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## **NOTIFICATION TO TO INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANIZATIONS**

**United Nations Climate Change Conference  
COP 29/CMP 19/CMA 6  
11 to 22 November 2024**

**Baku, Azerbaijan**

I am pleased to notify intergovernmental organizations (IGOs) and non-governmental organizations (NGOs), of the forthcoming sessions:

- Twenty-ninth session of the Conference of the Parties (COP 29), from Monday, 11 November to Friday, 22 November 2024.
- Nineteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 19), from Monday, 11 to Friday, 22 November 2024.
- Sixth sessions of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 6), from Monday, 11 to Friday, 22 November 2024.
- Sixty-first session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 61) from Monday, 11 to Saturday, 17 November 2024.
- Sixty-first session of the Subsidiary Body for Implementation (SBI 61) from Monday, 11 to Saturday, 17 November 2024.

The sessions will take place at the [Baku Stadium](#), H. Aliyev Ave. 323, Baku, Azerbaijan, AZ1040.

The online registration system (ORS, available at <https://onlinereg.unfccc.int/>), which allows IGOs and NGOs to nominate representatives to attend sessions, is now open for registration for COP 29 and will remain open for **nomination** of participants representing IGOs and NGOs delegations **until Sunday, 4 August 2024, 23:59 (CEST)**.

The ORS will be open for the **confirmation** by IGOs and NGOs of their representatives from **Monday, 19 August 2024 until Sunday, 10 November 2024 23:59 Central European Time (CET)**. Nomination and confirmation deadlines will be applied strictly as the secretariat is not able to process late nominations or confirmations.

**Distribution:** To all intergovernmental and non-governmental organizations admitted as observers by the Conference of the Parties.



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The manual on how to access and use the system is available at [here](#). ORS is the only official channel for nominating participants for COP 29. The secretariat is not in a position to process nominations submitted by any other method. For technical assistance in the ORS, kindly submit a message in the [ORS Support Form](#).

Please note that it is **imperative that a correct and unique email address be provided for each delegate** for swift processing of registration confirmations. Once the delegate is confirmed in the ORS, an email containing two links will be sent to the email address of the confirmed delegate: one link is to download the acknowledgment letter, a second link guides the participant to the e-visa portal to submit the mandatory visa application. For further details please refer to the [information for participants](#).

In accordance with decision 23/CP.18, and with a view to promoting gender balance and improving the participation of women in UNFCCC negotiations, the nomination of women delegates to attend the conference is kindly encouraged. Additionally, in accordance with decisions 1/CP.26 and 1/CMA.3, and with a view to promoting youth participation in relevant climate processes at the national and international level, the nomination of youth delegates is also kindly encouraged.

The annex included in this notification provides general information for participants.

Additional information on the sessions, including the provisional agendas for COP 29, CMP 19, CMA 6, SBSTA 61 and SBI 61, the opening of the conference, participation of Heads of State and Government to the World Leaders Climate Action Summit on 12 and 13 November 2024, high-level Party events, and respective protocol arrangements, including for the high-level segment, will be issued in follow-up messages. Relevant information will also be posted on the UNFCCC website when it becomes available. Information on the logistical arrangements for the conference, can be found in the [COP 29 Information for Participants](#) (IFP). The IFP will be updated regularly as soon as information becomes available. Please consult the web page and the IFP.

Yours sincerely,

*(Signed by)*

Simon Stiell



Annex

**Information for Participants**

Please note that additional information is available on the [COP 29 Official website](#) and the [UNFCCC Information for Participants](#). The information will be updated or added as it becomes available. Please check the Information for Participants regularly.

