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Fourth International Conference on Financing for Development

Sevilla, Spain, 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 for Sustainable Development 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 would be held in Spain from 30 June to 3 July 2025 and that it would 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.

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 Conference and Exhibition Centre in Sevilla.

* [A/CONF.227/2025/1](#).



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

5. Additional information on the Conference and venue is available on the website of the Fourth International Conference on Financing for Development,¹ as well as in the practical information note² provided by the host country.

III. Secretariat of the Conference

6. The Secretary-General of the Conference is the Under-Secretary-General for Economic and Social Affairs, Li Junhua. The Conference secretariat can be contacted at ffd4@un.org.

7. 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

8. 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

9. 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

10. Representatives of the associate members of regional commissions³ may participate as observers in the Conference.

¹ See <https://financing.desa.un.org/ffd4>.

² See <https://financing.desa.un.org/sites/default/files/ffd4-documents/2025/PIN%20-%20Spain%20%28courtesy%20translation%29.pdf>.

³ 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.

Specialized agencies and related organizations

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

Interested United Nations organs

12. 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

13. 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.

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

(a) NGOs in consultative status with the Economic and Social Council (special, general or roster status), as well as those 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;⁴

(b) Representatives of 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).⁵

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

15. The proposed organization of work of the Conference, as approved by the Preparatory Committee, has been issued in document [A/CONF.227/2025/3](#).

16. 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

17. 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.

18. 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 the country nameplate and two adviser seats behind. State delegations will be seated in English alphabetical order. In accordance with the practice of previous international

⁴ Organizations may check whether they have consultative status at <https://esango.un.org/civil-society/displayConsultativeStatusSearch.do>.

⁵ The list of organizations that have received special accreditation by the General Assembly for the Conference or have been 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 can be viewed at <https://financing.desa.un.org/sites/default/files/ffd4-documents/2025/FFD4%20Special%20accreditation%20-%20Full%20list%20-%202023%20Apr%202025.pdf>.

conferences on financing for development, the European Union will be seated alphabetically among participating States.

19. At the plenary meetings, a number of places, each consisting of a seat at the 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. Information about the distribution of secondary access cards for plenary meetings to representatives of NGOs and other stakeholders will be shared by the secretariat with registered participants.

Multi-stakeholder round tables

21. The six multi-stakeholder round tables, each to be chaired by two Co-Chairs, will be held in the Multi-stakeholder Round Table Room, in Pavilion 2 of the Conference venue.

Accessible seating

22. In accordance with General Assembly resolution [73/341](#), upon a request by a delegation for accessible seating, adjustments can be made to the seating order in the meetings of the plenary and the multi-stakeholder round tables to accommodate the requesting delegation at a designated accessible seat.

23. Requests for accessible seating in the Plenary Hall should be addressed by Wednesday, 18 June 2025, to casast@un.org, with a copy to surm@un.org, dienes@un.org and sporysova@un.org. Requests for accessible seating in the Multi-stakeholder Round Table Room should be addressed by Wednesday, 18 June 2025, to rezaun.mercy@un.org, with a copy to surm@un.org, dienes@un.org and sporysova@un.org.

VI. Agenda, programme of work and list of speakers

24. The provisional agenda, the provisional rules of procedure and the proposed organization of work of the Conference have been issued in documents [A/CONF.227/2025/1](#), [A/CONF.227/2025/2](#) and [A/CONF.227/2025/3](#), respectively.

25. 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

26. 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 Hall. It is proposed that a time limit of five minutes be established for each statement by States participating in the Conference and the

European Union and that a limit of four minutes be applied to statements by intergovernmental organizations, specialized agencies and United Nations organs. The pre-established list of speakers will be made available on the e-deleGATE platform as well as in the *Journal of the United Nations* under “Conferences and summits”, prior to the Conference.

27. 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 until 5 p.m. on 16 June 2025 (New York time).

28. Requests for inscription on the general debate list of speakers from accredited intergovernmental organizations and bodies, specialized agencies and United Nations organs may be sent to the secretariat (priccc@un.org).

