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INTRODUCTION

The Financing for Development (FFD) process at the United Nations focuses on supporting the follow-up to the agreements and commitments from the three International Conferences on Financing for Development: in Monterrey, Mexico, in 2002; in Doha, Qatar, in 2008; and in Addis Ababa, Ethiopia, in 2015. The FFD process has evolved with each conference and agreement, building on the previous ones and updating them to address current global financial needs and development challenges.

Following these crucial conferences, the 4th International Conference on Financing for Development will be held from 30 June to 3 July 2025 in Seville.

This Conference provides a unique opportunity to reform financing at all levels, including supporting the reform of the international financial architecture. It also serves as a space where leaders from all governments, along with international and regional organizations, financial and trade institutions, businesses, civil society, and the United Nations system come together at the highest level, fostering stronger international cooperation.







THE CITY

The city of Seville is the capital of the Spanish region of Andalusia and has a population of approximately 700,000 inhabitants, making it the fourth largest city in Spain. It is located on the banks of the Guadalquivir River, in the southwest of the Iberian Peninsula.

Seville is a city with a rich history and a unique identity shaped by the confluence of cultures. Founded by the Tartessians, was later influenced by Romans, Visigoths, or Arabs, each civilization leaving a deep mark on its architecture, customs, and traditions, combining among others Christian, Muslim or Jewish elements.

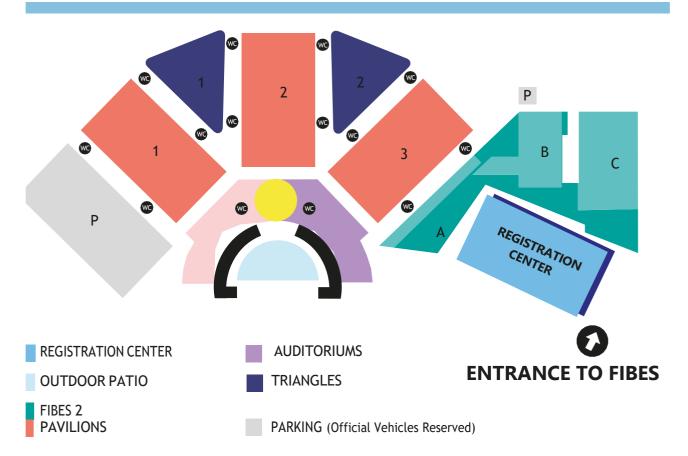
For instance, under Arab rule during the Middle Age, Seville flourished as a prosperous commercial and cultural center, a legacy still visible today in landmarks such as the Giralda and the Alcázar. Later on, in the 13th century, Seville became a city of exchange and cultural blending and later served as a major port connecting with the Americas. Today, Seville remains a melting pot of influences, where the cultures that have shaped it are woven into its cuisine, music, and vibrant daily life. Its streets, steeped in history, invite visitors to embark on a journey through centuries of tradition and diversity. Seville is widely regarded as one of the most beautiful cities in both Andalusia and Spain.







CONFERENCE VENUE



The 4th International Conference on Financing for Development will be held at the Seville Conference and Exhibition Centre (FIBES), located at Avenida Alcalde Luis Uruñuela, 1, 41020, Seville.

More information about the venue is available at the following link: <u>https://fibes.es/en/</u>.

CONFERENCE PROGRAMME

To access the updated programme, please consult the <u>official website of the</u> <u>Conference.</u>

The website will also provide information on the schedule of Side Events, Special Events, and the International Business Forum.





TRANSPORTATION

5.1 How to get to Seville

Seville is a well-connected destination, both nationally and internationally. Attendees can reach the city via various means of transportation—by air, rail, or road—benefiting from an efficient communication network and access options tailored to different needs.

BY PLANE

<u>Seville Airport</u> is located 10 kilometers east of the city center and offers a wide range of domestic and international flights.

From Seville Airport, the city center can be reached in approximately 15 minutes by taxi, or around 35 minutes by <u>public bus</u> (Line EA - Special Airport Service).

Tickets for all urban buses in Seville can be paid directly on the bus using a bank card, with no need for a physical ticket.

