



United Nations
Climate Change Secretariat

UNFCCC Online Registration System

Admitted Observer Organizations (IGOs & NGOs) User Manual

Release 2.0
March 2023

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1 Overview

1.1 What the System does for you

The UNFCCC Online Registration System 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 nomination process for UNFCCC sessions.

As a DCP / Head of organization, the primary objective when using the UNFCCC Online Registration System is to nominate, and once quota is allotted, to obtain a "Nomination Acknowledgement" document sent to each individual the IGO/NGO wishes to participate in a UNFCCC session as part of your organization's delegation.

Each of the participants must bring their Nomination Acknowledgement document along with their official and valid photo identification document to the session to collect their badge and enter the venue. This will make the registration of your participants at the venue much faster.

Until the DCP or the participants have downloaded these documents, the nomination process is NOT yet finished, and the participants will NOT be able to attend the session!

Note: If the participants are deregistered to the session by the DCP, the downloaded document will no longer be valid. Informing the respective participant upon deregistration to the session is solely the responsibility of the DCP!

1.2 What the System does

The UNFCCC Online Registration System permits the Designated Contact Point (DCP) and the Head of an admitted observer organization to:

- Create a login account for the System, using the email address officially registered with the UNFCCC secretariat;
- Create a login account for their representative, so use of the System can be delegated if desired;
- Nominate individuals to participate in UNFCCC sessions;
- View and use the quota¹ available to the organization, once it has been allocated by the UNFCCC secretariat;
- Replace nominated participants up to shortly before a session commences;
- Confirm the participation of nominated participants and download a "Nomination Acknowledgment" document for each confirmed and registered participant. The participant must present this document upon arrival at the session.

Use of the Online Registration System is not optional. All admitted observer organizations wishing to participate in a UNFCCC session are required to nominate and confirm their participants using the system.

1.3 What the System does NOT do

- The System does NOT give login permissions to participants. The Designated Contact Point/Head of Organization and individual holding a representative account are the sole link to the participants through the Online Registration System.
- Nomination and confirmation via the System does NOT guarantee participation. The UNFCCC secretariat must reserve the right to restrict access to sessions to ensure the health, safety, and security of all participants.

¹ Should the number of nominations by admitted observer organizations exceed the capacity of the venue provided by the host country UNFCCC may be required to set quotas for the session. Consequently, a quota may not always be needed and when required, the quota size will change from one conference to another.

2 Pre-requisites for using the System

2.1 Admitted observer organization contact details

Before any member of an admitted observer organization can 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 Designated Contact Point and/or Head of Organization.

Existing processes must be used to update these contact details.

For admitted IGOs:

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.

Should a change be necessary the updates will flow through to the Online Registration System within several working days 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 your up-to-date contact details in a timely fashion could prevent your organization from participating in UNFCCC sessions.

2.2 Participant details required

To make the data entry process as easy and as fast as possible, you may wish to collect some information before nominating an individual for a session. The following details are **required** to *nominate* an individual:

- Salutation
- Given Name
- Family Name
- Country of Nationality
- Country of Residence
- Residence City
- Badge Type
- Order in List of Participants
- Email Address

Before the nominee can be *confirmed* (hence before they can *attend*) the following further details **must** be provided:

- Date of Birth
- Official Identification Document Number

2.3 Supported Software Configurations

2.3.1 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 have problems please try one of the browsers listed above. Mozilla Firefox can be downloaded free of charge from <http://www.mozilla.com/firefox>

JavaScript must be enabled.

2.3.2 Recommended Screen Resolution

The recommended screen resolution is 1280x1024. The system should still be usable at lower screen resolutions however it is recommended to use a higher resolution when possible.

2.3.3 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 Nomination process for admitted observer organizations

The table below summarizes the nomination 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 http://unfccc.int/parties_and_observers/notifications/items/3153.php The Online Registration System is opened for nominations for this session.
	...	Admitted Observer Organizations nominate participants to participate in the session simply by adding them to their delegation using the Online Registration System.
	Approximately two to three months prior to a session	Nominations close.
2	One week 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".
	Approximately one week before the session	Confirmations Close (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".
4	Registration for session open	Participants arrive at the session venue with their Acknowledgement of Nomination form and Official Photo ID.

