



Observer Handbook for COP 30

10–21 November 2025
Belém, Brazil

WELCOME!

Is this your first COP? Are you a seasoned observer?

This UNFCCC handbook* has been prepared to assist those observers attending a UNFCCC session for the first time. It is also useful for seasoned observers as the handbook has key information to follow the COP 30. In the following pages, you will find some pointers on how to participate effectively and contribute to the UNFCCC process.

We hope this handbook will help you – before and during the UNFCCC session – and we wish you a fruitful and productive conference.

Observer Relations Team

*This observer handbook is a living document and will be updated as needed.

Version as of 10 October 2025



CODE OF CONDUCT

The organizations of the United Nations system are committed to enabling events at which everyone can participate in an **inclusive, respectful and safe environment**. 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 applies to any UNFCCC event, and any other forum organized, hosted or sponsored in whole or part by the UNFCCC wherever it takes place, and any event or gathering that takes place on UNFCCC premises whether or not the UNFCCC is organizing, hosting or sponsoring.

The Code of Conduct applies to all participants UNFCCC events.

**The heads of delegations are to ensure compliance of the UNFCCC Code of Conduct and UN guidelines for participation by all representatives of their organizations.
Possible consequences of infractions are listed in the Code of Conduct.**



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COP30 AT A GLANCE

Key Information



KEY DETAILS

- **Dates:** Monday, 11 November to Friday, 21 November 2025
- **Venue:** City Park / Hangar Convention and Exhibition Centre, Belém, Brazil

REGISTRATION AND ACCESS



- All participants must be registered through the **Online Registration System (ORS)**.
- Bring a **valid photo ID** to collect your badge
- Only one badge per person; badges **must be visible** at all times
 - For more information on registration, **click here**.

KEY LOGISTICS



- Venue map, catering, transport, and more
 - For more information on logistics, **click here**.

OBSERVER ENGAGEMENT HIGHLIGHTS



- Attend open **negotiations**, including Contact Groups
- Join **constituency coordination** meetings
- Participate in **side events and authorized advocacy actions**
 - For more information on engagement opportunities, **click here**.



COP30 AT A GLANCE

Engagement Overview

A typical day at COP30 may look like this, but stay flexible! Use ongoing opportunities to maximize your engagement.

Grab a coffee and check the Daily Programme
For information on how to stay informed, [click here](#)

9:00

Follow the negotiation meetings
For information on engaging in negotiations, [click here](#)

13:00

Back to negotiations or ongoing engagement opportunities.
Check the Daily Programme and CCTV for updates, [click here](#).

18:00

8:00

Daily Constituency Meetings, if applicable
For information on constituencies, [click here](#)

10:00

Lunch break and informal networking
For information on catering, [click here](#)

15:00

End of formal meetings; use receptions or events for networking

Ongoing engagement opportunities:



- **Side events:** attend side events based on your interests. For more information, [click here](#).
- **Advocacy actions:** organize or join authorized actions. For more information, [click here](#).
- **Bilateral meetings:** arrange meetings with Party delegates.
- **Townhalls and Briefings:** join dialogues with the UNFCCC Executive Secretary, SB Chairs, or COP President. Check Daily Programme and CCTV for timings.



UNDERSTANDING THE PROCESS

UNFCCC Objective

The objective of the UNFCCC is to **“stabilize greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic interference with the climate system”**.

It states that "such a level should be achieved within a time-frame sufficient to allow **ecosystems** to adapt naturally to climate change, to ensure that **food production** is not threatened, and to **enable economic development to proceed in a sustainable manner**."

In pursuit of this objective, the UNFCCC establishes a framework with:

- broad principles,
- general obligation,
- basic institutional arrangements, and
- an intergovernmental process for agreeing to specific actions over time (including through collective decisions by the Conference of the Parties, and as well as other international legal instruments with more specific obligations – such as the Kyoto Protocol and Paris Agreement).



UNDERSTANDING THE PROCESS

What are COPs?



The **Conference of Parties** (COP) is the supreme decision-making body of the Convention. All States that are Parties to the Convention are represented at the COP, at which they review the implementation of the Convention and any other legal instruments that the COP adopts and take decisions necessary to promote the effective implementation of the Convention, including institutional and administrative arrangements. A key task for the COP is to review the reports submitted by Parties on their GHG emissions and climate action.

More Background on the COP

The COP meets every year, unless the Parties decide otherwise. The first COP meeting was held in Berlin, Germany in March, 1995. The COP meets in Bonn, the seat of the secretariat, unless a Party offers to host the session. Just as the COP Presidency rotates among the five recognized UN regions – that is, Africa, Asia, Latin America and the Caribbean, Central and Eastern Europe and Western Europe and Others – there is a tendency for the venue of the COP to also shift among these groups.



UNDERSTANDING THE PROCESS

Key Outcomes from COP29

Understanding the outcomes of COP29 can provide context for the discussions at COP30:

- **New Collective Quantified Goal (NCQG):** Parties agreed to set a new climate finance goal of at least USD 300 billion annually by 2035 to support developing countries in their climate actions.
- **Operationalization of Article 6:** Agreements were reached on the mechanisms for international carbon markets, facilitating cooperation among countries to meet their emission reduction targets.
- **Loss and Damage Fund:** The fund was fully operationalized to support vulnerable countries facing the adverse effects of climate change.
- **Global Goal on Adaptation (GGA):** Progress was made towards defining and implementing the GGA to enhance adaptive capacities globally.



Source: UNFCCC Secretariat



UNDERSTANDING THE PROCESS

Agenda Items at COP30

COP30 will address several critical topics, including those listed below. For more information, please see the COP 30 provisional agenda [here](#).

- Matters relating to adaptation: (a) Report of the Adaptation Committee; (b) Review of the progress, effectiveness and performance of the Adaptation Committee; (c) National adaptation plans.
- Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts
- Matters relating to finance: (a) Long-term climate finance; (b) Matters relating to the Standing Committee on Finance; (c) Report of the Green Climate Fund to the Conference of the Parties and guidance to the Green Climate Fund; (d) Report of the Global Environment Facility to the Conference of the Parties and guidance to the Global Environment Facility; (e) Report of the Fund for responding to Loss and Damage and guidance to the Fund for responding to Loss and Damage
- Matters relating to capacity-building.
- Matters relating to the least developed countries.
- Report of the forum on the impact of the implementation of response measures
- Gender and climate change.

