United Nations Framework Convention on Climate Change

Adaptation Communications Registry
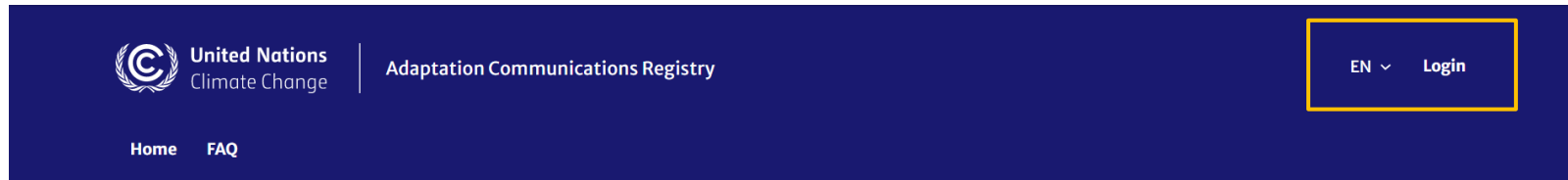## Submission Guide for Parties

June 2022

Contents

I: Introduction to the Adaptation Communications Registry

In accordance with Article 7, paragraph 12 of the Paris Agreement, adaptation communications (ADCOMs) are to be recorded in a public registry maintained by the secretariat. The public registry can be accessed at https://unfccc.int/ACR.

Logging in

User accounts have been created for National Focal Points (NFPs) and NFPs will have received an email from Microsoft Teams informing them they have been added to the AREG team. After clicking Login, users will be asked to enter their invited email address. A unique verification code will then be sent to this email.

If any NFPs do not have an account and wish to request one, please contact adaptation-communications@unfccc.int.
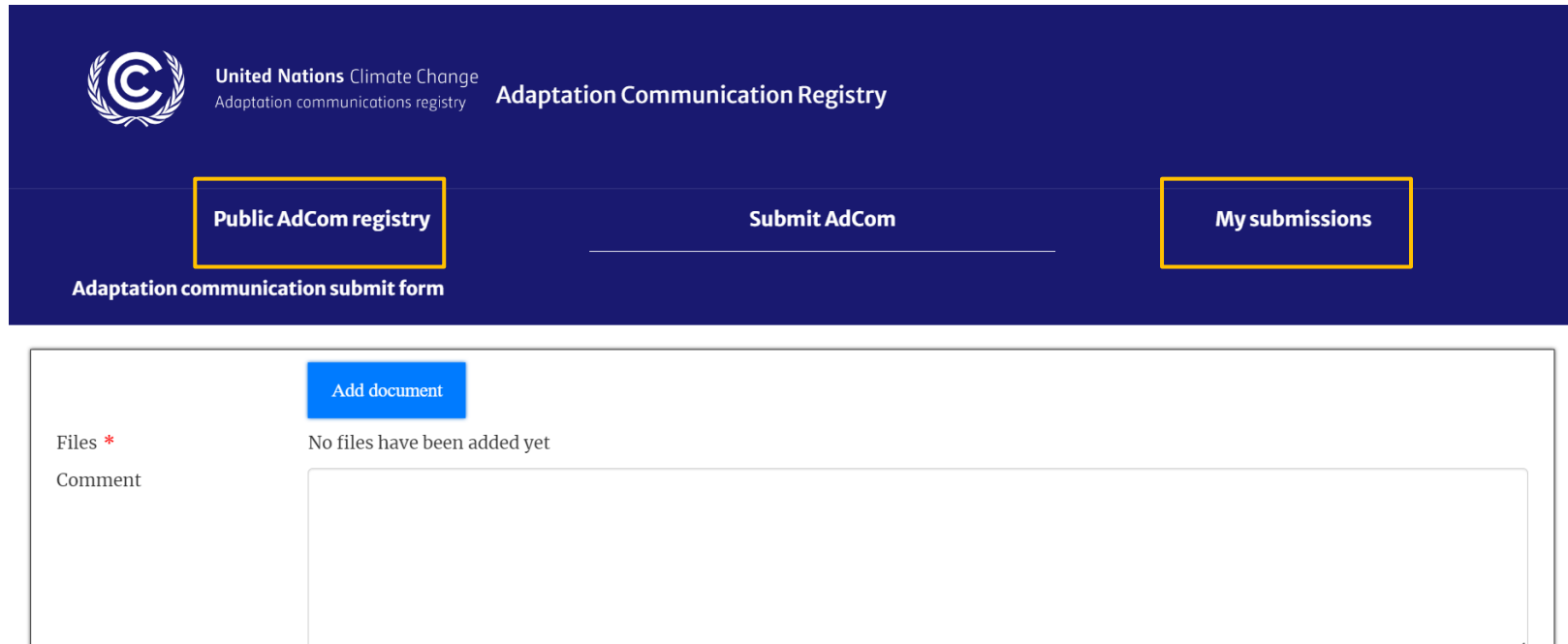
Translation

