



**United Nations**  
Climate Change Secretariat

## **UNFCCC Online Registration System**

Admitted Observer Organizations (IGOs & NGOs) User Manual

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# 1 Overview

## 1.1 Purpose of the UNFCCC Online Registration System

The UNFCCC Online Registration System (ORS) facilitates communication between the Designated Contact Points (DCPs) / Heads of admitted observer organizations and the UNFCCC secretariat with the aim of enhancing the efficiency of the registration process for UNFCCC sessions.

As a DCP or Head of Organization, the primary objective of using the ORS is:

1. Nominate participants to attend a UNFCCC session
2. Confirm participant registrations, once quota is allocated<sup>1</sup>
3. Once the registration of a participant is confirmed, they will receive an email confirmation with the "Nomination Acknowledgement" document

Participants must bring their Acknowledgement Letter, valid passport, or official photo ID to collect their badge and access the venue. This will speed up the accreditation process at the venue.

The UNFCCC secretariat reserves the right to restrict access to sessions to ensure the health, safety, and security of all participants.

**Note: If a participant is deregistered from the session by the DCP, the downloaded document becomes invalid. It is the sole responsibility of the DCP to ensure that the participants are aware of their assigned attendance dates and inform them if they have been deregistered.**

## 1.2 What the system does for you

The UNFCCC Online Registration System permits the DCP / Head of an admitted observer organization to:

- Create a login account using the official email address registered with the UNFCCC secretariat
- Create a login account for a representative, so that use of the system can be delegated if desired
- Register individuals to participate in UNFCCC sessions<sup>2</sup>
- Communicate with the secretariat
- Generate "Nomination Acknowledgement" document and download List of Participants (LOP)

Use of the Online Registration System is mandatory. All admitted observer organizations wishing to participate in a UNFCCC session must nominate and confirm their participants through the ORS within the specified deadlines.

## 1.3 What the system does not do

- Individual participants do not have access to the ORS

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<sup>1</sup> Quota will be calculated upon the overall number of nominations received, history of engagement, available venue capacity and any applicable health regulations, among other factors.

<sup>2</sup> Registration for UNFCCC sessions is a 3-step process consisting of nomination of individuals, quota allocation and confirmation.

- The DCP/ Head of organization and any individual holding a representative account are solely responsible for registering delegates through the ORS



## 2 Pre-requisites for using the System

### 2.1 Admitted observer organization contact details

To use the System, the organization's contact details must be up to date with the UNFCCC secretariat, specifically the name and email address registered for the DCP / Head of Organization.

The following process must be used to update the contact details:

For admitted IGOs:

[http://unfccc.int/parties\\_and\\_observers/observer\\_organizations/items/9520.php](http://unfccc.int/parties_and_observers/observer_organizations/items/9520.php).

For admitted NGOs:

[http://unfccc.int/parties\\_and\\_observers/observer\\_organizations/items/9519.php](http://unfccc.int/parties_and_observers/observer_organizations/items/9519.php).

Any updates may take several working days to reflect in the ORS after your request is received.

**Please ensure you have gained access to the system well in advance of any deadlines. Failure to provide the secretariat with up-to-date contact details in a timely manner could prevent your organization from participating in UNFCCC sessions.**

### 2.2 Supported Software Configurations

#### 2.2.1 Recommended Web Browser

The system has been tested with the following web browsers:

- Chrome
- Microsoft Edge
- Mozilla Firefox

Other browser versions and types may also work however, if you encounter any issues, please try one of the browsers listed above. Mozilla Firefox can be downloaded free of charge from <http://www.mozilla.com/firefox>. Ensure that JavaScript is enabled.

#### 2.2.2 Document Format

The System generates documents in Adobe PDF format and has been tested with Adobe Reader. Adobe Reader software can be downloaded free of charge from <http://get.adobe.com/reader>

### 3 Guidelines for using the system effectively

- Please **take note of the nomination and confirmation deadlines** communicated by the UNFCCC secretariat for each session. All communications to observer organizations can be found [here](#). The system will strictly enforce these deadlines.
- The system is likely to be very busy shortly before a session, please confirm participants well in advance of the deadline. Last-minute confirmations may cause delays, preventing participants from joining the session until processed.
- Please **ensure that the number of individuals you nominate is as accurate as possible**, to ensure attendance can be shared fairly amongst all organizations wishing to participate. The system will track discrepancies between nominations and actual attendance, which may affect future quota allocations for your organization.

#### 3.1 Additional functions of the system

- **Communication Tab:** The Communication tab is the official channel for registration related queries. DCPs should contact the secretariat through this channel. The following options are available:
  - **Other:** For all registration related queries
  - **Replacement request:** This feature allows DCPs to replace a confirmed delegate (see 6.7.1)
  - **Quota Increase Request:** Request to increase size of delegation

## 4 Registration process for sessions

The table below summarizes the registration process from the perspective of admitted observer organizations. Note that the timeline is indicative only and may change depending upon when sessions are notified.

Step	Indicative Timeline	Action(s)
1	Approximately three to four months prior to a session.	UNFCCC posts the official notification for an upcoming session at <a href="http://unfccc.int/parties_and_observers/notifications/items/3153.php">http://unfccc.int/parties_and_observers/notifications/items/3153.php</a> The Online Registration System is opened for nominations for this session.
	...	Admitted Observer Organizations nominate participants through the Online Registration System.
	Approximately two to three months prior to a session	Nominations close.
2	Approximately two to three weeks later	UNFCCC allocates quotas to determine the number of individuals per observer organization that can participate in the session.
3	...	Admitted observer organizations may now replace nominations, within their allocated quota. Admitted observer organizations confirm nominations, one-by-one, or all at the same time. UNFCCC processes the confirmation and an email containing a confirmation link is sent to the participant. Participants access the confirmation link to download the acknowledgement/visa letter. Depending on the conference setting, they may get prompted to provide further details before the download option is available. Admitted observer organizations and participants download "Acknowledgement of Nomination".
4	Approximately one week before the session	Confirmation period closes (For each session please check the deadline in the published notification to observers) UNFCCC processes confirmed participants in preparation for the conference. Admitted observer organizations and registered participants may still download "Acknowledgement of Nomination".
	Registration for session open	Participants arrive at the session venue with their Acknowledgement of Nomination letter and valid passport or nationally approved photo identification document.

#### **4.1 Participant details required**

The DCP/Head of Organization will require the following details to nominate an individual in ORS:

- Salutation
- Given name
- Family name
- Email address
- Relationship to nominator
- Functional title
- Department
- Home organization
- Home organization type<sup>3</sup>
- Funding source<sup>3</sup>
- Funding source type<sup>3</sup>
- Nationality
- Residence country
- Residence city
- Badge type
- Order in List of Participants

Once the confirmation period begins, the DCP/ Head of Organization must provide the following details before confirming the nominee:

- Date of birth
- Passport number ONLY
- Badge valid from
- Badge valid thru

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<sup>3</sup> The UNFCCC secretariat has introduced updates to the registration of participants, with the aim to increase the transparency of participation in the UNFCCC process. Further details can be found here: <https://unfccc.int/process-and-meetings/conferences/the-big-picture/changes-to-the-registration-system-and-process#>

## 5 Special requirements for participation of minors

Participants to UNFCCC sessions must be at least 16 years of age. An individual is considered to be a minor if they are under 16 years of age on the first day of the session. Minors may be registered subject to the following terms and conditions:

1. Anyone below 16 years of age (hereinafter referred to as the “minor”) nominated by an NGO/IGO shall be accompanied by a chaperone at all times. The chaperone must be 21 years of age or older.
2. Unaccompanied minors below the age of 16 will not be permitted access to UNFCCC venues.
3. **Both the minor and the chaperone shall be part of the allotted quota of the respective NGO/IGO.** No additional badges for either the chaperone or the minor will be allocated or issued.
4. At the time of registration of the minor, each chaperone must sign the appropriate [“Minor Participant Release and Waiver of Liability, Assumption of Risk and Indemnity Form”](#) assuring consent of the parent/s/legal guardian/s of the minor and assuming full responsibility of the minor during their custody at the UNFCCC venues.
5. Should the minor violate any provision of UNFCCC guidelines for participation, both the minor and the chaperone will face the same consequences.
6. Should such consequences result in confiscation of badges, the NGO/IGO will not be allowed to nominate additional individuals in place of the de-badged minor and chaperone for the remainder of the conference/meetings.
7. Should the chaperone violate any provision of UNFCCC guidelines for participation, the chaperone will face the consequences.
8. Should such consequences result in confiscation of the badge of the chaperone, then another chaperone from among the registered representatives of that NGO/IGO shall assume responsibility of the minor by signing the appropriate “Minor Participant Release and Waiver of Liability, Assumption of Risk and Indemnity Form” in order for the minor to continue participation in the conference/meetings. In the absence of a registered chaperone the minor will not be allowed to participate in the conference/meetings and the concerned NGO/IGO will be requested to remove the minor from the UNFCCC venues.

## 6 Instructions on using the system

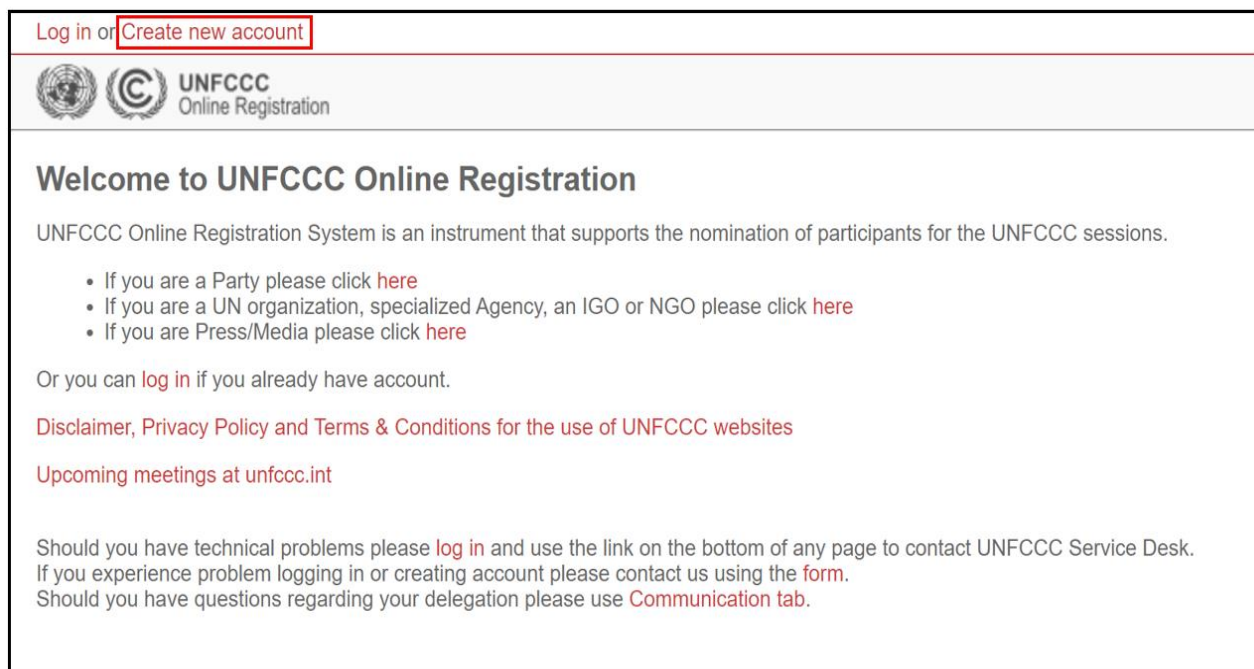
### 6.1 Accessing the system for the first time

#### 6.1.1 Web address



<https://onlinereg.unfccc.int/>

#### 6.1.2 Creating a new account in ORS

1. Select 'Create new account', on the top right of the screen.



Log in or **Create new account**

  **UNFCCC**  
Online Registration

### Welcome to UNFCCC Online Registration

UNFCCC Online Registration System is an instrument that supports the nomination of participants for the UNFCCC sessions.

