

**Rules for using the logo and Templates for promotional materials  
of the Conference of the United Nations on climate change - COP24 ("Rules")**

**§1. General provisions**

1. The State Treasury - Ministry of the Environment (hereinafter: "**Ministry of the Environment**") developed, for the 24th Session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP24), the 14th session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP14 ) along with the resumed I session of the Conference of the Parties serving as a meeting of the Parties to the Paris Agreement (CMA 1.3), hereinafter referred to as the "**Conference**", the logo of the United Nations Conference on Climate Change - COP24 ("**Logo**") and Templates of promotional materials, including but not limited to poster, roll up, winder ("**Templates**").
2. These Rules have been developed to ensure visual coherence associated with the Conference promotion.
3. The Logo and Templates are works within the meaning of ustawa z dnia 4 lutego 1994 r. o prawie autorskim i prawach pokrewnych [Act of 4 February 1994 on Copyright and Related Rights] (Dz.U. - Journal of Laws of 2018, item 1191).
4. The Ministry of the Environment shall hold the author's economic copyrights to the Logo and Templates.
5. The Ministry of the Environment may grant a non-exclusive Licence to use the Logo or Templates on the terms set out in the Rules ("**Licence**").
6. The Ministry of the Environment may consent to the use of works derived from Templates as stipulated herein.
7. In matters not covered hereunder, the provisions of Polish law shall apply.

**§2. Procedure for Licence granting and giving permission to exercise of dependent copyrights to  
Templates**

1. An entity applying for a Licence to use the Logo or Templates or for consenting to the dissemination and use of the works derived from Templates ("**Applicant**") submits an application to the Office for Organization of COP24 conference of the Ministry of the Environment, in accordance with the sample constituting **Annex I** hereto.
2. The application shall be submitted:
  - 1) in writing to the following address: Ministry of Environment, Office for Organization of COP24 Conference, ul. Wawelska 52/54, 00-922 Warsaw: or
  - 2) by signing and sending a scan of the application in electronic form to the following e-mail address: **cop24@mos.gov.pl**.
3. Submission of the application shall be tantamount to acceptance by the Applicant of the Rules and a commitment to comply with them.
4. The consent to use the Logo or Templates shall be forwarded to the Applicant by e-mail, to the Applicant's address specified in the application, along with the file containing the Logo in the version and format chosen by the Applicant (version: Polish or English: format: JPCi, PDF, EPS or PNG) or with files containing Templates (version: English, format: PDF). The Logo Book or a part thereof shall be appended to the consent to use the Logo. The consent form is provided **Annex No. 2** hereto.

5. Granting the consent referred to in §2 (4) shall be tantamount to granting the Licence to the Logo or Templates to the Applicant, on the terms and conditions specified in the application, in the consent and herein.
6. Consent to the dissemination and use of the works derived from Templates shall be provided to the Applicant by e-mail, to the Applicant's address specified in the application.
7. The Ministry of the Environment reserves the right to refuse to grant permission to use the Logo or Templates or to disseminate and use the works derived from Templates by the Applicant, without giving reasons. Information on refusal to grant consent shall be provided to the Applicant via electronic mail, to the Applicant's address specified in the application.

### **§ 3. Logo**

1. The Applicant may use the Logo solely and exclusively for the purpose of promoting the Conference.
2. The Logo may be used solely and exclusively in its entirety, it shall not be allowed to use the Logo in parts.
3. The Logo may be used solely and exclusively in the information and promotional materials of the Applicant or on the Applicant's products specified in the application referred to in § 2 (I)..

### **§ 4. Templates**

1. The Applicant may use the Templates solely and exclusively for the purpose of promoting the Conference.
2. The Templates can be used solely and exclusively in their entirety, it shall not be allowed to use Templates in parts.
3. The Ministry of the Environment may consent to the dissemination and use of the works derived from Templates solely and exclusively for the translation of editable areas with a view to creating a language version in accordance with the official language in the Applicant's country, on the fields of use enumerated in § 5 (I).

### **§5. Terms and Conditions of Licence granting**

1. The Licence may be granted on one or more of the fields of use enumerated below, subject to § 3 (1) and § 4 (I)::
  - 1) fixation and reproduction, including the production by any technique of any number of copies, including printing, photocopying, magnetic recording, digital, laser, electronic, photographic, optical, on any carrier;
  - 2) placing on the market of originals or copies, without any quantitative restrictions;
  - 3) lending for use, renting, provision of access – for consideration of gratuitously – of the original or copies to third parties;
  - 4) loading into the computer's memory, multimedia networks;
  - 5) dissemination in any other manner, including public disclosure in such a way that everyone can have access to them in a place and time of their choice, including on the Internet.
2. The Licence granted hereunder shall entitle its holder to use the Logo or Templates on the territory of the Republic of Poland or other countries specified d in the consent referred to in § 2 (4) and/or § 2 (6).
3. The Licence shall be granted for the period from the day of granting the consent referred to in § 2 (4) and/or § 2 (6), by the date of conferral of the presidency to the subsequent country at the 25th session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP25).

4. The Licence, insofar as the purpose of granting it, specified in § 3 (I) and/or in § 3 (2) shall be gratuitous.
5. The Licensee shall not be entitled to authorize another person to use the Logo or Templates within the scope of the Licence granted.
6. The Licensee must comply with the visual requirements set out in the Logo Book referred to in § 2 (4).
7. Prior to using the Logo in materials or on products, the Licensee shall send sketches / visualization of its use electronically to the e-mail address: **cop24@mos.gov.pl** with a view to verifying compliance with the requirements specified in the Logo Book referred to in § 2 (4).
8. The Ministry of the Environment may submit comments or objections to sketches / visualizations referred to in § 6 (7), which the Licensee must take into account, or provisions of § 6 shall apply. The absence of comments or objections within 7 calendar days from the date of receipt of sketches / visualizations shall be tantamount to giving consent.

**§6. Check, termination of the Licence, cancellation of consent for the disposal and use of the works derived from Templates**

1. The Ministry of the Environment reserves the right to check the use of the Logo and Templates by the Applicant, and the disposal and use of the works derived from Templates by the Applicant, in particular the right to request the Applicant to submit sketches of using the Logo or translate the work derived from Template into Polish or English.
2. The Ministry of the Environment reserves the right to terminate the Licence with immediate effect, in particular for important reasons, which include but are not limited to using the Logo or Templates in violation of the terms and conditions arising from the consent referred to in § 2 (4), and from the Rules.
3. The Ministry of the Environment reserves the right to withdraw consent to the disposal and use of works derived from Templates with immediate effect, in particular for important reasons, which include non-compliance with the provisions of the Regulations or the conditions of the consent referred to in § 2 (6).
4. The Ministry of the Environment may claim damages on general terms in the case of using the Logo or Templates or works derived from Templates not in accordance with the provisions hereof or with the consent given.

**§7. Amendments to the Rules**

The Minister of the Environment reserves the right to amend the Regulations at any time, these amendments being in force from the time of publication, that is posting on the website [www.cop24.gov.pl](http://www.cop24.gov.pl), unless the Minister of Environment decides otherwise.