notes taken by any of the ELSA delegates during the delegation, and it is often a good idea to do this so that everyone can contribute to the final report in some way. However, it must be the HoD who writes and submits the report.

The HoD has 15 days from the end of the delegation to complete the report. You can confirm the exact deadline with your Coordinator if necessary.

Please email a copy of the completed report to your Coordinator. Make sure to cc in the Director for Delegations (delegations@elsa.org).

Important: to receive the Letters of Participation, the HoD must complete both the report and the ELSA Evaluation Form.

Documents and Procedures

Letter of Confirmation - After their appointment, confirmation, and registration, ELSA Delegates receive the Letters of Confirmation from ELSA International. These letters confirm their appointment as ELSA Delegates and may assist ELSA Delegates in their fundraising efforts. The Letter of Confirmation contains the ELSA Delegate's Name and National Group.

Evaluation Form - After the end of the respective ELSA Delegation, ELSA Delegates are obliged to fill in an online Evaluation Form. The Evaluation Form aims to collect the ELSA Delegates' feedback regarding the course of the meeting attended, topics discussed, and general experience of participating in the project. The collection of ELSA Delegates' feedback helps ELSA International to improve ELSA Delegations and to prepare future ELSA Delegates better.

Letter of Participation - After the Evaluation Form has been filled out by ELSA Delegates, they receive their Letters of Participation. These constitute the official document confirming their attendance to the ELSA Delegation. The Letter of Participation confirms that ELSA Delegates fulfilled their duties related to the participation in the ELSA Delegation and completed the Evaluation Form. The Letter of Participation is individual and contains only the name of the ELSA Delegate.

Making a Statement - UNFCCC Observers are often permitted to make statements before the different constitutive meetings of the UNFCCC, including such during both the Official Programme and Side Events. A statement made by an ELSA Delegation must be pre-approved by ELSA International. The official position or statement of the ELSA Delegation can be announced only after earlier approval by ELSA International. Thus, the willingness to make a statement should be communicated to ELSA International well in advance, before the meeting takes place by sending the statement with a summary of its scientific background. The statement should present a strictly academic point of view, touching the legal aspects of the topic, containing objective and neutral legal inputs or legal opinions on a certain matter discussed during the session. Any statement delivered by ELSA Delegates is seen as the official point of view of the 43 National Groups of ELSA. Therefore, such a statement should stand in line with ELSA's non-political status.

Fundraising - Since participation in an ELSA Delegation can be pricey, ELSA Delegates may consider searching for some funds from:

- foundations. To do this, we highly encourage you to consult your Local/National ELSA officers);
- Government – Public Administration;
- NGOs;
- Law firms;
- Universities;
- the ELSA Network, and more specifically, your National/Local Group.

Some of the **key selling points** of an ELSA Delegation are:

- Provision of information and legislative updates:
 - Personal Report/Summary;
 - Article;
- Distribution of university materials;
- Appearance in materials issued by your Group;
- Promotion, e.g. during events organised by your Group;

- Contacts – Speakers, e.g. participation in the events organised by your Group.

Before approaching any institution, remember to follow the External Relations Procedure set in the International Council Meeting Decision Book and the regulations of your National Group. If you manage to get a sponsor, remember to thank them afterwards and send a professional report with pictures.

General Rules of Conduct

Attendance

It is extremely important for ELSA Delegates to attend all the sessions, in order to show a professional and serious image towards the institutions and organisations. Skipping sessions does not leave a good impression among the other Delegates and it is harmful for the reputation of ELSA. The attendance of ELSA Delegates to the event is monitored by the Head of Delegation each day of the session.

Business Cards

When attending ELSA Delegations, ELSA Delegates have a chance to meet the representatives of Member States or another NGOs. Thus, it is recommended that ELSA Delegates bring business cards with them, as there is a custom of exchanging business cards between the participants of the meeting.

Each ELSA Delegate is responsible for printing their business cards. A template for the ELSA Business Card will be provided to every ELSA Delegate by the respective ELSA Delegations Team Member. The applications such as Canva, or Adobe Acrobat can be used to customise the Business Card.

