



**United Nations**  
Climate Change Secretariat

**UNFCCC Online Registration System (ORS)  
Integrated Daily Badge System**

Admitted Observer Organizations (IGOs & NGOs)

Release 2.0

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## Integrated Daily Badge System

### Table of Contents

A. Introduction .....	1
B. Process	
1. Prerequisites .....	2
2. Nomination and confirmation of delegates .....	2
3. Step-by-step examples and explanation .....	2
C. Questions and answers (FAQs).....	8

### A. Introduction

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 to stay within the venue capacity limits. The new updated process takes into consideration 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 for the respective conference, the DCP must use the Communication Log in ORS to contact the secretariat regarding any changes in delegates or 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 available for the DCP to select for each delegate on the ORS interface for the conference once the quota is allocated during confirmation period. 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. 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 SB60, the following page appears.

Figure 1. My delegation page

Order in LOP	Delegation First Last Name	Delegate type	Status	29 Nov (Week 1) 2 out of 2 sat	30 Nov (Week 1) 2 out of 2 sat	01 Dec (Week 1) 3 out of 2 sat	02 Dec (Week 1) 2 out of 2 sat	03 Dec (Week 1) 2 out of 2 sat	04 Dec (Week 1) 2 out of 2 sat	05 Dec (Week 1) 2 out of 2 sat	06 Dec (Week 1) 2 out of 2 sat	07 Dec (Week 1) 2 out of 2 sat	08 Dec (Week 2) 2 out of 2 sat	09 Dec (Week 2) 2 out of 2 sat	10 Dec (Week 2) 2 out of 2 sat	11 Dec (Week 2) 2 out of 2 sat	12 Dec (Week 2) 2 out of 2 sat	Days still required?	Action [T]	Documents [T]
000	Mr. Eric Linn's Vikström	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]														
000	Mr. Sathish Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]														
000	Mr. Subasina Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]														
000	Mrs. Sathia Damar	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]														
000	Mr. Kish Sengwech	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]														
000	Mr. Ramoob Sotha	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	[Edit] [Remove]														

The Onsite 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

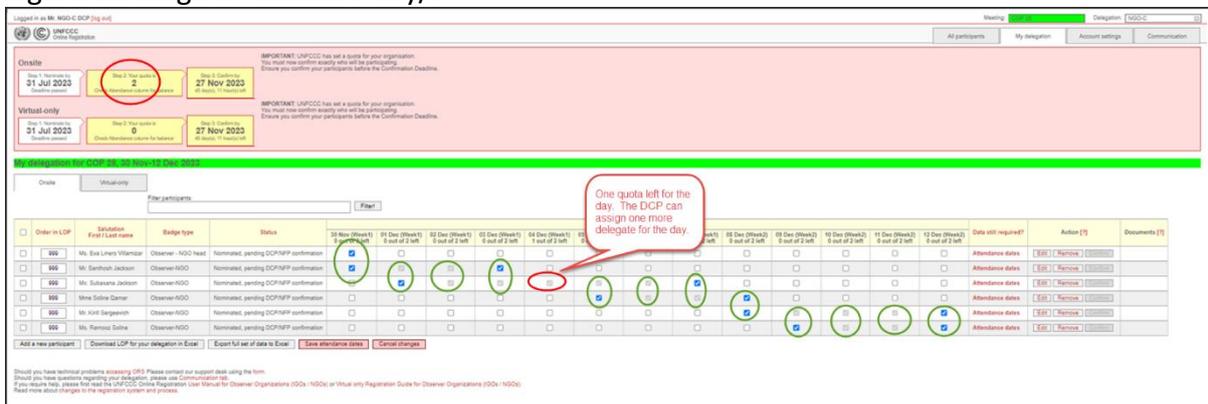


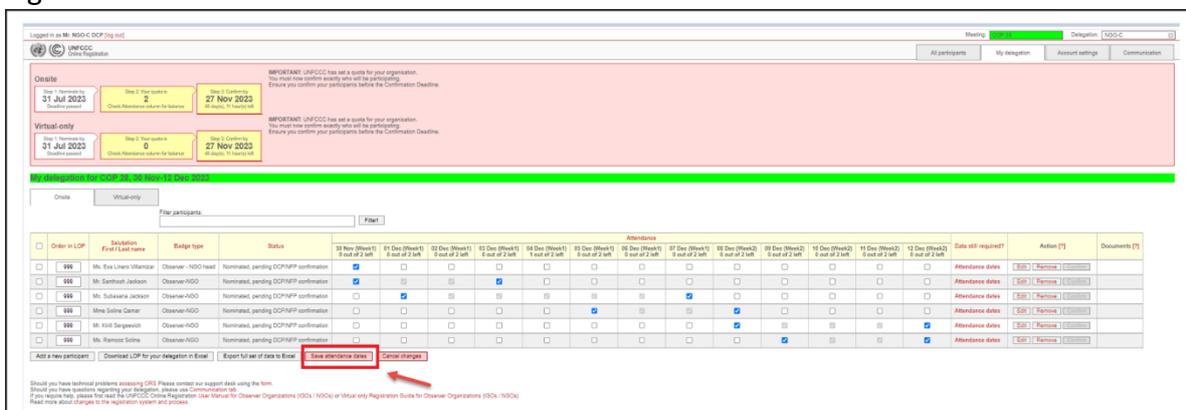
Figure 2 illustrates the following critical points:

- 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.

