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## INFORMATION NOTE

### **Registration and Access** **United Nations Climate Change Conference** **Paris-Le Bourget, France, 30 November – 11 December 2015**

#### **Registration Procedures**

All Party delegates must be nominated through the online registration system (ORS) of the secretariat.

Each Party has designated a National Focal Point (NFP) who nominates and confirms the delegation through the ORS.

Parties are able to confirm their delegations until the beginning of the Conference and are also able to add to their respective delegations at any time. In view of the large interest Parties are encouraged to carefully consider the size of their delegations. It is to be noted that **confirmation of participation** in the Conference is an important element to obtain a visa. It is therefore, strongly recommended to confirm delegations as soon as possible in order to facilitate the timely issuance of a valid visa by the Host Country.

NFPs are reminded of the need to also include names, titles and other contact details of diplomatic mission's members. Names should be inserted in accordance with the protocol order of the Party.

Once a delegate has been nominated and confirmed in ORS by the NFP, an acknowledgement letter generated by the ORS is sent directly to each Party delegate.

**Distribution:** To Parties and observer States through their national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany and the French Republic.



It is highly recommended to upload the delegation in accordance with the protocol order of the Party.

### **General procedures for the nomination of Party delegates by NFPs**

The link to the online registration system for Parties is below:

[https://onlinereg.unfccc.int/onlinereg/index\\_parties.html](https://onlinereg.unfccc.int/onlinereg/index_parties.html)

The ORS guide to assist National Focal Points can be found under the link:

[https://onlinereg.unfccc.int/onlinereg/public/UNFCCC\\_ORS\\_User\\_Manual-Parties\\_and\\_Observer\\_States.pdf](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORS_User_Manual-Parties_and_Observer_States.pdf)

This guideline covers the procedures for using ORS and functions as a help desk for any questions related to ORS.

### **Access to the Conference centre**

Access to the Conference centre will require presentation of a valid conference badge issued by the UNFCCC secretariat.

All persons entering the UN premises must wear a badge provided by UNFCCC secretariat on the basis of a valid nomination from the NFP.

The delegation badge includes a photo of the participant. The UNFCCC secretariat data base contains the photos of those delegates who have previously participated in any of the sessions of the Convention and its Kyoto Protocol. The photo of those who have not registered before in the sessions of the Convention will be taken directly at the registration counter in the Conference centre.

Only badges for ministers and others above ministers (Head of State, Head of Government, vice-president, and head of ministerial cabinet) do not include a photo.

In general, the issuance of a badge takes 60-90 seconds from the arrival of the delegate at the registration counter to the delivery of the badge. Sufficient registration stations will be available for this purpose.



Diplomatic missions accredited to the Government of the French Republic may pick up the badges of those delegates from their delegations who have previously participated in the sessions of the Convention. A letter containing the full name and ID number of the person authorized to pick the badges should be presented at the registration-help desk counter. It should also include the telephone number of the diplomatic mission. The secretariat will print and hand over these badges upon presentation of the letter/Note Verbal. To allow a smooth delivery, the secretariat will provide an email address to liaise with the registration team and expedite the process in due course.

### **Security screening**

Delegates holding a Conference badge are subject to screening.

Only ministers and other above ministers (Head of State, Head of Government, vice-president, head of cabinet) are not subject to screening.

### **Registration dates and opening hours**

The official notification of the sessions will provide information on the dates and opening hours of the registration counter in the Conference premises.

