



ADMITTED NGOs CONTACT DETAILS

Name of the organization:

.....
The information you provide below will be entered into our database and will be used in all future correspondence and documentation. Please type only. Please email completed forms to cool@unfccc.int.

If you are **not** making changes to certain sections of the form, please check the “No changes” box for that section and leave the section empty.

1. Organization details: **No changes**

Name of the organization as it appears in legal documents (in case of a change of name)

.....
Name of the organization in one of the UN languages¹ (if the above is not an official UN language):

.....
Official Acronym: (if applicable)..... Official Language

Official address:

City:* Zip/Postcode: Country:*

Main telephone number:* Main fax:*
Please specify (country code - city code) + number

E-mail:* Website:*

2. Name and details of the Head of the organization: **No changes**

.....
(Mr., Ms.) First name Middle name Last Name Position

Date of Birth: Telephone: Fax
Please specify (country code - city code) + number

E-mail of the Head of the organization:

3. Name and details* of the Designated Contact Point (DCP) for the organization, if different from the head of the organization: **No changes**

Same as head of organization: Yes No

Please note:

- Our system currently only allows for **one** Designated Contact Point per organization.
- **Once the details of the new DCP have been processed by the secretariat, the DCP should create a new account on the [Online Registration System \(ORS\)](#).** Please refer to pages 8 – 16 of the [ORS User Manual](#) for guidance on creating an account.
- **The DCP will:** Serve as the official channel for the exchange of information with the secretariat, including but not limited to receiving official notifications, nominating representatives for sessions, matters related to side events and exhibits or other session-related activities.

.....
(Mr., Ms.)* First name* Middle name* Last Name* Position

¹ The official UN languages are Arabic, Chinese, English, French, Russian and Spanish.

Date of Birth: Telephone: Fax
Please specify (country code - city code) + number

E-mail of the Designated Contact Point:

*Please note that the **fields marked with * are published on the UNFCCC website** (i.e. name of the Designated Contact Point, but email and contact numbers as provided under section 1 “Organizational details”).

4. Constituency affiliation Please indicate your organization’s primary constituency affiliation (please note that only one selection is possible) No changes

BINGO ENGO Farmers* IPO LGMA RINGO TUNGO
Women & Gender YOUNGO

* Provisional status: this group is recognized as a constituency on a provisional basis pending a final decision on their status by the COP.

Please indicate your organization’s secondary constituency affiliation (you can select as many as necessary) No changes

BINGO ENGO Farmers* IPO LGMA RINGO TUNGO
Women & Gender YOUNGO

Constituency affiliation is of voluntary nature and there are no obstacles from the secretariat’s side for you to register with those additional constituencies since it depends on mutual agreement only between the observer organization and constituencies in question and not with the secretariat. Subscription to listserves maintained by respective constituencies therefore does not require registration by the secretariat, but only the consent from the organizations that maintain those listserves. The affiliation to one particular or multiple constituencies is a question of choice of each observer organization.

6. Signature of the Head of organization

With my signature, I,, Head of the organization, confirm that the information provided in this form is accurate and correct and agree to ensure compliance with the UNFCCC’s guidelines and policies, in particular the guidelines relating to the participation of representatives of NGOs, by representatives of this organization.

Signature: Date

In order to ensure continued participation for your organization please provide an updated form signed by the Head of organization as changes occur. This applies particularly for a change of Designated Contact Point.