4 Guidelines for using the system effectively

Please help us to help you by observing the following guidelines:

- Please **take note of the nomination and confirmation deadlines** communicated by the UNFCCC secretariat for each session. The system will strictly enforce these deadlines.
- Please **complete your work well in advance of each deadline**, so that if there are technical issues there will be time to rectify the problem.
- The system is likely to be very busy shortly before a session, therefore, to make the experience as easy and fast as possible please **confirm as soon as you feel comfortable doing so**. There may be delays processing confirmations that are received immediately before the deadline and your participants will not be able to participate in the sessions until this processing is complete.
- If you are sure one of your nominees will not attend, please remove the nomination.
- Please **ensure that the number of individuals you nominate is as accurate as possible**, so that the limited capacity available can be shared fairly between all of the organizations wishing to participate. *Note that the system will detect significant deviations between nominations and actual attendance and this information may be used in future to determine quota allocations.*
- **Communication Log:** Is the only and effective way to respond to all registration issues, therefore, all requests regarding registration should be submitted in the communication log.
- **Replacement request:**
 1. Can be used after quota issued and before confirmation deadline with no restrictions, including adding new names;
 2. Can be used after confirmation deadline (subject to approval), to replace a confirmed individual by another individual
 3. Cannot be approved without quota or if quota was set 0.
- **Other:** Can be used for general questions.
- **Quota increase:** Self-explanatory.
- **Extend attendance dates:** Only if quota allows.
- You may make replacements, within your allocated quota, until approximately one week before the conference commences (this will be communicated for each session).

5 Special requirements for participation of minors

Representatives to UNFCCC sessions shall normally be at least 16 years of age. An individual is considered to be a minor if he/she is under 16 years of age on the first day of the session. Younger representatives 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 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. 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 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. The form is available for download on the following web page: <https://unfccc.int/documents/63808>
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 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 shall assume responsibility of the minor by signing the appropriate 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 will be requested to remove the minor from the UNFCCC venues.

6 Instructions

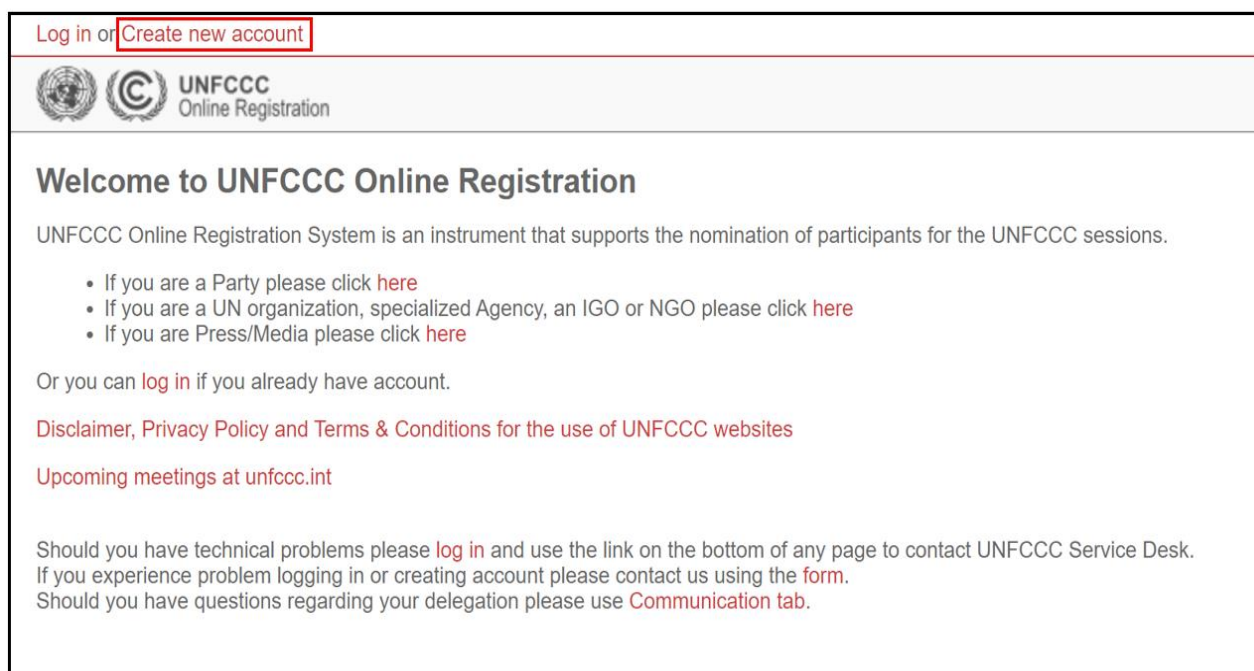
6.1 Accessing the system for the first time

