



Date: 15 April 2025  
Reference MTO/IGO/NGO/SB62/Quota

## MESSAGE TO INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANIZATIONS

### Quota allocation in the Online Registration System

United Nations Climate Change Conference, SB 62  
16 – 26 June 2025  
Bonn, Germany

The UNFCCC secretariat refers to the [Information Note](#), dated 6 February 2025, and the [Notification for SB 62](#), dated 2 April 2025, and wishes to inform admitted intergovernmental and non-governmental organizations (IGOs and NGOs) that the Online Registration System (ORS) has been open for the **confirmation** of delegates for onsite participation by IGOs and NGOs since 15 April 2025 and will remain so until 15 June 2025, 23:59 Central European Summer Time (CEST).

As at the closing of the nomination period on 12 March 2025, the secretariat had received about 12,500 nominations from more than 1,000 IGOs and NGOs for participation during SB 62. Taking into consideration the capacity of the premises and the services available, the security and safety of the participants, the quota for admitted IGOs and NGOs for SB 62 is 2,000. Each quota can be distributed among multiple participants by using the [daily badge system](#), thus de facto increasing the participation of IGOs and NGOs. The possibility of a virtual participation option will be provided in the coming weeks. The secretariat is working continuously to improve the quota allocation based on guidance by Parties and on lessons learnt, within the resources available.

The user manual on how to access and use the ORS is available [here](#). ORS is the only official channel for nominating participants for SB 62. The secretariat is not in a position to process nominations submitted by any other method.

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 with a link to download the acknowledgment letter will be sent to the email address of the confirmed delegate.



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