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NGO/JUNE.17
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INFORMATION NOTE

Opening of the Online Registration System – BONN Zone

United Nations Climate Change Conference, COP 23/CMP 13/CMA 1.2 6–17 November 2017, Bonn, Germany

I refer to the United Nations Climate Change Conference to be held in Bonn, Germany, from 6 to 17 November 2017 and to an information note dated 17 May 2017,

http://unfccc.int/files/parties_and_observers/notifications/application/pdf/information_note_to_ngos_and_igos_opening_of_ord_for_cop_23.pdf), informing non-governmental organizations (NGOs) of the fact that the Conference will be organised using the “One conference, two zones” concept. That information note also announced the opening of the Online Registration System (ORS) for the **Bula Zone** and invited NGOs to make their respective nominations for the conference.

The purpose of this current note is to inform NGOs that the Online Registration System for the **Bonn Zone** is now open as well.

ORS for the **nomination** by NGOs of their representatives **to the Bonn Zone** is open as of today and will remain open until Friday, 25 August 2017, midnight Central European Time (CET). The ORS for the Bonn Zone will be open for the **confirmation** by NGOs of their representatives from Friday, 1 September 2017, until Tuesday, 31 October 2017, midnight CET.

The “**Bula Zone**” will include plenary halls and meeting rooms for negotiations in the World Conference Center Bonn (WCCB). This will be complemented by UN Campus facilities and temporary structures built to accommodate meeting rooms, delegation offices and media facilities in the immediate surroundings areas.

Distribution: To non-governmental organizations admitted as observers by the Conference of the Parties.



The “**Bonn Zone**” will be located in the “Rheinaue Park” and will accommodate climate action events including high-level events, side events, exhibits and media activities, as well as delegation pavilions.

Both zones will be well connected through regular bus lines with enhanced service. A 1.4 km connecting road will be enhanced with a special shuttle service. In addition, bicycles will be available on loan free of charge.

Nominations from NGOs should be conveyed to the secretariat only through the ORS. The secretariat is not in a position 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_ORIS_User_Manual-Observer_Organisations.pdf

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

onlinereg@unfccc.int

The annex to this note provides a screenshot of the ORS registration screen indicating the new feature that will allow the nomination of NGO representatives for the **Bonn Zone**.

In selecting “Bonn Zone Only” from the Badge type drop-down list, the participant will not be able to enter the Bula Zone. The badge of the participant will not contain any reference to the organization and the participant will not be included in the official list of participants of the conference as a member of the organization’s delegation.

Further information on the conference will be communicated in due course. Please visit the following links for more comprehensive information on the conference.

http://unfccc.int/meetings/bonn_nov_2017/meeting/10084.php

<http://newsroom.unfccc.int/cop-23-bonn/>

Yours faithfully,

(Signed by)

Halldór Thorgeirsson
Senior Director for Intergovernmental Affairs



Annex

Process of non-governmental organization nomination to the Bonn Zone.

Create/update participant

Personal information

Salutation*	<input type="text" value="--- Please select ---"/>	[?]
Given name*	<input type="text"/>	[?]
Family name*	<input type="text"/>	[?]
No last name in the passport	<input type="checkbox"/>	[?]
Functional title	<input type="text"/>	[?]
Department	<input type="text"/>	[?]
Organization	<input type="text"/>	[?]
Organization (quickreg)	<input type="text"/>	[?]
Date of birth (DD/MM/YYYY)*	<input type="text"/>	[?]
Identification document number (Passport number)*	<input type="text"/>	[?]
Identification document issued by*	<input type="text" value="--- Please select ---"/>	[?]
E-mail address*	<input type="text"/>	[?]

Participation parameters

Badge type*	<input type="text" value="Zone Bonn Only"/>	[?]
Order in List of Participants*	<input type="text" value="--- Please select ---"/> Observer-NGO Observer - NGO head Zone Bonn Only	[?]

* - mandatory field * - must be completed before confirmation

† Head of Sub-national Government or Head of Local Government and Head of municipal authority.

Please Note

- **The participant will not be able to enter the Bula Zone.**
- **The badge of the participant will contain no reference to the Observer organization.**
- **The participant will not be included in the official list of participants of the conference as a member of the organization's delegation.**