UNDERSTANDING THE PROCESS

UNFCCC Process Explained

The **UN CC:Learn** platform offers free, self-paced courses to help observers, delegates, and stakeholders **better understand the UNFCCC process and engage effectively in climate action**. Here are three key courses to boost your knowledge for COP30:

1. **Introduction to Climate Change Negotiations**: This course provides a clear overview of how international climate negotiations work under the UNFCCC. You will learn about negotiation dynamics, key players, and how decisions are made. This course is perfect for anyone looking to follow or engage in sessions more confidently.
2. **Mastering International Climate Negotiations - All You Need to Know**: An interactive, engaging course designed especially for youth and newcomers. It explains the Paris Agreement, negotiation procedures, and how non-Party stakeholders, like NGOs, can make an impact. Includes real-world tips to navigate sessions effectively.
3. **A Participant Guide to the UN Climate Change Process**: This guide dives into the structure of the UNFCCC, explaining how meetings are organized, who does what, and how observers can engage meaningfully. It is a practical tool for understanding the roles, rules, and opportunities within the process.



UNDERSTANDING THE PROCESS

Context of Negotiations



Throughout the year, each government develops its national position through internal consultations (198 Parties in total).



Negotiators attend UNFCCC sessions with clear instructions from their governments and have very limited flexibility to change them.



When negotiators cannot resolve an issue, it is elevated to ministers for decision-making during COPs.



Most of the real decision-making happens in capitals, where national positions are set.



Observers can influence this process between sessions by engaging with governments, running campaigns, and working with local and municipal authorities.



ACCESS AND LOGISTICS

Registration and Access

For the most up to date information please refer to the **Information for COP30 participants**.
The following list consists of the most frequently asked questions for COP30:

REGISTRATION PROCESS

- **Who can Register:** Representatives from Parties to the Convention, observer States, United Nations entities, admitted observer organizations.
- **How to Register:** All participants must be nominated by their organization's Designated Contact Point (DCP) on the **UNFCCC Online Registration System (ORS)**.
 - **Nomination Period:** 15 July 2025 – 17 August 2025, 23:59 (CET)
 - **Confirmation Period:** 15 September 2025 – 10 November 2025 23:59 (CET)
- **Important:** Each participant must register with a unique and valid email address.

BADGE COLLECTION

- **Location:** Upon arrival at the venue for the first time, participants are requested to proceed to the registration desk to collect badges for access to the conference premises.
- **Hours:**
 - **Pre-sessional:** Will be available in due course
 - **Conference period:** Registration counters will open from 08:00 – 19:00
- **Requirements:** Present acknowledgment letter and valid photo ID. (e.g. passport or national ID)

ACCESS AND LOGISTICS

Registration and Access

ACCESS AND ATTENDANCE

- **Badge Usage:** Badges are personal, non-transferable, and must be worn visibly at all times within the conference premises.
- **Lost badges:** Badges that are misplaced must be reported immediately.
- **Daily Badges for IGOs and NGOs:** Organizations have a quota for daily attendance. DCPs can allocate attendance dates to delegates on a daily basis through the ORS.
 - In order to request **non-consecutive days** for a delegate, DCPs must specify the desired dates via the ORS Communication tab. Further information can be found in the **ORS Integrated Daily Badge System Manual**.
- **Changes Post-Deadline:** After 10 November, any changes to delegate attendance dates must be requested via the ORS communication tab by the DCP.
- Multiple registrations (e.g., as both an observer and media representative) are not permitted.
- It is **prohibited to trade or sell your registration** to attend a UNFCCC session, meeting or workshop, including SBs.

VIRTUAL PARTICIPATION

- The **ORS** now offers a **virtual-only registration** option for COP30.
- Registered virtual delegates can access the **UNFCCC online platform** for the full session period.
- Online access is **limited to main negotiating rooms**; side events and other rooms are not accessible virtually.
- Delegates registered for onsite participation at COP30 through their National Focal Point or Designated Contact Point will be able to **participate both in person and via the virtual platform**.
- Further information can be found **here**.

ACCESS AND LOGISTICS

Transparency measures

To enhance transparency of participants at UNFCCC sessions, the registration process has been updated with the following new transparency measures from COP 30:

- **Optional disclosure of funding source(s):** Observer and global climate action participants now have the possibility to disclose the **immediate source(s) of funding** for their participation in the UNFCCC conference, along with the **type of entity** providing the funding.
- **Optional declaration of alignment:** Observer and global climate action participants are invited to declare their participation's alignment with the **objective of the Convention** and the goals and principles of the **Kyoto Protocol** and the **Paris Agreement**.
 - Observer participants are strongly encouraged to download the acknowledgment letter, at which point they will be asked to review and confirm the declaration.
- **Additional information on home organization:** The existing field on home organization/affiliation has been updated to include a drop-down menu where participants are required to specify the type of home organization.
- Information provided in response to all transparency measures will be **included in the List of Participants (LOP)** for the UNFCCC conference.



Further information can be found [here](#).

ACCESS AND LOGISTICS

Logistical Information

For the most up to date information please refer to the [Information for COP 30 participants](#) list in full. The following list consists of the most frequently asked questions for COP 30:



ACCESSIBILITY

The COP 30 venue will be accessible for those with reduced mobility needs.



ACCOMMODATION

Participants are urged to book their accommodation for their time at COP 30 as soon as possible. Additional accommodation information is available [here](#).



CATERING

Information on catering available at COP 30 is available [here](#).



INTERPRETATION SERVICES

Information on interpretation and translation services is available [here](#).



ACCESS AND LOGISTICS

Logistical Information

MEETING ROOM ASSIGNMENT (MRA)



Meeting rooms can be booked by Parties and observer organizations free of charge for slots of up to 55 minutes between 08:00 and 17:55 hrs. Kindly note that requests for meetings to be held on the first day of the conference (10 November) will be accepted electronically from 27 October to 8 November 2025. Completed MRA forms (link will be provided in due course) may be sent by email to meetingrequest@unfccc.int.

As of 10 November 2025, MRA forms must be submitted in person at the MRA counter located at the venue.



PRESS AND MEDIA

All information relevant to media representatives is published [here](#).



SOCIAL MEDIA AND PHOTOS

Along with live webcast, social media community tools such as [X](#), [Facebook](#), [Instagram](#), [LinkedIn](#), [TikTok](#) and [YouTube](#) enable virtual engagement with COP 30. The full list of key social media accounts can be found [here](#).



ACCESS AND LOGISTICS

Logistical Information



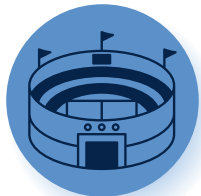
SUSTAINABILITY

Information will be posted here as it becomes available.



TRANSPORTATION

Information on vehicle rental is available [here](#).



VENUE

Information on the venue, including an overview map, will be posted here as it becomes available.



