



**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, Le Bourget, France, from 30 November to 11 December 2015, and wish to inform all Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol that the Online Registration System (ORS) is now open for registration by Parties for their attendance at the conference.

The secretariat has decided to open the ORS 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.

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. The secretariat is not in a position to receive nominations sent by any other method such as e-mail, letter or fax.

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)>

**Distribution:** To Parties and observer States through their national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



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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 delegation members will be listed in the provisional list of participants at the sessions in the order nominations are entered in the ORS. For example, if the name of the head of the delegation is entered first, she or he will appear first for that delegation in the list of participants. Consequently, in order to avoid protocol issues and subsequent changes in the order of listed delegation members, the secretariat recommends entering the delegation members in accordance with the presentation requirements of the protocol of the Party.

Yours sincerely,

*(Signed by)*

Christiana Figueres