



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques

Secrétaire exécutive

Date: 26 May 2016  
Reference: CAS/PART/INF.COP. 22/May.16  
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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 Parties and observer States to the United Nations Framework Convention on Climate Change, the Kyoto Protocol and the Paris Agreement, that the Online Registration System (ORS) is now open for registration by Parties for their attendance at the conference.

The ORS is being opened before the formal notification of the sessions has been issued in order to allow more time for the processing of nominations, compilation and organization of delegations, as well as the timely submission of visa requests to the Government of the Kingdom of Morocco.

The formal notification on the above-mentioned sessions and the corresponding agenda will be issued in due course, in accordance with the draft rules of procedure as applied.

The ORS will remain open for registration for the sessions until the end of the Conference. Online registration is the only official channel for nominating participants for the sessions. Nominations should be conveyed to the secretariat only through the ORS. The secretariat is not in a position to receive nominations sent by any other method such as e-mail, letter or fax.

**Distribution:** To Parties and observer States to the United Nations Framework Convention on Climate Change through their national focal points, diplomatic missions accredited to the Federal Republic of Germany and the Kingdom of Morocco.



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The ORS is available at the following web address:

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

The user manual for the system is available at the following web address:

<[https://onlinereg.unfccc.int/onlinereg/public/UNFCCC\\_ORIS\\_User\\_Manual-Parties\\_and\\_Observer\\_States.pdf](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Parties_and_Observer_States.pdf)>

The manual contains complete information and guidelines on how to access and use the system. Requests for technical support can be sent to the following e-mail address:

<[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)>

Please note that secretariat is not in a position to modify the protocol order given by Parties to their respective delegation in the ORS. Consequently, delegation members will be reflected in the Provisional List of Participants in the order entered in the ORS.

Yours sincerely,

*(Signed by)*

Christiana Figueres