

UNFCCC media accreditation FAQs – revised 5 October 2011

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Where can I learn about press accreditation for UNFCCC meetings?

Please visit our [web section](#) on press and media accreditation (also available in French and Spanish)

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The UNFCCC secretariat follows the [United Nations criteria for accreditation of media](#) (also available in French and Spanish).

What must I do to become accredited at UNFCCC meetings?

You must apply for accreditation through the new [online media accreditation system](#).

What is this new online media accreditation system?

In autumn 2011, the UNFCCC secretariat is introducing changes to the media accreditation process that includes the introduction of a wholly online system that allows the creation of a personal account, entry of basic data and uploading of required documentation; status information on the request will also be available through the system.

Can I still apply for accreditation as before?

Accreditation online is the official channel to obtain registration for the media. **The secretariat will not accept accreditations via any other channel.** Any accreditation materials not sent through the online system will not be processed.

I covered the previous UNFCCC meeting, do I have to apply again?

Yes. Press badges issued at previous UNFCCC meetings do not remain valid. Members of the press must be accredited for each meeting. A new letter of assignment and copy of press card (or other materials in lieu of a press card) will be required each time.

I have a badge from another UN conference. Can I be approved automatically for UNFCCC conferences with that?

The fact that you've been accredited to another UN conference can help the accreditation team in evaluating your application; however, it does not guarantee accreditation for UNFCCC conferences.

What if I am accredited to the United Nations in New York, Geneva, Vienna or Nairobi?

We can approve your accreditation on this basis, upon verifying with our colleagues in these duty stations. The letter of assignment is still required.

When should I accredit myself for UNFCCC meetings?

Accreditation usually opens two months prior to the meeting. It is advisable to apply for accreditation in advance, to avoid any unnecessary delays at the meeting venue.

What is the deadline for accreditation?

The UNFCCC secretariat will make deadline information available on the website. As a rule, however, it is highly recommend to apply as early as possible.

I missed the deadline. Can I still apply?

The secretariat has limited capacity to deal with late applications. Decisions whether to process late applications will be made on a case-by-case basis.

Is there a limit to how many media may participate in a conference?

Yes. A quota on the number of participants is enforced in the interest of security and taking into account. **The quota is set for ALL participants (Party, observer organization, UN)** and is in place until the maximum level in relation to the physical capacity of the facilities is reached.

What happens when the quota is reached? The moment the quota is reached, no more representatives will be allowed in. Please note that the quota is recorded in the badge scanning system, so that the number of representatives entering the premises can be accurately counted.

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To accredit online, what information do I need before I start?

In order to complete the process you will need the following information. All information must be as it appears in the passport or other official photo identification document which the participant intends to present at the registration desk.

- * Complete name
- * Date of birth
- * Nationality
- * Passport or other photo identification number (drivers license, etc.)
- * Email address

What do you do with this information?

The names and information entered are for purposes of identification and verification only. It will be retained in the system for use at future sessions, unless a written request to remove it is received from the media concerned.

How do I create an account?

Please use [this link](#) to request account creation. Once you request account creation, you will receive an e-mail with the confirmation link.

Please follow the link and finish account creation procedure. You will receive another e-mail with your login name, password and further instructions. to create an account. Once you create your account, you will receive an e-mail with your login name, password and further instructions.

The online system recognizes only valid e-mail addresses.

What else do I need to do?

Accreditation will be granted upon presentation of the following:

- Letter of assignment on official letterhead of a media organization signed by the Publisher or Editor-in-chief indicating the name and duration of assignment of the journalist.
- Copy of a valid press card. In the absence of a press card, you may submit additional materials, in line with the UN criteria. If you do not have a press card, please see below for more information.

Materials are scanned into a graphics format (.pdf .gif. .jpg, .tif) and uploaded into the system. There is a file size limit of 4 MB. This replaces the previous system of submitting accreditation documents via e-mail. **The secretariat will not accept materials sent separately by e-mail.**

If there are any problems with your application, or additional information is needed, you will be contacted.

I don't have a press card. Will you still accredit me?

If you don't have a press card, you will be asked to submit additional materials, in line with the UN criteria. Please see section on additional materials.

What do you mean by "additional materials"? What is required?

