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Fourth International Conference on Small Island Developing States

Antigua and Barbuda, 27-30 May 2024

Item 6 of the provisional agenda*

**Organization of work, including the establishment of
subsidiary bodies, and other organizational matters**

Information for participants

Note by the Secretariat

I. Background

1. By its resolution 77/245 of 9 January 2023, the General Assembly decided to convene at the highest possible level a fourth International Conference on Small Island Developing States in 2024, which would be aimed at assessing the ability of small island developing States to achieve sustainable development, including the 2030 Agenda and its Sustainable Development Goals. Additional modalities and format of the Conference are set out in the resolution adopted by the Preparatory Committee on 30 May 2023¹. Further modalities are set out in General Assembly resolution 77/328 of 1 September 2023 and the decisions of the Preparatory Committee on 1 April 2024² and 11 April 2024³.

2. By resolution 77/328, the General Assembly decided that the theme of the Conference should be “Charting the course toward resilient prosperity”.

II. Date and venue of the Conference

3. In accordance with General Assembly resolution 77/328, the International Conference will be held from 27 to 30 May 2024 in Antigua and Barbuda.

* A/CONF.223/2024/1.

¹ See A/CONF.223/2024/PC/L.1.

² See A/CONF.223/2024/PC/L.4.

³ See A/CONF.223/2024/PC/L.6.

4. The Conference site will be situated at the American University of Antigua College of Medicine, University Park, Jabberwock Beach Road, Coolidge, Antigua.
5. A number of side and special event will take place in select locations in Antigua from 24 to 30 May 2024. For further information see section XVI below.

III. Secretariat of the Conference

6. The Secretary-General of the Conference is Li Junhua, United Nations Under-Secretary-General for Economic and Social Affairs. In addition, Rabab Fatima, the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Developing States, has been appointed as Special Adviser for the Conference. The Conference secretariat can be contacted at sids4@un.org. Additional information is also available on the Conference website <https://sdgs.un.org/conferences/sids2024>.
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 European Union

8. The Conference will be open to all States and the European Union.

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 General Assembly in accordance with the provisional rules of procedure of the Conference;
 - (b) Other relevant intergovernmental organizations and international bodies that were accredited to the World Summit on Sustainable Development, the International Meeting to Review the Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States, the High-level Review Meeting on the Implementation of the Mauritius Strategy for the Further Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States, the United Nations Conference on Sustainable Development, the third International Conference on Small Island Developing States, the Global Conference on the Sustainable Development of Small Island Developing States, the United Nations Conference on Straddling Fish Stocks and Highly Migratory Fish Stocks, the Review Conference on the Agreement for the Implementation of the Provisions of the United Nations Convention on the Law of the Sea of 10 December 1982 relating to the Conservation and Management of Straddling Fish Stocks and Highly Migratory Fish Stocks, the 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, the international meeting entitled “Stockholm+50: a healthy planet for the prosperity of all – our responsibility, our opportunity”, 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, the Fifth United Nations Conference on the Least Developed Countries and the United Nations Conference on the Midterm Comprehensive Review of the Implementation of the Objectives of the International Decade for Action, “Water for Sustainable Development”, 2018–2028; and

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

Associate members of regional commissions

10. Representatives of the associate members of regional commissions⁴ may participate as observers in the Conference.

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, major groups and other relevant stakeholders approved to participate in the Conference may designate representatives to attend public meetings of the Conference and the Main Committee as observers.

14. The following stakeholders may register in order to participate as observers (see sec. X below; see also A/CONF.223/224/PC/L.1 and A/CONF.223/224/PC/L.3):

(a) The non-governmental organizations and major groups identified in the Agenda 21;

(b) Stakeholders in consultative status with the Economic and Social Council, as well as those that were accredited to previous United Nations conferences on the sustainable development of small island developing States, held in Barbados, Mauritius and Samoa;

(c) Other relevant stakeholders, including non-governmental organizations not in consultative status with the Economic and Social Council, whose work is relevant to the subject of the International Conference, in accordance with the provisions contained in part VII of Economic and Social Council resolution 1996/31 and received special accreditation by the Preparatory Committee to attend the SIDS4 Conference.

⁴ 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.

V. Organization of work, opening of the Conference and seating arrangements in the Plenary Room and the Interactive Dialogue Room

15. The proposed organization of work of the Conference will be available in document A/CONF.223/2024/3.

16. The Conference will consist of eight plenary meetings in the Plenary Room and five interactive dialogues to be held in parallel to the plenary meetings in the Interactive Dialogue Room.

Plenary meetings

17. The first plenary meeting will commence at 10 a.m. on Monday, 27 May, in the Plenary Room of the Conference venue, preceded by a cultural opening at 9 a.m.

18. A secondary access card (Plenary), in addition to the conference badge issued by the United Nations, will be required for access to the Plenary Room (see also sec. XV below). Participants are requested to be seated by 8.45 a.m. on 27 May.

