



United Nations
Climate Change Secretariat

UNFCCC Online Registration System (ORS)
Integrated Daily Badge System

Admitted Observer Organizations (IGOs & NGOs)

Release 3.2

January 2025

Integrated Daily Badge System

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A. Introduction

Daily badges are now integrated into the process of nominations and confirmations, directly on the “My delegation” tab of the Online Registration System (ORS). It allows observers to attend UNFCCC sessions in a more flexible and improved manner than in the past.

The secretariat introduced Daily badges in COP24 with the aim of enabling more inclusive participation of delegates while adhering to the quota allocation process and staying within the venue capacity limits. The updated process takes into consideration feedback received from the Designated Contact Points (DCPs).

The streamlined process allows DCPs to utilize the allocated quota among their nominated delegates and choose attendance dates on a daily basis, rather than 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.

The simplified process of Integrated Daily Badges has the following important characteristics:

- The DCP can distribute the allocated quota among the delegates by assigning a day or consecutive days and then confirming the selected date(s) accordingly.
- , the DCP must first assign and confirm the initial attendance date(s) in the ORS. For any additional non-consecutive date(s), the DCP must submit a request via the communication tab in the ORS.
- 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 Tab in ORS to contact the secretariat regarding any changes in delegates or attendance dates.

*****Kindly note that during the conference period, any attempts to edit past attendance dates are not permitted.**

The DCP must inform the Secretariat via the communication tab in the ORS of the delegate's non-consecutive attendance dates in advance of the attendance day(s).

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 confirmation deadline.

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 allocated 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 respective meeting, the following page appears.

Figure 1. My delegation page

The screenshot displays the 'My delegation' page in the ORS system. At the top, there is a navigation bar with tabs: 'Meeting', 'Delegation', 'My delegation' (selected), 'Account settings', and 'Communication'. Below the navigation bar, there are sections for 'Onsite' and 'Virtual only' delegates. The 'Onsite' section shows 2 delegates and the 'Virtual only' section shows 0 delegates. Below these sections is a table of delegates with columns for 'Order in LOP', 'Full name', 'Email', 'Status', and 'Attendance'. The 'Attendance' column has checkboxes for each day of the conference. The table lists 6 delegates: Mr. Eric Lohman Villanueva, Mr. Santhosh Jackson, Mr. Subashan Jackson, Mrs. Sathya Ganesan, Mr. Kishu Sengupta, and Mr. Ramapada Sathya. The 'Attendance' column has checkboxes for each day of the conference. The page also includes a 'Download LOP for your delegation in Excel' button and a 'Print' button.

