



## CLIMATE WEEKS 2025

### Call for Expression of Interest Hosting a Climate Week in Africa scheduled for 1-5 September 2025

Hosting a Climate Week is a unique opportunity to bring governments, the private sector, and other non-Party stakeholders from all over the world together to advance implementation of actions to address the climate change crisis. **This is a call for expressions of interest from countries in the African Region to host the second Climate Week of 2025 (1-5 September 2025).**

**Deadline:** To ensure timely and thorough preparation of the second Climate Week, expression of interest for hosting should be communicated by **02 June 2025**.

#### Process for expressing interest:

- Any African country interested in hosting a Climate Week should send a Letter expressing its interest addressed to the Executive Secretary of the UNFCCC secretariat, committing to provide and cover the costs of a suitable venue for Climate Week, ideally with a capacity of up to 1,000 participants, including facilities and related services, along with the provisions of basic responsibilities of the host (as outlined in Annex I: Roles and Responsibilities). **In Annex II of this document, you will find the template for the Letter of Expression of Interest, which should be sent to [climate-week@unfccc.int](mailto:climate-week@unfccc.int).**
- Additionally, other factors such as accessibility, safety and security, cost considerations, legal requirements, transportation, and other relevant criteria will be taken into account when selecting the host country.
- Subsequently, a **Memorandum of Understanding (MoU)** will be signed between UNFCCC secretariat and the host country. A signed MoU is a minimum basic requirement for any meetings or events organized by the UNFCCC secretariat, away from its headquarters in Bonn, Germany. The MoU will outline in detail the roles and responsibilities of the host country and the secretariat, including, inter alia, provisions on privileges and immunities, liability, visas to be issued free of cost, etc.

**The UNFCCC secretariat will consider the following criteria when selecting the host country of a Climate Week:**

- **Capacity to host a Climate Week:** Provision of suitable and safe spaces to organize Climate Week with the parameters/standards of a United Nations event.
- **Sustainability measures:** Measures the host country will take to minimize the overall climate and environmental impact of the Climate Week and enhance its sustainability. To ensure inclusivity and meet specific needs of registered participants with disabilities, the host country should make efforts to meet the specific needs of registered participants with disabilities to



ensure their full and effective participation in the meeting by facilitating their access to the physical environment, information and communication related to the meeting.

- **Visa requirements:** As Climate Weeks are UN events, each Climate Week must be accessible to all registered participants. The selection will consider how the host country will facilitate easy access into the country of all registered participants.
- **Travel connections:** Easy access to the country, city and venue is strongly desired. The selection will consider how the host country will ensure easy international, regional, and local access to the venue.
- **Safety, security, and health:** The selection will consider the host country's assessment of:
  1. Safety for registered participants to move around the city including by foot, public transportation, taxis, biking, etc. Security measures proposed at the venue.
  2. Access to emergency healthcare.
  3. Accessibility.
  4. Commitment to promote and ensure respect for the UNFCCC Code of Conduct for events.

## Climate Weeks 2025 – Background

Building on the strong foundation laid over the years by the previous Regional Climate Weeks and recognizing the evolving needs and new challenges of the climate agenda, the UNFCCC secretariat is introducing a new and enhanced platform in 2025 – the Climate Weeks, dialogues for ambition and implementation.

This biannual meeting platform, led by the UNFCCC secretariat and aligned with the objectives of the Paris Agreement, will focus on accelerating the translation to action on the ground of decisions adopted under the UNFCCC intergovernmental process, and will build momentum towards COP30 by facilitating targeted inputs to future meetings.

In this format, the Climate Weeks will bring together representatives of Parties and non-Party stakeholders in a global space that will streamline multiple planned mandated events, as well as high-impact policy dialogues, offering a unique opportunity to link the intergovernmental process and the discussions that aims at contributing to the COP with inputs from a broad range of stakeholders and the real needs of implementation.

The Climate Weeks will be held twice a year in different regions, maintaining a global focus. By maintaining a regional presence with a global scope, the Climate Weeks will contribute to the multilateral climate process, bridging the gap between technical dialogues, stakeholder engagement, and real-world implementation.

More information and details about each Climate Week will be published on [this page](#) as soon it becomes available.

