United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

INFORMATION NOTE TO UNITED NATIONS HEAD OF AGENCIES

United Nations Climate Change Conference 2026
Antalya, Republic of Türkiye

This note serves to provide United Nations systems, specialized agencies and other relevant organizations (UN organizations), including Heads of Agencies (HoAs), with information regarding the thirty-first session of the Conference of the Parties, the twenty-first session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and the eighth session of the Conference of the Parties serving as the meeting of the Paris Agreement (COP 31/CMP 21/CMA 8), to be held from 9 to 20 November 2026 in Antalya, Republic of Türkiye, **and** the Antalya Leaders Summit to be held from 11 to 12 November 2026.

Registration for the Conference

All members of UN organizations, including HoAs, must be registered through the UNFCCC Online Registration System (ORS). Designated Contact Points are reminded to include the HoAs and any accompanying officials in the ORS. An official UNFCCC conference badge is required to access the conference premises. The badge is issued only upon confirmation through the ORS.

COP 31

The formal opening plenary of COP 31/CMP 21/CMA 8, also referred to as the United Nations Climate Change Conference 2026, is scheduled to begin at 10:00 am on Monday, 9 November 2026 in Plenary Anadolu at the COP 31 Venue in Soğucaksu. The overview schedule for COP 31 can be found here. The overview schedule provides detailed information of all sessions during COP 31, as well as events and activities in which UN HoAs and delegations can participate, as applicable.

Access to the opening of COP 31

The official opening of COP 31 will be open to all Parties and observer States, UN organizations, and admitted intergovernmental and non-governmental organizations.

Tickets will be required to access the opening of the COP. Two seats per UN organization, including the HoAs, will be made available behind the nameplate of each organization.

Collection of Tickets for the Opening of COP 31

Tickets for the opening of COP 31 will be distributed at the Distribution Counter, located in the Information and Service Hub at the conference venue.

Representatives of UN organizations may collect their tickets for the official opening of COP 31 from Monday, 9 November 2026, between 7:00 and 10:00 a.m., subject to access to the conference venue. Delegations are requested to collect their tickets within the applicable collection period. The conference badge of the person collecting the tickets will be scanned to acknowledge receipt. Tickets will be distributed only during the indicated collection period. In view of security requirements, lost or misplaced tickets will not be reissued.

Access to the opening session of the COP is permitted only with a valid ticket. Tickets will be collected upon entering Plenary Anadolu and will be retuned when exiting. Therefore, tickets are transferrable.

Plenary Akdeniz will be available as an overflow room for delegates who do not have a seat in the plenary to watch the live webcast of the opening of COP 31 on 9 November. Participants are also invited to follow the proceedings via the live webcast.

Antalya Leaders Summit

The Government of the Republic of Türkiye has invited Heads of State and Government (HoS/G) of all Parties to the Convention to attend the Antalya Leaders Summit (ALS), which will be held in the Blue Zone during COP 31 on Wednesday, 11 and Thursday, 12 November 2026. The Summit during COP 31 will be held under the main theme “Towards a Sustainable, Resilient and Equitable Future”.

The formal opening of the Summit will be held on Wednesday, 11 November 2026 in Plenary Anadolu, starting at 12:15 pm. The opening ceremony of the Summit will be attended by HoS/G, Party delegations, specially invited guests of the President of the Republic of Türkiye, Heads of UN organizations, and selected heads of intergovernmental organizations and constituencies of non-governmental organizations.

Access to the VVIP Area - “Red Zone”

During the Summit, a secure VVIP Area - “Red Zone” - will be established within the Blue Zone to ensure the safety and security of HoS/G. The Red Zone will encompass all areas of the premises associated with the event (e.g., VVIP Lounge, meeting rooms etc.). The Red Zone will be exclusively used for the period of the Summit.

Specially invited guests of the Government of the Republic of Türkiye, selected Heads of UN organizations, selected Heads of intergovernmental (IGOs) and non-governmental organizations (NGOs) will have access to the VVIP lounge. Selected Heads of UN organizations will receive a gold badge to access the lounge. **Accompanying delegation of HoAs will not have access to the VVIP Lounge with the HoAs.**

Representatives of HoAs will not have access to the VVIP Lounge.

The gold badge which allows HoAs access to the VVIP Lounge can be collected from the External Relations Office, located in Area D1 of the venue. The badge can be collected on Monday, 9 November, from 13:00 to 17:00 hrs, and Tuesday, 10 November 2026, from 10:00 to 16:00 hrs. These gold badges will be distributed only on the dates and during the times indicated above.

Representatives of UN organizations are requested to collect their secondary badges from the External Relations office. The conference badge of the person collecting the gold badge will be scanned to confirm receipt. For security reasons, lost or misplaced badges will not be reissued.

Access to the VVIP Lounge for Heads of UN organizations will be checked against the badge of the HoAs.