Order in LOP	Full name	Email	Status	Attendance
001	Mr. Eric Lohman Villanueva	Eric.Lohman@unfccc.int	Nominated, pending DCP/NFP confirmation	☐ 01 Nov (Week 1) ☐ 02 Nov (Week 1) ☐ 03 Nov (Week 1) ☐ 04 Nov (Week 1) ☐ 05 Nov (Week 1) ☐ 06 Nov (Week 1) ☐ 07 Nov (Week 1) ☐ 08 Nov (Week 1) ☐ 09 Nov (Week 1) ☐ 10 Nov (Week 1) ☐ 11 Nov (Week 1) ☐ 12 Nov (Week 1) ☐ 13 Nov (Week 1) ☐ 14 Nov (Week 1) ☐ 15 Nov (Week 1) ☐ 16 Nov (Week 1) ☐ 17 Nov (Week 1) ☐ 18 Nov (Week 1) ☐ 19 Nov (Week 1) ☐ 20 Nov (Week 1) ☐ 21 Nov (Week 1) ☐ 22 Nov (Week 1) ☐ 23 Nov (Week 1) ☐ 24 Nov (Week 1) ☐ 25 Nov (Week 1) ☐ 26 Nov (Week 1) ☐ 27 Nov (Week 1) ☐ 28 Nov (Week 1) ☐ 29 Nov (Week 1) ☐ 30 Nov (Week 1) ☐ 01 Dec (Week 2) ☐ 02 Dec (Week 2) ☐ 03 Dec (Week 2) ☐ 04 Dec (Week 2) ☐ 05 Dec (Week 2) ☐ 06 Dec (Week 2) ☐ 07 Dec (Week 2) ☐ 08 Dec (Week 2) ☐ 09 Dec (Week 2) ☐ 10 Dec (Week 2) ☐ 11 Dec (Week 2) ☐ 12 Dec (Week 2) ☐ 13 Dec (Week 2) ☐ 14 Dec (Week 2) ☐ 15 Dec (Week 2) ☐ 16 Dec (Week 2) ☐ 17 Dec (Week 2) ☐ 18 Dec (Week 2) ☐ 19 Dec (Week 2) ☐ 20 Dec (Week 2) ☐ 21 Dec (Week 2) ☐ 22 Dec (Week 2) ☐ 23 Dec (Week 2) ☐ 24 Dec (Week 2) ☐ 25 Dec (Week 2) ☐ 26 Dec (Week 2) ☐ 27 Dec (Week 2) ☐ 28 Dec (Week 2) ☐ 29 Dec (Week 2) ☐ 30 Dec (Week 2) ☐ 31 Dec (Week 2)
002	Mr. Santhosh Jackson	Santhosh.Jackson@unfccc.int	Nominated, pending DCP/NFP confirmation	☐ 01 Nov (Week 1) ☐ 02 Nov (Week 1) ☐ 03 Nov (Week 1) ☐ 04 Nov (Week 1) ☐ 05 Nov (Week 1) ☐ 06 Nov (Week 1) ☐ 07 Nov (Week 1) ☐ 08 Nov (Week 1) ☐ 09 Nov (Week 1) ☐ 10 Nov (Week 1) ☐ 11 Nov (Week 1) ☐ 12 Nov (Week 1) ☐ 13 Nov (Week 1) ☐ 14 Nov (Week 1) ☐ 15 Nov (Week 1) ☐ 16 Nov (Week 1) ☐ 17 Nov (Week 1) ☐ 18 Nov (Week 1) ☐ 19 Nov (Week 1) ☐ 20 Nov (Week 1) ☐ 21 Nov (Week 1) ☐ 22 Nov (Week 1) ☐ 23 Nov (Week 1) ☐ 24 Nov (Week 1) ☐ 25 Nov (Week 1) ☐ 26 Nov (Week 1) ☐ 27 Nov (Week 1) ☐ 28 Nov (Week 1) ☐ 29 Nov (Week 1) ☐ 30 Nov (Week 1) ☐ 01 Dec (Week 2) ☐ 02 Dec (Week 2) ☐ 03 Dec (Week 2) ☐ 04 Dec (Week 2) ☐ 05 Dec (Week 2) ☐ 06 Dec (Week 2) ☐ 07 Dec (Week 2) ☐ 08 Dec (Week 2) ☐ 09 Dec (Week 2) ☐ 10 Dec (Week 2) ☐ 11 Dec (Week 2) ☐ 12 Dec (Week 2) ☐ 13 Dec (Week 2) ☐ 14 Dec (Week 2) ☐ 15 Dec (Week 2) ☐ 16 Dec (Week 2) ☐ 17 Dec (Week 2) ☐ 18 Dec (Week 2) ☐ 19 Dec (Week 2) ☐ 20 Dec (Week 2) ☐ 21 Dec (Week 2) ☐ 22 Dec (Week 2) ☐ 23 Dec (Week 2) ☐ 24 Dec (Week 2) ☐ 25 Dec (Week 2) ☐ 26 Dec (Week 2) ☐ 27 Dec (Week 2) ☐ 28 Dec (Week 2) ☐ 29 Dec (Week 2) ☐ 30 Dec (Week 2) ☐ 31 Dec (Week 2)
