



Date: 6 March 2019
Reference: NOTIF/SBs50/OBS/MAR.19
Page 1 of 5

NOTIFICATION

United Nations Climate Change Conference 17–27 June 2019, Bonn, Germany

I wish to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties at its previous sessions of the forthcoming fiftieth sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation (SB 50).

The sessions will be held from 17 to 27 June 2019 at the World Conference Center Bonn (WCCB), Platz der Vereinten Nationen 2, 53113 Bonn, Germany (see <http://www.worldccbonn.com/en.html>).

Nominations of participants representing IGOs and NGOs should be conveyed to the secretariat via the online registration system (ORS). The ORS (available at <https://onlinereg.unfccc.int/>) is open for nominations until midnight Central European Time (CET) on Monday, 29 April 2019.

The ORS will be open for the **confirmation** by IGOs and NGOs of their representatives from Monday, 6 May, to midnight CET on Friday, 14 June 2019.

For technical support, kindly email onlinereg@unfccc.int.

For complete information and guidelines on how to obtain access to and use the ORS, please consult the user manual for admitted observer IGOs and NGOs at https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Observer_Organisations.pdf.

Distribution: To all IGOs and NGOs admitted as observers by the Conference of the Parties.



Page 2

Any additional information on SB 50 will be posted on the UNFCCC website at <https://unfccc.int/SB-50>.

Please note that, owing to the anticipated capacity of the meeting facilities at SB 50 and taking into consideration safety and security concerns, NGOs will be limited to **1,500 participants**. The daily badging system will be in operation in the ORS during the confirmation period indicated above to enable flexible participation by delegates. Further details thereon will be communicated in the coming weeks.

The annex to this notification contains information for participants, including information on side events and exhibits at SB 50. I would especially like to draw your attention to the information contained in the disclaimer section.

Yours sincerely,

(Signed by)

Patricia Espinosa



Annex

Information for participants

Essential documents	Please consult the UNFCCC website at https://unfccc.int/documents for all available documents.
Visas	<p>All foreign delegates entering Germany must have a valid passport.</p> <p>Participants requiring a visa are strongly encouraged to contact the appropriate consular authorities as soon as possible following receipt of this notification. The issuance of a visa for Schengen States may take up to two weeks from the date of submission of the visa application. To facilitate the issuance of a visa, a copy of the acknowledgement letter from the ORS must be attached to the visa application.</p> <p>Participants are advised that obtaining a Schengen visa is contingent on the participant securing comprehensive insurance that covers their entire stay. If travelling more than once, it is recommended to obtain insurance that covers the period of all intended stays.</p> <p>Participants should indicate also if a Schengen visa has been issued to them in the last 59 months.</p> <p>For more information, visit the English language website of the German Federal Foreign Office at https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node (also available in French and Spanish) and the website of the German Mission that will handle the visa application.</p>
Accommodation and transport	<p>The City of Bonn offers a package for accommodation and public transport. Hotel bookings made through the City of Bonn designated web page for the conference (https://www.bonn-region.de/events/bonn-climate-change-conference-june-2019.html) include a free public transportation ticket for the city and Verbund Rhein-Sieg region. The print-at-home PDF ticket is valid for the duration of the hotel stay and will be sent automatically with the hotel reservation confirmation.</p> <p>For further assistance, use the following contact information: Email: a.isengard@bonn-region.de Telephone: +49 (0) 228 910 41 33</p>
Guidelines for participation	<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 on the UNFCCC web page for admitted NGOs (http://unfccc.int/parties_and_observers/observer_organizations/items/9519.php) in the “At sessions” section.</p> <p>Further information for observer organizations is available at http://unfccc.int/parties_and_observers/observer_organizations/items/9524.php.</p>
Conference venue open hours	The venue will be open by 8 a.m. and close at 7 p.m. for the duration of the conference.



Registration at the conference venue	<p>All registration formalities, including issuance of badges to duly registered participants to attend the sessions, are free of charge.</p> <p>Upon arrival at WCCB, IGO and NGO representatives who were duly confirmed in the ORS by 14 June 2019 will be requested to proceed to the registration counter, which will be open from Sunday, 16 June, to Thursday, 27 June 2019, during the hours indicated below, to collect their badge for access to the conference premises.</p> <p>Registration times:</p> <p>On Sunday, 16 June 2019, from 8.30 a.m. to 6 p.m.</p> <p>From Monday, 17 June, to Saturday, 22 June 2019, from 8 a.m. to 7 p.m.</p> <p>From Monday, 24 June, to Thursday, 27 June 2019, from 8 a.m. to 7 p.m.</p> <p>Early registration before Monday, 17 June 2019, is highly recommended to avoid delays on the first day of the conference.</p> <p><u>The conference venue, including registration, will be closed on Sunday, 23 June 2019.</u></p> <p>Please be aware that you may only register once for the sessions; double registration is not permitted (i.e. as a State representative and an observer organization representative, or as an observer organization representative and a press/media representative).</p>
Side events and exhibits	<p>Information on side events and exhibits is available on the UNFCCC website at https://unfccc.int/process-and-meetings/conferences/bonn-climate-change-conference-june-2019/side-events-and-exhibits-at-sb-50.</p>
Badges	<p>An official UNFCCC conference badge is needed to access the premises. The badge is issued only on the basis of a confirmation from the ORS. For security reasons, all participants are requested to wear their badges visibly at all times.</p>
Press briefings	<p>Observer organizations wishing to hold press/media briefings during the conference should inform the secretariat in advance to facilitate adequate logistical and technical arrangements. Requests should be addressed directly to the UNFCCC Press Office by email to press@unfccc.int. More information on press conferences can be found at http://unfccc.int/press/items/4862.php.</p>
Use of cameras and audio/video recording devices	<p>Taking still photographs and making audio or video recordings within a United Nations designated conference venue are subject to the guidelines available at http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf and any other guidance or instructions deemed relevant by the UNFCCC secretariat or United Nations Security.</p>
Code of conduct	<p>Participants at sessions are 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 have been provided together with this notification and are available on the web page for admitted NGOs (http://unfccc.int/parties_and_observers/observer_organizations/items/9519.php). 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.</p>



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>
Shipment allowance	<p>To reduce the carbon footprint of the conference and owing to logistical considerations such as storage availability, the secretariat will not be in a position to receive shipments of a cumulative total weight in excess of 100 kg per Party or observer organization.</p>
Electronic dissemination of information	<p>The Daily Programme for the conference will be made available electronically only. A PDF version will be made available each morning on the UNFCCC conference website.</p> <p>Daily updates on the negotiations, such as the Earth Negotiations Bulletin, ECO and Third World Network, will be disseminated electronically. To facilitate access, weblinks to the updates will be included in the Daily Programme. Side event schedules will be announced on the UNFCCC website, CCTV screens and the free UNFCCC iOS/Android application “Negotiator”. Information on outside events may also be posted on the UNFCCC website.</p> <p>The secretariat strongly encourages disseminating material electronically only.</p>