6.1.1 Web address



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

6.1.2 Requesting a login

1. Click 'create new account', at the very top left 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](#)

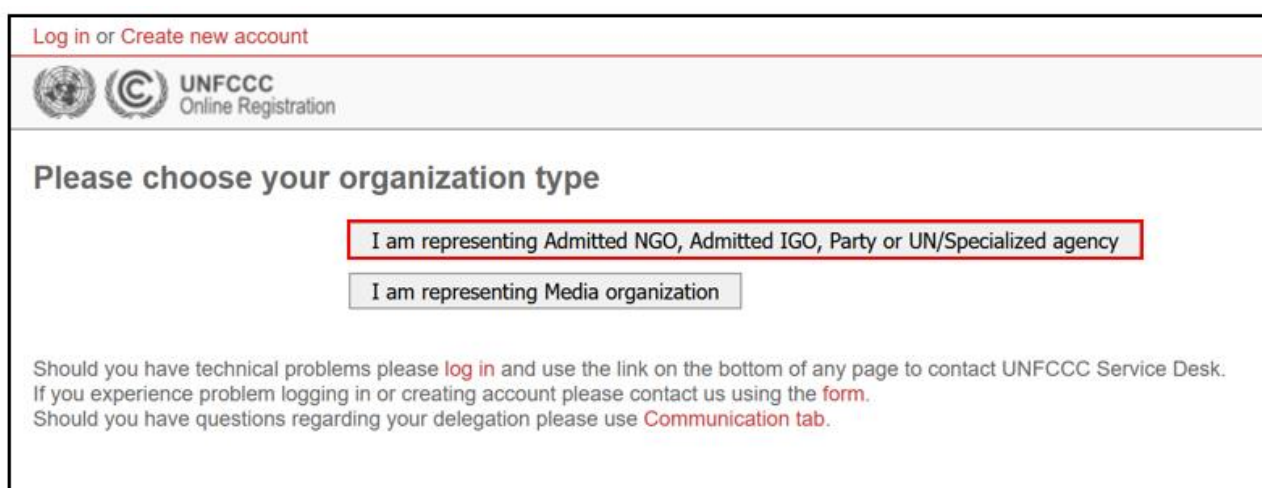
Or you can [log in](#) if you already have account.

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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. Click on '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

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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 make suggestions if you pause after typing a few characters.

Log in or Create new account



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

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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](#).

Click 'search' once you have entered your search criteria.

Log in or Create new account



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](#).

- 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 your own organization.

Log in or [Create new account](#)



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

- If your organization has registered contact details with the secretariat, this next screen will give you two or three options. If the Head of Organization and DCP are the same person there will only be two options. Select the option that best describes your situation and click on 'continue'.

Log in or [Create new account](#)



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 that if the secretariat has no contact details at all for your organization you will see the screen below.

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



UNFCCC
Online Registration



No focal points / DCPs found

The nominator you selected has no associated focal points/designated contact points.
The [following page](#) contains instructions on DCP registration.

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](#).

If you are the DCP and your name was not listed this is what you will see when you select this option. You can use the forms provided to update your contact details. Once UNFCCC receives your updated form, **it will take several working days** for the update to flow through to the Online Registration System.

[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, retype the security code displayed on the screen, read and tick the check box to agree to the 'Guidelines and Policies for Participation' and click "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 XXX has been sent. Please check your inbox" and return to the 'Please choose your organization type' screen as shown below. **Note that the green message bar displays information about the actions performed using the system.**

To continue go to your email address and follow the instruction included in the email sent to you.

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

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 from UNFCCC online registration (onlinereg@unfccc.int) should soon arrive in your email account (see sample email below). Please check the spam folder in case the email has populated there. This email contains an activation link to continue with the registration. Click on “this link”.

