



United Nations
Climate Change Secretariat

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

Admitted Observer Organizations (IGOs & NGOs)

Release 4.0

October 2024

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I. Introduction

Daily badges are now integrated into the existing process of nominations and confirmations, directly on the “My delegation” tab of the Online Registration System (ORS). The Integrated Daily Badges System is a process developed by the UNFCCC in September 2023 that allows observers to attend UNFCCC sessions in a more flexible and improved manner than in the past. It enables more inclusive participation of delegates while adhering to the quota allocation process and staying within the venue capacity limits.

The Designated Contact Points (DCPs) are now allowed, during the confirmation period, to allocate quota among their nominated delegates and choose attendance dates on a daily basis rather than on a weekly basis. Consequently, it allows for an increased number of delegates who can attend the conference within the allocated quota.

Key features of the Integrated Daily Badge System include:

- DCPs can distribute the allocated quota among the delegates by assigning a day or consecutive days during the confirmation period.
- As the system currently does not support assigning non-consecutive attendance dates directly in the ORS, the DCP must first assign and confirm the initial attendance date(s) in the ORS. For any additional non-consecutive date(s), the DCP should 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 does not surpass the allocated quota for that day.

After the confirmation deadline for the respective conference, the DCP must use the Communication tab in the ORS to contact the secretariat regarding any changes in delegates or 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 in advance (i.e., prior to delegate’s day of attendance) via the communication tab in the ORS regarding any non-consecutive attendance dates.

II. Process

1. Prerequisites

Before selecting attendance days for each delegate, the following prerequisites must be met:

- 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

The Integrated Daily Badges System has been included into the existing process of nomination and confirmation, directly on the “My delegation” tab in the ORS. After quota is allocated, the DCP can now select individual days of the conference for each delegate via the “My delegation” tab. In the past, this selection was done on a weekly basis.

The improved interface allows the DCP to distribute the allocated quota among the delegates for each attendance day of the conference during the confirmation period. **The DCP can assign one or more consecutive days to a delegate, provided that the total number of delegates on any given day does not exceed the allocated quota.**

To assign a delegate for non-consecutive attendance dates, the DCP must first assign and confirm the initial attendance date(s) in the ORS. For any additional non-consecutive date(s), the DCP should submit a request via the communication tab in the ORS.

3. Step-by-Step Examples and Explanations

a) Assignment of attendance dates after quota is allocated

To select attendance dates for the delegates, the DCP should access the ORS and navigate to the “My delegation” tab for the respective meeting.

i. Assigning one day or consecutive attendance dates

The DCP can now choose one day or consecutive days for each delegate, by selecting the boxes of the required attendance dates.

Once the attendance dates have been assigned to each delegate, the DCP will see the chosen dates displayed on the page. The first and last day of attendance for each delegate will be highlighted in blue, with the days in between displayed in grey (Figure 1).

Example:

Figure 1. Assign attendance dates

Logged in as Mr. NGO-A DCP [log out] | Meeting: COP 29 | Delegation: NGO-A

Onsite

Step 1: Nominate by 04 Aug 2024 (Deadline passed) | Step 2: Your quota is 2 (Check attendance column for balance) | Step 3: Confirm by 10 Nov 2024 (62 days, 15 hours left)

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.

My delegation for COP 29, 11-22 Nov 2024

Onsite

Filter participants: [Filter]

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

Order in LOP	Salutation First / Last name	Badge type	Status	2024-11-11 0 out of 2 left	2024-11-12 0 out of 2 left	2024-11-13 0 out of 2 left	2024-11-14 0 out of 2 left	2024-11-15 1 out of 2 left	2024-11-16 0 out of 2 left	2024-11-17 0 out of 2 left	2024-11-18 0 out of 2 left	2024-11-19 0 out of 2 left	2024-11-20 0 out of 2 left	2024-11-21 0 out of 2 left	2024-11-22 0 out of 2 left	Data still required?	Action [?]	Documents [?]
1	Ms. Aileen Rattius	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" 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] [Confirm]	
2	Ms. Dawn Rollins	Observer - NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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] [Confirm]	
3	Mr. Soline Gamar	Observer - NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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] [Confirm]	
4	Mr. Bradley Hardy	Observer - NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Attendance dates	[Edit] [Remove] [Confirm]	
5	Ms. Tonya Rivera	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Attendance dates	[Edit] [Remove] [Confirm]	
6	Ms. Eunice Thapaeur Praksam	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Attendance dates	[Edit] [Remove] [Confirm]	

Add a new participant | Download LOP for your delegation in Excel | Export full set of data to Excel | Save attendance dates | Cancel changes

Figure 1 illustrates the following key points:

- Only one delegate is assigned to attend on 15 Nov. The DCP has the option to add one more delegate for that day if needed.
- For each attendance 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.

Figure 2: Saving and confirming attendance dates

To finalize the registration of the delegates, the DCP must first select the “save attendance dates” button at the bottom of the table and then the “confirm” button (Figure 2).