Users may select another UN language from the drop-down menu to translate the page.

II: Landing Page

After logging in, the default landing page "Submit ADCOM" allows users to make a new submissions.

Users may also view their existing submissions under "My Submissions" or navigate back to the public ADCOM registry.

III: A Note on Archiving

Before making a submission, please be aware that any existing submissions for your Party will be archived once you make a new submission. Archived submissions will still be visible on the public registry, but their status will be set to "Archived".

Name of Party	Document title	Document type*	Hyperlinks to corresponding documents containing the adaptation communications**	Version number	Status	Languages	Submission date
	Test2–Other	Other	https://webcms.unfccc.int/sites...			Spanish	03-06-2022
	Test2–AC	Adaptation Communication	https://webcms.unfccc.int/sites...	2	Active	Spanish	03-06-2022
	Translation ⇩						
	Test1 AC	Adaptation Communication	https://webcms.unfccc.int/sites...			English	03-06-2022
	Test1 Other	Other	https://webcms.unfccc.int/sites...	1	Archived	English	03-06-2022
	Translation ⇩						

If you wish for any parts of a previous submission to be included in the "Active" submission, please re-submit them along with any new documents.

The only exception to this is translations which can be added to existing submissions (see Section VI - Published Submissions).

IV: Making a New Submission

Step 1: On the "Submit ADCOM" page, click "Add document".

IV: Making a New Submission

Step 2: Enter the document title and select the language of your document

If your document is not in an official UN language, click "Show all languages".

Link document

Type	Original document
Document title	Adaptation communication
Document type *	Please select
Language *	Please select

Upload **Cancel**

Please select ⌄

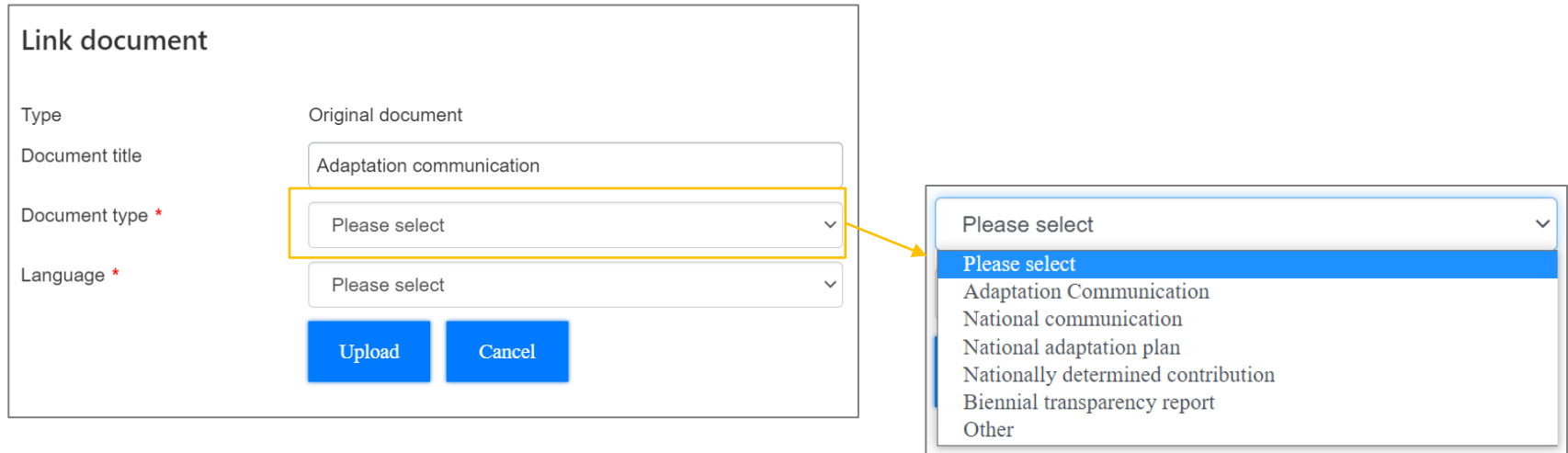| |
|---|
| Please select |
| Arabic |
| Chinese |
| English |
| French |
| Russian |
| Spanish |
| **Show all languages** |