003	Mr. Subashan Jackson	Subashan.Jackson@unfccc.int	Nominated, pending DCP/NFP confirmation	☐ 01 Nov (Week 1) ☐ 02 Nov (Week 1) ☐ 03 Nov (Week 1) ☐ 04 Nov (Week 1) ☐ 05 Nov (Week 1) ☐ 06 Nov (Week 1) ☐ 07 Nov (Week 1) ☐ 08 Nov (Week 1) ☐ 09 Nov (Week 1) ☐ 10 Nov (Week 1) ☐ 11 Nov (Week 1) ☐ 12 Nov (Week 1) ☐ 13 Nov (Week 1) ☐ 14 Nov (Week 1) ☐ 15 Nov (Week 1) ☐ 16 Nov (Week 1) ☐ 17 Nov (Week 1) ☐ 18 Nov (Week 1) ☐ 19 Nov (Week 1) ☐ 20 Nov (Week 1) ☐ 21 Nov (Week 1) ☐ 22 Nov (Week 1) ☐ 23 Nov (Week 1) ☐ 24 Nov (Week 1) ☐ 25 Nov (Week 1) ☐ 26 Nov (Week 1) ☐ 27 Nov (Week 1) ☐ 28 Nov (Week 1) ☐ 29 Nov (Week 1) ☐ 30 Nov (Week 1) ☐ 01 Dec (Week 2) ☐ 02 Dec (Week 2) ☐ 03 Dec (Week 2) ☐ 04 Dec (Week 2) ☐ 05 Dec (Week 2) ☐ 06 Dec (Week 2) ☐ 07 Dec (Week 2) ☐ 08 Dec (Week 2) ☐ 09 Dec (Week 2) ☐ 10 Dec (Week 2) ☐ 11 Dec (Week 2) ☐ 12 Dec (Week 2) ☐ 13 Dec (Week 2) ☐ 14 Dec (Week 2) ☐ 15 Dec (Week 2) ☐ 16 Dec (Week 2) ☐ 17 Dec (Week 2) ☐ 18 Dec (Week 2) ☐ 19 Dec (Week 2) ☐ 20 Dec (Week 2) ☐ 21 Dec (Week 2) ☐ 22 Dec (Week 2) ☐ 23 Dec (Week 2) ☐ 24 Dec (Week 2) ☐ 25 Dec (Week 2) ☐ 26 Dec (Week 2) ☐ 27 Dec (Week 2) ☐ 28 Dec (Week 2) ☐ 29 Dec (Week 2) ☐ 30 Dec (Week 2) ☐ 31 Dec (Week 2)
004	Mrs. Sathya Ganesan	Sathya.Ganesan@unfccc.int	Nominated, pending DCP/NFP confirmation	☐ 01 Nov (Week 1) ☐ 02 Nov (Week 1) ☐ 03 Nov (Week 1) ☐ 04 Nov (Week 1) ☐ 05 Nov (Week 1) ☐ 06 Nov (Week 1) ☐ 07 Nov (Week 1) ☐ 08 Nov (Week 1) ☐ 09 Nov (Week 1) ☐ 10 Nov (Week 1) ☐ 11 Nov (Week 1) ☐ 12 Nov (Week 1) ☐ 13 Nov (Week 1) ☐ 14 Nov (Week 1) ☐ 15 Nov (Week 1) ☐ 16 Nov (Week 1) ☐ 17 Nov (Week 1) ☐ 18 Nov (Week 1) ☐ 19 Nov (Week 1) ☐ 20 Nov (Week 1) ☐ 21 Nov (Week 1) ☐ 22 Nov (Week 1) ☐ 23 Nov (Week 1) ☐ 24 Nov (Week 1) ☐ 25 Nov (Week 1) ☐ 26 Nov (Week 1) ☐ 27 Nov (Week 1) ☐ 28 Nov (Week 1) ☐ 29 Nov (Week 1) ☐ 30 Nov (Week 1) ☐ 01 Dec (Week 2) ☐ 02 Dec (Week 2) ☐ 03 Dec (Week 2) ☐ 04 Dec (Week 2) ☐ 05 Dec (Week 2) ☐ 06 Dec (Week 2) ☐ 07 Dec (Week 2) ☐ 08 Dec (Week 2) ☐ 09 Dec (Week 2) ☐ 10 Dec (Week 2) ☐ 11 Dec (Week 2) ☐ 12 Dec (Week 2) ☐ 13 Dec (Week 2) ☐ 14 Dec (Week 2) ☐ 15 Dec (Week 2) ☐ 16 Dec (Week 2) ☐ 17 Dec (Week 2) ☐ 18 Dec (Week 2) ☐ 19 Dec (Week 2) ☐ 20 Dec (Week 2) ☐ 21 Dec (Week 2) ☐ 22 Dec (Week 2) ☐ 23 Dec (Week 2) ☐ 24 Dec (Week 2) ☐ 25 Dec (Week 2) ☐ 26 Dec (Week 2) ☐ 27 Dec (Week 2) ☐ 28 Dec (Week 2) ☐ 29 Dec (Week 2) ☐ 30 Dec (Week 2) ☐ 31 Dec (Week 2)