- If you are a Party please click [here](#)
- If you are a UN organization, specialized Agency, an IGO or NGO please click [here](#)
- If you are Press/Media please click [here](#)

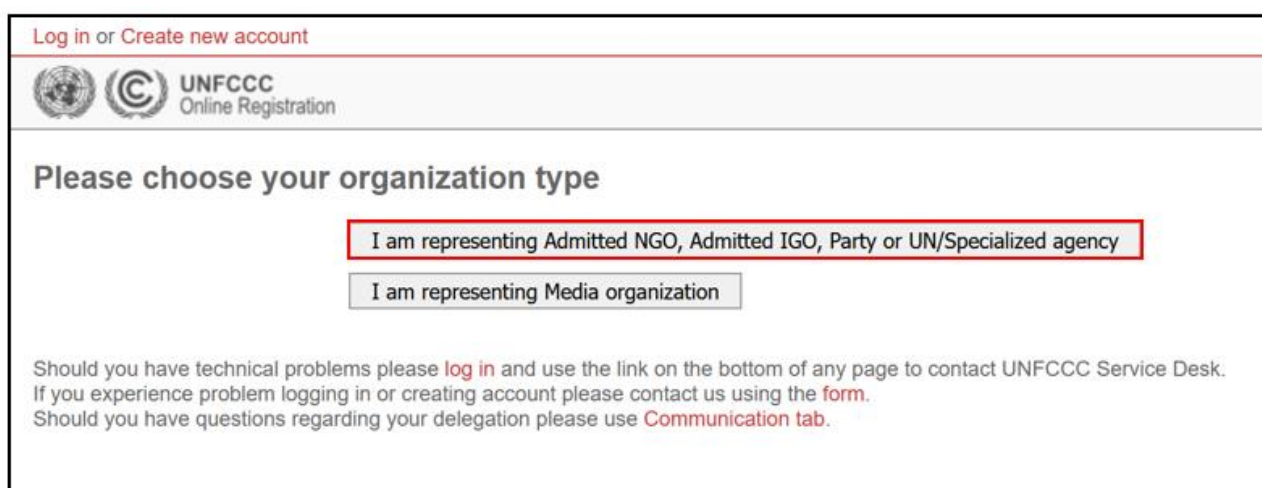
Or you can [log in](#) if you already have account.

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Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).

2. Select 'I am representing Admitted NGO, Admitted IGO, Party or UN/Specialized agency'.



Log in or [Create new account](#)

  **UNFCCC**  
Online Registration

### Please choose your organization type



☒ I am representing Admitted NGO, Admitted IGO, Party or UN/Specialized agency

☐ I am representing Media organization

Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).

3. Enter the name of your organization. The system will provide suggestions after typing a few characters.

[Log in](#) or [Create new account](#)

 **UNFCCC**  
Online Registration

### Step 1: Find country/organization you are representing

Please type in country name, organization name or it's acronym.

Country/organization:

NGO-A - NGO-A  
Germany  
Admitted NGO

NGO-B - NGO-B  
Russian Federation  
Admitted NGO

NGO Ta  
Madagascar  
Admitted NGO



Security NGO-AAAAA - NGO-A  
Germany  
Party

Kha  
Armenia  
Admitted NGO

Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).

Select 'search' once you have entered the name of your organization.

[Log in](#) or [Create new account](#)

 **UNFCCC**  
Online Registration

### Step 1: Find country/organization you are representing



Please type in country name, organization name or it's acronym.

Country/organization:

Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).

4. Confirm the organization name listed is correct and click on 'Select and continue'. Note that there may be more than one organization listed with a similar name, so be sure you select the correct organization.

[Log in](#) or [Create new account](#)

 **UNFCCC**  
Online Registration

## Step 1: Find country/organization you are representing

Please type in country name, organization name or it's acronym.



Country/organization:

## Choose your country/organization

Entity details	
<b>NGO-A</b> Admitted NGO Germany	<input type="button" value="Select and continue"/>

5. Choose the option that best describes your situation and select 'continue'. If the Head of Organization and DCP are the same person there will only be two options.

[Log in](#) or [Create new account](#)

 **UNFCCC**  
Online Registration

## Step 2 - Identify yourself

Select an appropriate option from the list below:


☒ I am Mr. NGO-A DCP  
☐ I am Mx. NGO-A Head  
☐ I am a Designated Contact Point / Head of organization, but my name is not listed above

Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).



Note: If you select the option 'I am a Designated Contact Point / Head of organization, but my name is not listed above' you will be taken to this page. You can use the forms provided to update your contact details (see 2.1). Once UNFCCC receives your form, **it can take several working days** for the update to reflect in the ORS.

[Log in](#) or [Create new account](#)


**UNFCCC**  
 Online Registration

### How to register a National Focal Point/Designated Contact Point

If you are the National Focal Point / Designated Contact Point and your name is not listed, please follow the instructions provided below:


- **Parties and Observer States** may update the contact details held by UNFCCC for the National Focal Points by following the instructions given [here](#)
- **UN Organizations / Specialized UN Agencies** may update the contact details held by UNFCCC for the Designated Contact Point by following the instructions given [here](#)
- **Admitted NGOs** may update the contact details held by UNFCCC for the Head of Organization and Designated Contact Point by following the instructions given [here](#)
- **Admitted IGOs** may update the contact details held by UNFCCC for the Head of Organization and Designated Contact Point by following the instructions given [here](#)

Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
 If you experience problem logging in or creating account please contact us using the [form](#).  
 Should you have questions regarding your delegation please use [Communication tab](#).

6. Tick the check box to confirm your identity, enter your registered email address, type the security code displayed on the screen. Read and tick the check box to agree to the 'Guidelines and Policies for Participation' and select "Continue".

Note: The security code is designed to protect the system from some forms of malicious attack. If you cannot read the code that is displayed, simply refresh your browser and another code will be displayed.

[Log in](#) or [Create new account](#)



**UNFCCC**  
 Online Registration

### Step 3 - Designated contact point registration

☒ Hereby I certify that my name is Mr. NGO-A DCP and I would like to create an account

Email address as it has been given to the UNFCCC:  [\[?\]](#)

Re-type security code from the picture:
 




☒ I have read and agree to the [Guidelines and Policies for Participation](#)


Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
 If you experience problem logging in or creating account please contact us using the [form](#).  
 Should you have questions regarding your delegation please use [Communication tab](#).

The system will display a message “Invitation email to XXXX has been sent. Please check your inbox”. **Note that the green message bar displays information about the actions performed using the system.**

[Log in](#) or [Create new account](#)



UNFCCC  
Online Registration

 Invitation email to Mr. NGO-A DCP has been sent. Please check your inbox

06 Feb 2023 12:59 CET

Please choose your organization type

I am representing Admitted NGO, Admitted IGO, Party or UN/Specialized agency

I am representing Media organization

Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.

If you experience problem logging in or creating account please contact us using the [form](#).

Should you have questions regarding your delegation please use [Communication tab](#).

7. An email, sender [onlinereg@unfccc.int](mailto:onlinereg@unfccc.int) will be sent to the registered email address, containing an activation link (see sample email below). Please check the spam folder in case the email has populated there.

**From:** UNFCCC Online Registration <[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)>  
**Sent:** Monday, 6 February, 2023 13:00  
**To:** NGO-A DCP <[dcp@ngo-a.unfccc.int](mailto:dcp@ngo-a.unfccc.int)>  
**Subject:** Invitation to open focal point account on the UNFCCC Online Registration System

## Invitation to open focal point account on the UNFCCC Online Registration System

Dear Mr. NGO-A DCP,

You are receiving this notification because you are registered as Designated Contact Point / National Focal Point of **NGO-A** in UNFCCC Online Registration System.

This is to inform you that somebody has requested creation of your account in the UNFCCC Online Registration System.

If you have not requested account creation or you do not want to open an account, simply ignore this email. There is no need to contact UNFCCC.

Please use [THIS LINK](#) to activate your account.

This initiation will expire after **72** hours.

If you choose to accept this invitation, you will be given a login account for the UNFCCC Online Registration System on behalf of **NGO-A**.



Kind regards,

UNFCCC secretariat

\*\*\* This is an automated email. Please do not reply to it. \*\*\*

8. The link will open a dialog screen and ask you to choose a secret question. Enter the answer to the secret question and select 'Save settings'.

[Log in](#) or [Create new account](#)

 **UNFCCC**  
Online Registration

### Account creation for Designated Contract Points (DCP) for Observer organizations / National Focal Points (NFP) for State Parties

Please pick your secret question and the answer to proceed.  
The answer will be used to verify your identity when recovering a forgotten password.  
Please ensure that the secret question and answer you enter is really a secret!

E-mail address  
(cannot be changed):

Full name  
(cannot be changed):



Please choose your secret\*  
question:  [\[?\]](#)


Secret answer:\*  [\[?\]](#)

Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).

The system will display a message “A login account has been created. An email notification with login credentials has been sent to you”.

[Log in](#) or [Create new account](#)

 **UNFCCC**  
Online Registration

 A login account has been created. An e-mail notification with login credentials has been sent to you. 06 Feb 2023 13:27 CET

### Welcome to UNFCCC Online Registration

UNFCCC Online Registration System is an instrument that supports the nomination of participants for the UNFCCC sessions.

- If you are a Party please click [here](#)
- If you are a UN organization, specialized Agency, an IGO or NGO please click [here](#)
- If you are Press/Media please click [here](#)

Or you can [log in](#) if you already have account.

Kindly click on the respective link to retrieve details related to the DCPs of IGOs, NGOs and UN agencies.

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Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).

9. An email, sender [onlinereg@unfccc.int](mailto:onlinereg@unfccc.int) will be sent to the registered email address, containing your login credentials.

**From:** UNFCCC Online Registration <[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)>

**Sent:** Monday, 6 February, 2023 13:29

**To:** NGO-A DCP <[dcp@ngo-a.unfccc.int](mailto:dcp@ngo-a.unfccc.int)>

**Subject:** Your login credentials

## Your login credentials

Dear Mr. NGO-A DCP,

You have successfully registered a new account in the UNFCCC Online Registration system.

Below are your login credentials:

Login: [dcp@ngo-a.unfccc.int](mailto:dcp@ngo-a.unfccc.int)

Password : Dq71O

Please use [THIS LINK](#) to log in.



Kind regards,

UNFCCC secretariat

\*\*\* This is an automated email. Please do not reply to it. \*\*\*

10. Use the link provided in the email or, go to the website (<https://onlinereg.unfccc.int/>) and select 'Log in' on the upper right to continue.

[Log in](#) or [Create new account](#)

 **UNFCCC**  
Online Registration

## Welcome to UNFCCC Online Registration

UNFCCC Online Registration System is an instrument that supports the nomination of participants for the UNFCCC sessions.

- If you are a Party please click [here](#)
- If you are a UN organization, specialized Agency, an IGO or NGO please click [here](#)
- If you are Press/Media please click [here](#)

Or you can [log in](#) if you already have account.

Kindly click on the respective link to retrieve details related to the DCPs of [IGOs](#), [NGOs](#) and [UN agencies](#).

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Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).

11. Enter your login name (this is your email address) and password from the email and select 'Log in'.

## Online Registration login page

Login name:

Password:

[Forgotten your password ?](#)

12. Select the meeting you are applying to attend and then click 'Save and continue'

Logged in as **Mr. NGO-A DCP** [\[log out\]](#)

Meeting:

Delegation:

**Your default meeting and delegation are not selected**

Select your delegation:  
NGO-A

The following meeting(s) are available.  
Please select the meeting you are applying to attend:  
COP 27 (open)

Save and continue

Should you have technical problems [accessing ORS](#) Please contact our support desk using the [form](#).  
Should you have questions regarding your delegation, please use [Communication tab](#).


The system will notify you that the default meeting and default delegation has been changed

Logged in as **Mr. NGO-A DCP** [\[log out\]](#)

Meeting:

Delegation: 

NGO-A

 **UNFCCC**  
Online Registration

All participantsMy delegationAccount settingsCommunication

Default meeting has been changed06 Feb 2023 18:09 CET

Default delegation has been changed06 Feb 2023 18:09 CET

**My account settings**

E-mail address  
(cannot be changed):dcp@ngo-a.unfccc.int

Full name  
(cannot be changed):Mr. NGO-A DCP

Please choose your secret question:  
What is my mother's maiden name?

Secret answer:

New password:

Confirm:

Save settings

**Representative accounts**

No representative accounts registered.  
You can create and delete representative accounts if you would like someone else to create nominations on your behalf.  
Representative accounts have full access to the Online Registration System on your behalf.  
It is your responsibility to ensure the accounts are created and deleted appropriately.

Create new representative account

Should you have technical problems [accessing ORS](#) Please contact our support desk using the [form](#).  
Should you have questions regarding your delegation, please use [Communication tab](#).  
If you require help, please first read the [UNFCCC Online Registration User Manual for Observer Organizations](#).

### 6.1.3 Creating a representative account

The DCP / Head of organization can create and delete 'representative accounts' via the Account Settings tab.

A representative account can perform all the actions of a DCP / Head account, except for creating other representative accounts. Furthermore, **individuals holding a representative account will not receive the email notifications sent by the Secretariat to the DCP / Head of organization.**

**Note: Please only create representative accounts for your trusted representatives and delete them when they are no longer required. You are responsible for the actions of your representative accounts.**

1. Go to the "Account Settings" tab and select 'Create new representative account'

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

UNFCCC Online Registration

All participants My delegation **Account settings** Communication

#### My account settings

E-mail address (cannot be changed): dcp@ngo-a.unfccc.int

Full name (cannot be changed): Mr. NGO-A DCP

Please choose your secret question: What is my mother's maiden name? [?]

