

Integrated Daily Badge System

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A. Introduction

A major update to the daily badge system has been completed for COP28. Daily badges are now integrated into the process of nominations and confirmations, directly on the main page on Online Registration System (ORS). The new integrated Daily badges process enables observers to attend UNFCCC sessions in a flexible and enhanced manner.

The secretariat introduced Daily badges in COP24 with the aim of enabling more inclusive participation of delegates while still adhering to the quota allocation process so as to stay within the venue capacity limits. The new updated process takes into consideration of feedback received from Designated Contact Points (DCPs). It maintains the spirit of Daily badges, namely facilitating and enabling participation of additional delegates, and offers a simplified process for the DCP to select delegates who may attend the conference each day.

The streamlined process provides the ability for DCPs to utilize the allocated quota among their nominated delegates and choose attendance dates on a daily basis, in the past this was done on a weekly basis. Consequently, it provides for an increased number of delegates who can attend the conference. It is important to note that ORS will only process confirmations for a specific day if the number of confirmed delegates for that day does not exceed the allocated quota.

To summarize, the simplified process has the following important characteristics:

- The DCP can distribute the allotted quota among the delegates by assigning a day or consecutive days, rather on a weekly basis, for each nomination. The DCP can then confirm the selected date/s accordingly.
- The DCP may assign each delegate attendance for one day or for consecutive days **only once** during the conference period.
- ORS will process confirmations of delegates for a specific day, only if the number of confirmed delegates for that day does not surpass the allocated quota.
- There is no physical difference between regular badges and daily badges.

After the confirmation deadline of **27 November 2023 23:59 Hrs (CET)** for confirmation of delegates, the DCP must contact the secretariat via Communication Log (in ORS) for any changes in delegates and in dates of attendance.

B. Process

1. Prerequisites

As in the regular nomination/confirmation process, the following prerequisites must be fulfilled before the DCP selects the attendance days for each delegate:

- A quota has been allocated to your organization as applicable.
- The delegates have been nominated by the nomination deadline.
- The delegates have been confirmed by the DCP in ORS.

2. Nomination and confirmation of delegates

Daily badges have been integrated into the existing process of nominations and confirmation in the ORS. Individual days of the conference are now available for the DCP to select for each delegate on the ORS interface for COP28. In the past, this was done per week.

The improved interface allows the DCP to distribute the allocated quota among the registered delegates for each day of the conference. (Kindly note that each delegate can be assigned attendance day/s (one day or consecutive days) **only once** during the conference period.) This approach enables an organization to utilize its allocated quota more efficiently, allowing for a greater number of delegates to attend the conference. The DCP can allot one or more (consecutive) days to one delegate, as long as the number of delegates on any given day does not exceed the allotted quota.

3. Step-by-step examples and explanation

(1) My delegation

When the DCP (for NGO-C) logs into the ORS and navigates toward My delegation for the meeting COP28, the following page appears.

Figure 1. My delegation page

The screenshot shows the UNFCCC Online Registration System (ORS) interface. At the top, there is a navigation bar with 'Meeting: COP28' and 'Delegation: NGO-C'. A red arrow points to the 'My delegation' link in the navigation bar. Below the navigation bar, there are two sections: 'On-site' and 'Virtual only'. The 'On-site' section shows 2 participants and the 'Virtual only' section shows 0 participants. Below these sections, there is a table of delegates. The table has columns for 'Order in LOP', 'Solution First & last name', 'Eligible type', 'Status', 'Attendance' (with columns for each day from Nov 27 to Dec 5), 'Data still required?', 'Action [?]', and 'Documents [?]'.

Order in LOP	Solution First & last name	Eligible type	Status	27 Nov (Week 1) 2 out of 2 left	28 Nov (Week 1) 2 out of 2 left	29 Nov (Week 1) 2 out of 2 left	30 Nov (Week 1) 2 out of 2 left	01 Dec (Week 2) 2 out of 2 left	02 Dec (Week 2) 2 out of 2 left	03 Dec (Week 2) 2 out of 2 left	04 Dec (Week 2) 2 out of 2 left	05 Dec (Week 2) 2 out of 2 left	06 Dec (Week 2) 2 out of 2 left	07 Dec (Week 2) 2 out of 2 left	08 Dec (Week 2) 2 out of 2 left	09 Dec (Week 2) 2 out of 2 left	10 Dec (Week 2) 2 out of 2 left	11 Dec (Week 2) 2 out of 2 left	12 Dec (Week 2) 2 out of 2 left	Data still required?	Action [?]	Documents [?]	
588	Ms. Eva-Liina Vilijanen	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]	
589	Ms. Sarah-Jane Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]	
590	Ms. Subhana Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]	
591	Mrs. Solina Gamar	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]	
592	Ms. Kiril Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]	
593	Ms. Ramona Solina	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]	

The On-site quota allocated for the organization (NGO-C) is 2. There are 6 nominated delegates. None of the delegates is assigned attendance days at the moment. The DCP can proceed to assign attendance day/s to each delegate. (In the past, the DCP could only assign delegates attendance days per week, either week 1/week 2 or both weeks.)

