



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutif

Date: 14 April 2023  
Reference: NOTIF/SBs58/PART/APR.23  
Page 1 of 6

## NOTIFICATION

### United Nations Climate Change Conference 5–15 June 2023, Bonn, Germany

I wish 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 fifty-eighth sessions of the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation (SB 58).

The sessions will be held from 5 to 15 June 2023 at the [World Conference Center Bonn](#) (WCCB), Platz der Vereinten Nationen 2, 53113 Bonn, Germany. The draft provisional agendas for SBSTA 58 and SBI 58 are available on the SB 58 [conference page](#).

The online registration system (ORS, available at <https://onlinereg.unfccc.int/>), which allows Parties to nominate representatives to attend sessions, is now open for registration for SB 58, and will remain open until the end of the conference. The manual on how to access and use the system is available at [https://onlinereg.unfccc.int/onlinereg/public/UNFCCC\\_ORIS\\_User\\_Manual-Parties\\_and\\_Observer\\_States.pdf](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Parties_and_Observer_States.pdf). ORS is the only official channel for nominating participants for SB 58. The secretariat is not in a position to process nominations submitted by any other method. For assistance, please email [onlinereg@unfccc.int](mailto:onlinereg@unfccc.int).

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 with a link to download the acknowledgment letter will be sent to the email address of the confirmed delegate.

At SB 58, active participation in negotiations will be limited to on-site participants. Registered participants will be able to access the conference digital platform and follow proceedings of meetings. For mandated events, active remote participation may also be possible. Exceptions allowing active remote participation in negotiations will be granted on a case by case basis. More information on the digital platform will be made available at <https://unfccc.int/sb58>.

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



Page 2

Two annexes are attached to this notification. Annex I provides information on the preparatory meetings of the least developed countries, small island developing States, African Group and Group of 77 and China. Annex II provides information for participants, including the opening hours of the registration desk and information on visas for Germany, hotel accommodation and transport.

All additional information on the conference will be posted on the [conference page](#) when it becomes available. Information on the logistical arrangements for the conference can be found on the [SB 58 Information for Participants web page](#). The page will be updated regularly as soon as information becomes available. Please consult the web page for updated and expanded information.

Yours sincerely,

Simon Stiell



Annex I

**List of preparatory meetings**

Least developed countries	30 and 31 May 2023	Upper Conference Room Altes Abgeordnetenlochhaus United Nations Campus Platz der Vereinten Nationen 1 53113 Bonn
Small island developing States	1 and 2 June 2023	Upper Conference Room Altes Abgeordnetenlochhaus United Nations Campus Platz der Vereinten Nationen 1 53113 Bonn
African Group	1 and 2 June 2023	Chamber Hall World Conference Center Bonn Platz der Vereinten Nationen 2 53113 Bonn
Group of 77 and China	3 and 4 June 2023	Chamber Hall World Conference Center Bonn Platz der Vereinten Nationen 2 53113 Bonn

**IMPORTANT INFORMATION**

From Tuesday, 30 May 2023, to Friday, 2 June 2023, the registration desk will be located on the upper level of the Altes Abgeordnetenlochhaus at the United Nations Campus.

Entrance and exit for the preparatory meetings of the least developed countries and small island developing States will be through the main gate of the United Nations Campus.

**Special arrangements for the meetings of the African Group**

After obtaining their conference badge at the registration desk located on the upper level of the Altes Abgeordnetenlochhaus at the United Nations Campus, participants will be required to exit the premises via the main gate. A turnstile will be enabled for exiting without an access card. Participants should then proceed to the main entrance of the WCCB for their meetings in the Chamber Hall.

As of Saturday, 3 June 2023, the registration desk will be located at WCCB. Participants in the meeting of the Group of 77 and China and the meetings of the subsidiary bodies should use the main entrance to WCCB.



Annex II

**Information for participants**

<b>Essential documents</b>	Please consult the <a href="#">UNFCCC website</a> for all available documents.
<b>Funding</b>	<i>A separate communication has been sent to eligible Parties.</i>
<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 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 international medical 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 whether a Schengen visa has been issued to them in the past 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> (also available in a number of other 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 of 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/unfccc-2023.html">https://www.bonn-region.de/events/unfccc-2023.html</a>) include a free public transport 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:bonnhotels@bonn-region.de">bonnhotels@bonn-region.de</a></p> <p>Telephone: +49 (0) 228 910 41 33</p>
<b>Code of conduct</b>	<p><b>Participation in UNFCCC sessions is governed by the relevant guidelines and policies, including the <a href="#">code of conduct</a>.</b> 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> <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>Nomination and registration online</b>	<p>All participants wishing to attend the sessions must be duly registered.</p> <p>Online registration is now open for <b>nomination</b> and <b>confirmation</b> of representatives by Parties and observer States.</p>
<b>Registration at the conference venue</b>	<p>From Tuesday, 30 May 2023, to Friday, 2 June 2023, the registration desk will be located in the Altes Abgeordnetenhaus at the United Nations Campus, Platz der Vereinten Nationen 1, 53113 Bonn.</p> <p>As of Saturday, 3 June 2023, the registration desk will be located at WCCB, Platz der Vereinten Nationen 2, 53113 Bonn.</p> <p>Upon arrival, participants will be requested to proceed to the registration desk during the hours indicated below to collect their badge for access to the conference premises.</p> <p>The confirmation letter on the participant's registration from ORS and a valid passport or nationally approved identification card should be presented to the registration staff for the issuance of the badge.</p> <p><b>Registration desk open hours:</b></p> <p><b>At the United Nations Campus (for pre-sessional meetings only)</b></p> <ul style="list-style-type: none"><li>• Tuesday, 30 May 2023, to Friday, 2 June 2023: 8.30 a.m.–5.30 p.m.</li></ul> <p><b>At WCCB</b></p> <ul style="list-style-type: none"><li>• Saturday, 3 June 2023, to Sunday, 4 June 2023: 8.30 a.m.–5.30 p.m.</li><li>• Monday, 5 June 2023, to Thursday, 15 June 2023: 8.00 a.m.–5.30 p.m.</li></ul> <p><b>The conference venue, including registration, will be closed on Sunday, 11 June 2023.</b></p> <p>Early registration before Monday, 5 June 2023, is highly recommended in order to avoid delays on the first day of the conference.</p> <p>Multiple registrations for the conference are not permitted (i.e. registration as an observer organization representative and as a Party or State representative and/or as a press/media representative).</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 ORS. For security reasons, all participants are requested to wear their badges visibly at all times.</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>Information on side events is available on the UNFCCC website at <a href="https://seors.unfccc.int/">https://seors.unfccc.int/</a>. As indicated in the communication of 10 February 2023, the side events application deadline was 10 March 2023.</p>
<b>Guidelines for the 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>	<p>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.</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 <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>Shipment allowance</b>	<p>To reduce the carbon footprint of the conference and owing to logistical considerations such as storage availability, the secretariat cannot 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>
<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 or the period of participation.</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>