Secret answer: [?]

New password: [?]

Confirm: [?]

Save settings

#### Representative accounts

No representative accounts registered.

You can create and delete representative accounts if you would like someone else to create nominations on your behalf. Representative accounts have full access to the Online Registration System on your behalf. It is your responsibility to ensure the accounts are created and deleted appropriately.

**Create new representative account**

Should you have technical problems [accessing ORS](#) Please contact our support desk using the [form](#).  
Should you have questions regarding your delegation, please use [Communication tab](#).  
If you require help, please first read the UNFCCC Online Registration [User Manual for Observer Organizations](#).



2. Enter the representative's required details and select 'Save and Continue'.

Logged in as Mr. NGO-A DCP [log out] Meeting: **UNGC 2023** Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation **Account settings** Communication

### Create Representative Account

Please ensure that the email address you enter is correct and the email account is secure.  
The Online registration System will generate an email invitation and send it to the email account you specify.  
Anyone who has access to the generated email will be able to gain access to the UNFCCC Online Registration System on your behalf.  
The invitation will expire three calendar days after it is created.

**Representative's personal details**

Salutation: \* Ms. [v]  
Given name: \* Juanita [?]  
Family name: \* Timme [?]  
Email address: \* j\_timme@ngo-a.unfccc.int [?]  
Confirm e-mail address: \* j\_timme@ngo-a.unfccc.int [?]

**Save and continue**

Should you have technical problems **accessing ORS** Please contact our support desk using the **form**.  
Should you have questions regarding your delegation, please use **Communication tab**.  
If you require help, please first read the UNFCCC Online Registration **User Manual for Observer Organizations**.

The system will display a message "Invitation email to XXX has been sent. This invitation must be accepted by the representative within 72 hours" as shown below.

To continue the representative should follow the instructions included in the email.

Logged in as Mr. NGO-A DCP [log out] Meeting: **UNGC 2023** Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

**Invitation email to Ms. Juanita Timme (j\_timme@ngo-a.unfccc.int) has been sent. This invitation must be accepted by the representative within 72 hours.** 13 Feb 2023 10:57 CET

### My account settings

E-mail address (cannot be changed): dcp@ngo-a.unfccc.int  
Full name (cannot be changed): Mr. NGO-A DCP  
Please choose your secret question: What is my mother's maiden name? [?]  
Secret answer: [?]  
New password: [?]  
Confirm: [?]

**Save settings**

### Representative accounts

No representative accounts registered.  
You can create and delete representative accounts if you would like someone else to create nominations on your behalf.  
Representative accounts have full access to the Online Registration System on your behalf.  
It is your responsibility to ensure the accounts are created and deleted appropriately.

**Create new representative account**

3. An email, sender [onlinereg@unfccc.int](mailto:onlinereg@unfccc.int) will be sent to the representative's chosen email address, containing an activation link (see sample email below). Please check the spam folder in case the email has populated there. Note that the DCP / Head will also receive a separate email notifying them that a representative account for their organization has been created.

**From:** UNFCCC Online Registration <[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)>  
**Sent:** Wednesday, 13 February, 2023 10:57  
**To:** Juanita Timme <[j.timme@ngo-a.unfccc.int](mailto:j.timme@ngo-a.unfccc.int)>  
**Subject:** Invitation to open a representative account on the UNFCCC Online Registration System

## Invitation to open a representative account on the UNFCCC Online Registration System

Dear Ms. Juanita Timme,

Designated Contact Point / National Focal Point of **NGO-A** (Mr. NGO-A DCP) invites you to become his/her representative for the UNFCCC Online Registration System.

Please use [THIS LINK](#) to activate your account.

This initiation will expire after **72** hours.

If you do not want to open a representative account, simply ignore this email. There is no need to contact UNFCCC.

If you choose to accept this invitation, you will be given a login account for the UNFCCC Online Registration System on behalf of **NGO-A**.



Kind regards,

UNFCCC secretariat

\*\*\* This is an automated email. Please do not reply to it. \*\*\*

4. The link will open a dialog screen as shown below and ask you to choose a secret question. Enter the answer to the secret question and select 'Save settings'.

[Log in](#) or [Create new account](#)

 **UNFCCC**  
Online Registration

### Account creation for Representatives of DCP/NFP

Please pick your secret question and the answer to proceed.  
The answer will be used to verify your identity when recovering a forgotten password.  
Please ensure that the secret question and answer you enter is really a secret!

E-mail address  
(cannot be changed):

Full name  
(cannot be changed):



Please choose your secret\*  
question:  [\[?\]](#)


Secret answer:\*  [\[?\]](#)

Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).

The system will display a message “A login account has been created. An email notification with login credentials has been sent to you”.

[Log in](#) or [Create new account](#)

 **UNFCCC**  
Online Registration

 A login account has been created. An e-mail notification with login credentials has been sent to you. 13 Feb 2023 11:11 CET

### Welcome to UNFCCC Online Registration

UNFCCC Online Registration System is an instrument that supports the nomination of participants for the UNFCCC sessions.

- If you are a Party please click [here](#)
- If you are a UN organization, specialized Agency, an IGO or NGO please click [here](#)
- If you are Press/Media please click [here](#)

Or you can [log in](#) if you already have account.

Kindly click on the respective link to retrieve details related to the DCPs of IGOs, NGOs and UN agencies.

[Disclaimer](#), [Privacy Policy](#) and [Terms & Conditions for the use of UNFCCC websites](#)

[Upcoming meetings at unfccc.int](#)

Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).

5. An email, sender [onlinereg@unfccc.int](mailto:onlinereg@unfccc.int) will be sent to the representative's email address, containing the login credentials (see sample email below). Use the Login name (this is your email address) and password from the email to log in.

**From:** UNFCCC Online Registration <[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)>

**Sent:** Wednesday, 13 February, 2023 11:11

**To:** Juanita Timme <[j\\_timme@ngo-a.unfccc.int](mailto:j_timme@ngo-a.unfccc.int)>

**Subject:** Your login credentials

## Your login credentials

Dear Ms. Juanita Timme,

You have successfully registered a new account in the UNFCCC Online Registration system.

Below are your login credentials:

Login: [j\\_timme@ngo-a.unfccc.int](mailto:j_timme@ngo-a.unfccc.int)  
Password : kkj8s2PD

Please use [THIS LINK](#) to log in.

Kind regards,

UNFCCC secretariat

\*\*\* This is an automated email. Please do not reply to it. \*\*\*

Note: If an individual with a representative account becomes the DCP/Head of the organization, **ensure that their representative account is deleted before the transition**. Failing to do so can cause extensive delays in accessing the system, as the email address of the incoming DCP/Head will be blocked by their representative account, particularly when the same email address is used.

#### 6.1.4 Deleting a representative account

The DCP / Head of organization can delete 'representative accounts' via the "Account Settings" tab.

1. Go to the "Account Settings" tab and select 'Delete account'. This will prompt a confirmation message. Then select "OK".

Logged in as Mr. NGO-A DCP [log out] Meeting: UNC 2023 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation **Account settings** Communication

### My account settings

E-mail address (cannot be changed): dcp@ngo-a.unfccc.int

Full name (cannot be changed): Mr. NGO-A DCP

Please choose your secret question: What is my mother's maiden name? [?]

Secret answer: [?]

New password: [?]

Confirm: [?]

Save settings

### Representative accounts

You can create and delete representative accounts if you would like someone else to create nominations on your behalf. Representative accounts have full access to the Online Registration System on your behalf. It is your responsibility to ensure the accounts are created and deleted appropriately.

Full name	E-mail address	Action
Ms. Juanita Timme	j_timme@ngo-a.unfccc.int	<b>Delete account</b>

Create new representative account

2. The system will display a message "Login account has been deleted. Your counterpart will be notified of your decision".

Logged in as Mr. NGO-A DCP [log out] Meeting: UNC 2023 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

**Login account has been deleted. Your counterpart will be notified on your decision.** 13 Feb 2023 11:44 CET

### My account settings

E-mail address (cannot be changed): dcp@ngo-a.unfccc.int

Full name (cannot be changed): Mr. NGO-A DCP

Please choose your secret question: What is my mother's maiden name? [?]

Secret answer: [?]

New password: [?]

Confirm: [?]

Save settings

### Representative accounts

No representative accounts registered.

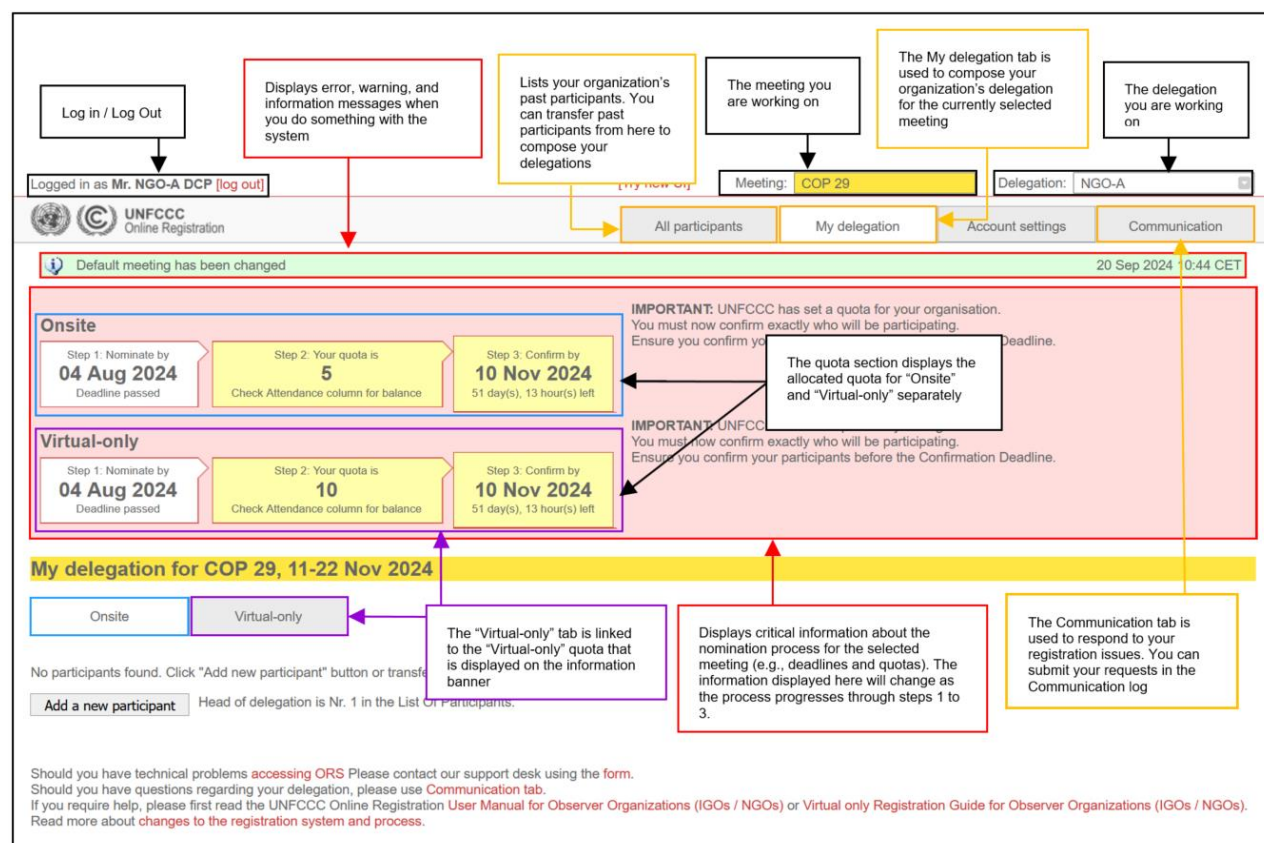
You can create and delete representative accounts if you would like someone else to create nominations on your behalf. Representative accounts have full access to the Online Registration System on your behalf. It is your responsibility to ensure the accounts are created and deleted appropriately.

Create new representative account

## 6.2 Overview of the user interface

This section briefly introduces some key elements of the ORS by looking at the “My delegation” tab.

The information banner under the “My delegation” tab, displays the allocated onsite quota and the registration timeframe.



## 6.3 Step 1 of the registration process - Nominate Participants

The first step in the process is to nominate your participants for a session within the nomination deadline. Please ensure you only nominate the participants you wish to attend. There is no need to overestimate the size of your delegation, as participants can be replaced up until the confirmation deadline.

**Note:** The default meeting needs to be changed manually after every UNFCCC session by using the “meeting drop-down menu” on the top right corner.