(2) Assignment of attendance dates

After the DCP has assigned the attendance day/s to each delegate, the page shows the selected attendance days for each delegate.

Figure 2. Assign attendance day/s

The screenshot shows the UNFCCC Online Registration system interface. At the top, there are navigation options: 'All participants', 'My delegation', 'Account settings', and 'Communication'. Below this, there are two sections: 'On-site' and 'Virtual-only'. The 'On-site' section shows '2' delegates assigned to '04 Dec (Week 1)' and '27 Nov 2023'. The 'Virtual-only' section shows '0' delegates assigned to '04 Dec (Week 1)' and '27 Nov 2023'. Below these sections is a table with columns for 'Order in LOP', 'Delegation', 'First Last Name', 'Badge type', 'Status', and attendance days for various weeks. The table shows 6 delegates, with one delegate assigned to '04 Dec (Week 1)'. A red circle highlights the '2' delegates assigned to '04 Dec (Week 1)'. A red callout box points to the '04 Dec (Week 1)' column, stating 'One quota left for the day. The DCP can assign one more delegate for the day'. At the bottom of the table, there are buttons for 'Add a new participant', 'Download LOP for your delegation in Excel', 'Export full set of data to Excel', 'Save attendance dates', and 'Cancel changes'.

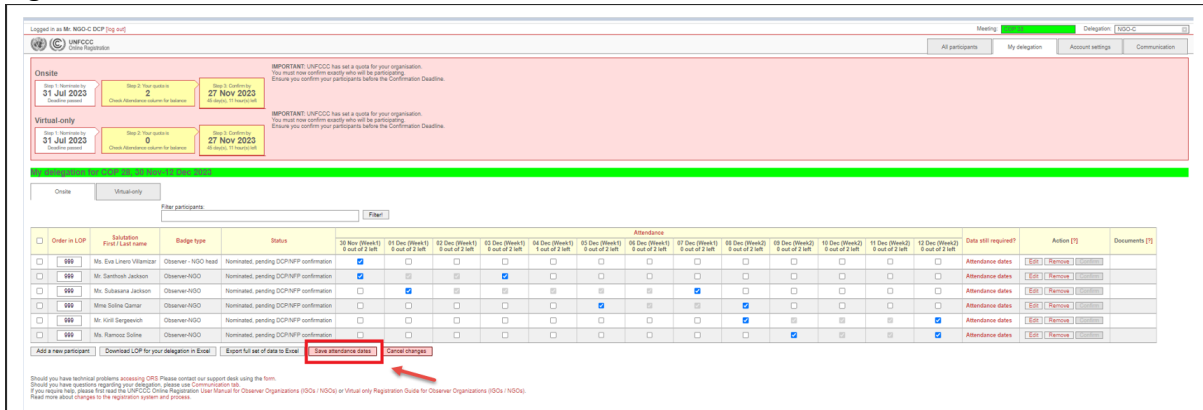
Figure 2 illustrates the following critical points:

- There is only one delegate assigned to 04 Dec (Week 1). The DCP can add one more delegate to the day if needed.
- For each conference day, the number of delegates assigned to attend the conference does not exceed the allocated quote of 2.
- Each delegate is assigned either one day or consecutive days of attendance. The assignment of attendance day/s is once per delegate during the conference period.

(3) Save attendance dates

Once the attendance dates are assigned, the DCP should click the Save attendance dates button, as shown in Figure 3.