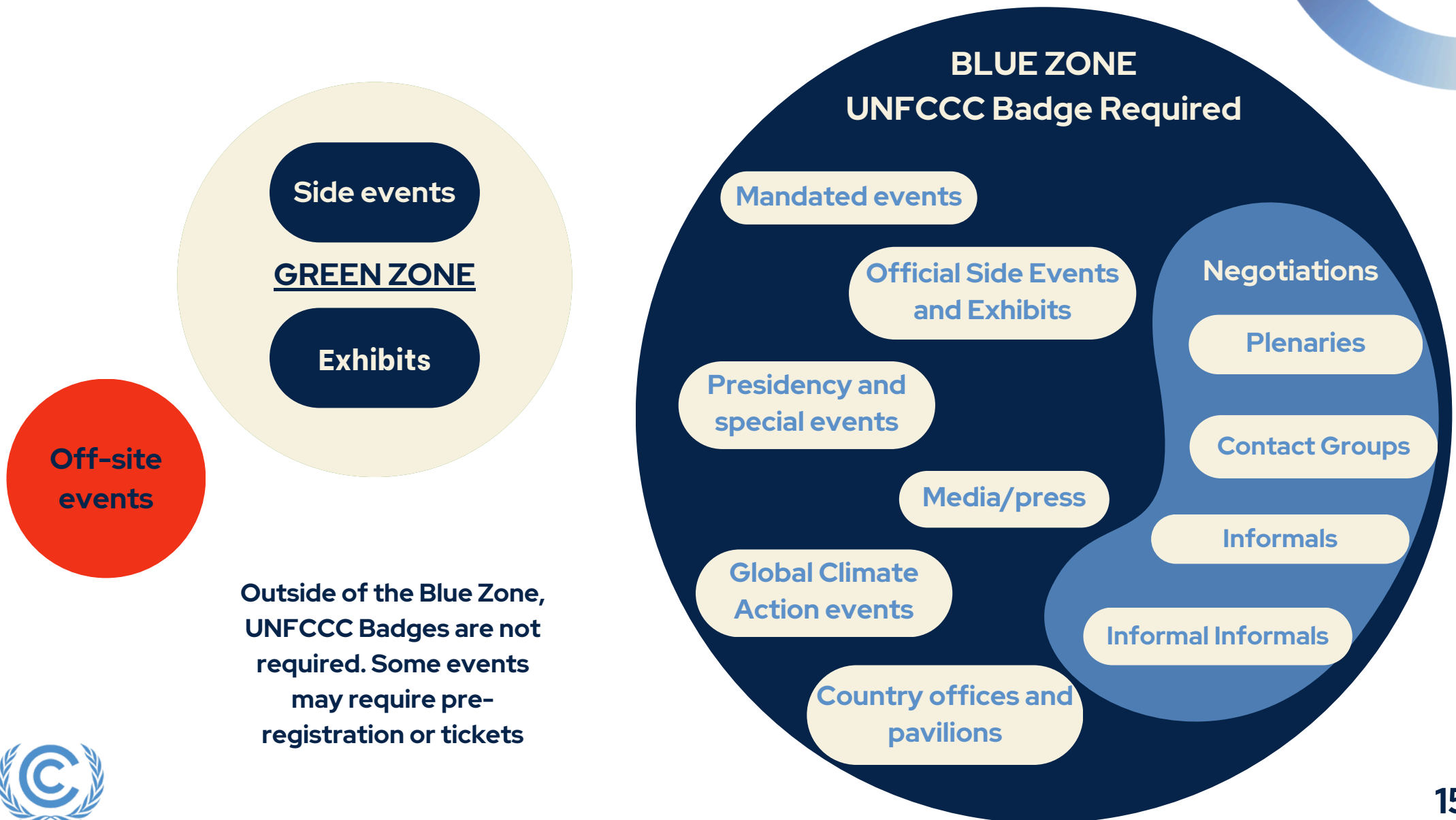
VISA

Information on visas, including how to apply for a COP 30 e-visa, is available **here**.



ACCESS AND LOGISTICS

Access to the Venue



ACCESS AND LOGISTICS

Blue Zone

An overview map of the Blue Zone will be published in due course.



[Further information can be found here](#)



ACCESS AND LOGISTICS

Green Zone

An overview map of the Green Zone will be published in due course.



[Further information can be found here](#)

CODE OF CONDUCT

UN meetings operate on the principles openness, transparency and inclusiveness, to create an enabling environment for the participation of a diversity of voices and interests. To ensure that Parties can conduct their work and a diverse range of stakeholders can participate in the process effectively, participants are expected to adhere to a number of rules as set out below.

- **Code of Conduct to address harassment at UNFCCC conferences, meetings and events**
- **Reporting a complaint within the code of conduct**
- **Guidelines for the participation of representatives of non-governmental organizations at meetings of the bodies of the United Nations Framework Convention on Climate Change**
- **Use of cameras and audio/video recording devices by participants at sessions of the United Nations Framework Convention on Climate Change and other meetings and workshops**
- **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**



CODE OF CONDUCT

Topics to be aware of

- Badges are **non-transferable**. Please be careful of disposing of your badge as it may be stolen for misuse.
- Please ensure the badge is **visibly worn** at all times.
- Please comply if UN staff request to **verify identity**.
- The use of **flags of Parties** is prohibited in advocacy actions.
- **Age floor** of participation is 16 in UNFCCC events.
- The use of **UNFCCC logo** requires advance permission.
- Do not block the **movement of participants**.
- Please **cooperate** with the secretariat and UN Security officers.
- **Distribution of information materials** outside the designated areas, such as exhibits, is prohibited.



OBSERVER ROLES

Who are Observers?

UNFCCC PARTICIPANTS

UNFCCC Sessions are not open to the public. All participants must be accredited. There are **three categories of participants** in the UNFCCC process:

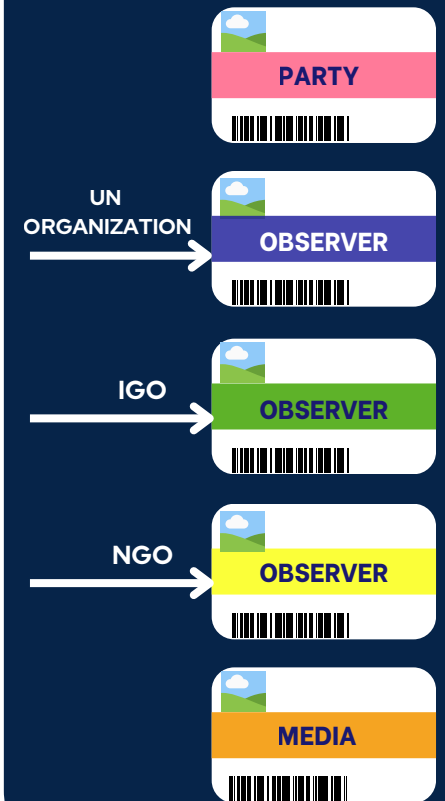
- Representatives of Parties to the Convention and Observer States,
- Representatives of observer organizations,
- Members of the press and media.

