



Date: 24 June 2024  
Reference: ISCP/NOTIF/COP29/PART/JUN 24  
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## **NOTIFICATION TO PARTIES AND OBSERVER STATES**

**United Nations Climate Change Conference  
COP 29/CMP 19/CMA 6  
11 to 22 November 2024**

**Baku, Azerbaijan**

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:

- Twenty-ninth session of the Conference of the Parties (COP 29), from Monday, 11 November to Friday, 22 November 2024.
- Nineteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 19), from Monday, 11 to Friday, 22 November 2024.
- Sixth sessions of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 6), from Monday, 11 to Friday, 22 November 2024.
- Sixty-first session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 61) from Monday, 11 to Saturday, 17 November 2024.
- Sixty-first session of the Subsidiary Body for Implementation (SBI 61) from Monday, 11 to Saturday, 17 November 2024.

I wish to further notify Parties and observer States of the dates of the preparatory meetings as follows:

- Least developed countries, Tuesday, 5 to Wednesday, 6 November 2024.
- Small island developing States, Thursday, 7 to Friday, 8 November 2024.
- African Group, Thursday, 7 to Friday, 8 November 2024.
- Group of 77 and China, Saturday, 9 to Sunday, 10 November 2024.

The preparatory meetings and sessions will take place at the [Baku Stadium](#), H. Aliyev Ave. 323, Baku, Azerbaijan, AZ1040.

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



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 is now open and will remain open for nomination and confirmation of delegations until 10 November 2024 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 29. 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 participants](#).

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.

Two 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 general information for participants.

Additional information on the sessions, including the provisional agendas for COP 29, CMP 19, CMA 6, SBSTA 61 and SBI 61, the opening of the conference, participation of Heads of State and Government to the World Leaders Climate Action Summit on 12 and 13 November 2024, high-level Party events, and respective protocol arrangements, including for the high-level segment, 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 [COP 29 Information for Participants](#) (IFP). The IFP will be updated regularly as soon as information becomes available. Please consult the web page and the IFP.

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 29, CMP 19 and CMA 6**. 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, by 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 29, CMP 19 and CMA 6**.

**Original credentials**, duly signed as indicated above and written in one of the six official languages of the United Nations,<sup>1</sup> **should be deposited** during **COP 29, CMP 19 and CMA 6 at the External Relations counter, located at the Information Desk 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 29 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 fax, 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.**

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<sup>1</sup> 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

**Information for Participants**

Please note that additional information is available on the [COP 29 Official website](#) and the [UNFCCC Information for Participants](#). The information will be updated or added as it becomes available. Please check the Information for Participants regularly.

<b>Accommodation</b>	<p>The Government of Azerbaijan, through its accommodation provider Bnetwork, has made special efforts to secure sufficient accommodation rooms for all delegates in Baku.</p> <p>Accommodation bookings are facilitated by Bnetwork and access to online booking website is available <a href="#">here</a>.</p> <p>The Government of Azerbaijan is offering a wide selection of accommodation options to suit every budget. Properties operating in Baku ranging from 1-star to 5- star hotels, serviced apartments and residences.</p> <p>We strongly encourage COP participants to book their accommodation in Baku as soon as possible.</p> <p>For further information on preparations for COP 29 please refer to <a href="https://cop29.az/en">https://cop29.az/en</a> and the UNFCCC websites.</p>
<b>Cameras</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 <a href="#">guidelines</a> 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>



<b>Code of conduct</b>	<p>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.</p> <p><b>Participation in UNFCCC sessions is governed by the relevant guidelines and policies, including the <a href="#">Code of Conduct</a>.</b> The Code of Conduct contains detailed information on prohibited conduct, complaint and investigation processes as well as possible consequences in case of misbehaviour.</p> <p>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.</p>
<b>Conference Badges</b>	<p>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.</p>
<b>Daily Programme</b>	<p>The Daily Programme will be available during the conference on the COP 29 Daily Programme web page (link will be available closer to the conference). The first Daily Programme will be published on 11 November 2024.</p> <p>To facilitate access, weblinks to updates will be included in the Daily Programme. The secretariat strongly encourages disseminating material electronically only.</p>
<b>Documents</b>	<p>All essential documents will be made available on the COP 29, CMP 19, CMA 6, SBSTA 61 and SBI 61 session web pages, accessible from the <a href="#">UNFCCC website home page</a>. In view of sustainability considerations and the need to optimize the use of resources, documents will be available online only. For up-to-date information, please consult the <a href="#">Documents section</a> of the <a href="#">Information for COP 29 participants</a>.</p>
<b>Funding</b>	<p><i>A separate communication will be sent to eligible Parties.</i></p>
<b>List of participants</b>	<p>The Lists of Participants (LoP) for participation will reflect information as provided in ORS during the registration 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, Host Country Guest, Press and Temporary Pass.</p> <p>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</p>
<b>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 <a href="#">United Nations Headquarters</a>.</p>



<b>Press Briefings</b>	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 <a href="mailto:pressconf@unfccc.int">pressconf@unfccc.int</a> . Further requests for information on press conferences can also be sent to that email address.
<b>Registration</b>	All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge. <b><i>Who can register</i></b> <a href="#">Parties to the Convention</a> , may register to attend the sessions of the Convention. <b><i>How to register</i></b> <b>Registration for the conference is managed through the UNFCCC <a href="#">Online Registration System (ORS)</a>.</b> <b>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).</b> <b>Registration desk opening hours</b> During the conference dates, registration counters will open from 8:00 – 19:00 hrs. A detailed schedule, including opening hours for the pre-session week, will be provided via the IFP in due course. The conference venue, including registration, will be closed <b>on Sunday, 17 November 2024.</b>
<b>Shipment/freight forwarding and logistics</b>	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 <a href="#">Shipment/freight forwarding and logistics section</a> of the <a href="#">Information for COP 29 participants</a> . Up to date information will be included once it becomes available.



<b>Side events and exhibits</b>	<p>Further to the communication dated 30 May 2024, should the pending funding for coordination of side events and exhibits at COP 29 be confirmed in the coming weeks:</p> <ul style="list-style-type: none"><li>• The timelines for the selection process will be available in the <a href="#">Side Events and Exhibits (SEORS) information page on the official UNFCCC website</a>.</li><li>• As in the past, <a href="#">Side Events and Exhibits Online Registration System (SEORS)</a> will be 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.</li></ul> <p>For further information on side events and exhibits, please consult the <a href="#">Side Events and Exhibits information page on the official UNFCCC website</a>. For up-to-date information, please consult the <a href="#">Side Event and Exhibits section</a> of the <a href="#">Information for COP 29 participants</a>.</p>
<b>Transport</b>	<p>Transport services will be free of charge to all participants. The Government of Azerbaijan is working to ensure that delegates have a range of smooth running and sustainable modes of transport.</p> <p>Please consult the <a href="#">Transport section</a> of the <a href="#">Information for COP 29 participants</a>. Up to date information will be included once it becomes available.</p>
<b>Visas</b>	<p>All foreign participants entering the Republic of Azerbaijan for COP 29 and the pre-session meetings must have a passport which is valid for a minimum period of six months from the date of entry into the Republic of Azerbaijan.</p> <p>The Government of Azerbaijan will introduce a dedicated COP 29 visa application process for registered attendees to facilitate smooth entry to the country.</p> <p>Details will be announced soon. Queries concerning visa arrangements should be addressed directly to <a href="mailto:visas@unfccc.int">visas@unfccc.int</a>.</p>
<b>Disclaimer</b>	<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>