005	Mr. Kishu Sengupta	Kishu.Sengupta@unfccc.int	Nominated, pending DCP/NFP confirmation	☐ 01 Nov (Week 1) ☐ 02 Nov (Week 1) ☐ 03 Nov (Week 1) ☐ 04 Nov (Week 1) ☐ 05 Nov (Week 1) ☐ 06 Nov (Week 1) ☐ 07 Nov (Week 1) ☐ 08 Nov (Week 1) ☐ 09 Nov (Week 1) ☐ 10 Nov (Week 1) ☐ 11 Nov (Week 1) ☐ 12 Nov (Week 1) ☐ 13 Nov (Week 1) ☐ 14 Nov (Week 1) ☐ 15 Nov (Week 1) ☐ 16 Nov (Week 1) ☐ 17 Nov (Week 1) ☐ 18 Nov (Week 1) ☐ 19 Nov (Week 1) ☐ 20 Nov (Week 1) ☐ 21 Nov (Week 1) ☐ 22 Nov (Week 1) ☐ 23 Nov (Week 1) ☐ 24 Nov (Week 1) ☐ 25 Nov (Week 1) ☐ 26 Nov (Week 1) ☐ 27 Nov (Week 1) ☐ 28 Nov (Week 1) ☐ 29 Nov (Week 1) ☐ 30 Nov (Week 1) ☐ 01 Dec (Week 2) ☐ 02 Dec (Week 2) ☐ 03 Dec (Week 2) ☐ 04 Dec (Week 2) ☐ 05 Dec (Week 2) ☐ 06 Dec (Week 2) ☐ 07 Dec (Week 2) ☐ 08 Dec (Week 2) ☐ 09 Dec (Week 2) ☐ 10 Dec (Week 2) ☐ 11 Dec (Week 2) ☐ 12 Dec (Week 2) ☐ 13 Dec (Week 2) ☐ 14 Dec (Week 2) ☐ 15 Dec (Week 2) ☐ 16 Dec (Week 2) ☐ 17 Dec (Week 2) ☐ 18 Dec (Week 2) ☐ 19 Dec (Week 2) ☐ 20 Dec (Week 2) ☐ 21 Dec (Week 2) ☐ 22 Dec (Week 2) ☐ 23 Dec (Week 2) ☐ 24 Dec (Week 2) ☐ 25 Dec (Week 2) ☐ 26 Dec (Week 2) ☐ 27 Dec (Week 2) ☐ 28 Dec (Week 2) ☐ 29 Dec (Week 2) ☐ 30 Dec (Week 2) ☐ 31 Dec (Week 2)
006	Mr. Ramapada Sathya	Ramapada.Sathya@unfccc.int	Nominated, pending DCP/NFP confirmation	☐ 01 Nov (Week 1) ☐ 02 Nov (Week 1) ☐ 03 Nov (Week 1) ☐ 04 Nov (Week 1) ☐ 05 Nov (Week 1) ☐ 06 Nov (Week 1) ☐ 07 Nov (Week 1) ☐ 08 Nov (Week 1) ☐ 09 Nov (Week 1) ☐ 10 Nov (Week 1) ☐ 11 Nov (Week 1) ☐ 12 Nov (Week 1) ☐ 13 Nov (Week 1) ☐ 14 Nov (Week 1) ☐ 15 Nov (Week 1) ☐ 16 Nov (Week 1) ☐ 17 Nov (Week 1) ☐ 18 Nov (Week 1) ☐ 19 Nov (Week 1) ☐ 20 Nov (Week 1) ☐ 21 Nov (Week 1) ☐ 22 Nov (Week 1) ☐ 23 Nov (Week 1) ☐ 24 Nov (Week 1) ☐ 25 Nov (Week 1) ☐ 26 Nov (Week 1) ☐ 27 Nov (Week 1) ☐ 28 Nov (Week 1) ☐ 29 Nov (Week 1) ☐ 30 Nov (Week 1) ☐ 01 Dec (Week 2) ☐ 02 Dec (Week 2) ☐ 03 Dec (Week 2) ☐ 04 Dec (Week 2) ☐ 05 Dec (Week 2) ☐ 06 Dec (Week 2) ☐ 07 Dec (Week 2) ☐ 08 Dec (Week 2) ☐ 09 Dec (Week 2) ☐ 10 Dec (Week 2) ☐ 11 Dec (Week 2) ☐ 12 Dec (Week 2) ☐ 13 Dec (Week 2) ☐ 14 Dec (Week 2) ☐ 15 Dec (Week 2) ☐ 16 Dec (Week 2) ☐ 17 Dec (Week 2) ☐ 18 Dec (Week 2) ☐ 19 Dec (Week 2) ☐ 20 Dec (Week 2) ☐ 21 Dec (Week 2) ☐ 22 Dec (Week 2) ☐ 23 Dec (Week 2) ☐ 24 Dec (Week 2) ☐ 25 Dec (Week 2) ☐ 26 Dec (Week 2) ☐ 27 Dec (Week 2) ☐ 28 Dec (Week 2) ☐ 29 Dec (Week 2) ☐ 30 Dec (Week 2) ☐ 31 Dec (Week 2)

