



# General Assembly

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## Fourth International Conference on Financing for Development

Sevilla, 30 June – 3 July 2025

Item 6 of the provisional agenda\*

Organization of work and other organizational matters

### Information for participants

#### Note by the Secretariat

## I. Background

1. By its resolution [78/231](#) of 22 December 2023, the General Assembly decided to convene in 2025, a fourth international conference on financing for development to, inter alia, assess the progress made in the implementation of the Monterrey Consensus, the Doha Declaration and the Addis Ababa Action Agenda, identifying obstacles and constraints encountered in the achievement of the goals and objectives agreed therein, as well as actions and initiatives to overcome these constraints, and to address new and emerging issues, including in the context of the urgent need to accelerate the implementation of the 2030 Agenda and the achievement of the Sustainable Development Goals and to support reform of the international financial architecture. By its resolution [78/271](#) of 11 April 2024, the Assembly decided that the Conference should be held in Spain from 30 June to 3 July 2025 and should be held at the highest possible political level, including Heads of State or Government, relevant ministers, including ministers for finance, foreign affairs and development cooperation and special representatives and other representatives, as appropriate. Further modalities are set out in resolution [78/271](#), as well as decisions adopted by the Preparatory Committee on 22 July 2024 and 6 December 2024 (see [A/CONF.227/2024/PC/CRP.4/Rev.1](#), [A/CONF.227/2024/PC/CRP.5/Rev.1](#) and [A/CONF.227/2024/PC/CRP.6](#)).

## II. Date and venue of the Conference

2. In accordance with General Assembly resolution [78/271](#), the Conference will be held from 30 June to 3 July 2025 in Sevilla, Spain.
3. The Conference will be held at the [FIBES](#) Exhibition and Conference Centre in Sevilla.

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\* To be issued as [A/CONF.227/2025/1](#).

4. A number of side and special events will be held during the Conference. For further information see section XVI below.

### **III. Secretariat of the Conference**

5. The Secretary-General of the Conference is the United Nations Under-Secretary-General for Economic and Social Affairs, Li Junhua. The Conference secretariat can be contacted at [ffd4@un.org](mailto:ffd4@un.org). Additional information is also available on the Conference website: [4th International Conference on Financing for Development](#).

6. The Assistant Secretary-General for General Assembly and Conference Management, Cherith Norman Chalet, will serve as the Secretary of the Conference.

### **IV. Participation in the Conference**

#### **States and the European Union**

7. The Conference will be open to all States Members of the United Nations or States members of the specialized agencies and observers in the General Assembly, in accordance with arrangements utilized for previous international conferences on financing for development.

#### **Intergovernmental organizations, entities and bodies**

8. Representatives of the following may participate as observers in the Conference:

(a) Intergovernmental organizations and other entities having received a standing invitation from the General Assembly to participate as observers in the sessions and the work of the Assembly in accordance with the provisional rules of procedure of the Conference;

(b) Other relevant intergovernmental organizations, international financial institutions and international bodies that were accredited to the previous international conferences on financing for development held in Monterrey, Mexico, in Doha and in Addis Ababa or to their follow-up processes;

(c) Relevant intergovernmental organizations and international bodies that are accredited to the Conference upon approval by the General Assembly.

#### **Associate members of regional commissions**

9. Representatives of the associate members of regional commissions<sup>1</sup> may participate as observers in the Conference.

#### **Specialized agencies and related organizations**

10. Representatives of the specialized agencies of the United Nations system and related organizations may participate as observers in the Conference.

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<sup>1</sup> American Samoa, Anguilla, Aruba, Bermuda, British Virgin Islands, Cayman Islands, Commonwealth of the Northern Mariana Islands, Curaçao, French Polynesia, Guadeloupe, Guam, Martinique, Montserrat, New Caledonia, Puerto Rico, Sint Maarten, Turks and Caicos Islands and United States Virgin Islands.

**Interested United Nations organs**

11. Representatives designated by interested organs of the United Nations may participate as observers in the Conference.

**Non-governmental organizations, major groups and other relevant stakeholders**

12. Non-governmental organizations (NGOs) and other relevant stakeholders approved to participate in the Conference may designate representatives to attend public meetings of the Conference as observers.

13. The following stakeholders may register in order to participate as observers (see sect. X below):

(a) Non-governmental organizations in consultative status with the Economic and Social Council (Special, General, or Roster status), as well as those that were accredited to previous international conferences on financing for development held in Monterrey, Mexico, in Doha and in Addis Ababa or to their follow-up processes. Organizations may check whether the organization has consultative status [here](#)

(b) Other relevant non-governmental organizations, civil society organizations, academic institutions and the private sector that have received special accreditation to attend the Conference (see General Assembly decision 79/548). The list of organizations that have received special accreditation by the United Nations General Assembly for the Conference or have been accredited to the previous international conferences on financing for development held in Monterrey, Doha, and Addis Ababa or to their follow-up processes can be viewed [here](#).

