

SB 62 Briefing Session for Observers:

Logistics and Code of Conduct



1. Welcome & introduction
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SB 62: the sixty-second sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation of the UNFCCC



2. Arrangements for SB 62

- SB 62 will take place at the **World Conference Center (WCCB)** in Bonn, Germany.
- Information on how to reach the conference venue is available on the UNFCCC website:
<https://unfccc.int/sb62/ifp#Arriving-in-Bonn>
- In line with past practice, the venue will be open until 18:00, with a limited number of rooms available for meetings of regional groups and constituencies and other meetings until 22:00



2. Arrangements for SB 62



- **Accessibility:**

The venue is easily accessible for visitors with mobility difficulties and accessibility needs

- **Medical services:**

First aid room and emergency services available at the venue.



Registration

WCCB Registration desk open hours

- Saturday, 14 June to Sunday, 15 June: 08:30 – 17:30 hrs
- Monday, 16 June to Thursday, 26 June: 08:00 – 17:30 hrs
(Except Sunday, 22 June – conference premises closed all day)
- Early collection of conference badges before Monday, 16 June 2025, is highly recommended to avoid delays on the first day of the conference.

Registration – daily badges

- Integrated daily badges will be available to IGOs and NGOs.
- The deadline for confirmation of delegates is 15 June 2025, at 23:59 hrs (CEST).
- In order to request non-consecutive days, Designated Contact Points (DCPs) must specify the desired dates via the ORS Communication tab. Further information can be found in the [ORS Integrated Daily Badge System Manual](#) under section C. Questions and Answers (FAQs), item 8.



Virtual participation

- All **onsite** participants, including delegates registered for only one day, have access to the **virtual platform for the entire conference** and do not need to register separately for virtual-only participation.
- In addition to registering for on-site badges, admitted IGOs and NGOs can register for virtual-only participation through the UNFCCC Online Registration System (ORS).
- Participants registered for virtual-only participation cannot access the venue in person



Virtual platform

- Virtual platform allows access to relevant UNFCCC meetings remotely, provided the session is open to the respective delegate and offers online participation.
- Please note that online access will be limited to negotiation meetings and mandated events only. Virtual participation in other events, such as side events, will not be available through the platform.
- Plenary meetings will be streamed online and are accessible via a link provided on the UNFCCC meetings webpage: <https://unfccc.int/sb62>



Visa:

- All foreign delegates entering Germany must have a valid passport.
- Participants **requiring a visa** should contact the appropriate consular authorities asap.
- Please note that you can apply for a Schengen visa from between six months and generally **no later than 15 days before your planned travel**.
- A copy of the acknowledgment letter from the Online Registration System serves as proof of the purpose of your stay.



- Please consult the website of the competent mission on additional documents that must be submitted to process your visa application.
- **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.**
- Additional information is available on website of German Federal Foreign office: <https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node>, remaining questions can be sent to: visas@unfccc.int



Room booking

- Meeting rooms can be booked free of charge for slots of up to **55 minutes** between 08:00 and 17:55 hrs.
- **Meeting Room Assignment (MRA) counter open hours:**
- Monday, 16 June to Thursday, 26 June: 08:00 – 18:00 hrs, except Sunday 22 June
- Requests for **meetings to be held on the first day** of the conference will be accepted electronically from **2 to 14 June 2025**. Completed [MRA forms](#) may be sent by email to: meetingrequest@unfccc.int.
- Further information on room booking can be found in the Information for Participants: <https://unfccc.int/sb62/ifp>



Catering:

- Snack point on Rhine level (in the connecting tunnel) open from: 07:30 – 18:00 hrs
- Warm lunch on Rhine level open from: 12:00 – 15:00 hrs
- Reception-style catering can be arranged in the Club Lounge. Please liaise directly with the catering company servicing the venue, Broich Premium Catering GmbH, at least one week before the catering is needed. The email address of the catering company will be published in due course in the Information for Participants.

Food and beverages are not permitted inside any of the meeting rooms.



Accommodation

- Information on regional hotels and local public transportation. Further information on how to book a hotel in Bonn is available here: <https://www.meet-bonn-region.de/unfccc>
- Bookings via this page include a free ticket for local public transport during the dates of SB 62.



Information for Participants

- All logistical information for participants can be accessed through the UNFCCC SB 62 website: <https://unfccc.int/sb62>
- Additional information will also be available through the UN Climate Change app

UN Climate Change mobile app.

Key information on your mobile!



Get the UN Climate Change app

If you are physically participating in or virtually following the UN Climate Change Conference we encourage you to download the two official mobile apps on offer.

The UN Climate Change app is available in the [Google](#) (Android) and [Apple](#) (IOS) stores (smartphone or tablet) and is a great way to follow international climate action at any time.



3. Code of Conduct

About us

Code of Conduct for UNFCCC Events.

We have revised our Code of Conduct for UNFCCC Events (updated on 19 June 2023).



[Learning video on the Code of Conduct for UNFCCC Events](#) ↓

[Code of Conduct for UNFCCC Events in all UN languages](#) ↓

[Reporting a complaint](#) ↓

[Pledge to uphold the Code of Conduct for UNFCCC Events](#) ↓

[Code of Ethics for elected and appointed officers](#) ↓



Code of Conduct

- Applies to all UNFCCC meetings within the meeting venue
- All SB participants agree to comply with the Code of Conduct at the time of registration and when they pick up their badge
- If you witness or are a victim of an alleged breach of the Code of Conduct on the UNFCCC meeting venue, please report the incident through:
 - The information desk
 - Contacting any UN DSS officer either directly or by calling the number which will be published in the Information for Participants
 - The dedicated UNFCCC e-mail address SpeakUp@UNFCCC.int, which is monitored by secretariat staff throughout the SBs.



- [Code of Conduct for UNFCCC Events](#)
- [Observer Handbook for SB 62](#)
- [Information for SB 62 Participants](#)
- [Observers' Guide to Advocacy Actions](#)
- [Handbook for Side Event Organizers](#)

