



CLIMATE WEEKS 2027

Call for Expression of Interest Hosting a Climate Week in 2027

Hosting a Climate Week offers a unique opportunity to bring together governments, the private sector, and a broad range of non-Party stakeholders from around the world to accelerate the implementation of climate actions and address the climate crisis.

Two Climate Weeks will be held in 2027. This is a call for **expressions of interest** to host a Climate Week in 2027 from countries in one of the following regions:

- **Latin America and the Caribbean;** and
- **Africa.**

Interested countries from either region are invited to submit their expressions of interest to host the Climate Week in Latin America and the Caribbean, scheduled to take place in the first half of 2027, and the Climate Week in Africa, scheduled to be held in the second half of the same year.

Deadline: To ensure timely and thorough preparation of the Climate Week, expression of interest for hosting should be communicated by **30 April 2026**.

Process for expressing interest:

- The UNFCCC National Focal Points or Ministers of any Party in the above mentioned regions interested in hosting a Climate Week **should send a letter expressing** its interest addressed to the Executive Secretary of the UNFCCC, committing to provide and cover the costs of a suitable venue for Climate Week, ideally with a capacity of approximately 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, copy to: executive-office@unfccc.int.**
- 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 meeting or event 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, facilitating banking and US\$ cash DSA disbursement arrangements, 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 and specifics contained in Annex I, costs to be covered by the host country.
- **Sustainability and accessibility 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. Visas and entry permits, where required, shall be granted free of charge
- **Travel connections:** Easy access to the country, city and venue is a must. 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.

Background information on Climate Weeks in 2025 and 2026

Information and details on Climate Weeks in 2025 and 2026 can be found at <https://unfccc.int/topics/climate-weeks>.



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 and dedicated venue for the Climate Week, with a capacity of approximately 1,000 participants. The venue should include essential facilities such as:
 - at least four meeting rooms (170 -200 participants capacity), ideally in banquet or classroom style,
 - at least 5-6 breakout meeting rooms (50-75 participants capacity), ideally in banquet or square, with the flexibility to select other seating layout as needed per the programme,
 - a plenary room (600-700 participants capacity),
 - 5-6 bilateral meeting rooms (5-7 persons),
 - a press conference room,
 - appropriate audio/visual set up in each room,
 - a registration desk,
 - six 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.

Banking Arrangements

- The Government shall facilitate the provision of banking arrangements, including identifying a bank account in the city where Climate Week would be held, to enable the secretariat to perform all administrative and financial functions related to the Climate Week, including to facilitate the transfer of funds from the secretariat for the safe payment of subsistence allowances in US \$ to the Climate Week participants eligible for funding and meet other Climate Week expenses.

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 2027

[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 [Latin America and the Caribbean 2027] [Africa 2027] with exact dates to be confirmed 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 [Latin America and the Caribbean 2027] [Africa 2027] ahead of COP32 in accordance with the roles and responsibilities outlined in the CW 2027 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