If you are asked to submit additional materials, the following may be requested:

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- Print media representatives may be required to submit two bylined articles within the past four months and a copy of the publication.
- Radio and TV media representatives may be asked to submit two recordings of reports within the past four months.
- Photographers are required to submit original tear sheets or photos with credits of the issuing organization.
- Online media* must meet the following requirements:

*Subject to all other criteria, online media may include news outlets, blogs, vlogs and others.

The web publication must belong to a registered media organization, and have a specific, verifiable non-web address and a telephone number.

The website must have at least 60% original news content or commentary or analysis, including coverage of international or UN related issues.

The website must be updated at a minimum of once a week.

The applicant seeking accreditation must provide the latest data on the site's visitors or other relevant material (press citations, etc.) about the outlet's audience. The applicant must have an established record of having written extensively on international or climate change issues and must present copies of three recently published articles with his/her byline.

Please note that publications or other media which are communications outreach or advocacy publications of non-governmental or non-profit organizations do not qualify for media accreditation.

Work samples must demonstrate active engagement in covering the activities of the United Nations, and specifically the climate change process. Samples must be unaltered clippings or media products of the bona fide organization with bylines of the individual requesting accreditation.

Do I need to send a photo?

Your photo will be taken at the registration station; it is not necessary to upload a photo in advance.

To whom do I address the letter of assignment?

To the UNFCCC Press Office.

What should the letter of assignment contain?

The letter of assignment must be on letterhead and be addressed to the UNFCCC Press Office. It must be signed by an authorized official (e.g., the Publisher, Assignment Editor or Bureau Chief), of the media organization seeking accreditation. **Unsigned letters or e-mails will not be accepted.**

Letters of assignment must specify the type of coverage, event or project assigned; the period of time for which accreditation is required; and the name and professional function(s) of the individual(s) to be assigned.

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How can I send my materials to you?

Materials are scanned into a graphics format (.pdf .gif. .jpg, .tif) and uploaded into the system. This replaces the previous system of submitting accreditation documents via e-mail. **The secretariat will not accept materials sent separately by e-mail.**

PLEASE NOTE: there is a size limit per document of 4MB. Please make sure that attachments do not exceed this size; otherwise, you will receive an error message and the secretariat will be unable to receive your materials.

How soon will I know whether I'm accredited?

Please be aware that we receive credentials for thousands of applicants and there may be a delay between the time we receive your credentials and when they are matched to your application.

Every effort will be made to issue the accreditation as soon as possible. However, it may take 3 to 5 working days to obtain your accreditation.

Please check the status of your application online, in the personal profile that you created. **Do not call** the press office for updates on your accreditation.

How can I check the status of my accreditation?

When you create a profile, you will receive a username and password. Using this, you can access the system to check your accreditation status. Your record will be updated when your materials have been received. **Please do not call** to check on the status of those credentials.

What does the accreditation cover?

Media accreditation may only be used for coverage of specific UNFCCC conferences, and does not constitute an endorsement for any other purpose.

Do I have to tell you what days I will attend or is the accreditation for the entire conference?

When granted, accreditation covers the duration of the conference.

I would like to register as a delegate or NGO and also have press accreditation. Is this possible?

No. Double accreditation is not allowed (e.g. as press and delegate, or as press and NGO). If you are already registered with a delegation or observer organization, your application for press accreditation will not be granted.

I am a freelance journalist. Can I still get accreditation?

Freelance journalists are subject to the same requirements for accreditation and must complete the full process, as above. Freelance journalists, including photographers, must provide clear evidence they are on assignment from a specific news organization or publication. A **valid assignment letter** from that news organization, or publication, is required. Photographic agencies must provide clear evidence from a client news organization or publication. You must also submit the other required documents for accreditation.

I'm a student. Can I get accreditation?

Media accreditation is for professional members of the press who represent a bona fide media organizations. We can't accord students the same accreditation as is granted to media professionals who have an established track record of reporting on international affairs.

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I'm under 18 years of age. Can I get accreditation?

No. Media representatives must be at least 18 years old to apply for accreditation.

What about press accreditation for blogs?

The existing UN guidelines for media accreditation do not yet fully provide for blogs. We recognize that the line between traditional media and new media is fading and the UN is endeavoring to take on board the new forms of information dissemination and social networking that have evolved.

