



**United Nations**  
Climate Change Secretariat

Executive Secretary

**Naciones Unidas**  
Secretaría de Cambio Climático

Secretaria Ejecutiva

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## MESSAGE TO PARTIES

### Early submission of information and views

Submissions are a very important element of sharing information, building understanding and advancing work inter-sessionally in an open, transparent and inclusive manner. The submission portal, which can be accessed through the link <<http://unfccc.int/5900.php>>, aims to enhance the user-friendliness and efficiency in submitting and viewing the information and views from Parties.

The portal will be regularly updated to reflect calls for submissions from the Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, the Subsidiary Body for Scientific and Technological Advice, the Subsidiary Body for Implementation and the Ad Hoc Working Group on the Paris Agreement.

Parties are invited to use the portal to upload their information and views. The submission portal is a public site. However, for Parties to be able to upload submissions, access rights are required. Parties can obtain access rights through their national focal point. Further detailed information on how to use the portal is also available in the "Submission Portal User Guide" which can be downloaded from the portal's website. For any issues related to the submission portal, the secretariat can be contacted at <[submission-info@unfccc.int](mailto:submission-info@unfccc.int)>.

Yours sincerely,

*(signed by Richard Kinley for)*

Christiana Figueres

**Distribution:** To Parties and observer States through National Focal Points for climate change and diplomatic missions accredited to the Federal Republic of Germany.