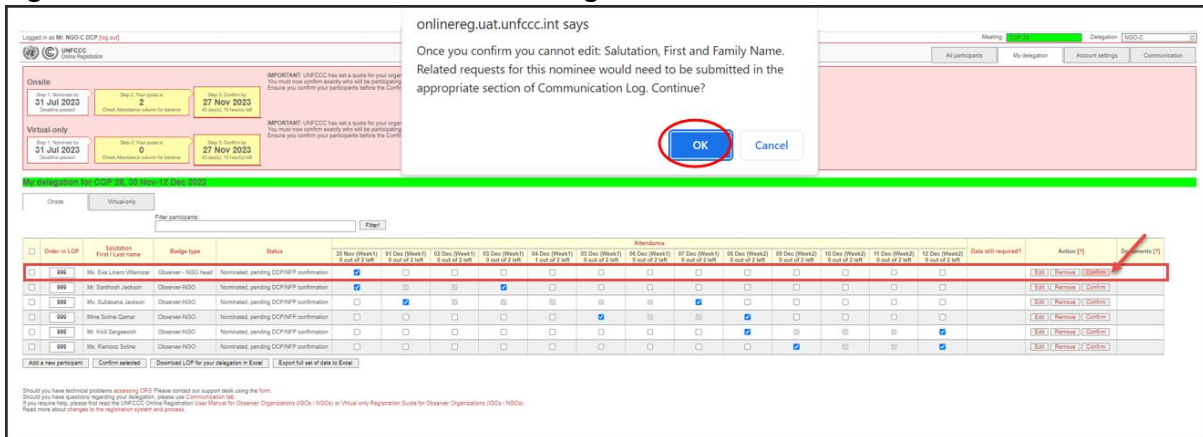
Figure 3: Save attendance dates



(4) Confirm attendance dates of a delegate

After the Save attendance dates button is clicked, the Confirm button for the delegate becomes available. The DCP can proceed to click the Confirm button for each of the delegates.

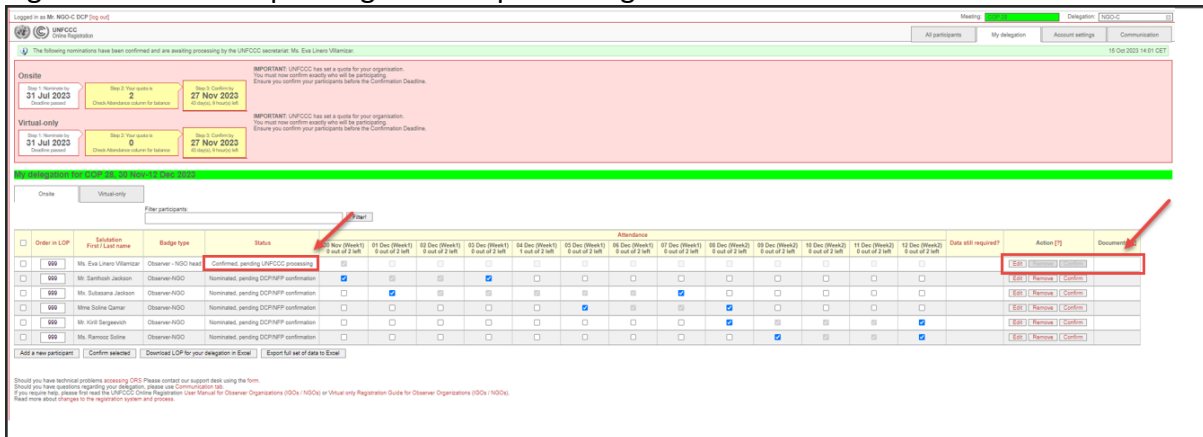
Figure 4: Confirm attendance dates of a delegate



After the DCP clicks the Confirm button of a nominee, a pop-up window appears, reminding the DCP that Salutation, First and Family Name of the nominee cannot be edited after confirmation. Any changes to Salutation, First and Family Name of the nominee must be requested in the appropriate section of Communication Log (in ORS).

The DCP clicks the OK button and in the Status field, it shows Confirmed pending UNFCCC processing. At this point, the DCP cannot edit the attendance dates yet, though the Edit button is shown to be clickable.

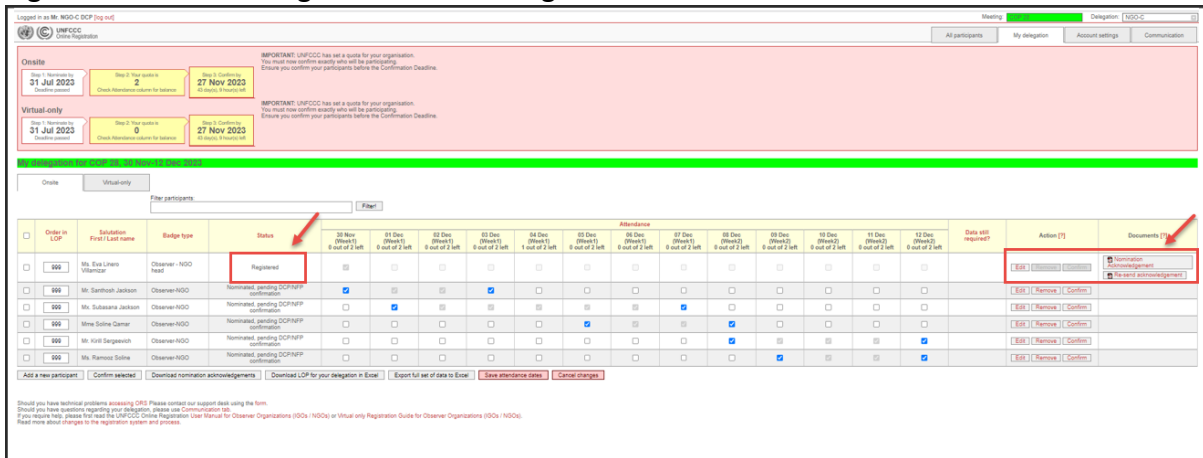
Figure 5: Confirmed pending UNFCCC processing