If making connections through other airports, it is advisable to purchase throughtickets—which include connecting flights—so that checked baggage is sent directly to the final destination and, in case of delays, the airline is responsible for rebooking the passenger.

For connections via Adolfo Suárez Madrid-Barajas Airport, the following is recommended:

• For arrivals at terminals T4 and T4S: a minimum connection time of 150 minutes is advised.

• For arrivals at terminal T1: a minimum connection time of 180 minutes is advised.





BY TRAIN

Seville has excellent rail connections with many major Spanish cities. Using medium and high-speed trains (AVE), it is possible to reach <u>Seville's Santa Justa Station</u> from Madrid in two and a half hours, from Malaga in two hours, from Jerez de la Frontera in one hour, or from Córdoba in forty minutes.

Trains are operated by three companies: RENFE, Ouigo, and Iryo. Participants who choose RENFE services may benefit from a 20% discount on all national medium- and long-distance trains by selecting the "UN Conference" option in the "Discounts and Promo Codes" drop-down menu on the <u>RENFE website</u> when purchasing tickets. To use these discounted tickets, you may be required to show the registration approval letter issued by the UN for the Conference.

Santa Justa Station, located at one of the main entry points to Seville and near the historic center, is well connected to the Conference venue by RENFE's Cercanías line C4. The journey to the Palacio de Congresos station (FIBES) takes less than 10 minutes.

To assist passengers with disabilities or reduced mobility at medium- and long-distance train stations, several services and measures are in place to ensure universal accessibility. These services can be accessed through the <u>ADIF website</u>. It is each passenger's responsibility to request the necessary accommodations.

BY CAR

Seville is located 530 kilometers south of Madrid, so the road trip takes approximately five hours. Malaga is 200 kilometers away, and Jerez de la Frontera is 91 kilometers away, translating to driving times of two hours and one hour, respectively.





BY BUS

Buses are usually the most economical option, although travel times can be long depending on the departure city.

The <u>Plaza de Armas Bus Station</u> is Seville's main terminal for medium- and longdistance routes. From here, buses depart to many cities across Spain – such as Madrid, Barcelona, Málaga, and Valencia – as well as to some international destinations.

The Seville-San Bernardo Bus Station also offers medium- and long-distance routes. Though smaller than Plaza de Armas, it connects to several nearby and distant cities.

5.2 How to move around Seville

PUBLIC TRANSPORT

<u>TUSSAM</u>, Seville's public **urban bus** company, operates 55 lines that cover the entire city, from peripheral neighborhoods to the city center.

<u>The Seville Metro</u>, with 21 stations and trains every 4 minutes, runs through the city center and connects it to surrounding areas.

There is also a public tram system, **Metrocentro**, which runs through the historic center, linking Plaza Nueva station to San Bernardo train station, from where Cercanías Line C4 goes to FIBES (Palacio de Congresos station).

Cycling is another option, thanks to the city's flat and accessible terrain. Seville has nearly 200 kilometers of bike lanes and a public bike-sharing service, <u>Sevici</u>, offering a practical and affordable solution for those without their own bike. However, it is advisable to avoid cycling during the hottest hours of summer.





PRIVATE TRANSPORT

Seville also offers extensive taxi and ride-hailing services. Taxis in Seville are white with a yellow stripe on the side.

5.3 How to get to FIBES

FIBES is located in the eastern part of the city, just a few kilometers from Seville Airport and the city center. Conference participants can use the following means of transportation to reach the venue:

CERCANÍAS TRAIN

FIBES is accessible via Cercanías trains, from the **Palacio de Congresos** station on **Line C4**, just a few meters from the venue entrance. This line connects the city center to FIBES in only 10 minutes, with departures every 30 minutes. The journey is quick and comfortable, and all stations are accessible. For more information on stations, schedules, and ticket options, visit the <u>Cercanías RENFE website</u>.

URBAN BUS

FIBES is also connected to the city center by **three urban bus lines** with stops near the venue: **27, LE (Este Exprés), and B4**. TUSSAM, the municipal transport company, provides full details about these routes and ticket options <u>on its website</u>.

