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NOTIFICATION TO PARTIES AND OBSERVER STATES

**United Nations Climate Change Conference
COP 28/CMP 18/CMA 5
30 November to 12 December 2023**

Dubai, United Arab Emirates

I am pleased 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 sessions:

- Twenty-eighth session of the Conference of the Parties (COP 28), from Thursday, 30 November to Tuesday, 12 December 2023;
- Eighteenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 18), from Thursday, 30 November to Tuesday, 12 December 2023;
- Fifth sessions of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 5), from Thursday, 30 November to Tuesday, 12 December 2023;
- Fifty-Ninth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA 59) from 30 November to 6 December 2023;
- Fifty-Ninth session of the Subsidiary Body for Implementation (SBI 59) from 30 November to 6 December 2023.

I wish to further notify Parties and observer States of the dates of the preparatory meetings as follows:

- Least developed countries, 24–25 November 2023;
- Small island developing States, 26–27 November 2023;
- African Group, 26–27 November 2023;
- Group of 77 and China, 28–29 November 2023.

The preparatory meetings and sessions will take place at the [Expo City Dubai](#), Dubai, United Arab Emirates.

Distribution: To Parties and observer States through their national focal points and diplomatic missions accredited to the Federal Republic of Germany and the United Arab Emirates.



The online registration system (ORS, available at <https://onlinereg.unfccc.int/>), which allows Parties and observer States to nominate representatives to attend sessions on-site or virtual-only, is now open for registration for COP 28, and will remain open for nomination and confirmation of delegations until 27 November 2023 23:59 Central European Time (CET). 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. ORS is the only official channel for nominating participants for COP 28. The secretariat is not in a position to process nominations submitted by any other method. For technical assistance in 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.

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.

At COP 28, 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 be possible. Exceptions allowing active remote participation in negotiations will be granted on a case-by-case basis.

Two annexes are attached to this notification. Annex I provides information on the credentials of Parties to the Convention, the Kyoto Protocol and the Paris Agreement for the sessions. Annex II provides general information for participants.

Additional information on the sessions, including the provisional agendas for COP 28, CMP 18, CMA 5, SBSTA 59 and SBI 59, the opening of the conference, participation of Heads of State and Government to the World Climate Action Summit on 1 and 2 December 2023, high-level events, and respective protocol arrangements, including for the high-level segment, will be issued in follow-up messages.

Relevant information will also be posted on the UNFCCC website in due course when it becomes available. Information on the logistical arrangements for the conference, including the digital platform can be found in the COP 28 Information for Participants (IFP) once the site is available. The IFP will be updated regularly as soon as information becomes available. Please consult the web page and the IFP.

Yours sincerely,

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

Simon Stiell



Annex I

Credentials of Parties to the Convention, the Kyoto Protocol and the Paris Agreement

In accordance with rule 19 of the draft rules of procedure being applied, the credentials of representatives of Parties, as well as the names of alternate representatives and advisers, shall be submitted to the secretariat no later than 24 hours after the opening of **COP 28, CMP 18 and CMA 5**. Any later change in the composition of the delegation shall be communicated to the secretariat as early as possible.

The credentials must be issued by the Head of State or Government, by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. They should indicate the date and place where the instrument was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim as the Head of State or Government or as the Minister of Foreign Affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the secretariat will accept the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

The secretariat wishes to remind Parties that, in accordance with decisions **17/CP.9, 36/CMP.1** and **2/CMA.1**, only one set of credentials is necessary to cover the participation of Parties in **COP 28, CMP 18 and CMA 5**.

Original credentials, duly signed as indicated above and written in one of the six official languages of the United Nations,¹ **should be deposited** during **COP 28, CMP 18 and CMA 5 at the External Relations counter, located at the Information Desk in the conference venue**. To ensure proper handling and delivery to the repository, no other office or authority of the secretariat or the host country has been designated to receive credentials.

To acknowledge receipt of credentials, the badge of the delegate delivering the credentials will be scanned as confirmation of receipt of the document. A list of valid credentials will be posted on the UNFCCC COP 28 web page. The secretariat strongly recommends that Parties verify that their credentials have been listed on the official web page of the secretariat. In the event that they are not listed 48 hours following the deposit of credentials, the External Relations Office of the UNFCCC should be contacted. In accordance with rule 20 of the draft rules of procedure being applied, the Bureau will examine the credentials and submit its report to the COP.

Information concerning the appointment of representatives participating in the sessions that is communicated by fax, email, letter or note verbale from a ministry, embassy, permanent mission to the United Nations or other participating government office or authority or through a local United Nations office will not be considered as a credential.

