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NOTIFICATION

United Nations Climate Change Conference 5–15 June 2023, Bonn, Germany

I wish to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties of the forthcoming fifty-eighth sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation (SB 58).

The sessions will be held from 5 to 15 June 2023 at the [World Conference Center Bonn](#) (WCCB), Platz der Vereinten Nationen 2, 53113 Bonn, Germany. The draft provisional agendas for SBSTA 58 and SBI 58 are available on the SB 58 [conference page](#).

The online registration system (ORS, available at <https://onlinereg.unfccc.int/>) was open for nomination of participants representing IGOs and NGOs from 22 February to 24 March 2023. The ORS was opened for **confirmation** by IGOs and NGOs of their representatives on 5 April 2023 and will remain open until Friday, 2 June 2023 23:59 Central European Summer Time (CEST). Nomination and confirmation deadlines will be applied strictly as the secretariat is not able to process late nominations or confirmations. The manual on how to access and use the system is available [here](#). ORS is the only official channel for nominating participants for SB 58. The secretariat is not in a position to process nominations submitted by any other method. For assistance, please email onlinereg@unfccc.int.

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 organizations and non-governmental organizations admitted as observers by the Conference of the Parties.



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At SB 58, 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 at <https://unfccc.int/sb58>.

The annex to this notification contains information for participants, including the opening hours of the registration desk and information on visas for Germany, hotel accommodation and transport. I would especially like to draw your attention to the information contained in the disclaimer section

All additional information on the conference will be posted on the [conference page](#) when it becomes available. Information on the logistical arrangements for the conference can be found on the [SB 58 Information for Participants web page](#). The page will be updated regularly as soon as information becomes available. Please consult the web page for updated and expanded information.

Yours sincerely,

(Signed by)

Simon Stiell



Annex

Information for participants

Essential documents	Please consult the UNFCCC website 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 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 international medical 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 whether a Schengen visa has been issued to them in the past 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/visa-service/visabestimmungen-node (also available in a number of other languages) 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 of accommodation and public transport. Hotel bookings made through the City of Bonn designated web page for the conference (https://www.bonn-region.de/events/unfccc-2023.html) include a free public transport 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:</p> <p>Email: bonnhotels@bonn-region.de</p> <p>Telephone: +49 (0) 228 910 41 33</p>
Online nomination and confirmation	Please see the notification text above.



<p>Registration at the conference venue</p>	<ul style="list-style-type: none"> • All formalities regarding registration, including issuance of badges to duly confirmed 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 Friday, 2 June 2023 will be requested to proceed to the registration desk to collect their badge for access to the conference premises. • The confirmation letter for participants’ nomination from ORS and a valid passport or a nationally accepted 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. <p>Registration desk open hours:</p> <p>At WCCB</p> <ul style="list-style-type: none"> • Saturday, 3 June 2023, to Sunday, 4 June 2023: 8.30 a.m.–5.30 p.m. • Monday, 5 June 2023, to Thursday, 15 June 2023: 8.00 a.m.–5.30 p.m. <p>The conference venue, including registration, will be closed on Sunday, 11 June 2023.</p> <p>Early registration before Monday, 5 June 2023, is highly recommended in order to avoid delays on the first day of the conference.</p> <p>Multiple registrations for the conference are not permitted (i.e. registration as an observer organization representative and as a Party or State representative and/or as a press/media representative).</p>
<p>Guidelines for participation</p>	<p>Please refer to the guidelines for the participation of representatives of NGOs at meetings of UNFCCC bodies, as well as the waiver form, regarding the participation of minors. Please refer to the overview of observer organizations in the UNFCCC process for further information.</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. Organizations agree to ensure compliance with such guidelines and policies upon nomination in ORS. Individual participants agree to compliance upon registration at the conference venue.</p> <p>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>Badges</p>	<p>An official UNFCCC conference badge is needed to access the premises. The badge is issued only on the basis of a confirmation from ORS. For security reasons, all participants are requested to wear their badges visibly at all times.</p>
<p>List of participants</p>	<p>The list of participants will reflect information as provided in ORS during the registration process.</p>
<p>Side events and exhibits</p>	<p>Information on side events is available on the UNFCCC website at https://seors.unfccc.int/. As indicated in the communication of 10 February 2023, the side events application deadline was 10 March 2023.</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 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>
<p>Guidelines for the media</p>	<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 United Nations Headquarters.</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 by email to pressconf@unfccc.int. Further requests for information on press conferences can also be sent to that email address.</p>
<p>Security Guidelines</p>	<p>The following guidelines are set in place to ensure an environment conducive to intergovernmental dialogues:</p> <ul style="list-style-type: none"> • UN Security guidelines related to media actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences • UN Administrative instruction on Authority of United Nations security officers <p>There is an established process for clearance of advocacy actions on site. Please contact cool@unfccc.int for further information including the timelines so that those organizations interested in making requests can do so in a timely manner.</p>
<p>Shipment allowance</p>	<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>Electronic dissemination of information</p>	<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 will be disseminated electronically. To facilitate access, weblinks to the updates will be included in the Daily Programme.</p> <p>The side event schedule will be accessible through the UNFCCC website, CCTV screens and the free UN Climate Change mobile app. Information on outside events may also be posted on the UNFCCC website.</p> <p>The secretariat strongly encourages disseminating material electronically only.</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 or the period of participation.</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>
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