Dress Code¹

The clothes that the ELSA Delegates wear during the sessions should be formal. The primary objective of the dress code is to show a professional image outwardly by wearing a unified outfit. This will also create a team atmosphere among the ELSA Delegates.

- **Suits** - A suit always looks professional and is the best option. Be sure to keep suits clean and wrinkle-free.
- **Shirts & Tops** - Males should wear a collared button-down shirt. Females may wear a blouse, sweater or button-down shirt. Dresses are also appropriate as long as they are adequate in length. No T-shirts.
- **Pants & Bottoms** - Slacks and suit pants are acceptable, preferably in dark colours. Females may wear skirts but should also wear pantyhose or stockings. Skirts should not be more than two inches above the knee. No jeans or shorts.
- **Shoes** - Females may wear high heels, but they may prove uncomfortable after some time or they can wear oxford-style shoes. Open-toe shoes are not recommended. Males should wear dress shoes. No sneakers or flip-flops.
- **Hair** - The hair should be kept professional at all times; hairstyle should not detract from the overall appearance.

The United Nations Framework Convention on Climate Change (UNFCCC)²

The UNFCCC Secretariat (UN Climate Change) is the United Nations entity tasked with supporting the global response to the threat of climate change. The [Convention](#) has near universal membership (198 Parties) and is the parent treaty of the 2015 [Paris Agreement](#). The

¹ For further information, you can visit:

https://www.google.com/url?q=https://www.nmun.org/nmun-conduct-expectations.html&sa=D&source=docs&ust=1722324903745425&usg=AOvVaw1I_cU41PPnFSr8Zi3iM5em.

² About the secretariat, available at: <https://unfccc.int/about-us/about-the-secretariat> (last accessed 20/07/2024).

main aim of the Paris Agreement is to keep the global average temperature rise this century as close as possible to 1.5 degrees Celsius above pre-industrial levels. The UNFCCC is also the parent treaty of the 1997 [Kyoto Protocol](#). ELSA obtained Observer Status with the UNFCCC in November 2022.

Location

The UNFCCC Secretariat is located in Bonn (Haus Carstanjen Martin-Luther-King-Strasse 8, D-53175 Bonn, Germany).

Institutional Arrangements³

The Convention, the Kyoto Protocol, and the Paris Agreement establish the institutional arrangements for the climate change intergovernmental process:

- A supreme governing body;
- A process management body;
- Subsidiary bodies - two permanent and two ad hoc;
- Technical subsidiary bodies with limited membership;
- A secretariat;
- Entities entrusted with the operations of the Financial Mechanism.

Supreme Governing Body

Conference of the Parties (COP)⁴

The **Conference of Parties (COP)** is the supreme decision-making body of the Convention. All States that are Parties to the Convention are represented at the COP, at which they review the implementation of the Convention and any other legal instruments that the COP adopts and take decisions necessary to promote the effective implementation of the Convention, including

³ What are governing, process management, subsidiary, constituted and concluded Bodies?, available at <https://unfccc.int/process-and-meetings/what-are-governing-process-management-subsidiary-constituted-and-concluded-bodies>, (last accessed 20/07/2024).

⁴ Observer Handbook for COP 28, available at <https://unfccc.int/documents/633166>, (last accessed 21/07/2024).

institutional and administrative arrangements. A key task for the COP is to review the reports submitted by Parties on their GHG emissions and climate action.

The COP meets every year, unless the Parties decide otherwise. The first COP meeting was held in Berlin, Germany in March, 1995. The COP meets in Bonn, the seat of the Secretariat, unless a Party offers to host the session. Just as the COP Presidency rotates among the five recognized UN regions - that is, Africa, Asia, Latin America and the Caribbean, Central and Eastern Europe and Western Europe and Others – there is a tendency for the venue of the COP to also shift among these groups.

Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)⁵

The CMP oversees the implementation of the Kyoto Protocol and takes decisions to promote its effective implementation. The CMP meets annually during the same period as the COP. Parties to the Convention that are not Parties to the Protocol are able to participate in the CMP as observers, but without the right to take decisions. The functions of the CMP relating to the Protocol are similar to those carried out by the COP for the Convention.