TUSSAM also offers a mobile app available through this link.





SHUTTLE BUS

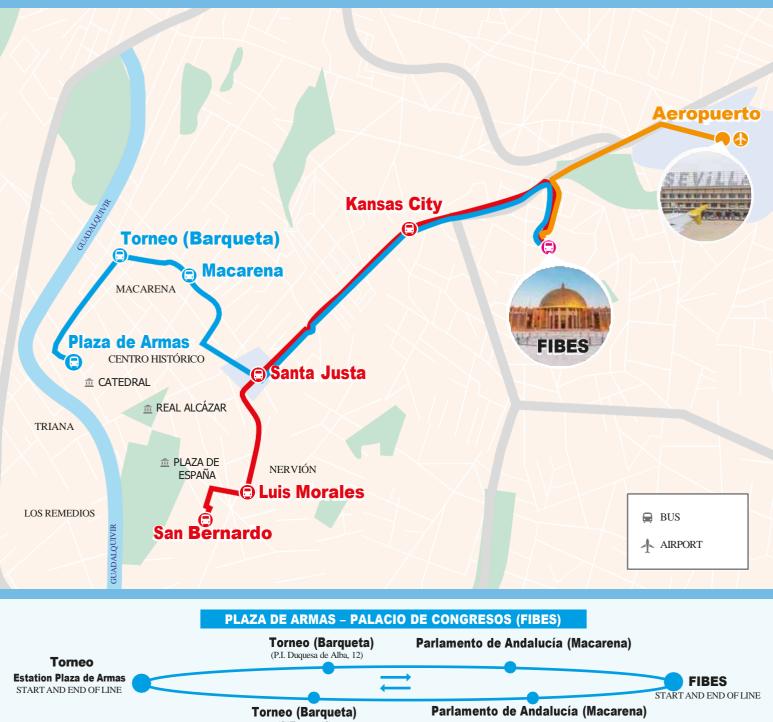
To complement public transportation, the organizers will provide a special shuttle service connecting various areas of Seville's historic center with FIBES during the Conference. These shuttles will operate from 6:00 to 22:00.

Additionally, a shuttle service between Seville Airport and FIBES will be available during the Conference. On 30 June, and 1-2 July, the service will run from 7:45 to 18:00; on 3 July, it will operate from 10:30 to 22:00.

To access these shuttles, participants must present their official badge or the UN registration approval letter for the Conference.