Multi-stakeholder round tables

29. The six multi-stakeholder round tables will be organized in accordance with the programme of work of the Conference and the modalities for the multi-stakeholder round tables approved by the Preparatory Committee at its second session (A/CONF.227/2024/PC/CRP.6).⁶ The themes of the multi-stakeholder round tables are included in the organization of work of the Conference (A/CONF.227/2025/3).

30. Expressions of interest in speaking during one of the round tables should be submitted through the eSpeakers module, accessible through the e-deleGATE portal until Thursday, 5 June, at 5 p.m. (New York time).

31. 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”.

32. In accordance with the agreed modalities, a time limit of three minutes will be strictly implemented for all statements.

VII. Bilateral meetings

33. For bilateral meetings among States at the Head of State or Government or ministerial level, 10 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 of the Conference venue. Bilateral meeting rooms may be requested only for bilateral meetings, and modifications to the furniture set-up cannot be accommodated.

34. An electronic system for the reservation of bilateral meetings will be activated through 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, with a copy to gmeets@un.org, surm@un.org and 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 periods 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.

35. 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

⁶ Available at https://financing.desa.un.org/sites/default/files/ffd4-documents/2025/Proposed%20modalities%20for%20RTs%20FD4%20-%20CRP6_%202%20Dec.pdf.

will be accommodated subject to availability of space. Delegations requiring further information should send their questions or inquiries to gmeets@un.org, with a copy to surm@un.org and 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

36. 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.

37. 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.

38. 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, with a copy to surm@un.org, dienes@un.org, kochetkov@un.org and buendia@un.org.

39. In order to facilitate the provision of interpretation and other services, delegations are requested to submit their statements (in PDF format) by email to estatemnts-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.

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

IX. Documentation

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

Distribution of official documents

42. All meeting documents will be available on the Conference website.⁷ 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

43. Access to the Conference site will require presentation of a valid Conference or VVIP or VIP badge issued by the United Nations.

44. All delegates are subject to screening at the main entrance of the Conference venue (see also para. 99 below). VVIP or 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.

45. Access to the Plenary Hall for the opening plenary meeting on Monday, 9 June 2025, and subsequent plenary meetings will require a secondary access card, in addition to a Conference badge. The delegation of each State participating in the Conference and that of the European Union will be assigned four seats in the Plenary Hall: two at the table and two behind. Accredited intergovernmental organizations will be assigned two seats in the Plenary Hall: one at the table and one behind. Limited seating will also be available and specifically assigned for other participants of the Conference. Additional requirements for secondary access cards for other venues may be communicated at a later stage.

Registration of participants from participating States and institutional stakeholders

46. The 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 and 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 was sent on 28 April 2025 by the Protocol and Liaison Service to all permanent and observer missions and offices in New York and is available on the Protocol and Liaison Service website.⁸

47. 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.

⁷ See <https://financing.desa.un.org/ffd4/documentation>.

⁸ See www.un.org/dgacm/en/content/protocol.

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

48. 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.

49. 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 posted on the website of the Protocol and Liaison Service,⁹ 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 five working days.

50. 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 Parliament and Cabinet Minister, as well as their spouses, will be issued a VIP pass with a photograph.

51. 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. It should also be noted that passport-size colour photographs (with a white background) of all listed members of delegations, including the VIPs specified in paragraph 50 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 five working days.

52. 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.¹⁰

53. 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.

54. National security personnel accompanying the VVIP and 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 or questions, please email nauf@un.org, with a copy to monroy2@un.org. Additional information can be found in section XVI below.

⁹ See www.un.org/dgacm/sites/www.un.org.dgacm/files/Documents_Protocol/guidelines_to_apply_for_eregistration_temporary_access_english_16feb2024.pdf.

¹⁰ See www.un.org/dgacm/en/content/protocol/meetings.

55. United Nations passes for entry to the Fibes Conference and Exhibition Centre can be issued to national security personnel for dignitaries at the following levels: one security pass for the Head of State or Government, one security pass for Vice-Presidents or Deputy Prime Ministers, and one security pass for Foreign Ministers.

56. 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.