OBSERVER ORGANIZATIONS are further categorized into three types:

- the United Nations System and its Specialized Agencies,
- intergovernmental organizations (IGOs),
- and non-governmental organizations (NGOs).

Once admitted, IGOs and NGOs can register delegates through the Online Registration System. Information on how to receive observer status can be found **here**.

Badge colors indicate the category of each participant:



OBSERVER ROLES

NGO Constituencies & Coordination

The majority of admitted NGOs in the UNFCCC process are **self-organized into constituencies** – loose groupings based on shared interests. These constituencies correspond to the nine Major Groups from Agenda 21 and reaffirmed in the Rio+20 outcome document "**The Future We Want**". Each constituency is represented by a Constituency Focal Point (CFP), who facilitates communication with the UNFCCC secretariat. Contact details for CFPs can be found **here**.

Business and
Industry NGOs
(BINGO)

Environmental
NGOs (ENGO)

Farmers



In addition to the nine NGO constituencies, the secretariat recognizes informal groups of admitted observer organizations focused on specific themes, such as:

- Faith-Based Organizations,
- Parliamentarians,
- Education and Communications NGOs.

The list of Focal Points is available **here**.

Indigenous
Peoples
Organizations
(IPO)

Local Government
and Municipal
Authorities
(LGMA)

Research and
Independent
NGOs
(RINGO)

Trade Union NGOs
(TUNGO)

Women and
gender
Constituency
(WGC)

Children and
Youth NGOs
(YOUNGO)



OBSERVER ROLES

Business and Industry NGOs (BINGO)

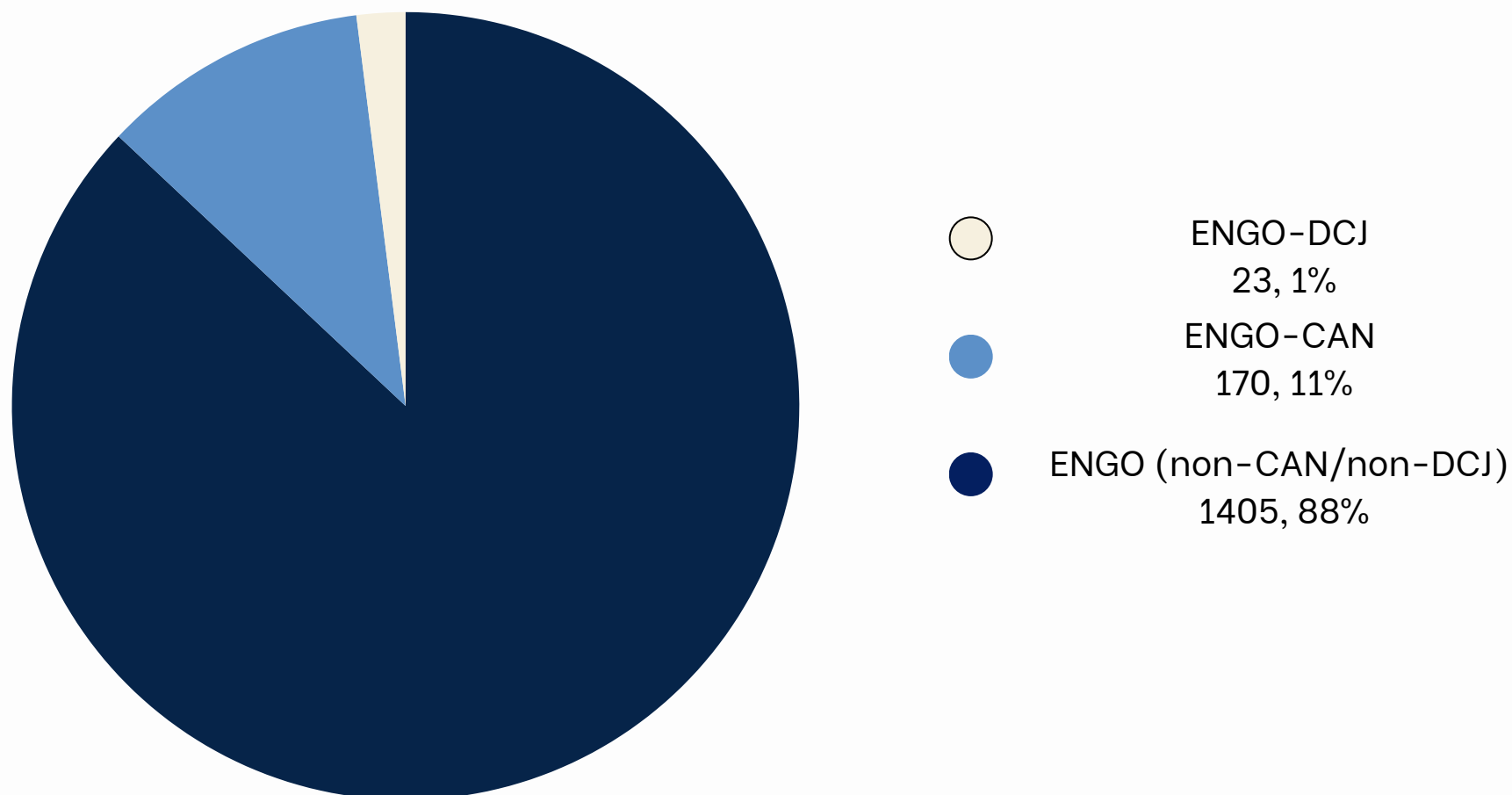
- **Description:** The Business and Industry Constituency (BINGO) represents businesses of all sizes, sectors and geographies in the UNFCCC negotiation process. The International Chamber of Commerce (ICC) has served as the Focal Point for the BINGO Constituency since the early 90s, coordinating business participation in the process and working with its global network and wide range of partners to ensure that climate policy frameworks are implemented in a way that works for and with business, and through policies that recognise their defining role in tackling climate change. ICC is deeply committed to the objectives of the Paris Agreement and has been mobilising business behind the goal of limiting global warming to 1.5 degrees Celsius and achieving net zero emissions by 2050.
- **Role:** Offering a platform for the private sector to provide technical expertise and real economy insights to the UNFCCC negotiations and exchange with governments and other civil society groups on opportunities and challenges related to the Convention and its Paris Agreement.
- **Contacts:** Ms. Sophie Talarico sophie.talarico@iccwbo.org, Ms. Raelene Martin Raelene.martin@iccwbo.org

OBSERVER ROLES

Environmental NGOS (ENGO)

ENGO, the largest Constituency has been represented by two networks within – Climate Action Network (CAN) and Demand Climate Justice (DCJ). However, the majority of ENGO members are not covered by the two networks, as shown below.

