Introduction, aim:

Young people visit important actors before the COP17 to make their voices and demands for changes on the political decisions heard through "positive emotional confrontation". On this confrontation – the visit to a delegate – the youth gets offered a stage to raise their messages and requests. Therefore the preparation of this visit is vital, as the better the things (and the youth) are prepared for the event the more your visit will be a success.

How to write a letter to the delegate:

- On your first meeting with your activist group, you need to agree on which person you will take as a target: it might be a delegate, the national environmental or energy minister (additionally you can also visit ambassadors of selected countries which are particularly famous for voting against renewable forms of energy). Focus on ONE person at first, don’t contact many at the same time to make sure you’ve got enough time to prepare your "show"!

- Don’t forget about the logistics: Decide how many people you want to send, in which timeframe the visit should take place (the sooner the better! Before end of October would be best!), and in which place you will suggest the visit to take place – organize as much of the “event” as possible so the delegate won’t have to do any logistical work (and it’s less likely that you will have to adapt to any unforeseen situations)!

  ➤ Answer the 6 w-questions about the visit and make them clear in the letter: Who, Whom, Why, When, How, Where? Include this information in the letter!

- Letter: Invest some time in developing your requests and message(s): Organize a meeting with the youth group to write the letter to the target-person together – this offers a good opportunity to develop your message: Take one of the templates on the next two pages, put the message in your own words or take it as it is and fill in the “open spaces”. Make it sound as clear and urgent as possible – it should be simple but influential!

  ➤ Make sure your letter attracts immediate attention! Choose an unusual format or color – be creative!
Dear [Full Name]

Soon you will be attending in Durban the 17th Conference of the Parties together with other political authorities and delegates from all over the world to discuss different climate change issues and the international strategy to avoid its catastrophic consequences.

We are [name of the youth group] from Greenpeace [name of the country]. The outcome of the conference is very important to us and for our future, but unfortunately we are not invited to attend it. This reason has led us to write you and request an interview with you, before the COP17 takes place.

We would really appreciate it if you could find a date to receive us and give us the voice we will not have during the summit. That way you could convey our concerns to world leaders in Durban.

We are not doing this for fun. We are very aware that our future is threatened by climate change, and we are doing everything in our hands to change this reality, we trust you will do the same.

[Proposition of date, time and place of the visit]

Please let us know if you could receive our visit on any of these proposed dates. Thank you in advance for receiving us and giving us a voice.

Best regards,

[Name of the youth group]

Sign the letter by hand and by each member of the group!!
Dear minister / delegate to the COP17,

Introduce yourselves:
We are [a group of young people / your groups name] and we would like to meet you before COP17.

What do you want from the delegate and why are you addressing him/her specifically?
Soon you will be meeting in Durban with other delegates from all over the world. The outcome of the conference is important for our future – but we are not invited to join it. That’s why we would like to give you our ideas on your journey to Durban.

Explain shortly what he/she should expect from this meeting (gift → reason, why you need to meet him/her, timeframe):
We prepared a gift for you to remind you of the importance of saving the climate and taking our voices seriously. It would be nice if you could save one hour to receive us (and the press) and talk and we will bring you a gift.

Suggest a place and time for the meeting:
We are suggesting to meet on the [make a proposition for the time and date, maybe two possibilities] at [...] and place so that we can give you some energetic presents and ideas that we’ve prepared. What do you think?

Thank him/her in advance for receiving your visit:
Please let us know soon if we can visit you. Thank you very much for receiving us and giving us a voice.

Kind regards and all the best,
[the youth group]

Sign the letter by hand and by each member of the group!
Signatures........................