Formal Opening Session of the Summit

The formal opening session of the Summit will be held in Plenary Anadolu of the conference premises. The Secretary-General of the United Nations will speak on behalf of all UN organizations at the opening session of the Summit. All Heads of UN organizations attending COP 31 will have access to the formal opening session.

For the opening of the Summit, two seats per organization, including one for the HoA, will be made available behind the nameplate of each organization. The gold badge that allows participating HoAs access to the VVIP Lounge, will also allow access to the formal opening of the Summit.

Persons accompanying HoAs and who will not have access to the lounge, will be provided with one silver badge, which will allow access to the opening of the Summit.

Two (2) silver badges will also be provided to UN organizations with no participating HoA to access the formal opening of the Summit. The badges will be distributed from the Distribution Counter, located in Area D1 of the venue. The badges can be collected from the Distribution Counter on Monday, 9 November, and Tuesday, 10 November 2026, between 10:00 and 17:00 hrs. Collection of these badges will be only on the indicated dates.

Delegations are requested to pick up their badges from the Distribution Counter. The conference badge of the person collecting the silver badges will be scanned to confirm receipt. For security reasons, lost or misplaced badges will not be reissued.

The side events rooms located in Area B1 will be available for those delegates who will not have a seat at the formal opening of the Summit to watch the live webcast.

After the opening of the Summit

Following the formal opening of the Summit, to be led by the President of the Republic of Türkiye on Wednesday, 11 November 2026, the programme of events for HoS/G on Wednesday, 11 and Thursday,

12 November 2026, will include the delivery of National Statements during the first part of the High-Level Segment (HLS) for HoS/G, Host Country High-Level Events, and a limited number of Summit High-Level Party Events (SHLPE) organized by other World Leaders.

First Part of the High-Level Segment

The first part of the High-Level Segment (HLS) to hear the delivery of National Statements by HoS/G, will be open to all Parties and observer States, UN organizations, intergovernmental organizations, and other observer organizations. UN organizations will not require a special badge to attend the opening of the HLS.

For the opening of the HLS and the delivery of national statements, two seats per organization, including one for the HoA, will be made available behind the nameplate of each organization. Participants who will not have a seat at the formal opening of the HLS are invited to follow the proceedings via the live webcast.

COP 31 Host Country High-Level Events

A series of COP 31 Presidency High-Level Events will be held during the Summit. Information on the COP 31 Host Country High-Level Events, including their themes and schedule, can be found here. Invited participants including Heads of UN organizations, will be informed by the COP 31 Presidency team of their participation in specific COP 31 Presidency High-Level Events

UN organizations invited to these events will be contacted directly by the respective organizers and provided with tickets to access the events. Information on the distribution of these tickets will be communicated by the COP 31 Presidency team.

Summit High-Level Party Events

A series of Summit High-Level Party Events (SHLPE) will take place over the two days of the Summit. These events are organized or hosted by and with the participation of other HoS/G. The list of SHLPE that will take place during the Summit is available here.

Access to the SHLPE will be granted by pin for Heads of State and Government, secondary gold overlay badges for accompanying entourage, and tickets for other invitees.

The UNFCCC secretariat is not responsible for the organization of SHLPEs and is therefore not able to provide information on the modalities for the SHLPE. Questions should be directed to the relevant event host(s). Invitations and access to the SHLPE will be managed by the respective event hosts. Contact information for each event can be found in the overview schedule.

Tickets will be required to access the SHLPE. Invitees will be contacted directly by the event organizers and will be provided with tickets to access the events.

Dinner hosted by the COP 31 President

Heads of Agencies will be invited to the dinner hosted by His Excellency Murat Kurum. The dinner will be held at the NEST International Convention Center and is scheduled to begin at 20:30 hrs. Invitations will be sent directly to HoAs. Any questions related to the dinner should be directed to the host.

Space for Heads of UN Agencies

For security reasons, the VVIP Lounge will not be accessible prior to the opening of the Summit. The VVIP Lounge will be available to HoAs from Friday, 13 November 2026.

Arrangements for Bilateral Meetings

IMPORTANT: For security reasons, the VVIP Lounge will not be accessible to HoAs prior to the opening of the Summit.

During the Summit, bilateral meeting rooms will be available in the Red Zone of the conference venue exclusively for HoS/G to hold bilateral meetings. Following the closure of the Summit on 12 November 2026, all HoAs will have access to the Lounge and will also be able to use the bilateral meeting rooms.

To avail of the bilateral rooms, Designated Contact Points on behalf of HoAs are encouraged to make bookings as early as possible. Bookings will be allocated on a first-registered, first-served basis. The bilateral meeting rooms are equipped with lounge furniture and can accommodate a maximum of 10 persons. Wi-Fi will be available. The secretariat is not able to make additional arrangements, such as change of layout, provision of additional furniture and/or country flags or poles, or interpretation services for bilateral meetings. Rooms must be left in the same condition as found.