ENGO Constituency Breakdown



OBSERVER ROLES

ENGO-CAN

Description: Climate Action Network (CAN) as ENGO constituency represents and is a global network of more than 1,900 civil society organisations in over 130 countries driving collective and sustainable action to fight the climate crisis and achieve social justice. CAN convenes and coordinates civil society working on climate at the UN climate talks and other international fora.

Role: Provide a platform for civil society organisations working on the issue of climate justice and human rights to represent and make their voices heard within the UNFCCC process

Contact: Jana Merkelbach, jmerkelbach@climatenetwork.org and Pooja Dave, pdave@climatenetwork.org

OBSERVER ROLES

ENGO-DCJ

Description: The Global Campaign to Demand Climate Justice (DCJ) is a global network of over 200 grassroots, national, regional and international human rights and climate justice organisations fighting together for climate justice and systems change. We are a global network grounded in the realities, challenges and struggles of the Global South and ensuring these voices are heard front and center in the global arenas. Unlike other climate movements, our positions come from and reflect the realities of the peoples and communities who are most impacted by the climate crisis, and we aim to influence the global narratives and bring substantial change to global climate policies that have a direct impact on the Global South. The Global South movement has fought very hard and for a very long time to decolonise the climate movement, and DCJ is a central leader in that. Together, we have reframed climate action to climate justice – with justice being at the forefront of a decarbonised and sustainable planet for everyone, not just privileged communities.

Role: DCJ provides a critical platform for the peoples and communities who are least responsible for the ongoing climate crisis but are most impacted by it to present their positions, lived experiences, and demands in the global climate policy spaces and the climate negotiations. DCJ is also a campaign vehicle for the groups from the global south to collectively campaign and advocate for their rights and demands both within and outside the UNFCCC.

Contacts: Victor Menotti, victormenotti@gmail.com; Rachitaa Gupta, rachitaa.dcj@gmail.com

OBSERVER ROLES

Farmers

Description: The Farmers' Constituency represents farmers in all their diversity producing food, fibre, fuel, and other ecosystem services for the global population whilst making a key contribution to the worldwide climate effort. It welcomes crop and livestock farmers, horticultural growers, pastoralists, ranchers, foresters and aqua-culturists; women, youth, and indigenous farmers; farmer organisations and co-operatives, family farmers and businesses, farm workers, landowners, and tenants; as well as agricultural and other NGOs supporting farmers on the ground.

Role: The Constituency provides the platform for observer organisations working to ensure that farmers' voices are heard in the UNFCCC process and that farmers' knowledge and priorities are integrated into relevant decisions, so that the potential of the sector for adaptation and mitigation is realised whilst minimizing and addressing loss and damage in agriculture.

Contacts: Ceris Jones, ceris.jones@wfo-oma.org;
Francesco Brusaporco, francesco.brusaporco@wfo-oma.org

OBSERVER ROLES

Indigenous Peoples Organizations (IPO)

Description: The Indigenous Peoples Constituency, also known as the International Indigenous Peoples Forum on Climate Change (IIPFCC), is the only rights-bearing constituency under the UNFCCC. It represents Indigenous Peoples and their Nations across the seven UN socio-cultural regions: Africa, the Arctic, Asia, Central and South America and the Caribbean, Eastern Europe and the Russian Federation, Central Asia and Transcaucasia, North America, and the Pacific. With over 50 million Indigenous Peoples worldwide, the IIPFCC advocates for the voices, knowledge systems and leadership to guide climate negotiations, and for spaces where they can directly share solutions for transformative climate action.

Role: The Indigenous Caucus that coordinates Indigenous Peoples, and their organizations, participating in the UNFCCC process – aligning priorities, engaging in negotiations, organizing side events, and convening in a culturally safe space.

Contacts: the focal points for IPO are:

- Eileen Mairena Cunningham (eileen.mairena@gmail.com) and
- Susanna Israelsson (susanna.israelsson@saamicouncil.net)

OBSERVER ROLES

Local Governments and Municipal Authorities (LGMA)

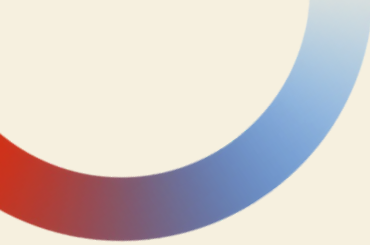
Description: The Local Governments and Municipal Authorities (LGMA) Constituency is the voice of towns, cities, regions and all types of local and other subnational governments at the UNFCCC process since 1995.

Role: The LGMA contributes to the UNFCCC negotiations through year-round written, verbal, in-person and virtual submissions and negotiation sessions, engages in setting and the delivery of the action agenda with High Level Champions, engages in the development of the calendar and initiatives of the COP Presidencies, and collaborates with the UNFCC Friends of Multilevel Action in the drafting and adopting of COP decisions.

Services: website, mailing list, monthly webinars, Whatsapp Group, Multilevel Action and Urbanization Pavilions at COP Blue Zones

Contacts: www.cities-and-regions.org, lgma@iclei.org

Focal point: Mr. Yunus Arian, , Director of Global Advocacy, ICLEI – Local Governments for Sustainability, yunus.arian@iclei.org



OBSERVER ROLES

Research and Independent NGOS (RINGO)

Description: The RINGO constituency was formed to represent officially admitted observer organizations of the UNFCCC negotiations process that are engaged in research, teaching, and other knowledge, practice, or theory-based activities relating to any aspect of climate change. RINGO also promotes effective research-based outreach and capacity building relating to climate change for all stakeholders and supports access to and transparency of the international climate negotiation process.

Role: RINGO facilitates engagement of members in the UNFCCC process through engagement at COPs, SBs, Constituted Body, Work Programme and other meetings. The RINGO constituency was created with the understanding that it would not, as a constituency, advocate for any particular outcomes within the negotiations. RINGO does ask parties to ground their discussions and decisions in sound science, encompassing various disciplinary approaches. Individual RINGO members represent a wide range of views on many subjects and can advocate in their individual capacities. The RINGO constituency welcomes the diverse views, expertise, and experience of its members.

Contacts:

Washington University in St. Louis – Ms. Beth Martin E-mail: beth@ringofocalpoint.org

National University of Singapore – Ms. Melissa Low E-mail: melissa@ringofocalpoint.org

OBSERVER ROLES

Trade Union NGOS (TUNGO)

Description: Trade Union NGO (TUNGO) is the observer grouping representing workers and trade unions and is coordinated by the International Trade Union Confederation (ITUC). The ITUC is the global voice of the world's working people. Its mission is the promotion and defence of workers' rights and interests. A labour focused just transition must secure the future and livelihoods of workers and their communities during the transition to a low-carbon economy, effectively limiting global temperature rises to 1.5 °C. The ITUC represents 200 million workers in 167 countries and territories and has 337 national affiliates.

