



PROTOCOL AND LIAISON SERVICE  
DEPARTMENT FOR GENERAL ASSEMBLY AND CONFERENCE MANAGEMENT

Reference: PRO/NV/FFD4 Conference/Registration and arrangements

The Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) of the United Nations presents its compliments to the Permanent Missions and Observer Offices 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 **Fourth International Conference on Financing for Development (FFD4 Conference)**, which will take place in Sevilla, Spain from 30 June to 3 July 2025.

### **The Conference**

1. The Conference will be held from 30 June to 3 July 2025 at the **FIBES Exhibition and Conference Centre in Sevilla, Spain** [Address: Avda. Alcalde Luis Uruñuela, 1 (41020) Sevilla, Spain; Tel: (34) 954 47 87 00; website: <https://fibes.es/en/>].
2. It will consist of eight (8) plenary meetings and six (6) Multi-stakeholder Round Tables. The full programme of the Conference can be found on the United Nations official conference website at <https://financing.desa.un.org/ffd4/programme>.

### **Access to the Conference Site 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 VVIP/VIP passes (Heads of State/Government, Vice Presidents, Crown Princes/Princesses, Deputy Prime Ministers, Speakers of the Parliaments and Cabinet Ministers, as well as their spouses) will be exempt from screening upon presentation of their VVIP/VIP passes.
4. Access to the Plenary Hall for the first plenary meeting on Monday, 30 June 2025 and possibly other meetings will require a secondary access card, in addition to a conference badge or a VVIP/VIP pass. The delegation of each State participating in the Conference and that of the European Union will be assigned four (4) seats in the Plenary Hall: two (2) at the table and two (2) behind. Accredited intergovernmental organizations will be assigned two (2) seats in the Plenary Hall: One (1) at the table and one (1) behind. Limited seating will also be available and specifically assigned for other participants of the Conference.

### **Registration of members of official delegations**

5. Registration of official delegations of participating States, inter-governmental organizations and entities that have observer status with the General Assembly, accredited inter-governmental organizations, international financial institutions and other international bodies, associate members of the regional commissions, specialized agencies and related organizations is

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

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 eRegistration system, to request registration. Delegations are advised to do so as early as possible to ensure timely registration. It is possible to request registration onsite in Sevilla, but the request will need to be submitted through the respective mission or liaison office in New York via the “online eRegistration system” and will take a day or two for review and processing.

7. Registration period for the Conference is as follows:

Pre-registration in New York: Now through 12 June 2025

Online onsite registration in Sevilla: 26 June to 2 July 2025 (till 1:00 pm local time)

8. Representatives of inter-governmental organizations and entities accredited with the General Assembly, inter-governmental organizations, international financial institutions and other international bodies already accredited, associate members of 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 FFD4 Conference must enroll in the online “eRegistration system” in advance to receive temporary access to the system for registration to the Conference. To request temporary access in the eRegistration system, the instructions in the “[Guidelines to apply for eRegistration Temporary Access](#)” posted on the Protocol website need to be followed. Requests for temporary access to the eRegistration system must be received by the Protocol Office **no later than 23 May 2025**. The review and processing of these requests may take up to 4-5 days.

9. Delegations wishing to obtain information on the “eRegistration system” may refer to the updated “Guidelines on e-Registration” and “Frequently Asked Questions” on the Protocol website at <https://www.un.org/dgacm/en/content/protocol/meetings>.

#### **Pre-registration in New York (Now through 12 June 2025)**

10. Pre-registration in New York for the Conference is open now through **Thursday, 12 June 2025** to designated eRegistration users 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 VVIP pass without a photograph. Delegates at the level of Deputy Prime Minister, Speaker of the Parliament 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 the letter of credentials/delegation lists must be uploaded onto the registration form at the time of online registration. Also note that passport-size coloured 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 requirements and must be uploaded in the registration form for each member of the delegation. All photographs must be recent and taken not more than six months prior to registration. The attached **photo specifications** (see Annex) provide further information. The review and verification process of 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 and side events participants who do not form part of the official delegations of participating States, intergovernmental organizations, associate members of the regional commissions, specialized agencies and related organizations. Representatives of non-governmental organizations and 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 the participation of non-governmental organizations, civil society organizations including youth, academic institutions and the private sector, please email to [ngls@un.org](mailto:ngls@un.org) and [ahmed36@un.org](mailto:ahmed36@un.org), and to [DESA-ffd4-sideevents@un.org](mailto:DESA-ffd4-sideevents@un.org) for side events.

**Online onsite registration in Sevilla, Spain (26 June to 2 July 2025)**

**[MUST READ – NEW ARRANGEMENT]**

14. Online onsite registration in Sevilla will **begin on Thursday, 26 June and continue until Wednesday, 2 July 2025 at 1:00 pm local time** at the United Nations Registration Centre located at the Conference venue at FIBES. Collection of conference badges/secondary access cards for pre-registered participants and onsite troubleshooting will continue through the last day of the conference on 3 July 2025 till 1:00 pm local time.

15. Starting at 9:30 am (local time) on **Thursday, 26 June**, the eRegistration system will reopen for online onsite registration. Special attention is drawn to the new arrangement for **online onsite registration** – all onsite registrations presented to the Protocol Registration Team in Sevilla **must be submitted by the eRegistration focal points** of the permanent missions/offices/organizations in New York, or by the temporary eRegistration focal points for organizations without an office in New York and **processed via the online eRegistration system**. Please be mindful of the time difference: Sevilla is 6 hours ahead of New York in June/July. The review and processing time for online onsite registration will require at least 2 days upon receipt in the system.