From: UNFCCC Online Registration <onlinereg@unfccc.int>
Sent: Monday, 6 February, 2023 13:00
To: NGO-A DCP <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. When you click on “this link” contained in the email, it will open a dialog screen as shown below and ask you to pick and answer a secret question. Enter the answer to the secret question and click on “Save settings”.

Log in or Create new account



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 e-mail notification with login credentials has been sent to you”.

Log in or Create new account



 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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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 from UNFCCC online registration (onlinereg@unfccc.int) should soon arrive in your email account (see sample email below). This contains your login credentials.

From: UNFCCC Online Registration <onlinereg@unfccc.int>
Sent: Monday, 6 February, 2023 13:29
To: NGO-A DCP <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
Password : Dq710



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

Kind regards,
UNFCCC secretariat

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

Use the link provided in the email or, go to the website (<https://onlinereg.unfccc.int/>) and click on 'Log in' in the upper left 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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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](#).

10. Enter your Login name (this is your email address) and password from the email and click 'Log in'.

Online Registration login page

Login name:

Password:

[Forgotten your password ?](#)

11. To choose the meeting you want to work on, click on the “Select the meeting you are applying to attend” and “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: The following meeting(s) are available.
Please select the meeting you are applying to attend:

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 display the messages that the default meeting and delegation has been changed and redirect to the ‘Account settings’ tab as shown below. Now you are ready to begin creating the nominations!

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

UNFCCC Online Registration

Default meeting has been changed 06 Feb 2023 18:09 CET

Default delegation has been changed 06 Feb 2023 18:09 CET

My account settings

E-mail address (cannot be changed):

Full name (cannot be changed):

Please choose your secret question: [?]

Secret answer: [?]

New password: [?]

Confirm:

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.

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 an organization can create and delete 'representative accounts' via the Account Settings tab once they have successfully logged in.

A representative account can do everything a DCP / Head account can do, *except for creating other representative accounts*. **Individuals holding a representative account will not receive the email notifications sent by the Secretariat to the DCP and Head of the organization.**

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

1. Go to the "Account Settings" tab and click on "Create new representative account"

Logged in as Mr. NGO-A DCP [log out] Meeting: [redacted] 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 salutation, first name, last name, email address twice and click "Save and Continue".

Logged in as Mr. NGO-A DCP [log out] Meeting: **UNCC 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” and return to the “Account Settings” screen as shown below.

To continue the representative should follow the instruction included in the email sent to them.

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

- An email from UNFCCC online registration (onlinereg@unfccc.int) will arrive in the representative's email account (see sample email below). Please check the spam folder in case the email has populated there. This email contains an activation link to continue with the registration. Click on “this link”.

Note that the DCPs will simultaneously receive a separate email notifying them that a representative account for their organization has been created.

From: UNFCCC Online Registration <onlinereg@unfccc.int>
Sent: Wednesday, 13 February, 2023 10:57
To: Juanita Timme <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. When you click on “this link” it will open a dialog screen as shown below and ask you to pick and answer a secret question. Enter the answer to the secret question and click on “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: Where did I live when I was a baby? ▾ [?]

Secret answer:* [?]

Save settings

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 e-mail notification with login credentials has been sent to you”.

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

UNFCCC
Online Registration

i 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 from UNFCCC online registration (onlinereg@unfccc.int) should soon arrive in the representative's email account (see sample email below). This contains the login credentials. Use the Login name (this is your email address) and password from the email to log in.

From: UNFCCC Online Registration <onlinereg@unfccc.int>
Sent: Wednesday, 13 February, 2023 11:11
To: Juanita Timme <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
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: It is very common that individuals holding a representative account then become the DCP / Head of the organization. **It is important to note that not deleting the representative account of the individual prior to becoming a DCP / Head, will create extensive delays on accessing the system as the email address of the incoming DCP / Head is blocked by the representative account.** Please delete the representative accounts of individuals who will become the DCP/Head of the organization especially when identical email address is used for the account of the DCP/Head.

6.1.4 Deleting a representative account

The DCP / Head of an organization can delete “representative accounts” via the “Account Settings” tab once they have successfully logged in.

