



Date: 17 May 2017
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Page 1 of 2

INFORMATION NOTE

Opening of the Online Registration System

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. A “One conference, Two zones” concept has been developed to manage the expected level of participation and events in an inclusive manner.

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.

The “**Bonn Zone**” will be located in the adjacent “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.

The Online Registration System (ORS) for all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties to register their representatives for their attendance at the conference and access **to the Bula Zone** is open for the **nomination** by IGOs and NGOs as of today, and will remain open until Friday, 7 July 2017, midnight Central European Time (CET). **Please note that those with badges for the Bula Zone will be able to access the Bonn Zone without additional registration.**

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



Page 2

The ORS will be open for the **confirmation** by IGOs and NGOs of their representatives from Friday, 14 July 2017, until Tuesday, 31 October 2017, midnight CET.

Nomination and confirmation deadlines will be applied strictly since the secretariat is not in a position to process late nominations or confirmations.

An online Registration System exclusively for the Bonn Zone will be opened in due course.

Nominations from IGOs and 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 formal notification on the sessions will be provided in due course. It will include useful information for participants.

Yours sincerely,

(Signed by)

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