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

**UNFCCC**  
 Online Registration

[All participants](#)
[Account settings](#)
[Communication](#)

### Onsite

Step 1: Nominate by  
**04 Aug 2024**  
 Deadline passed

Step 2: Your quota is  
**5**  
 Check Attendance column for balance

Step 3: Confirm by  
**10 Nov 2024**  
 51 day(s), 10 hour(s) left

### Virtual-only

Step 1: Nominate by  
**04 Aug 2024**  
 Deadline passed

Step 2: Your quota is  
**10**  
 Check Attendance column for balance

Step 3: Confirm by  
**10 Nov 2024**  
 51 day(s), 10 hour(s) left

### My delegation for COP 29, 11-22 Nov 2024

Onsite
 Virtual-only

No participants found. Click "Add new participant" button or transfer participants from a previous meeting.

Add a new participant
 Head of delegation is Nr. 1 in the List Of Participants.

Should you have technical problems [accessing ORS](#) Please contact our support desk using the [form](#).  
 Should you have questions regarding your delegation, please use [Communication tab](#).  
 If you require help, please first read the [UNFCCC Online Registration User Manual for Observer Organizations \(IGOs / NGOs\)](#).  
[Read more about changes to the registration system and process.](#)

IMPORTANT: UNFCCC H...  
 You must now confirm ex...  
 Ensure you confirm your...

IMPORTANT: UNFCCC H...  
 You must now confirm ex...  
 Ensure you confirm your...

May-June 2021 Climate  
 Change Conference  
 Sessions of the Subsidiary  
 Bodies 28  
 22nd meeting of the  
 Technology Executive  
 Committee  
 Briefing on the proposed  
 programme budget for the  
 biennium 2022-2023  
 SB 577  
 Climate Dialogues 2020  
 COP 28  
 SB 50  
 COP 24  
 Add SB 48 (BKK)  
 SB 48  
 COP 23  
 SB 46


Participants can be nominated for a meeting either by using the existing records from past meetings (the system contains data from the last 5 years) or by creating a new participant. Always use existing participant records when possible.



### 6.3.1 Nominating past participants

1. Select the “All Participants” tab to display all the participants from previous meetings.

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

 UNFCCC Online Registration

**All participants** My delegation Account settings Communication


**All participants**

Find participant:

<input type="checkbox"/>	Salutation First / Last name	Birth date	Email	Action
<input type="checkbox"/>	Ms. Ramooz Basnet	1979-03-02	ramooz.b@ngo-a.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Santhosh Jackson	1985-02-19	santhosh_j@yahoo.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Sra. Eva Linero Villamizar	1997-07-07	elv@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Martin Ngoufo Ngumouo	1993-12-09	martin_nn@ngo-a.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mme Soline Qamar	1997-09-23	dcp@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Kirill Sergeevich	1995-02-02	kirill@sergeevich.de	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Juanita Timme	1980-04-05	j_timme@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>

2. Nominate individual participants for a meeting by selecting ‘Add to delegation’.

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

 UNFCCC Online Registration

**All participants** My delegation Account settings Communication

**All participants**

Find participant:

<input type="checkbox"/>	Salutation First / Last name	Birth date	Email	Action
<input type="checkbox"/>	Ms. Ramooz Basnet	1979-03-02	ramooz.b@ngo-a.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Santhosh Jackson	1985-02-19	santhosh_j@yahoo.com	<input type="button" value="Add to delegation"/>
<input checked="" type="checkbox"/>	Sra. Eva Linero Villamizar	1997-07-07	elv@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Martin Ngoufo Ngumouo	1993-12-09	martin_nn@ngo-a.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mme Soline Qamar	1997-09-23	dcp@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Kirill Sergeevich	1995-02-02	kirill@sergeevich.de	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Juanita Timme	1980-04-05	j_timme@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>



Alternatively, more than one participant can be transferred at a time by using the checkboxes on the left and then selecting 'Transfer Participants'.

Logged in as Mr. NGO-A DCP [log out] Meeting: **UNO 2023** Delegation: **NGO-A**

UNFCCC Online Registration

All participants My delegation Account settings Communication

### All participants

Find participant:

<input type="checkbox"/>	Salutation First / Last name	Birth date	Email	Action
<input checked="" type="checkbox"/>	Ms. Ramooz Basnet	1979-03-02	ramooz.b@ngo-a.com	<input type="button" value="Add to delegation"/>
<input checked="" type="checkbox"/>	Mr. Santhosh Jackson	1985-02-19	santhosh_j@yahoo.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Sra. Eva Linero Villamizar	1997-07-07	elv@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
<input checked="" type="checkbox"/>	Mr. Martin Ngoufo Ngumouo	1993-12-09	martin_nn@ngo-a.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mme Soline Qamar	1997-09-23	dcp@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
<input checked="" type="checkbox"/>	Mr. Kirill Sergeevich	1995-02-02	kirill@sergeevich.de	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Juanita Timme	1980-04-05	j_timme@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>

3. Select the badge type appropriate to the participant(s) you wish to nominate and click on 'continue'.

Logged in as Mr. NGO-A DCP [log out] Meeting: **UNO 2023** Delegation: **NGO-A**

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Add participants to the delegation


Badge type: **Observer-NGO**

Should you have technical problems [accessing ORS](#) Please contact our support desk using the [form](#).  
 Should you have questions regarding your delegation, please use [Communication tab](#).  
 If you require help, please first read the UNFCCC Online Registration [User Manual for Observer Organizations](#) .

4. The results of your request are displayed in the green banner at the top of the screen. The “Action” column in the “All participants” list now shows which of the participants have been included in your delegation.


Logged in as Mr. NGO-A DCP [\[log out\]](#)

Meeting: UNFCCC Delegation: NGO-A



**UNFCCC**  
Online Registration

[All participants](#)
[My delegation](#)
[Account settings](#)
[Communication](#)

 Successfully transferred: Ms. Ramooz Basnet, Mr. Santhosh Jackson, Mr. Martin Ngoufo Ngumouo, Mr. Kirill Sergeevich to the meeting UN Conference 2023  
06 Mar 2023 10:15 CET

### All participants

Find participant:  [Find!](#)

<input type="checkbox"/>	Salutation First / Last name	Birth date	Email	Action
<input type="checkbox"/>	Ms. Ramooz Basnet	1979-03-02	ramooz.b@ngo-a.com	Already in delegation
<input type="checkbox"/>	Mr. Santhosh Jackson	1985-02-19	santhosh_j@yahoo.com	Already in delegation
<input type="checkbox"/>	Sra. Eva Linero Villamizar	1997-07-07	elv@ngo-a.unfccc.int	<a href="#">Add to delegation</a>
<input type="checkbox"/>	Mr. Martin Ngoufo Ngumouo	1993-12-09	martin_nn@ngo-a.com	Already in delegation
<input type="checkbox"/>	Mme Soline Qamar	1997-09-23	dcp@ngo-a.unfccc.int	<a href="#">Add to delegation</a>
<input type="checkbox"/>	Mr. Kirill Sergeevich	1995-02-02	kirill@sergeevich.de	Already in delegation
<input type="checkbox"/>	Juanita Timme	1980-04-05	j_timme@ngo-a.unfccc.int	<a href="#">Add to delegation</a>

[Transfer Participants](#)

5. Navigate to the “My delegation” tab to view your delegation. Note that:

- The order of your participants in the List of Participants (LOP) will be set to 999 by default. Please update this to reflect the order in which your participants should be listed in the official list of participants that will be prepared for the sessions.
- Participants given the same “Order in LOP” value will be listed in alphabetical order by last name within a badge type.
- By protocol order, the head(s) of the delegation (‘Observer - IGO head’ or ‘Observer - NGO head’) go automatically to the top of the list. This is followed by ‘Observer - IGO’ or ‘Observer - NGO’.
- The red warning messages “Participant Details” under the “Incomplete details” column indicate that participant details are incomplete.

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

UNFCCC Online Registration

All participants My delegation Account settings Communication

**Onsite**

Step 1: Nominate by **04 Oct 2024**  
14 day(s), 7 hour(s) left

Step 2: Wait for quota  
**Not yet allocated**  
Quota will be allocated after the nomination deadline.

Step 2: Your quota is **0**  
Check Attendance column for balance

Step 3: Confirm by **10 Nov 2024**  
51 day(s), 7 hour(s) left

By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

**Virtual-only**

Step 1: Nominate by **04 Oct 2024**  
14 day(s), 7 hour(s) left

Step 2: Wait for quota  
**Not yet allocated**  
Quota will be allocated after the nomination deadline.

Step 2: Your quota is **0**  
Check Attendance column for balance

Step 3: Confirm by **10 Nov 2024**  
51 day(s), 7 hour(s) left

By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must 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 Virtual-only

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	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - IGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	[Edit] [Remove] [Confirm]	
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	[Edit] [Remove] [Confirm]	
<input type="checkbox"/>	999	Mx. Juanita Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	Attendance dates	[Edit] [Remove] [Confirm]	

Add a new participant Download LOP for your delegation in Excel Export full set of data to Excel

### 6.3.2 Nominating a new participant

1. Select the 'Onsite' tab and click on the 'Add a new participant' button at the bottom of the "My delegation" tab.

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

**Onsite**

Step 1: Nominate by **04 Oct 2024** 11 day(s), 10 hour(s) left

Step 2: Wait for quota **Not yet allocated** Quota will be allocated after the nomination deadline.

Step 2: Your quota is **0** Check Attendance column for balance

Step 3: Confirm by **10 Nov 2024** 48 day(s), 10 hour(s) left

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

**Virtual-only**

Step 1: Nominate by **04 Oct 2024** 11 day(s), 10 hour(s) left

Step 2: Wait for quota **Not yet allocated** Quota will be allocated after the nomination deadline.

Step 2: Your quota is **0** Check Attendance column for balance

Step 3: Confirm by **10 Nov 2024** 48 day(s), 10 hour(s) left

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must 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 Virtual-only

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	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Ramoos Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Juanita Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	Attendance dates	Edit Remove Confirm	

Add a new participant Download LOP for your delegation in Excel Export full set of data to Excel

2. It will open a dialog screen as shown below. Select "Add a completely new participant".

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

**Did you know...**

Did you know that all of your participants from 2010 onwards are listed in the "All Participants" tab? You can add these participants to a new delegation without re-entering their details. This will save you time and help UNFCCC to process your nominations more quickly.

☐ View existing participants ☒ Add a completely new participant ☐ Do not show this message next time

Should you have technical problems [accessing ORS](#) Please contact our support desk using the [form](#). Should you have questions regarding your delegation, please use [Communication tab](#). If you require help, please first read the [UNFCCC Online Registration User Manual for Observer Organizations \(IGOs / NGOs\)](#) or [Virtual only Registration Guide for Observer Organizations \(IGOs / NGOs\)](#). Read more about [changes to the registration system and process](#).

3. Please ensure all mandatory fields marked with a bold red Asterix (\*) are completed prior to the nomination deadline. All remaining details marked with a plain red asterisk (\*) must be completed prior to confirming a participant. For more information, hover your mouse over the [?] icon.

- Please enter all information in mixed case, e.g., "John Smith", not "JOHN SMITH" or "john smith"
- The system also offers a "No last name in the passport" check box.
- A unique email address needs to be provided for each participant in order to receive the confirmation email with the nomination acknowledgement letter.
- Relationship to nominator, functional title, department, home organization, home organization type, funding source<sup>4</sup> and funding source type are mandatory fields which enhance the overall transparency of participation in the UNFCCC process. Note that in cases where participants choose not to provide the information, that

<sup>4</sup> Please indicate the immediate source(s) of funding for your participation in this conference. This refers to the organization or entity that directly provided your travel and/or participation support. You do not need to trace the original donor, grant, or budget line.



choice will be reflected in the LOP published for the session. FAQs on this can be found [here](#).

- For the participant's home organization, department and functional title please enter the full official names/titles in English, if an official English name exists. Please do not use acronyms or abbreviations.

**Note that for visa purposes and upon arrival at the sessions, the personal details added for each participant must exactly match their official identification document.**

On completion, select the "Save and Continue" button at the bottom of the screen

Logged in as Mr. NGO-A DCP [\[log out\]](#)

  **UNFCCC**  
Online Registration

### Create/update participant

#### Personal information

Salutation	Ms.	[?]
Given name	Margarita	[?]
Family name	Simpson	[?]
Personal, secure email* (used by participant to access online services)	m.simpson@ngo-a.com	[?]

For COP and SBs, the UNFCCC secretariat considers that this information will help enhance the overall transparency of participation in the UNFCCC process and encourages all conference participants to provide this information. It notes that in cases where participants choose not to provide the information, that choice will be made publicly available.