## **V. Organization of work, opening of the Conference and seating arrangements in the Plenary Room and the Multi-stakeholder Round Table Room**

14. The proposed organization of work of the Conference, as approved by the Preparatory Committee, will be available in document [A/CONF.227/2025/3](#)<sup>2</sup>.

15. The Conference will consist of eight plenary meetings in the Plenary Hall and six Multi-stakeholder Round Tables to be held in parallel to the plenary meetings in the Multi-stakeholder Round Table room.

**Plenary meetings**

16. The first plenary meeting will commence at 10 a.m. on Monday, 30 June, in the Plenary Hall, located in Pavilion 1 of the Conference venue.

17. At the opening of the Conference and at subsequent plenary meetings, all States and the European Union will be assigned four seats: two seats at the table with nameplate and two adviser seats behind. State delegations will be seated in English alphabetical order. In accordance with the practice of previous international conferences on financing for development, the European Union will be seated alphabetically among participating States.

<sup>2</sup> Based on A/CONF.227/2024/PC/CRP.4/Rev.1.

18. Further information on secondary access cards, in addition to the conference badge issued by the United Nations, will be addressed in an update to the present note.

19. At the plenary meetings, a number of places, each consisting of a seat at a table and an adviser seat behind, will be assigned to accredited intergovernmental organizations, entities and bodies, associate members of regional commissions and United Nations system entities, including specialized agencies and related organizations and United Nations organs.

20. A limited number of single seats will be assigned to accredited NGOs and other stakeholders registered for the Conference. Further information about distribution of secondary access cards (Plenary) to representatives of NGOs and other stakeholders will be addressed in an update to the present note.

#### **Multi-stakeholder Round Tables**

21. The six Multi-stakeholder Round Tables, each to be chaired by two Co-Chairs, will be organized in accordance with the programme of work of the Conference and the [modalities](#) approved by the Preparatory Committee at its second session ([A/CONF.227/2024/PC/CRP.6](#)). They will be held in the Multi-stakeholder Round Table Room, in Pavilion 2 of the Conference venue.

## **VI. Agenda, programme of work and list of speakers**

22. The provisional agenda, the provisional rules of procedure and the proposed organization of work of the Conference will be issued in documents [A/CONF.227/2025/1](#), [A/CONF.227/2025/2](#) and [A/CONF.227/2025/3](#), respectively<sup>3</sup>.

23. The programme of meetings, including the live list of speakers for the general debate and the indicative list of speakers for the multi-stakeholder round tables, will be made available daily in the *Journal of the United Nations* under “Conferences and Summits”.

#### **General debate**

24. The list of speakers for the general debate will be established on a first-come, first-served basis, in accordance with the customary protocol, whereby among speakers of States and the European Union, Heads of State, Vice-Presidents and Crown Princes or Princesses, heads of Government, deputy prime ministers, ministers and vice-ministers (or their equivalents in the case of the European Union) are given priority (regardless of areas of responsibilities of the ministers and vice-ministers), in that order. Each delegation is to make no more than one statement in the general debate, delivered by no more than one accredited representative physically present in the Plenary Room. The pre-established list of speakers will be announced in the *Journal of the United Nations* under “Conferences and Summits”.

25. Requests from States and the European Union for inscription on the list of speakers should be sent through the eSpeakers module, accessible through the e-deleGATE portal between 10 a.m. on Monday, 5 May and 5 p.m. on 16 June 2025 (New York time).

26. Details of how other categories of participants may inscribe in the list of speakers for the general debate will be included in an update to the present note.

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<sup>3</sup> Based on [A/CONF.227/2024/PC/L.2](#), [A/CONF.227/2024/PC/CRP.5/Rev.1](#) and [A/CONF.227/2024/PC/CRP.4/Rev.1](#), respectively.

### Multi-stakeholder Round Tables

27. The six multi-stakeholder round tables will be organized in accordance with the programme of work of the Conference and the [modalities](#) approved by the Preparatory Committee at its second session ([A/CONF.227/2024/PC/CRP.6](#)). The themes of the Multi-stakeholder Round Tables will be announced in an updated note, once finalized by the Bureau of the Preparatory Committee.
28. It is expected that expressions of interest to intervene in one of the Round Tables will be opened on the eSpeakers module, accessible through the e-deleGATE portal from 10 a.m. on Monday, 5 May 2025 (New York time). Further information will be provided in an update to the present note.
29. The provisional lists of speakers for the six Multi-stakeholder Round Tables will be circulated in advance by the secretariat of the Conference and announced in the *Journal of the United Nations* under “Conferences and Summits”.
30. In accordance with the agreed modalities, a time limit of three (3) minutes will be strictly implemented for all statements.