Logged in as Mr. NGO-A DCP [log out] | Meeting: COP 29 | Delegation: NGO-A

Onsite

Step 1: Nominate by 04 Aug 2024 (Deadline passed) | Step 2: Your quota is 2 (Check attendance column for balance) | Step 3: Confirm by 10 Nov 2024 (62 days, 15 hours left)

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.

My delegation for COP 29, 11-22 Nov 2024

Onsite

Filter participants: [Filter]

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

Order in LOP	Salutation First / Last name	Badge type	Status	2024-11-11 0 out of 2 left	2024-11-12 1 out of 2 left	2024-11-13 1 out of 2 left	2024-11-14 1 out of 2 left	2024-11-15 2 out of 2 left	2024-11-16 0 out of 2 left	2024-11-17 0 out of 2 left	2024-11-18 0 out of 2 left	2024-11-19 1 out of 2 left	2024-11-20 2 out of 2 left	2024-11-21 2 out of 2 left	2024-11-22 2 out of 2 left	Data still required?	Action [?]	Documents [?]
1	Ms. Aileen Rattius	Observer - NGO head	Registered, acknowledgement sent to participant	<input checked="" 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"/>		[Edit] [Remove] [Confirm]	Nomination acknowledgement Re-send acknowledgement
2	Ms. Dawn Rollins	Observer - NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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] [Confirm]	
3	Mr. Soline Gamar	Observer - NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	[Edit] [Remove] [Confirm]	
4	Mr. Bradley Hardy	Observer - NGO	Registered, acknowledgement sent to participant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		[Edit] [Remove] [Confirm]	Nomination acknowledgement Re-send acknowledgement
5	Ms. Tonya Rivera	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"/>	Attendance dates	[Edit] [Remove] [Confirm]	
6	Ms. Eunice Thapaeur Praksam	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"/>	Attendance dates	[Edit] [Remove] [Confirm]	

Add a new participant | Confirm selected | Download nomination acknowledgements | Download LOP for your delegation in Excel | Export full set of data to Excel | Save attendance dates | Cancel changes

ii. **Change attendance dates of a confirmed delegate**

To reassign days or to select new attendance dates for an already registered delegate, the DCP must access the ORS and navigate to the “My delegation” tab for the meeting.

The DCP can change the attendance dates of already registered delegates before the confirmation deadline of the respective conference, by selecting the “Edit” button.

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

The DCP must inform the Secretariat in advance (i.e., prior to delegate's day of attendance) via the communication tab in the ORS regarding any non-consecutive attendance dates.

Example:

DCP wants to change the attendance dates of delegate 1. Ms. Aileen Rastrus from 11 Nov - 17 Nov 2024 to the new dates 11 Nov - 12 Nov 2024. This action will additionally release quota for the period 13 Nov - 17 Nov 2024.

Figure 3. Attendance dates for confirmed participants before editing

The screenshot displays the UNFCCC Online Registration interface for COP 29. At the top, the user is logged in as 'NGO-A DCP' with a 'log out' link. The navigation bar includes 'My delegation' (highlighted with a red circle), 'Account settings', and 'Communication'. Below this, the 'Onsite' section shows the registration progress: Step 1 (Nominate by 04 Aug 2024), Step 2 (Your quota is 2), and Step 3 (Confirm by 10 Nov 2024). A red circle highlights the '2' in Step 2. A message states: '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.' The 'My delegation for COP 29, 11-22 Nov 2024' section shows a 'Filter participants' button and a 'Current available Quota is 0' message. Below this is a table of participants and attendance dates. The table has columns for 'Order in LOP', 'Salutation', 'First / Last name', 'Role type', 'Status', 'Attendance' (with dates from 2024-11-06 to 2024-11-22), 'Data still required?', 'Action', and 'Documents'. The first participant, 'Ms. Aileen Rastus', is highlighted with a red box around her 'Registered, acknowledgement sent to participant' status. The 'Attendance' column for this participant shows dates from 2024-11-06 to 2024-11-22, with a red circle around the '2024-11-06' date. The 'Action' column for this participant shows an 'Edit' button (highlighted with a red circle) and 'Remove' and 'Confirm' buttons. The 'Documents' column shows 'Nomination Acknowledgement' and 'Re-send acknowledgement' buttons. The second participant, 'Ms. Dawn Rollins', is also highlighted with a red box around her 'Registered, acknowledgement sent to participant' status. The 'Attendance' column for this participant shows dates from 2024-11-06 to 2024-11-22, with a red circle around the '2024-11-06' date. The 'Action' column for this participant shows an 'Edit' button (highlighted with a red circle) and 'Remove' and 'Confirm' buttons. The 'Documents' column shows 'Nomination Acknowledgement' and 'Re-send acknowledgement' buttons. The third participant, 'Mr. Soline Omar', is also highlighted with a red box around her 'Registered, acknowledgement sent to participant' status. The 'Attendance' column for this participant shows dates from 2024-11-06 to 2024-11-22, with a red circle around the '2024-11-06' date. The 'Action' column for this participant shows an 'Edit' button (highlighted with a red circle) and 'Remove' and 'Confirm' buttons. The 'Documents' column shows 'Nomination Acknowledgement' and 'Re-send acknowledgement' buttons.