Role: TUNGO provides a platform for the coordination of positions and the participation of workers and trade unions at the UNFCCC negotiations.

Contacts: The focal point for TUNGO is Bert De Wel (Bert.DeWel@ituc-csi.org)

OBSERVER ROLES

Women and Gender Constituency (WGC)

Description: The Women and Gender Constituency (WGC) is one of the nine stakeholder groups of the United Nations Framework Convention on Climate Change (UNFCCC). Established in 2009, the WGC now consists of 64 women's and environmental civil society organizations, who are working to ensure that women's voices and their rights are embedded in all processes and results of the UNFCCC framework, for a sustainable and just future, so that gender equality and women's human rights are central to the ongoing discussions.

Role: Our goal is to formalize the voice of the women's and gender civil society organizations present and regularly active in UNFCCC processes, and to develop, streamline and advocate common positions. The Constituency aims to bring together as many NGO observers accredited to the UNFCCC as possible to work democratically towards achieving its goals. The Constituency works to ensure that human rights and gender equality are firmly anchored in all climate actions under the UNFCCC and to challenge the extractive, exploitative and patriarchal economic model which has resulted in the climate crisis.

Services: The WGC does not render any services, however, provides a space for engagement around developing common positions in pursuit of collective advocacy for gender just climate action; capacity building and movement strengthening.

Contacts: The Focal Points (focalpoints@womengenderclimate.org) for WGC are

- Mwanahamisi Singano | mwanahamisi@wedo.org
- Pat Bohland | Bohland@life-online.de



OBSERVER ROLES

Children and Youth NGOS (YOUNGO)

Description: YOUNGO is the official children and youth constituency of the United Nations Framework Convention on Climate Change (UNFCCC). YOUNGO is a vibrant, global network of children and youth activists (up to 35 years) as well as child and youth NGOs, who contribute to shaping the intergovernmental climate change policies and strive to empower children and youth to formally bring their voices to the UNFCCC processes. In 2009, the UNFCCC Secretariat extended provisional constituency status to admitted youth NGOs, which was confirmed in 2011. YOUNGO's vision is to empower children and youth to take action and works to enhance their skills and capacity to drive the necessary and ambitious climate actions and policies at all levels towards a lovable climate just future.

Role: YOUNGO representatives make official statements, provide technical and policy inputs to negotiations and engage with decision-makers at the UN climate change conferences, and promote child and youth participation in climate change projects at local and national levels. YOUNGO consists of thematic WGs focusing on policy work, and operational teams working on organising conferences each year on the local, regional and global level (known as LCOYs, RCOYs, and COY), along with capacity building and other mechanisms of engagement for young people around the world, including through projects coordinated by the 200+ admitted member NGOs. During UNFCCC sessions, YOUNGO provides a platform for young people to mobilise and organise their advocacy collectively. Each year, YOUNGO produces the Global Youth Statement, which compiles insights, expectations and policy proposals from children and youth organisations, as well as individuals and institutions across the globe.

2025 Focal Points:

- Vanessa Santini Gomes (santinigomes.vanessa@gmail.com)
- Amelia Turk (ameliaturk.climate@gmail.com)

ENGAGING IN THE PROCESS

Thematic Programme

Each Thematic Day has been crafted to align with COP30's six Action Agenda axes – Energy, Industry & Transport; Forests, Oceans & Biodiversity; Agriculture & Food Systems; Cities, Infrastructure & Water; Human and Social Development; and Cross-cutting issues – and to highlight priority actions and solutions outlined in the COP30 Presidency's 30 Key Objectives for implementation.

10 – 11 Nov.	12 – 13 Nov.	14 – 15 Nov.	16 Nov.	17 – 18 Nov.	19 – 20 Nov.	21 Nov.
Adaptation; Cities; Infrastructure; Water; Waste; Local governments; Bioeconomy; Circular economy; Science and technology; Artificial intelligence	Health; Jobs; Education; Culture, Justice, and Human rights Information integrity; Global ethical stocktake; Workers	Energy; Industry; Transport; Trade; Finance; Carbon markets; Non-CO2 gases	Rest Day	Forests; Ocean; Biodiversity; Small and medium entrepreneurs; Indigenous peoples; Local and traditional communities; Children and youth	Agriculture; Food systems and food security; Fisheries; Family farming; Women and Gender; Afrodescendants; Tourism	Closing



Further information can be found [here](#).

ENGAGING IN THE PROCESS

Stay up to Date

DAILY PROGRAMME



The official UNFCCC guide to each day's official meetings, events and press briefings.

- Summarizes previous day's negotiations and links to key documents.
- Published each morning on the COP30 webpage.
- Check CCTV monitors for last-minute updates.

CCTV MONITORS

- Located throughout the venue.
- Left screen: formal meetings.
- Right screen: Side events, press briefings, etc.



INFORMATION COUNTER



- Located in the venue after the entrance
- Secretariat staff can answer questions or provide guidance

DAILY READS

- TWN Climate change updates and briefing papers
- Earth Negotiation Bulletin
- ECO Newsletter



*Forthcoming information can be found [**here**](#).

ENGAGING IN THE PROCESS

Engagement Opportunities

HOW OBSERVERS ENGAGE IN COP30

- **Follow the negotiations** to provide inputs to Parties, promote transparency, and raise public awareness.
- **Showcase work and findings** through **side events**, **advocacy actions**, and **press conferences** to disseminate research, share lessons, and amplify stories.
- **Meet with delegates** to share policy positions and submissions.
- Develop **position papers and make formal submissions** in response to calls for information and views by negotiating bodies. Information on submissions is available **here**.
- **Attend Townhalls** to raise key issues with Presiding Officers and the UNFCCC Executive Secretary. Details are shared in the Daily Programme and CCTV.
- **Hold press conferences** to share views and influence public discourse through media outreach. More information on press conferences is available **here**.

ENGAGING THROUGH YOUR CONSTITUENCY OR INFORMAL GROUP

- **Join daily coordination meetings of your constituency** to stay informed and aligned. Times and locations are listed in the Daily Programme and CCTV.
- **Contribute to constituency joint statements** delivered in plenaries and, where possible, in contact groups or informal consultations. These amplify diverse voices through coordinated messaging.
- **Nominate speakers** for UNFCCC-mandated events and workshops to bring expert perspectives into formal spaces.



ENGAGING IN THE PROCESS

Negotiation Documents

UNFCCC documents are grouped into three categories:

- **Pre-session:** prepared by the secretariat (and others) to support agenda item discussions. Includes: provisional agendas, annotations, and scenario notes
- **In-session:** draft texts (e.g., L documents), technical inputs, revisions shared during negotiations
- **Post-session:** reports of the sessions, containing adopted decisions and outcomes.