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## **Annex I**

### **Roles and Responsibilities**

#### **I. Role and responsibilities of the host country**

The host country will be expected to provide the following standard requirements for a successful event, in close collaboration with the secretariat:

##### **Premises and Facilities, Equipment, Utilities and Services**

- The host country shall provide and cover the costs of a suitable venue for the Climate Week, with a capacity of up to 1,000 participants. The venue should include essential facilities such as:
  - at least two meeting rooms (150-170 participants capacity),
  - a plenary room (500-600 participants capacity),
  - bilateral meeting rooms (5-7 persons),
  - a press conference room,
  - appropriate audio/visual set up in each room,
  - a registration desk,
  - four office rooms (5-7 persons),
  - other necessary arrangements to ensure the smooth execution of the event.
- Provision of services/facilities related to IT infrastructure for hybrid (virtual and in person) setup for the meetings/events, remote connectivity as well as webcast for specific events; translation services and equipment (receivers, headsets, booths) for selected events - based on requirements.
- Provision of catering services for coffee breaks and in room (water for panelists, etc.).
- A lunch area on a commercial basis or nearby options such as restaurants, cafes, food trucks, snack corners and food courts.

##### **Visas**

- The Government shall ensure that visas and entry permits, where required, shall be granted free of charge and as speedily as possible, to all registered participants.

##### **Accommodation**

- The Government shall ensure the availability of adequate and easily accessible accommodation for registered participants at reasonable commercial rates.
- The Government shall make appropriate efforts to ensure accommodation rates do not go beyond the usual market conditions to enable ease of participation of registered participants.



### **Transportation**

- The Government shall ensure adequate transportation is available to all registered participants ideally free of charge:
  - To and from the airport before, during and after the meeting on a reasonable commercial basis.
  - Between the principal accommodation facilities and the meeting venue for the duration of the meeting.

### **Security**

- The Government shall ensure the presence of sufficient security personnel to manage access and allow entry only to registered participants, in accordance with mutually established requirements. Additionally, appropriate crowd control and security measures should be provided at the venue as needed to ensure a safe and orderly environment.
- The Government shall be responsible for providing, at its expense, police protection and security as may be required to ensure the efficient running of the meeting without interference of any kind.

### **Medical**

- The Government shall provide registered participants with relevant information on available medical support, including emergency contact numbers and access to onsite first aid services to ensure their safety and well-being.

### **Focal points**

- The Government shall appoint representatives to act as focal points between the UNFCCC secretariat and the Government to be responsible for carrying out the organization and logistical arrangements for the meeting as required under the MoU.

## **II. UNFCCC secretariat Roles and Responsibilities**

### **Legal Instrument**

- The UNFCCC secretariat shall prepare a Memorandum of Understanding and the technical requirements.

### **Venue-related equipment and services, operational services management**

- In collaboration with the Host Government, the UNFCCC secretariat shall plan the operational meeting services.



### **Programming**

- The UNFCCC secretariat shall take the lead and design the overall programme of the Climate Week, including the organization of events taking place in the Climate Week.
- The UNFCCC secretariat shall produce event reports and an overall report of the Climate Week.

### **Media and communication**

- The UNFCCC secretariat shall invite media representatives and produce content such as press releases, promotional videos, and other communication products, and coordinate the dissemination with the Host Government.
- The UNFCCC secretariat shall design the graphic and visual identity of the Climate Weeks.

### **Focal points**

- The UNFCCC secretariat shall appoint representatives to act as focal points between the UNFCCC secretariat and the Government to be responsible for carrying out the organization and logistical arrangements for the meeting as required under the MoU.



## **Annex II**

### **Expression of Interest Letter in Hosting a Climate Week 2025**

[If applicable, insert your header here.]

[Date]

To the Executive Secretary of the United Nations Framework Convention on Climate Change (UNFCCC) secretariat in Bonn, Germany,

We are pleased to submit this Expression of Interest (EOI) on behalf of [*Country Government Name*] to host the Climate Week in Africa 2025 from 1-5 September 2025 in [*City*] to support the convening of diverse stakeholders in the public and private sectors around the common goal of addressing climate change and facilitate implementation of the Paris Agreement at the global level.

With this letter, we submit our offer to host the Climate Week in Africa 2025 ahead of COP30 in accordance with the roles and responsibilities outlined in the CW 2025 Expression of Interest Note (Annex I) and are committed to providing the venue free of cost to the UNFCCC secretariat and put in place the required legal arrangements and arrangements for logistics, services and support required for delivering a successful event in collaboration with the UNFCCC secretariat.

Yours Sincerely,

Name, Title and Signature of Minister or highest-ranking official

Place

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