Figure 4. Select new attendance dates

****Kindly note it is not possible to remove all the attendance dates of a confirmed delegate.**

Figure 5. Confirmed registration with updated dates of attendance

iii. Assigning attendance dates when quota is exhausted

If the allocated daily quota has been fully exhausted for specific dates, the DCP must first unassign and release those dates from a delegate before they can be reassigned to another delegate. For detailed steps on how to reassign/edit the attendance dates, see [Change attendance dates of a confirmed delegate](#) – Page 5

iv. **Assigning non-consecutive attendance date(s) via the communication tab**

Please note that the system currently does not allow for the allocation of days that are not in a consecutive sequence.

To assign a delegate for non-consecutive dates, the DCP must first assign and confirm the initial attendance dates (one or more consecutive days).

For any additional non-consecutive date(s), the DCP should submit a request via the communication tab in the ORS, communicating name of delegate (as written in ORS) and the additional attendance date(s).

Kindly use the below format to submit your request via the communication tab in the ORS.

Attendance for non-consecutive dates

- Name of delegate (as written in ORS):
- Date(s) of attendance:

***If applicable*:** If the quota for the additional non-consecutive date(s) are exhausted, the DCP needs to reassign the quota from another delegate. In this case, the format should be as follows:

Replacing delegate for attendance of non-consecutive dates

- Name of delegate (as written in ORS):
- Date(s) of attendance:
- Name of delegate (as written in ORS) from whom quota is to be reassigned:

***** The DCP must ensure that the daily number of the delegates attending the conference does not exceed the overall allocated quota.**

The DCP must inform the Secretariat in advance (i.e., prior to delegate's day of attendance) via the communication tab in the ORS regarding any non-consecutive attendance dates.

Example:

Figure 6: Required attendance dates for delegate Ms. Aileen Rastrus.

My delegation for COP 29, 11-22 Nov 2024

Onsite

Filter participants:

Head of delegation is No. 1 in the List Of Participants

Order in LOP	Salutation First Last name	Badge type	Status	2024-11-11 1 out of 2 left	2024-11-12 0 out of 2 left	2024-11-13 0 out of 2 left	2024-11-14 0 out of 2 left	2024-11-15 0 out of 2 left	2024-11-16 2 out of 2 left	2024-11-17 2 out of 2 left	2024-11-18 1 out of 2 left	2024-11-19 0 out of 2 left	2024-11-20 0 out of 2 left	2024-11-21 1 out of 2 left	2024-11-22 1 out of 2 left	Data still required?	Action [?]	Documents [?]
1	Ms. Aileen Rastrus	Observer - NGO head	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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="button" value="Edit"/>	<input type="button" value="Nomination acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>

First attendance dates assigned and confirmed. The delegate is registered for these days.

Quota is available. DCP sends a message in ORS with name of the delegate and the required non-consecutive attendance dates.

Figure 7: Requesting additional non-consecutive attendance dates via communication tab in ORS

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

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

Add a new message* **Attendance for non-consecutive dates** [?]

- Name of the Delegate (as written in ORS): Ms Aileen Rastrus

- Date(s) of attendance:

11 Nov - 14 Nov
17 Nov - 18 Nov
21 Nov - 22 Nov

* - mandatory field

A new badge is required for each non-consecutive day of attendance. Please be advised that to receive their additional badge, the delegate must approach the registration HELP DESK at the COP venue once their initial badge has expired. The initial badge can be picked up from any registration counter.

b) After confirmation deadline

After the confirmation deadline the DCP of the organization must send in a request via Communication tab in the 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 attending the conference must not exceed the allocated quota.

III. Frequently Asked Questions (FAQs)

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

There is no distinction between regular badges and daily badges.

2. What is the confirmation deadline for COP29 Integrated Daily badges application?

The deadline for confirmation of delegates is **10 November 2024 23:59 (CET)**. After this deadline for confirmation of delegates, the DCP must contact the Secretariat via Communication tab in the ORS for any changes in the delegates and dates of attendance.

3. Is it possible to obtain a daily badge during the conference?

After the confirmation deadline the DCP of the organization must send in a request via Communication tab in the ORS to change the attendance dates of a delegate. Kindly note the requests received after the deadline may not be processed on time. Therefore, we kindly request the DCP to inform the Secretariat in advance (i.e., prior to delegate's day of attendance) regarding the delegate's non-consecutive attendance.

4. What is the maximum limit for daily badges?

This depends on the quota allocated to your organization. For example, if your organization is allocated a quota of 2, you are permitted to send a maximum of 2 delegates per day.

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

The system currently does not support assigning non-consecutive attendance dates directly in the ORS. Therefore, the DCP should first assign and confirm the initial attendance date(s) in the ORS (one or more consecutive days). For any additional non-consecutive date(s), the DCP may refer to the detailed instructions provided above in Pg 7-8.