1. Go to the “Account Settings” tab and click on “Delete account” for the respective representative. This will prompt a confirmation message. Then click on “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	Delete account

Create new representative account

2. The system will display a message “Login account has been deleted. Your counterpart will be notified on your decision”. An email notifying the respective representative that their login account has been deleted will be sent to their email account.

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 website by looking at its most important part, the “My delegation” tab.

The screenshot shows the UNFCCC Online Registration interface. At the top, it indicates the user is logged in as 'Ms. NGO-B DCP' and shows the current meeting ('UNC 2023') and delegation ('NGO-B'). A navigation bar includes 'All participants', 'My delegation', 'Account settings', and 'Communication'. A green banner at the top of the main content area states 'Default meeting has been changed' with a timestamp of '23 Feb 2023 10:49 CET'. The main content area is titled 'Onsite' and displays a three-step nomination process: Step 1 (Nominate by 03 Mar 2023), Step 2 (Wait for quota, 'Not yet allocated'), and Step 3 (Confirm by 04 Jun 2023). Below this, there is a section for 'My delegation for UNC 2023, 05-16 Jun 2023' which shows 'Onsite' and 'No participants found'. A callout box explains that this area displays critical information about the nomination process. Another callout points to the 'My delegation' tab, stating it is used to compose the organization's delegation. A third callout points to the 'Communication' tab, explaining it is used to respond to registration issues. A fourth callout points to the 'Add a new participant' button, noting it lists past participants for transfer. A fifth callout points to a message area at the top, indicating it displays error, warning, and information messages. A sixth callout points to the 'Meeting' dropdown, indicating it shows the meeting being worked on. A seventh callout points to the 'Delegation' dropdown, indicating it shows the delegation being worked on. At the bottom, there are instructions for technical problems and a link to the 'User Manual for Observer Organizations'.

Log in / Log Out

Displays error, warning, and information messages when you do something with the system

The meeting you are working on

The delegation you are working on

Logged in as Ms. NGO-B DCP [log out]

Meeting: UNC 2023

Delegation: NGO-B

UNFCCC Online Registration

All participants My delegation Account settings Communication

Default meeting has been changed 23 Feb 2023 10:49 CET

Onsite

Step 1: Nominate by **03 Mar 2023**
8 day(s), 13 hour(s) left

Step 2: Wait for quota
Not yet allocated
Second nomination period quota will be allocated after nomination deadline

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

Step 3: Confirm by **04 Jun 2023**
101 day(s), 13 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 UNC 2023, 05-16 Jun 2023

Onsite

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](#) .

Displays critical information about the nomination process for the selected meeting (e.g. deadlines and quotas). The information displayed here will change as the process progresses through steps 1 to 3. These steps match the process described in Section 3 of this manual

Lists your organization's past participants. You can transfer past participants from here to compose your delegations

The My delegation tab is used to compose your organization's delegation for the currently selected meeting

The Communication tab is used to respond to your registration issues. You can submit your requests in the Communication log

6.3 Step 1 - Nominate participants by the nomination deadline

The first step in the process is to nominate your participants for a meeting. This task must be completed before the nomination deadline has passed. The most important thing to get right at this stage is the total number of participants you wish to attend the meeting. There is no need to overestimate your requirements as the individual participants can be changed up until the participant is confirmed or the confirmation deadline has passed. This is achieved simply by listing them in the “My delegation” tab for a meeting.

Please make sure the environment is in the correct meeting by using the “meeting drop-down menu” on the top right.

The screenshot displays the UNFCCC Online Registration interface. At the top, it shows the user is logged in as 'Ms. NGO-B DCP' and the current meeting is 'UNC 2023'. The interface is divided into several sections:

- Onsite:** A progress bar with three steps: 'Step 1: Nominate by 09 Feb 2023' (8 days, 13 hours left), 'Step 2: Wait for quota' (labeled 'Not yet allocated'), and 'Step 2: Your quota' (0). Below this, instructions state: '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 UNC 2023, 05-16 Jun 2023:** A section with an 'Onsite' button and the text 'No participants found. Click "Add new participant" button or transfer participants from a previous meeting.' Below this is an 'Add a new participant' button with the note 'Head of delegation is Nr. 1 in the List Of Participants.'
- Footer:** Technical support information: '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.'