## VII. Bilateral meetings

31. For bilateral meetings among States at the Head of State or Government or ministerial level, 10 (ten) small rooms, each with the capacity to hold a maximum of 10 participants, will be available from 30 June to 3 July 2025 in Pavilion 2, FIBES 1, at the Conference venue. Bilateral meeting rooms may only be requested for bilateral meetings, and modifications to the furniture setup cannot be accommodated.
32. An electronic reservation system for the reservation of bilateral meetings will be activated through gMeets (<https://conferences.unite.un.org/gMeets>) on 16 June 2025 in order to provide for the equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through gMeets by accessing <https://conferences.unite.un.org/gMeets>, logging in with their username and password and clicking on the “Bilateral” tab. If an account is required, please contact [gmeets-helpdesk@un.org](mailto:gmeets-helpdesk@un.org), with copy to [gmeets@un.org](mailto:gmeets@un.org), [surm@un.org](mailto:surm@un.org) and [dienes@un.org](mailto:dienes@un.org). To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute durations starting on the hour and half hour. The date and time of the bilateral meeting and the name of the other delegation participating in the meeting should be specified in the request.
33. Information about room assignments will be provided one day prior to the meeting. Delegates are encouraged to submit their requests as early as possible. Late requests will be accommodated subject to availability of space. Delegations requiring further information should send their questions or inquiries to [gmeets@un.org](mailto:gmeets@un.org), with copy to [surm@un.org](mailto:surm@un.org) and [dienes@un.org](mailto:dienes@un.org). When sending an email, the wording “FFD4-bilats” must be included in the subject line. When on site, delegations can also contact the meeting management staff located in front of the bilateral meeting rooms. If a submitted request is no longer needed, delegations are kindly asked to cancel it at their earliest convenience, which will facilitate the accommodation of other requests in a timely manner. Cancellations can be submitted through the same reservation system in gMeets.

## VIII. Interpretation

34. The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made at the plenary meetings and in the multi-stakeholder round tables will be interpreted in the official languages.

35. Statements made in any of the six official languages of the Conference will be interpreted into the other official languages. Speakers are requested to deliver their statements at a speed that is interpretable. While delegations are given a time limit within which to deliver their statements, they are kindly requested to do so at a normal speed, to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English) to ensure that the statement is delivered at a normal pace.

36. Any speaker may make a statement in a language other than one of the official languages of the Conference. In such cases, the delegation in question must provide an interpreter from the non-official language into an official language. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the meetings management staff and the Chief Interpreter well in advance by email at [gmeets@un.org](mailto:gmeets@un.org), with copy to [is-unhq@un.org](mailto:is-unhq@un.org), [surm@un.org](mailto:surm@un.org), [dienes@un.org](mailto:dienes@un.org) and [kochetkov@un.org](mailto:kochetkov@un.org).

37. In order to facilitate the provision of interpretation and other services, delegations are requested to submit their statements (in PDF format) by email to [estatements-FFD4@un.org](mailto:estatements-FFD4@un.org). The name of the meeting and of the speaker, as well as the agenda item, should be indicated in the subject line of the email and in the heading of the statement. The statement should be submitted well in advance of the meeting, but no later than two hours before delivery, and not in hard copy. The statements will remain embargoed until their delivery.

38. The e-statements, once delivered will be made available for the corresponding meeting in the dedicated section of the *Journal of the United Nations*

## IX. Documentation

39. The official documentation of the Conference will be issued in Arabic, Chinese, English, French, Russian and Spanish.

### **Distribution of official documents**

40. All meeting documents will be available on the Conference website ([Documentation | FFD4](#)). The official documents, which will be produced in all six official languages, will also be available in the *Journal of the United Nations*, under Conferences and Summits.

## **X. Access, registration of participants and distribution of Conference badges and secondary access cards**

### **Access**

41. Access to the Conference site will require presentation of a valid Conference or VVIP/VIP badge issued by the United Nations.
42. All delegates are subject to screening at the main entrance of the Conference venue. VVIP/VIP groups, including Heads of State or Government, Vice-Presidents, Crown Princes or Princesses, Deputy Prime Ministers, Speakers of Parliament and Cabinet ministers, as well as their spouses, will be exempt from screening.
43. Access to the Plenary Hall for the opening meeting of the Conference will require a secondary access card. Further information will be provided in an update to the present note.

### **Registration of participants from participating States and institutional stakeholders**

44. 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 of specialized agencies and related organizations (see sect. IV, paras. 8–11, above), is handled by the Protocol and Liaison Service through the **eRegistration system**, which is available through the e-deleGATE portal (<https://edelegate.un.int>). A note verbale highlighting the registration procedure will be sent by the Protocol and Liaison Service to all permanent and observer missions and offices in New York and will be made available on the Protocol and Liaison Service website ([www.un.org/dgacm/en/content/protocol](http://www.un.org/dgacm/en/content/protocol)).
45. Delegations are kindly reminded that the Protocol and Liaison Service will not register representatives of NGOs who do not form part of the official delegations of participating States, accredited intergovernmental organizations, associate members of the regional commissions or specialized agencies and related organizations. Participants attending side events on the margins of the Conference should not be included in the official credentials or official delegation lists.