[Please click here for more information about the fields for the relationship with nominee](#)

Relationship to nominator*	Unpaid advisory capacity	[?]	Please indicate the relationship you have with this nominee. Please refer to the FAQ listed above.
Functional title*	Policy Advisor	[?]	
Department*	Climate Change	[?]	
Home organization*	Save the Green Forests	[?]	
Home organization type*	Non-governmental organization	[?]	
Funding source*	Same as Home Organization	[?]	Please indicate the immediate source(s) of funding for your participation in this conference. (This refers to the organization or entity that directly provided your travel and/or participation support. You do not need to trace the original donor, grant, or budget line.) The choice not to disclose will also be published in the List of Participants.

Date of birth (DD/MM/YYYY)*	02/03/1979	[?]
Passport number ONLY*	23356768	[?]
Nationality*	South Africa	[?]
Residence country*	Republic of Korea	[?]
Residence city*	Seoul	[?]
Phone number		[?]

#### Participation parameters

Badge type*	Observer - NGO head	[?]
Order in List of Participants*	999	[?]
Badge valid from*	2025-11-12	[?]
Badge valid thru*	2025-11-14	[?]
















Save and continue

\* - mandatory field   \* - must be completed before confirmation

**Note:** If the appropriate option is not listed in the drop-down menu for the fields Relationship to Nominator, Home Organization Type, Funding Source, and Funding Source Type, please select “Other.” A text box will then appear where you can provide the relevant details.

For COP and SBs, the UNFCCC secretariat considers that this information will help enhance the overall transparency of participation in the UNFCCC process and encourages all conference participants to provide this information. It notes that in cases where participants choose not to provide the information, that choice will be made publicly available.

Please click here for more information about the fields for the relationship with nominee

Relationship to nominator*	Other (please specify) 	
Relationship to nominator* (please specify)	<div></div>	 <div>Please specify the relationship you have with this nominee. Please refer to the FAQ listed above.</div>
Functional title*	Policy Advisor	
Department*	Climate Change	
Home organization*	Save the Green Forests	
Home organization type*	Other (please specify) 	
Please indicate home organization type	<div></div>	 <div>Please provide the Home Organization type if it is not listed in the field above.</div>
Funding source*	Other 	
Please indicate funding source	<div></div>	 <div>Please provide funding source if it is not listed in the field above.</div>
Funding source type*	Other (please specify) 	
Please indicate funding source type	<div></div>	 <div>Please provide funding source type if it is not listed in the field above.</div>

4. The “My delegation” tab is now displayed with the newly nominated participant.

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

Participant's record has been created 23 Sep 2024 15:07 CET

Onsite

Step 1: Nominate by  
04 Oct 2024  
11 day(s), 8 hour(s) left

Step 2: Wait for quota  
Not yet allocated  
Quota will be allocated after the nomination deadline.

Step 2: Your quota is  
0  
Check Attendance column for balance

Step 3: Confirm by  
10 Nov 2024  
48 day(s), 8 hour(s) left

Virtual-only

Step 1: Nominate by  
04 Oct 2024  
11 day(s), 8 hour(s) left

Step 2: Wait for quota  
Not yet allocated  
Quota will be allocated after the nomination deadline.

Step 2: Your quota is  
0  
Check Attendance column for balance

Step 3: Confirm by  
10 Nov 2024  
48 day(s), 8 hour(s) left

By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must 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 Virtual-only

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	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending UNFCCC quota	Attendance dates	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	

[Add a new participant](#) [Download LOP for your delegation in Excel](#) [Export full set of data to Excel](#)



### 6.3.3 Editing participant details

Participant details can be edited by selecting the 'Edit' button in the "Action" column on the "My delegation" tab. Changes to a participant's details can be made up until the confirmation deadline of a session.

If some details have not been completed, a red warning message "Participant Details" will be displayed in the "Incomplete details" column of the "My delegation" overview.

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

All participants My delegation Account settings Communication

**Onsite**

Step 1: Nominate by 04 Oct 2024 (11 day(s), 8 hour(s) left)

Step 2: Wait for quota Not yet allocated (Quota will be allocated after the nomination deadline.)

Step 2: Your quota is 0 (Check Attendance column for balance)

Step 3: Confirm by 10 Nov 2024 (48 day(s), 8 hour(s) left)

**Virtual-only**

Step 1: Nominate by 04 Oct 2024 (11 day(s), 8 hour(s) left)

Step 2: Wait for quota Not yet allocated (Quota will be allocated after the nomination deadline.)

Step 2: Your quota is 0 (Check Attendance column for balance)

Step 3: Confirm by 10 Nov 2024 (48 day(s), 8 hour(s) left)

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must 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 Virtual-only

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	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Ramoz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending UNFCCC quota	Attendance dates	Edit Remove Confirm	

Add a new participant Download LOP for your delegation in Excel Export full set of data to Excel

Note: All fields except the participant's name can be updated even after the delegate has been confirmed. To update the given name and family name, please submit a request via the communication tab. The nomination acknowledgement letter will automatically reflect the changes.

### 6.3.4 Removing participants from a delegation

Unconfirmed participants can be removed from your delegation by selecting the "Remove" button in the "Action" column on the "My delegation" tab.

Note that it is not possible to remove a participant while the UNFCCC are in the process of allocating quota, or once a participant has been confirmed.

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

All participants My delegation Account settings Communication

**Onsite**

Step 1: Nominate by 04 Oct 2024 (11 day(s), 8 hour(s) left)

Step 2: Wait for quota Not yet allocated (Quota will be allocated after the nomination deadline.)

Step 2: Your quota is 0 (Check Attendance column for balance)

Step 3: Confirm by 10 Nov 2024 (48 day(s), 8 hour(s) left)

**Virtual-only**

Step 1: Nominate by 04 Oct 2024 (11 day(s), 8 hour(s) left)

Step 2: Wait for quota Not yet allocated (Quota will be allocated after the nomination deadline.)

Step 2: Your quota is 0 (Check Attendance column for balance)

Step 3: Confirm by 10 Nov 2024 (48 day(s), 8 hour(s) left)

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must 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 Virtual-only

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	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Ramoz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending UNFCCC quota	Attendance dates	Edit Remove Confirm	

Add a new participant Download LOP for your delegation in Excel Export full set of data to Excel

## 6.4 Step 2 of the registration process - Quota Allocation

Once the nomination deadline has passed, the UNFCCC will allocate quota to each organization that nominated participants within the deadline.

Please be informed that quota is calculated upon overall number of nominations received, history of engagement, available venue capacity, any applicable health, safety, and security regulations, among other factors.

**Note: The quota allocation process may take over a week. During this time, it is not possible to add or remove participants from a delegation.**

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

**Onsite**  
Step 1: Nominate by  
**04 Aug 2024**  
Deadline passed  
Step 2: Wait for quota  
**Not yet allocated**  
Quota will be allocated after the nomination deadline.  
Step 2: Your quota is  
**0**  
Check Attendance column for balance  
Step 3: Confirm by  
**10 Nov 2024**  
48 day(s), 8 hour(s) left

**Virtual-only**  
Step 1: Nominate by  
**04 Aug 2024**  
Deadline passed  
Step 2: Wait for quota  
**Not yet allocated**  
Quota will be allocated after the nomination deadline.  
Step 2: Your quota is  
**0**  
Check Attendance column for balance  
Step 3: Confirm by  
**10 Nov 2024**  
48 day(s), 9 hour(s) left

UNFCCC is in the process of setting a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.  
  
UNFCCC is in the process of setting a quota for your organisation. After the quota is set you must 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 Virtual-only

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	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending UNFCCC quota	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	



## 6.5 Step 3 of the registration process - Confirm Participants

Once quota has been allocated you are able to confirm the participants of your delegation within the confirmation deadline.

Before a participant can be confirmed, the participant's attendance dates must be selected, and personal details must be completed.

The “Incomplete details” column indicates any remaining details necessary to complete a participant's registration. The **“Confirm”** button is then enabled once all required tasks are completed.

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

**Onsite**

Step 1: Nominate by  
**04 Aug 2024**  
Deadline passed

Step 2: Your quota is  
**5**  
Check Attendance column for balance

Step 3: Confirm by  
**10 Nov 2024**  
48 day(s), 8 hour(s) left

**Virtual-only**

Step 1: Nominate by  
**04 Aug 2024**  
Deadline passed

Step 2: Your quota is  
**10**  
Check Attendance column for balance

Step 3: Confirm by  
**10 Nov 2024**  
48 day(s), 8 hour(s) 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.

**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 Virtual-only

Filter participants: [ ] Filter

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 [?]	
					2024-11-11 5 out of 5 left	2024-11-12 5 out of 5 left	2024-11-13 5 out of 5 left	2024-11-14 5 out of 5 left	2024-11-15 5 out of 5 left	2024-11-16 5 out of 5 left	2024-11-17 5 out of 5 left	2024-11-18 5 out of 5 left	2024-11-19 5 out of 5 left	2024-11-20 5 out of 5 left	2024-11-21 5 out of 5 left	2024-11-22 5 out of 5 left				
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NPFP 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"/>	Participant details Attendance dates	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	
<input type="checkbox"/>	999	Ms. Ramooz Biasnet	Observer- NGO	Nominated, pending DCP/NPFP 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"/>	Participant details Attendance dates	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer- NGO	Nominated, pending DCP/NPFP 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"/>	Attendance dates	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	

[Add a new participant](#)
[Download LOP for your delegation in Excel](#)
[Export full set of data to Excel](#)

### 6.5.1 Setting attendance dates

The attendance column in the “My delegation” tab indicates the attendance dates and the total quota allocated to your organization. This column is used to select the dates your participants will be attending.

The interface allows the DCP to distribute the allocated quota among the delegates for each day of the conference, provided this does not exceed the allocated quota (see section 6.9).

1. Select the attendance checkbox for each participant. The system will allow you to select attendance dates within your allocated quota. The remaining quota displayed at the top of the column decreases as you tick the checkboxes.
2. Select the “Save attendance dates” button at the bottom of the screen when you are done.

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

**Onsite**  
Step 1: Nominate by  
**04 Aug 2024**  
Deadline passed  
Step 2: Your quota is  
**5**  
Check Attendance column for balance  
Step 3: Confirm by  
**10 Nov 2024**  
48 day(s), 8 hour(s) left

**Virtual-only**  
Step 1: Nominate by  
**04 Aug 2024**  
Deadline passed  
Step 2: Your quota is  
**10**  
Check Attendance column for balance  
Step 3: Confirm by  
**10 Nov 2024**  
48 day(s), 8 hour(s) 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 Virtual-only

Filter participants: [ ] [Filter]

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 [?]		
					2024-11-11 4 out of 5 left	2024-11-12 4 out of 5 left	2024-11-13 4 out of 5 left	2024-11-14 4 out of 5 left	2024-11-15 4 out of 5 left	2024-11-16 4 out of 5 left	2024-11-17 3 out of 5 left	2024-11-18 3 out of 5 left	2024-11-19 3 out of 5 left	2024-11-20 3 out of 5 left				2024-11-21 4 out of 5 left	2024-11-22 4 out of 5 left
<input type="checkbox"/>	999	Ms. Carolina Margarita	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	
<input type="checkbox"/>	999	Ms. Ramon Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Participant details Attendance dates	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	
<input type="checkbox"/>	999	Mr. Kirill 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	

[Add a new participant](#) [Download LOP for your delegation in Excel](#) [Export full set of data to Excel](#) [Save attendance dates](#) [Cancel changes](#)

3. Note that the “Attendance Dates” message in the “Incomplete details” column is no longer displayed for the first two participants. However, the “Participant details” are still incomplete, therefore the “Confirm” button remains disabled. The participant details must be completed to enable the “Confirm” button.

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

**Onsite**

Step 1: Nominate by 04 Aug 2024 Deadline passed

Step 2: Your quota is 5 Check Attendance column for balance

Step 3: Confirm by 10 Nov 2024 47 day(s), 7 hour(s) left

**Virtual-only**

Step 1: Nominate by 04 Aug 2024 Deadline passed

Step 2: Your quota is 10 Check Attendance column for balance

Step 3: Confirm by 10 Nov 2024 47 day(s), 7 hour(s) 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 Virtual-only

Filter participants: [ ] Filter

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

	Order in LOP	Salutation First / Last name	Badge type	Status	2024-11-11 4 out of 5 left	2024-11-12 4 out of 5 left	2024-11-13 4 out of 5 left	2024-11-14 4 out of 5 left	2024-11-15 4 out of 5 left	2024-11-16 4 out of 5 left	2024-11-17 3 out of 5 left	2024-11-18 3 out of 5 left	2024-11-19 3 out of 5 left	2024-11-20 3 out of 5 left	2024-11-21 4 out of 5 left	2024-11-22 4 out of 5 left	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participant details	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer- NGO	Nominated, pending DCP/NFP confirmation	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Participant details	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	
<input type="checkbox"/>	999	Mr. Kirill 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	

Add a new participant Confirm selected Download LOP for your delegation in Excel Export full set of data to Excel

4. Once the participant details have been completed, the “confirm” button is enabled.

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

**Onsite**

Step 1: Nominate by 04 Aug 2024 Deadline passed

Step 2: Your quota is 5 Check Attendance column for balance

Step 3: Confirm by 10 Nov 2024 47 day(s), 7 hour(s) left

**Virtual-only**

Step 1: Nominate by 04 Aug 2024 Deadline passed

Step 2: Your quota is 10 Check Attendance column for balance

Step 3: Confirm by 10 Nov 2024 47 day(s), 7 hour(s) 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 Virtual-only

Filter participants: [ ] Filter

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

	Order in LOP	Salutation First / Last name	Badge type	Status	2024-11-11 4 out of 5 left	2024-11-12 4 out of 5 left	2024-11-13 4 out of 5 left	2024-11-14 4 out of 5 left	2024-11-15 4 out of 5 left	2024-11-16 4 out of 5 left	2024-11-17 3 out of 5 left	2024-11-18 3 out of 5 left	2024-11-19 3 out of 5 left	2024-11-20 3 out of 5 left	2024-11-21 4 out of 5 left	2024-11-22 4 out of 5 left	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer- NGO	Nominated, pending DCP/NFP confirmation	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	
<input type="checkbox"/>	999	Mr. Kirill 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	

Add a new participant Confirm selected Download LOP for your delegation in Excel Export full set of data to Excel

5. The screenshot below shows that the attendance dates have been set and the participant details completed, exhausting the allocated quota.

