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United States Department of State

***Bureau of Oceans and International
Environmental and Scientific Affairs***

Washington, D.C. 20520

May 31, 2000

UNCLASSIFIED
MEMORANDUM

TO: Roger Ballentine, Deputy Assistant to the
President for Environment Initiatives

FROM: Susan C. Gordon, Senior Advisor for Environment *Susan*

SUBJECT: **July 14 Deadline** – Hotel Accommodations for the Sixth Conference
Of the Parties to the U.N. Framework Convention on Climate Change
(COP-6)

The purpose of this Memorandum is twofold. The first is to alert you to the July 14 deadline for funding the cost of hotel accommodations for the U.S. delegation to COP-6. The second is to provide you with the process and procedures that the Department of State will follow to secure and fund hotel accommodations and other administrative costs for COP-6.

The Department of State's Bureau of International Organization Affairs, Office of International Conferences (OIC) will manage the logistical arrangements, including advance reservations and deposits for hotel accommodations, in support of the U.S. Delegation to COP-6. In addition to funding for hotel accommodations, agencies and departments requiring services and equipment above and beyond that which is provided by OIC will be required to provide funding data in advance for any special requests.

Hotel Accommodations

COP-6 will take place at The Hague, Netherlands, November 13-24, 2000. The Hotel Bel Air, located within short walking distance of the Conference site, will serve as the delegation hotel. The delegation offices and meeting space will be located in this hotel.

Requirement for FY 2000 Funding of Hotel Rooms

The Dutch Government has selected Advanced Travel Partners (ATP) to serve as the single agent for hotel accommodations. Incorporated into Dutch law are strict provisions for payment in advance for reserved rooms, which include severe financial

penalties for cancellations. These penalties apply even in the case of cancellation with notice.

In order to meet the ATP deadline, all agencies and departments participating on the U.S. Delegation to COP-6 will need to transfer funding to the Department of State, to cover the full cost of hotel accommodations, no later than **July 14, 2000**. No refunds will be possible after this payment is made. OIC will assist agencies and departments to the extent possible in trading rooms/nights to maximize USG funding.

Attachment A to this Memorandum provides further information, including justification for FY 2000 funding of this requirement, and sets out the procedures, which each agency and department must follow to ensure that its delegates at COP-6 have hotel accommodations within close proximity to the Conference. The Hague will be deluged with approximately 10,000 delegates, observers, NGOs, and press. You should not assume that your delegates will be able to find accommodations in The Hague (or nearby) after the July 14 deadline. Hotel accommodations are at a premium during the COP-6 timeframe.

Funding for Special Services and Equipment

OIC will provide a basic office set-up to support the COP-6 negotiations. At a later date, OIC will specify what equipment and services can be expected by delegation members and what equipment (e.g., cell phones) and special services will need to be funded by individual agencies and departments.

Delegation Composition

Delegation participation decisions are based on the Head of Delegation's assessment of the type and breadth of expertise necessary to negotiate U.S. positions and to support the delegation. We look forward to working closely with you to ensure the best possible composition of the delegation.

Expectations for Planning Purposes

Those delegates who plan to participate in the entire Conference, or who will attend only week 1 of the Conference, should plan to arrive in The Hague by Sunday, November 12, 2000.

The UNFCCC Secretariat has not announced the exact dates of the High Level (Ministerial) segment of the Conference. However, we expect the High Level to occur during the second week. Those members of the U.S. Delegation who will participate only in the High Level segment of the COP may wish to plan to arrive in The Hague as early as Sunday, November 19. We will advise you of the specific dates for the High Level segment as soon as the UNFCCC Secretariat announces the schedule.

Based on experience at COP-3 and COP-4, we can anticipate that the final day of the negotiations will run well into the early morning of Saturday, November 25. Therefore, delegates may wish to arrange a Saturday afternoon flight, or stay over the night of Saturday, November 25.

For your further planning purposes, please keep in mind that Thanksgiving Day is November 23, this year.

FY 2001 Travel Expenses

Additional travel-related expenses, such as transportation and miscellaneous and incidental costs, should be claimed by the traveler by voucher in the normal fashion following completion of travel.

Please do not hesitate to contact me (202) 647-3253 (or, by email at gordonsc@state.gov) for general information about participation in COP-6. Please contact one of the Points of Contact listed in Attachment A for information or assistance concerning administrative and logistical issues.

Thank you in advance for your help in making this process run as smoothly as possible.

Separate memoranda sent to G. Frampton, I. Bowles, D. Gardiner

Attachments:

- A.- Guidelines for Advance Payment
- B.- Hotel Reservation Request

ATTACHMENT A

ADMINISTRATIVE AND LOGISTICAL GUIDELINES FOR PAYMENT IN ADVANCE OF HOTEL ACCOMMODATIONS FOR THE US DELEGATION TO COP-6

Management of Administrative and Logistical Matters

The Department of State's Bureau of International Organization Affairs, Office of International Conferences (OIC) will manage the logistical arrangements for the U.S. Delegation to COP-6. OIC will coordinate with American Embassy-The Hague, creating specifications and supervising procurement and set-up of office space, equipment and supplies, personnel, transportation, and other aspects of the conference. OIC will provide the basic office setup; additional equipment and services will be provided by advance arrangement with OIC and funding by the requesting agency. OIC will manage the reservations and required payments in advance for hotel space for the conference.