19. At the first plenary meeting, the Conference will elect the President of the Conference and hear statements in the following order: the President of the Conference, the Secretary-General of the United Nations, the President of the General Assembly, the President of the Economic and Social Council, the Chair of the Alliance of Small Island States, the Secretary-General of the Conference, the Special Adviser for the Conference and a youth representative. Then, all other procedural and organizational matters, including the adoption of the rules of procedure and the agenda of the Conference, the election of officers other than the President, the adoption of the organization of work, the establishment of a Main Committee, if required, the appointment of the members of the Credentials Committee and other organizational matters will be considered.

20. The first plenary meeting will then proceed to the general debate.

21. At the opening of the Conference and at subsequent plenary meetings, all States and the European Union will be specifically assigned four seats: two seats at the table with nameplate and two advisory seats behind, and will receive four (4) secondary access cards (Plenary). State delegations will be seated in English alphabetical order, followed by the European Union.

22. At the plenary meetings, a limited number of places, consisting of a seat at a table with nameplate and an advisory seat behind, will be specifically 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. These delegations will each receive two (2) secondary access cards (Plenary), within the limited space available.

23. A limited number of single seats will be assigned to non-governmental organizations, major groups and other stakeholders chosen by the Secretary-General of the Conference from delegations accredited to the Conference (see sec. X below). These delegations will receive one (1) secondary access card (Plenary). Information about distribution of secondary access cards (Plenary) to representatives of non-

governmental organizations, major groups and other stakeholders will be shared by the Secretariat with registered participants.

24. Delegates can access the Plenary Room only if they have a secondary access card (Plenary), except additional speakers in the general debate, who will be admitted for the time of their statements (see also paras. 37 and 108 below).

25. All other interested delegates are invited to follow the plenary meetings in the Plenary Overflow Room on the first floor of the South Block building of the Conference venue. In addition, on the first day of the Conference on 27 May, the Interactive Dialogue Room on the second floor of the North Block building of the Conference venue will be available as Overflow Room for representatives in the categories listed in paragraphs 8, 9, 10, 11, and 12 above; the Interactive Dialogue Overflow Room on the first floor of the South Block building of the Conference venue will be available for all representatives.

Interactive dialogues

26. The five interactive dialogues, to be chaired by two Co-Chairs, will include a twenty-minute fireside chat, statements by two experts and interventions by participants from a pre-established list of speakers (see sec. VI below). They will be held in the Interactive Dialogue Room, on the second floor of the North Block building of the Conference venue.

27. Due to the limited space in the Interactive Dialogue Room, access will be limited pursuant to the following conditions:

- The first two rows of the Interactive Dialogue Room (Area 1) will be reserved for the 23 delegations that are included in the pre-established list of speakers for the respective interactive dialogue. Each seating consists of one seat at a table with a designated nameplate with one advisory seat behind. Speakers that are not part of delegations of States or the European Union will need Interactive Dialogue speaker tickets to enter Area 1.
- The next 12 rows of the Interactive Dialogue Room (Area 2) will be reserved for delegations from States and the European Union that are not included in the pre-established list of speakers of that interactive dialogue. This area, available on a first-come first-served basis, will consist of approximately 172 single seats at a table. These delegations will not need secondary access cards to enter Area 2.
- The last rows of the Interactive Dialogue Room (Area 3) will be reserved for representatives of all other categories of participants. This area will consist of approximately 158 single seats at a table. These delegations will need secondary access cards (Interactive Dialogue) to enter Area 3. All delegations mentioned in paragraph 22 will receive two (2) secondary access cards (Interactive Dialogue). A limited number of secondary access cards (Interactive Dialogue) will be available for representatives of non-governmental organizations, major groups and other stakeholders chosen by the Secretary-General of the Conference from delegations accredited to the Conference. Access will be granted on a first-come first-served basis). Information about distribution of secondary access cards (Interactive Dialogue) to representatives of non-governmental organizations, major groups and other stakeholders will be shared by the Secretariat with registered participants.

28. Interested representatives unable to enter the Interactive Dialogue Room, due to seating capacity restrictions, are invited to follow the interactive dialogues in the Interactive Dialogue Overflow Room on the first floor of the South Block building of the Conference venue.

VI. Agenda, programme of work and list of speakers

29. The provisional agenda, the proposed organization of work and the provisional rules of procedure of the Conference are contained in documents A/CONF.223/2024/1, A/CONF.223/2024/3 and A/CONF.223/2024/2, respectively.

30. The programme of meetings, including the live list of speakers for the general debate and the list of speakers for the interactive dialogues, will be made available daily in the *Journal of the United Nations* under “Conferences and Summits” and will include such details as daily activities, titles, times and locations of meetings, agenda items to be considered and relevant documentation.

Plenary meetings

31. Pursuant to the modalities decided in General Assembly resolution 77/328 and the decision by the Preparatory Committee of 1 April 2024, the plenary meetings will be held as follows:

Monday, 27 May: from 10 a.m. to 1 p.m. (including an opening segment from 10 to 11 a.m.) and from 3 to 6 p.m.;

Tuesday, 28 May: from 9 a.m. to 1 p.m. and from 3 to 6 p.m.;

Wednesday, 29 May: from 9 a.m. to 1 p.m. and from 3 to 6 p.m.; and

Thursday, 30 May: from 9 a.m. to 12 p.m. and from 2:30 to 5:30 p.m. (including a closing segment).

