



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 22 December 2014  
Reference: ODES/COP/2014  
Pages: 1 of 1

## MESSAGE TO PARTIES

### Early submission of information and views

Submissions are a very important element of sharing information, building understanding and advancing work inter-sessionally in an open, transparent and inclusive manner. Earlier this year, the secretariat introduced a new submission portal, which can be accessed through the link <unfccc.int/5900>, to enhance the user-friendliness and efficiency in submitting and viewing the information and views from Parties.

The portal has been updated to include the outcomes of the recent sessions of Conference of the Parties, the Conference of the Parties serving as the Meeting of the Parties to the Kyoto Protocol, the Subsidiary Body for Scientific and Technological Advice, the Subsidiary Body for Implementation, and the Ad Hoc Working Group on the Durban Platform for Enhanced Action.

Parties are invited to use the portal to upload their information and views. The submission portal is a public site. However, for Parties to be able to upload submissions, access rights are required. Through National Focal Points, Parties can obtain access rights and further information by contacting the secretariat at [submission-info@unfccc.int](mailto:submission-info@unfccc.int). Further detailed information on how to use the portal is also available in the Submission Portal User Guide which can be downloaded from the portal's website.

Yours sincerely,

*(Signed by Richard Kinley for)*

Christiana Figueres

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