(5) Delegate registered

Upon the completion of UNFCCC processing, the Status field shows Registered.

Figure 6: Confirmed registration of a delegate

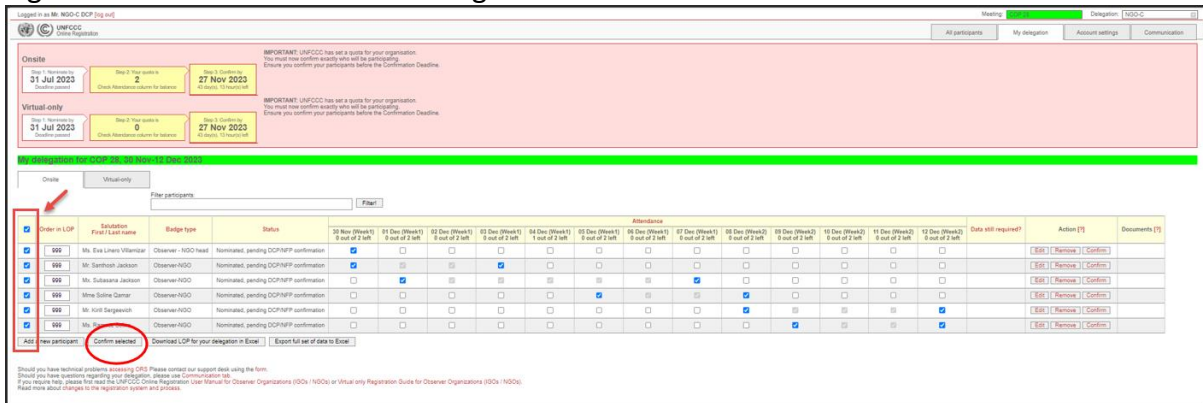


In the Documents field, there are two buttons available: Nomination Acknowledgement and Re-send acknowledgement. Furthermore, the Edit button becomes functional and the DCP can edit the attendance dates of the nominated and confirmed delegate before the confirmation deadline (**27 November 2023 23:59 Hrs (CET)**).

(6) Batch confirmation of delegates

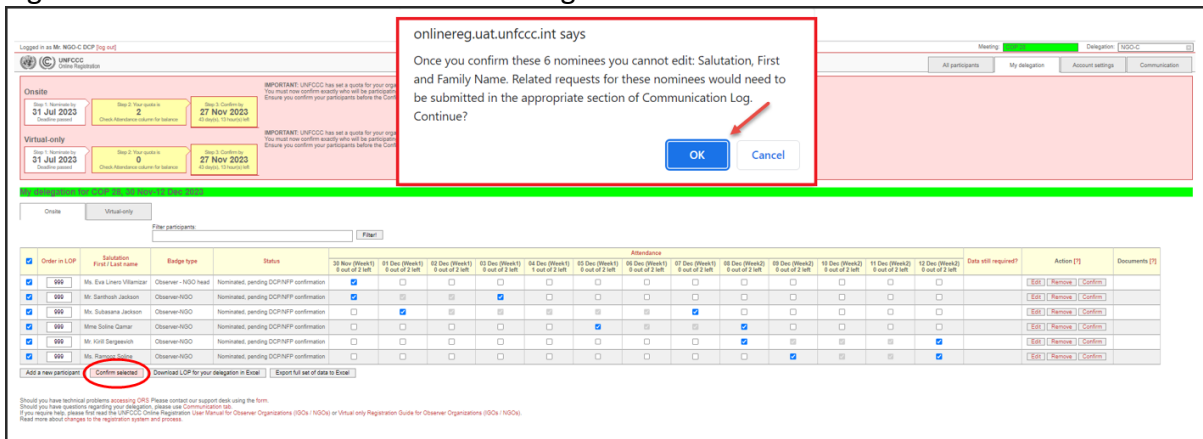
The DCP can conduct batch confirmation by initially selecting the delegates for confirmation in the first column, and then clicking the Confirm selected button.