### **Pre-registration in New York (24 April to 12 June 2025)**

46. To register for the Conference, official delegations must request registration through the designated eRegistration focal points for their respective missions or liaison offices in New York, who have access to the eRegistration system. Delegations are advised to do so as early as possible to ensure timely registration.
47. Representatives of accredited intergovernmental organizations, the associate members of the regional commissions, and specialized agencies and related organizations without an office in New York or not enrolled in the eRegistration system that wish to participate in the Conference must enrol in the online eRegistration system in advance to receive temporary access to the system for registration to the Conference. To request temporary access to the eRegistration system, the instructions contained in the guidelines to apply for eRegistration temporary access ([https://www.un.org/dgacm/sites/www.un.org.dgacm/files/Documents\\_Protocol/guidelines\\_to\\_apply\\_for\\_eregistration\\_temporary\\_access\\_english\\_16feb2024.pdf](https://www.un.org/dgacm/sites/www.un.org.dgacm/files/Documents_Protocol/guidelines_to_apply_for_eregistration_temporary_access_english_16feb2024.pdf)), posted on the website of the Protocol and Liaison Service, must be followed. Requests for temporary access to the eRegistration system must be



received by the Protocol and Liaison Service no later than 23 May 2025. The review and processing of these requests may take up to four to five working days.

48. Following past practice, Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses will be provided with a VVIP pass without a photograph. Delegates at the level of Deputy Prime Minister, Speaker of the Parliament and Cabinet Minister, as well as their spouses will be issued a VIP pass with a photograph.

49. Missions and offices are kindly reminded that, as part of the registration process, copies of credentials and delegation lists must be uploaded to the registration form at the time of online registration. Also note that passport-size colour photographs (with a white background) of all listed members of delegations, including the VIPs specified in paragraph 68 above (except Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses), are a mandatory requirement and must be uploaded to the registration form for each member of the delegation. All photographs must be taken no more than six months prior to registration. Please note that the review and verification process for online registrations may take up to four to five working days.

50. New focal points and delegations wishing to obtain information on the eRegistration system may refer to the updated guidelines on eRegistration and the Frequently Asked Questions available on the Protocol and Liaison Service website ([www.un.org/dgacm/en/content/protocol/meetings](http://www.un.org/dgacm/en/content/protocol/meetings)).

51. Permanent or observer missions are kindly reminded that they are responsible for registering (through pre-registration or on-site registration) all members of their delegations attending the Conference and are strongly advised to coordinate as early as possible with their Governments and embassies or consulates general in Spain or in the region on the proper registration procedure. They are also strongly advised to make use of the pre-registration option in New York to avoid long queues at the registration centre in Sevilla.

52. Members of national security accompanying the VVIP/VIP groups participating in the Conference will need to be registered and have appropriate Conference badges issued by the Department of Safety and Security. For additional information/questions, please email [nauf@un.org](mailto:nauf@un.org), with a copy to [monroy2@un.org](mailto:monroy2@un.org). Additional information can be found in section XVII below.

53. From 26 June 2025, all official communications for the Protocol and Liaison Service, including credentials, lists of delegations and Conference-related materials, should be sent to the protocol registration office at the registration centre located at the Conference venue by email to [protocolconference@un.org](mailto:protocolconference@un.org).

#### **Online on-site registration in Sevilla, Spain (26 June to 2 July 2025)**

54. On-site registration in Sevilla will begin on Thursday, 26 June 2025 at 9:30 a.m. and continue until Wednesday, 2 July 2025 at 12:00 pm local time at the United Nations registration centre in Sevilla (located at the Conference venue – FIBES 2).

55. Delegations are kindly reminded that all on-site registrations presented to the protocol registration office in Sevilla must be submitted by the eRegistration focal points of the permanent missions, offices or organizations in New York, or by the temporary eRegistration focal points for organizations without an office in New York, and processed through the online eRegistration system. Review and processing of on-site registration will require at least two days upon receipt in the system.



56. Delegates planning to seek on-site registration in Sevilla must coordinate with their respective permanent missions, offices or organizations well in advance by providing the designated eRegistration focal points with their passport details, colour photos in JPEG format and letters of credentials to complete the online registration form. Walk-in delegates who are not already registered in the system but who wish to register for the Conference on site will be directed to contact their respective missions, offices or organizations in New York or their headquarters for proper online registration. On-site registrations for walk-in delegates cannot be processed until the online registration requests have been completed by their permanent mission, offices or organizations and received by the protocol registration office through the eRegistration system.

### **Distribution of conference badges and secondary access cards**

57. Conference badges for participants and secondary access cards will be issued and distributed from 26 June to 3 July 2025 till 1:00 pm local time at the United Nations registration centre, located at FIBES 2 of the Conference venue (for the opening hours of the United Nations registration centre, see para. 81 below).

58. Each delegation should send a representative to collect all conference badges for their delegation. The representative must be a member (approved participant) within its delegation and is required to present his/her passport at the registration centre in order to collect the conference badges and secondary access cards. Only participants approved by the United Nations will be issued a Conference badge for access to the Conference venue.