<b>Accommodation</b>	<p>The Government of Azerbaijan, through its accommodation provider Bnetwork, has made special efforts to secure sufficient accommodation rooms for all delegates in Baku.</p> <p>Accommodation bookings are facilitated by Bnetwork and access to online booking website is available <a href="#">here</a>.</p> <p>The Government of Azerbaijan is offering a wide selection of accommodation options to suit every budget. Properties operating in Baku ranging from 1-star to 5- star hotels, serviced apartments and residences.</p> <p>We strongly encourage COP participants to book their accommodation in Baku as soon as possible.</p> <p>For further information on preparations for COP 29 please refer to <a href="https://cop29.az/en">https://cop29.az/en</a> and the UNFCCC websites.</p>
<b>Cameras</b>	<p>The taking of still photographs and making of audio or video recordings within a United Nations designated conference venue or an online conference platform are subject to <a href="#">guidelines</a> and any other guidance or instructions deemed relevant by the secretariat or United Nations Security.</p> <p>Photographs may be taken, and video and audio recordings may be made, by participants within the United Nations designated conference venue's public areas, such as lobbies and corridors, and meeting rooms (except during open and closed official meetings), provided that such activities do not disrupt the activities or movements of participants or the security provisions of that area. Permission of those who will be recorded should be sought.</p> <p>The making of audio and video recordings during open and closed official meetings and in designated high-security zones is not permitted. The secretariat provides full audio and video recordings for all official open plenary meetings. All webcast recordings are made available on the UNFCCC website.</p>
<b>Code of conduct</b>	<p>UNFCCC conferences, meetings and events are guided by the highest ethical and standards and should be professional, respectful, inclusive and harassment-free for all participants. All participants are expected to behave with integrity and respect towards all participants attending or involved with any UNFCCC event.</p> <p><b>Participation in UNFCCC sessions is governed by the relevant guidelines and policies, including the <a href="#">Code of Conduct</a>.</b> The Code of Conduct contains detailed information on prohibited conduct, complaint and investigation processes as well as possible consequences in case of misbehaviour.</p> <p>Parties and observer States agree to ensure compliance with such guidelines and policies upon nomination in ORS. Individual participants agree to comply upon registering at the conference venue.</p>



<b>Conference Badges</b>	<p>An official UNFCCC conference badge is needed to access the premises. The badge is issued only based on a confirmation from UNFCCC Online Registration System. For security reasons, all participants are requested to always wear their badges visibly.</p>
<b>Daily Programme</b>	<p>The Daily Programme will be available during the conference on the COP 29 Daily Programme web page (link will be available closer to the conference). The first Daily Programme will be published on 11 November 2024.</p> <p>To facilitate access, weblinks to updates will be included in the Daily Programme. The secretariat strongly encourages disseminating material electronically only.</p>
<b>Documents</b>	<p>All essential documents will be made available on the COP 29, CMP 19, CMA 6, SBSTA 61 and SBI 61 session web pages, accessible from the <a href="#">UNFCCC website home page</a>. In view of sustainability considerations and the need to optimize the use of resources, documents will be available online only. For up-to-date information, please consult the <a href="#">Documents section</a> of the <a href="#">Information for COP 29 participants</a>.</p>
<b>List of participants</b>	<p>The Lists of Participants (LoP) for participation will reflect information as provided in ORS during the registration process.</p> <p>All delegates under all badge types of Parties and observers will be published as part of the LoP. The LoP will additionally include the delegates who are nominated under badge types such as Party Overflow, UN Overflow, Host Country Guest, Press, Global Climate Action and Temporary Pass</p> <p>As part of the secretariat's overall efforts to increase the transparency of participation in the UN Climate Change Process, the LoP will contain the information provided during registration, including the relationship and affiliation to nominating Party or observer organizations</p>
<b>Media</b>	<p>All correspondents granted access to the conference are expected to conduct themselves in a professional manner. They must abide by all policies in place, with due regard to the dignity, privacy and integrity of all individuals, in accordance with relevant guidelines and policies, including those of the <a href="#">United Nations Headquarters</a>.</p>
<b>Press Briefings</b>	<p>Observer organizations wishing to hold press/media briefings during the sessions should inform the secretariat in advance of their intention to hold such briefings. This will facilitate adequate logistical and technical arrangements. Requests should be addressed directly to the UNFCCC Press Office by email to <a href="mailto:pressconf@unfccc.int">pressconf@unfccc.int</a>. Further requests for information on press conferences can also be sent to that email address.</p>



