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NOTIFICATION TO PARTIES AND OBSERVER STATES

**United Nations Climate Change Conference
COP 30/CMP 20/CMA 7
10 to 21 November 2025**

Belém, Brazil

I am pleased to notify Parties and observer States to the United Nations Framework Convention on Climate Change, the Kyoto Protocol, and the Paris Agreement, of the forthcoming sessions:

- Thirtieth session of the Conference of the Parties (COP 30), from Monday, 10 November to Friday, 21 November 2025.
- Twentieth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 20), from Monday, 10 November to Friday, 21 November 2025.
- Seventh session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 7), from Monday, 10 November to Friday, 21 November 2025.
- Sixty-third session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 63) from Monday, 10 November to Saturday, 15 November 2025.
- Sixty-third session of the Subsidiary Body for Implementation (SBI 63) from Monday, 10 November to Saturday, 15 November 2025.

I wish to inform Parties and observer States that the preparatory meetings (pre-sessions) scheduled to take place prior to the opening of COP 30 will start on Tuesday, 4 November and end on Sunday, 9 November. More information on the schedule of meetings for each group (Least developed countries, Small island Developing States, African Group and the Group of 77 and China) will be communicated in due course.

The preparatory meetings and sessions will take place at the City Park/Hangar Convention and Exhibition Centre, Belém, Brazil.

Distribution: To Parties and observer States through their national focal points and diplomatic missions accredited to the Federal Republic of Germany and the Federative Republic of Brazil.



The online registration system (ORS, available at <https://onlinereg.unfccc.int/>), which allows Parties and observer States to nominate representatives to attend sessions on site was opened on 15 July 2025 and will remain open for nomination and confirmation of delegations until 9 November 2025, 23:59 Central European Time (CET). The manual on how to access and use the system is available [here](#). The ORS is the only official channel for nominating participants for COP 30. 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](#).

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 containing two links will be sent to the email address of the confirmed delegate: one link is to download the acknowledgment letter, a second link guides the participant to the e-visa portal to submit the mandatory visa application. For further details please refer to the [Information for COP 30 Participants](#) (IFP for COP 30).

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.

Three annexes are attached to this notification. Annex I provides information on the credentials of Parties to the Convention, the Kyoto Protocol and the Paris Agreement for the sessions, annex II provides information on the high-level segment for COP 30, CMP 20, CMA 7 and annex III provides general information for participants.

Additional information on the sessions, including the provisional agendas for COP 30, CMP 20, CMA 7, SBSTA 63 and SBI 63, the opening of the conference, including for the high-level segment and respective protocol arrangements, will be issued in follow-up messages. Relevant information will also be posted on the UNFCCC website when it becomes available. Information on the logistical arrangements for the conference, can be found in the [IFP for COP 30](#) on the UNFCCC website. The [IFP for COP 30](#) will be updated regularly and as soon as information becomes available.

Yours sincerely,

(Signed by)

Simon Stiell



Annex I

Credentials of Parties to the Convention, the Kyoto Protocol and the Paris Agreement

In accordance with rule 19 of the draft rules of procedure being applied, the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat no later than 24 hours after the opening of **COP 30, CMP 20 and CMA 7**. Any later change in the composition of the delegation shall be communicated to the secretariat as early as possible.

The credentials must be issued by the Head of State or Government, or the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. They should indicate the date and place where the instrument was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim as the Head of State or Government or as the Minister of Foreign Affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

The secretariat wishes to remind Parties that, in accordance with decisions **17/CP.9, 36/CMP.1** and **2/CMA.1**, only one set of credentials is necessary to cover the participation of Parties in **COP 30, CMP 20 and CMA 7**.

Original credentials, duly signed **using blue ink** and as indicated above, written in one of the six official languages of the United Nations,¹ **should be deposited** during **COP 30, CMP 20 and CMA 7 at the External Relations office, in the conference venue**. To ensure proper handling and delivery to the repository, no other office or authority of the secretariat or the host country has been designated to receive credentials.

To acknowledge receipt of credentials, the badge of the delegate delivering the credentials will be scanned as confirmation of receipt of the document. A list of valid credentials will be posted on the UNFCCC COP 30 web page. The secretariat strongly recommends that Parties verify that their credentials have been listed on the official web page of the secretariat. In the event that they are not listed 48 hours following the deposit of credentials, the External Relations Office of the UNFCCC should be contacted. In accordance with rule 20 of the draft rules of procedure being applied, the Bureau will examine the credentials and submit its report to the COP.

