



## ORS Daily Badge System user manual

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### 1 Introduction

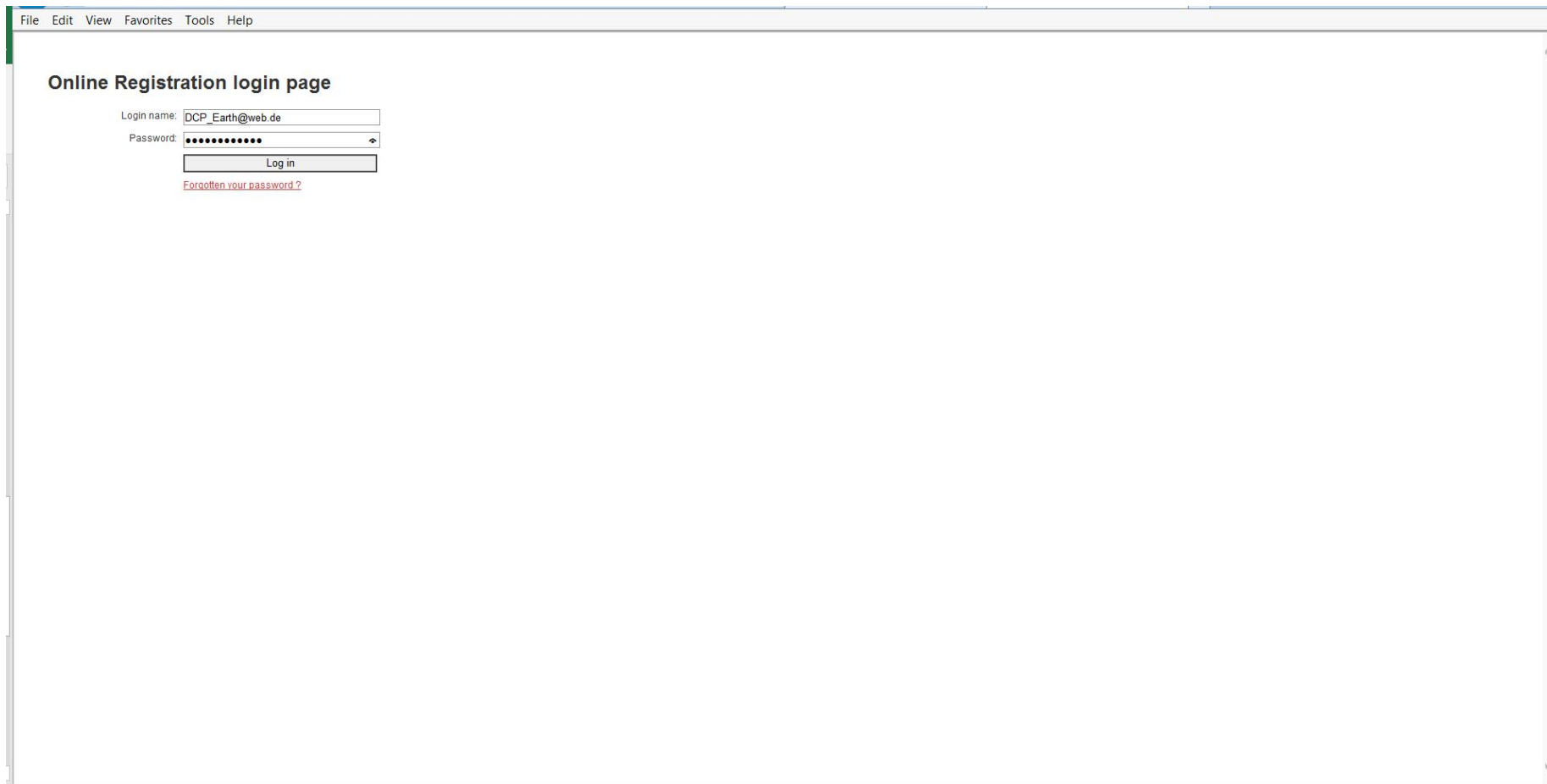
The objective of the Daily Badge System is to allow for more enhanced and flexible participation for observers attending the UNFCCC sessions. It is an add-on complementary process to enable a more enhanced utilization of the quota for badges for those organizations that would like to bring in certain nominated delegates on specific dates for the conference.