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

The screenshot shows the UNFCCC Online Registration interface. At the top, there are tabs for 'Onsite' and 'Virtual-only'. The 'Onsite' tab is selected, showing a quota of 2. Below this, there is a table of delegates with columns for 'Order in LOP', 'Delegation', 'First Last Name', 'Email type', 'Status', and 'Attendance'. The 'Attendance' column has a grid of checkboxes for different dates. A red circle highlights the '2' quota for Onsite attendance. A red box highlights the 'Save attendance dates' button at the bottom of the page.

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 quota 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.
- DCPs cannot assign non-consecutive days of attendance to delegates directly in the ORS. To manage this, DCPs must request specific dates for a delegate via the ORS Communication tab.

(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

The screenshot shows the UNFCCC Online Registration interface, similar to Figure 2. The 'Save attendance dates' button is highlighted with a red box and an arrow. The button is located at the bottom of the page, next to the 'Cancel changes' button.

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.

Logged in as Mr. NGO-C DCP [log out]

UNFCCC
Online Registration

online.reg.uat.unfccc.org/says

Once you confirm you cannot edit: Salutation, First and Family Name.
Related requests for this nominee would need to be submitted in the appropriate section of Communication Log. Continue?

OK **Cancel**

Meeting: **2023-11** Delegation: **NGO-C**

All participants My delegation Account settings Communication

Onsite

Step 1: View status: **2**
Deadline: **21 Jul 2023**
Deadline passed

Step 2: View status: **0**
Deadline: **21 Jul 2023**
Deadline passed

Step 3: Submit: **27 Nov 2023**
21 days, 15 hours left

IMPORTANT: UNFCCC has set a quota for your region. This should now permit exactly who will be participating. Please see your region's participants below the Count.

IMPORTANT: UNFCCC has set a quota for your region. This should now permit exactly who will be participating. Please see your region's participants below the Count.

Virtual-only

Step 1: View status: **0**
Deadline: **21 Jul 2023**
Deadline passed

Step 2: View status: **0**
Deadline: **21 Nov 2023**
21 days, 15 hours left

My delegation for COP 29, 24 Nov to 14 Dec 2023

Onsite Virtual-only

Filter participants

Filter

Order in LOP	Salutation	First & Last Name	Badge type	Status	Attendance																Data still required?	Action [?]	Delegates [?]
					30 Nov (Week1)	01 Dec (Week1)	02 Dec (Week1)	03 Dec (Week1)	04 Dec (Week1)	05 Dec (Week1)	06 Dec (Week1)	07 Dec (Week1)	08 Dec (Week1)	09 Dec (Week1)	10 Dec (Week2)	11 Dec (Week2)	12 Dec (Week2)	13 Dec (Week2)					
001	Mr.	Eva Loren Villanar	Observer-NGO head	Nominate, pending DCP/NFP confirmation	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐		
002	Mr.	Bartholomew Jackson	Observer-NGO	Nominate, pending DCP/NFP confirmation	☒	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐		
003	Mr.	Subasana Jackson	Observer-NGO	Nominate, pending DCP/NFP confirmation	☐	☒	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐		
004	Ms.	Solene Damer	Observer-NGO	Nominate, pending DCP/NFP confirmation	☐	☐	☐	☐	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐		
005	Mr.	Kiril Sargachov	Observer-NGO	Nominate, pending DCP/NFP confirmation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐		
006	Ms.	Ramirez Soline	Observer-NGO	Nominate, pending DCP/NFP confirmation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐	☒	☐	☐	☐	☐	☐		

Should you have technical problems accessing DCP, please contact our support desk using the form.

Should you have questions regarding our delegation, please use CommunicationLog.

If you require help, please visit our help for COP29 DCP registration site Manual for Observer Organizations (OSOs) / NGO-C or Virtual-only Registration Guide for Observer Organizations (OSOs) / NGO-C.

Read more about changes to the registration system and process.

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.

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

Logged in as Mr. NGO-DCP Drop out (x)

Menu: Meeting (x) Delegation (x) NGO-DCP (x)

UNEP / UNEP / Other Organisations

The following nominations have been confirmed and are awaiting processing by the UNFCCC secretariat: Mr. Eva Larsen Vilmarer.

Onsite

Step 1: Nominate by 31 Jul 2023 (Deadline passed)

Step 2: You speak 2 (Deadline: 27 Nov 2023)

Step 3: Confirm 27 Nov 2023 (Deadline: 27 Nov 2023)

Virtual-only

Step 1: Nominate by 31 Jul 2023 (Deadline passed)

Step 2: You speak 0 (Deadline: 27 Nov 2023)

Step 3: Confirm 27 Nov 2023 (Deadline: 27 Nov 2023)

Important: UNFCCC has set a quota for your organisation. No, thank you (confirm quota) will be prompting. Ensure you confirm your participants before the Confirmation Deadline.

Important: UNFCCC has set a quota for your organisation. No, thank you (confirm quota) will be prompting. Ensure you confirm your participants before the Confirmation Deadline.