¹ Credentials may be submitted in Arabic, Chinese, English, French, Russian or Spanish. To facilitate the examination of credentials, a courtesy translation into English would be appreciated if the credentials have been executed in another language.



Annex II

Information for Participants

Please note that additional information will be made available on the Information for Participants in due course. The information will be updated or added as it becomes available. Please check the Information for Participants regularly.

Accommodation	<p>The host Government, through its officially appointed accommodation management agency, bnetwork, has endeavoured to secure sufficient hotel rooms for all delegates. Bookings for accommodations are managed by bnetwork, and the online booking site can be accessed here.</p> <p>Registered participants are urged to book their accommodation for their time at COP 28 as soon as possible.</p> <p>UAE is offering a wide selection of accommodation options to suit every budget. Currently, there are over 800 properties operating in Dubai, ranging from 1-star to 5-star hotels and serviced apartments.</p> <p>Additionally, the UAE's capital Abu Dhabi, located one hour away from the event venue, features a wide range of accommodation options, with over 230 hotels and resorts plus serviced apartments available, ranging from 1-star to 5-star.</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.</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 will be available during the conference on the COP 28 Daily Programme web page (link will be provided in due course). The first day it will be available for is 30 November 2023.</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 secretariat strongly encourages disseminating material electronically only.</p>
Digital platform	<p>A link to the COP 28 digital platform will be communicated in due course. Delegates registered for virtual-only participation and delegates registered for on-site participation who plan to access the platform are encouraged to test the environment prior to the opening of the conference.</p>
Documents	<p>All essential documents will be made available on the COP 28, CMP 18, CMA 4, SBSTA 59 and SBI 59 session web pages, accessible from the UNFCCC website home page, the COP 28 conference page, the UN Climate Change app and the COP 28 platform. They can also be found on the Documents page (reachable from the Documents and decisions menu on the UNFCCC home page).</p>
Funding	<p><i>A separate communication will be sent to eligible Parties.</i></p>
List of participants	<p>The Lists of Participants (LoP) for on-site participation and for virtual-only participation will reflect information as provided in ORS during the registration process.</p> <p>The following changes are being introduced for LoP as part of the Secretariat's overall efforts to increase the transparency of participation in the UN Climate Change 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 and Temporary Pass.</p> <p>The LoP will include the information provided during registration, including the newly introduced fields for 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	<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 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 nominated participants to attend the sessions, are free of charge.</p> <p>Who can register</p> <p>Parties to the Convention, may register to attend the sessions of the Convention.</p> <p>How to register</p> <p>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</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-sessional week, will be provided via the IFP in due course.</p> <p>The conference venue, including registration, will be closed on Thursday, 7 December 2023.</p>
Transport	<p>The Conference venue will be served by the Dubai metro and complemented by conference shuttle bus system operating between the venue and main hotel zones throughout Dubai. The transport services will be free of charge to all participants.</p> <p>The Government of the United Arab Emirates is working to ensure that delegates have a range of smooth running and sustainable modes of transport.</p> <p>Information on the Dubai metro and other transportation options can be found here.</p>
Visas	<p>All foreign participants entering the United Arab Emirates for COP 28 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 the UAE.</p> <p>COP 28 registered participants will be granted an electronic visa called a “Special Entry Permit”, hereafter referred to as COP 28 UAE Visa, free of charge. After approval of the registration via the UNFCCC Online Registration System, participants will receive a specific link for each delegate to apply for the visa as part of the UNFCCC registration confirmation email.</p> <p>Participants are strongly encouraged to use this specific link that they received to promptly apply for the e-visa as soon as their UNFCCC registration is confirmed. Please visit the visa portal link in your UNFCCC registration email to track the status of your visa.</p> <p>The COP UAE e-visa will be a single-entry permit, valid for 30 days from the date of arrival. Please consult the COP 28 Presidency website for further information here.</p> <p>Queries concerning visa arrangements should be addressed directly to visas@unfccc.int.</p>



Side events and exhibits	<p>Applications for side events and exhibits are managed through the Side Events and Exhibits Online Registration System (SEORS). 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> <p>For further information on side events and exhibits, please consult the Side Events and Exhibits information page on the official UNFCCC website and also the Information for Participants which will be made available in due course.</p> <p>Logistical information on COP 28 side events and exhibits will be published on the SEORS home page as soon as this information becomes available.</p>
Shipment/freight forwarding and logistics	<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> <p>Please consult the COP 28 Presidency website for further information.</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>