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

---

All participants
**My delegation**
Account settings
Communication

---

### Onsite

Step 1: Nominated by  
**04 Aug 2024**  
Deadline passed

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

Step 3: Confirm by  
**10 Nov 2024**  
47 day(s), 7 hour(s) 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.

### Virtual-only

Step 1: Nominated by  
**04 Aug 2024**  
Deadline passed

Step 2: Your quota is  
**10**  
Check Attendance column for balance

Step 3: Confirm by  
**10 Nov 2024**  
47 day(s), 7 hour(s) 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**

Virtual-only

Filter participants:  Filter!

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

	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance												Data still required?	Action [?]	Documents [?]
					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 0 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			
<input type="checkbox"/>	999	Mrs. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" 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"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mrs. Ramoos Bassnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mr. 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 checked="" 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 type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	

### 6.5.2 Confirming participants

1. To confirm a participant's attendance, select the "Confirm" button for that participant. This will prompt a dialog box to ensure that all the details are correct before confirming, then select "OK".

Logged in as Mr. NGO-A DOP [log out]

Meeting: COP 29 | Delegation: NGO-A

All participants | My delegation | Account settings | Communication

### Onsite

Step 1: Nominable by **04 Aug 2024**  
Deadline passed

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

Step 3: Confirm by **10 Nov 2024 47:51:51** (7 hours(s) 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.

### Virtual-only

Step 1: Nominable by **04 Aug 2024**  
Deadline passed

Step 2: Your quota is **10**  
Check Attendance column for balance

Step 3: Confirm by **10 Nov 2024 47:51:51** (7 hours(s) 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 | Virtual-only

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 0 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 [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	999	Ms. Ramoz Basriet	Observer- NGO	Nominated, pending DCP/NFP confirmation	<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"/>	<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 type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	999	Mr. 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 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"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Each delegation must have at least one participant assigned the badge type 'Observer - NGO/IGO head'. A maximum of two participants may hold this badge type and at least one 'Observer - NGO/IGO head' must be assigned before confirming other participants.

**Note: The head of delegation is not necessarily the DCP/Head of organization, but the person responsible for the delegation at the session.**

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

[Try new UI] Meeting [COP 29] Delegation [NGO-A]

UNFCCC Online Registration

All participantsMy delegationAccount settingsCommunication

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  
47 day(s), 6 hour(s) left

Virtual-only

Step 1: Nominate by  
04 Aug 2024  
Deadline passed

Step 2: Your quota is  
10  
Check Attendance column for balance

Step 3: Confirm by  
10 Nov 2024  
47 day(s), 6 hour(s) 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.

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

Virtual-only

Filter participants:

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

There must be at least one head of delegation. Please confirm participant with the "Observer - NGO head" badge type first or change badge type of the participant.  
24 Sep 2024 17:22 CET

Close

	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 0 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 [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" 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"/>		<div>EditRemoveConfirm</div>	
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div>EditRemoveConfirm</div>	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	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"/>	<input checked="" type="checkbox"/>	<div>EditRemoveConfirm</div>	

Add a new participant

Confirm selected

Download LOP for your delegation in Excel

Export full set of data to Excel

2. After confirmation, the status column indicates that the participant has been confirmed and is pending UNFCCC processing. Once the status changes to "Registered", a confirmation email with the nomination acknowledgement letter will be sent to the participant.

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

[Try new UI] Meeting [COP 29] Delegation [NGO-A]

UNFCCC Online Registration

All participantsMy delegationAccount settingsCommunication

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  
47 day(s), 6 hour(s) left

Virtual-only

Step 1: Nominate by  
04 Aug 2024  
Deadline passed

Step 2: Your quota is  
10  
Check Attendance column for balance

Step 3: Confirm by  
10 Nov 2024  
47 day(s), 6 hour(s) left

The following nominations have been confirmed and are awaiting processing by the UNFCCC secretariat: Ms. Carolina Margarita  
24 Sep 2024 17:26 CET

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.

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

Virtual-only

Filter participants:

Filter

Head of delegation is Nr. 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 0 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 [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Confirmed, pending UNFCCC processing	<input checked="" 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"/>		<div>EditRemoveConfirm</div>	
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<div>EditRemoveConfirm</div>	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	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"/>	<input checked="" type="checkbox"/>	<div>EditRemoveConfirm</div>	

Add a new participant

Confirm selected

Download LOP for your delegation in Excel

Export full set of data to Excel

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

UNFCCC  
Online Registration

[Try new UI]

Meeting: COP-29

Delegation: NGO-A

All participants

**My delegation**

Account settings

Communication

**Onsite**

Step 1: Nominate by **10 Dec 2024**  
Deadline passed

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

Step 3: Confirm by **22 Nov 2025**  
326 Delegates, 7 Nominees left

**Virtual-only**

Step 1: Nominate by **04 Aug 2024**  
Deadline passed

Step 2: Your quota is **10**  
10 spots left

**Registration for the meeting is closed or not yet open.**

**My delegation for COP 29, 11-22 Nov 2025**

Onsite Virtual-only

Filter participants

Filter

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

					Attendance														
<input type="checkbox"/>	Order in LOP	Salutation First Last name	Badge type	Status	2025-11-11 3 out of 3 left	2025-11-12 2 out of 3 left	2025-11-13 2 out of 3 left	2025-11-14 3 out of 3 left	2025-11-15 0 out of 3 left	2025-11-16 0 out of 3 left	2025-11-17 2 out of 3 left	2025-11-18 2 out of 3 left	2025-11-19 3 out of 3 left	2025-11-20 2 out of 3 left	2025-11-21 2 out of 3 left	2025-11-22 2 out of 3 left	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Mrs. Candina Margarita	Observer - NGO head	Registered, acknowledgement sent to participant	<input 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="checkbox"/>	<a href="#">Edit</a>   <a href="#">Remove</a>   <a href="#">Confirm</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">No send acknowledgement</a>
<input type="checkbox"/>	999	Mr. Satishash Kuluge	Observer-NGO	Confirmed, pending UNFCCC processing	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Remove</a>   <a href="#">Confirm</a>	
<input checked="" type="checkbox"/>	999	Mr. Martin Ngoufo Gamar	Observer-NGO	Nominatee, pending DCRNPP 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"/>	<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Remove</a>   <a href="#">Confirm</a>	
<input type="checkbox"/>	9999	Mr. Daniel Colon	Observer-NGO	Nominatee, pending DCRNPP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<a href="#">Edit</a>   <a href="#">Remove</a>   <a href="#">Confirm</a>	Participant details
<input checked="" type="checkbox"/>	9999	Mrs. Kelly Guzman	Observer-NGO	Nominatee, pending DCRNPP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<a href="#">Edit</a>   <a href="#">Remove</a>   <a href="#">Confirm</a>	Participant details
<input type="checkbox"/>	9999	Mrs. Weslie Love	Observer-NGO	Nominatee, pending DCRNPP 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"/>	<a href="#">Edit</a>   <a href="#">Remove</a>   <a href="#">Confirm</a>	Attendance dates

[Add a new participant](#)
[Confirm selected](#)
[Download nomination acknowledgements](#)
[Download LOP for your delegation in Excel](#)
[Export full set of data to Excel](#)

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

[Try new UI] Meeting COP 29 Delegation NGO-A

All participants My delegation Account settings Communication

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### 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**  
40 day(s), 11 hour(s) 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.

### Virtual-only

**Step 1:** Nominate by **04 Aug 2024**  
Deadline passed

**Step 2:** Your quota is **10**  
10 spot(s) left

**Step 3:** Confirm by **10 Nov 2024**  
40 day(s), 11 hour(s) 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
Virtual-only

FILTER participants:  FILTER

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

	Order In LOP	Satulation 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 0 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 [?]
<input type="checkbox"/>	999	Ms. Carolina Marganta	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	<input checked="" type="checkbox"/> Nomination Acknowledgement <input checked="" type="checkbox"/> Re-send acknowledgement	
<input type="checkbox"/>	999	Ms. Ramoz Basnet	Observer-NGO	Registered, acknowledgement sent to participant	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	<input checked="" type="checkbox"/> Nomination Acknowledgement <input checked="" type="checkbox"/> Re-send acknowledgement	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	<input checked="" type="checkbox"/> Nomination Acknowledgement <input checked="" type="checkbox"/> Re-send acknowledgement	

Add a new participant | Download nomination acknowledgements | Download LOP for your delegation in Excel | Export full set of data to Excel

The DCP has the option to re-send or download a participant's nomination acknowledgement letter at any time, via the 'Documents' column of the "My delegation" tab.

More than one nomination acknowledgement letter can be downloaded at a time by selecting multiple participants using the checkboxes on the left of the screen and clicking the “Download nomination acknowledgements” button at the bottom of the “My delegation” tab.

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

---

### 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**  
41 day(s), 10 hour(s) left

### Virtual-only

Step 1: Nominate by  
**04 Aug 2024**  
Deadline passed

Step 2: Your quota is  
**10**  
8 spot(s) left

Step 3: Confirm by  
**10 Nov 2024**  
41 day(s), 10 hour(s) 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.

**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
Virtual-only

Filter participants:  Filter

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 [?]
					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 0 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			
<input checked="" type="checkbox"/>	999	Mrs. Carolina Margarita	Observer - head	Registered, acknowledgement sent to participant	<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="checkbox"/>		<a href="#">Edit</a> <a href="#">Nominate</a> <a href="#">Confirm</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>
<input checked="" type="checkbox"/>	999	Mrs. Sanjosh Kuluge	Observer-NGO	Registered, acknowledgement sent to participant	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a> <a href="#">Nominate</a> <a href="#">Confirm</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>
<input checked="" type="checkbox"/>	999	Mr. Martin Ngufo Qamar	Observer-NGO	Registered, acknowledgement sent to participant	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a> <a href="#">Nominate</a> <a href="#">Confirm</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>

[Add a new participant](#)
[Download nomination acknowledgements](#)
[Download LOP for your delegation in Excel](#)
[Export full set of data to Excel](#)

Once a participant is confirmed, a registration confirmation email will be sent to the participant's email address, guiding them to download the acknowledgement letter.

**From:** UNFCCC Online Registration <[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)>

**Sent:** Monday, 15 September, 2025 17:10

**To:** Margarita Simpson <[m.simpson@ngo-a.com](mailto:m.simpson@ngo-a.com)>

**Subject:** Registration confirmation for UNFCCC COP 30

## Registration confirmation for UNFCCC COP 30

Dear Ms. Margarita Simpson,

You have been registered for UNFCCC COP 30.

You will need to show the acknowledgement letter at the registration counter in paper or electronic form to obtain your conference badge. The acknowledgement letter can be downloaded by clicking on the link below.

By clicking on that link to download your acknowledgement letter, you agree and confirm:

- To abide by secretariat's Code of Conduct, as amended from time to time, which can be accessed from [here](#);
- That the secretariat will share your personal data from the on-line registration system with the host government for the purposes of issuance of visa, and, if required, in connection with the organization of COP 30;
- That if your name is included in the List of Participants, the secretariat will publish other related details provided during registration such as your title, your home organization, your relationship to the organization that nominates you, etc.

You can download the acknowledgement letter by clicking [here](#).



Participants will be directed to a separate page to optionally submit additional details before downloading the acknowledgement letter.

COP 30 registration

Dear Ms. Margarita Simpson,  
You have been registered for UNFCCC COP 30.

