

REFERENCE: DESA-24/01189

The Secretariat of the United Nations presents its compliments to the Permanent Missions of Member States to the United Nations and the Permanent Observers of Non-Member States to the United Nations and to the Liaison Offices of the Specialized Agencies and related organizations and has the honour to provide them with general information about the First Session of the Preparatory Committee for the fourth International Conference on Financing for Development, which will take place in Addis Ababa, Ethiopia, from 22 to 26 July 2024, pursuant to General Assembly resolutions 78/231¹ and 78/271².

The Meeting

1. The Meeting will be held from 22 to 26 July 2024 at the [Ethiopian Skylight Hotel](#), Addis Ababa, Ethiopia. The address of the Meeting venue is Airport Road, Addis Ababa 1755, Ethiopia.
2. The proposed organization of work of the Meeting can be found on the United Nations official Meeting website at <https://financing.desa.un.org/ffd4>.

Registration for Governments, International Organizations, and UN system

3. Please note that registration to the First Session of the Preparatory Committee for the fourth International Conference on Financing for Development will **not** be carried out by the Protocol and Liaison Service. Registration will be handled by DESA via the **INDICO registration system**.
4. Registration of the official delegations of participating States and of the European Union, intergovernmental organizations and entities that have observer status with the General Assembly, associate members of the regional commissions, intergovernmental organizations, as well as relevant organizations and bodies of the United Nations system, is handled through the **INDICO registration system**.
5. The registration period for the Meeting will be open through 9 July 2024.

¹ See A/RES/78/231

² See A/RES/78/271

6. Official delegations must go through the “**designated eRegistration focal points**” of their respective missions or liaison offices in New York, who have access to the online eRegistration system (e-deleGATE), to request registration.

7. Please note that designated eRegistration focal points will be conducting on-behalf registrations of Meeting participants of their delegation. Designated eRegistration focal points are only able to submit bulk registrations once this functionality has been individually granted by DESA. It is strongly encouraged for designated eRegistration focal points to NOT commence registration of Meeting participants until they have received an email from desa-ffd4.delegate@un.org, confirming their “on-behalf” registration status . Failure to do so could result in the rejection of the initial application request. DESA may request resubmission of the participant applications once the designated eRegistration focal point has been granted focal point rights on the INDICO registration platform.

8. Intergovernmental organizations and international bodies **without an office in New York or not enrolled in the eRegistration system** that wish to participate in the First Session of the PrepCom for FfD4 should submit a request via email to desa-ffd4.delegate@un.org.

9. Representatives of non-governmental organizations and participants attending side events in the margins of the Meeting should not be included in the letter of nomination/credentials or delegation lists. Registrations for CSOs as well as other accredited stakeholders can be accessed on the official Meeting Website, <https://financing.desa.un.org/ffd4/participate>.

10. Interested parties such as Member States, Intergovernmental Organizations (IGOs), United Nations entities and all other accredited stakeholders, are invited to submit their proposal by completing this form [<https://forms.office.com/e/3NqhkeqvAz>] by **27 June 2024** at the latest. Approval of side events will be communicated to organizers in due course. Once your side event has been confirmed, organizers have the responsibility to liaise directly with Ethiopian Skylight Hotel to book their event and room. Please note that access to a side event **does not** guarantee access to the Blue Zone where the formal meetings of the Preparatory Committee will take place. Any costs associated with services for side events will be the responsibility of the organizers.

Registration Procedure

11. The designated eRegistration focal points are asked to follow the below procedure to prepare the registration of respective delegations attending the First Session of the PrepCom for FfD4:

1. Designated eRegistration focal points are asked to log onto <https://indico.un.org/login/> to create an account with INDICO. Designated eRegistration focal points **must use the eRegistration log-in credentials (the same email used for login on to the eRegistration system)**. Please refer to the [user guide](#) on creating an INDICO account.

