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Page 1 of 1

## INFORMATION NOTE

### Deadlines for nominations and confirmations in the On-line Registration System (ORS)

The secretariat would like to draw the attention of all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties that the deadlines for observers to **nominate** and **confirm** their representatives to future sessions of the Convention and its Kyoto Protocol in the ORS will be strictly observed to ensure timely completion of the registration process. The secretariat is not in a position to process any late nominations after the established deadlines.

The secretariat would like to remind IGOs and NGOs that in line with the standard practice since the launch of the ORS in 2010, the secretariat will continue to send email reminders concerning the deadlines to all Designated Contact Points (DCPs) well in advance. In addition, the deadlines are also indicated on the [IGO](#) and [civil society](#) webpages.

In order to avoid any problems which may jeopardize the registration and participation of your representatives to sessions, the secretariat wishes to urge IGOs and NGOs to take the necessary steps, upon receipt of the notification pertaining to the sessions of the United Nations Climate Change Convention to nominate and confirm your representatives prior to the indicated deadlines. It is also strongly recommended to keep the secretariat updated on any change of the DCPs to ensure that your organizations will receive all correspondence from the secretariat, including those related to the deadlines.

The secretariat trusts that this advance information will provide clarity to the registration policy for the UNFCCC sessions, which in turn assists your planning. We look forward to your continuous cooperation to ensure smooth registration of your representatives.

UNFCCC secretariat

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