This manual provides a step-by-step guide on how to use the Daily Badge System in the Online Registration System (ORS).  
[website](#) and the short [video tutorial](#) for further information. For other ORS functions, please refer to the standard [ORS user manual](#).

Please also see the [UNFCCC](#)

## 2 Step-by-step guide

1. Log into your ORS account ([https://onlinereg.unfccc.int/onlinereg/acl\\_users/multipas/login\\_form](https://onlinereg.unfccc.int/onlinereg/acl_users/multipas/login_form)).



2. Select the appropriate meeting from the “Meeting” drop-down in the upper right corner, then go to the ‘My delegation’ tab.
  - a. Before being able to enter daily badges, you must confirm your delegates as per the regular process.
  - b. Select the attendance dates and save.

File Edit View Favorites Tools Help

**Negotiations**

Step 1: Nominate by **07 Sep 2018**  
Deadline passed

Step 2: Your quota is **3**  
Check Attendance column for balance

Step 3: Confirm by **26 Nov 2018**  
27 day(s), 5 hour(s) left

Step 4: Download and provide conference documents to confirmed delegates

**IMPORTANT: UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.**

**Extended nomination period for COP24:**

ORS will remain open for nominations until 24 September 2018, midnight CET.

ORS will be open for confirmation of representatives, from 1 October until 26 November 2018, midnight CET.

**My delegation for COP 24, 02-14 Dec 2018**

Negotiations

Filter participants:

Head of delegation is Nr. 1 in the List Of Participants.

Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
				Week 1 3 out of 3 left	Week 2 3 out of 3 left			
<input type="checkbox"/>	999	Mr. Muhammad Bauer	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. Horaco Cardoso	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. David Dayasin	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Zohreh Gawrillota	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. James Hilderswand	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Ave Mannaman	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
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<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>			

3. Delegates for which the attendance period has been saved can be confirmed – this part has not changed and is as per the usual process.

File Edit View Favorites Tools Help

**Negotiations**

Step 1: Nominate by **07 Sep 2018**  
Deadline passed

Step 2: Your quota is **3**  
Check Attendance column for balance

Step 3: Confirm by **26 Nov 2018**  
27 day(s), 5 hour(s) left

Step 4: Download and provide conference documents to confirmed delegates

**IMPORTANT:** UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

**Extended nomination period for COP24:**

ORS will remain open for nominations until **24 September 2018**, midnight CET.

ORS will be open for confirmation of representatives, from **1 October** until **26 November 2018**, midnight CET.

**My delegation for COP 24, 02-14 Dec 2018**

Negotiations

Filter participants:

Head of delegation is Nr. 1 in the List Of Participants.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week 1 0 out of 3 left	Week 2 0 out of 3 left			
<input checked="" type="checkbox"/>	999	Mr. Muhammad Bauer	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. Horaco Cardoso	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>
<input checked="" type="checkbox"/>	999	Mr. David Dayasin	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Zohreh Gawrilota	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. James Hilderswand	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>
<input checked="" type="checkbox"/>	999	Ms. Ave Mannaman	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Sara Molsuavin	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>
<input checked="" type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>
<input checked="" type="checkbox"/>	999	Mr. Marco Mustermann	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. Boris Pelufo	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. Santosh Rodrigues	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Monica Seilman	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/>

Should you have technical problems accessing ORS please contact the UNFCCC Service Desk.  
Should you have questions regarding your delegation, please use Communication tab.

4. To request daily badge(s), go to the 'Communication' tab and select 'Daily badge request' from the drop-down menu 'Type'. Please note that, in some cases, it can take up to 30 minutes for the option "Daily badge request" to appear in the drop-down menu after delegates have been confirmed. Please try in 30 minutes if you do not see this option.

File Edit View Favorites Tools Help

Logged in as Ms. DCP Earth [log out]

Meeting: COP-24 Delegation: Iniciativas for earth

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

### Communication with the Secretariat

Type\* **Other (Regular)** [?]

Add new message\* [?]