HOW TO GET TO FIBES **SHUTTLE BUS**

INTERACTIVE MAP - CLICK ON EACH STOP





START AND END OF LINE



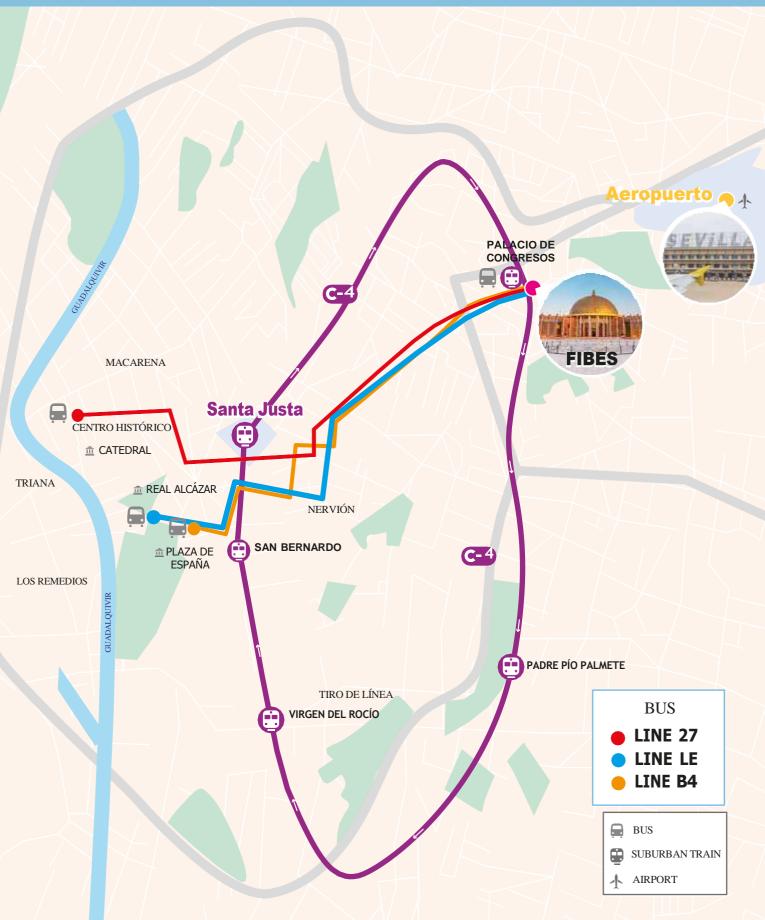


BY CAR

Access to FIBES by private car is reserved for official delegations led by Heads of State or Government. For security and traffic control reasons, parking near the venue is not permitted. Participants are strongly encouraged to use public transportation or the shuttle service provided by the organizers.

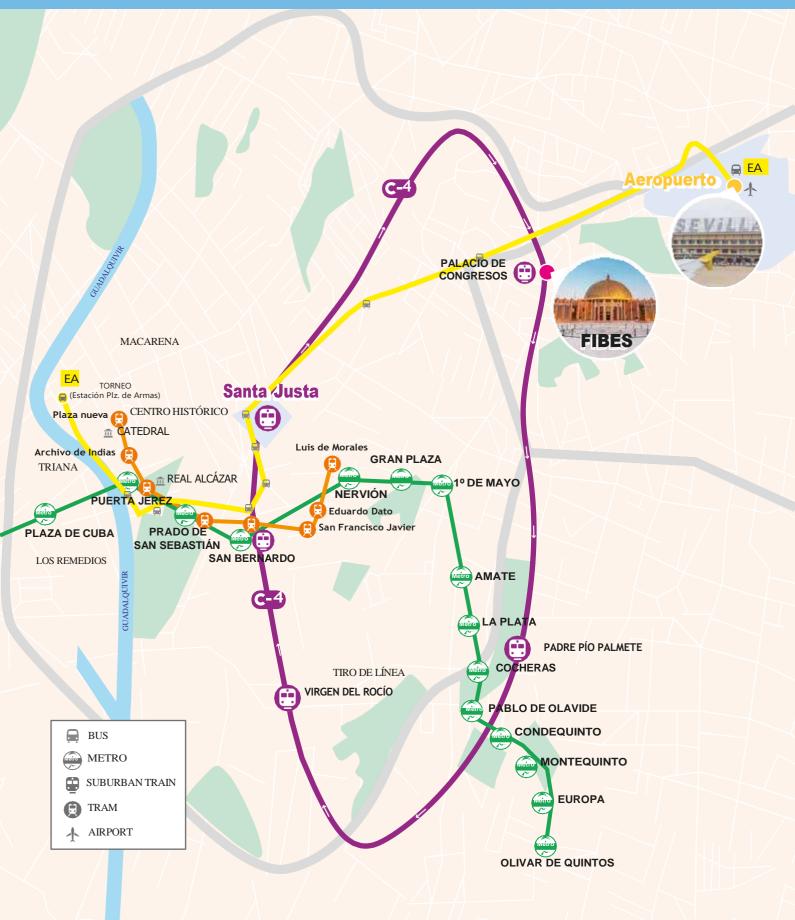
HOW TO GET TO FIBES

INTERACTIVE MAP - CLICK ON EACH STOP



HOW TO MOVE AROUND SEVILLE

INTERACTIVE MAP - CLICK ON EACH STOP







VENUE ACCESS

Due to the large number of expected attendees, participants are advised to arrive at the venue well in advance to ensure timely entry, especially on 30 June.



For more detailed information regarding access conditions and schedules, please refer to the Information Note published by the United Nations, <u>available on the Conference website</u>.





SECURITY

The Spanish Government assigns the highest priority to matters concerning the safety of delegations participating in the Conference.

During the meetings, a security perimeter will be established around the venue. Only registered vehicles and accredited participants will be authorized to enter the security area. Conference badges must be carried and visibly displayed at all times within the secured zone. Only holders of Conference badges will be permitted to access the premises.