32. States and the European Union may speak in the general debate. Following their statements, representatives of the following may, time permitting, make a statement in the general debate, in the order that they are listed below: (a) intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of the General Assembly and other relevant intergovernmental organizations and international bodies that were accredited pursuant to paragraph 9 (b) above; (b) associate members of regional commissions; (c) specialized agencies and related organizations; (d) interested United Nations organs; and (e) non-governmental organizations, major groups and other relevant stakeholders.

33. The list of speakers for the general debate will be established on a first-come, first-served basis, 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 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”.

34. Requests for inscription in the list of speakers from States and the European Union should be sent through the eSpeakers module accessible through the e-deleGATE portal between 10 a.m. on Monday, 8 April 2024, and 5 p.m. on Wednesday, 8 May 2024 (New York Time).

35. Representatives of intergovernmental organizations, entities and bodies and of associate members of regional commissions may request to inscribe in the list of speakers for the general debate by writing to casast@un.org (in copy to delia@un.org), between 10 a.m. on Monday, 8 April 2024, and 5 p.m. on Wednesday, 8 May 2024 (New York Time).

36. Representatives of United Nations system entities, including specialized agencies and related organizations and United Nations organs may request to inscribe into the list of speakers for the general debate by writing to casast@un.org (in copy to delia@un.org) between 10 a.m. on Monday, 8 April 2024, and 5 p.m. on Wednesday, 8 May 2024 (New York Time).

37. Representatives of non-governmental organizations, major groups and other stakeholders that have registered for the Conference (see sec. X below) interested to speak in the plenary, will need to apply through a dedicated form to be shared by the Conference secretariat with all registered participants. Selected speakers will be contacted by the Secretariat of the Conference regarding access to the Plenary Room.

38. It is proposed that a time limit of five (5) minutes will be established and strictly enforced for statements made, except for representatives of non-governmental organizations, major groups and other stakeholders for whom a time limit of three (3) minutes is proposed.

Interactive dialogues

39. The five interactive dialogues will focus on addressing existing and new and emerging challenges and opportunities for the sustainable development of small island developing States and ways and means to address them, including through the strengthening of collaborative partnerships between small island developing States and the international community, and will identify priorities for the sustainable development of small island developing States.

40. Pursuant to General Assembly resolution 77/328, the schedule of the interactive dialogues will be held as follows with the below mentioned themes:

Tuesday, 28 May: from 11 a.m. to 1 p.m.

Interactive Dialogue 1: Revitalizing Small Island Developing States Economies for Accelerated and Sustainable Growth;

Tuesday, 28 May: from 4 to 6 p.m.

Interactive Dialogue 2: Enhancing Critical Forms of Financing and Aid Effectiveness through Collaborative Partnerships: A Conversation;

Wednesday, 29 May: from 11 a.m. to 1 p.m.

Interactive Dialogue 3: Making Climate Finance Work for Small Island Developing States: Building on the Outcomes of the 28th Conference of

the Parties of the United Nations Framework Convention on Climate Change;

Wednesday, 29 May: from 4 to 6 p.m.

Interactive Dialogue 4: Levering Data and Digital Technologies and Building effective Institutions for a Resilient Future in Small Island Developing States; and

Thursday, 30 May: from 11 a.m. to 1 p.m.

Interactive Dialogue 5: Investing in Human Capital: Addressing Health Crisis in Small Island Developing States and Building the Potential of Youth in Small Island Developing States.

41. Each interactive dialogue will be presided over by two Co-Chairs, one from a developing country and one from a developed country, to be appointed by the President of the Conference. More information regarding the interactive dialogues can be found at the Conference website: <https://sdgs.un.org/conferences/sids2024/programme>.

42. States, the European Union and observers are encouraged to be represented at the interactive dialogues at the highest possible level.

43. There will be a pre-established list of speakers for each interactive dialogue which will be collaborative and multi-stakeholder in nature, with due regard for gender and geographical balance⁵. Each list will include approximately 15 representatives from States and the European Union; two (2) representatives of intergovernmental organizations, entities and bodies and associate members of regional commissions; three (3) representatives of the United Nations system entities, including specialized agencies and related organizations and United Nations organs; and three (3) representatives from non-governmental organizations, major groups and other relevant stakeholders.

44. For inclusion in the pre-established list of speakers, interested States and the European Union should submit one (1) request through the eSpeakers module of the e-deleGATE portal between 10 a.m. on Monday, 8 April 2024, and 5 p.m. on Wednesday, 8 May 2024 (New York Time), indicating the level of the speaker and desired interactive dialogues in the order of preference.

45. Taking into account the submissions received before the above-mentioned deadline, the Secretary-General of the Conference will finalize the list of speakers for each interactive dialogue, with 15 speakers from this category, listing them in accordance with the customary protocol.

46. Representatives of intergovernmental organizations, entities and bodies and of associate members of regional commissions should submit one (1) request indicating all interactive dialogues in which they would like to speak in the order of their preference to del-vasto@un.org and constablem@un.org between 10 a.m. on Monday, 8 April 2024, and 5 p.m. on Wednesday, 8 May 2024 (New York Time). Taking into account the submissions received before the above-mentioned deadline, the Secretary-General of the Conference will finalize the list of speakers for each interactive dialogue, with two (2) speakers from this category.