Participants will be required to fully comply with health and safety regulations mandated by the host country, UNFCCC and the United Nations.  
Related information will be regularly updated and posted on the Information for Participant (IFP) on the UNFCCC website.

Kind regards,  
UNFCCC

Intended date of arrival (optional):

dd/mm/yyyy

Intended date of departure (optional):

dd/mm/yyyy

Please tick the box to confirm whether this voluntary statement is true. Note that this information will be added to the public Lists of Participants:

☐ I confirm that my participation in this conference is in full alignment with the objective of the United Nations Framework Convention on Climate Change and with the goal and principles of the Paris Agreement and the Kyoto Protocol.

COP 30 aims to deliver an inclusive experience for all those attending the COP, including persons with disabilities. To determine what needs exist and to assess the feasibility of providing relevant operational services, please let us know:

Are you a person with disabilities who requires support services to participate at the COP:  


☐ Yes  
☐ No

If yes, please describe below, the type of service you would require:

Note: This data may be aggregated and shared with the host country to help plan and deliver a safe and secure COP 30.

Submit and download acknowledgement letter

Sample of the acknowledgement letter:




United Nations

Climate Change Secretariat

Nations Unies

Secrétariat sur les changements climatiques

Secretariat of the United Nations Framework Convention on Climate Change / Platz der Vereinten Nationen 1 / 53113 Bonn, Germany



Registration code: 3PVEGA

To Diplomatic Missions: Please take note of the registration code 3PVEGA that may be used to confirm this registration. Please log into the system to find the most updated information.

ACKNOWLEDGEMENT OF PARTICIPANT'S NOMINATION / UNFCCC VISA SUPPORT LETTER

This is to acknowledge that a Designated Contact Point (DCP) nominated the individual to attend the meeting session COP 30, Belem, Brazil, from 12 Nov 2025 to 14 Nov 2025 as specified below.

Full name: Ms. Margarita Simpson		
Date of Birth: 02 Mar 1979	Document identification number: 23356768	Country of Nationality: South Africa
Organization: NGO-A		
Registration type: Observer - NGO head	Attendance starts: 12 Nov 2025	Attendance ends: 14 Nov 2025

The above mentioned organization has been admitted as an observer organization to the sessions of the Convention.

Participants must bring their nomination acknowledgement letter, valid passport, or official photo ID to collect their badge and access the venue. This will speed up the accreditation process at the venue.

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Note: If a participant is deregistered from the session by the DCP, the downloaded document becomes invalid. **It is the sole responsibility of the DCP to ensure that the participants are aware of their assigned attendance dates and inform them if they have been deregistered.**

#### **6.6.1 *After the confirmation deadline has passed***

Please note the following:

- Unconfirmed participants will NOT be able to participate in the session.
- Confirmed participants will NOT be able to participate until their status is changed to "Registered".
- Confirming participants just before the deadline may cause delays due to the high volume of traffic on the site. To avoid this, it is recommended to confirm the registrations of your participants as early as possible.
- The record of a confirmed participant cannot be deleted once a badge has been issued

## 6.7 Functions of the ORS

### 6.7.1 Replacing participants

#### Prior to confirmation:

Before you confirm a participant and prior to the confirmation deadline, it is possible to edit the participant details (section 6.3.3), adjust attendance dates (section 0), and remove the participant from your delegation (section 6.3.4).

#### After confirmation:

To replace a confirmed participant, the DCP can send a replacement request via the communication tab. A confirmed participant can only be replaced by a participant in draft.

**Note that the replacement request option only becomes available once a participant has been confirmed.**

1. Go to communication tab and select 'replacement request' from under the drop-down menu.

The screenshot shows the UNFCCC Online Registration interface. At the top, it indicates the user is logged in as 'Mr. NGO-A DCP' with a '[log out]' link. The meeting is 'COP 29' and the delegation is 'NGO-A'. There are four tabs: 'All participants', 'My delegation', 'Account settings', and 'Communication'. The 'Communication' tab is selected and highlighted with a red box and a blue '1'. Below the tabs, the section is titled 'Communication with the Secretariat'. There is a 'Type\*' dropdown menu with a blue '2' and a '?' icon. The dropdown is open, showing four options: 'Other (Regular)', 'Quota Increase Request', 'Replacement Request', and 'Swap Participants Request'. The 'Replacement Request' option is highlighted with a red box and a blue '3'. Below the dropdown is a text input field for 'Add a new message\*'. At the bottom left, there is a 'Save and continue' button. A legend indicates that '\*' denotes a mandatory field. At the very bottom, it says 'Unread messages are displayed in bold text.' and 'Nominator: NGO-A'.

2. Select the confirmed participant you want to replace (1). Then, select the participant you would like to replace them with from the list of participants in draft (2).

If the participant you want to appoint does not appear on this list, make sure that all participant details are completed. It also offers an optional section to post a reason for the replacement request. Once completed, select “Save and continue”.

**Note: Replacement requests are approved manually and may take several working days.**

The screenshot shows the 'Communication with the Secretariat' page in the UNFCCC Online Registration system. The user is logged in as 'Mr. NGO-A DCP'. The page has a navigation bar with 'All participants', 'My delegation', 'Account settings', and 'Communication' (highlighted with a red box). The main form is titled 'Communication with the Secretariat' and contains the following elements:

- Type\***: A dropdown menu set to 'Replacement Request'.
- Replace (cancel) confirmed\* participant**: A dropdown menu showing 'Mr. Kirill Sergeevich - [16 Nov 2024-22 Nov]' with a blue circle containing the number '1' next to it.
- With the following participant\***: A dropdown menu showing 'Mx. Juanita Jackson - Observer-NGO' with a blue circle containing the number '2' next to it.
- Reason**: A text area containing 'Change of travel plans'.
- Save and continue**: A button with a blue circle containing the number '3' next to it.

Below the form, there is a note: '\* - mandatory field'. At the bottom, it says 'Unread messages are displayed in bold text.' and 'Nominator: NGO-A'.

### 6.7.2 Changing the badge type / validity dates of a participant

This feature allows you to change the badge type of a participant between the badge types 'Observer - NGO/IGO head' and 'Observer – NGO/IGO'. There is no limit to the number of times an organization can change the badge type of their participants before the confirmation deadline.

**Please note that during sessions, in case of a badge type change or validity date change, an issued badge will be immediately disabled. Hence, the disabled badge cannot be used to access the Blue Zone. The participant then needs to proceed to the registration counters to receive a new badge with the updated badge type / validity dates.**

1. To change the badge type of a participant, select the 'Edit' button under the 'Action' column on the "My delegation" page.

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

[Try new UI] Meeting COP 29 Delegation NGO-A

All participants My delegation Account settings Communication

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 40 day(s), 0 hour(s) left

Virtual-only

Step 1: Nominate by 04 Aug 2024 Deadline passed

Step 2: Your quota is 10 0 spot(s) left

Step 3: Confirm by 10 Nov 2024 40 day(s), 0 hour(s) 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 Virtual-only

Filter participants: [ ] [Filter]

Head of delegation is Nr. 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 0 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 [?]
<input type="checkbox"/>	999	Ms. Carolina Margaria	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>
<input type="checkbox"/>	999	Ms. Ramouz Basnet	Observer-NGO	Registered, acknowledgement sent to participant	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>
<input type="checkbox"/>	999	Mr. Kiril Sergevich	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>

[Add a new participant](#) [Download nomination acknowledgements](#) [Download LOP for your delegation in Excel](#) [Export full set of data to Excel](#)

2. At the bottom of the participant details page, under participation parameters, select the badge type appropriate to the registered participant from the drop-down menu.

Participation parameters

Badge type\*

Order in List of Participants\*

Badge valid from\*

Badge valid thru\*

Observer-NGO

--- Please select ---

Observer - NGO head

Observer-NGO

Virtual-only (NGO)

Save and continue

\* - mandatory field \* - must be completed before confirmation

- Select the applicable date from the “badge valid from” and “badge valid thru” options. The validity dates of the participant can be amended accordingly without exceeding the allocated quota.

**Participation parameters**

Badge type\* Virtual-only (NGO) [?]

Order in List of Participants\* 999 [?]

Badge valid from\* 2024-11-11 1

Badge valid thru\* 2024-11-22 2

Please note that in case of badge type change or validity dates change, already issued badge will be immediately disabled, meaning existing badge cannot be used anymore to access Blue zone.  
In this case delegate needs to proceed to the registration counter as soon as possible to get a new badge with new badge type/validity dates.

Please confirm badge type/validity dates change.

Please confirm registration\* ☐ [?]  
type/badge validity dates change

Save and continue

\* - mandatory field \* - must be completed before confirmation

- Tick the check box to confirm the changes made to the badge type and validity dates of the registered participant and select “Save and continue”.

**Participation parameters**

Badge type\* Observer-NGO [?]

Order in List of Participants\* 999 [?]

Badge valid from\* 2024-11-13 [?]

Badge valid thru\* 2024-11-19 [?]

Please note that in case of badge type change or validity dates change, already issued badge will be immediately disabled, meaning existing badge cannot be used anymore to access Blue zone.  
In this case delegate needs to proceed to the registration counter as soon as possible to get a new badge with new badge type/validity dates.

Please confirm badge type/validity dates change.

Please confirm registration\* ☒ [?]  
type/badge validity dates change 1

Save and continue 2

\* - mandatory field \* - must be completed before confirmation

If the change of validity dates exceeds the allocated quota, the system displays a warning message.

**Participation parameters**

Badge type\* Observer - NGO head [?]

Order in List of Participants\* 999 [?]

Badge valid from\* 2024-11-13 [?]

Quota exceeded for the following period[s]: 2024-11-13, 2024-11-14, 2024-11-15, 2024-11-16, 2024-11-17, 2024-11-18, 2024-11-19. Please adjust validity dates.

Badge valid thru\* 2024-11-19 [?]

Quota exceeded for the following period[s]: 2024-11-13, 2024-11-14, 2024-11-15, 2024-11-16, 2024-11-17, 2024-11-18, 2024-11-19. Please adjust validity dates.

Please note that in case of badge type change or validity dates change, already issued badge will be immediately disabled, meaning existing badge cannot be used anymore to access Blue zone.  
In this case delegate needs to proceed to the registration counter as soon as possible to get a new badge with new badge type/validity dates.

Please confirm badge type/validity dates change.

Please confirm registration\* ☒ [?]  
type/badge validity dates change

Save and continue

\* - mandatory field \* - must be completed before confirmation

Please note that the system will automatically send the updated confirmation email with the nomination acknowledgement letter to the participant. If the email is not received by the participant, it can be re-sent or downloaded from ORS by the DCP.

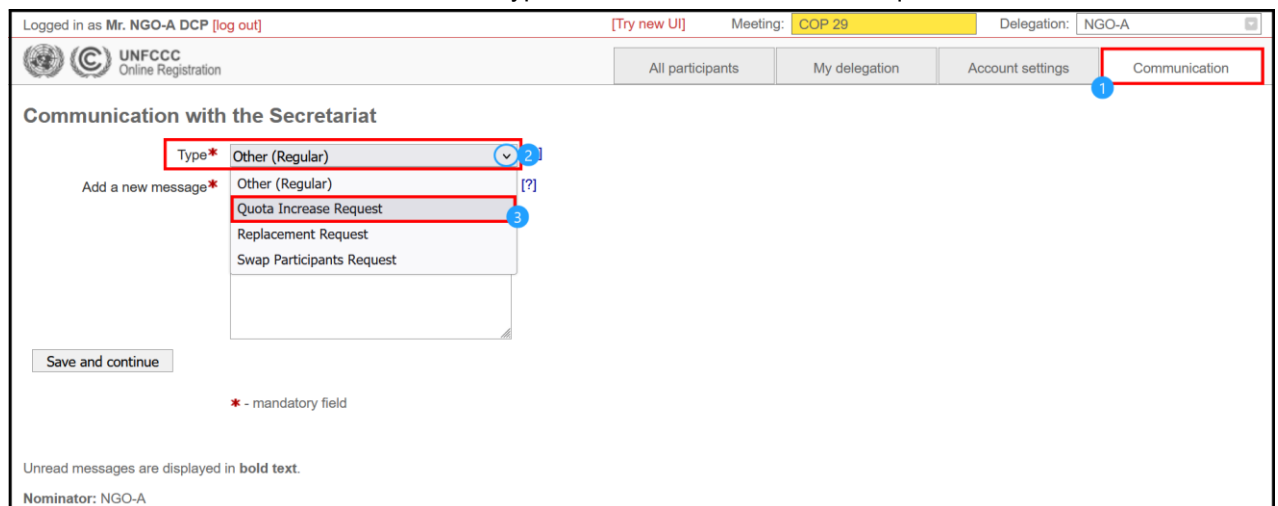
Any changes to participant details will automatically be reflected in the nomination acknowledgement letter.