Upon entering the venue, participants will be subject to a security screening. Security personnel may conduct searches, and participants may be required to surrender any items not permitted inside the premises. It is strongly recommended that participants leave any unnecessary personal belongings in their accommodation during the meetings.

The Spanish Government requests the understanding and cooperation of all delegations in this matter. All participants are kindly asked to follow the instructions of security personnel at all times.

For further information on security conditions within the venue, please refer to the Information Note published by the United Nations, <u>available on the Conference</u> <u>website</u>.





MEDICAL SERVICES

The local emergency number in Spain is 112.

In Spain, the entity responsible for all medical matters, public health protection, and emergency medical assistance to high-level authorities is the **Operational Health System.**

Emergency Medical Teams will be present on all days of the Conference during venue opening hours.

The Operational Health System coordinates with local hospitals and out-of-hospital emergency centers and will activate the necessary protocols when required.

Nevertheless, it is **strongly recommended** that participants have **travel health insurance** and are aware of its coverage prior to departure.

ACCOMMODATION

Spain, and particularly Seville, are very popular tourist destinations, especially during the summer season. To ensure availability, participants are strongly encouraged to begin arranging their accommodation and travel plans as early as possible. Please note that the Spanish Government will **not** cover accommodation expenses.

REGISTRATION

For more information regarding registration, participants are kindly requested to consult the <u>Conference website</u>.





BADGE PICKUP

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

Delegates collecting Conference badges and secondary access cards should note that it is their responsibility to ensure the safe delivery of these badges and access cards to their delegation members. The registration center will not reissue duplicate passes or secondary access cards.

Conference badges for representatives of civil society organizations, private sector, academia and other stakeholders whose registrations have been approved will be issued and distributed at the United Nations registration center. Representatives of stakeholder organizations must come personally with the approval letter and government-issued ID.

For information on the operating hours of the registration center and options for badges pickup, please refer to the Information Note published by the United Nations, <u>available on the Conference website</u>.

ENTRY REQUIREMENTS FOR SPAIN

Participants should note that the visa application process for entry into Spain and the United Nations registration for Conference attendance are separate procedures. Please note that visas **must be obtained prior to arrival in Spain**; **they cannot be issued upon entry.**





Participants are therefore strongly advised to verify whether they require a visa and to submit their visa application **as early as possible**, preferably at least **five weeks** before the Conference opening. **Late submissions may render it impossible to process the visa in time.**

Visas are required based on nationality. For a list of countries whose nationals must hold a visa and those exempt from this requirement, as well as information on visa processing offices, please consult:

https://www.exteriores.gob.es/en/ServiciosAlCiudadano/Documents/ Generalinformation-on-visas-FfD4.xlsx.

Additionally, participants must present the UN-issued registration approval letter as part of their visa application. Registered participants can apply for visas free of charge at Spanish consular offices.

For further visa-related information, please contact the nearest Spanish Embassy or Consulate:

https://www.exteriores.gob.es/en/EmbajadasConsulados/Paginas/index.aspx.

CUSTOMS

CUSTOMS DECLARATION

<u>All passengers arriving in Spain may be subject</u> to customs inspection by the Tax and Customs Authority.

• **Green Channel:** Passengers carrying no dutiable goods may use the Green Channel but remain subject to random checks.

• **Red Channel:** Passengers with goods requiring declaration must use the Red Channel for official declaration and payment of duties, in compliance with the Spanish Tax Law (Law 58/2003, of 17 December) and the Special Taxes Law (Law 38/1992, of 28 December).





Passengers must declare the following main items:

- Currency and Negotiable Instruments: Anyone carrying 10,000 euros or more in cash or financial instruments must declare it.
- New Purchases: Goods purchased abroad valued up to 430 euros are duty-free. Goods exceeding this amount must be declared and duties paid.
- Alcohol and Tobacco: Specific limits apply. See AENA Customs Alcohol & Tobacco and <u>Your Europe Guide</u>.
- Commercial Shipments: Any goods deemed commercial must be declared, regardless of value.