⁵ A/CONF.223/2024/PC/L.1.

47. Representatives of United Nations system entities, including specialized agencies and related organizations and United Nations organs should submit one (1) request indicating all interactive dialogues in which they would like to speak in the order of their preference to del-vasto@un.org and constablem@un.org between 10 a.m. on Monday, 8 April 2024, and 5 p.m. on Wednesday, 8 May 2024 (New York Time). Taking into account the submissions received before the above-mentioned deadline, the Secretary-General of the Conference will finalize the list of speakers for each interactive dialogue, with three (3) speakers from this category.

48. Representatives of non-governmental organizations, major groups and other stakeholders that have registered for the Conference (see sec. X, below) interested to speak in the interactive dialogues, will need to apply through a dedicated form to be shared by the Conference secretariat with all registered participants and no later than 10 May 2024. Taking into account the submissions received before the above-mentioned deadline, the Secretary-General of the Conference will finalize the list of speakers for each interactive dialogue, with three (3) speakers from this category.

49. The lists of speakers for the five interactive dialogues will be circulated in advance by the Secretariat of the Conference and announced in the *Journal of the United Nations* under “Conferences and Summits”.

50. All statements will be delivered in person. It is proposed that a time limit of three (3) minutes will be established and strictly enforced for all statements.

VII. Bilateral meetings

51. For bilateral meetings among States at the Head of State or Government or ministerial level, eight (8) small rooms, each with a capacity to hold a maximum of 10 participants, will be available in the “Osler suites” on the third floor of Wing D of the Conference venue.

52. An electronic reservation system for the reservation of bilateral meetings will be activated through gMeets (<https://conferences.unite.un.org/gMeets>) on 13 May 2024 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 copy to gmeets@un.org, tongx@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 durations starting on the hour and half-hour. The date and time of the bilateral meeting, the name of the other delegation participating in the meeting, should be specified in the request.

53. Information about room assignments will be provided one day prior to the meeting. Delegates are encouraged to submit the 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, with copy to tongx@un.org and dienes@un.org. When sending an email, the wording “SIDS4-bilats” must be included in the subject line. When onsite, delegations can also contact the meeting management staff located in front of the bilateral meeting rooms.

VIII. Interpretation

54. The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made in the plenary meetings and in the interactive dialogues will be interpreted in the official languages.

55. Statements made in any of the six official languages of the SIDS4 Conference will be interpreted into the other official languages. Speakers are requested to deliver the statement at a speed that is interpretable. While delegations are given a time limit in 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) in order to ensure that the statement is delivered at a normal pace.

56. Any speaker may make a statement in a language other than 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 is-unhq@un.org, tongx@un.org, dienes@un.org, and kochetkov@un.org.

57. 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-SIDS4@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.

58. The Overflow rooms will provide English channel only.

IX. Documentation

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

Distribution of official documents

60. All meeting documents will be available on the SIDS4 conference website (<https://sdgs.un.org/smallislands/documentation>). The official documents will also be available in the *Journal of the United Nations* under “Conferences and Summits” , which will be produced in all six official languages.

X. Access, registration of participants and distribution of conference badges and secondary access cards

Access

61. Access to the Conference site will require presentation of a valid conference or a VIP badge issued by the United Nations.
62. All delegates are subject to screening at the main entrance of the Conference venue. VIP groups, including Heads of State or Government, Vice-Presidents, Crown Princes/Princesses, Deputy Prime Ministers and cabinet ministers, as well as their spouses, will be exempt from screening.
63. Access to the Plenary Room will require a secondary access card (see sec. XV below).

Registration of participants of participating States and institutional stakeholders

64. 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 sec. IV, paras. 8-11 above), 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>. A Note Verbale dated 1 March 2024 highlighting the registration procedure has been sent by the Protocol Office to all permanent and observer missions and offices in New York and is also available on the Protocol Office website, at www.un.org/dgacm/en/content/protocol.
65. 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, associated members of the regional commissions, 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 (1 March – 10 May 2024)

66. To register for the Conference, 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.
67. Representatives of accredited intergovernmental organizations, associate members of the regional commissions, specialized agencies and related organizations without an office in New York or not enrolled in the eRegistration system that wish to participate in the SIDS4 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 in the eRegistration system, the instructions 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) 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 19 April 2024. The review and processing of these requests may take up to 4-5 working days.

68. 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 and Cabinet Minister and their spouses will be issued a VIP pass with a photograph.

69. Missions/offices are kindly reminded that, as part of the registration process, copies of credentials/delegation lists must be uploaded onto the registration form at the time of online registration. Also note that passport-size colour photographs (with 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 mandatory requirements and must be uploaded in the registration form for each member of the delegation. All photographs must be recent and taken within the past six months. Please note that the review and verification process for the online registrations may take up to 4-5 working days.

70. New focal points and delegations wishing to obtain information on the eRegistration system may refer to the updated guidelines on eRegistration and “Frequently Asked Questions” available on the Protocol Office website at www.un.org/dgacm/en/content/protocol/meetings.