59. Alternatively, for state participants, conference badges for approved participants may also be collected by representatives of the embassies/consulates-general of the delegations in Spain or in the region. For this purpose, in addition to copies of the registration approval emails and passport copies of the delegation, an authorization letter (with proper letterhead, stamped and signed by the Permanent Representative or Ambassador) from the Permanent Mission of the delegation to the United Nations in New York or the embassy/consulate-general in Spain or in the region, indicating the name (in English) and contact mobile number of the representative authorized to collect the conference badges and secondary access cards for the delegation, must be presented at the registration centre along with a passport or a government/embassy-issued photo identification of the representative to collect the conference badges and secondary access cards.

60. Delegates and representatives collecting the conference badges and secondary access cards must be mindful that it is their responsibility to ensure the safe delivery of the badges and access cards to the members of their delegations. The registration centre will not reissue duplicate passes or secondary access cards.

### **Office hours of the registration centre in Sevilla**

61. The office hours of the United Nations registration centre at the Conference venue are as follows (subject to change):

26-27 June 2025	9:30 a.m. - 6:00 p.m.
28-29 June 2025	9:00 a.m. - 6:00 p.m.
<b>30 June 2025<sup>4</sup></b>	8:00 a.m. - 6:00 p.m.
1-2 July 2025	8:30 a.m. - 4:00 p.m.

<sup>4</sup> On 30 June, the UN Security badging office will start at 7 a.m. All other offices (Protocol, Media & NGOs) will open at 8 a.m.

3 July 2025

8:30 a.m. - 12:00 p.m.

### **Registration of participants from other United Nations organs**

62. Registration for the staff of United Nations organs other than Specialized Agencies and related organizations may register through the Indico platform from 21 April to 26 May 2025 through the following link ([indico.un.org/e/ffd4/register/un](https://indico.un.org/e/ffd4/register/un)). Please note that the platform only supports one registration per email account. If the entity is designating a focal point to register the delegation in its entirety, special rights to the platform must be requested by messaging [desa-ffd4.delegate@un.org](mailto:desa-ffd4.delegate@un.org) with the subject line “Indico focal point rights - Entity”. Please be advised that registration will require a Note Verbale signed by the Head of Entity indicating the composition of the delegation. Staff in country offices are kindly asked to coordinate their participation with their headquarters.

### **Registration of non-governmental organizations and other relevant stakeholders**

63. Non-governmental organizations in consultative status with the Economic and Social Council are invited to register here by 16 May 2025.

64. Organizations that have been specially accredited or that have been accredited to previous International Conferences on Financing for Development must register by 16 May 2025.

65. For details and information about the registration civil society organizations, private sector, academia and other stakeholders, please check the Conference website (<https://financing.desa.un.org/ffd4/participate/civilsociety>)

66. No late application or on-site application will be accepted. All representatives who intend to attend the Conference must be registered before the deadline.

67. Each approved representative will receive a confirmation letter by email, which serves as an official invitation to the Conference. Each registered will receive one individual non-transferable Conference badge. Entry to the venue or a particular meeting room may need to be restricted due to capacity constraints. If a representative of an accredited organization is unable to attend the Conference, he or she may not be replaced by another representative of the same organization.

68. Conference badges for representatives of civil society organizations, private sector, academia and other stakeholders whose registrations have been approved will be issued and distributed at the United Nations registration centre, located at the FIBES building of the Conference venue during opening hours. Detailed information, including required documentation and procedures for the collection of badges, will be provided to registered participants at a later date.

69. If a stakeholder organization did not apply for accreditation, an [online form](#) is available to gather expressions of interest from organizations that wish to participate in side events and the International Business Forum. This alternative would not give access to the formal proceedings of the Conference.

## **XI. Credentials**

70. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of the European Union, by the President of the European Commission. The credentials of representatives and the names of alternate representatives and advisers should be addressed to the Secretary-General of the United Nations.

71. The original hard copy of the credentials should be delivered to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building, by 23 June 2025. A scanned copy of the credentials, as well as other communications containing the names of representatives to the Conference (such as letters and notes verbales from the permanent missions), should be submitted through the online platform, “e-Credentials”, under the tab entitled “FFD4 Conference”, which can be accessed through the e-deleGATE portal (<https://edelegate.un.int/>). In addition, during the Conference, the credentials may be submitted to a representative of the Office of Legal Affairs on-site at the conference venue. Email submissions of scanned copies of the credentials will not be accepted. For enquiries, please email [ecredentials@un.org](mailto:ecredentials@un.org).

## **XII. List of participants**

72. To facilitate the compilation of the list of participants, it is requested that delegations of States, the European Union, intergovernmental organizations and specialized agencies and related organizations submit a comprehensive list of the members of their respective delegations to the United Nations Secretariat, indicating the functional titles and designations of the delegates, using the e-List of participants module on the e-deleGATE portal that will be activated before June 2025.

## **XIII. Funding for the participation of States and stakeholders**

73. The funding for government delegates will cover the round-trip air ticket for up to three representatives from each developing country (whom can originate from capital or the Permanent Mission in New York) to Sevilla, daily subsistence allowance and terminal expenses in accordance with United Nations regulations and rules, with priority given to representatives of LDCs, LLDCs and SIDS requiring travel support to attend the 4th International Conference on Financing for Development in Sevilla, Spain.

