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Executive Secretary

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NOTIFICATION TO INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANIZATIONS

United Nations Climate Change Conference COP 26/CMP 16/CMA 3 31 October to 12 November 2021 Glasgow, United Kingdom of Great Britain and Northern Ireland

Further to the notification dated 28 June 2021 regarding the opening of the Online Registration System (ORS) and associated COVID-19 vaccine offer by the host country for the United Nations Climate Change Conference 2021, I am pleased to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties that the link to the provisional agendas for the upcoming session of each governing and subsidiary body can be found on the [conference page](#).

The dates of the sessions of these bodies will be as follows:

- Twenty-sixth session of the Conference of the Parties (COP 26): 31 October to 12 November 2021;
- Sixteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 16): 31 October to 12 November 2021;
- Third session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 3): 31 October to 12 November 2021;
- Fifty-second to fifty-fifth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 52–55): 31 October to 6 November 2021;
- Fifty-second to fifty-fifth session of the Subsidiary Body for Implementation (SBI 52–55): 31 October to 6 November 2021.

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



The conference will take place at the Scottish Event Campus (SEC) (see <https://ukcop26.org/the-conference/venue/> and <https://www.sec.co.uk/>).

The opening of the conference and the first plenary meetings of the governing and subsidiary bodies will take place on Sunday, 31 October 2021.

The opening of the first part of the high-level segment for Heads of State and Government (World Leaders' Summit) will be held on Monday, 1 November 2021. The opening of the resumed high-level segment will be held on Tuesday, 9 November 2021.

Two annexes are attached to this notification. Annex I provides preliminary information on the World Leaders' Summit and high-level segment of the session, and Annex II provides general information for participants.

An additional communication on **the opening of the conference and the high-level events** and respective protocol arrangements, including for the high-level segment for Heads of State and Government only, to be held from 1 to 2 November and the resumed high-level segment from 9 to 10 November, will be issued in a follow-up message.

In order to provide a safe and healthy environment for all participants at the conference and the local population, the Government of the United Kingdom of Great Britain and Northern Ireland has **strongly recommended that all participants are fully vaccinated against COVID-19 prior to attending the conference**. As indicated in the notification of 28 June 2021, in recognizing the challenges that many countries face, the Government of the United Kingdom made an offer to provide vaccines to representatives of registered Parties, observers and media who are not able to be vaccinated in time to attend the conference.

Information on the logistical arrangements for the conference can be found on the COP 26 Information for Participants webpage [here](#). The page will be updated regularly as soon as information becomes available. Please consult this webpage for updated and expanded information.

The information that is available at this time regarding conference preparations is also provided in the annexes to this notification. Any additional information, including on the full set of COVID-19 related security measures and in relation to travel regulations and other key information for participants, will be communicated and posted on the UNFCCC website in due course.

The ORS for nominations closed at midnight on 31 August 2021, Central European Summer Time (CEST). At the time of the closing of the nomination period, the secretariat had received 30,201 nominations from 1,889 observer organizations.

The secretariat is pleased to announce that, despite the large number of nominations received, all observer organizations that made nominations by the deadline will be able to be represented at COP 26. Taking into consideration the security and safety of participants, the capacity of the premises in compliance with COVID-19 measures, and the services available, the secretariat would like to inform all IGOs and NGOs that the conference premises can accommodate approximately 1,000 and approximately 7,700 participants from IGOs and NGOs, respectively, per week (approximately 8,700 in



total per week and 17,400 observer participants in total during the conference). Please note that a daily badge system is being considered at the moment for COP 26, also taking into account COVID-19 related measures, and is likely to be enabled in the next weeks, which will allow a higher number of participants to attend the COP. Further information on the daily badge system will be provided in the coming days.

The ORS is currently open for confirmation of representatives and will remain open until 22 October 2021, 23:59 CEST. The ORS is the only official channel for nominating participants for the sessions. The secretariat cannot process nominations sent by any other method. Please ensure that accurate information is provided in the ORS. It is important that a correct and unique email address is provided for **each representative**.

The ORS is available at <https://onlinereg.unfccc.int/>.

The ORS user manual for admitted observer organizations (IGOs and NGOs), which contains helpful information and guidelines on how to use the system, is available at https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Observer_Organisations.pdf.

Requests for technical support can be emailed to onlinereg@unfccc.int.