71. Permanent or observer missions are kindly reminded that they are responsible for registering all members of their delegations (pre/onsite registration) attending the Conference and are strongly advised to coordinate as early as possible with their governments and embassies/consulates-general in Antigua and Barbuda or in the region on the proper registration procedure and to make use of the pre-registration option in New York to avoid long queues at the Registration Centre in Antigua and Barbuda.

72. 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 United Nations Security and Safety Service. For additional information/questions, please email to krokan@un.org, with a copy to rantalap@un.org. Additional information can be found in section XVII below.

73. Beginning 24 May 2024, 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 Antigua and Barbuda by email to protocolconference@un.org.

On-site registration in Antigua and Barbuda (24-29 May 2024)

74. Onsite registration in Antigua and Barbuda will begin on Friday, 24 May 2024, and continue until Wednesday, 29 May 2024, at 1:00 p.m. at the United Nations Registration Centre in Antigua and Barbuda (AICASA building, south of the main University buildings).

75. Delegations are kindly reminded that all onsite registrations presented to the Protocol Registration Office in Antigua and Barbuda 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. The review and processing time for onsite registration will require at least 2 days upon receipt in the system.

76. Delegates planning to seek onsite registration in Antigua and Barbuda 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 form. 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 their headquarters for proper online registration. Onsite registrations for walk-in delegates cannot be processed until the online registration requests have been completed by their permanent missions/offices/organizations and received by the Protocol Registration Office via the eRegistration system.

Distribution of conference badges, secondary access cards and speaker tickets

77. Conference badges for participants, as well as secondary access cards and Interactive Dialogue speaker tickets, will be issued and distributed from 24 May to 30 May 2024 until 1 p.m. at the United Nations Registration Centre located at the AICASA building of the Conference venue (for opening hours of the United Nations Registration Centre, see para. 81 below).

78. Approved participants may collect their conference badges, secondary access cards and Interactive Dialogue speaker tickets 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 participants approved by the United Nations will be issued a conference badge for access to the Conference venue.

79. Conference badges for approved participants may also be collected by representatives of the embassies/consulates-general of the delegations in Antigua and Barbuda 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 Antigua and Barbuda, indicating the name (in English) and contact mobile number of the representative authorized to collect the conference badges, secondary access cards and speaker tickets 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, secondary access cards and speaker tickets. Note that copies of the passports of the delegation must also be presented together with the Note Verbale to collect the conference badges.

80. Delegates and representatives collecting the conference badges, secondary access cards and Interactive Dialogues speaker tickets 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.

Office hours of the Registration Centre in Antigua and Barbuda

81. The United Nations Registration Centre at the Conference venue will be open as follows:

24-25 May	9 a.m.- 6 p.m.
26-27 May	8 a.m.-6 p.m.
28-29 May	8 a.m.-5 p.m.
30 May	9 a.m.-1 p.m.

Registration of participants from UN organs

82. Interested organs of the United Nations should register via Indico no later than 10 May 2024. There will be no on-site registration for UN organs.

UN Secretariat: <https://indico.un.org/event/1009937/>.

United Nations Funds, Programmes, regional commissions and other United Nations entities: <https://indico.un.org/event/1009938/>.

Registration of non-governmental organizations, major groups and other relevant stakeholders

83. Non-governmental organizations in consultative status with the Economic and Social Council are invited to register at <https://indico.un.org/event/1009967/> by 26 April 2024 (see sec. IV above).

84. Organizations that have been specially accredited or that were accredited to previous related United Nations conferences must pre-register at <https://indico.un.org/e/SIDS4Conf2024> by 26 April 2024.

85. For details and information about the registration of non-governmental organizations and other stakeholders, please check the Conference website (<https://sdgs.un.org/conferences/sids2024/stakeholders#participation>). The deadline for registration is 26 April 2024.

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

87. Each approved representative will receive a confirmation letter by e-mail, which serves as an official invitation to the Conference. Each registered representative of an NGO and other major groups will receive one individual conference badge. Entry into the venue or a particular meeting room may need to be restricted for purposes of crowd control. If a representative of an accredited organization is not able to attend the Conference, he or she cannot be replaced by another representative of the same organization.

88. Conference badges for representatives of non-governmental organizations, major groups and other stakeholders whose registrations have been approved will be issued and distributed from 24 to 30 May 2024 at the United Nations Registration Centre located at the AICASA building of the Conference venue during opening hours (see para. 81 above). Detailed information, including required documentation and procedures to collect badges will be provided to registered participants in due time.

XI. Credentials

89. 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.

90. 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 20 May 2024. 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” which can be accessed through the e-deleGATE portal (<https://edelegate.un.int>). In addition, during the Conference, credentials may be submitted to a representative of the Office of Legal Affairs onsite at the Conference venue. Email submissions of scanned copies of the credentials will not be accepted. For inquiries, please email ecredentials@un.org.

XII. List of participants

91. To facilitate the compilation of the list of participants, delegations of States, the European Union, intergovernmental organizations and specialized agencies and related organizations are requested to submit a comprehensive list of the members of their respective delegations to the Secretariat, with the functional titles and designations of the delegates, using the e-List of participants module on the e-deleGATE portal.

