

## **THIRD MEETING OF THE PARTIES TO THE AARHUS CONVENTION AND ASSOCIATED EVENTS**

**Riga, Latvia, 8-13 June 2008**

### **ORGANIZATIONAL MATTERS**

This overview covers a number of practical and organizational issues related to the forthcoming third meeting of the Parties to the Aarhus Convention (11-13 June 2008) and associated events. Specifically, it addresses:

- Programme of events
- Venue
- Registration
- Hotel accommodation
- Visa arrangements
- Transfers from/to Riga airport
- Representation, participation and attendance
- Credentials
- Documentation
- Side events
- Interventions at the MOP
- Contact information

#### **Programme of events**

A provisional programme of events for the week can be found at the following link: [www.unece.org/env/pp/mop3/web/Programme\\_2008\\_04\\_09.doc](http://www.unece.org/env/pp/mop3/web/Programme_2008_04_09.doc). The programme will be updated periodically, notably with the addition of side events once these are known.

#### **Venue**

The meeting of the Parties and most of the associated events will take place at the Reval Hotel Latvija, Elizabetes 55, Riga LV-1010, Latvia, tel. +371-6-777-2222. For further details, see [www.revalhotels.com/en/Hotels/Latvia-Riga/Reval-Hotel-Latvija](http://www.revalhotels.com/en/Hotels/Latvia-Riga/Reval-Hotel-Latvija).

#### **Registration**

Please register for the third meeting of the Parties (MoP-3), as well as for the tenth meeting of the Working Group of the Parties and/or the twentieth meeting of the Compliance Committee and/or the associated events, using the online registration form provided at [www.aarhusmop3.org](http://www.aarhusmop3.org). If for any reason you are not able to use the on-line registration process, please contact the secretariat at [public.participation@unece.org](mailto:public.participation@unece.org) or through the contact details at the end of this message and other arrangements will be made. The registration deadline is **30 April 2008**.

#### **Hotel accommodation**

Delegates who have not yet reserved accommodation and wish to book a hotel can do so through the meeting website ([www.aarhusmop3.org](http://www.aarhusmop3.org)), which lists a number of options for hotels, including prices.

#### **Visa arrangements**

For information on whether you will need a visa and if so, where and how to obtain one, please visit [www.aarhusmop3.org](http://www.aarhusmop3.org) ➔ Travel information ➔ Visa information, or contact the relevant

official in the Latvian Ministry of the Environment - see contact details under Contacts. Visas for the meeting are issued free of charge.

### **Transfers from/to Riga Airport**

There will be an Information Desk for Aarhus MoP-3 at the airport. After passport control, customs procedures and picking up your luggage, you can follow the guiding arrows or will be guided by special representatives of the Meeting Organizing Committee to the Information Desk for MoP-3 participants.

For VIPs, a transfer from/to the airport will be provided. For other delegates there is the possibility to apply for such a transfer from/to airport at a cost of approximately 6 EUR per person. You can apply for this by filling in the appropriate field on the online registration form. After registration at the Information Desk, you will be guided to a bus or other vehicle which will take you to your hotel. The Information Desk will be present at the airport during the period 8-13 June 2008.

### **Financial support**

Some financial support is provided through the UNECE Trust Fund for the Convention to facilitate the participation of representatives from countries with economies in transition and from environmental NGOs.

### **Representation, participation and attendance**

Participation in the meeting is governed by the rules of procedure, notably rules 6, 7, 14 and 15 (decision I/1 of the Meeting of the Parties (ECE/MP.PP/2/Add.2) – see [www.unece.org/env/pp/mop1docum.statements.htm](http://www.unece.org/env/pp/mop1docum.statements.htm)).

Each Party participating in the meeting is represented by a delegation consisting of a head of delegation and such other accredited representatives, alternate representatives and advisers as may be required. An alternate representative or an adviser may act as a representative upon designation by the head of delegation. Delegations representing Parties are required to have credentials – see below.

There are various categories of observers who may participate in the meeting:

- Signatories and any other States that are members of the United Nations that are not party to the Convention are entitled to be represented in the meeting as observers.
- The United Nations, its specialized agencies and the International Atomic Energy Agency, and relevant intergovernmental organizations, qualified or having an interest in the fields to which the Convention relates, may also participate as observers.
- Representatives of any relevant non-governmental organization (NGO) qualified or having an interest in the fields to which the Convention relates, are entitled to participate as observers unless one third of the Parties present at a meeting object to the participation of representatives of that organization.<sup>1</sup> NGOs having common goals or interests insofar as the subject of the Convention is concerned are encouraged to form themselves into a single delegation for the purposes of the meeting. As far as environmental citizens' organizations are concerned, the European ECO Forum serves as the main coordinating body (see [www.participate.org](http://www.participate.org)).

