



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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Page 1 of 2

NOTIFICATION

Opening of the Online Registration System for the United Nations Climate Change Conference COP20/CMP10, 1 to 12 December 2014 Lima, Peru

I refer to the United Nations Climate Change Conference to be held in Lima, Peru from 1 to 12 December 2014 and wish to inform all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties that the Online Registration System (ORS) for IGOs and NGOs to **nominate** their representatives will be open as of today until Monday, 15 September 2014 at midnight Central European Time (CET).

To **confirm** their representatives, the ORS for IGOs and NGOs will be opened from Monday, 22 September 2014 until Thursday, 27 November 2014 at midnight CET.

Nomination and confirmation deadlines will be applied strictly since the secretariat is not in a position to process late nominations or confirmations.

The formal notification of the session, including the venue, will be provided in due course. It will also include useful information for participants.

Owing to the anticipated size of the meeting facilities and taking into consideration safety and security concerns, participation of observer organizations will be limited to 2,800 participants. This represents a 7% reduction on the number of participants allowed for the COP19/CMP 9 in Warsaw.

The secretariat strongly recommends accessing the ORS immediately after the above mentioned dates for nomination and confirmation to avoid any problem which may jeopardize the registration of your representatives to the session.

Nominations from IGOs and NGOs should be conveyed to the secretariat **only** through the online registration system. The secretariat is not able to process nominations sent by any other method, such as emails, letters or faxes. The online registration system is available at the following web address:

<https://onlinereg.unfccc.int/>

Distribution: To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties



Page 2

The user manual for admitted observer organizations (IGOs and NGOs), which contains complete information and guidelines on how to obtain access to the ORS and its use, can be found at the following web address:

https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Observer_Organisations.pdf

A “help desk” is available at the following email address:

onlinereg@unfccc.int

I would like to remind all intergovernmental organizations and non-governmental organizations that the Conference of the Parties, by decision 23/CP.18, invited Parties to commit to meeting the goal of gender balance by, inter alia, nominating women to bodies established under the Convention and its Kyoto Protocol, with the aim of a gradual but significant increase in the participation of women. To this end, I would like to encourage NGOs and IGO to adopt a similar approach with regards to gender balance in the nomination of their respective delegations to attend the forthcoming session.

Yours sincerely,

(Signed by)

Christiana Figueres