XIII. Funding for participation States and stakeholders

92. To facilitate the participation of representatives of small island developing States in the Conference, limited funding will be available from the voluntary contributions made by international and bilateral donors, as well as the private sector, financial institutions, foundations and other donors as outlined in General Assembly resolution [77/245](#).

XIV. Media arrangements and services

Media accreditation

93. Accreditation of media representatives, including journalists and official photographers and videographers of delegations, is handled by the United Nations Media Accreditation and Liaison Unit (MALU).

94. Delegations must register official media through their respective permanent/observer mission or liaison office in New York (designated eRegistration users using the eRegistration module on the e-deleGATE portal ([instructions](#))).

95. Media representatives applying independently are required to submit an application form, including a letter of assignment from a bona fide media

organization. Instructions are available on the website of the Media Accreditation and Liaison Unit (<https://www.un.org/en/media/accreditation/accreditation.shtml>). Pre-registration of media representatives will be open from 1 March 2024 through 10 May 2024. All media representatives must be pre-registered.

96. Collection of conference badges for pre-registered media will begin on 24 May 2024 and continue until 29 May 2024 at 1:00 p.m. at the United Nations Registration Centre. Delegation media personnel requesting on-site accreditation will be directed to register through their respective permanent/observer mission or liaison office in New York (using the eRegistration module).

97. Media accreditation is not issued to information outlets of non-governmental organizations.

98. No double accreditation is permitted (e.g., as press and delegate, or as press and non-governmental organization).

Press briefings

99. 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 birchs@un.org, with the wording "Press briefings" in the subject line. Such 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 relevant time preferences or constraints.

100. 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.

101. 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 from the media desk in the Conference venue and will be sent to registered media organizations by email.

Media centre

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

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

104. For questions regarding media arrangements, please check with MALU Staff in media centre.

Access to the media by Governments and non-governmental organizations

105. To facilitate media contact, delegations are invited to provide the spokesperson with the name and telephone number in Antigua 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 and birchs@un.org.

Live webcast coverage

106. The United Nations webcast services will provide live and on-demand coverage of the plenary meetings, interactive dialogues and press conferences. The coverage will be available on the United Nations Web TV website at <https://webtv.un.org>, in all six official UN languages and the original language of the speaker. For any questions on webcast coverage, contact +1 917 378 7647 or e-mail: damianou@un.org.

XV. Secondary access cards for Plenary Room and Interactive Dialogue Room, Interactive Dialogue Speaker Ticket**Secondary access cards (Plenary) for access to the Plenary Room**

107. All States and the European Union will receive four (4) secondary access cards (Plenary) to access the Plenary Room for all plenary meetings.

108. A limited number of seats in the Plenary Hall will be allocated to representatives from non-governmental organizations, major groups and other stakeholders for the duration of the Conference. The use of these seats will require secondary access cards, to be distributed by the Conference secretariat. Further details on access and distribution will be communicated to all registered non-governmental organizations, major groups and stakeholders.

109. All other delegations with a designated seat in the Plenary Room and informed hereof (see sec. V above), will receive two (2) secondary access cards (Plenary) to access the Plenary Room for all plenary meetings.

110. Representatives from non-governmental organizations, major groups and other stakeholders without a secondary access card (Plenary) but included in the list of speakers will receive a special entrance ticket for delivering their statements at the last day of the Conference. The Secretariat will be communicating directly with selected speakers (see para 37).

Secondary access cards (Interactive Dialogue) for access to the Interactive Dialogue Room

111. All States and the European Union do not need a secondary access card to enter the Interactive Dialogue Room. Seating in Area 2 will be on a first-come, first-served basis.

112. All delegations mentioned in paragraph 22 above will receive two (2) secondary access cards (Interactive Dialogue) to access Area 3 of the Interactive Dialogue Room for all interactive dialogues. Seating in Area 3 will be on a first-come, first-served basis.

113. A limited number of secondary access cards (Interactive Dialogue) will be available for representatives of non-governmental organizations, major groups and

other stakeholders from delegations accredited to the Conference. Information about distribution of secondary access cards (Interactive Dialogue) to representatives of non-governmental organizations, major groups and other stakeholders will be shared by the Secretariat with registered participants. Seating in Area 3 will be on a first-come, first-served basis.

Interactive Dialogue speaker tickets

114. Each representative included in the pre-established list of speakers of an interactive dialogue that is not from the delegation of a State or the European Union will receive two Interactive Dialogue speaker tickets to enter Area 1 of the Interactive Dialogue Room to take their designated seating.

XVI. Other events and activities

115. Side events sponsored by Governments, non-governmental organizations, other major groups as well as United Nations system and other intergovernmental organizations will be held from 27 to 30 May 2024 inside the Conference venue, outside the Conference venue or virtually. The on-site side events will be coordinated by the Conference secretariat.

116. A preliminary programme of side events will be available on the official Conference website at <https://sdgs.un.org/conferences/sids2024/programme/side-events>. Queries regarding side events should be addressed to sids4@un.org.

