



Date: 10 September 2025
Reference: ISCP/NOTIF/COP30/NGO
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NOTIFICATION TO INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANIZATIONS

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

Belém, Brazil

I am pleased to notify intergovernmental organizations (IGOs) and non-governmental organizations (NGOs), 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.

As noted in the [Message to admitted IGOs and NGOs - Opening of the Online Registration System - COP 30](#), the online registration system (ORS, available at <https://onlinereg.unfccc.int/>) opened for the nomination of participants representing admitted IGOs and NGOs for COP 30 on 15 July 2025 and closed on 17 August 2025.

Due to the high demand for COP 30 participation and technical updates to our system the ORS will be open for the confirmation of nominated IGO and NGO representatives from Monday, 15 September 2025. It will remain open until Monday, 10 November 2025 23:59 Central European Time (CET). Nomination and confirmation deadlines will be applied strictly as the secretariat is not able to process late nominations or confirmations.

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



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 any other method. All registration-related queries should be sent to the secretariat through the Communication tab in ORS. For technical assistance regarding 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 COP 30 Participants](#) (IFP).

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.

The annex included in 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 as soon as information becomes available.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Simon Stiell'.

Simon Stiell



Annex

Information for Participants

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> <p>bnetwork Email: cop30@bnetwork.com</p>
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>



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. Parties and observers agree to ensure compliance with such guidelines and policies upon nomination in ORS. Furthermore, individual participants agree to comply upon registering at the conference venue.</p> <p>Such guidelines include, among others:</p> <ul style="list-style-type: none">• Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change• UN Security guidelines related to advocacy actions, distribution of publicity materials, and use of UN emblem at the UNFCCC conferences• UN Administrative instruction on Authority of United Nations security officers <p>There is an established process for clearance for advocacy actions on site. For further information, please see the Observers' Guide to Advocacy Actions. 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>
Conference Badges	<p>An official UNFCCC conference badge is needed to access the premises. The badge is issued only based on a confirmation from the UNFCCC Online Registration System. For security reasons, all participants are requested to wear their badges visibly at all times.</p> <p>The UNFCCC secretariat has become aware that some admitted observer organizations are offering activity packages that include elements requiring access to UNFCCC conference venues, soliciting payment for the entire package. In some cases, potential customers are encouraged to purchase these packages with the assurance of access to UNFCCC conferences, sessions, and meetings through the quotas of admitted observer organizations.</p> <p>The UNFCCC secretariat manages registration for UNFCCC meetings and events. The UNFCCC secretariat does not charge any fees for participating in meetings and conferences organized by the UNFCCC secretariat. In addition, selling of badges for such events by third parties is not permitted.</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. 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 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, Press, Global Climate Action 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, such as affiliated organization and other information, while ensuring data protection.</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	<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 that email address.</p>



Registration	<p>All formalities regarding registration, including issuance of badges to duly confirmed participants to attend the sessions, are free of charge. Please note that it is prohibited to misuse conference badge at all UNFCCC events, including a COP, and it may lead to permanent suspension of your registration.</p> <p>Who can register</p> <p>Intergovernmental and non-governmental organizations with observer status may register to attend the sessions of the Convention. More information on options for participation is available here.</p> <p>Guidelines for participation</p> <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> <p>How to register</p> <p>Registration for the conference is managed through the UNFCCC Online Registration System (ORS).</p> <p>ORS for nomination of participants representing IGOs and NGOs was opened on 15 July 2025 and closed 17 August 2025.</p> <p>The ORS will be open for the confirmation by IGOs and NGOs of their representatives from 1 September 2025 until 10 November 2025, 23:59 Central European Time (CET).</p> <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> <p>Registration desk opening hours</p> <p>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.</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 Information for COP 30 participants. Up to date information will be included once it becomes available.</p>



Side events and exhibits	<p>Further to the communication dated 7 and 15 July 2025, should the pending funding for coordination of side events and exhibits at COP 30 be confirmed in the coming weeks:</p> <ul style="list-style-type: none">• The timelines for the selection process are available on the Side Events and Exhibits (SEORS) information page on the official UNFCCC website.• As in the past, Side Events and Exhibits Online Registration System (SEORS) is 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. <p>For further information on side events and exhibits, please consult the Side Events and Exhibits information page on the official UNFCCC website. For up-to-date information, please consult the Side Event and Exhibits section of the IFP for COP30.</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 Information for COP 30 participants. 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-sessional 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 UNFCCC acknowledgement letter.</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>
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