For any queries, contact: jff-apoyotecnico-pafif@guardiacivil.org.

VAT REFUND PROCEDURE

VAT refund for purchases made in Spain can be processed through the DIVA system of the Spanish Tax Agency. A Tax-Free form must be requested at the time of purchase.

Conditions:

- Merchandise must have original tags, be unused, and in original packaging.
- Travelers with non-EU invoices or purchases exceeding 5,000 euros must present goods in person at the VAT refund office.

For more information:

- DIVA System Guide
- <u>AENA Customs VAT Refund</u>

For assistance, contact: jff-apoyotecnico-pafif@guardiacivil.org.





IMPORTATION OF PRESS EQUIPMENT

Temporary importation of press equipment from non-EU countries is subject to customs control. Obligations can be met by:

• **Standard Customs Procedures:** Verbal declaration under the traveler regime upon arrival, providing required documentation.

• **ATA Carnet**: Using an ATA Carnet issued in advance by designated authorities in the country of origin.

DEPARTURES

Passengers are advised to arrive at the airport at least **two hours** before their scheduled departure time. Check-in, security screening, baggage inspection, and passport control procedures may delay access to the departure terminal.





WORKING LANGUAGES AND INTERPRETATION

For information on the working languages and interpretation arrangements, please refer to the Information Note published by the United Nations, <u>available on the Conference website</u>.

CATERING

During the Conference days, catering services will be provided for all accredited participants.

• **Service Hours:** Catering will be available from 12:00 to 16:00 at designated locations throughout the venue to serve different attendee groups.

• **Cuisine:** An international menu including Spanish and local dishes. Special dietary needs–vegetarian, vegan, gluten-free, halal, kosher, etc.–will be accommodated. All products will be sourced locally or from nearby regions (kilometre zero).

• **Payment:** Catering may be paid for in cash or by credit/debit card. Multiple payment points will be set up to allow participants to purchase meal tickets at any time.

• **Refreshments:** Water, coffee, tea, juices, soft drinks, snacks and pastries will be available at several spots inside the venue with extended hours.





ACCESSIBILITY

Spain places great importance on accessibility issues.

• **Shuttle Transport:** Adapted shuttle buses will be available for participants with reduced mobility.

• **Venue Access:** The venue features access ramps, elevators, and entrances adapted for people with reduced mobility.

• Accessible Restrooms: Accessible restrooms will be available on all main floors of the venue.

• **Hearing and Visual Assistance:** International sign-language interpreters will be provided, as well as informational materials in accessible formats (Braille or digital formats compatible with screen readers). Participants requiring these services should request them in advance to ensure proper provision.

• **Reserved Seating Areas:** Designated seating areas for participants with reduced mobility or special needs have been arranged. Please contact the organizing team if you require reserved seating.

• Accessibility Desk: An Accessibility Desk will be available on-site throughout the Conference.





INFORMATION FOR OFFICIAL DELEGATIONS

17.1 Mandatory Form

To ensure protocol, security, and transport services and to address the needs of Heads of State and Government, an online form will be sent to the designated contact points of official delegations to collect necessary information. <u>This form must be completed for all Heads of Delegation</u> (including those below Head of State or Government level).

The designated **contact point must request access** by emailing <u>form-ffd4@presidencia.gob.es.</u> Once credentials are received, **the contact point should complete the form**, which gathers information on travel plans, accommodation, accessibility requirements, and more, **before 16 June**.

Contact points should use an <u>official organizational email address</u>. If unavailable, the respective Permanent Mission to the UN in New York must send a Note Verbale to <u>formffd4@ presidencia.gob.es</u> identifying the contact point.

17.2 Liaison Officers

As the host country, Spain will assign a Liaison Officer to each Head of Delegation. Duties include:

• Acting as the point of contact between the assigned delegation and the meeting organizers.

- Assisting the Head of Delegation during their stay in Seville.
- Ensuring the Head of Delegation's adherence to the programme and participation in scheduled activities.

• Providing logistical support at airports, train stations, hotels, and the conference venue.