117. A cultural village will be set up near the United Nations Registration Center (AICASA Building in AUA) by the host government, to showcase the work of artisans and feature local cuisine. The cultural village will also include a stage for performances to showcase the rich cultural heritage and traditional knowledge of SIDS.

118. There will be five special events spearheaded by United Nations entities to be held from 24-29 May 2024. Information on these special events is available on the Conference website at <https://sdgs.un.org/conferences/sids2024/programme/special-events>. Queries regarding special events should be addressed to sids4@un.org or the focal points listed on the website.

119. The Secretary-General will convene a high-level meeting during the Conference, with a wide variety of stakeholders, including the United Nations system, international financial institutions, development banks and multilateral development partners to discuss the mobilization of resources for small island developing States, in accordance with General Assembly resolution 77/245 of 30 December 2022 and Assembly resolution 78/232 of 22 December 2023. The meeting will be by invitation, and it will take place on 28 May 2024.

XVII. Security

Security arrangements

120. From 26 May 2024, access to the Conference venue will be strictly limited 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.

121. Access to the conference venue will be limited outside conference meeting hours set out in section VI above. In the interest of the security and safety of all participants, the Secretariat of the Conference and the United Nations Security and Safety Service reserve the right to deny and/or restrict access to the Conference venue generally or partly, or to request that registered participants depart the premises.

122. All delegates and their bags are subject to screening at the main entrance or other access points of the Conference venue. Holders of VVIP/VIP passes, including Heads of State or 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 VVIP/VIP passes.

123. During the period of the Conference, the United Nations Security and Safety Service, 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.

124. For all types of 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.

125. 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 as well as a valid government-issued photo identification at the entry gate and will be directed to the Registration Centre.

126. 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, Agriculture, Trade & Barbuda Affairs of Antigua and Barbuda.

Accreditation of national security officers

127. In order to avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their security components. Governments may wish to hold direct consultations with the United Nations Security and Safety Service, in particular with regard to arrangements for their national security personnel.

128. 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 United Nations Security and Safety Service. For additional information/questions, please email to krokan@un.org, with a copy to rantalap@un.org.

Vehicle accreditation

129. Delegations' vehicles do not require accreditation since there are no parking areas inside the Conference venue. Escorted motorcades transporting Heads of State or Government will be duly escorted by the Royal Police Force of Antigua and Barbuda and will be identified accordingly. No other vehicles are allowed inside the venue. All escorted motorcade movements on the premises will be established by the

United Nations Security and Safety Service and coordinated in conjunction with the host country.

Other matters

130. The loss of a conference badge or any personal item must be reported to the registration centre and/or the United Nations Security and Safety Service, located in the Registration Centre at the Conference venue.

131. Participants are solely responsible for taking care of their own personal belongings. Any bags or objects left unattended will be removed for security reasons.

XVIII. Travel to Antigua and accommodation

Travel arrangements

132. Representatives are responsible for their travel to and from Antigua and for acquiring necessary visas for transit countries. The United Nations will not be able to assist in bearing any related costs or in obtaining required visas.

133. Arriving participants are asked to consider the environmental footprint of their mode of transportation and ways in which that footprint can be reduced. In Antigua, the V. C. Bird International Airport is in close proximity to the Conference venue.

Hotel arrangements

134. Representatives are responsible for their accommodation and can make reservations by visiting the following websites set up by the host government: <https://sids4.gov.ag/accommodations.php>, <https://www.visitantiguabarbuda.com/> or all major booking websites to secure their accommodations. The United Nations will not be able to assist in booking or in bearing any related costs.

XIX. Visa requirements for Antigua and Barbuda

135. Representatives are responsible for obtaining a visa for entry into Antigua and Barbuda.

136. For a list of citizens of countries that do not require a visa for entry into Antigua and Barbuda and the related condition, visit <https://immigration.gov.ag/visa-services/countries-exempt-from-visa/>.

137. For the conditions and procedures for obtaining a visa for entry into Antigua and Barbuda, visit <https://immigration.gov.ag/visa-services/general-visa-information>.

138. Visas for the entry into Antigua and Barbuda will be granted upon arrival at the airport for a fee of US\$100. This fee will be waived upon presentation of a valid Conference registration.

139. Holders of Diplomatic Passport, Official Passport or United Nations laissez-passer do not need to obtain a visa to enter Antigua and Barbuda to attend the Conference.

140. Unpredictable events may affect and extend visa processing times, submissions should be made well in advance.

XX. Car parking

141. Only VIP motorcades will be allowed to park on the premises of the Conference venue.

XXI. Transportation in Antigua

142. Special shuttle services will be offered by the Government of Antigua and Barbuda to participants of the Conference and the media between the airport, the hotel areas and the Conference venue from 25 to 31 May 2024. There will be liaisons on the ground to facilitate and coordinate transportation.

143. Detailed information regarding local transportation during the Conference will be available in due time on the website set up by the host country: <https://sids4.gov.ag/>.

144. Traffic in Antigua and Barbuda is on the left side.

XXII. Health

145. Although not mandatory for entering Antigua and Barbuda, it is recommended that Conference participants obtain health insurance before travelling. It is also recommended that participants consult a doctor prior to travelling to Antigua and Barbuda to discuss any health needs or concerns.