15 Oct 2023 14:01 CET

Participants

Onsite

File participants

Participants

Order in LDCP	Solution First / Last name	Badge type	Status	11 Dec (Week 1)	12 Dec (Week 1)	13 Dec (Week 1)	14 Dec (Week 1)	15 Dec (Week 1)	16 Dec (Week 1)	17 Dec (Week 1)	18 Dec (Week 1)	19 Dec (Week 1)	20 Dec (Week 1)	21 Dec (Week 1)	22 Dec (Week 1)	23 Dec (Week 1)	24 Dec (Week 1)	25 Dec (Week 1)	26 Dec (Week 1)	27 Dec (Week 1)	28 Dec (Week 1)	29 Dec (Week 1)	30 Dec (Week 1)	31 Dec (Week 1)	1 Jan (Week 2)	2 Jan (Week 2)	3 Jan (Week 2)	4 Jan (Week 2)	5 Jan (Week 2)	6 Jan (Week 2)	7 Jan (Week 2)	8 Jan (Week 2)	9 Jan (Week 2)	10 Jan (Week 2)	11 Jan (Week 2)	12 Jan (Week 2)	13 Jan (Week 2)	14 Jan (Week 2)	15 Jan (Week 2)	16 Jan (Week 2)	17 Jan (Week 2)	18 Jan (Week 2)	19 Jan (Week 2)	20 Jan (Week 2)	21 Jan (Week 2)	22 Jan (Week 2)	23 Jan (Week 2)	24 Jan (Week 2)	25 Jan (Week 2)	26 Jan (Week 2)	27 Jan (Week 2)	28 Jan (Week 2)	29 Jan (Week 2)	30 Jan (Week 2)	31 Jan (Week 2)	1 Feb (Week 3)	2 Feb (Week 3)	3 Feb (Week 3)	4 Feb (Week 3)	5 Feb (Week 3)	6 Feb (Week 3)	7 Feb (Week 3)	8 Feb (Week 3)	9 Feb (Week 3)	10 Feb (Week 3)	11 Feb (Week 3)	12 Feb (Week 3)	13 Feb (Week 3)	14 Feb (Week 3)	15 Feb (Week 3)	16 Feb (Week 3)	17 Feb (Week 3)	18 Feb (Week 3)	19 Feb (Week 3)	20 Feb (Week 3)	21 Feb (Week 3)	22 Feb (Week 3)	23 Feb (Week 3)	24 Feb (Week 3)	25 Feb (Week 3)	26 Feb (Week 3)	27 Feb (Week 3)	28 Feb (Week 3)	29 Feb (Week 3)	1 Mar (Week 4)	2 Mar (Week 4)	3 Mar (Week 4)	4 Mar (Week 4)	5 Mar (Week 4)	6 Mar (Week 4)	7 Mar (Week 4)	8 Mar (Week 4)	9 Mar (Week 4)	10 Mar (Week 4)	11 Mar (Week 4)	12 Mar (Week 4)	13 Mar (Week 4)	14 Mar (Week 4)	15 Mar (Week 4)	16 Mar (Week 4)	17 Mar (Week 4)	18 Mar (Week 4)	19 Mar (Week 4)	20 Mar (Week 4)	21 Mar (Week 4)	22 Mar (Week 4)	23 Mar (Week 4)	24 Mar (Week 4)	25 Mar (Week 4)	26 Mar (Week 4)	27 Mar (Week 4)	28 Mar (Week 4)	29 Mar (Week 4)	30 Mar (Week 4)	31 Mar (Week 4)	1 Apr (Week 5)	2 Apr (Week 5)	3 Apr (Week 5)	4 Apr (Week 5)	5 Apr (Week 5)	6 Apr (Week 5)	7 Apr (Week 5)	8 Apr (Week 5)	9 Apr (Week 5)	10 Apr (Week 5)	11 Apr (Week 5)	12 Apr (Week 5)	13 Apr (Week 5)	14 Apr (Week 5)	15 Apr (Week 5)	16 Apr (Week 5)	17 Apr (Week 5)	18 Apr (Week 5)	19 Apr (Week 5)	20 Apr (Week 5)	21 Apr (Week 5)	22 Apr (Week 5)	23 Apr (Week 5)	24 Apr (Week 5)	25 Apr (Week 5)	26 Apr (Week 5)	27 Apr (Week 5)	28 Apr (Week 5)	29 Apr (Week 5)	30 Apr (Week 5)	1 May (Week 6)	2 May (Week 6)	3 May (Week 6)	4 May (Week 6)	5 May (Week 6)	6 May (Week 6)	7 May (Week 6)	8 May (Week 6)	9 May (Week 6)	10 May (Week 6)	11 May (Week 6)	12 May (Week 6)	13 May (Week 6)	14 May (Week 6)	15 May (Week 6)	16 May (Week 6)	17 May (Week 6)	18 May (Week 6)	19 May (Week 6)	20 May (Week 6)	21 May (Week 6)	22 May (Week 6)	23 May (Week 6)	24 May (Week 6)	25 May (Week 6)	26 May (Week 6)	27 May (Week 6)	28 May (Week 6)	29 May (Week 6)	30 May (Week 6)	31 May (Week 6)	1 Jun (Week 7)	2 Jun (Week 7)	3 Jun (Week 7)	4 Jun (Week 7)	5 Jun (Week 7)	6 Jun (Week 7)	7 Jun (Week 7)	8 Jun (Week 7)	9 Jun (Week 7)	10 Jun (Week 7)	11 Jun (Week 7)	12 Jun (Week 7)	13 Jun (Week 7)	14 Jun (Week 7)	15 Jun (Week 7)	16 Jun (Week 7)	17 Jun (Week 7)	18 Jun (Week 7)	19 Jun (Week 7)	20 Jun (Week 7)	21 Jun (Week 7)	22 Jun (Week 7)	23 Jun (Week 7)	24 Jun (Week 7)	25 Jun (Week 7)	26 Jun (Week 7)	27 Jun (Week 7)	28 Jun (Week 7)	29 Jun (Week 7)	30 Jun (Week 7)	1 Jul (Week 8)	2 Jul (Week 8)	3 Jul (Week 8)	4 Jul (Week 8)	5 Jul (Week 8)	6 Jul (Week 8)	7 Jul (Week 8)	8 Jul (Week 8)	9 Jul (Week 8)	10 Jul (Week 8)	11 Jul (Week 8)	12 Jul (Week 8)	13 Jul (Week 8)	14 Jul (Week 8)	15 Jul (Week 8)	16 Jul (Week 8)	17 Jul (Week 8)	18 Jul (Week 8)	19 Jul (Week 8)	20 Jul (Week 8)	21 Jul (Week 8)	22 Jul (Week 8)	23 Jul (Week 8)	24 Jul (Week 8)	25 Jul (Week 8)	26 Jul (Week 8)	27 Jul (Week 8)	28 Jul (Week 8)	29 Jul (Week 8)	30 Jul (Week 8)	31 Jul (Week 8)	1 Aug (Week 9)	2 Aug (Week 9)	3 Aug (Week 9)	4 Aug (Week 9)	5 Aug (Week 9)	6 Aug (Week 9)	7 Aug (Week 9)	8 Aug (Week 9)	9 Aug (Week 9)	10 Aug (Week 9)	11 Aug (Week 9)	12 Aug (Week 9)	13 Aug (Week 9)	14 Aug (Week 9)	15 Aug (Week 9)	16 Aug (Week 9)	17 Aug (Week 9)	18 Aug (Week 9)	19 Aug (Week 9)	20 Aug (Week 9)	21 Aug (Week 9)	22 Aug (Week 9)	23 Aug (Week 9)	24 Aug (Week 9)	25 Aug (Week 9)	26 Aug (Week 9)	27 Aug (Week 9)	28 Aug (Week 9)	29 Aug (Week 9)	30 Aug (Week 9)	31 Aug (Week 9)	1 Sep (Week 10)	2 Sep (Week 10)	3 Sep (Week 10)	4 Sep (Week 10)	5 Sep (Week 10)	6 Sep (Week 10)	7 Sep (Week 10)	8 Sep (Week 10)	9 Sep (Week 10)	10 Sep (Week 10)	11 Sep (Week 10)	12 Sep (Week 10)	13 Sep (Week 10)	14 Sep (Week 10)	15 Sep (Week 10)	16 Sep (Week 10)	17 Sep (Week 10)	18 Sep (Week 10)	
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(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 tabs for 'All participants', 'My delegation', 'Account settings', and 'Communication'. Below this, there are sections for 'Onsite' and 'Virtual-only' registration, each with a 'Step 1: Nomination' and 'Step 2: Confirmation' section. The main table lists delegates with columns for 'Order in LOP', 'Salutation First Last name', 'Badge type', 'Status', and 'Attendance' dates. The first delegate, 'Ms. Eva Llena Villanar', is marked as 'Registered'. The 'Documents' column for this delegate has buttons for 'Nomination Acknowledgement' and 'Re-send acknowledgement'. A red arrow points to the 'Status' column, and another red arrow points to the 'Documents' column.