Information concerning the appointment of representatives participating in the sessions that is communicated by email, letter or note verbale from a ministry, embassy, permanent mission to the United Nations or other participating government office or authority or through a local United Nations office will not be considered as a credential.

¹ Credentials may be submitted in Arabic, Chinese, English, French, Russian or Spanish. To facilitate the examination of credentials, a courtesy translation into English would be appreciated if the credentials have been executed in another language.



Annex II

High-level segment of the session

The high-level segment (HLS) of COP 30, CMP 20, CMA 7, to be attended by dignitaries, ministers and other senior officials, will be inaugurated in the afternoon of Monday, 17 November 2025. The HLS is expected to conclude on the afternoon of Wednesday, 19 November with statements from observer organizations.

Parties will have only one opportunity to deliver a national statement at the joint plenary meetings of the COP, CMP and the CMA to be held during the high-level segment. National statements may be delivered by the Head of State or Government, a minister or the head of delegation.

There will be one list of speakers for Parties to the Convention, the Kyoto Protocol and the Paris Agreement. Parties will have only one opportunity to deliver a national statement at the joint plenary meetings of the COP, the CMP and the CMA, to be held during the high-level segment.

The online registration system (ORS, available at <https://onlinereg.unfccc.int/>), for registering speakers of Parties for the high-level segment for COP 30, CMP 20, CMA 7 will be open from 9:00 am on Monday, 22 September 2025 Central European Summer Time (CEST) until Friday, 31 October 2025, midnight (CET).

Parties are reminded that registration for the list of speakers for COP 30, CMP 20, CMA 7 will be received only through ORS. Parties are requested to note that under the tab “My delegation”, an action button – “High-Level Segment speakers” - will appear.

The secretariat will not be in a position to reopen the high-level segment registration system after midnight Friday, 31 October 2025, CET or to accept registrations sent by any other method. Consequently, Parties are encouraged to register their speakers during the indicated time frame for the respective segments. Please note that to register for the high-level segment, speakers must be included in the Party delegation in the ORS. Therefore, Parties are reminded to register their speakers in the ORS.

For questions and all information regarding the high-level segment, please contact the External Relations unit of the secretariat at cop30hs@unfccc.int. The External Relations unit of the secretariat are the only authority with responsibility for coordination of the delivery of national statements and corresponding arrangements. Queries and requests sent through other channels will not be considered or accommodated.

Information on the list of speakers and modalities for the delivery of national statements will be communicated in follow up communications to Parties and observers in due course.



Annex III

Information for Participants²

Please note that announcements and additional useful information related to COP 30 will be available on the COP 30 official website and in the UNFCCC Information for Participants. The information will be updated as it becomes available. Please check the website and the Information for Participants regularly.

Accommodation	<p>The Government of Brazil, through its accommodation provider bnetwork, has made efforts to secure accommodation rooms for delegates in Belém. Accommodation bookings are facilitated by bnetwork and access to the online booking website is available here for COP 30 registered participants.</p> <p>The Government of Brazil is offering a selection of accommodation options to suit every budget. Properties operating in Belém include hotels, serviced apartments, short term rental homes in condominiums and cruise ship cabins. We strongly encourage COP participants to book their accommodation in Belém as soon as possible.</p> <p>Larger delegations requiring group bookings should contact accommodation service provider directly and as early as possible to secure preferred accommodations.</p> <p>For questions/queries regarding <u>cruise ship cabins accommodation</u>, please contact directly:</p> <ul style="list-style-type: none">• Qualitours Email: cop30@qualitours.com.br Tel.: (+55) 11 5043-0766 <p>For questions/queries regarding <u>hotels, serviced apartments, short term rental homes in condominiums accommodation</u>, please contact directly:</p> <ul style="list-style-type: none">• bnetwork Email: cop30@bnetwork.com
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>

² Information for COP 30 participants can be found [here](#).