- Request to extend attendance
- Quota Increase Request
- Replacement Request
- Daily badge request

Save and continue

\* - mandatory field

Unread messages are displayed in **bold text**.

Nominator: Iniciativas for earth

Should you have technical problems [accessing ORS](#) please [contact the UNFCCC Service Desk](#).  
Should you have questions regarding your delegation, please use [Communication tab](#).

5. Select the 'donor' of the days for the daily badge. Then select who of your nominated delegates will receive the daily badge.

File Edit View Favorites Tools Help

Logged in as Ms. DCP Earth [log out]

Meeting: COP 24 Delegation: Iniciativas for earth

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Communication with the Secretariat

You are entitled to submit 3 daily badge requests out of total 3.

Type\* Daily badge request [?]

Daily badge donor\* Mr. David Dayasin - [both weeks] [?]

Who shall get daily badge\*  
Please select — [?]  
Mr. Horaco Cardoso [?]  
Ms. Zohreh Gawrillota [?]  
Mr. James Hilderswand [?]  
Ms. Sara Molsuavin [?]  
Mr. Boris Pelufo [?]  
Mr. Santosh Rodrigues [?]  
Ms. Monica Seliman [?]

Badge valid from\* [?]

Badge valid to\* [?]

Reason [?]

Save and continue

\* - mandatory field

Unread messages are displayed in bold text.

Nominator: Iniciativas for earth

Should you have technical problems accessing ORS please contact the UNFCCC Service Desk.  
Should you have questions regarding your delegation, please use Communication tab.

6. Enter the period of validity for the daily badge. Continuous days can be processed as a single daily badge request (e.g. a daily badge for 3 consecutive days from 8-10 December, will be treated as a single request – given the donor badge originally covers the requested dates as in the example below “both weeks” – please also see the examples in section 3 below and the [FAQs](#)). For non-consecutive days, individual requests are necessary (e.g. one request for 8 December, a second request for 10 December) and the steps have to be repeated in the communication log. Note that the Donor can be a different confirmed delegate for each request.

File Edit View Favorites Tools Help

Logged in as Ms. DCP Earth [log out] Meeting: **GOP 24** Delegation: **Iniciativas for earth**

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Communication with the Secretariat

You are entitled to submit 3 daily badge requests out of total 3.

Type\* **Daily badge request** [?]

Daily badge donor\* **Mr. David Dayasin - [both weeks]** [?]

Who shall get daily badge\* **Mr. David Dayasin** [?]

Badge valid from\* **08 Dec 2018** [?]

Badge valid to\* **10 Dec 2018** [?]

Reason [?]

Save and continue

\* - mandatory field

Unread messages are displayed in bold text.

Nominator: **Iniciativas for earth**

Should you have technical problems accessing ORS please contact the UNFCCC Service Desk.  
Should you have questions regarding your delegation, please use [Communication tab](#).

7. A confirmation message will appear after the request is successfully saved. Please note that, in some cases, such as with addition of a new participant, it may take longer for synchronization, we hence recommend to use the existing nominations as much as possible. Note that most requests will be processed immediately, however, certain requests may require an approval from the secretariat depending on a variety of factors. In such cases, the status will not be confirmed and the secretariat will try to approve these within 3 working days.

The screenshot displays the UNFCCC Online Registration interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu, the user is logged in as 'Ms. DCP Earth' and the page title is 'Communication with the Secretariat'. The main content area features a form for sending a message, with a dropdown menu set to 'Other (Regular)'. Below the form is a 'Save and continue' button. A red circle highlights a confirmation message in the list of requests: 'Your Request for daily badge has been approved.' The list also shows other requests for daily badges, including confirmed participants and requested periods.

File Edit View Favorites Tools Help  
Logged in as Ms. DCP Earth [log out] meeting: DCP 24 Delegation: Iniciativas for earth  
UNFCCC Online Registration All participants My delegation Account settings Communication 1 new

### Communication with the Secretariat

Type\* Other (Regular) [?]  
Add a new message\* [?]  
Save and continue  
\* - mandatory field

Unread messages are displayed in bold text.

