



Date: 19 January 2018
Reference: INF./OBS/SB 48/JAN.18
Page 1 of 2

INFORMATION NOTE

Opening of the Online Registration System

United Nations Climate Change Conference, SB 48 30 April to 10 May 2018 Bonn, Germany

I refer to the United Nations Climate Change Conference to be held at the World Conference Center, Bonn, Germany, from Monday, 30 April to Thursday, 10 May 2018, 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, 5 March 2018, midnight Central European Time (CET).

The ORS will be open for the **confirmation** by IGOs and NGOs of their representatives from Monday, 12 March 2018, until Thursday, 26 April 2018, midnight CET.

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

The secretariat is extending the nomination and confirmation periods to facilitate the timely registration and organization of your representatives for the session. Consequently, the secretariat strongly recommends accessing the ORS as early as possible in the above-mentioned time periods for nomination and confirmation to avoid any problems that may jeopardize the registration of your representatives for the session.

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



Page 2

Nominations from IGOs and NGOs should be conveyed to the secretariat only through the ORS. The secretariat will not process nominations sent by any other method. 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, which will include information for participants, will be provided in due course.

Yours sincerely,

(Signed by)

Halldor Thorgeirsson
Senior Director for Intergovernmental Affairs