Code of conduct	UNFCCC conferences, meetings and events are guided by the highest ethical and 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. 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 and observer States agree to ensure compliance with such guidelines and policies upon nomination in ORS. Individual participants agree to comply upon registering at the conference venue.
Conference Badges	An official UNFCCC conference badge is needed to access the premises. The badge is issued only based on a confirmation from UNFCCC Online Registration System. For security reasons, all participants are requested to always wear their badges visibly.
Daily Programme	The Daily Programme in its previous format has been discontinued due to funding constraints. Updates on scheduled meetings and announcements will be available during the conference through a dedicated link on the COP 30 web page , starting 10 November and through 21 November 2025 .
Documents	All essential documents will be made available on the COP 30, CMP 20, CMA 7, SBSTA 63 and SBI 63 session web pages, accessible from the UNFCCC website home page . Documents will be available online only. For up-to-date information, please consult the Documents section of the IFP for COP 30 .
List of participants	The Lists of Participants (LoP) for participation will reflect information as provided in ORS during the registration process. 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, Host Country Guest, Conference Invitee, Press and Temporary Pass. As part of the secretariat's overall efforts to increase the transparency of participation in the UN Climate Change Process, the LoP will contain the information provided during registration, including the relationship and affiliation to nominating Party or observer organizations.
Media	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 .



Press briefings	Parties and observer States 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.
Registration	<p>All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge.</p> <p>Who can register</p> <p>Parties to the Convention, may register to attend the sessions of the Convention.</p> <p>How to register</p> <p>Registration for the conference is managed through the UNFCCC Online Registration System (ORS).</p> <p>Multiple registration for the conference is not permitted (i.e., registration as an observer organization representative and a Party or State representative and/or press/media representative).</p> <p>Registration desk opening hours</p> <p>During the conference dates, registration counters will open from 8:00 – 19:00 hrs. A detailed schedule, including opening hours for the pre-sessional week, will be provided via the IFP for COP 30 in due course.</p> <p>The conference venue, including registration, will be closed on Sunday, 16 November 2025 and will reopen on Monday, 17 November from 8:00 hrs.</p>
Shipment/freight forwarding and logistics	To reduce the carbon footprint of the conference it is recommended that each Participant forwards shipments of not more than 50 kg of a cumulative total weight. Participants having pavilions and/or have been assigned an exhibit booth will be granted an extra allowance of 50 kg.
	Please consult the Shipment/freight forwarding and logistics section of the IFP for COP 30 . Up to date information will be included once it becomes available.
Side events and exhibits	<p>Further to the communication dated 7 and 15 July 2025, should the pending funding for coordination of side events and exhibits at COP 30 be confirmed in the coming weeks:</p> <ul style="list-style-type: none">• The timelines for the selection process are available on the Side Events and Exhibits (SEORS) information page on the official UNFCCC website.• As in the past, Side Events and Exhibits Online Registration System (SEORS) is the only channel used by the UNFCCC secretariat to receive applications for official side events and exhibits by admitted observer organizations, and Parties partnering with admitted observer organizations. <p>For further information on side events and exhibits, please consult the Side Events and Exhibits information page on the official UNFCCC website. For up-to-date information, please consult the Side Event and Exhibits section of the IFP for COP30.</p>



Transport	<p>Transport services will be free of charge to all participants. The Government of Brazil is working to ensure that delegates have a range of smooth running and sustainable modes of transport.</p> <p>Please consult the <i>Transport section</i> of the <i>IFP for COP 30</i>. Up to date information will be included once it becomes available.</p>
Visas	<p>All foreign participants entering the Brazil for COP 30 and the pre-sessional meetings must have a passport which is valid for a minimum period of six months from the date of entry into Brazil.</p> <p>The Government of Brazil shall issue special entry visas (hereinafter referred to as "COP30 Visa"), free of charge, through the <u>official electronic visa portal for COP 30</u>.</p> <p>Participants requiring a visa to enter Brazil are strongly encouraged to apply through the official electronic visa portal for COP 30. As part of the application process, applicants will be required to upload the <i>UNFCCC acknowledgement letter</i>.</p> <p>Visa processing for COP 30 may take up to ten (10) working days from the date of submission of a complete application via the portal. Notifications regarding the status of the visa application will be sent to the email address provided during the application process. It is therefore imperative that a correct and active email address is provided to ensure timely receipt of visa-related communications.</p> <p>Detailed information is available on <i>Visas section</i> of the <i>Information for COP 30 participants</i>.</p> <p>Queries concerning visa arrangements should be addressed directly to visas@unfccc.int.</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>