



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutif

Date: 19 June 2023  
Reference: ISCP/NOTIF/COP28/NGO/IGO/JUN 23  
Page 1 of: 6

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

**United Nations Climate Change Conference  
COP 28/CMP 18/CMA 5  
30 November to 12 December 2023**

**Dubai, United Arab Emirates**

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

- Twenty-eighth session of the Conference of the Parties (COP 28), from Thursday, 30 November to Tuesday, 12 December 2023;
- Eighteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 18), from Thursday, 30 November to Tuesday, 12 December 2023;
- Fifth sessions of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 5), from Thursday, 30 November to Tuesday, 12 December 2023;
- Fifty-Ninth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 59) from 30 November to 6 December 2023;
- Fifty-Ninth session of the Subsidiary Body for Implementation (SBI 59) from 30 November to 6 December 2023.

The sessions will take place at the [Expo City Dubai](#), Dubai, United Arab Emirates.

The online registration system (ORS, available at <https://onlinereg.unfccc.int/>), which allows IGOs and NGOs to nominate representatives to attend sessions, will be open for registration for COP 28 on Monday, 19 June 2023, and will remain open for nomination of participants representing IGOs and NGOs delegations on-site or virtual-only until 31 July 2023, 23:59 Central European Summer Time (CEST).

The ORS will be open for the **confirmation** by IGOs and NGOs of their representatives from 14 August 2023 until 27 November 2023 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.



The manual on how to access and use the system is available at [https://unfccc.int/sites/default/files/resource/UNFCCC\\_ORIS\\_User\\_Manual\\_for\\_Observer\\_Organisations.pdf](https://unfccc.int/sites/default/files/resource/UNFCCC_ORIS_User_Manual_for_Observer_Organisations.pdf). ORS is the only official channel for nominating participants for COP 28. 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 provided 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 which will be made available in due course.

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.

At COP 28, active participation in negotiations will be limited to on-site participants. Registered participants will be able to access the conference digital platform and follow proceedings of meetings according to their badge's category. For mandated events, active remote participation may also be possible. More information on the digital platform will be made available in the Information for Participants (IFP) in due course.

The annex to this notification provides information on general information for participants. Additional information on the sessions, including the provisional agendas for COP 28, CMP 18, CMA 5, SBSTA 59 and SBI 59, the opening of the conference, participation of Heads of State and Government to the World Climate Action Summit on 1 and 2 December 2023, high-level 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 in due course when it becomes available. Information on the logistical arrangements for the conference, including the digital platform can be found in the COP 28 IFP once the site is available. 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 will be made available on the Information for Participants in due course. The information will be updated or added as it becomes available. Please check the Information for Participants regularly.

<b>Accommodation</b>	<p>The host Government, through its officially appointed accommodation management agency, bnetwork, has endeavoured to secure sufficient hotel rooms for all delegates. Bookings for accommodations are managed by bnetwork, and the online booking site can be accessed <a href="#">here</a>.</p> <p>Registered participants are urged to book their accommodation for their time at COP 28 as soon as possible.</p> <p>UAE is offering a wide selection of accommodation options to suit every budget. Currently, there are over 800 properties operating in Dubai, ranging from 1-star to 5-star hotels and serviced apartments.</p> <p>Additionally, the UAE's capital Abu Dhabi, located one hour away from the event venue, features a wide range of accommodation options, with over 230 hotels and resorts plus serviced apartments available, ranging from 1-star to 5-star.</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>Observer organizations 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 28 Daily Programme web page (link will be provided in due course). The first day it will be available for is 30 November 2023.</p> <p>Daily updates on the negotiations will be disseminated electronically. To facilitate access, weblinks to the updates will be included in the Daily Programme.</p> <p>The secretariat strongly encourages disseminating material electronically only.</p>
<b>Digital platform</b>	<p>A link to the COP 28 digital platform will be communicated in due course. Delegates registered for virtual-only participation and delegates registered for on-site participation who plan to access the platform are encouraged to test the environment prior to the opening of the conference.</p>
<b>Documents</b>	<p>All essential documents will be made available on the COP 28, CMP 18, CMA 4, SBSTA 59 and SBI 59 session web pages, accessible from the <a href="#">UNFCCC website home page</a>, the <a href="#">COP 28 conference page</a>, the UN Climate Change app and the COP 28 platform. They can also be found on the <a href="#">Documents</a> page (reachable from the <a href="#">Documents and decisions</a> menu on the UNFCCC home page).</p>
<b>List of participants</b>	<p>The Lists of Participants (LoP) for on-site participation and for virtual-only participation will reflect information as provided in ORS during the registration process.</p> <p>The following changes are being introduced for LoP as part of the Secretariat's overall efforts to increase the transparency of participation in the UN Climate Change 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, <i>Press</i>, <i>Global Climate Action</i> and Temporary Pass.</p> <p>The LoP will include the information provided during registration, including the newly introduced fields for 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 Thursday, 7 December 2023</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 <a href="#">clearance of advocacy actions</a> 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>Transport</b>	<p>The Conference venue will be served by the Dubai metro and complemented by conference shuttle bus system operating between the venue and main hotel zones throughout Dubai. The transport services will be free of charge to all participants.</p> <p>The Government of the United Arab Emirates is working to ensure that delegates have a range of smooth running and sustainable modes of transport.</p> <p>Information on the Dubai metro and other transportation options can be found <a href="#">here</a>.</p>



<b>Visas</b>	<p>All foreign participants entering the United Arab Emirates for COP 28 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 UAE.</p> <p>COP 28 registered participants will be granted an electronic visa called a “Special Entry Permit”, hereafter referred to as COP 28 UAE Visa, free of charge. After confirmation of the registration via the UNFCCC Online Registration System, participants will receive a specific link for each delegate to apply for the visa as part of the UNFCCC registration confirmation email.</p> <p>Participants are strongly encouraged to use this specific link that they received to promptly apply for the e-visa as soon as their UNFCCC registration is confirmed. Please visit the visa portal link in your UNFCCC registration email to track the status of your visa.</p> <p>The COP UAE e-visa will be a single-entry permit, valid for 30 days from the date of arrival. Please consult the COP 28 Presidency website for further information <a href="#">here</a>.</p> <p>Queries concerning visa arrangements should be addressed directly to <a href="mailto:visas@unfccc.int">visas@unfccc.int</a>.</p>
<b>Side events and exhibits</b>	<p>Applications for side events and exhibits are managed through the <a href="#">Side Events and Exhibits Online Registration System (SEORS)</a>. SEORS is 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.</p> <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> and also the Information for Participants which will be made available in due course.</p> <p>Logistical information on COP 28 side events and exhibits will be published on the <a href="#">SEORS home page</a> as soon as this information becomes available.</p>
<b>Shipment/freight forwarding and logistics</b>	<p>To reduce the carbon footprint of the conference and owing to logistical considerations such as storage availability, the secretariat cannot receive shipments of a cumulative total weight in excess of 50 kg per Party or observer organization.</p> <p>Please consult the <a href="#">COP 28 Presidency website</a> for further information.</p>
<b>Disclaimer</b>	<p><b>Participants are strongly encouraged to obtain comprehensive international medical insurance for their period of participation.</b> 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><b>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.</b> 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>