**Nominator:** Iniciativas for earth

Request for daily badge.  
Confirmed participant: Ms. Ave Mannaman, attendance: 02-09 Dec 2018,  
Daily badge for: Mr. Boris Pelufo, attendance: Undefined,  
Requested period: 08-09 Dec 2018  
Comment:  
Ms. DCP Earth, Wednesday, 31 Oct 2018, 10:39

**Your Request for daily badge has been approved.**  
Ms. DCP Earth, Wednesday, 31 Oct 2018, 10:39

Request for daily badge.  
Confirmed participant: Mr. David Dayasin , attendance: 02-14 Dec 2018,  
Daily badge for: Mr. Santosh Rodrigues, attendance: Undefined,  
Requested period: 05-07 Dec 2018  
Comment:  
Ms. DCP Earth, Tuesday, 30 Oct 2018, 18:45

**Your Request for daily badge has been approved.**  
Ms. DCP Earth, Tuesday, 30 Oct 2018, 18:45

Request for daily badge.  
Confirmed participant: Mr. David Dayasin , attendance: 02-14 Dec 2018,  
Daily badge for: Ms. Sara Molsuavin, attendance: Undefined,  
Requested period: 08-10 Dec 2018  
Comment:  
Ms. DCP Earth, Tuesday, 30 Oct 2018, 18:45



8. Please click on “My Delegation” tab to see the full list with the Daily Badge requests displayed in **red**, as shown in the encircled areas below.

File Edit View Favorites Tools Help

**Negotiations**

Step 1: Nominate by **07 Sep 2018** Deadline passed

Step 2: Your quota is **3** Check Attendance column for balance

Step 3: Confirm by **26 Nov 2018** 27 day(s), 6 hour(s) left

Step 4: Download and provide conference documents to confirmed delegates

You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

**Extended nomination period for COP24:**

ORS will remain open for nominations until 24 September 2018, midnight CET.  
ORS will be open for confirmation of representatives, from 1 October until 26 November 2018, midnight CET.

**My delegation for COP 24, 02-14 Dec 2018**

Negotiations

Filter participants:  Filter

Head of delegation is Nr. 1 in the List Of Participants

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week 1 0 out of 3 left	Week 2 0 out of 3 left			
<input type="checkbox"/>	999	Mr. Muhammad Bauer	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Edit	Nomination Acknowledgement
<input type="checkbox"/>	999	Mr. Horacio Cardoso	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove	
<input type="checkbox"/>	999	Mr. David Dayasin	Observer - NGO head	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit	Nomination Acknowledgement
<input type="checkbox"/>	999	Ms. Zohreh Gavriliota	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove	
<input type="checkbox"/>	999	Mr. James Hilderswand	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove	
<input type="checkbox"/>	999	Ms. Aye Mannaman	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Edit	Nomination Acknowledgement
<input type="checkbox"/>	999	Ms. Sara Molsuavin	Observer-NGO	Nominated, pending DCP/NFP confirmation <b>Daily badge for 08-10 Dec 2018 in lieu of Mr. David Dayasin .</b>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove	
<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Registered, acknowledgement sent to participant	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Edit	Nomination Acknowledgement
<input type="checkbox"/>	999	Mr. Marco Mustermann	Observer-NGO	Registered, acknowledgement sent to participant	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Edit	Nomination Acknowledgement
<input type="checkbox"/>	999	Mr. Boris Pelufo	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove	
<input type="checkbox"/>	999	Mr. Santosh Rodrigues	Observer-NGO	Nominated, pending DCP/NFP confirmation <b>Daily badge for 05-07 Dec 2018 in lieu of Mr. David Dayasin .</b>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove	
<input type="checkbox"/>	999	Ms. Monica Seiman	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove	

Add a new participant Download nomination acknowledgements Export whole delegation to csv

Should you have technical problems accessing ORS please contact the UNFCCC Service Desk.  
Should you have questions regarding your delegation, please use Communication tab.

**Note to DCPs:** It is the responsibility of the DCP to inform the Donor of the changes, i.e. that his/her attendance days have been partly assigned to a Recipient via the Daily Badge System. Although ORS sends automatically an email to all involved (Donor, Recipient and DCP), this might not be seen or end in Spam folder. Kindly note, that the Donor cannot claim that he did not know.