- a. Please note that if designated eRegistration focal points are already registered in INDICO (with the same eRegistration log-in email), please proceed to (2).
 - b. Please note that if designated eRegistration focal points are already registered in INDICO but with a different log-in email, please change the email to the eRegistration log-in email and proceed to (2).
2. Once an account has been created by designated eRegistration focal points with INDICO, please send an email to desa-ffd4.delegate@un.org to inform DESA about the registration/account on INDICO using the eRegistration log-in credentials. Please indicate in the subject line: **[Your country/organization] – FFD4 First PrepCom – INDICO account created.**

Please be reminded that designated eRegistration focal points must complete both steps (1) and (2) – for verification purposes. Delegations are advised to do so as early as possible to ensure timely registration.

12. DESA will acknowledge receipt of email sent by designated eRegistration focal points informing of the INDICO account creation. Once the email account has been verified, the designated eRegistration focal point will receive an email response from desa-ffd4.delegate@un.org advising that they now have focal point rights on the INDICO platform and may proceed with the registrations of participants of their delegation. Kindly note, creating an account on INDICO does not guarantee focal point status. An email from desa-ffd4.delegate@un.org will confirm once designated eRegistration focal points have been granted registration rights on the INDICO platform.

13. Missions/offices are kindly reminded that, as part of the registration process, copies of delegation lists must be uploaded onto the registration form at the time of online registration. Also note that 45 millimetres (mm) high by 35mm wide, colour photographs (with neutral background) are mandatory requirements and must be uploaded in the registration form for each member of the delegation. The attached **INDICO Picture Standards** (see Annex) provide further information.

14. The review and verification process of the online registrations may take up to 3-4 working days.

15. Resources for INDICO users can be access via the user guide link here: <https://indicohelp.unog.ch/guides/participants/>

Special attention

15. Registration does not guarantee participation. Meeting participants will receive an approval letter from the Secretariat confirming in-person participation if the registration is approved. **Please do not initiate travel** until you have received an approval letter from the Secretariat confirming in-person participation.

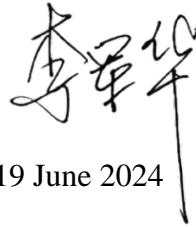
16. Communications regarding the registration of Governments, International Organizations, and UN system to the First Session of the PrepCom for Ffd4 should be emailed to desa-ffd4.delegate@un.org by the designated eRegistration focal points.

17. For any changes to the original delegation lists already uploaded to the INDICO registration form, **a separate official letter with the changes only**, e.g., name of additional delegate or name of delegate no longer attending the Meeting, should be sent by the designated eRegistration focal points to desa-ffd4.delegate@un.org. Please note that there is no need to resend the entire delegation list every time a change is made to the delegation.

Information on the Meeting

18. Detailed information on the First Session of the Preparatory Committee for the fourth International Conference on Financing for Development is available on the United Nations official Meeting website at <https://financing.desa.un.org/ffd4>.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations and the Permanent Observers of Non-Member States to the United Nations and to the Liaison Offices of the Specialized Agencies and related organizations the assurances of its highest consideration.



19 June 2024

Annex

INDICO Picture Standards

You need to upload one (1) photos, **in color**, for the badge request.

1. The size of your photos

Your photos must:

- measure 45 millimetres (mm) high by 35mm wide
- not be a cut down version of a larger picture

2. The quality of your photos

Your photos must be:

- taken against a plain background (White, Grey or neutral colour)
- clear and in focus
- unaltered by computer software
- **in color**

3. What your photos must show

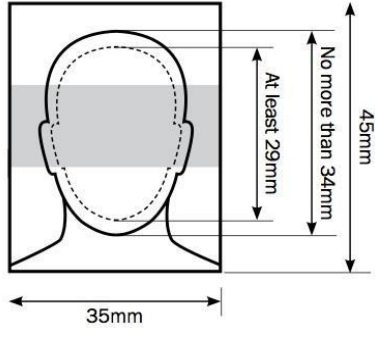
Your photos must:

- be a close-up of your full head and upper shoulders (see below)
- contain no other objects or people
- be in clear contrast to the background In your photo, you must:
- be facing forward and looking straight at the camera
- have a neutral expression
- have your eyes open, visible and free from reflection or glare from glasses not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any 'red eye'
- not have any shadows on your face or behind you

You can wear reading glasses but your eyes must show fully through clear lenses without glare or reflections.

4. The size of your image

The image of you - from the crown of your head to your chin - must be between 29mm and 34mm high.



[Date]