The first meeting of the Parties to the Kyoto Protocol was held in Montreal, Canada in December 2005, in conjunction with the eleventh session of the Conference of the Parties (COP 11). The Parties to the Kyoto Protocol also formally adopted the “rulebook” of the 1997 Kyoto Protocol, the so-called ‘Marrakesh accords’, which sets the framework for implementation of the Protocol.

Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA)⁶

The CMA oversees the implementation of the Paris Agreement and takes decisions to promote its effective implementation. The CMA meets annually during the same period as the COP.

⁵ Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), available at <https://unfccc.int/process/bodies/supreme-bodies/conference-of-the-parties-serving-as-the-meeting-of-the-parties-to-the-kyoto-protocol-cmp>, (last accessed 20/07/2024).

⁶ Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), available at <https://unfccc.int/process/bodies/supreme-bodies/conference-of-the-parties-serving-as-the-meeting-of-the-parties-to-the-paris-agreement-cma>, (last accessed 21/07/2024).

Parties to the Convention that are not Parties to the Paris Agreement are able to participate in the CMA as observers, but without the right to take decisions. The functions of the CMA relating to the Paris Agreement are similar to those carried out by the COP for the Convention.

Subsidiary Bodies⁷

There are two permanent Subsidiary Bodies operating in the context of the UNFCCC; the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Subsidiary Body for Implementation (SBI).

The SBSTA and SBI work together on cross-cutting issues that touch on both their areas of expertise. These include the vulnerability of developing countries to climate change and response measures, discussions under the Technology Mechanism, the Adaptation Committee and the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.

The SBSTA and the SBI have traditionally met in parallel, twice a year. When they are not meeting in conjunction with the COP, the subsidiary bodies usually convene at the seat of the Secretariat in Bonn, Germany.

Subsidiary Body for Scientific and Technological Advice (SBSTA)⁸

The SBSTA is one of two permanent subsidiary bodies to the Convention established by the COP/CMP. It supports the work of the COP, the CMP and the CMA through the provision of timely information and advice on scientific and technological matters as they relate to the Convention, its Kyoto Protocol and the Paris Agreement.

Key areas of work for the SBSTA include the impacts, vulnerability and adaptation to climate change, promoting the development and transfer of environmentally-sound technologies and conducting technical work to improve the guidelines for preparing and reviewing greenhouse gas emission inventories from Annex I Parties. The SBSTA carries out methodological work under

⁷ Subsidiary Body for Scientific and Technological Advice (SBSTA), available at: <https://unfccc.int/process/bodies/subsidiary-bodies/sbsta>, (last accessed 21/07/2024).

⁸ Ibid.

the Convention, the Kyoto Protocol and the Paris Agreement, and promotes collaboration in the field of research and systematic observation of the climate system.

Subsidiary Body for Implementation (SBI)⁹

SBI stands for Subsidiary Body for Implementation, and its work has been at the heart of all implementation issues under the Convention, the Kyoto Protocol, and more recently the Paris Agreement. In this respect, its agenda is shaped around the key building blocks of implementation of all these treaties and instruments: transparency, mitigation, adaptation, finance, technology and capacity-building, and aims at enhancing the ambition of Parties on all aspects of its agenda.

The SBI is the body that considers the biennial work programmes for the secretariat, which provide the strategic direction on how the secretariat can best serve the Parties and the UNFCCC process towards greater ambition of climate change action and support that is fully commensurate with the objectives of the convention, the Kyoto Protocol and the Paris Agreement.

ELSA Delegations sent to the UNFCCC

ELSA sends delegations to the meeting of both the Governing and the Subsidiary Bodies. More specifically, since the acquisition of its Observership Status, ELSA has participated in:

- COP27 in Sharm El Sheikh, Egypt;
- COP28, in Dubai, the United Arab Emirates;
- SB60, in Bonn, Germany.

General Rules of Procedure for Observers in the UNFCCC¹⁰

UNFCCC Sessions are not open to the public. All participants must be duly accredited. There are three categories of participants at meetings and conferences in the UNFCCC process:

⁹ Subsidiary Body for Implementation (SBI), available at: <https://unfccc.int/process/bodies/subsidiary-bodies/sbi>, (last accessed 21/07/2024).