⌄
	Please Select
Abkhazian
Achinese
Acoli

Begin typing the language name in the "Please select" field until your language appears, then click on your language to select.

Step 3: Select the type of document being submitted as an ADCOM.
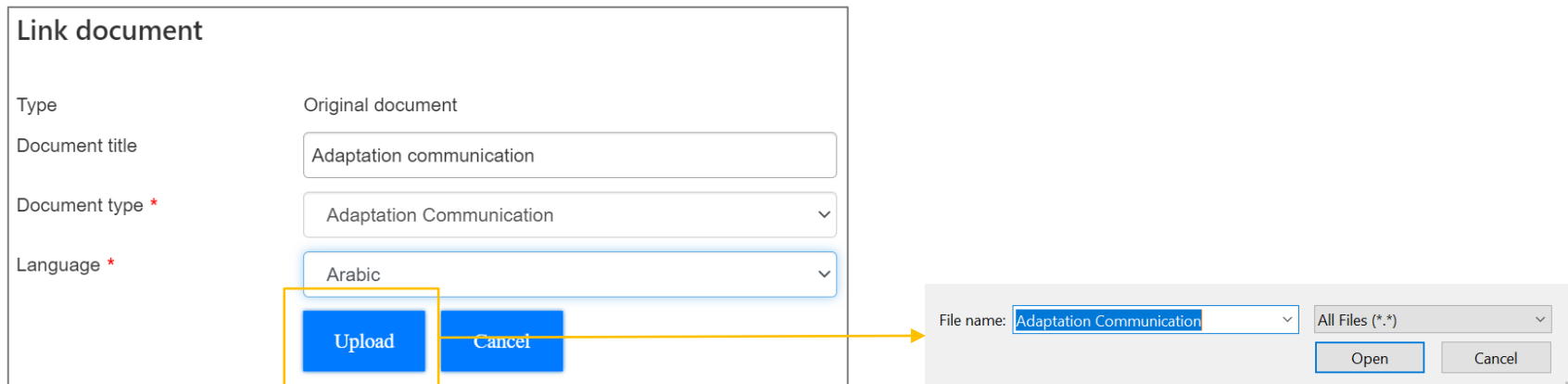

Step 4: Submit your documents.

- Standalone ADCOMs are submitted via upload – **Step 4.1**
- National Communications, National Adaptation Plans, Nationally Determined Contributions, or Biennial Transparency Reports are submitted via link – **Step 4.2**
- "Other" types of documents can be submitted via both upload and link – **Step 4.3**

Step 4.1 – Submitting a standalone ADCOM: Click 'Upload" and select the document you wish to submit, then press "Open" in the pop-up window.

Please note: the file will be added to the submission as soon as you press "Open". Once this happens, attachments cannot be removed and the title & language cannot be amended. If you make a mistake in your submission, please refresh the page and start again.

