



PROTOCOL AND LIAISON SERVICE
DEPARTMENT FOR GENERAL ASSEMBLY AND CONFERENCE MANAGEMENT

Reference: PRO/NV/2022 Ocean Conference - Lisbon/Registration and arrangements

The Protocol and Liaison Service of the Department for General Assembly and Conference Management of the United Nations presents its compliments to the Permanent Missions and Observer Offices to the United Nations and liaison offices of the Specialized Agencies and related organizations in New York and has the honour to provide them with general information about the **2022 United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development**, which will take place in **Lisbon, Portugal, from 27 June to 1 July 2022**.

The Conference

1. The Conference will take place at the Altice Arena in Lisbon, Portugal [Address: Parque das Nações, Rossio dos Olivais, Lot 2.13.01A, 1990-231 Lisboa, Portugal. Tel: +351 218 918 409].
2. It will comprise of nine (9) plenary meetings, including opening and closing segments, as well as eight (8) interactive dialogues, and will be broadcast via United Nations Web TV at <https://media.un.org/en/webtv>. For the full programme of the Conference, please refer to the official UN website of the conference at <https://www.un.org/en/conferences/ocean2022/programme>.

Access to the Conference venue and the Plenary Hall

3. Registered delegates will be issued a conference badge by the United Nations for access to the Conference venue, subject to screening at the main entrance and other access points. Holders of VIP passes (Heads of State/Government, Vice Presidents, Crown Princes/Princesses, Deputy Prime Ministers and Cabinet Ministers, as well as their spouses) will be exempt from screening upon presentation of their VIP passes.
4. Access to the Plenary Hall will require a secondary access card, in addition to a conference badge or a VIP pass. Each government delegation, including the Holy See, State of Palestine and the European Union, will be assigned four (4) seats in the Plenary Hall: two (2) at the table and two (2) behind. Each delegation of intergovernmental organizations, associate members of the regional commissions, specialized agencies and related organizations will be assigned two (2) seats: one (1) at the table and one (1) behind.

Registration of members of official delegations

5. Registration (request for a conference badge) of official delegations of participating States and of the European Union, intergovernmental organizations and entities that have observer status with the General Assembly and those intergovernmental organizations, international financial institutions and other international bodies accredited to the Conference, associate members of the regional

commissions, specialized agencies and related organizations is handled by the Protocol and Liaison Service (Protocol Office) through the online “**eRegistration system**”, which is available through the e-deleGATE portal at (<https://edelegate.un.int>).

6. For registration to the Conference, official delegations must go through the “**designated eRegistration focal points**” of their respective permanent/observer 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.

7. Registration period to the Conference is as follows:

<u>Pre-registration in New York:</u>	3 May to 14 June 2022
<u>On-site registration in Lisbon:</u>	23 June to 1 July 2022

8. Representatives of accredited intergovernmental organizations and entities, associated members of the regional commissions, specialized agencies and related organizations without an office in New York or without an eRegistration account that wish to participate in the Conference must request temporary access to the eRegistration system in advance in order to register to the Conference. To request temporary access to the eRegistration system, a letter (**stamped and signed by the head of the organization**) must be sent to Ms. Beatrix Kania (Chief of Protocol) at unprotocol@un.org and copied to chuaw@un.org, providing a designated focal point of the organization (with name, functional title and an official email address) to receive temporary access to the eRegistration system. Requests of temporary access to the eRegistration system must be received in the Protocol Office **not later than 23 May 2022**.

9. New focal points and delegations wishing to obtain information on the “eRegistration system” may refer to the updated “Guidelines on using the e-Registration system” and “Frequently asked questions” on the Protocol website at <https://www.un.org/dgacm/en/content/protocol/meetings>.

Pre-registration in New York (3 May through 14 June 2022)

10. Pre-registration in New York to the Conference will open on Tuesday, 3 May through Tuesday, 14 June 2022 to designated eRegistration users of the missions or offices via the online “**eRegistration system**” at <https://edelegate.un.int>.

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

12. Missions/offices are kindly reminded that, as part of the registration process, copies of credentials/delegation lists must be uploaded to the eRegistration system at the time of online registration. Please also note that passport-size colour photographs (with white background) of all listed members of delegations, including the VIPs specified in paragraph 11 above (except Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses), are mandatory and must be uploaded to the registration form for each member of the delegation. All photographs must be recent and taken not more than six months prior to the Conference. Please note that the review and verification process of the online registrations may take up to 4-5 days.

13. Delegations are kindly reminded that the Protocol Office will not register representatives of non-governmental organizations who do not form part of the official delegations of participating States, accredited intergovernmental organizations, associate member of the regional commissions, specialized agencies and related organizations. Participants attending side events in the margins of the Conference should not be included in the official credentials or official delegation lists. For questions relating to participation of non-governmental organizations, civil society and other stakeholders, please email to unoc2022@un.org or refer to the conference website at <https://www.un.org/en/conferences/ocean2022/>.

On-site registration in Lisbon (from 23 June to 1 July 2022)

14. On-site registration in Lisbon and collection of conference badges/secondary access cards for pre-registered participants will begin on Thursday, 23 June and continue until Friday, 1 July 2022 at 1:00 pm at the Conference Registration Centre located outside the entrance of Altice Arena in Lisbon.