A dropdown menu on the right side of the interface lists various meetings, including COP 27, SB 55, COP 28, May-June 2021 Climate Change Conference, COP 29, SB 57, COP 25, SB 50, COP 24, Add SB 48 (BKK), SB 48, COP 23, SB 46, COP22/CMP12, SB 44, ADP 2.11 (October 2015), and ADP 2.10 (August/September 2015).

Participants can be nominated for a meeting by reusing the records of participants from past meetings (the system contains data from the last 5 years onwards) or by creating new participants. 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 (from the last 5 years onwards).

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

UNFCCC Online Registration

All participants My delegation Account settings Communication

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	Add to delegation
<input type="checkbox"/>	Mr. Santhosh Jackson	1985-02-19	santhosh_j@yahoo.com	Add to delegation
<input type="checkbox"/>	Sra. Eva Linero Villamizar	1997-07-07	elv@ngo-a.unfccc.int	Add to delegation
<input type="checkbox"/>	Mr. Martin Ngoufo Ngumouo	1993-12-09	martin_nn@ngo-a.com	Add to delegation
<input type="checkbox"/>	Mme Soline Qamar	1997-09-23	dcp@ngo-a.unfccc.int	Add to delegation
<input type="checkbox"/>	Mr. Kirill Sergeevich	1995-02-02	kirill@sergeevich.de	Add to delegation
<input type="checkbox"/>	Juanita Timme	1980-04-05	j_timme@ngo-a.unfccc.int	Add to delegation

Transfer Participants

2. Nominate individual participants for a meeting by clicking the “Add to delegation” buttons.

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

UNFCCC Online Registration

All participants My delegation Account settings Communication

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	Add to delegation
<input type="checkbox"/>	Mr. Santhosh Jackson	1985-02-19	santhosh_j@yahoo.com	Add to delegation
<input checked="" type="checkbox"/>	Sra. Eva Linero Villamizar	1997-07-07	elv@ngo-a.unfccc.int	Add to delegation
<input type="checkbox"/>	Mr. Martin Ngoufo Ngumouo	1993-12-09	martin_nn@ngo-a.com	Add to delegation
<input type="checkbox"/>	Mme Soline Qamar	1997-09-23	dcp@ngo-a.unfccc.int	Add to delegation
<input type="checkbox"/>	Mr. Kirill Sergeevich	1995-02-02	kirill@sergeevich.de	Add to delegation
<input type="checkbox"/>	Juanita Timme	1980-04-05	j_timme@ngo-a.unfccc.int	Add to delegation

Transfer Participants

Alternatively, more than one participant can be transferred at a time by selecting the checkboxes on the left and clicking the “Transfer Participants” button.

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

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"/>

- 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: **UNC 2023** Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Add participants to the delegation

Badge type:

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 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 participants are already included in your delegation.



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
	Ms. Ramooz Basnet	1979-03-02	ramooz.b@ngo-a.com	Already in delegation
	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	Add to delegation
	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	Add to delegation
	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	Add to delegation

Transfer Participants

5. Click on the “My delegation” tab to view your delegation. Note that:
 - In ORS, the order of your participants in the LOP (List of Participants) for your delegation 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 registration 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 “Data still required?” column indicate that more information must still be added for these participants. This will initially be the case for all past participants as some mandatory information such as nationality, date of birth and identification document number will be collected for the first time by the new system.

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

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

Step 1: Nominate by
09 Feb 2023
8 day(s), 13 hour(s) left

Step 2: Wait for quota
Not yet allocated
Second nomination period quota will be allocated after nomination deadline

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

Step 3: Confirm by
04 Jun 2023
101 day(s), 13 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 UNCC 2023, 09-19 Jun 2023

Onsite

Filter participants:

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 [?]
					Week1 0 out of 0 left	Week2 0 out of 0 left			
<input type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mr. Martin Ngoulo Ngumouo	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	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 DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	

6.3.2 Nominating completely new participants

1. Click on the 'Add a new participant' button at the bottom of the "My delegation" tab.

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

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

Step 1: Nominate by **09 Feb 2023**
8 day(s), 13 hour(s) left

Step 2: Wait for quota
Not yet allocated
Second nomination period quota will be allocated after nomination deadline

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

Step 3: Confirm by **04 Jun 2023**
102 day(s), 6 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 UNFCCC 2023: 09 Feb 2023

Onsite

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	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 0 out of 0 left	Week2 0 out of 0 left			
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Eunice Thanjavur Prakasam	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	Participant details 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 and ask you to pick an option. Click on "Add a completely new participant".