### 3 Daily Badge request example

The example uses dates from the COP 24 registration to illustrate the process. Please see ORS and the UNFCCC website for information on the respective session for which the Daily Badge system is open.

Week 1: 02-09 December

Week 2: 10-14 December

Both weeks: 02-14 December

- Continuous days will be processed as a single daily badge request, e.g.
  - o Daily Badge for 3 consecutive days from 4-6 December (single week)
    - will be treated as a single request as the Donor badge originally covers the requested dates. In this case donor needs to be confirmed for “week 1”.
    - remaining days (2-3 December + 7-9 December) will consequently stay with the Donor who was initially assigned the quota.
    - **Due to technical reasons, the Donor may have to proceed to the *Daily Badge Helpdesk* in order to get the second badge. In most cases, the Donor should be able to be issued the badge at the *Daily Badge Registration*.**
  - o Daily Badge for 3 consecutive days that overlap the week split e.g. 8-10 December
    - will be treated as a single request – in case the Donor Badge originally covers the requested dates. In the given case, the Donor needs to be confirmed for “both weeks”.
    - will be treated as two requests – in case the Recipient will be donated days from two different donors, e.g. Donor 1 is confirmed for week 1, Donor 2 for week 2. The Recipient shall receive two days from Donor 1, i.e. 8-9 December plus one day from Donor 2, i.e. 10 December.
    - remaining days will stay with the Donor who was initially assigned the quota.
    - **Due to technical reasons, the Donor may have to proceed to the *Daily Badge Helpdesk* in order to get the second badge. In most cases, the Donor should be able to be issued the badge at the *Daily Badge Registration*.**
- Non-consecutive days are considered as individual requests: e.g. one request for 8 December, a second request for 10 December, etc. The steps to request a daily badge have to be repeated in the communication log.
  - **Due to the technical reasons, the Donor may have to proceed to the *Daily Badge Helpdesk* in order to get the second badge. In most cases, the Donor should be able to be issued the badge at the *Daily Badge Registration*.**

Note: Every initially confirmed delegate (i.e. who has been assigned a slot of the allotted quota) can become the Donor for a non-confirmed delegate (the to be Recipient). Hence, the Donor can be a different confirmed delegate for each request.

## 4 Support

Note that this system is being launched as a pilot. The UNFCCC [service desk](#) is the first point of contact for any technical issues. In case of registration related errors or queries, please submit a query through the **communications log of the ORS system**. The contacts are linked on the bottom of each page in your ORS account. If your reported issues are still not resolved, you can contact [cool@unfccc.int](mailto:cool@unfccc.int).

File Edit View Favorites Tools Help

**Negotiations**

Step 1: Nominate by  
**07 Sep 2018**  
Deadline passed

Step 2: Your quota is  
**3**  
Check Attendance column for balance

Step 3: Confirm by  
**26 Nov 2018**  
27 day(s), 5 hour(s) left

Step 4: Download and provide  
conference documents  
to confirmed delegates

**IMPORTANT:** UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

**Extended nomination period for COP24:**

ORS will remain open for nominations until 24 September 2018, midnight CET.  
ORS will be open for confirmation of representatives, from 1 October until 26 November 2018, midnight CET.

**My delegation for COP 24, 02-14 Dec 2018**

Negotiations

Filter participants:

Head of delegation is Nr. 1 in the List Of Participants.

Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
				Week 1 3 out of 3 left	Week 2 3 out of 3 left			
<input type="checkbox"/>	999	Mr. Muhammad Bauer	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. Horacio Cardoso	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. David Dayasin	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Zohreh Gawrillota	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. James Hilderswand	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Ave Mannaman	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Sara Molsuavin	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Elena Musterfrau	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. Marco Mustermann	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. Boris Pelufo	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Mr. Santosh Rodrigues	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>
<input type="checkbox"/>	999	Ms. Monica Seilman	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Nomination Acknowledgement"/>

Should you have technical problems accessing ORS please contact the UNFCCC Service Desk.  
Should you have questions regarding your delegation, please use Communication tab.