



# ADMITTED INTERGOVERNMENTAL ORGANIZATIONS CONTACT DETAILS

**Name of the organization:**

.....

The information you provide below will be entered into our database and will be used in all future correspondence and documentation. Please type only. Please email completed forms to [cool@unfccc.int](mailto:cool@unfccc.int).

If you are **not** making changes to certain sections of the form, please check the “No changes” box for that section and leave the section empty.

**1. Organization details:** No changes

Name of the organization as it appears in legal documents (in case of a change of name):

.....

Name of the organization in one of the UN languages<sup>1</sup> (if the above is not an official UN language):

.....

Official Acronym: (if applicable).....

Official Language(s).....

Official address: .....

City:\* ..... Zip/Postcode: .....

Country:\* .....

Main telephone number: ..... Main fax: .....  
Please specify (country code - city code) + number

E-mail:\* ..... Website:\* .....

**2. Name and details of the Head of the organization:** No changes

.....

Title (if applicable)

.....

(Mr., Ms.)      First name                      Middle name                      Last Name

Position .....

Date of Birth: ..... Telephone: ..... Fax .....  
Please specify (country code - city code) + number

E-mail of the Head of the organization: .....

<sup>1</sup> The official UN languages are Arabic, Chinese, English, French, Russian and Spanish.

**3. Name and details\* of the Designated Contact Point (DCP) for the organization, if different from the Head of the organization:** No changes

Please note:

- Our system currently only allows for **one** Designated Contact Point per organization.
- **Once the details of the new DCP have been processed by the secretariat, the DCP should create a new account on the [Online Registration System \(ORS\)](#).** Please refer to pages 8 – 16 of the [ORS User Manual](#) for guidance on creating an account.
- **The DCP will:** Serve as the official channel for the exchange of information with the secretariat, including but not limited to receiving official notifications, nominating representatives for sessions, matters related to side events and exhibits or other session-related activities.

.....  
 (Mr., Ms.)\*      First name\*                      Middle name\*                      Last Name\*

Position.....

Date of Birth: .....      Telephone: .....      Fax .....  
Please specify (country code - city code) + number

E-mail of the Designated Contact Point: .....

\* Please note that the **fields marked with \*** are published on the [UNFCCC website](#) (i.e. name of the Designated Contact Point, but email and contact numbers as provided under section 1 “Organizational details”).

Please give a **brief description** of the theme and activities of the organization relevant to the climate change process for inclusion in our database (50-100 words only).

**4. Signature of the Head of organization**

Signature: .....      Date .....

**In order to ensure continued participation for your organization please provide an updated form signed by the Head of organization as changes occur. This applies particularly for a change of Designated Contact Point.**