¹⁰ Observer Handbook for COP 28, available at <https://unfccc.int/documents/633166>, (last accessed 21/07/2024).

- Representatives of Parties to the Convention and Observer States - *pink coloured badge*,
- Representatives of observer organisations,
- Members of the press and media - *orange coloured badge*.

Observer organisations are further categorised into three types:

- the United Nations System and its Specialized Agencies - *blue coloured badge*,
- intergovernmental organisations (IGOs) - *green coloured badge*,
- and non-governmental organisations (NGOs) - *yellow coloured badge*.

NGO Constituencies¹¹

Of the three observer categories in the UNFCCC process, a majority of the NGOs are organised within a constituency system. NGO constituencies in the UNFCCC are loose groups of NGOs with diverse but broadly clustered interests or perspectives.

Each NGO constituency is represented and organised by respective constituency focal points (CFPs). They provide a conduit for the exchange of official information between their constituents and the secretariat.

The constituencies mirror the 9 Major Groups, established in the Agenda 21 and re-confirmed in the outcomes of the Rio+20 summit (A/RES/66/288 - 'The future we want'). The constituencies are the following:

- **Environmental NGOs (ENGO)** - ENGO comprises civil society organisations working on the issue of climate justice and human rights. ENGO is the largest Constituency and is represented by the Climate Action Network (CAN) and the Demand Climate Justice (DJC) network. However, the majority of ENGO members are not covered by the two networks.

¹¹ Ibid.

- **Business and Industry (BINGO)** - The BINGO constituency represents the business and industry sector.
- **Farmers** - The Farmers' Constituency represents crop and livestock farmers, horticultural growers, pastoralists, foresters, ranchers, aqua-culturists, farmers organisations and co-operatives, farm workers, family farmers and businesses, women farmers, young farmers, indigenous farmers, landowners, and tenants, in all their diversity producing food, fibre and energy, from smallholder farmers to those managing large areas of land and including agricultural and other NGOs supporting farmers on the ground.
- **Indigenous peoples Organizations (IPOs)**¹² - The Indigenous Peoples' constituency is organised in the International Indigenous Peoples' Forum on Climate Change (IIPFCC), which serves as a caucus/mechanism for developing common positions and statements of Indigenous Peoples, and for undertaking effective strategies, lobbying and advocacy work at UNFCCC meetings and sessions.
- **Local government and municipal authorities (LGMA)** - The Local Governments and Municipal Authorities (LGMA) Constituency represents networks of local and regional governments under the UNFCCC.
- **Research and independent NGOs (RINGO)** - RINGO comprises academics, teachers, researchers, think tanks, and other independent NGOs engaging in the UNFCCC. RINGOs do research and analysis to develop strategies addressing both the causes and consequences of global climate change.
- **Trade union NGOs (TUNGO)** - TUNGO coordinates the positions and the participation of workers and trade unions at the UNFCCC negotiations. TUNGO is coordinated by the International Trade Union Confederation (ITUC). The ITUC is the

¹² The Indigenous World 2023: UN Framework Convention on Climate Change (UNFCCC), available at: [https://www.iwgia.org/en/un-framework-convention-on-climate-change-unfccc/5158-iw-2023-unfccc.html#:~:text=The%20Indigenous%20Peoples%20constituency%20is,advocacy%20work%20at%20UNFCCC%20meetings,\(last accessed: 21/07/2024\).](https://www.iwgia.org/en/un-framework-convention-on-climate-change-unfccc/5158-iw-2023-unfccc.html#:~:text=The%20Indigenous%20Peoples%20constituency%20is,advocacy%20work%20at%20UNFCCC%20meetings,(last accessed: 21/07/2024).)

global voice of the world's working people. Its mission is the promotion and defence of workers' rights and interests.

- **Women and gender Constituency (WGC)**¹³ - The WGC consists of 33 women's and environmental civil society organisations, who are working to ensure that women's voices and their rights are embedded in all processes and results of the UNFCCC framework, for a sustainable and just future, so that gender equality and women's human rights are central to the ongoing discussions.

The Children and Youth Constituency (YOUNGO)

YOUNGO is the official children and youth constituency of the United Nations Framework Convention on Climate Change (UNFCCC). YOUNGO is a vibrant, global network of children and youth activists (up to 35 years) as well as youth NGOs, who contribute to shaping the intergovernmental climate change policies and strive to empower youth to formally bring their voices to the UNFCCC processes. This is the constituency to which ELSA formally belongs within the UNFCCC process.

The constituency comprises thematic and operational working groups, and also serves as the banner under which Local, Regional, and Global **Conferences of Youth (COYs)** are organised. During UNFCCC sessions, YOUNGO provides a platform for young people to mobilise and organise their advocacy collectively. Each year, YOUNGO produces the **Global Youth Statement**, which compiles insights, expectations and policy proposals from children and youth organisations, as well as individuals and institutions across the globe.

YOUNGO focuses on the following areas:

- Awareness, Knowledge and Capacity Building,
- Collaboration, Cooperation and Network,
- Policy, Lobby and Advocacy,
- Youth Action.

YOUNGO aims and envisions:

¹³ About us, available at: <https://womengenderclimate.org/about-us/>, (last accessed: 21/07/2024).

- A climate-positive and just society living in harmony with nature and the planet;
- An empowered youth generation, who is driving meaningful, impactful and positive change locally, nationally, and internationally;
- A UN where youth is sitting at the decision-making tables and is taken seriously.

Negotiation Meetings

There are different types of meetings in the context of UNFCCC, each of which follows different rules when it comes to access.

- **Plenary** - Plenaries are open to observers. During these, there can be NGO Constituency Statements if time permits.
- **Contact Groups (CGs)** - Contact groups are open to observers “unless at least one third of the Parties present at the session of the Convention body setting up that contact group object and on the understanding that the presiding officers of such contact groups may determine at any time during their proceedings that they should be closed” (Decision 18/CP. 4). During these, there can be NGO Constituency Statements if time permits.
- **Informal Consultations (ICs)** - Informal Consultations are closed if they are established by Contact Groups but they are generally encouraged to be open. If they are established by the Plenary, at least the first and the last one should be open. During these, there can be NGO Constituency Statements if time and Parties permit.
- **Informal Informals (INF INFs)** - Informal Informals include drafting groups, spin off groups etc and are not open to Observers.

Open meetings are limited by capacity, and can be closed should the Parties decide to do so during the meetings.

Meetings Rooms and Seating Arrangements Protocol

In terms of meeting rooms, the UNFCCC process has a Party-driven nature. This can have the following implications:

- Party representatives have the priority when it comes to the available seats in the room. The secretariat and the co-facilitators should try and arrange for some representation of observers (e.g. ticketing system for Constituencies).
- Party representatives must be able to sit at the table. Observers are to sit in the back rows. When they are allowed to speak, they may find a seat with a mic that is free.
- Observers might be invited to sit at the table after all Parties have taken their seats. This is an occasional exception depending on the co-facilitators and on whether the nature of the agenda items requires observer inputs.

Making Interventions

Observers are often invited by the Presiding Officers to make interventions at the opening and closing plenaries - time permitting. Sometimes, co-chairs of CGs might invite observers to make interventions at the end of the CGs, if time and Parties allow for it.

Any interventions should happen in the context of a constituency and should be delivered on behalf of it. If a constituency wishes to speak on a particular agenda item, they approach the Secretariat support team present in the room at the beginning of the CG / IC, and they will ask the Co-Facilitators to explore the possibility.

If the Co-Facilitators ask the Parties and no objection is raised, and only if time remains after all Parties have spoken, observers will be given the floor. In this case representatives of the nine NGO constituencies have the priority, followed by other observers.

Code of Conduct¹⁴

UN meetings operate on the principles of openness, transparency and inclusiveness, to create an enabling environment for the participation of a diversity of voices and interests. To ensure that Parties can conduct their work and a diverse range of stakeholders can participate in the process effectively, participants are expected to adhere to a number of rules. The most important topics to be aware of in the context of the [Code of Conduct](#) are the following:

¹⁴ Relevant documents are also: [Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change](#) and [Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops](#).

- Badges are non-transferable. Participants should be careful of disposing of the badge as it may be stolen for misuse. Badges should be visibly worn at all times. If UN staff request to verify identity, Participants should comply.
- The use of flags of Parties is prohibited in advocacy actions.
- The age floor of participation is 16 in UNFCCC.
- The use of the UNFCCC logo requires advance permission.
- Participants should not block the movement of other participants.
- Participants should cooperate with the secretariat and [UN Security officers](#).
- [Distribution of information materials](#) outside the designated areas, such as exhibits, is prohibited.

Experiences and Tips of Former ELSA Delegates

General Preparation

Whilst attending an ELSA Delegation, you will be networking with other delegates. Therefore, make sure you can describe what ELSA is in a few sentences: what is the Association's approach to climate justice and environmental issues, what are the flagship projects organised by ELSA, and whether it has previously sent ELSA Delegates to the institution. In order to access this information, visit elsa.org or contact your Local or National Group.

Understand the whole context of your session, which sessions came before, and what the targets are for future sessions. Go to UNFCCC's webpage, and search for the session you will be attending (they are presented on the right side of the page).

It is strongly recommended to take some photos with other ELSA Delegates, state delegates, officials, or near signboards of important institutions in order to share your experiences with ELSA International and submit your testimonial via the ELSA Delegations Evaluation Form. You will have to fill out this form after your ELSA Delegation and it could be used for the promotion of future ELSA Delegations.

Registration on the First Day

The first day is very important for onsite delegates because you must collect your conference badges. As you will have pre-registered, there is no need to register again, but you must be present at the UNFCCC Headquarters 120 minutes before the beginning of the first plenary to collect the badges. These badges will give you access to the majority of the UNFCCC buildings (excluding such reserved for High-Level Party representation), canteens, and the Conference Halls. Once you have the badge, it remains with you for the whole of the delegation. This means you can access the UNFCCC premises without having to sign in at the Welcome Desk each day. Make sure you wear your badge in a visible place at all times, e.g., on the lapel of a blazer or around your neck.

To acquire the badge, you will need one of the following:

- Accreditation Letter, generated and provided to you by ELSA International, and ,
- a valid passport or national identity card, with which you have been registered.

Please note that there are extensive security checks ahead of registration to ensure you are not carrying prohibited items into the UNFCCC premises. This is similar to an airport bag-screening process.

Registration is usually open throughout the whole day of each day of the UNFCCC meeting with the exception of any dates on which the UNFCCC premises are indicated as closed.

Being Academically Well-Prepared

Make sure to prepare for the meeting in advance. Visit the Organisation's homepage and find out what will be discussed at the session you are going to attend. Get an idea of the structure and work of the Organisation. Go to the recommended websites to get an overview of the general topic. Moreover, take a look at the materials provided to you by the respective ELSA Delegations Team Member, as well as materials sent out by the organisation of which meeting you are going to attend.

It is recommended to divide the notetaking between ELSA Delegates before the beginning of the session. In order to be sure that a session will be entirely covered by notes, it is recommended to take notes in turns (for example one ELSA Delegate covering the morning

session, another the afternoon). Such a system increases the responsibility of the ELSA Delegates for their part of the work and, eventually, the quality of the covered material. Long presentations made by the authors of studies (papers) should preferably be covered by different ELSA Delegates. These notes can be used by the HoD to write the HoD Report.

Approaching Other Delegates

When you plan on approaching other delegates, it is suggested to do it with no more than 2 people. While doing so, smile, make visual contact with the person and introduce yourself as a representative of ELSA International. Remember to stay positive, you do not have to be afraid of the people. ELSA has gained a good reputation throughout the years, so a lot of delegates are familiar with our organisation and you can expect a positive response from them.

Final Remarks

We hope that this information will be useful for a productive ELSA Delegation. Should you have any questions, do not hesitate to contact the ELSA Delegations Team, who can assist you and give you any additional information.

Useful Contacts

- Vice President in charge of Seminars and Conferences of the International Board of ELSA - seminarsconferences@elsa.org
- Director for ELSA Delegations: delegations@elsa.org