### 6.7.3 Quota Increase Request

The DCP may submit a "Quota Increase Request" (QIR) via the Communication tab. Please be informed that quota is calculated upon overall number of nominations received, history of engagement, available venue capacity, any applicable health, safety, and security regulations, among other factors. Note that given the demand, we consider each request individually, based on the justification provided.

Note: The option to select QIR is only available after the quota allocation process.

1. Go to Communication tab and under "type" select "Quota Increase Request".



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) [?] 2

Add a new message\* Other (Regular) [?] 3

Quota Increase Request

Replacement Request

Swap Participants Request

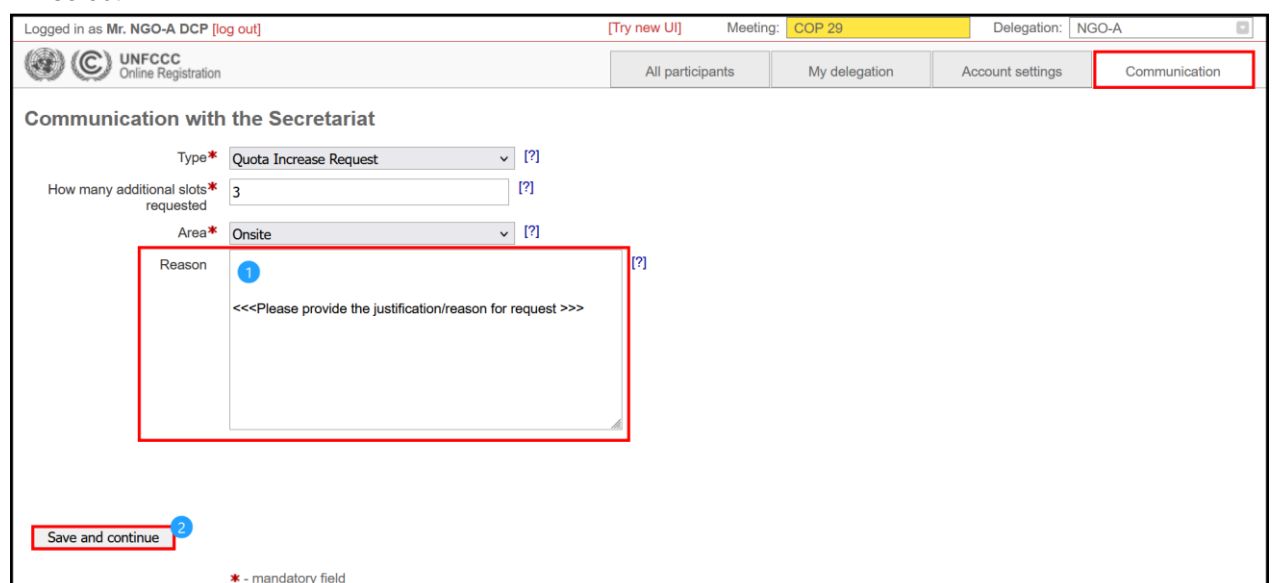
Save and continue

\* - mandatory field

Unread messages are displayed in bold text.

Nominator: NGO-A

2. Input the number of additional quotas required and provide a reason. Once completed, select "Save and continue".



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\* Quota Increase Request [?] 1

How many additional slots\* requested 3 [?] 2

Area\* Onsite [?] 3

Reason 1

<<<Please provide the justification/reason for request >>>

Save and continue 2

\* - mandatory field

Please note that the reason provided in your quota increase request will be taken into consideration during the review process. The secretariat will inform you accordingly once a decision has been made.

#### 6.7.4 Download the List of Participants (LOP)

This feature allows you to generate your delegation's LOP in excel format with the following options:

- **Download LOP for your delegation in Excel:** Includes LOP Group, LOP Order, Full Name, Organization, Department and Func Title
- **Export full set of data to Excel:** Includes all fields such as Nominator, Prefix, Full Name, Organization, Department, Func Title, Status, Nationality, ID details, Birth Date, Email, Registration Type, Badge Validity

1. Go to the "My Delegation" tab (1). Select either 'Download LOP for your delegation in Excel' or 'Export full set of data to Excel' button (2).

Logged in as Ms. NGO-B DCP [log out] [Try new UI] Meeting: [Meeting Name] Delegation: NGO-B

UNFCCC Online Registration All participants **My delegation** Account settings Communication

**Onsite**

Step 1: Nominate by **17 Aug 2025**  
Deadline passed

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

Step 3: Confirm by **09 Nov 2025**  
(3 days/0, 5 hours) left

**Virtual-only**

Step 1: Nominate by **01 Sep 2025**  
Deadline passed

Step 2: Your quota is **10**  
Check Attendance column for balance

Step 3: Confirm by **09 Nov 2025**  
(3 days/0, 5 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 DCP for 2025 (Nov 2025)**

Onsite ☒ Virtual-only ☐

Filter participants:

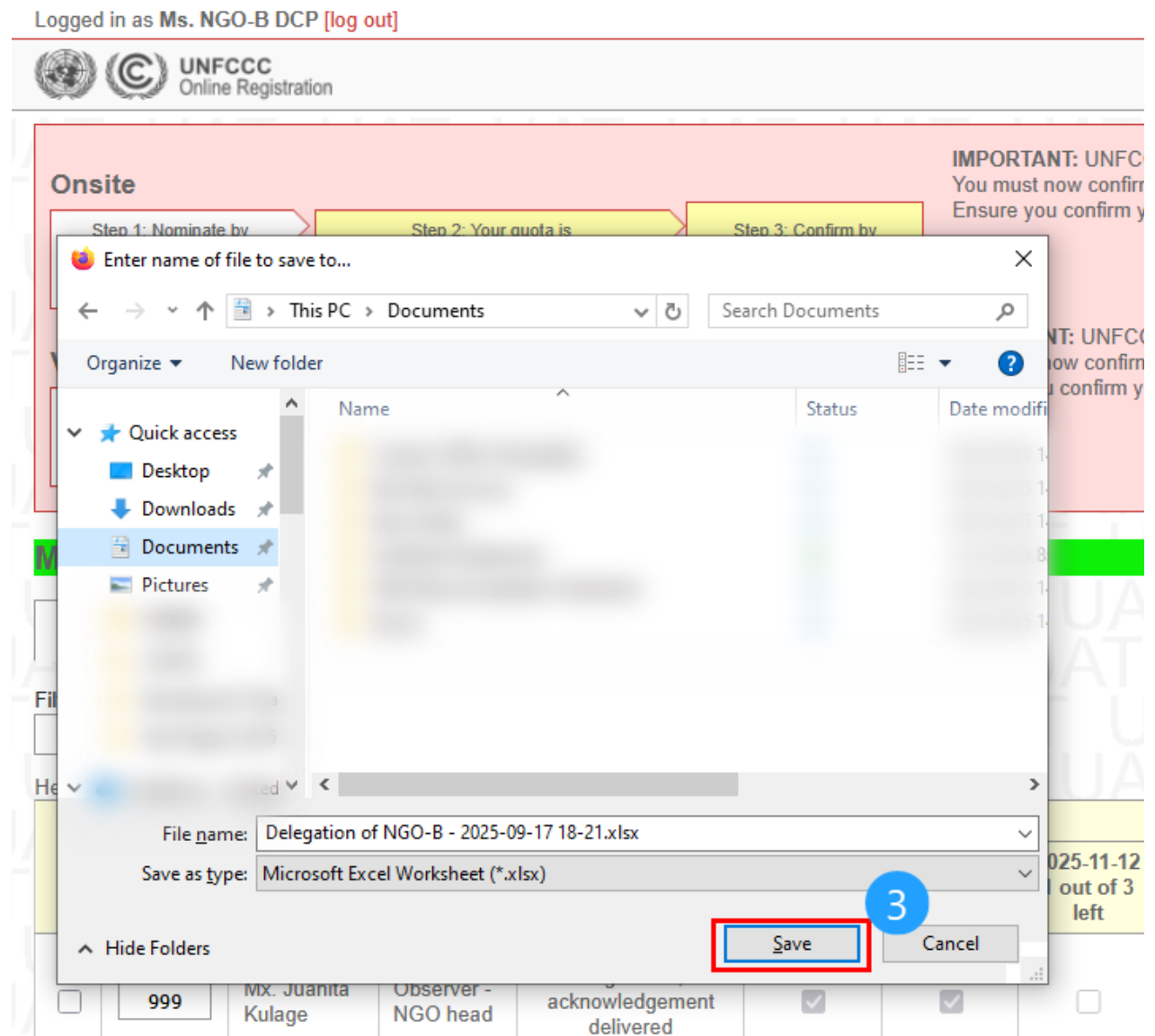
Head of delegation is Nr. 1 in the List Of Participants.

	Order in LOP	Salutation First / Last name	Badge type	Status	2025-11-10 1 out of 3 left	2025-11-11 0 out of 3 left	2025-11-12 1 out of 3 left	2025-11-13 0 out of 3 left	2025-11-14 0 out of 3 left	2025-11-15 0 out of 3 left	2025-11-17 0 out of 3 left	2025-11-18 1 out of 3 left	2025-11-19 1 out of 3 left	2025-11-20 1 out of 3 left	2025-11-21 1 out of 3 left	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Mr. Juanita Kulage	Observer - NGO head	Registered, acknowledgement delivered	<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"/>		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>
<input type="checkbox"/>	999	Mr. Steven Williams	Observer-NGO	Registered, acknowledgement delivered	<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"/>		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>
<input type="checkbox"/>	999	Sra. Leonardo Zubimendi	Observer-NGO	Registered, acknowledgement delivered	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>
<input type="checkbox"/>	9999	Ms. Sandra Brown	Observer-NGO	Registered	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>

[Add a new participant](#) | 
 [Download nomination acknowledgements](#) | 
 [Download LOP for your delegation in Excel](#) | 
 [Export full set of data to Excel](#)



2. Then, select 'save' to download the file (3).



## 6.8 Miscellaneous features

### 6.8.1 Changing your password

This can be done on the “Account settings” tab, simply update the fields “New Password” and “Confirm” and select “Save Settings”. We recommend changing your password as soon as possible after you log in for the first time, or after requesting a password reset.

Logged in as Ms. NGO-B DCP [log out] Meeting: **UNFCCC** Delegation: NGO-B

UNFCCC Online Registration

All participants My delegation **Account settings** Communication

### My account settings

E-mail address (cannot be changed): dcp@ngo-b.unfccc.int

Full name (cannot be changed): Ms. NGO-B DCP

Please choose your secret question: What is my mother's maiden name? [?]

Secret answer: [?] [?]

New password: [?] [?]

Confirm: [?] [?]

**Save settings**

Your new password should be at least 8 characters long, and contain at least one digit and one separating character (!, -, ? etc.)

### Representative accounts

No representative accounts registered.

You can create and delete representative accounts if you would like someone else to create nominations on your behalf. Representative accounts have full access to the Online Registration System on your behalf. It is your responsibility to ensure the accounts are created and deleted appropriately.

**Create new representative account**

Should you have technical problems **accessing ORS** Please contact our support desk using the **form**.  
Should you have questions regarding your delegation, please use **Communication tab**.  
If you require help, please first read the UNFCCC Online Registration **User Manual for Observer Organizations**.

### 6.8.2 Resetting your password / requesting your login credentials

If you forget your password, you can request a password reminder from the log in screen.

1. Enter your email address and select “Continue”.

Log in or **Create new account**

UNFCCC Online Registration

### Password reminder



Enter your e-mail: dcp@ngo-b.unfccc.int

**Continue**

Should you have technical problems please **log in** and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the **form**.  
Should you have questions regarding your delegation please use **Communication tab**.

2. Enter the answer to your secret question and select “Continue”. You will receive an email containing a new temporary password. Please log in and change your password as soon as you receive this email.

[Log in](#) or [Create new account](#)

 **UNFCCC**  
Online Registration

### Password reminder

Please answer the question:

Your answer:

Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).

## 6.9 Integrated Daily Badge System

The User Manual for the Integrated Daily Badge System can be found here:

<https://unfccc.int/documents/632566>

## 7 Security

To ensure the security of your data please observe the following guidelines:

- When you request access to the system for the first time or reset your password you will be sent an email containing a password. Always log in to the system and change this password.
- Do not share logins and passwords. The system allows you to create an account for your representative.
- Please only create a representative account for a person you trust to represent you and delete the account when it is no longer required. You are responsible for the actions of the representative accounts.
- Only log in using the official UNFCCC Online Registration System web address, which always begins with “<https://onlinereg.unfccc.int/>”. Do not log in using web addresses provided in other websites, emails, or other messages you may receive (phishing attacks).
- Never share your password, including someone claiming to be with the UNFCCC secretariat. UNFCCC will never ask for your password.
- Always log out of the system when you are finished working.
- For your security, the system will automatically log you out after 60 minutes of inactivity.