Please note that food and drinks are not allowed in any of the conference rooms on the premises, including the bilateral meeting rooms.

How to Book a Bilateral Meeting Room

To reserve a bilateral meeting room, the relevant UN organizations should approach the External Relations team at the Bilateral Rooms Desk in the lounge. To allow for a maximum number of bilateral meetings, the use of bilateral meeting rooms is limited to 30 minutes for each booking. This time limit will be strictly enforced.

Please note that as the bilateral meeting rooms are located within the VVIP Lounge, entry to the lounge for invitees who will not have access to the lounge will be granted through dedicated bilateral room access badges, managed by the External Relations unit of the secretariat. Meeting organizers will need to inform the ER team of the names of the persons attending the meeting and collect the access badges from the ER office.

Delegations requiring further information regarding requests for bilateral meeting rooms should email their questions or enquiries to cophosgbilateral@unfccc.int.

For meetings lasting more than 30 minutes, UN organizations should use the conference general meeting room booking system.

Security and Access Arrangements

The United Nations Climate Change Conference is held under the authority of the United Nations. Safety and security arrangements will be provided by the United Nations Department of Safety and Security (UNDSS), in collaboration with the Government of the Republic of Türkiye.

Access to the Conference Venue

HoAs will have access to the ministerial entrance of the conference venue. The ministerial entrance is reserved for HoAs and ministers only. Delegations of HoAs must use the general conference entrance.
Parking and Vehicle Access Parking Permit (VAPP)

All vehicles must park in designated parking areas in accordance with their allocated Vehicle Access and Parking Permits (VAPPs). Vehicle of Heads of UN Agencies must be registered through dedicated website provided by the Ministry of Environment, Urbanization and Climate Change.

For Heads of Agencies, please select "Minister" vehicle category on the website when registering the vehicle assigned to the Head of Agency. Please note that **only 1 car per agency will be permitted.**

Heads of UN Agencies are informed that access to the 1, 500-capacity parking area will be available **before and after the Leaders Summit**.

During the Summit (November 11 - 12), access to the 1, 500 capacity parking area will not be available. Vehicles of Heads of UN Agencies will be directed to a 5,000-capacity parking area and would then be transported to the venue by shuttle service.

All vehicles will be subject to and must comply with all security checks in place. Drop-off and pick-up are not permitted at the main entrance of the conference venue.

Arrivals in the Republic of Türkiye

Offices of Heads of Agencies requiring protocol assistance, airport courtesies and other logistical arrangements, including hotel arrangements, should contact the relevant authorities of the Republic of Türkiye through their respective diplomatic channels.

On Call Designated Liaison Officer

All HoAs (only) will have an "on call Designated Liaison Officer (DLO), who will be available to assist with matters outside the conference venue, including airport arrivals and related information, invitations to the dinner hosted by the COP 31 President, and assistance with any issues relating to VAPP etc. The on-call DLO can be contacted at emre.pektas@mfa.gov.tr (+90 553 276 9692) or utku.sen@mfa.gov.tr (+90 551 946 9922).

Overview of Events during the Summit

The general overview of events on 11 and 12 November will be held according to the following schedule:

11 November

12:15 - 13:30	Opening session of the Antalya Leaders Summit (Blue Zone)
13:30 - 14:00	Break
14:00 - 14:30	Opening ceremony of the first part of the High-Level Segment for Heads of State and Government
14:30 - 18:30	Parallel Events as follows: • Delivery of National Statements by Heads of State and Government • COP 31 Host Country High-Level Events and Roundtables. • High-Level Party Events • Bilateral Meetings for Heads of State and Government

12 November

10:00 - 17:00	Parallel Events as follows: • Delivery of National Statements by Heads of State or Government • COP 31 Host Country High-Level Events and Roundtables. • High-Level Party Events • Bilateral Meetings for Heads of State and Government
17:00	End of the Antalya Leaders Summit

United Nations Focal Points for Arrangements

UNFCCC Liaison for UN agencies:	Luca Brusa, Manager, External Relations and Chief of Protocol Grace Smith Deputy Head, External Relations and Protocol copprotocol@unfccc.int
UNDSS:	Event Security Coordinator Chief Kevin O Hanlon kevin.ohanlon@un.org
VIP Security Coordinator	Lieutenant Yves Nabet yves.nabet@un.org
Bilateral meetings:	Imran Khushnud Shah Caroline Njogu cophosgbilateral@unfccc.int

Republic of Türkiye Focal Points for Arrangements

Secretariat:	cop31@mfa.gov.tr
Protocol:	protocolcop31@mfa.gov.tr
Security/Close Protection:	securitycop31@mfa.gov.tr
General Logistical Enquiries:	destek@cop31.tr