146. Vaccinations are not needed to enter Antigua and Barbuda. As official recommendations may change, participants are asked to stay informed about current rules and recommendations in place in Antigua and Barbuda and to take necessary precautions with regard to their travels, including restrictions in their country of origin and countries through which they may transit on their way to Antigua and Barbuda.

147. An on-site first aid room is located at the Conference venue. The telephone number for medical emergencies in Antigua and Barbuda are 911 and 999.

148. The Mount St. John's Medical Centre is Antigua's main hospital, located in St. John's (<https://www.msjmc.org/>). There are also other hospitals, medical clinics, private dental clinics and pharmacies. The Government of Antigua and Barbuda will establish a unit within the Conference venue specifically for health and medical services. In addition, there will be a team of doctors for on-call medical emergencies.

149. COVID-19 - For current travel advice when travelling to Antigua and Barbuda, participants are advised to refer to <https://www.visitantiguabarbuda.com/travel-advisory/> or the United Nations SIDS4 Conference website <https://sdgs.un.org/smallislands/about-sids4> regularly for updates and additional information.

XXIII. Medications

150. Certain medications can be easily purchased at pharmacies in Antigua and Barbuda, and if necessary, prescriptions can be issued by a local registered doctor. As such, participants should bring from their countries of origin any prescribed medication, and notification of the same forwarded to the host country Secretariat at sids4@ab.gov.ag prior to arrival in Antigua and Barbuda to ensure compliance with local guidelines.

XXIV. Currency, banking

151. The official currency of Antigua and Barbuda is the Eastern Caribbean Dollar (XCD). Please check with your bank or exchange bureaux to determine whether you can obtain Eastern Caribbean Dollar before arrival. However, local banks and money exchange bureaux can conduct foreign exchange transactions.

152. All major currencies are accepted and exchangeable in Antigua and Barbuda. Bank cards are widely accepted. ATMs are found in and around St. John's and at the Conference venue. A limited number of ATMs are also located at the Airport.

153. ACB Caribbean, Eastern Caribbean Amalgamated Bank, CIBC FirstCaribbean International Bank and Caribbean Union Bank are the primary banks in Antigua. For licenced international banks in Antigua see www.fsrc.gov.ag/images/pdf/banking/directory_of_banks_website_version-latest.pdf. Bank services will also be available at the Conference venue.

XXV. Telephone communications, Mobile telephones, Internet

154. The country code for Antigua and Barbuda is +1-268.

155. Before travelling, it is advisable to check whether the mobile phone carrier offers roaming services in Antigua and Barbuda or if prepaid (additional) SIM cards for talk and/or data should be acquired. However, local sim cards, including e-sims, are available from local mobile service providers such as APUA Inet, Digicel, and FLOW.

156. At the Conference venue, Wi-Fi internet service will be available.

XXVI. Electricity and power outlets

157. In Antigua and Barbuda, electrical plugs and sockets are of A (2 pin) and B (3 pin), comparable to the United States. The standard voltage is 230 V and the standard frequency is 60 Hz. Several hotels offer 110 V supply. It is strongly advised to check the voltage of each device before plugging it into an outlet.

XXVII. Time Zone

158. Antigua and Barbuda observes Atlantic Standard Time (AST) all year. There are no Daylight-Saving Time clock changes.

XXVIII. Climate

159. Antigua and Barbuda has a tropical maritime climate. May falls within the dry, dust and extreme UV Radiation seasons in Antigua and Barbuda. May is also the start of the Country's heat season. Normally, the average maximum and minimum temperatures range between 30-36 °C (86-97 °F) and 18-26 °C (64-79 °F) respectively; warmer than normal temperatures are expected this May. Further, with an average relative humidity of 76%, the feels-like temperature or heat index could exceed 50 °C (122 °F). The average rainfall for May is 101.1 millimetres (3.98 inches); this May is likely to be better than normal. The Country normally gets a moderate breeze from the east at 22 km/h (14 mph).

XXIX. Attire

160. Light summer clothing is customary all year round. Formal attire for men includes light suits or blazers and/or button-down collars and ties, and women wear a dress or a blouse and skirt or pants. Evenings can become cooler, and packing a light sweater is recommended.

XXX. Food and Catering

161. A considerable variety of food options will be available on-site for purchase throughout the conference. To streamline transactions, participants will be able to purchase vouchers ("chit booklets") at a central location inside the Conference venue and use them at the various food stations on-site. The menu boasts an array of delectable choices, including local beverages, seafood dishes, vegan and vegetarian options, pasta, and other traditional delicacies. Conference participants will have opportunities to enjoy the flavours of the Caribbean region together with culinary influences from around the world.

162. Information on off-site dining may also be obtained at Help Desks located at the main lobbies of hotel accommodations as well as information kiosks throughout the Conference venue.

XXXI. Other useful information

163. For other useful information on Antigua and Barbuda, please visit www.sids4.gov.ag/index.php. Additional information on the Conference is available on the Conference website at <https://sdgs.un.org/smallislands/about-sids4>.