Payments from agencies in advance of the conference are necessary in view of the bona fide need this fiscal year to secure hotel rooms consistent with Dutch law and the ATP (Advance Travel Partners) requirements.

OIC will have sole responsibility, in cooperation with the Embassy, for making and modifying reservations or commitments for the US Delegation with regard to hotel and office requirements.

The OIC Conference Manager is Mr. Matthew Cook. He may be reached by telephone at (202) 647-2511, fax (202) 647-1301, or by email at CookM@state.gov. If you have administrative or logistical questions that you wish to direct to OES, please contact Isabel Gates in the Executive Director's Office, at 202-647-1607.

U.S. Delegation Hotels

Executive Branch members of the U.S. Delegation will stay at the Hotel Bel Air. Members of the Congressional Delegation will stay at the Carlton Ambassador. Information about the hotels and services will be provided to delegation members well before COP-6.

Deadline for Reserving Hotel Accommodations and Transferring Funds

July 14	Receipt by OIC of funding for participant room/nights. Each agency/department must provide detailed allocation information,
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indicating for each individual traveler the specific dates of room nights funded. See transfer procedures below.

Calculating Hotel Requirement

The cost of the Hotel Bel Air is \$210.00 USD per room/night. This amount covers the cost of the room, ATP service charges and surcharges, and tax. This number may be revised at any time, before or after July 14, as a result of changed costs due to currency fluctuations. We will advise you accordingly. To calculate advance hotel costs multiply \$210.00 by the total number of room/nights required by that agency. Please refer to Gordon Memorandum, dated May 31, 2000, for additional information about arrival and departure dates.

Changes After July 14

No refund can be made for changes after July 14. OIC will make every effort to ensure that rooms and resources funded by the USG are fully utilized. Where possible, OIC will facilitate trades among agencies/departments. OIC cannot otherwise guarantee modifications to the dates of any reservation. Name substitutions can be made at any time. OIC will make every effort to help agencies obtain additional rooms after July 14, but cannot make any assurance that additional rooms will be available in the delegation hotel, or even in The Hague.

After July 14, we expect that hotel availability will be extremely limited in The Hague and surrounding areas. If any rooms can be found after that date, we do not know what payment and cancellation policies will apply. Therefore, if additional hotel rooms are requested after July 14, individuals must be prepared to provide OIC with credit card information to guarantee their reservations. Credit cards will be billed immediately and travelers will need to make arrangements with their agencies for reimbursement.

Procedure for Funds Transfer

Funding provided to OIC for hotel or other purposes should take the form of a letter to OIC. Alternatively, funding can also be provided by any other form of reimbursable agreement, e.g. MOU, MOA, IAA, etc. Regardless of the transfer mechanism used, the funding document must include the following information:

- Agreement address, including point of contact
- Agency Locator Code (ALC)
- Accounting fund cite
- OPAC transaction information, such as project and purchase number
- Billing address.

The OIC Point of Contact for transfer of funds is Mr. Terry Keating, IO/OIC/F, telephone (202) 736-4165; fax (202) 647-1301; e-mail KeatingT@state.gov; address Room 1428A, 2201 C Street, NW Washington, DC, 20520.

Procedure for Transfer of Registration Information

Attachment B provides a form to submit your agency/department's hotel registration information. For each individual traveler, you must provide specific dates for room/nights funded. While it is preferable to provide specific names for each traveler at this time, where that information is not known, you may indicate DOD Traveler #1, DOE Traveler #2, etc.

Special Administrative Requirements

At a later date, OIC will specify what equipment and services can be expected by delegation members. OIC will undertake to provide special administrative arrangements for agencies or bureaus that have logistical needs beyond those provided by OIC in the delegation offices. However, special administrative requests can not be acted on until funds are received by OIC from the respective agencies.

The OIC Point of Contact for the transfer of registration information is Mr. Matthew Cook, IO/OIC, telephone (202) 647-2511; fax (202) 647-1301, e-mail CookM@state.gov.

Drafted by: M.Cook, OIC/redraft OES (5-22-00)

Cleared:

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ATTACHMENT B**COP-6
THE HAGUE
November 13-24, 2000****HOTEL RESERVATION REQUEST****Agency/Department/Bureau:**

Name	Title	Phone #	Fax #	e-mail	Arrival	Departure	# of Nights
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Please record on this form the names of your agency/department/bureau's delegates and the specific dates for room/nights funded. Fax it to Matthew Cook, fax # (202) 647-1301. If you don't have the names of the delegates you may list your participants as EPA 1, DOD 1, DOE 1, etc.