Furthermore, according to rule 7, the meetings of the Parties are generally required to be open to members of the public. It is provisionally intended to reserve 50 seats in the meeting room for

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<sup>1</sup> Some governments have a practice of inviting representatives of NGOs to participate as members of the national (governmental) delegation.

members of the public attending as 'non-participating' observers, i.e. without access to microphones or nameplates. If it is not feasible to accommodate in the meeting room all the members of the public who have requested to attend the meeting, the host country will explore the possibility of relaying the proceedings using audiovisual means.

Finally, representatives of the media will be invited to attend the meeting.

### **Credentials**

Delegations representing Parties to the Convention are kindly reminded of the arrangements concerning credentials set out on the meeting website ([www.aarhusmop3.org](http://www.aarhusmop3.org)) and in the WGP-4 document ECE/MP.PP/WG.1/2005/3/Add.1 (the latter of which is available in all three languages). If you have not sent your credentials to Geneva to arrive by 4 June 2008, you are requested to bring them to Riga and present them to the secretariat at the earliest opportunity following your arrival. Only Parties are required to submit credentials. Questions concerning credentials may be addressed to Ms. Charlot de Waal at [charlot.de.waal@unece.org](mailto:charlot.de.waal@unece.org).

### **Financial support**

Some financial support is provided through the UNECE Trust Fund for the Convention to facilitate the participation of representatives from countries with economies in transition and from environmental NGOs. The deadlines for applications for financial support are **23 April 2008** for environmental NGOs and **7 May 2008** for all others. Further information on the criteria for support and the application form may be found at [www.aarhusmop3.org](http://www.aarhusmop3.org).

### **Documentation**

There are three categories of documentation for the meeting of the Parties:

- (a) **Category I:** official documents for possible action by delegations (e.g. signature, endorsement, approval, adoption), generally submitted through and endorsed by the Working Group of the Parties or the Bureau. These documents will be translated, reproduced and distributed through the usual channels by the Conference Services of the United Nations Office of Geneva, prior to the meeting. Additional reproduction of the documents will be done by the host country.
- (b) **Category II:** official background documents, prepared by the secretariat or subsidiary bodies of the Convention of direct relevance to the agenda that will provide a basis for discussion (e.g. on implementation and compliance, or intersessional). These documents will be (or in the case of intersessional documents, have already been) translated, reproduced and distributed by the Conference Service of UNOG prior to the meeting. Additional reproduction of the documents will be done by the host country, as appropriate.
- (c) **Category III:** other documents relevant to the agenda of the meeting submitted by individual delegations or stakeholders directly to the Meeting. Category III documents will not be assigned any symbol number.

All MoP-3 meeting documentation is posted on the Aarhus Convention website ([www.unece.org/env/pp/mop3/mop3.doc.htm](http://www.unece.org/env/pp/mop3/mop3.doc.htm)) as soon as it becomes available (as advance copies where necessary) and hard copies of the official documentation prepared for the meeting (Categories I and II) will be circulated through the usual channels. There have been delays with certain official documents, notably the national implementation reports, most of which were submitted after the deadline and which collectively amount to a considerable volume of documentation. Some documents may not be available in translation until shortly before the meeting. In any case, you are invited to check the website periodically for the remaining documents.

Although some paper copies of the official meeting documents will be available in Riga, it is recommended that you bring your own set of all documents as far as possible.

As regards Category III documents, those submitting or intending to submit such documents are requested to notify and submit copies to both the Convention secretariat and the host country organizers by **23 May 2008** (see contact details below). The host country organizers will undertake to provide a physical space for display of Category III documents, and short-term storage in advance of the meeting (details to be discussed bilaterally). However, those submitting the documents are responsible for their reproduction and transportation to Riga. The Convention secretariat will maintain a running list of Category III documents of which it has been notified and will post those provided in electronic form on the website.

### **Side events**

Times have been reserved in the programme for side events. If you are interested in organizing a side event, please use the application form for side events on the host country website at [www.aarhusmop3.org](http://www.aarhusmop3.org). The deadline for applications for side events is **28 April 2008**. Side events will be listed in later versions of the overall programme for the week, and specific programmes for individual side-events, where these are provided by the organizers, will be posted on the website and made available at the meeting venue. Questions concerning side events may be addressed to Mr. Michael Stanley-Jones at [michael.stanley-jones@unece.org](mailto:michael.stanley-jones@unece.org).

### **Interventions at the MOP**

Delegations are invited to indicate, as early as possible, on which MoP-3 agenda items they wish to make an intervention, so that a list of speakers can be drawn up. Please notify the Convention secretariat by e-mail through the contact details below.

### **Enquiries**

For enquiries concerning practical or logistical arrangements in Riga, please contact Mr. Valdimārts Šļaukstiņš at the host country secretariat at the Latvian Ministry of Environment, tel. +371 670 26 523, email: [Valdimarts.Slaukstins@vidm.gov.lv](mailto:Valdimarts.Slaukstins@vidm.gov.lv).

For enquiries concerning matters related to the agenda of the meeting, or any other matters, please contact the Convention secretariat at:  
Tel: + 41 22 917 2682 / 917 1502  
Fax: + 41 22 917 0634  
Email: [public.participation@unece.org](mailto:public.participation@unece.org).