Document	Description	Language	Abbreviation
Regular document	Session reports, provisional agendas, constituted body reports, background documents	All UN languages	
Information document	Practical data (e.g., list of participants), workshop reports, background documents	English	INF
Technical	Detailed background in technical issues	English	TP
Limited distribution document	Draft decisions or conclusions presented to the governing or subsidiary bodies for adoption	All UN languages	L
Addendum	Addition to any of the above documents	According to original	Add
Revision	Revision to any of the above documents	According to original	Rev
Corrigendum	Corrections to any of the above documents	According to original	Corr

The documents will be made available [here](#).



ENGAGING IN THE PROCESS

Access to Negotiation Meetings

Meeting Type	Access	Notes	Documents to Consult
Plenary	O	Open to observers. NGO Constituency statements, time permitting.	Pre-sessional documents
Contact Groups (CG)	O/X	Usually open; can be closed by Parties.	Pre-sessional documents/ Deliberations/ Draft text
Informal Consultations (ICs)	O/X	Open if decided by Chair/Parties, often restricted. NGO Constituency statements “if time and Parties allow”	Deliberations/ Draft text
Informal Informals (Inf-Inf)	X	Not open to observers, used for drafting/small group negotiations.	Draft text
Contact Group Conclusions	O	Summarize outcomes of contact group discussions.	L Documents
Closing Plenary	O	Adoption of conclusions and final decisions.	Adoption of L documents

Access Protocol:

- Observers have **priority over Party overflow** (unless accompanied by a Party delegate).
- Meeting access is **capacity-limited** and may change during sessions.
- Closed meetings can be opened and open meetings can be closed **should Parties decide** to do so during the meetings.

O = Open, X = Closed, O/X = Determined by Parties or presiding officers

ENGAGING IN THE PROCESS

Negotiation Meeting Rooms & Seating

Meeting Room Access:

- If rooms are full, Parties have priority. A ticketing process may be used for observers, if necessary.
- Back-to-back bookings may cause delays; the MRA counter can assist if needed.
- Rooms may be reassigned at short notice for urgent negotiations.



Seating Arrangements:

- Party representatives must have a seat at the table.
- Observers sit in the back rows. If speaking, please find an available mic seat.
- Occasional exceptions may allow observers at the table after all Parties are seated, depending on co-facilitators and agenda.



ENGAGING IN THE PROCESS

Interventions in Negotiations

Observers are often invited by the Presiding Officers to make interventions at the opening and closing plenaries – time permitting. Sometimes, co-chairs of CGs might **invite observers to make interventions** at the end of the CGs, if time and Parties allow.



If your constituency wishes to speak on a particular agenda item, approach the **secretariat support team** present in the room at the beginning of the CG / IC, and they will ask the Co-Facilitators to explore the possibility.



If the Co-Facilitators ask the Parties and no objection is raised, and only if time remains after all Parties have spoken, observers will be given the floor. In this case representatives of the **nine NGO constituencies** have the priority, followed by other observers.



Parties are increasingly open to hearing **observer interventions** in CGs and ICs.



ENGAGING IN THE PROCESS

Side Events and Exhibits



Organized by observer organizations, Parties partnering with observers, side events are popular modes of observer engagement at COPs.

At COP30, over 330 joint side events are selected from over 1,400 applications, particularly those proposals by developing country observers. Side events will be held in Side Event Rooms 1 - 9 from 10 - 20 November 2025. The most up-to-date logistical information on COP 30 side events and exhibits can be found in the handbook for [side event](#) and [exhibit](#) organizers.

They cover the following topics:

1. **Mitigation, including response measures**
2. **Adaptation, including loss and damage**
3. **Means of Implementation and support**
4. **Integrated and holistic approaches**
5. **Other topics related to the UNFCCC process.**

[COP30 Side Events schedule](#)

[How to attend COP30 side events](#)

Is your organization involved in organizing a side event?

Check the [home page of SEORS](#) for the most up-to-date logistical information.

Did you know?

The SBI recognized side events as an **essential part of the UNFCCC process** and an important tool for engaging observers in knowledge-sharing, networking and the exploring of actionable options for meeting the climate challenge. (FCCC/SBI/2014/8, paragraph 224).



Source: UNFCCC secretariat



Source: UNFCCC secretariat

ENGAGING IN THE PROCESS

Advocacy Actions

Advocacy actions are peaceful, creative demonstrations (e.g. visual displays, performances, protests) organized by observers to **raise awareness and amplify messages**.

The UNFCCC secretariat, in collaboration with the UN Department of Safety and Security (UNDSS), is committed to facilitating these impactful actions. While advocacy activities are generally not permitted within UN premises, this unique practice under the UNFCCC is possible thanks to a **longstanding relationship of mutual trust and collaboration** among observer organizations, UNDSS, and the secretariat.

To request organizing an action, **submit the application form by 10:00 local time the day before** your requested action. (E.g. for Thursday, 13 November, the deadline is Wednesday, 12 November at 10:00.)

UNDSS and secretariat staff must be present to **ensure safety**. Please do not begin your action before UNDSS and secretariat staff arrive.



Actions **outside the Blue Zone** fall under the host country's jurisdiction.

Further information can be found in the Observers' Guide to Advocacy Actions [here](#).