Where bloggers fit in the new media landscape is still an open question, and how they should be handled as members of the media is still being determined by the United Nations.

Accreditation of bloggers for UNFCCC meetings will be done on a case-by-case basis and criteria currently applied to online media will be applied.

I am with an independent film company that is producing a documentary on climate change. Can I access the conference?

Per the [criteria for United Nations accreditation of media](#), independent TV production companies are required to provide a letter from a broadcast organization or film distributor which has committed to air or distribute the work, or from the UN partner organization that supports the production. The project should be climate change-related.

You must also submit the other required documents for accreditation.

I am a press officer at an Embassy. Do I need press accreditation to attend?

No. Your name should be included on the official delegation list and you will be registered as a member of the delegation. While this registration will not allow access to the media centre, you may leave materials for distribution to accredited press. The communications and media team will be happy to assist.

What about press travelling with a head of state/government?

All journalists travelling with heads of state or government should be included on the official delegation list and registered as a member of the delegation.

Can I do a blanket accreditation from my organization?

It is not possible to give blanket press accreditation to a media organization. Instead, accreditation is granted to individuals representing bona fide media organizations, who provide the required valid documentation for accreditation.

What happens if I have to replace someone already accredited from my organization?

We are aware that assignments can change at short notice. Please communicate changes in staff as soon as they are known. The applicant will have to complete the same process, but as long as they have the required valid materials, there is usually little delay in processing.

Do you fund journalists' participation?

Some participation of journalists from developing countries at our conferences has been made possible through support for [media training workshops](#). This participation is by invitation only.

Participation has also been assisted by organizations such as the [International Institute for Journalism \(IJJ\) of InWEnt](#), [Internews](#) and the [Climate Change Media Partnership](#). These should be contacted directly for more information on their programmes.

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Do you make hotel reservations for press representatives?

No. Media representatives accredited to cover UNFCCC meetings are responsible for their own travel and hotel bookings. The secretariat is not in a position to make these arrangements.

Will you help me get a visa?

The UNFCCC secretariat is not in a position to issue invitation letters for visa purposes. You may use the confirmation of your accreditation when making your application, as well as the letter of assignment from your media organization.

My accreditation was approved, now what?

Once you have received confirmation of your accreditation, you will be registered for the conference. Print out the confirmation and bring it with you to the conference.

You may collect your badge on-site at the registration desk at the conference venue. Registration usually opens the weekend before the meeting starts. You must present the same valid photo ID as used in your profile.

Your photo will be taken at the registration station; it is not necessary to send a photo in advance.

Can you send me my badge in advance? Or is there somewhere I can pick it up?

For security reasons, it is not possible to send badges in advance. Registration is usually open the weekend prior to the conference. Badges should be collected at the registration desk at the conference venue.

What should I do if my badge is lost or stolen?

If your media ground pass is lost or stolen, you **MUST** immediately report it to the press registration desk in the conference venue.

Where am I allowed to go?

All accredited press have access to the media centre, press conference room(s), exhibit areas, side events, open plenary sessions and any public areas in the conference venue.

Specific information on media arrangements at conferences is provided through Notes to Correspondents. These are issued at individual meetings, and reflect arrangements as they apply to a given venue and/or set of circumstances.

All accredited press accessing the conference premises must pass through security screening, including those with equipment.

Can you send me a list of UNFCCC accredited media persons?

Information on media accreditation for UNFCCC meetings is for internal use only and confidential. The UNFCCC secretariat does not distribute media lists.

I would like to stay informed about UNFCCC news and events. Can you add me to your mailing list?

If you wish to be added to the UNFCCC's media mailing list, send a message to [press\(at\)unfccc.int](mailto:press@unfccc.int).

Disclaimer

The UNFCCC reserves the right to deny or withdraw accreditation for activities that violate the principles of the Charter or the codes of behaviour and or/ethics of journalism and/or the United Nations. At any time, the UNFCCC secretariat may revoke accreditation if it is put to

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improper use; if it has been used to abuse the privileges so extended; or if personal or public conduct is not consistent with the best interest of the Organization. The press pass must not be loaned to another person; UN Security will confiscate any pass in the possession of any individual to whom it was not issued.