



United Nations
Climate Change Secretariat

Executive Secretary

Nations Unies
Secrétariat sur les changements climatiques

Secrétaire exécutive

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INFORMATION NOTE

Opening of the Online Registration System

United Nations Climate Change Conference, COP 21/CMP 11 30 November to 11 December 2015 Le Bourget, France

I refer to the United Nations Climate Change Conference to be held at the Parc des Expositions, 93350 Le Bourget, France, from 30 November to 11 December 2015, 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 Monday, 22 June 2015, midnight Central European Time (CET).

The ORS will be open for the **confirmation** by IGOs and NGOs of their representatives from Monday, 29 June 2015, until Thursday, 26 November 2015, 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.

As discussed with the NGO constituency focal points, the secretariat is extending the nomination and confirmation periods to avoid any problems that may jeopardize the timely registration of your representatives for the session. Consequently, the secretariat strongly 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



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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_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 session will be provided in due course. It will include useful information for participants.

Yours sincerely,

(Signed by Richard Kinley for)

Christiana Figueres