

# Adaptation Communications Registry

## Submission Guide for Parties

June 2022



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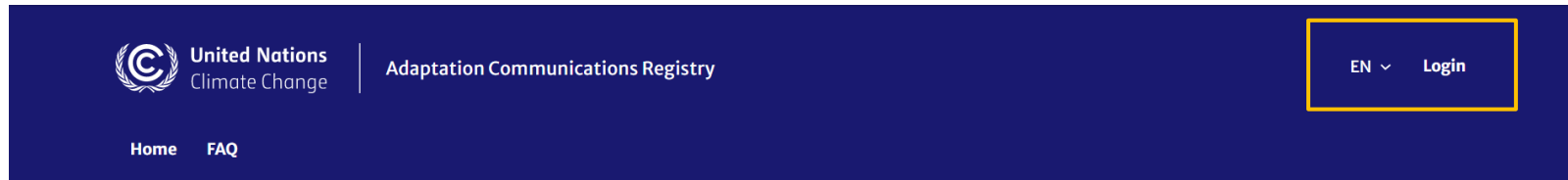
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# I: Introduction to the Adaptation Communications Registry

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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](mailto:adaptation-communications@unfccc.int).

## Translation

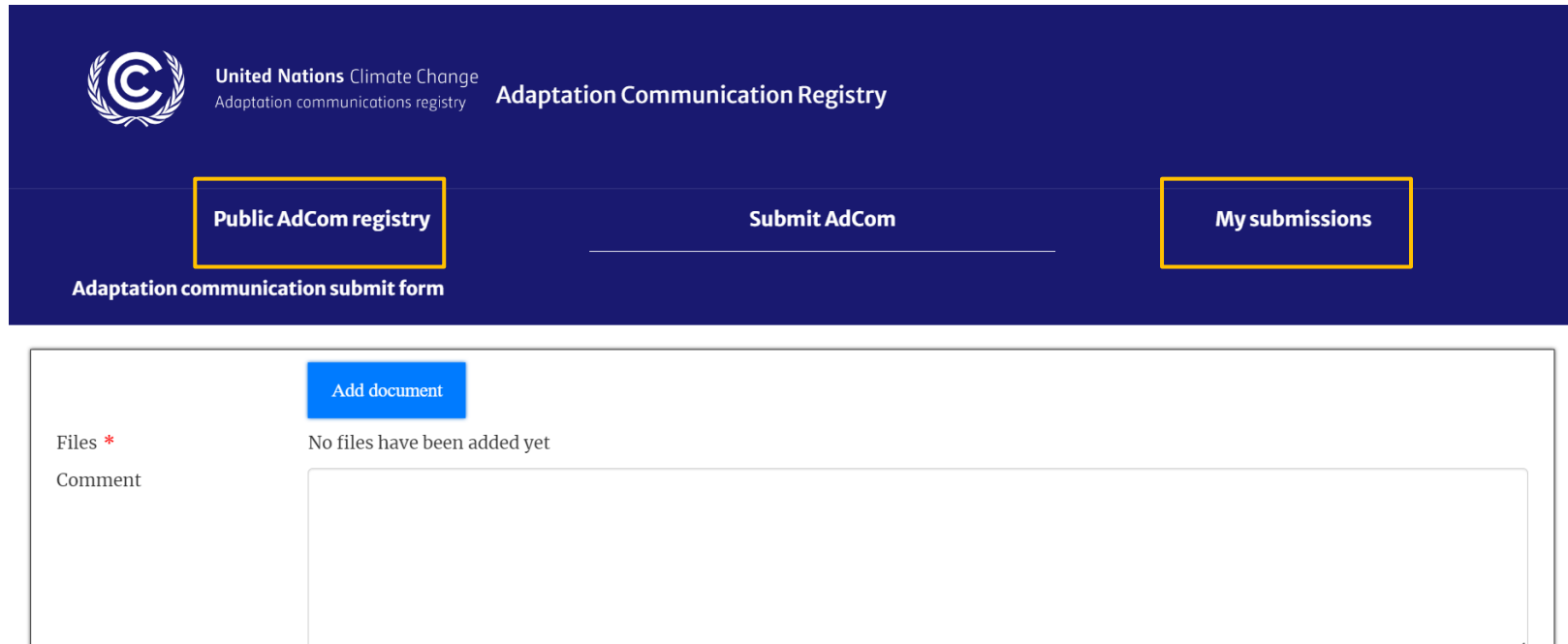
Users may select another UN language from the drop-down menu to translate the page.



