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NOTIFICATION TO INTERGOVERNMENTAL ORGANIZATIONS AND NON-GOVERNMENTAL ORGANIZATIONS

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

I wish to notify intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties of the sixty second sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation (SB 62).

The sessions will be held from **16 to 26 June 2025** at the [World Conference Center Bonn](#) (WCCB), Platz der Vereinten Nationen 2, 53113 Bonn, Germany. The draft provisional agendas for SBSTA 62 and SBI 62 will be made available on the [SB 62 conference page](#).

The online registration system (available at <https://onlinereg.unfccc.int/>), which allows IGOs and NGOs to nominate representatives to attend sessions, [was opened on 6 February 2025](#) and closed 12 March 2025, 23:59, Central European Summer Time (CET). The secretariat had launched the online registration system for SB 62 earlier than last year to allow sufficient time for the Host Country (Germany) to process visa applications. This adjustment is in response to concerns raised by some delegates at SB 60 who did not have enough time to apply for and receive a Schengen visa.

Due to higher demand for participation at SB 62 and to ensure fair participation, quota allocation was delayed. The secretariat aims to re-open ORS for confirmation on 10 April 2025. An information note will be shared with observer organizations once ORS is re-opened for confirmation.

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 62. 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](#).

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



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Please note that it is **imperative that a correct and unique email address be provided for each** participant for the 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.

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.

The annex to this notification provides information for participants, including the opening hours of the registration desk and information on visas for Germany, hotel accommodation and transportation.

Any additional information on SB 62 will be posted on the UNFCCC website at <https://unfccc.int/sb62>.

Yours sincerely,

(Signed by)

Simon Stiell



Annex

Information for SB 62 participants¹

Accommodation and transport	<p>The local tourism board, Tourismus & Congress GmbH Region Bonn, in association with the City of Bonn, provides information on regional hotels and local public transportation. Further information on how to book a hotel in Bonn is available here. Please note that bookings via this page come with a free ticket for local public transport during the dates of SB 62.</p> <p>For further information regarding hotel reservations made through this link, please contact:</p> <p>Hotel Reservation Hotline +49 228 910 4133 bonnhotels@bonn-region.de</p> <p>Please be informed that the City of Bonn charges an accommodation tax. Further information is available here.</p>
Cameras	<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>

¹ A more comprehensive information for SB 62 participants can be found [here](#).



Code of Conduct	<p>UNFCCC conferences, meetings and events are guided by the highest ethical 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>Participation in UNFCCC sessions is governed by the relevant guidelines and policies, including the Code of Conduct. The Code of Conduct contains detailed information on prohibited conduct, complaint and investigation processes as well as possible consequences in case of misbehaviour. Parties, observer States and observer organizations agree to ensure compliance with such guidelines and policies upon nomination of their representatives in ORS. Furthermore, individual participants also agree to comply with the Code of Conduct upon registering at the conference venue.</p> <p>Guidelines include, among others:</p> <ul style="list-style-type: none">• Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change.• UN Security guidelines related to advocacy 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 for 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>
Conference 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 online registration system. For security reasons, all participants are requested to wear their badges visibly at all times.</p> <p>The UNFCCC secretariat has become aware that some admitted observer organizations are offering activity packages that include elements requiring access to UNFCCC conference venues, soliciting payment for the entire package. In some cases, potential customers are encouraged to purchase these packages with the assurance of access to UNFCCC conferences, sessions, and meetings through the quotas of admitted observer organizations.</p> <p>The UNFCCC secretariat manages registration for UNFCCC meetings and events. The UNFCCC secretariat does not charge any fees for participating in meetings and conferences organized by the UNFCCC secretariat. In addition, selling of badges for such events by third parties is not permitted.</p>
Conference venue and opening hours	<p>The venue will open by 8 a.m. and close at 6 p.m. for the duration of the conference.</p> <p>There will be no meetings or side events after 6 p.m.</p> <p>The conference premises will be closed all day on Sunday, 22 June 2025</p> <p>Information on the venue is available on the website of the World Conference Center Bonn (WCCB). A venue map can be found here.</p>



Daily Programme	<p>The Daily Programme will be available during the conference on the SB 62 Daily Programme web page (link will be provided in due course). The first day the Daily Programme will be available is Monday, 16 June 2025.</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>
Documents	<p>All essential documents for the sessions will be made available on the SBSTA 62 and SBI 62 session web pages, accessible from the UNFCCC website home page, the SB 62 conference page and the UN Climate Change app. They can also be found on the Documents page (reachable from the Documents and decisions menu on the UNFCCC home page). Please check the UNFCCC website regularly.</p>
List of Participants	<p>The Lists of Participants (LoP) will reflect information as provided in ORS during the registration process. The following changes have been implemented 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 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>
Media	<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>
Press Briefings	<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>



Registration at the conference venue	<p>All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge. All participants wishing to attend the sessions must be duly registered.</p> <p>Who can register</p> <p>Non-profit organizations with observer status may register to attend the sessions of the Convention. More information on options for participation is available here.</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>How to register</p> <p>Registration for the conference is managed through the UNFCCC Online Registration System (ORS).</p> <p>ORS for nomination of participants representing IGOs and NGOs was opened on 6 February 2025 and closed on 12 March 2025, 23:59, Central European Summer Time (CET).</p> <p>Information will be shared with observer organizations once ORS is re-opened for confirmation.</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>Registration desk opening hours</p> <p>Saturday, 14 to Sunday, 15 June registration counters will open from 8:30 – 17:30</p> <p>Monday, 16 June to Thursday, 26 June, registration counters will open from 8:00 – 17:30</p> <p>The conference venue, including registration, will be closed on Sunday, 22 June 2025.</p> <p>A detailed schedule, including venue and opening hours for the pre-session week is available in the Information for SB 62 participants.</p> <p>Early registration before Monday, 16 June, is highly recommended to avoid delays on the first day of the conference</p>
Shipment Allowance	<p>A side event organizer can request a consignment label for a shipment to support their side event. Please contact us via the Side Events and Exhibits Online Registration System (SEORS) communication log or by writing to see@unfccc.int if you require a consignment label. 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 50 kg per Party or observer organization.</p> <p>More information on consignments and shipments can be found in the Information for SB 62 participants.</p>



Side Events	<p>Information on Side Events including the dates of the application period for the selection process is available on the home page of Side Events and Exhibits Online Registration System (SEORS).</p> <p>For further information on the eligibility and selection criteria and the application process, please consult these resources:</p> <ul style="list-style-type: none">• Eligibility Criteria• Selection Criteria• Application Manual• Frequently asked questions
Visas	<p>All foreign delegates entering Germany must have a valid passport.</p> <p>Participants requiring a Schengen Visa for Germany are strongly encouraged to contact the appropriate consular authorities as soon as possible following receipt of the Acknowledgement Letter. To facilitate the issuance of a visa, a copy of the acknowledgment letter from the online registration system must be attached to the visa application.</p> <p>As a general rule, the processing time for visa applications submitted to the German mission is up to 15 calendar days, in individual cases this period may be extended up to 45 calendar days. There is no guarantee that late visa applications will be processed on time.</p> <p>Detailed information on modalities for obtaining a Schengen Visa for Germany as provided by the Federal Foreign Office can be found in the information on visas for SB 62 participants.</p> <p>Participants are advised that obtaining a Schengen visa is contingent on the participant securing comprehensive insurance that covers their entire stay. If traveling 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/visa-service/visabestimmungen-node (available in a number of languages) and the website of the German Mission that will handle the visa application.</p> <p>Information on visas can be found in the information for SB 62 participants here.</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>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>