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.

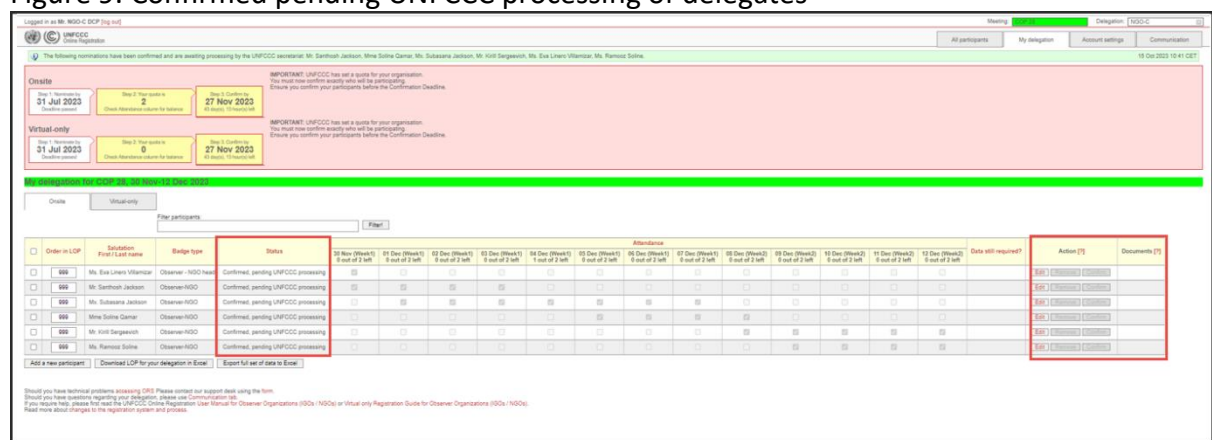
Figure 7: Batch confirmation of delegates

The screenshot shows the UNFCCC Online Registration interface. At the top, there are tabs for 'All participants', 'My delegation', 'Account settings', and 'Communication'. Below this, there are sections for 'Onsite' and 'Virtual-only' registration, each with a 'Step 1: Nomination' and 'Step 2: Confirmation' section. The main table lists delegates with columns for 'Order in LOP', 'Salutation First Last name', 'Badge type', 'Status', and 'Attendance' dates. The first delegate, 'Ms. Eva Llena Villanar', is marked as 'Nominated, pending DCP/NFP confirmation'. The 'Documents' column for this delegate has buttons for 'Nomination Acknowledgement' and 'Re-send acknowledgement'. A red arrow points to the 'Order in LOP' column, and another red arrow points to the 'Confirm selected' button at the bottom of the table.