## 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.



The screenshot shows the landing page for the United Nations Climate Change Adaptation Communication Registry. The header is dark blue with the UN logo and text: "United Nations Climate Change Adaptation communications registry" and "Adaptation Communication Registry". Below the header are three buttons: "Public AdCom registry" (highlighted with a yellow box), "Submit AdCom", and "My submissions" (highlighted with a yellow box). Below the buttons is a section titled "Adaptation communication submit form" containing an "Add document" button, a "Files \*" field with the message "No files have been added yet", and a "Comment" text area.



### 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	<a href="https://webcms.unfccc.int/sites...">https://webcms.unfccc.int/sites...</a>	2	Active	Spanish	03-06-2022
	Test2-AC	Adaptation Communication	<a href="https://webcms.unfccc.int/sites...">https://webcms.unfccc.int/sites...</a>			Spanish	03-06-2022
	Translation						
	Test1 AC	Adaptation Communication	<a href="https://webcms.unfccc.int/sites...">https://webcms.unfccc.int/sites...</a>	1	Archived	English	03-06-2022
	Test1 Other	Other	<a href="https://webcms.unfccc.int/sites...">https://webcms.unfccc.int/sites...</a>			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”.

United Nations Climate Change  
Adaptation communications registry

Adaptation Communication Registry

Public AdCom registry      Submit AdCom      My submissions

Adaptation communication submit form

Files \*      No files have been added yet

Comment



## 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

Document title

Original document

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

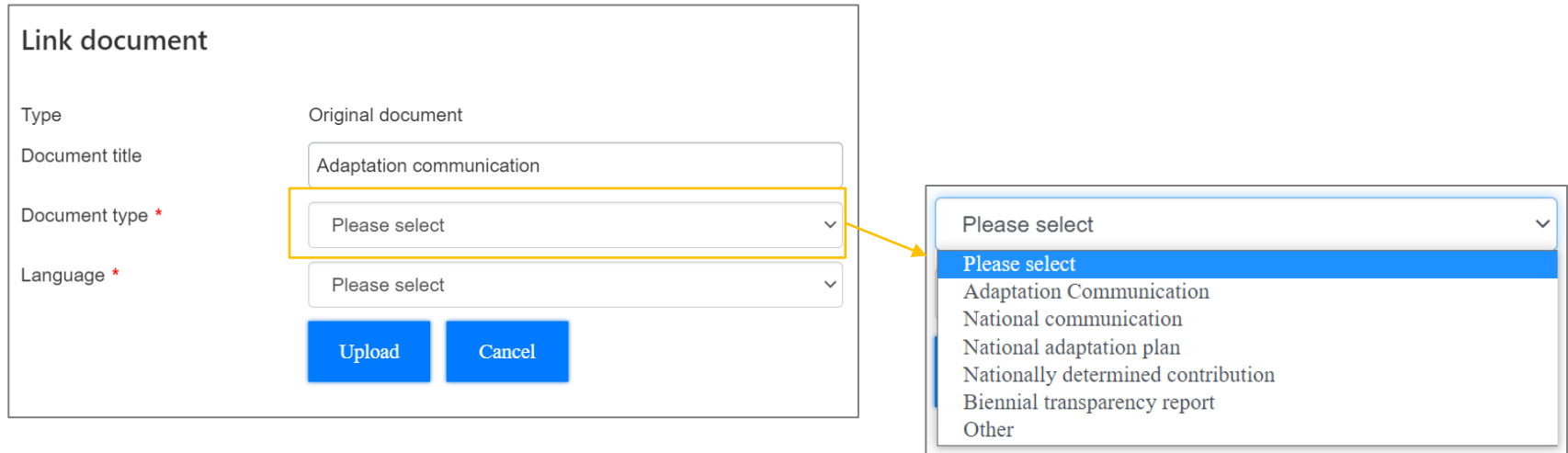
Begin typing the language name in the “Please select” field until your language appears, then click on your language to select.



## IV: Making a New Submission

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



The screenshot shows a form titled "Link document" with the following fields:

- Type: Original document
- Document title: Adaptation communication
- Document type \*: Please select (highlighted with a yellow box)
- Language \*: Please select

Below the fields are two buttons: "Upload" and "Cancel".