16. Given the new arrangement for “**online**” onsite registration via the eRegistration system, delegates planning to seek onsite registration in Sevilla must coordinate with their respective permanent missions/offices/organizations well in advance by providing the designated eRegistration focal points with their passport details, .jpeg coloured photos and letters of credentials to complete the online registration forms. **Walk-in delegates who are not already registered in the system but wish to register for the conference onsite will be directed to contact their respective missions/offices/organizations in New York or at their headquarters for proper online registration.** Onsite registrations for walk-in delegates cannot be processed until the online registration has been completed by their permanent missions/offices/organizations and received by the Protocol Registration Team via the eRegistration system.

17. Permanent Missions and Observer Offices are kindly reminded that they are responsible for registering all members of their delegation (pre/online onsite registration) attending the Conference and are strongly advised to coordinate as early as possible with their governments and embassies/consulates-general in Spain or in the region on the proper online registration procedure

and to make use of the pre-registration option in New York to avoid long queues at the Registration Centre in Sevilla.

### **Registration of security and media personnel**

18. Members of national security accompanying the VVIP/VIP groups participating in the FFD4 Conference will need to be registered and have appropriate conference badges issued by the United Nations Security and Safety Service. For additional information/questions, please email to [nauf@un.org](mailto:nauf@un.org), with a copy to [monroy2@un.org](mailto:monroy2@un.org).

19. Registration of media personnel, including journalists accompanying the delegations 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](mailto:malu@un.org)). Delegations must register media through their respective permanent/observer mission or liaison office in New York, using the eRegistration module on the e-deleGATE portal (<https://edelegate.un.int>). Instructions for submitting requests for media personnel are posted at [https://www.un.org/en/media/accreditation/pdf/eRegistration\\_guide\\_media\\_passes.pdf](https://www.un.org/en/media/accreditation/pdf/eRegistration_guide_media_passes.pdf). Media personnel requesting on-site accreditation will be directed to contact their respective permanent/observer mission or liaison office in New York to register through the eRegistration module.

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

20. Issuance and distribution of conference badges for approved participants, as well as secondary access cards, will last **from 26 June to 3 July 2025 (till 1 pm local time)** at the United Nations Registration Centre located at FIBES (Building 2). Only participants approved by the United Nations will be issued a conference badge for access to the Conference venue.

21. 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.

22. Alternatively, 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, 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 Spain, 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 to collect the conference badges and secondary access cards.

23. Delegates/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 members of their delegations. The Registration Centre will not re-issue duplicate passes/secondary access cards.

## **Working hours of the Registration Centre in Sevilla**

24. The office hours for the Registration Centre at FIBES 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*</b>	8:00 a.m. - 6:00 p.m.
1-2 July 2025	8:30 a.m. - 4:00 p.m.
3 July 2025	8:30 a.m. - 12:00 p.m.

**\*Note** – The UN Security badging office will start at 7 a.m. All other offices (Protocol, Media & NGOs) will open at 8 a.m.

## **Credentials**

25. 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.

26. 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, if possible, **not later than 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).

## **Special attention**

27. Beginning 26 June 2025, 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 Sevilla by email to [protocolconference@un.org](mailto:protocolconference@un.org).

28. There is no need to email the letters of credentials/delegation lists to [unprotocol@un.org](mailto:unprotocol@un.org) as they have already been uploaded in the online registration forms of the delegation. For registration of additional members to the original delegation, please upload a supplemental letter (stamped and signed) **with the additions only** in the registration form and **DO NOT** upload the entire delegation list every time a change is made to the delegation.

29. Visa/Entry requirements:

Please be 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 be met before arrival in Spain, visas cannot be issued upon arrival.

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.

For information about the 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>.

Please be informed that participants shall be requested 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> or email to [conferencia.sevilla@maec.es](mailto:conferencia.sevilla@maec.es)

### **Information of the Conference**

31. Detailed information on the FFD4 Conference is available on the United Nations official Conference website at <https://financing.desa.un.org/ffd4>, and in the Note for Participants by the Secretariat to be issued shortly.

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



28 April 2025



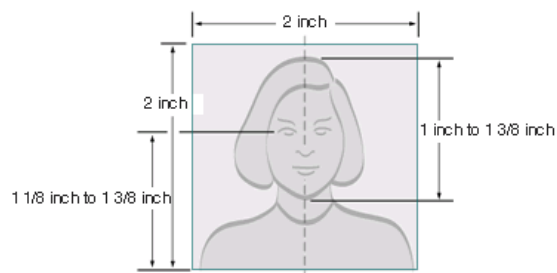
## Annex

### UNITED NATIONS PASS AND IDENTIFICATION UNIT

#### **Photograph specifications for UN grounds pass**

- In color
  - 2 x 2 inches (51 x 51 mm) in size
  - Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
  - Taken within the last 6 months to reflect your current appearance
  - Taken in front of a plain white or off-white background
  - Taken in full-face view directly facing the camera
  - With a neutral facial expression and both eyes open
  - Dimensions The image dimensions must be in a square aspect ratio (the height must be equal to the width). Minimum acceptable dimensions are 600 x 600 pixels. Maximum acceptable dimensions are 1200 x 1200 pixels.
  - Color The image must be in color (24 bits per pixel) in sRGB color space which is the common output for most digital cameras.
  - File Format The image must be in JPEG file format
  - File Size The image must be less than or equal to 240 kB (kilobytes).
  - Compression The image may need to be compressed in order for it to be under the maximum file size. The compression ratio should be less than or equal to 20:1.
- Taken in clothing that you normally wear on a daily basis:
  - Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily.
  - You may only wear a hat or head covering if you wear it daily for religious purposes. Your full face must be visible and your head covering cannot obscure your hairline or cast shadows on your face.
  - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
  - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo. Glare on glasses is not acceptable in your photo.
  - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).

#### **Photo Head Size Template**



- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo