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INFORMATION NOTE

Opening of the Online Registration System

United Nations Climate Change Conference, COP 22/CMP 12 7 to 18 November 2016 Marrakesh, Morocco

I refer to the United Nations Climate Change Conference to be held at Bab Ighli, Marrakech, Morocco, from 7 to 18 November 2016, and wish to inform all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties that the Online Registration System (ORS) is open for the nomination by IGOs and NGOs of their representatives as of today, and will remain open until Tuesday, 2 August 2016, midnight Central European Time (CET).

The ORS will be open for the **confirmation** by IGOs and NGOs of their representatives from Tuesday, 9 August 2016, until Monday, 31 October 2016, midnight CET. Nomination and confirmation deadlines will be applied strictly since the secretariat is not in a position to process late nominations or confirmations.

The secretariat is not able to inform observer organization of the participation capacity of the premises at this time. This information will be provided as soon as the corresponding assessment is finalized.

The secretariat is extending the nomination and confirmation periods before the formal notification of the sessions has been issued to avoid any problems that may jeopardize the timely registration of your representatives for the session. Consequently, the secretariat recommends accessing the ORS immediately after it has been opened for nomination and confirmation. The respective dates are indicated above.

Distribution: To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties of the United Nations Framework Convention on Climate Change.



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Furthermore, the secretariat **strongly recommends confirming the participation of your delegations as soon as possible** in order to allow enough time to process any visa application, as may be required.

Nominations from IGOs and NGOs should be conveyed to the secretariat only through the ORS. The secretariat is not able to process nominations sent by any other method, such as e-mails, letters or faxes. The ORS is available at the following web address:

<https://onlinereg.unfccc.int/>

The user manual for admitted observer organizations (IGOs and NGOs), which contains complete information and guidelines on how to obtain access to the ORS and on its use, can be found at the following web address:

https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORS_User_Manual-Observer_Organisations.pdf

To request technical support, kindly contact the following e-mail address:

onlinereg@unfccc.int

The formal notification on the sessions, which will include useful information for participants, will be issued in due course.

Yours sincerely,

(Signed by)

Christiana Figueres