Figure 7: Batch confirmation of delegates



After the Confirm is clicked, a pop-up window appears, reminding the DCP that Salutation, First and Family Name of the nominee cannot be edited after confirmation. Any changes to Salutation, First and Family Name of the nominee must be requested in the appropriate section of Communication Log (in ORS).

Figure 8: Confirm attendance dates of delegates



The DCP clicks the OK button and in the Status field, it shows Confirmed pending UNFCCC processing. At this point, the DCP cannot edit the attendance dates yet, though the Edit button is shown to be clickable.

Figure 9: Confirmed pending UNFCCC processing of delegates

The screenshot shows the UNFCCC Online Registration interface. At the top, there are navigation tabs for 'Meeting' (UNFCCC) and 'Delegation' (100CC). Below this, there are instructions for delegates and confirmation deadlines. The main table lists delegates with columns for 'Order in LOP', 'Situation', 'Badge type', 'Status', 'Attendance' (with dates from Nov 30 to Dec 12), 'Data still required?', 'Action', and 'Documents'. The 'Status' column for all delegates is 'Confirmed, pending UNFCCC processing'. The 'Action' column contains 'Edit' buttons for each delegate.

Upon the completion of UNFCCC processing, the Status field for all the selected delegates shows Registered.

Figure 10: Delegates registered

This screenshot shows the same UNFCCC Online Registration interface as Figure 9, but the delegates are now 'Registered'. The 'Status' column for all delegates is 'Registered'. The 'Documents' column now contains two buttons for each delegate: 'Nomination Acknowledgement' and 'Re-send acknowledgement'. The 'Action' column still contains 'Edit' buttons.

In the Documents field, there are two buttons available for all selected delegates: Nomination Acknowledgement and Re-send acknowledgement. Furthermore, the Edit button becomes functional and the DCP can edit the attendance dates of the nominated and confirmed delegates before the deadline (**27 November 2023 23:59 Hrs. (CET)**).

C. Questions and answers – FAQs:

1. What are the differences between regular badges and daily badges?

There is no distinction between regular badges and daily badges. The newly integrated system provides the ability to the DCP to allocate attendance dates to delegates on a daily basis, thereby allowing for more inclusive attendance and engagement in the conference and aligns with the initial spirit of daily badges in a robust manner.

2. Is it possible to obtain a daily badge during COP 28?

After the deadline for confirmation of delegates (**27 November 2023 23:59 Hrs (CET)**), the DCP of the organization which confirmed your attendance must send in a request via Communication Log (in ORS) to change the specific dates of the delegates attending the conference. The requests received after the deadline may not be processed on time, hence, we kindly request you to submit such requests prior to the above deadline. Please note that for each day of the conference, the number of delegates from your organization attending the conference must not exceed the quota allocated.

3. What is the deadline for COP28 Daily badges application?

The deadline for confirmation of delegates is **27 November 2023 23:59 Hrs. (CET)**.

After this deadline for confirmation of delegates, the DCP must contact the Secretariat via Communication log in ORS for any changes in the delegates and dates of attendance.

4. What is the maximum limit for applying for daily badges?

As there is no distinction between the regular badges and daily badges, the number of delegates able to attend the conference depends on the quota allocated. For example, if an organization is allocated with the quota of 2 and there are 11 days in the conference period, the maximum number of delegates able to attend the conference will be 22, with each participating in one day of the conference.

5. Why am I unable to obtain daily badges?

The DCP of each organization which received a quota for COP 28 has to nominate and confirm participation of each delegate in their delegation for specific dates during the conference period before the confirmation deadline stated above. Requests from individual delegates for daily badges cannot be processed.

6. My organization has already reached its allocated daily quota. Is it possible for the DCP to assign additional delegates to attend the conference?

Once an organization exhausts its allocated daily quota, the DCP must first unselect specific dates from delegates who have already been assigned attendance dates. After releasing these dates, the DCP can then reassign them to other delegates. This ensures that the daily number of delegates attending the conference does not exceed the allocated daily quota.

7. Can a delegate return to attend the conference after the assigned attendance dates by the DCP?

A delegate can hold a valid badge (for either a single day or consecutive days) for the entire conference duration. Note that a delegate can only be listed once under a delegation and the attendance dates of each delegate shall be consecutive. If the DCP wishes for a delegate to attend the conference again after the initially assigned dates, the must submit a request through the Communication Log in ORS. This request should specify the delegate and the additional attendance dates. Once the request is sent, the delegate in question should proceed to the on-site helpdesk for support.