<b>Registration</b>	<p>All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge.</p> <p><b>Who can register</b></p> <p><a href="#">Non-profit organizations with observer status</a> may register to attend the sessions of the Convention. More information on options for participation is available <a href="#">here</a>.</p> <p><b>Guidelines for participation</b></p> <p>Please refer to the <a href="#">guidelines for the participation</a> of representatives of NGOs at meetings of UNFCCC bodies, as well as <a href="#">the waiver form, regarding the participation of minors</a>. Please refer to the <a href="#">overview</a> of observer organizations in the UNFCCC process for further information.</p> <p><b>How to register</b></p> <p>Registration for the conference is managed through the UNFCCC <a href="#">Online Registration System (ORS)</a>.</p> <p>Please be aware that you can register only once for the sessions. Double registration (i.e. as an observer organization representative and a Party or State representative, or as an observer organization representative and a press/media representative) is not permitted.</p> <p><b>Registration desk opening hours</b></p> <p>During the conference dates, registration counters will open from 8:00 – 19:00 hrs. A detailed schedule, including opening hours for the pre-session week, will be provided via the IFP in due course.</p> <p>The conference venue, including registration, will be closed <b>on Sunday, 17 November 2024</b>.</p>
<b>Security guidelines</b>	<p>The following guidelines are set in place to ensure an environment conducive to intergovernmental dialogues:</p> <ul style="list-style-type: none"><li>• <a href="#">UN Security guidelines related to media actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences</a></li><li>• <a href="#">UN Administrative instruction on Authority of United Nations security officers</a></li></ul> <p>There is an established process for clearance for demonstrations on site. Please contact <a href="mailto:cool@unfccc.int">cool@unfccc.int</a> for further information including the timelines so that those organizations interested in making requests can do so in a timely manner.</p>
<b>Shipment/freight forwarding and logistics</b>	<p>To reduce the carbon footprint of the conference it is recommended that each Participant forwards shipments of not more than 50 kg of a cumulative total weight.</p> <p>Participants having pavilions and/or have been assigned an exhibit booth will be granted an extra allowance of 50 kg.</p> <p>Please consult the <a href="#">Shipment/freight forwarding and logistics section</a> of the <a href="#">Information for COP 29 participants</a>. Up to date information will be included once it becomes available.</p>



<b>Side events and exhibits</b>	<p>Further to the communication dated 30 May 2024, should the pending funding for coordination of side events and exhibits at COP 29 be confirmed in the coming weeks:</p> <ul style="list-style-type: none"><li>• The timelines for the selection process will be available in the <a href="#">Side Events and Exhibits (SEORS) information page on the official UNFCCC website</a>.</li><li>• As in the past, <a href="#">Side Events and Exhibits Online Registration System (SEORS)</a> will be the only channel used by the UNFCCC secretariat to receive applications for official side events and exhibits by admitted observer organizations, and Parties partnering with admitted observer organizations.</li></ul> <p>For further information on side events and exhibits, please consult the <a href="#">Side Events and Exhibits information page on the official UNFCCC website</a>. For up-to-date information, please consult the <a href="#">Side Event and Exhibits section</a> of the <a href="#">Information for COP 29 participants</a>.</p>
<b>Transport</b>	<p>Transport services will be free of charge to all participants. The Government of Azerbaijan is working to ensure that delegates have a range of smooth running and sustainable modes of transport.</p> <p>Please consult the <a href="#">Transport section</a> of the <a href="#">Information for COP 29 participants</a>. Up to date information will be included once it becomes available.</p>
<b>Visas</b>	<p>All foreign participants entering the Republic of Azerbaijan for COP 29 and the pre-session meetings must have a passport which is valid for a minimum period of six months from the date of entry into the Republic of Azerbaijan.</p> <p>The Government of Azerbaijan will introduce a dedicated COP 29 visa application process for registered attendees to facilitate smooth entry to the country.</p> <p>Details will be announced soon. Queries concerning visa arrangements should be addressed directly to <a href="mailto:visas@unfccc.int">visas@unfccc.int</a>.</p>
<b>Disclaimer</b>	<p>Participants are strongly encouraged to obtain comprehensive international medical insurance for their period of participation. The United Nations and the UNFCCC secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel or the period of participation.</p> <p>In the interest of the security and safety of all participants and the smooth running of the conference, the UNFCCC secretariat reserves the right to deny and/or restrict access to the conference premises or to request registered participants to leave the premises. The UNFCCC secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises or are refused registration or access to the conference for which they have been nominated and/or registered as participants.</p>