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## NOTIFICATION

### **United Nations Climate Change Conference 6–16 June 2022, 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-sixth sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation (SB 56).

The sessions will be held from 6 to 16 June 2022 at the [World Conference Center Bonn](#) (WCCB), Platz der Vereinten Nationen 2, 53113 Bonn, Germany. The provisional agenda for SBSTA 56 and SBI 56 can be found on the [conference page](#).

**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 now open for nominations, and will remain open until Monday, 25 April, midnight Central European Summer Time (CEST). The ORS will be open for the **confirmation** by IGOs and NGOs of their representatives from Thursday, 28 April, until Friday, 3 June, midnight CEST.

ORS is the only official channel for nominating participants for the sessions. The secretariat is not in a position to process nominations submitted by any other method. 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](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Observer_Organisations.pdf).

Please note that it is **imperative that a correct and unique email address be provided for each delegate** for the swift processing of registration confirmations. The email that will be sent to each delegate confirmed in ORS will include a link to a page for indicating COVID-19 vaccination and recovery status. Only once this has been done will the delegate receive the acknowledgment letter. Please see the annex for further information related to COVID-19.

**Distribution:** To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties.



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At SB 56, active participation in negotiations, as appropriate, will be limited to on-site participants. Those who have received their conference badge on site but are unable to come to the venue will be able to participate in negotiations via the digital platform. Remote participants not badged on site will be able to watch broadcasts of open meetings. Remote participants not badged on site may also be able to actively participate in certain mandated events via the digital platform. More information will be made available in due course at <https://unfccc.int/SB56>.

The annex to this notification contains information for participants, including information on side events at SB 56, opening hours of the registration desk and information on visas for Germany, COVID-19 regulations, hotel accommodation and transportation. I would especially like to draw your attention to the information contained in the disclaimer section.

Any additional information on SB 56 will be posted on the UNFCCC website at <https://unfccc.int/SB56>.

Yours sincerely,

*(Signed by)*

Patricia Espinosa



Annex

**Information for participants**

<b>Essential documents</b>	Please consult the UNFCCC website at <a href="https://unfccc.int/SB56#documents">https://unfccc.int/SB56#documents</a> for all available documents.
<b>Visas</b>	<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><b>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.</b></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 <a href="https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node">https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node</a> (available in a number of languages) and the website of the German Mission that will handle the visa application.</p>
<b>Accommodation and transport</b>	<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 (<a href="https://www.bonn-region.de/events/unfccc22.html">https://www.bonn-region.de/events/unfccc22.html</a>) 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:</p> <p>Email: <a href="mailto:a.isengard@bonn-region.de">a.isengard@bonn-region.de</a></p> <p>Telephone: +49 (0) 228 910 41 33</p>
<b>Online nomination and confirmation</b>	Please see the notification text above.
<b>COVID-19 regulations</b>	<p>Participants will be required to fully comply with and adhere to COVID-19 health and safety regulations as mandated by the host country and the United Nations. Participants will have to wear a mask at the venue unless speaking in a meeting room, eating or drinking.</p> <p>Additional information will be made available at <a href="https://unfccc.int/SB56">https://unfccc.int/SB56</a>.</p> <p>Regarding any COVID-19-related restrictions on travel to Germany, please consult the appropriate consular authorities as well as the German Federal Foreign Office website at <a href="https://www.auswaertiges-amt.de/en/coronavirus/2317268">https://www.auswaertiges-amt.de/en/coronavirus/2317268</a>.</p>



<b>Registration at the conference venue</b>	<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 <b>Friday, 3 June 2022</b>, will be requested to proceed to the registration counter, which will be open from Sunday, 5 June, to Thursday, 16 June 2022, during the hours indicated below, to collect their badge for access to the conference premises.</p> <p>Participants must produce a valid photo ID and the registration acknowledgment letter to be issued a badge.</p> <p><b>Registration times:</b></p> <p>On Sunday, 5 June 2022, from 8.30 a.m. to 6 p.m.</p> <p>From Monday, 6 June, to Saturday, 16 June 2022, from 8 a.m. to 7 p.m.</p> <p>Early registration before Monday, 6 June 2022, is highly recommended to avoid delays on the first day of the conference.</p> <p><b><u>The conference venue, including registration, will be closed on Sunday, 12 June 2022.</u></b></p> <p>Multiple registrations for the conference are not permitted (i.e. registration as an observer organization representative and a Party or State representative and/or press/media representative).</p>
<b>Conference venue open hours</b>	<p>The venue will be open by 8 a.m. and close at 7 p.m. for the duration of the conference.</p>
<b>Badges</b>	<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>
<b>Guidelines for participation</b>	<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 at <a href="https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/non-party-stakeholders/side-events-and-exhibits/admitted-ngos#eq-4">https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/non-party-stakeholders/side-events-and-exhibits/admitted-ngos#eq-4</a>.</p> <p>Further information for observer organizations is available at: <a href="https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/non-party-stakeholders/overview">https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/non-party-stakeholders/overview</a>.</p>
<b>List of participants</b>	<p>The list of participants will reflect information as provided in ORS during the registration process.</p>
<b>Side events and exhibits</b>	<p>There will be no exhibits at SB 56. Information on side events is available on the UNFCCC website at <a href="https://seors.unfccc.int/applications/seors?session_id=SB%2056">https://seors.unfccc.int/applications/seors?session_id=SB%2056</a>.</p>
<b>Press briefings</b>	<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 <a href="mailto:press@unfccc.int">press@unfccc.int</a>. More information on press conferences can be found at <a href="http://unfccc.int/press/items/4862.php">http://unfccc.int/press/items/4862.php</a>.</p>



<b>Code of conduct</b>	<p><b>Participation at sessions is governed by the relevant guidelines and policies</b>, including the guidelines for the participation of representatives of NGOs at meetings of UNFCCC bodies (<a href="#">code of conduct</a>) and other policies, which are available at <a href="https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/non-party-stakeholders/side-events-and-exhibits/admitted-ngos#eq-4">https://unfccc.int/process-and-meetings/parties-non-party-stakeholders/non-party-stakeholders/side-events-and-exhibits/admitted-ngos#eq-4</a>. 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> <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>
<b>Use of cameras and audio/video recording devices</b>	<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 linked to below 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 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 in audio format and webcast on the Internet. All webcast recordings are available from the secretariat's website.</p> <p>Please see further guidance at: <a href="http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf">http://unfccc.int/files/parties_and_observers/ngo/application/pdf/recording_at_unfccc_sessions.pdf</a></p>
<b>Guidelines for media</b>	<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, which are available at <a href="https://www.un.org/en/media/accreditation/guidelines.shtml">https://www.un.org/en/media/accreditation/guidelines.shtml</a>.</p>



<b>Disclaimer</b>	<p><b>Participants are strongly encouraged to obtain comprehensive international medical insurance for their period of participation.</b> 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><b>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.</b> 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>
<b>Shipment allowance</b>	<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 50 kg per Party or observer organization.</p>
<b>Electronic dissemination of information</b>	<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>

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