



Date: 9 September 2025
Reference: ISCP/NOTIF/COP30/UN
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NOTIFICATION TO UNITED NATIONS SYSTEM AND SPECIALIZED AGENCIES AND OTHER RELEVANT ORGANIZATIONS

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

Belém, Brazil

I am pleased to notify Heads of United Nations system and specialized agencies and other relevant organizations (UN organizations) 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.

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

Article 7, paragraph 6, of the Convention stipulates, inter alia, that the United Nations, its specialized agencies and the International Atomic Energy Agency may be represented as observers at sessions of the Conference of the Parties and its subsidiary bodies. Related organizations of the United Nations may also be represented as observers at sessions. All Heads of United Nations system and specialized agencies and other relevant organizations are welcome to attend COP 30/CMP 20/CMA 7 and to contribute to a successful outcome of climate change negotiations and to the wider climate action agenda.

Distribution: To Heads of United Nations system and specialized agencies and other relevant organizations, with copy to designated contact points to the United Nations Framework Convention on Climate Change.



In view of the capacity constraints in Belém, I would like to kindly request that heads of United Nations system, specialized agencies and other relevant organizations review the size of their delegations at COP 30 and reduce numbers where possible.

UN organizations currently do not have limitations in registering number of participants to the COP, but organizations will need to be informed to reduce numbers, in particular those granted overflow badges, and are not UN staff, but are registered by the UN designated contact points. Virtual participation will be available for all UN organizations and further information will be available [here](#) in due course.

The online registration system (ORS, available at <https://onlinereg.unfccc.int/>), which allows UN organizations to nominate representatives to attend sessions is now open for registration for COP 30, 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](#). ORS is the only official channel for nominating participants for COP 30. The secretariat is not in a position to process nominations submitted by other methods. For technical assistance in the ORS, kindly submit a message in the [ORS Support Form](#).

Designated Contact Points of UN organizations are asked to 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).

In line with past practice, the Secretary-General will speak on behalf of the entire United Nations system, and therefore no time will be allotted for statements by heads of UN organizations attending the conference and high-level segment. UN organizations will have the opportunity to contribute elements to the Secretary-General's statement. The request for contributions should come from the Secretary-General's office in due course.

The annex attached to this notification 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 will be updated regularly and as soon as information becomes available.

Yours sincerely,

(Signed by)

Simon Stiell



Annex

Information for Participants¹

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>

¹ Information for COP 30 participants can be found [here](#).



Code of conduct	<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>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.</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>
Conference Badges	<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>
Daily Programme	<p>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.</p>
Documents	<p>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.</p>
List of participants	<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, Conference Invitee, 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>
Media	<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 United Nations Headquarters.</p>



Press briefings	UN 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 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><i>Who can register</i> United Nations system and specialized agencies and other relevant organizations, may register to attend the sessions of the Convention.</p> <p><i>How to register</i> 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 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 in due course.</p> <p>The conference venue, including registration, will be closed on Sunday, 16 November 2025.</p>
Shipment/freight forwarding and logistics	<p>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.</p> <p>Participants having pavilions and/or have been assigned an exhibit booth will be granted an extra allowance of 50 kg.</p> <p>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.</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 Transport section of the IFP for COP 30. 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-session 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 official electronic visa portal for COP 30.</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 Visas section of the Information for COP 30 participants.</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>