Liaison Officers for Heads of State and Government will be available from 28 June to 4 July, covering two days before and one day after the Conference, only within Seville and designated transport points (Morón Air Base, Seville International Airport, Santa Justa Station). Contact details will be provided prior to the Conference.

For inquiries, email spainffd4@presidencia.gob.es.

17.3 Transportation

The organizers will provide transport for **delegations led by Heads of State or Government** in Seville from arrival to departure and for all official programme transfers between 28 June and 4 July. Arrival points are Seville Airport, Morón de la Frontera Air Base, and Santa Justa Station.

Official motorcades will consist of a VIP car, a protocol car (where the Liaison Officer will travel), and a van seating eight persons.

No external vehicles may be added to the official motorcade. Exceptionally, a vehicle may be included only for travel between designated points of arrival of the delegations - Seville Airport, Morón Air Base and Santa Justa Station - and the hotels, in both directions.

Motorcades will have security provided by Spain.

Given the size of the motorcades, delegates are advised to travel with the minimum amount of luggage, or to leave it to the Embassy to take care of it once the official motorcade has departed. Each delegation or Embassy will be responsible for picking up those who may arrive on the planes and exceed the number of seats in the motorcade. This also applies to press traveling on the delegation's aircraft.

Other official delegations may register a sedan-type vehicle to access a nearby dropoff point at FIBES; the vehicle and driver must be accredited by Spain (see section 17.6).

Each delegation must submit travel plans via the online form (section 17.1).





17.4 State Flights

Due to high air traffic expected in Seville, government and private aircraft approved as State flights must request slots by 6 June, emailing <u>transportspainffd4@</u> <u>presidencia.gob.es</u> with preferred arrival/departure times, aircraft model, dimensions, and aircraft number.

Aircraft with a wingspan over 36 meters may be directed to alternate parking facilities if the main apron is full. Slots and landing positions will be assigned by the organizers based on request order.

Generally, State flights will operate from Morón Air Base (LEMO), 50 km from Seville. Operators must submit a **PPR Form** (Prior Permission Required) to <u>ala11</u> <u>ecta@mde.es</u> with copy to <u>transportspainffd4@presidencia.gob.es.</u>

State overflights for official delegations will be authorized in advance for landing at the Morón Air Base (LEMO) under a specific ad hoc code to be communicated by Note Verbale to the Embassies of the participating countries four (4) weeks prior to the start of the Conference. Such code shall be entered in box 10 of the CBMP form, which shall be sent at least five (5) working days in advance by Note Verbale to <u>SobrevuelosEscala@maec.es</u>, with copy to <u>nvspainffd4@presidencia.gob.es</u>.

17.5 Authorities' lounges

Due to the estimated high attendance of authorities and space limitations, the organizers will facilitate access to authorities' lounges for Heads of State and Heads of Government, and their companions exclusively, between 28 June and 4 July.

For arrivals occurring between the indicated dates, requests must be made via Note Verbale to nvspainffd4@presidencia.gob.es, copy seguridaddiplomatica@maec.es, at least 72 hours before arrival/departure.

Requests for use **outside these dates** follow the regular procedure, via Note Verbale to <u>seguridaddiplomatica@maec.es</u>.





Note Verbale must include for each person: full name, title, nationality, passport type and number, arrival/departure date and time, flight details, official programme, and accommodation address of the Head of State or Government.

The representative accredited by the Embassy may access the lounge, accompanied by a maximum of two persons, to receive the Head of State or Government. The details from this person, as well as the registration number of the vehicle that requires access, must also be stated in the Note Verbale.

Arrivals at authorities' lounges will be received by organizers and handed over to the Liaison Officer. Embassy representatives (max two) may also attend upon prior notification to <u>nvspainffd4@presidencia.gob.es.</u>

Access to the authorities' lounges is free of charge; however, handling charges apply, payable by the delegation. Its use is subject to airport security, immigration, and customs regulations.

17.6 Vehicle Decals

Other official delegations may register one sedan-type vehicle for drop- off near the venue. Requests are made by emailing proffd4@presidencia.gob.es with subject "Vehicle Accreditation".