Source: UNFCCC secretariat



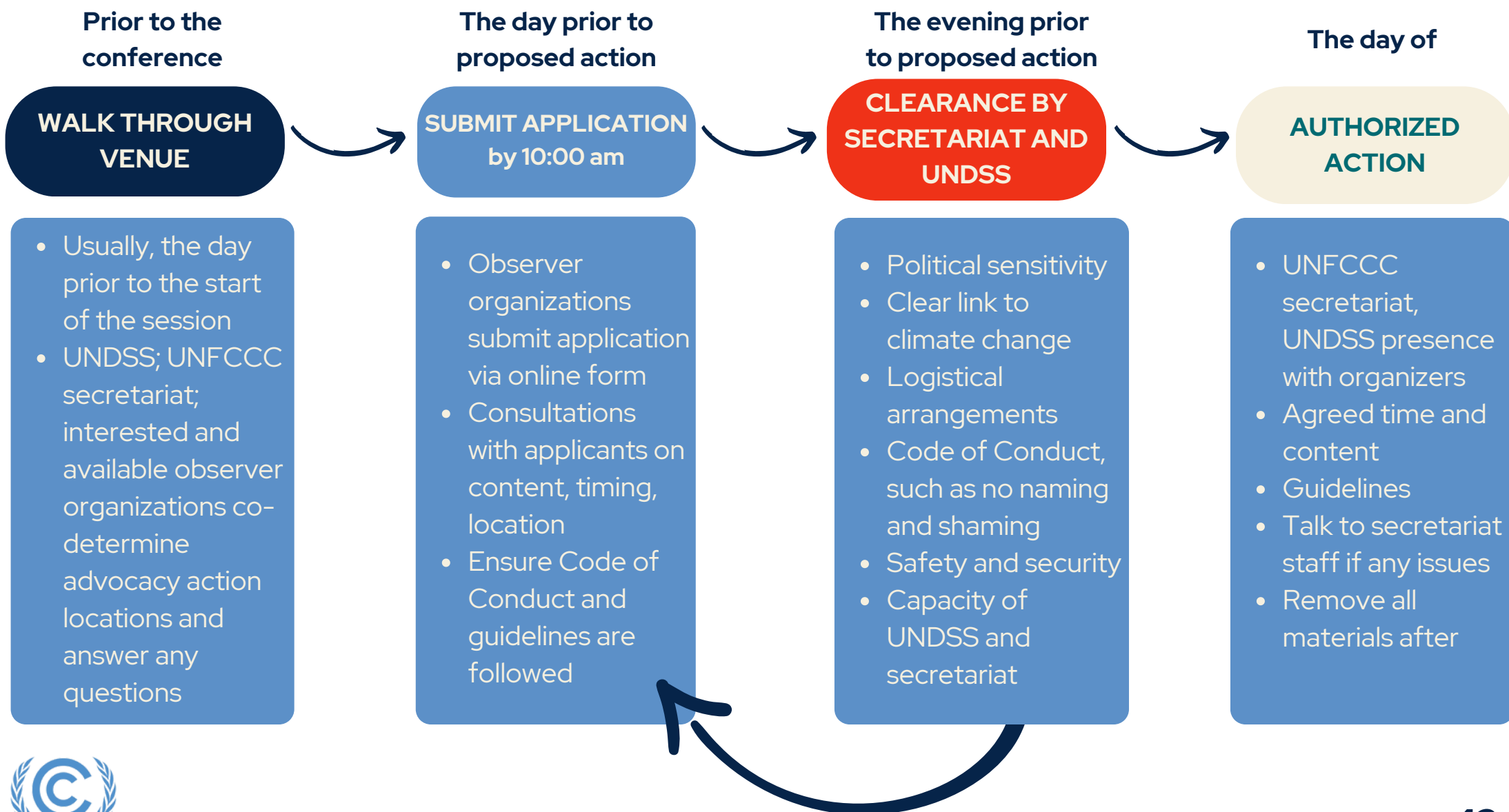
Source: UNFCCC secretariat



Source: UNFCCC secretariat

ENGAGING IN THE PROCESS

Advocacy Actions



(Iterative process in case of feedback/need for revision)

ENGAGING BEYOND COPs

There are many ways to engage in UNFCCC processes after COP30:

Make **written submissions** on agenda items where Parties have requested observer inputs. You can find the submission portal [here](#).



Follow meetings of the **Constituted Bodies** for in-depth discussions and to better understand Parties' positions on key issues.

Prepare **concrete bridging proposals** that reflect ongoing discussions and help address sticking points. Share them with Parties during bilateral meetings.



Collaborate with other groups rather than working in isolation.



Badges and Quota

- Why is my organization's badge quota lower this year?
 - Badge quotas are determined by venue capacity and the overall number of registrations. The secretariat strives to ensure fair access, especially for those most impacted by climate change.
- Is there an appeals process for badge quotas?
 - Yes, you can submit quota increase requests on the ORS through your Designated Contact Point (DCP). Approvals depend on capacity.
- Can badges be transferred daily?
 - Yes, but only within the rules set by the daily badge system. Badges are personal but may be allocated on a daily basis by your DCP. For further information, please see [here](#).

Visas and Access

- How can we apply for a visa for COP 30?
 - Detailed information on visa procedures for registered attendees, including a step-by-step guide on how to apply for an e-Visa can be found [here](#).
- How does the UNFCCC support visa applications?
 - The secretariat provides support letters upon request but cannot influence national visa decisions. For assistance, contact visas@unfccc.int.
- Are any supporting documents for visa applications available?
 - Accredited participants are requested to use their COP30 UNFCCC Acknowledgement Letter.



FAQs

Venue and Facilities

- How can meeting or working rooms be reserved?
 - Please see [here](#) for information on booking meeting rooms.
- How can I get to the venue?
 - Information on transportation in Belem can be found [here](#).
- What kind of food choices will be offered at the venue?
 - Brazil will provide healthy, inclusive, and culturally diverse food options, featuring menus that respect various diets and food traditions. Strict food safety protocols will be implemented, complemented by rigorous quality control and comprehensive staff training. Further information can be found [here](#).
- Is catering free or charged?
 - Catering is paid. Complimentary items may occasionally be offered, but most food and beverages are available for purchase.
- How can I find accommodation for COP 30?
 - The accommodation website for reservations and further information is available [here](#). For further assistance with the official accommodation platform, please contact: cop30@bnetwork.com.

Agenda and Scheduling

- When will the agenda and side event schedule be published?
 - The provisional agenda is available [here](#).
 - The side events schedule is available [here](#).
 - Daily programmes will be available each morning during the session.
- Is there a ticketing system this year?
 - No general ticketing system is not planned, but access to high-demand meetings may be managed depending on room capacity.



Engagement and Participation

- How can I participate in meetings and events?
 - Attend townhalls with high-level representatives (announced in the Daily Programme).
 - Join your constituency's coordination meetings (contact your Constituency Focal Point).
 - Present in side events if you are part of an accepted event.
 - Request to speak in negotiations via your Constituency Focal Point (time permitting).
 - Arrange bilateral meetings directly with Party delegates.
- Where can I find daily schedules and updates?
 - Check the Daily Programme each morning and follow CCTV screens for live updates on meetings, side events, and townhalls. Further information can be found [here](#).
- Can I attend coordination meetings of other constituencies?
 - Generally no, but some may allow guests; ask the relevant Focal Point.
- Are observers allowed in informal consultations (ICs)?
 - Often, but access depends on the Chair and Parties. Check the Daily Programme, and note ICs can close without notice.
- Can I distribute flyers or materials at the venue?
 - Only in designated areas like side events or during authorized advocacy actions, in line with venue rules and the Code of Conduct.
- Can I join a side event as a participant if I am not an organizer?
 - Yes, most side events are open to all accredited participants unless otherwise specified.





We wish you a productive conference!

For more information please visit the [Non-Party
Stakeholder web pages](#) or contact us at
cool@unfccc.int



UN Climate Change website

[Our official website](#). You can find documents, calendar of events, news and resources here.



X (previously Twitter)

[@UNFCCC](#)
[@simonstiell](#)



Instagram

[@unclimatechange](#)



LinkedIn

[UN Climate Change
Simon Stiell](#)



Tiktok

[UN Climate Change](#)



UN Climate Change App

This app will give you quick access to information about the UN Climate Change process and associated events.



Apple phones



Android phones