74. Nominations should be made through the indico portal. The deadline for submissions has been extended to 18 April 2025.

## **XIV. Media arrangements and services**

### **Media accreditation**

75. The accreditation of media representatives, including journalists and official photographers and videographers of delegations, is handled by the Media Accreditation and Liaison Unit (MALU).

76. Delegations must register accompanying media through the designated e-Registration users in their respective permanent or observer mission or liaison office in New York. Please refer to the instructions at [https://www.un.org/en/media/accreditation/pdf/eRegistration\\_guide\\_media\\_passees.pdf](https://www.un.org/en/media/accreditation/pdf/eRegistration_guide_media_passees.pdf).

77. Media representatives applying independently are required to submit an application by completing the form at <https://indico.un.org/UNHQ/#media>. Media accreditation is not issued to information outlets or advocacy publications of non-governmental organizations.

78. The deadline for early accreditation is 12 June 2025.

79. The collection of Conference badges for pre-registered media and on-site registration for Delegation media only will begin on 26 June 2025 at the registration centre in Spain. Delegation media personnel seeking on-site registration will be instructed to submit the request through their respective permanent/observer mission or liaison office in New York via the online e-Registration system.

80. For questions regarding media accreditation, please contact MALU at [malu@un.org](mailto:malu@un.org).

81. Successful accreditation to the Conference does not guarantee travel entry to Spain. For further information on entry requirements, please refer to an embassy or consulate of Spain to determine if a visa is required and to obtain details on the application procedure. Due to high demand, the host country cannot guarantee visa issuance if documents are submitted less than five weeks before the event.

#### **Press briefings**

82. Daily press briefings by the spokesperson for the Conference will be held in the press briefing room at times to be announced. The room will also be available for press briefings organized by delegations and United Nations organizations. Requests for press briefings should be sent by email to [samaanm@un.org](mailto:samaanm@un.org) and [alexandra.delcastello@un.org](mailto:alexandra.delcastello@un.org), with the subject line “FFD4 Press Briefings”. Requests must be made in writing by a senior official of the delegation wishing to hold the press briefing and should include the names of the speakers, their titles, the subjects to be discussed and any relevant time preferences or constraints.

83. Press briefings may run no longer than 30 minutes. Attendance will be limited to accredited journalists. Exceptions will be made only for the press attaché and a limited number of other officials of the same delegation directly concerned with the press briefing, as well as United Nations officials covering the press briefing.

84. A daily schedule of press briefings will be posted in the media centre and in the *Journal of the United Nations* under Conferences and Summits. A schedule will also be available at the media desk at the Conference venue and will be sent to registered media organizations by email.

#### **Media facilities**

85. A media centre for use by all journalists accredited to cover the Conference will be available at the venue. The plenary meetings and other activities will be broadcast live at the media centre, and audiovisual feeds will be provided to broadcasters live upon request. Journalists are advised to bring their own laptops and headphones.

86. A press kit containing background information relevant to the Conference will be made available at the media centre and posted on the Conference website. The spokesperson for the Conference will be available in Sevilla to provide information to journalists on background and on the record.

87. For questions regarding media arrangements, please check with staff of the Media Accreditation and Liaison Unit at the media centre.

## Access to the media by Governments and non-governmental organizations

88. To facilitate media contact, delegations are invited to provide the spokesperson with the name and telephone number in Sevilla of the person in the delegation whom journalists may contact to request interviews or other information. That information may be sent by email to the public information officers in the Conference secretariat at [malu@un.org](mailto:malu@un.org), [samaanm@un.org](mailto:samaanm@un.org) and [alexandra.delcastello@un.org](mailto:alexandra.delcastello@un.org).

## Live webcast coverage

89. The Department of Global Communications will provide live-streaming coverage of the Conference through the United Nations Web TV website at <http://webtv.un.org>. Press releases, official documents, statements and other information materials will be made available on the Conference website. The Conference will also be covered on social media using the hashtags #FFD4, #FinancingOurFuture and #OurCommonFuture. Participants are encouraged to share content on their own social media platforms using these hashtags.

## XV. Other events and activities

90. Side events sponsored by Governments, NGOs, private sector, academia, other stakeholders, United Nations system entities, and other intergovernmental organizations will be held from 30 June to 3 July 2025 at the Conference venue, outside the Conference venue and virtually. The on-site side events will be coordinated by the Conference secretariat.

91. The call for Side Events is now open. The deadline for submission for an on-site Side Event is 30 April 2025. The deadline for submission for an off-site/virtual Side Event to be listed in the official program is 15 May 2025. Guidelines for the applications can be viewed at <https://financing.desa.un.org/ffd4/programme/sideevents>

92. Building on the Sevilla outcome document, the Sevilla Platform for Action will mobilize alliances to implement specific actions of the document to address shared challenges towards the achievement of sustainable development. Coalitions of countries and other stakeholders are invited to launch voluntary initiatives to deliver measurable progress to boost a renewed financing framework put in place by the Sevilla outcome document with a highly ambitious package of concrete actions. The window for submission of initiatives will open on 1 May and close on 6 June 2025. Applications can be made via <https://financing.desa.un.org/ffd4/sevilla-platform-action>

93. The Civil Society Forum and International Business Forum will be held alongside the official programme. Information on both forums can be found via the conference website at, <https://financing.desa.un.org/ffd4/programme>.