Yours sincerely,

(Signed by)

Patricia Espinosa



Annex I

World Leaders' Summit and High-level segment of the session

First part of the high-level segment for Heads of State and Government (World Leaders' Summit)

The Prime Minister of the United Kingdom of Great Britain and Northern Ireland has invited Heads of State and Government to participate in the World Leaders' Summit, scheduled for Monday, 1 and Tuesday, 2 November 2021. During the World Leaders' Summit, Heads of State and Government will have the opportunity to make national statements, which will form the first part of the high-level segment. Parties that were not able to deliver national statements during the World Leaders' Summit will be able to do so during the resumed high-level segment.

More information on the opening of the high-level segment and plans for Heads of State and Government on these days will be provided in due course.

Resumed high-level segment

The resumed high-level segment for those Parties whose Head of State or Government did not deliver a national statement on 1 or 2 November will be held on Tuesday, 9 and Wednesday, 10 November 2021. Ministers, other heads of delegation and representatives of groups will also have an opportunity to deliver statements during the resumed high-level segment. Statements from intergovernmental and non-governmental organizations will be delivered following national statements by ministers and heads of delegation.

Registration of speakers for the resumed high-level segment

The opportunity for the delivery of statements by heads of admitted IGOs and representatives of NGO constituencies during the resumed high-level segment is foreseen. Given the number of Parties and other speaker requests and the limited amount of time available for statements, it will be necessary to limit the duration of each statement to two minutes.

Please also kindly note the following:

For admitted IGOs:

- As in the past, only the heads of admitted IGOs **confirmed in the ORS to attend COP 26 in person** will be accepted as speakers at the resumed high-level segment.
- Designated Contact Points of interested organizations are kindly requested to send nominations of speakers via email to cool@unfccc.int by **Friday, 29 October 2021**. The secretariat is not in a position to accept nominations through other sources or after the deadline.



- After the secretariat has confirmed the nominated speakers in the ORS, further details will be sent to the designated contact points.
- The delivery of statements will occur as time allows and will be subject to last-minute changes or cancellations.
- Speakers must be physically present at the conference.
- Speaking slots are accorded only to the heads of organizations. It is not possible to send a deputy or other representatives as proxy.

For admitted NGOs:

- As in the past, only the representatives of NGO constituencies **confirmed in the ORS to attend COP 26 in person** will be accepted as speakers at the resumed high-level segment.
- NGO constituency focal points are kindly requested to send nominations of speakers to cool@unfccc.int by **Friday, 29 October 2021**. The secretariat is not in a position to accept nominations through other sources or after the deadline.
- After the secretariat has confirmed the nominated speakers in the ORS, further details will be sent to the NGO constituency focal points.
- The delivery of statements will occur as time allows and will be subject to last-minute changes or cancellations.
- Speakers must be physically present at the conference.
- Only one representative per constituency will be permitted to participate in the resumed high-level segment.



Annex II

Information for participants

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| Official documents | Please consult the UNFCCC website at https://unfccc.int/ for all available documents. |
| Overview of the sessional period | A preliminary overview of the sessional period will be made available on the UNFCCC website at https://unfccc.int/ in due course and will be updated periodically. |
| Visas | Information on visas is available at https://www.gov.uk/browse/visas-immigration The registration acknowledgment letter emailed to all confirmed participants serves as the visa support letter. Additional information for conference participants is also available in the information note on visa arrangements dated 27 July 2021. |
| Accommodation | Please visit https://www.cop26-accommodation.com/ for more information. |
| Online nominations and registration | The ORS is open for representatives of NGOs and IGOs to confirm their delegations. The ORS will remain open for confirmation until 22 October 2021, 23:59 CEST. Please confirm your delegation as soon as possible and well before the sessions. |
| Side events and exhibits | <p>As communicated on 15 June 2021, the application period for side events and exhibits was from 29 June to 2 July 2021. Due to the high level of interest in COP 26, the secretariat received a large number of applications for side events and exhibits. The number of side event applications received exceeded the number of available slots. Therefore, further applications will not be considered. However, in case of cancellations, a waiting list has been prepared. The link to the waiting list is available on this website. The eligibility and selection criteria are explained on this website.</p> <p>In the light of the experience gained connecting wider communities using online tools, and in order to reduce the need for in-person attendance, <u>all exhibits at COP 26 will be organized online as virtual exhibits.</u></p> <p>Side events will be held from Wednesday, 3 November, to Saturday, 6 November, and from Monday, 8 November, to Friday, 12 November. There will be no side events on Sunday, 7 November.</p> <p>Organizers, speakers, interpreters, participants and technical staff for side events and exhibits must be registered as representatives of Parties or admitted observer organizations for the sessions to ensure that they can access side events and exhibits. All information relating to side events and exhibits will be made available on the official website (https://seors.unfccc.int/applications/seors) as soon as the selection is finalized.</p> |
| Vaccination | Participants are very strongly urged to get vaccinated against COVID-19 prior to attending the conference. |
| COVID-19 regulations | Participants will be required to fully comply with and adhere to COVID-19 health and safety regulations as mandated by the host country and the United Nations. |



