

Organization's official letterhead**Organization's address, website and contact**

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01/08/2026

UN Climate Change Press Office
UNFCCC Secretariat
Bonn, Germany

Addressed to UN Climate Change Press Office**Letter of Assignment for COP31**

Dear UN Climate Change Press Office,

**Name of the assigned Media Focal Point
authorized to assign staff to cover the event**

On behalf of **UNFCCC COP NEWS** I am pleased to confirm that **Ms. Test Media** serving as **Climate Editor** is authorized by our organisation to act as the **media focal point for COP31**, taking place from **November 9 – 20 in Antalya, Türkiye**. She is designated to assign staff on behalf of our organisation moving forward.

Meeting title and dates of coverage

Our organisation plans to provide **news reporting** coverage of the meeting, including **video coverage of high-level events, interviews with experts and party representatives, and analysis of negotiations**.

Coverage description**Assigned Media Personnel****List of assigned personnel**

Full Name as Shown on ID	Email Address Used for ORS Application	Role
Test Media	Tmedia@unfcccopnews.com	Editor
Camera Operator	coperator@unfcccopnews.com	Cameraperson
News Writer	nwriter@unfcccopnews.com	Journalist

Sincerely,

Media Supervisor
Supervisor of Test Media
Email: Msupervisor@unfcccopnews.com
Telephone: +0 000 0000

Media supervisor's signature and contact details