## XVI. Security

### Security arrangements

94. From 30 June 2025, access to the Conference venue will be limited strictly to persons properly accredited to the Conference by the United Nations and wearing a Conference badge. In view of the need for heightened security measures, the wearing

of Conference badges will be strictly enforced, and access will be denied to anyone not wearing a valid badge.

95. Access to the Conference venue will be limited outside Conference meeting hours as set out in section VI above. In the interest of the security and safety of all participants, the Conference secretariat and the Department of Safety and Security reserve the right to deny or restrict access to the Conference venue generally or partly or to request that registered participants leave the premises.

96. All delegates and their bags will be subject to screening at the main entrance or other access points of the Conference venue. Holders of VVIP and VIP passes, including Heads of State or Government, Vice Presidents, Crown Princes or Princesses, Deputy Prime Ministers and Cabinet ministers, Speakers of Parliament, as well as their spouses, will be exempt from screening upon presentation of their VVIP or VIP passes.

97. During the period of the Conference, the Department of Safety and Security, in close cooperation with host country law enforcement agencies, is responsible for providing security and safety services within the Conference venue. The host country authorities are responsible for security outside the venue.

98. For any emergencies within the Conference venue, and in order to coordinate the appropriate response, please contact United Nations security staff (wearing the United Nations uniform) located within the venue.

99. Persons seeking to access the registration centre to obtain a Conference badge must present a printed confirmation letter or a copy on a tablet or smartphone and a valid government-issued photo identification at the entry gate, whereupon they will proceed through screening and be directed to the registration centre.

100. Host country security authorities provide protection for Heads of State or Government, as well as to a limited number of other government officials, by the assignment of close protection details. Arrangements for such assignments are initiated by Member States in conjunction with the Ministry of Foreign Affairs, Government of Spain.

#### **Accreditation of national security officers**

101. In order to avoid last-minute difficulties, all Governments are requested to ensure that their security components are properly accredited. Governments may wish to hold direct consultations with the Department of Safety and Security, in particular with regard to arrangements for their national security personnel.

102. Members of national security accompanying the VVIP and VIP groups participating in the Conference must be registered and hold appropriate Conference badges issued by the Department of Safety and Security. For additional information or questions, please email [nauf@un.org](mailto:nauf@un.org), with a copy to [monroy2@un.org](mailto:monroy2@un.org).

#### **Vehicle accreditation**

103. Further information on vehicle accreditation and parking will be provided in an updated version of the present note.

#### **Other matters**

104. The loss of a Conference badge or any personal item must be reported to the Department of Safety and Security lost and found office located in FIBES 1.

105. Participants are solely responsible for their personal belongings. Any bags or objects left unattended will be removed for security reasons.

## **XVII. Travel to Spain, transportation and accommodation**

### **Travel arrangements**

106. Sevilla is a destination with excellent connections both nationally and internationally. Attendees will be able to reach the city by various means of transport, whether by air, rail or road, benefiting from an efficient communications network and access options adapted to different needs.

107. Sevilla-San Pablo International Airport, located just 10 kilometres from the city centre, serves as the main air gateway, with a wide variety of domestic and international flights.

108. Sevilla Santa Justa Station, located near the historic centre of the city, offers connections to various cities in Spain. High-speed (AVE) and regional trains offer fast connections to Madrid, Malaga or Jerez de la Frontera.

109. Once in Sevilla, the city has very comprehensive public and private transport services that make it easy for visitors to get around. [Here](#) you will find a guide to the extensive network of communications and means of transport.

110. During the Conference, urban public transport services will be reinforced. In addition, the organization will provide participants with a special shuttle bus service connecting areas of the city centre with the venue and the airport with the venue. In order to use these buses, participants will be required to show the invitation letter issued by the UN or the corresponding badge.

### **Information on state aircraft**

111. Due to the high volume of air traffic expected in Sevilla, advance planning for state flights is required. Government and private aircraft approved as State flights must apply for a slot to operate in Sevilla.

112. As a general rule, arrivals and departures of State flights will be made at Morón de la Frontera Air Base, located 50 km from Sevilla. Due to space limitations for aircraft parking, the use of aircraft with a wingspan not exceeding 36 meters is recommended. Aircraft with a larger wingspan may be diverted to other air facilities if the apron reaches its maximum capacity.

113. Delegations should send their slot request to [transportspainffd4@presidencia.gob.es](mailto:transportspainffd4@presidencia.gob.es), indicating the preferred time and day of arrival and departure, as well as the model, dimensions and number of aircraft.