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| <p>Room capacity restrictions</p> | <p>Although the venue is approximately the same size as in recent COPs, due to required physical distancing, seating capacity in meeting rooms will be reduced. Plenary seating will allow only 1+1 (one at flag, one behind) and high-attendance events will be ticketed, with other participants having the option of using one of the designated overflow rooms or following along through recasting. Due to increased hygiene/cleaning measures, meeting room usage hours may be impacted.</p> |
| <p>Registration at the conference venue</p> | <ul style="list-style-type: none"> • All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge. • Upon arrival at the venue, IGO and NGO representatives who are duly confirmed in the ORS by 22 October 2021 will be requested to proceed to the registration desk during the hours indicated on the Conference page to collect their badge for access to the conference premises. • The acknowledgment letter for participants' nomination, available upon confirmation in the online registration system, and a valid passport or a nationally approved identification card should be presented to the registration staff for the issuance of their badge. • Kindly be reminded that representatives should normally be at least 16 years old. See further information regarding minors under "Guidelines for participation" below. • For up-to-date information on dates and times for registration at the conference venue, please consult the Information for Participants that is available on the conference page. • Early registration – before Saturday, 30 October 2021 – is highly recommended to avoid delays on the first day of the conference. • 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>Access to the conference premises</p> | <p>Full access to the conference premises will be granted only as of Sunday, 31 October 2021.</p> |
| <p>Conference facilities and services</p> | <p>Conference facilities and services are available from 8 a.m. to 8 p.m. for the duration of the conference.</p> |
| <p>Press briefings</p> | <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 at pressconf@unfccc.int. Further requests for information on press conferences can also be sent to this email.</p> |
| <p>Badges</p> | <p>An official UNFCCC conference badge is required to gain access to the premises. Badges are issued at the registration counter only on the basis of prior confirmation in the ORS. For security reasons, all participants are requested to wear their badges visibly at all times.</p> |



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| <p>List of participants</p> | <p>The list of participants will reflect information as provided in the ORS during the registration process.</p> |
| <p>Guidelines for participation</p> | <p>Please refer to the guidelines for the participation of representatives of NGOs at meetings of UNFCCC bodies regarding the participation of minors. The guidelines, as well as the waiver form for participating minors, are available at https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/non-party-stakeholders/side-events-and-exhibits/admitted-ngos#eq-4. Further information for observer organizations is available at https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/non-party-stakeholders/overview.</p> |
| <p>Code of conduct</p> | <p>Participation at sessions is governed by the relevant guidelines and policies, including the guidelines for the participation of representatives of NGOs at meetings of UNFCCC bodies (code of conduct) and other policies, which are available at https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/non-party-stakeholders/side-events-and-exhibits/admitted-ngos#eq-4. Organizations agree to ensure compliance with such guidelines and policies upon nomination in the ORS. Individual participants agree to compliance upon registration at the conference venue. UNFCCC events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any UNFCCC event. The code of conduct defines prohibited conduct, provides examples of such conduct and outlines the process of submitting and addressing complaints.</p> |
| <p>Use of cameras and audio/video recording devices</p> | <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 guidelines linked to below 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 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 in audio format and webcast on the Internet. All webcast recordings are available from the secretariat’s website.</p> <p>Please see further guidance at http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf</p> |



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| Guidelines for media | 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 United Nations Headquarters, which are available at https://www.un.org/en/media/accreditation/guidelines.shtml . |
| Electronic dissemination of information | Detailed information on the work at the conference will be made available on the conference page . Side event schedules will be announced on the UNFCCC website and the CCTV screens. Information on outside events may also be posted on the UNFCCC website. The secretariat strongly encourages that material be disseminated electronically only. |
| Disclaimer | <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 time or the period of participation.</p> <p>Additionally, participants are personally responsible for any and all materials that they bring onto the conference premises. The United Nations and the UNFCCC secretariat disclaim all liability and responsibility for the loss, destruction or theft of any such materials.</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> |