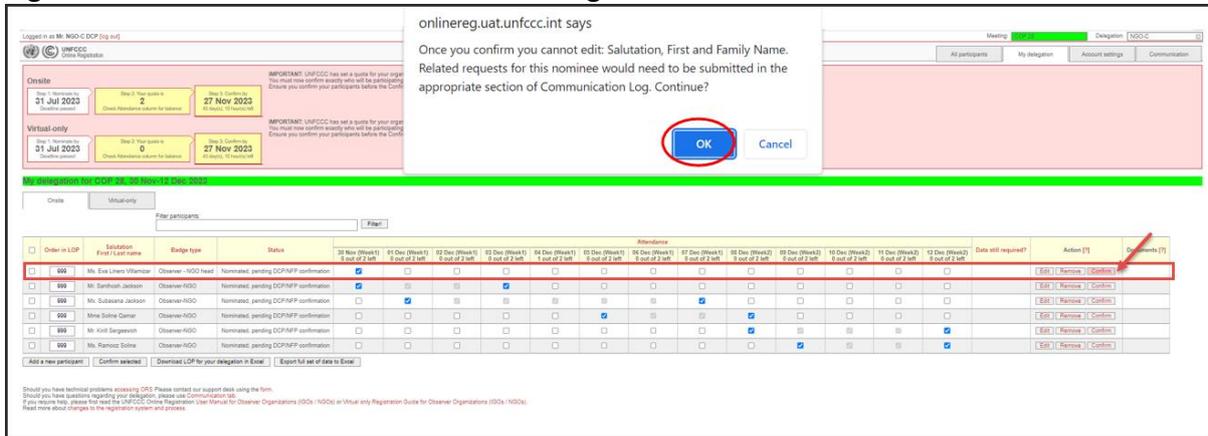
Figure 3: Save attendance dates



#### (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



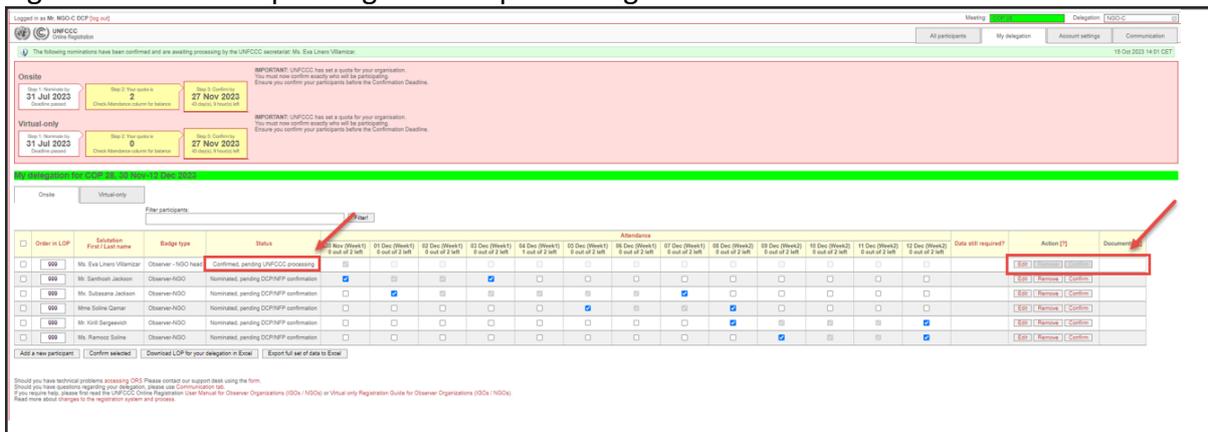
After the DCP clicks the Confirm button of a nominee, a pop-up window appears, reminding the DCP that Salutation, First and Family Name of the nominee cannot be edited after confirmation. Any changes to Salutation, First and Family Name of the nominee must be requested in the appropriate section of Communication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

#### (5) Delegate registered

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

Figure 5: Confirmed pending UNFCCC processing



#### (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 6: Confirmed registration of a delegate

The screenshot shows the UNFCCC Online Registration interface. At the top, there are navigation tabs for 'Meeting', 'Delegation', and 'NDDCC'. Below this, there are two main sections: 'Onsite' and 'Virtual-only', each with a 'Step 1: Nominate' and 'Step 2: Confirm' section. The 'Onsite' section shows 2 nominees and a confirmation deadline of 27 Nov 2023. The 'Virtual-only' section shows 0 nominees and the same confirmation deadline. Below these sections is a table of delegates. The table has columns for 'Order in LOP', 'Salutation', 'First / Last name', 'Badge type', 'Status', and 'Attendance' (with sub-columns for weeks 1-12). The 'Status' column for the first delegate, 'Mr. Esa-Liisa Viljanen', is highlighted with a red box and labeled 'Registered'. To the right of the table, there are columns for 'Data still required?', 'Action [?]', and 'Documents [?]'. The 'Documents [?]' column for the first delegate is highlighted with a red box and contains two buttons: 'Nomination Acknowledgement' and 'Re-send acknowledgement'.