Once the request is received, a reply will be sent requesting the vehicle data (license plate, make and model) and driver data (name, surname and telephone number), as well as the deadline for sending the information.

17.7 Issuance and delivery of special authorization for entry, carrying, and use of weapons for close protection officers

Delegation close protection officers must request special authorization for weapon carriage at least 20 days before arrival via Note Verbale to the Ministry of Foreign Affairs – Directorate-General for Protocol – Diplomatic Security area at seguridaddiplomatica@maec.es.





Requests must include: authority accompanied, arrival/departure dates and transport, agent's name and ID, weapon details (type, brand, serial number, caliber), and number of cartridges.

Approved requests will be forwarded to the Central Arms and Explosives Intervention (ICAE). Contact: <u>dg.icae-licenciasB@guardiacivil.org.</u>

17.8 Application for use of radio spectrum

Diplomatic Missions must submit radio frequency requirements by Note Verbale to <u>protocolo@maec.es</u> and <u>seguridaddiplomatica@maec.es</u> at least 20 days before arrival in Spain.

The use of the frequency must comply with the following technical characteristics:

- The area of use shall be the venue of the Conference.
- The period of use shall correspond to the dates of the Conference.
- The maximum effective radiated power shall be 3 W and the use shall be intended exclusively for the Land Mobile Service.
- The maximum emission bandwidth shall be 12.5 KHZ.
- The use of frequency jamming devices shall not be permitted.

17.9 Official Dinners

• 29 June: Dinner hosted by Their Majesties the King and Queen of Spain for Heads of State and Government.

• 30 June: Official dinner hosted by the Prime Minister of Spain, H.E. Pedro Sánchez, for Heads of State, Heads of Government, and special guests.

Further details to be provided soon.





17.10 Bilateral Meeting Rooms

For bilateral meetings among States at the Head of State or Government or ministerial level, ten (10) small rooms, each with the capacity to hold a maximum of 10 participants, will be available from 30 June to 3 July in Pavilion 2, FIBES 1, at the Conference venue. Bilateral meeting rooms may only be requested for bilateral meetings, and modifications to the furniture setup cannot be accommodated.

An electronic reservation system for the reservation of bilateral meetings will be activated through gMeets (<u>https://conferences.unite.un.org/gMeets</u>) on 16 June 2025 in order to provide for the equitable and efficient use of the facilities.

For more information, please refer to the Information Note published by the United Nations, <u>available on the Conference website</u>.

GENERAL INFORMATION

• Local Time: CET/GMT+1

• Currency and Payment Cards: Euro (€); major credit and debit cards are widely accepted.

- Emergency Number: 112
- Telephone Country Code: +34

• Electricity: 230 V, 50 Hz; plugs types C and F (continental European two-roundpin).

• Smoking: Prohibited in all indoor common areas.

• Business Hours: 10:00-14:00 and 17:00-20:00/21:00. Department stores are open continuously from 10:00 to 21:00/22:00.

• **Tap Water:** Tap water is potable. Water fountains will be available throughout the venue, and participants will receive a reusable bottle to reduce plastic usage.

TOURIST INFORMATION ABOUT SEVILLE

INTERACTIVE MAP - CLICK ON EACH PLACE-



































CONTACT ADDRESSES

CONSULTATIONS

- Firearms permits: dg.icae-licenciasB@guardiacivil.org
- Customs and VAT refunds: jff-apoyotecnico-pafif@guardiacivil.org
- Spanish host government matters: spainffd4@presidencia.gob.es
- United Nations general matters: <u>ffd4@un.org</u>

PROCEDURES

- Protocol form submissions: formffd4@presidencia.gob.es
- State aircraft slots: transportspainffd4@presidencia.gob.es
- Vehicle decals: proffd4@presidencia.gob.es
- Copies of all Note Verbales to Spain: nvspainffd4@presidencia.gob.es
- Note Verbales for State overflights: <u>SobrevuelosEscala@maec.es</u>
- Note Verbales for radio frequency use: <u>protocolo@maec.es</u>,
 <u>seguridaddiplomatica@maec.es</u>
- Note Verbales for firearm carriage: <u>seguridaddiplomatica@maec.es</u>