On-site registration in Sevilla, Spain (26 June to 2 July 2025)

57. 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 noon local time at the United Nations registration centre in Sevilla (located at the Conference venue, Fibes 2).

58. 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. The review and processing of on-site registration will require at least two days upon receipt in the system.

59. 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 permanent missions, offices or organizations in New York or their headquarters for proper online registration. On-site registration for walk-in delegates cannot be processed until the online registration requests have been completed by their permanent mission, office or organization and received by the protocol registration office through the eRegistration system.

60. Please note that registration of participants through the online or on-site registration system is distinct from providing a delegation list for inclusion in the list of participants of the Conference. Please refer to paragraph 75 below for further details.

Distribution of Conference badges and secondary access cards

61. Conference badges for participants and secondary access cards will be issued and distributed from 26 June to 3 July 2025 until 1 p.m. local time at the United Nations registration centre, located in Fibes 2 (for the opening hours of the United Nations registration centre, see para. 65).

62. Each delegation should send a representative to collect all Conference badges for their delegation. Representatives must be members (approved participants) within their delegations and are required to present their passports 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.

63. Alternatively, for Member State participants, Conference badges for approved participants may also be collected by representatives of the embassies or consulates-general of the delegations in Spain or in the region. For this purpose, in addition to copies of the registration approval emails and copies of the passports 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 or 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 government/embassy-issued photo identification of the representative in order to collect the Conference badges and secondary access cards.

64. 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

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

26 and 27 June 2025	9.30 a.m.– 6 p.m.
28 and 29 June 2025	9 a.m.– 6 p.m.
30 June 2025 ¹¹	8 a.m.– 6 p.m.
1 and 2 July 2025	8.30 a.m.– 4 p.m.
3 July 2025	8.30 a.m.– 12 p.m.

Registration of participants from other United Nations organs

66. Registration for the staff of United Nations organs other than specialized agencies and related organizations closed on 26 May 2025. Registration required a note verbale signed by the head of entity indicating the composition of the delegation. Staff in country offices were kindly asked to coordinate their participation with their headquarters.

Registration of non-governmental organizations and other relevant stakeholders

67. Registration for NGOs in consultative status with the Economic and Social Council closed on 16 May 2025.

68. Registration for organizations that have been specially accredited or that have been accredited to previous International Conferences on Financing for Development closed on 16 May 2025.

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

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

71. Each approved representative will receive a confirmation letter by email, which serves as an official invitation to the Conference. Each representative registered will receive one individual non-transferable Conference badge. Entry to the venue or a particular meeting room may need to be restricted owing to capacity constraints.

¹¹ On 30 June, the United Nations Security badging office will open at 7 a.m. All other offices (Protocol, Media and NGOs) will open at 8 a.m.

A representative of an accredited organization who is unable to attend the Conference may not be replaced by another representative of the same organization.

72. Conference badges for representatives of civil society organizations, the private sector, academia and other stakeholders whose registrations have been approved will be issued and distributed at the United Nations registration centre, located in Fibes 2, 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.

XI. Credentials

73. 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.

74. 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 “e-Credentials” online platform, under the tab “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.

XII. List of participants

75. 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 list of the members of their respective delegations to the United Nations Secretariat, indicating the functional titles and designations of the delegates, using the eList of participants module on the e-deleGATE portal, which will be activated in June 2025.

XIII. Funding for the participation of States and stakeholders

76. The funding for government delegates will cover the round-trip air ticket for up to three representatives from each developing country (who can originate from the 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 least developed countries, landlocked developing countries and small island developing States requiring travel support to attend the Fourth International Conference on Financing for Development in Sevilla.

77. The deadline for submissions closed on 18 April 2025.

XIV. Media arrangements and services

Media accreditation

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

79. Delegations must register accompanying media through the designated eRegistration 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_passes.pdf.

80. 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 NGOs.

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

82. 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 or observer missions or liaison offices in New York through the online eRegistration system.

83. For questions regarding media accreditation, please contact the Media Accreditation and Liaison Unit at malu@un.org.

84. 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 whether a visa is required and to obtain details on the application procedure. Owing to high demand, the host country cannot guarantee visa issuance if documents are submitted less than five weeks before the event.

