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Hosting a COP

CMS COP12 Regional Preparatory Workshop for Africa

53-58 OCTOBER 2017
MANILA • PHILIPPINES



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What is involved?

- Conference of the Parties (COP)
- COP related meetings, e.g.
 - Standing Committee both before and after the COP meeting
 - Regional Consultations
 - High Level Segment (HLS)
 - Champions Night
- Estimated attendance: 500-700 participants



Responsibilities and costs for the Host

- Pay for servicing of COP, i.e. flights & DSA of Secretariat and some eligible participants, conference hire, security staff and equipment, utility bills, office equipment, medical services, excursion day, Pay for the servicing of the High Level Segment, refreshments and water,, Host a welcome reception
- Provide local staff to help service the meeting
- Ensure there is WiFi, technical equipment and support throughout the Conference premises



Before the Meeting

- Nominate a liaison officer to coordinate the preparation and servicing of the Conference
 - Hire and equip the conference premises, including plenary, offices, meeting rooms for WGs and side-events, etc., an exhibition space, press room, business and document centre, information/welcome desk, banking facilities,
 - Arrange security for the Conference
 - Organize an excursion day for the participants
 - Ensure food places are provided or nearby
 - Provide a list of adequate hotels near the venue and airport transfer to and from these hotels or the COP venue
 - Ensure all participants are granted free visas to enter and exit the country
 - Issue import and export permits for conference equipment



Thank you for your attention!

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“Take this knowledge back to your governments and discuss the possibility to host the next COP!”