The "Document type" dropdown menu is open, showing the following options:

- Please select
- Adaptation Communication
- National communication
- National adaptation plan
- Nationally determined contribution
- Biennial transparency report
- Other

**Step 4:** Submit your documents.

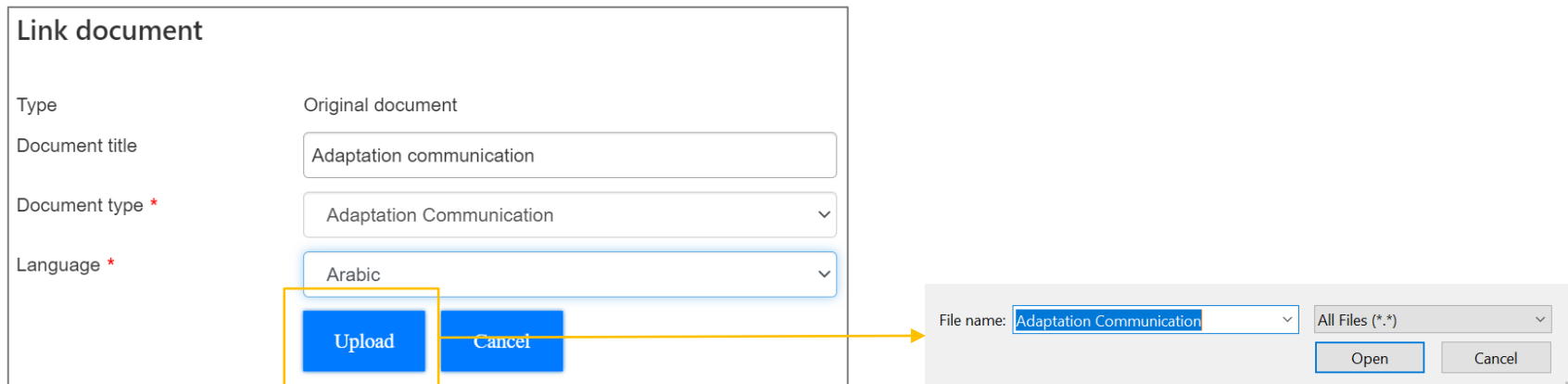
- Standalone ADCOMs are submitted via upload – [Step 4.1](#)
- National Communications, National Adaptation Plans, Nationally Determined Contributions, or Biennial Transparency Reports are submitted via link – [Step 4.2](#)
- “Other” types of documents can be submitted via both upload and link – [Step 4.3](#)





## IV: Making a New Submission

**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.



The image shows two screenshots. The left screenshot is a form titled "Link document" with the following fields: "Type" (Original document), "Document title" (Adaptation communication), "Document type \*" (Adaptation Communication), and "Language \*" (Arabic). Below these fields are two buttons: "Upload" and "Cancel". A yellow box highlights the "Upload" button, and a yellow arrow points from it to the right screenshot. The right screenshot is a file selection dialog with "File name:" (Adaptation Communication), "All Files (\*.\*)", and "Open" and "Cancel" buttons.

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.



## IV: Making a New Submission

**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:

Document type \*:

Language \*:

Link to submitted document on UNFCCC site \*:

Page number ranges in linked document: Start  End  +

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



## IV: Making a New Submission

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**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

Document type \*

Language \*

Upload a document  Link to a document

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](#).



## IV: Making a New Submission

**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.

The screenshot shows a submission interface with the following elements:

- Files \***: A section containing a document icon, the text "Adaptation communication", the language "Arabic", and the document type "Original document".
- Buttons**: Four blue buttons are highlighted with yellow boxes and arrows:
  - "Add document" (pointed to by an arrow from "Link document")
  - "Link document" (pointed to by an arrow from "Add document")
  - "Add translation" (pointed to by an arrow from the "Comment" area)
  - "Submit" (pointed to by an arrow from the "Comment" area)
- Comment**: A text area containing the instruction: "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](mailto: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>  
to me ▾

2:41 PM (1 hour ago) ☆ ↶ ⋮

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

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		Original document	Arabic	Submitted



# VI: Published Submissions

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>  
to me ▾

2:48 PM (1 hour ago) ☆ ↶ ⋮

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	<div style="background-color: #c00000; color: white; padding: 2px;">Archived</div> <div style="background-color: #007bff; color: white; padding: 2px;">Edit</div>
2	2 Jun 2022	Adaptation communication	Adaptation com...	Original document	Arabic	<div style="background-color: #28a745; color: white; padding: 2px;">Active</div> <div style="background-color: #007bff; color: white; padding: 2px;">Edit</div>

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.

The screenshot shows the 'Submit AdCom' form with the following details:

- Navigation: Public AdCom registry | **Submit AdCom** | My submissions
- Form Title: Adaptation communication submit form
- Status: Returned for clarification
- Files: Adaptation communication (document icon) | Arabic | Original document (close icon)
- Action: Add translation (button)
- Comment: [Large text input area]
- Submit: Send (button)

