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NOTIFICATION TO INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANIZATIONS

United Nations Climate Change Conference 6–18 November 2022 Sharm el-Sheikh, Egypt

Further to the [information note](#) dated 23 June 2022 regarding the opening of the [Online Registration System](#) (ORS) for the United Nations Climate Change Conference 2022, I am pleased to notify all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) of the forthcoming sessions, which will take place in Sharm el-Sheikh, Egypt, at the Sharm el-Sheikh International Convention Center:

- Twenty-seventh session of the Conference of the Parties (COP 27), seventeenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 17); and fourth session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 4), from 6 to 18 November 2022;
- Fifty-seventh sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA 57) and the Subsidiary Body for Implementation (SBI 57), from 6 to 12 November 2022.

The provisional agendas for each of the sessions can be accessed via the [conference web page](#).

The opening of the conference and the first plenary meetings of the governing and subsidiary bodies will take place on Sunday, 6 November 2022.

An additional communication on the opening of the conference, participation of Heads of State and Government, high-level events and respective protocol arrangements, including for the high-level segment, will be issued in a follow-up message.

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



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I wish to further notify IGOs and NGOs that the fourth workshop under the Glasgow–Sharm el-Sheikh work programme on the Global Goal on adaptation on “Communicating and reporting on adaptation priorities” will take place on Saturday, 5 November and is open to all Parties and observers. Updated information on the workshop will be communicated in due course and/or made available on the conference web page.

Two annexes are attached to this notification. Annex I provides preliminary information on the Sharm el-Sheikh Climate Implementation Summit and high-level segment of the conference. Annex II provides general information for participants.

In order to provide a safe and healthy environment for all conference participants and the local population, the secretariat and the Government of Egypt **strongly recommend that all participants are fully vaccinated against COVID-19 prior to attending the conference.**

The ORS closed for nominations for on-site attendance by IGOs and NGOs on 31 July 2022. At the time of the closing of the nomination period, the secretariat had received approximately 35,000 nominations from more than 1,900 organizations. The secretariat is pleased to announce that, despite the large number of nominations received, all observer organizations that made nominations by the deadline will be able to be represented at COP 27. The secretariat would like to inform all IGOs and NGOs that as of 1 September 2022, a quota of more than 9,000 per week has been allotted taking into consideration the security and safety of participants, the capacity of the premises in compliance with health protocols, and the services available in the conference premises. This quota allows for a total of about 18,000 NGO and IGO delegates to take part in the conference overall.

The ORS is currently open for confirmation of representatives and will remain open until 3 November 2022, 23:59 Central European Time (CET). ORS is the only official channel for nominating participants for the sessions. The secretariat cannot process nominations sent by any other method. Please ensure that accurate information is provided in the ORS. It is important that a correct and unique email address is provided for **each representative**. The ORS [user manual](#) for admitted IGOs and NGOs contains helpful information and guidelines on how to use the system. Requests for technical support can be submitted via the [ORS Support Form](#).

Information on preparations and logistical arrangements can be found on the host country’s [COP 27 website](#) and on the UNFCCC [information for COP 27 participants web page](#). The pages will be updated regularly as information becomes available. Any additional information, including on COVID-19 related security measures and other key information for participants, will be communicated and posted on the UNFCCC website as necessary.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Simon Stiell', written over a horizontal line.

Simon Stiell



Annex I

The Sharm el-Sheikh Climate Implementation Summit and High-level segment of the conference

The President of Egypt, His Excellency Mr. Abdel Fattah El-Sisi, has invited Heads of State and Government to participate in the Sharm el-Sheikh Climate Implementation Summit scheduled for Monday, 7 and Tuesday, 8 November 2022. The programme of events for the participation of Heads of State and Government on 7 and 8 November will include an official opening ceremony, round tables and high-level side events and delivery of national statements. More information on the arrangements for the participation of and relevant plans for Heads of State and Government on these days will be provided in due course.

High-level segment

The first part of the high-level segment for delivery of national statements by Heads of State and Government will take place from 7 to 8 November during the Summit. For those Parties whose Head of State or Government is not present or does not deliver a national statement at the first part, the resumed high-level segment will take place from 15 to 16 November. Statements from intergovernmental and non-governmental organizations will be delivered following national statements at the resumed high-level segment.

Registration of speakers for the resumed high-level segment

Heads of admitted IGOs and representatives of NGO constituencies will have the opportunity to deliver statements during the resumed high-level segment. Given the number of Parties and other speaker requests and the limited amount of time available for statements, it will be necessary to limit the duration of each statement to two minutes. Please also kindly note the following:

For admitted IGOs:

- As in the past, only the heads of admitted IGOs **confirmed in the ORS to attend COP 27** will be accepted as speakers at the resumed high-level segment.
- Designated Contact Points of interested organizations are kindly requested to send nominations of speakers via email to cool@unfccc.int by **Friday, 28 October 2022**. The secretariat is not in a position to accept nominations through other sources or after the deadline.
- After the secretariat has confirmed the nominated speakers in the ORS, further details will be sent to the designated contact points.
- The delivery of statements will occur as time allows and will be subject to last-minute changes or cancellations.
- Speaking slots are accorded only to the heads of organizations. It is not possible to send a deputy or other representatives as proxy.



For admitted NGOs:

- As in the past, only the representatives of NGO constituencies **confirmed in the ORS to attend COP 27** will be accepted as speakers at the resumed high-level segment.
- NGO constituency focal points are kindly requested to send nominations of speakers to cool@unfccc.int by **Friday, 28 October 2022**. The secretariat is not in a position to accept nominations through other sources or after the deadline.
- After the secretariat has confirmed the nominated speakers in the ORS, further details will be sent to the NGO constituency focal points.
- The delivery of statements will occur as time allows and will be subject to last-minute changes or cancellations.
- Only one representative per constituency will be permitted to participate in the resumed high-level segment.