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 Tab (in ORS).

[illegible]

Figure 9: Confirmed pending UNFCCC processing of delegates



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

Figure 10: Delegates registered

The screenshot displays the UNFCCC Online Registration interface. At the top, there are tabs for 'Waiting', 'Delegation', and 'UNFCCC'. Below this, a summary section shows the number of delegates for 'Onsite' (2) and 'Virtual-only' (0) categories, with a confirmation deadline of 27 Nov 2023. A table of delegates is shown below, with columns for 'Order in LOP', 'Delegate', 'Badge type', 'Status', 'Attendance' (with dates from 30 Nov to 13 Dec), 'Data still required?', 'Action', and 'Documents'. The 'Documents' column contains buttons for 'Nomination Acknowledgement' and 'Re-send acknowledgement'. The table is filtered to show delegates with the status 'Registered'.

Order in LOP	Delegate	Badge type	Status	Attendance	Data still required?	Action	Documents
999	Ms. Eva Linder Villmarin	Observer-NGO head	Registered	30 Nov (Week 1) 9:00 AM - 12:00 PM		[Edit] [Delete]	[Nomination Acknowledgement] [Re-send acknowledgement]
999	Mr. Sandesh Jackson	Observer-NGO	Registered	30 Nov (Week 1) 9:00 AM - 12:00 PM		[Edit] [Delete]	[Nomination Acknowledgement] [Re-send acknowledgement]
999	Ms. Subarna Jackson	Observer-NGO	Registered	30 Nov (Week 1) 9:00 AM - 12:00 PM		[Edit] [Delete]	[Nomination Acknowledgement] [Re-send acknowledgement]
999	Mrs. Sathya Gaur	Observer-NGO	Registered	30 Nov (Week 1) 9:00 AM - 12:00 PM		[Edit] [Delete]	[Nomination Acknowledgement] [Re-send acknowledgement]
999	Mr. Viji Sengupta	Observer-NGO	Registered	30 Nov (Week 1) 9:00 AM - 12:00 PM		[Edit] [Delete]	[Nomination Acknowledgement] [Re-send acknowledgement]
999	Ms. Ramona Sathya	Observer-NGO	Registered	30 Nov (Week 1) 9:00 AM - 12:00 PM		[Edit] [Delete]	[Nomination Acknowledgement] [Re-send acknowledgement]

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 of the respective conference.

Frequently Asked Questions

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 integrated daily badges option 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 SB62?

After the deadline for confirmation of delegates **15 June 2025 23:59 Hrs (CET)** the DCP of the organization which confirmed your attendance must send in a request via Communication Tab (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 SB62 Daily badges application?

The deadline for confirmation of delegates is **15 June 2025 23:59 Hrs (CET)**.

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

***Kindly note that during the conference period, any attempts to edit past attendance dates are not permitted.

The DCP must inform the Secretariat via the communication tab in the ORS of the delegate's non-consecutive attendance dates in advance of the attendance day(s).

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 SB62 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, they must submit a request through the Communication Tab 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 registration helpdesk for support.

8. How can DCPs assign non-consecutive attendance days to delegates in the ORS system?

DCPs cannot assign non-consecutive days of attendance to delegates directly in the ORS. As detailed in the user guides, the following two options can be used to assign non-consecutive attendance days to delegates.

Option 1:

- The DCP sends a request in the Communication tab of the ORS, informing the Registration and Accreditation Management Team that a delegate should be issued a badge for specific non-consecutive days.
- The delegate must approach Registration Help Desk each non-consecutive day to pick up a new badge for that day.
- Without a request from the DCP in the Communication tab of the ORS, the delegate will not be issued a new badge for any non-consecutive day.

Option 2:

- The DCP must confirm a delegate's attendance in advance for each day of attendance. If a delegate is attending on three non-consecutive days, the DCP needs to provide separate confirmations for each day of attendance in advance.

- The delegate can approach any registration counter to pick up a new badge. A new badge is required for each non-consecutive day of attendance.

*****Kindly note that during the conference period, any attempts to edit past attendance dates are not permitted.**

The DCP must inform the Secretariat via the communication tab in the ORS of the delegate's non-consecutive attendance dates in advance of the attendance day(s).