Press briefings

85. 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 and 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.

86. 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.

87. 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

88. 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.

89. 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.

90. Accredited media, including official photographers and videographers, must be escorted by United Nations staff to the restricted areas and by delegates to the bilateral meeting rooms. Limited space in the plenary hall will be reserved for accredited media. For further questions regarding media arrangements at the Conference, please check with staff of the Media Accreditation and Liaison Unit at the registration centre or at the media centre.

Access to the media by Governments and non-governmental organizations

91. 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, samaanm@un.org and alexandra.delcastello@un.org.

Live webcast coverage

92. 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

93. Side events sponsored by Governments, NGOs, the 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.

94. The call for side events closed on 30 April 2025. The deadline for submission for an off-site/virtual side event to be listed in the official programme was 15 May 2025. Further information on side events, including the programme, will be posted on the conference website.¹²

95. Building on the Sevilla outcome document, the Sevilla Platform for Action will mobilize alliances to implement specific actions contained in 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 established in the Sevilla outcome document with a highly ambitious package of concrete actions. The window for submission of initiatives opened on 1 May and will close on 6 June 2025. Applications can be made through an online form.¹³

¹² See <https://financing.desa.un.org/ffd4/programme/sideevents>.

¹³ See <https://financing.desa.un.org/ffd4/sevilla-platform-action>.

96. The Civil Society Forum and the International Business Forum will be held alongside the official programme. Information on both forums can be found through the conference website.¹⁴

XVI. Security

Security arrangements

97. 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.

98. Access to the Conference venue will be limited outside Conference meeting hours as set out in section X 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.

99. 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.

100. 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.

101. 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.

102. 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.

103. 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

104. 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.

¹⁴ See <https://financing.desa.un.org/ffd4/programme>.

Vehicle drop-off and accreditation

105. Motorcades operated by the Spanish police will be authorized to enter the vehicular entrance and drop off their passengers at the VVIP entrance. All motorcade movements on the premises will be established by the United Nations Security and Safety Service and coordinated in conjunction with the host country. A valid Conference pass and an authorized vehicle decal issued by the Spanish police will be required for presentation at the vehicle checkpoint prior to access being granted into the blue zone.

106. Other official delegations that registered one sedan-type vehicle for drop-off near the venue must obtain the necessary vehicle decal from the Spanish police.

Other matters

107. 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.

108. 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

109. Please refer to the practical information note² provided by the host country.

Travel arrangements

110. Please refer to the practical information note² provided by the host country.

Information on State aircraft

111. Please refer to the practical information note² provided by the host country.

Hotel arrangements

112. Please refer to the practical information note² provided by the host country.

XVIII. Visa requirements

113. Participants are advised that visa application for entering Spain and registration with the 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.

114. 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.

115. For information about countries whose nationals must be in possession of a visa to enter Spain, and those whose nationals are exempt from that requirement, together with information about visa processing offices, please refer to the practical information note provided by the host country.

116. 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.¹⁵

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

- Visa-specific email Inbox: conferencia.sevilla@maec.es.

XIX. Host country requirements for high-level delegations

118. In order to provide protocol, security and transportation services and to cover the needs of Heads of State and Heads of Government, the 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, inter alia).

119. To ensure that the process is carried out with the greatest guarantees of security, the contact point of each delegation should request their access codes, exclusively for the management of the information on the form, through the email address formffd4@presidencia.gob.es.

XX. Health

120. Please refer to the practical information note² provided by the host country.

XXI. Medications

121. 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.

122. 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 a doctor along with the medication.

XXII. Currency and banking

123. 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.

XXIII. Telephone communications, mobile telephones and Internet

124. The country code for Spain is +34.

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

¹⁵ See www.exteriores.gob.es/en/EmbajadasConsulados/Paginas/index.aspx.

XXIV. Electricity and power outlets

126. 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.

XXV. Time zone

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

XXVI. Climate

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

XXVII. Food and catering

129. Please refer to the practical information note² provided by the host country.

XXVIII. Other useful information

130. Please refer to the practical information note² provided by the host country.