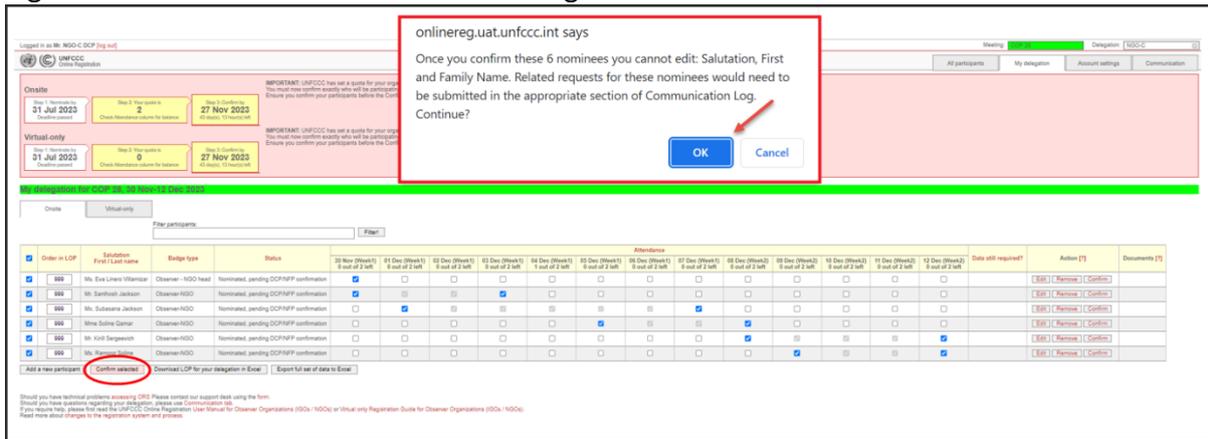
In the Documents field, there are two buttons available: Nomination Acknowledgement and Re-send acknowledgement. Furthermore, the Edit button becomes functional and the DCP can edit the attendance dates of the nominated and confirmed delegate before the confirmation deadline of the respective conference.

Figure 7: Batch confirmation of delegates

The screenshot shows the UNFCCC Online Registration interface, similar to Figure 6. The 'Status' column for all delegates in the table is now set to 'Confirmed'. At the bottom of the table, there are buttons for 'Add new participant', 'Confirm selected', 'Download LOP for your delegation in Excel', and 'Export full set of data to Excel'. The 'Confirm selected' button is highlighted with a red box. The 'Documents [?]' column for the first delegate is also highlighted with a red box, showing the same two buttons as in Figure 6.

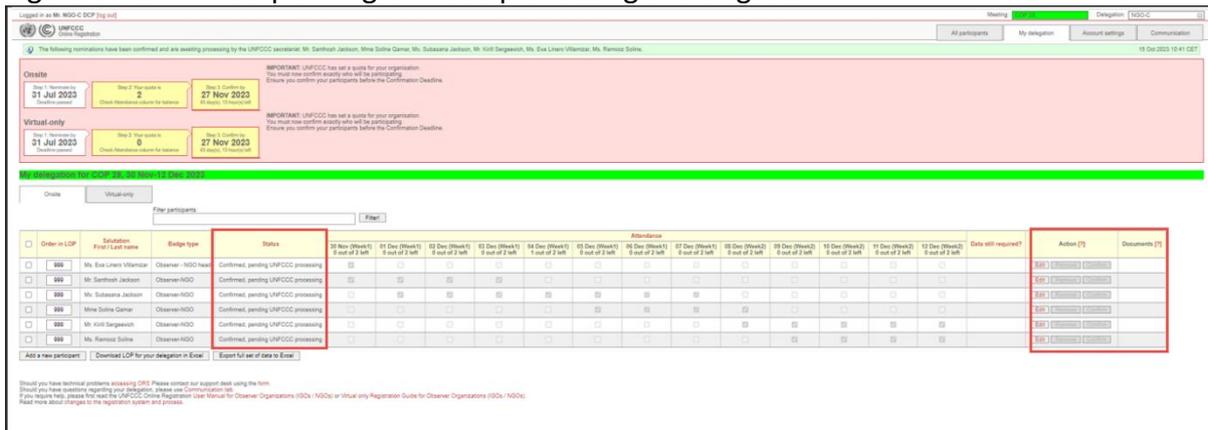
After the Confirm is clicked, a pop-up window appears, reminding the DCP that Salutation, First and Family Name of the nominee cannot be edited after confirmation. Any changes to Salutation, First and Family Name of the nominee must be requested in the appropriate section of Communication Log (in ORS).

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



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



### 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 SB60?

After the deadline for confirmation of delegates, which is **02 Jun 2024 23:59 CET**, the DCP of the organization that confirmed your attendance must submit a request via the Communication Log (in ORS) to change the specific dates of the delegates attending the conference.

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 SB60 Daily badges application?

The deadline for confirmation of delegates is **02 Jun 2024 23:59 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 SB60 must 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.