Step 4.2 - Submitting a link to a National Communication, National Adaptation Plan, Nationally Determined Contribution, or Biennial Transparency Report. Insert a link to the document on the UNFCCC site. Users may choose to specify page ranges in the document where the ADCOM material can be found. Then press "Link".

Please note: the link will be added to the submission as soon as you press "Link". Once this happens, none of the fields can be amended. If you make a mistake in your submission, please refresh the page and start again.

Link document

Type	Original document
Document title	Adaptation communication
Document type *	National communication
Language *	Please select
Link to submitted document on UNFCCC site *	
Page number ranges in linked document	Start End ⊕

[Link] [Cancel]

Please note: page ranges will not be displayed in the public ADCOM registry.

Step 4.3 – Submitting "Other" types of documents: Users may submit these documents either via upload or via link.

Link document

Type	Original document
Document title	Adaptation communication
Document type *	Other
Language *	Arabic

◉ **Upload a document** ○ **Link to a document**

[Upload] [Cancel]

To upload a document, please follow the same instructions as **Step 4.1**. To link a document, please follow the same instructions as **Step 4.2**.

Step 5: Once your file is added, you may add additional files, add a translation, or submit.

Add more original documents by clicking "Add/Link document" (text
depends on previously submitted document type) and repeating the steps.

Send submission for review and
publishing on the public registry by
pressing "Submit".

Add a translation by clicking "Add translation".
Translations may also be added at a later date,
after the submission has been published (see
Section VI - Published Submissions).

Please note: translations may only be submitted the same way
as the original document e.g. if the original document was
submitted via link, the translation must also be submitted via
link.

V: After your Submission

After you make your submission, you will receive an email confirming receipt of your submission from Adaptation-Communication-Registry@unfccc.int.

Please do not respond to these emails.

Confirmation of receipt of adaptation communication related documents

Adaptation-Communication-Registry <Adaptation-Communication-Registry@unfccc.int>   2:41 PM (1 hour ago) ☆ ↩ ⋮
to me ▾

Dear National Focal Point for Climate Change; We would like to thank you for submitting your country's adaption communication related documents to the registry for recording. This email is to confirm the receipt of these documents. Please note that we will conduct a final check before making them public. You will receive a notification in due course. Please do not hesitate to contact us, should you have any further questions. Yours sincerely, The adaption communication registry team UNFCCC secretariat

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Your submission will be visible under '"My Submissions" on the landing page with status Submitted.

		Public AdCom registry		Submit AdCom	My submissions	
	Submissions by					
Version	Submission date	Document Type	Files	File Type	Languages	Status
1	2 Jun 2022	Adaptation communication	🖼 Adaptation com...	Original document	Arabic	**Submitted**

If your submission is approved, you will receive a second email confirming its publication.

Confirmation of publication of adaptation communication related documents submitted to the registry

Adaptation-Communication-Registry <Adaptation-Communication-Registry@unfccc.int>   2:48 PM (1 hour ago)   ☆   ↩   ⋮
to me ▾

Dear National Focal Point for Climate Change We have the pleasure to inform you that your submission of adaptation communication related documents has been received and made public. The documents can be accessed through the following link: https://unfccc.int/ACR Please note that owing to internal information technology procedures, the documents will only become public 30 minutes after this notification. Yours sincerely, The adaptation communication registry team UNFCCC secretariat

Your submission will be visible under '"My Submissions" on the landing page with status Active. Any Archived submissions will also be visible here.

	Public AdCom registry		**Submit AdCom**		**My submissions**	
	Submissions by					
Version	Submission date	Document Type	Files	File Type	Languages	Status
1	2 Jun 2022	Adaptation communication	📄 Adaptation com...	Original document	Arabic	**Archived** / Edit
2	2 Jun 2022	Adaptation communication	📄 Adaptation com...	Original document	Arabic	**Active** / Edit

By pressing Edit, you may add a translation to an existing submission.

VII: Submissions Returned for Clarification

You may receive an email stating that your submission was returned for clarification and why.

In this case, your submission will be visible under "Submit an ADCOM". From here you can add a clarification in the "Comment" box or add a Translation, and re-submit.