



ITEM 9 OF OFFICIAL DOCUMENTS AND INFORMATION REQUIRED FOR ADMISSION NGO CONTACT DETAILS

1. Organization details:

Name of the organization as it appears in legal documents

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

.....
Year established: Year incorporated/registered:

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:

.....
(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:

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

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

E-mail of the Designated Contact Point:

***Details of the Designated Contact Point will be made available on the list of admitted NGOs contact details on the UNFCCC website**

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

4. Please indicate below the primary theme(s) and activities of the organization relevant to the climate change process for inclusion in our database.

Theme:

Adaptation	Forestry	Vulnerability	
Agriculture	Legal aspects	Sustainable development	
Capacity building	LULUCF	Technology	
Climate change policy	Mechanisms	Trade	
Education, training & public awareness	Mitigation	Transport	
Energy	Public health	UN Convention synergy	

Activity:

Advocacy	Networking	Project implementation	
Fundraising	Publications	Research	

5. Constituency affiliation

Based on the major groups identified as stakeholders in Agenda 21, there are nine acknowledged constituencies in the climate change process: Business and industry NGOs (BINGO), Environmental NGOs (ENGO), Indigenous peoples organizations (IPO), Local government and municipal authorities (LGMA), Research and independent NGOs (RINGO), Trade union NGOs (TUNGO), Farmers NGOs (Farmers)*, Women and gender NGOs (Women and Gender), and Youth NGOs (YOUNGO).

Please indicate your organization's primary constituency affiliation (please note that only one selection is possible)

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 before COP 21.**

Please indicate your organization's secondary constituency affiliation (you can select as many as necessary)

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

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

Typed name:
 (if you do not have an electronic signature)

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.

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