15. Delegates seeking on-site registration will be required to present proof of credentials or letter of nomination/delegation list, together with a passport or a valid government-issued photo identification. Upon verification and approval by the Protocol Registration Office, delegates may proceed to the badging booth for a photograph for the issuance of a conference badge.

16. Permanent/observer missions are strongly advised to coordinate as early as possible with their embassies and consulates-general in Portugal or in the region on the proper registration procedure and to make use of the pre-registration option in New York in order to avoid long queues at the Registration Centre in Lisbon.

Registration of security and media personnel

17. Members of national security accompanying the VIP groups participating in the Conference will need to be registered and have appropriate conference badges issued by the United Nations Security and Safety Service. For additional information, please email to hayem1@un.org.

18. Registration of media personnel, including journalists accompanying the delegation and official photographers and videographers, will be handled by the United Nations Media Accreditation and Liaison Unit (Tel: +1 (212) 963-6934, Email: malu@un.org). Missions must apply for media passes through the eRegistration system via the e-deleGATE portal at <https://edelegate.un.int>. Instructions are available at: https://www.un.org/en/media/accreditation/pdf/eRegistration_guide_media_passes.pdf.

Distribution of conference badges and secondary access cards

19. Issuance and distribution of conference badges for approved in-person participants, as well as secondary access cards, will start from 23 June through 1 July 2022 at the United Nations Registration Centre located outside the entrance of the Altice Arena in Lisbon.

20. Approved in-person participants may collect their conference badges by visiting the Registration Centre upon presentation of the approval emails issued by the United Nations along with their passports or government-issued photo identifications. Only approved in-person participants will be issued a conference badge for access to the Conference venue.

21. Conference badges for approved in-person participants may also be collected by representatives of the embassies/consulates-general of the delegations in Portugal or in the region. For this purpose, a Note Verbale (with official stamp) from the Permanent Mission of the delegation to the United Nations in New York or the embassy/consulate-general in Portugal, 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-issued photo identification of the representative in order to collect the conference badges and secondary access cards. Note that copies of the passports of the delegation must also be presented together with the Note Verbale in order to collect the conference badges.

22. Delegates/representatives collecting the conference badges and secondary access cards must be mindful that it is their responsibility to ensure safe delivery of the badges and access cards to members of their delegations. The Registration Centre will not re-issue duplicate passes/secondary access cards.

Working hours of the Registration Centre in Lisbon

23. The office hours for the Registration Centre at the conference venue are as follows (subject to change):

23-25 June 2022	9.00 a.m. – 6:00 p.m.
26 June 2022	8:00 a.m. – 7:00 p.m.
27-28 June 2022	8:00 a.m. – 6:00 p.m.
29-30 June 2022	9:00 a.m. – 5:00 p.m.
1 July 2022	9:00 a.m. – 1:00 p.m.

Credentials

24. 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, if possible, not less than one week before the opening of Conference.

25. The original hard copies of the credentials should be delivered to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building, if possible, no later than 20 June 2022. A scanned copy of the credentials, as well as other communications containing the names of representatives to the Conference (such as letters and note verbales from the permanent missions), should also be submitted through the online “e-Credentials” module which is accessible through the e-deleGATE platform (<https://edelegate.un.int>). In addition, from 26 June until 1 July, the original hard copies of the credentials may be submitted to a representative of the Office of Legal Affairs on-site at the Conference venue.

Special attention

26. Beginning 22 June 2022, all official communications for the Protocol Office, 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 in Lisbon by fax or by

email to protocolconference@un.org. The fax number will be made available and posted on the Protocol website not later than 17 June 2022.

27. For any changes to the original delegation lists already submitted to the Protocol Office, please send a separate official letter with the changes only, e.g. name of additional delegate or name of delegate no longer attending the Conference. There is no need to resend the entire delegation list every time a change is made to the delegation.

28. COVID-19: Participants are advised to check the current COVID-19 measures implemented in Portugal prior to departure at <https://www.visitportugal.com/en/content/covid-19-measures-implemented-portugal>. Please be mindful of any requirement of your country of origin or any transit country. The National Institute of Medical Emergency (INEM) is the Portuguese Health government's agency responsible for all medical emergency issues in Portugal. During the Conference, there will be Medical Emergency teams present at the Conference venue.

29. Visa for Portugal: It is the responsibility of participants to check whether they need a visa to enter Portugal. Kindly note that visas cannot be issued on arrival. For further information on entry requirements, please refer to the Portuguese Embassy or Consulate of your choice to check whether you require a visa and for the details of the application procedure. A list of countries with visa requirements can be found at https://bit.ly/UNOC2022_visa, together with information on where visas can be issued. Participants in need of a visa are advised to submit their applications as early as possible, and at least 15 working days before departure from the country of origin. Note that this "email approval" issued by the United Nations may be used as one of the supporting documents for visa application for Portugal but it does not guarantee entrance to Portugal. Visa approval by the host country is subject to further review and process by the applicable authority.

Information of the Conference

30. Additional information on the Conference is available on the Conference website at <https://www.un.org/en/conferences/ocean2022>.

The Protocol and Liaison Service of the Department for General Assembly and Conference Management of the United Nations avails itself of this opportunity to renew to the Permanent Missions and Observer Offices to the United Nations and liaison offices of the Specialized Agencies and related organizations in New York the assurances of its highest consideration.



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3 May 2022