114. Based on this information and the order of submission of the request, the Organization will assign the corresponding slot and determine the landing and take-off location of the aircraft.

### **Hotel arrangements**

115. Spain, and also Sevilla, are highly popular tourist destinations, especially during the summer. To ensure availability, participants are strongly encouraged to start preparing their accommodation and travel arrangements as soon as possible. Spain will not provide for hotel accommodation. After negotiations with the Hotels Association of Sevilla, which includes the vast majority of hotels in the city, a substantial amount of rooms at discount prices have been reserved for participants. A



list of hotel and partners that have engaged in this offer was circulated on the e-deleGATE platform on 26 March 2025. Please be advised that the offer will stand only for a few weeks.

## **XVIII. Visa requirements**

116. Participants are advised that visa application for entering Spain and registration with United Nations for attending the Conference are two separate procedures. Kindly note that visa requirement must met before arrival in Spain, visas cannot be issued upon arrival.

117. Participants are therefore strongly encouraged to check whether they need a visa to enter Spain and to submit the visa application as soon as possible, and preferably **at least 5 weeks** before the opening of the Conference. Late submission may make it impossible to process the application in time.

118. For information about countries whose nationals must be in possession of a visa, and those whose nationals are exempt from that requirement, to enter Spain, together with information about visa processing Offices, please refer to: <https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Documents/General-information-on-visas-FfD4.xlsx>.

119. In addition, participants are required to provide the approval letter issued by the United Nations as one of the documents for the visa application. For further information about visa related matters, please refer to the Embassy or Consulate of Spain in your place of residence: <https://www.exteriores.gob.es/en/EmbajadasConsulados/Paginas/index.aspx>.

120. For further assistance and questions on all visa related matters, please contact the following:

- Visa specific email Inbox: [conferencia.sevilla@maec.es](mailto:conferencia.sevilla@maec.es).

## **XIX. Host country requirements for high-level delegations**

121. In order to provide protocol, security and transportation services and to cover the needs of Heads of State and Heads of Government, the Spanish Office for the Organization of the Fourth International Conference on Financing for Development will send an online form to the points of contact designated by the delegations of the Member States in order to obtain the necessary information (covering travel plans, accommodation and accessibility needs, among others).

122. To ensure the process is carried out with the greatest guarantees of security, the contact point of each delegation should request their access codes through the e-mail address [formffd4@presidencia.gob.es](mailto:formffd4@presidencia.gob.es), exclusively for the management of the information on the form.

## **XIX. Health**

123. The local emergency number is 112.

124. The “Sistema Operativo Sanitario” (S.O.S.) from the Spanish Presidency will take charge of health and medical assistance for the high-level representatives that will assist the conference. The S.O.S. will be in coordination together with the

hospitals in Sevilla and emergency centre. There are also other medical centres available like private dental clinics and pharmacies. The Spanish Government will establish in Sevilla various dependencies dedicated specifically to health and medical services. Also, there will be a medical team for 24-hour emergencies.

125. It is however strongly advised that participants have travel health insurance and understand what is covered before travel.

## **XX. Medications**

126. Most medicines are readily available in pharmacies in Spain and, if necessary, prescriptions can be issued by a local registered physician. If needed, they can be directed to the medical points established by the Organization.

127. Participants should bring any prescribed medication from their countries of origin. To avoid problems at customs, it would be advisable to bring a prescription/report from the doctor along with the medication.

## **XXI. Currency and banking**

128. The currency in Spain is the Euro (€). Major credit and debit cards are widely accepted. Automatic teller machines (ATMs) are found in and around Sevilla and at the Conference venue. ATMs can also be found at the Sevilla-San Pablo International Airport, at the Santa Justa Train Station and at the Plaza de Armas Bus Station.

## **XXII. Telephone communications, mobile telephones and Internet**

129. The country code for Spain is +34.

130. Wi-Fi will be available throughout the Conference venue, open and free of charge.

## **XXIII. Electricity and power outlets**

131. Spain operates on a 230V supply voltage and 50Hz. There are two associated plug types, types C and F, that is, standard continental European dual round-pronged plugs.

## **XXIV. Time zone**

132. The time zone is CET/ GMT +1.

## **XXV. Climate**

133. The months of June and July are hot in Seville, with average temperatures between 25°C and 28°C and highs that frequently exceed 35°C. At night, temperatures usually range between 17°C and 22°C. In July, rainfall is practically non-existent.

## **XXVI. Food and catering**

134. A variety of food options will be available inside the Conference venue. Delegates will be able to pay with credit and debit cards.

## **XXVII. Other useful information**

135. Tap water is safe to drink in Spain. Fountains will be available throughout the Conference venue and participants will receive a reusable bottle, in order to reduce the amount of plastic consumption during the Conference.

136. Smoking is prohibited in all indoor public areas.

137. Business hours are from 10:00 a.m. to 2:00 p.m. in the morning and from 5:00 p.m. to 8:00/9:00 p.m. in the afternoon. Department stores are open non-stop from 10:00 am to 9:00/10:00 pm.

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