Annex II

Information for participants

Official documents	Please consult the UNFCCC website at https://unfccc.int/ for all available documents.
Overview of the sessional period	A preliminary overview of the sessional period will be made available at https://unfccc.int/cop27 in due course and will be updated periodically.
Visas	Information on visas is available at https://www.cop27.eg/#/trip-planning/visa/apply . The registration acknowledgment letter emailed to all confirmed participants serves as the visa support letter.
Accommodation	Please visit https://cop27.eg/#/trip-planning#hotels for more information.
Online nominations and registration	The ORS is open for representatives of NGOs and IGOs to confirm their delegations. The ORS will remain open for confirmation until 3 November 2022, 23:59 (CET). Please confirm your delegation as soon as possible and well before the sessions.
Registration at the conference venue	<ul style="list-style-type: none">• All formalities regarding registration, including issuance of badges to duly nominated participants to attend the sessions, are free of charge.• Upon arrival at the venue, IGO and NGO representatives who are duly confirmed in the ORS by 3 November 2022 will be requested to proceed to the registration desk to collect their badge for access to the conference premises.• For up-to-date information on dates and times for registration at the conference venue, please consult the information for participants.• The acknowledgment letter for participants' nomination - in paper or on mobile device, available upon confirmation in the online registration system, and a valid passport or a nationally accepted identification card should be presented to the registration staff for the issuance of their badge.• Kindly be reminded that representatives should normally be at least 16 years old. See further information regarding minors under "Guidelines for participation" below.• Early registration – before Sunday, 6 November 2022 – is highly recommended to avoid delays on the first day of the conference. <p>Please be aware that you can register only once for the sessions. Double registration (i.e. as an observer organization representative and a Party or State representative, or as an observer organization representative and a press/media representative) is not permitted.</p>
Full Access to the conference premises	Full access to the conference premises will be granted only as of Sunday, 6 November.
Conference facilities and services	Conference facilities and services are available from 8 a.m. to 8 p.m. for the duration of the conference.



Badges	<p>An official UNFCCC conference badge is required to gain access to the premises. Badges are issued at the registration counter only on the basis of prior confirmation in the ORS. For security reasons, all participants are requested to wear their badges visibly at all times.</p>
Side events and exhibits	<p>As communicated on 19 May 2022, the application period for side events and exhibits was from Tuesday, 21 June 2022, to Friday, 24 June 2022. Owing to the high level of interest in COP 27, the secretariat received a large number of applications for side events and exhibits, which exceeded the number of available slots. Therefore, no further applications will be accepted. However, a waiting list has been prepared in case of cancellations. There are eligibility and selection criteria.</p> <p>Both side events and exhibits will be held in person on site. Information on virtual participation in side events will be communicated on the relevant web page in due course.</p> <p>Side events will be held from Wednesday, 9 November, to Saturday, 12 November, and from Monday, 14 November, to Thursday, 17 November. There will be no side events on Sunday, 6 November, Monday, 7 November, Tuesday, 8 November, Sunday, 13 November, or Friday, 18 November.</p> <p>Organizers, speakers, interpreters, participants and technical staff for side events and exhibits must be registered as representatives of Parties or admitted observer organizations for the sessions to ensure that they can access side events and exhibits. Information for side event organizers and exhibitors will be made available on the home page of the Side Events and Exhibits Online Registration System as soon as the selection is finalized. Information for attendees will be published on the relevant web page in due course.</p>
COVID-19 vaccination and regulations	<p>Participants are very strongly urged to get vaccinated against COVID-19 prior to attending the conference. 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. The Government of Egypt has implemented the necessary COVID-19 measures for COP 27 and the COVID-19 situation will be kept under review in the lead-up to and during the conference. Appropriate measures will be put in place and announced, as required.</p>
Press briefings	<p>Observer organizations 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 this email.</p>
List of participants	<p>The list of participants will reflect information as provided in the ORS during the registration process.</p>
Guidelines for participation	<p>Please refer to the guidelines for the participation of representatives of NGOs at meetings of UNFCCC bodies, as well as the waiver form, regarding the participation of minors. Please refer to the overview of observer organizations in the UNFCCC process for further information.</p>



Code of conduct	Participation at sessions is governed by the relevant guidelines and policies, including the guidelines for the participation of representatives of NGOs at meetings of UNFCCC bodies (code of conduct) and other policies . 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. 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.
Use of cameras and audio/video recording devices	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. 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. 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 made available on the UNFCCC website.
Guidelines for 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 .
Security guidelines	The following guidelines are set in place to ensure an environment conducive to intergovernmental dialogues: <ul style="list-style-type: none">• UN Security guidelines related to media actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences• UN Administrative instruction on Authority of United Nations security officers There is an established process for clearance for demonstrations on site. Please contact cool@unfccc.int for further information including the timelines so that those organizations interested in making requests can do so in a timely manner.



<p>Electronic dissemination of information</p>	<p>The Daily Programme for the conference will be made available in electronic format only. A PDF version will be made available each morning on the UNFCCC conference web page.</p> <p>Daily updates on the negotiations will be disseminated in electronic format. To facilitate access, the secretariat will include weblinks to these updates in the Daily Programme.</p> <p>Side event schedules will be announced on the UNFCCC website and the CCTV screens. Information on outside events may also be posted on the UNFCCC website. The secretariat strongly encourages material to be disseminated electronically only.</p>
<p>Disclaimer</p>	<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 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>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>