Note that it is possible to skip this step by ticking on the checkbox "Do not show this message next time"

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

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.

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 .

- Enter the participant's personal details. Note that the salutation, first name, last name, country of nationality, country of residence, residence city, badge type, order in list of participants and email address are mandatory fields prior to the nomination deadline. However, the rest of the details must be provided before the participant can be confirmed. If you are unsure what to put in a field, you can see some help information by pointing your mouse at the [?] symbol.

Please enter all information in mixed case, e.g. "John Smith", not "JOHN SMITH" or "john smith".

Note that the personal details added for the participant must exactly match the official identification document the participant will present upon arrival at the sessions.

The email address provided for each participant needs to be unique, i.e. a personal, secure email for each participant to access online services and to receive the acknowledgement letter.

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.

When you are done, click the "Save and Continue" button at the bottom of the screen

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

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation* [?]

Given name* [?]

Family name* [?]

No last name in the passport [?]

Functional title [?] [?] A participant's Functional Title is their functional role within their Home Organization / Department. If a Functional Title is provided it will be included in the List of Participants published for the session.

Department [?]

Organization [?]

Date of birth (DD/MM/YYYY)* [?]

Identification document* [?]
number - Passport or UNLP number (if applicable)

Nationality* [?]

Residence country* [?]

Residence city* [?]

Personal, secure email* [?]
address for this participant (used by participant to access online services)

Phone number [?]

Participation parameters

Badge type* [?]

Order in List of Participants* [?]

Save and continue

* - mandatory field * - must be completed before confirmation

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 "My delegation" tab is re-displayed, with the new participant nominated.

Logged in as Ms. NGO-B DCP [log out] Meeting: **UNC 2023** Delegation: NGO-B

UNFCCC Online Registration

All participants My delegation Account settings Communication

Participant's record has been created 08 Feb 2023 15:47 CET

Onsite

Step 1: Nominate by
09 Feb 2023
9 day(s), 6 hour(s) left

Step 2: Wait for quota
Not yet allocated
Second nomination period quota will be allocated after nomination deadline

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

Step 3: Confirm by
04 Jun 2023
102 day(s), 6 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 UNC 2023, 05-16 Jun 2023

Onsite

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	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 0 out of 0 left	Week2 0 out of 0 left			
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Ms. Eunice Thanjavur Prakasam	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	

6.3.3 Editing participant personal details

The personal details for each participant can be edited by clicking on the “Edit” button in the “Action” column on the “My delegation” tab. You may need to do this to complete or correct a participant’s personal details as you collect the information required. If some details have not been completed, a red warning message “Participant Details” will be displayed in the “Data still required” column of the “My delegation” overview.

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

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

Step 1. Nominate by **09 Feb 2023**
8 day(s), 13 hour(s) left

Step 2. Wait for quota
Not yet allocated
Second nomination period quota will be allocated after nomination deadline

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

Step 3. Confirm by **04 Jun 2023**
102 day(s), 6 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 UNC 2023, 05-16 Jun 2023

Onsite

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	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 0 out of 0 left	Week2 0 out of 0 left			
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Ms. Eunice Thanjavur Prakasam	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	

Figure below:

- A delegate can only be confirmed (section 6.5) for a session if all required details are provided: All details showing a red asterisk are required.
- Some details can be updated after the delegate has been confirmed: All white enabled fields can be updated by the DCP. The acknowledgement letter will automatically reflect the changes (section 6.6).
- In case the grey fields Salutation, Given Name, Family Name, Organization, and the registration type/badge type need to be updated, the DCP is requested to submit a message in the Communication Log. Once changes are processed by the secretariat, they will automatically be reflected in the acknowledgement letter (section 6.6).

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

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Mr. [?]
 Given name: Kirill [?]
 Family name: Sergeevich [?]
 Functional title: Director [?]
 Department: Public Relations [?]
 Organization: [?]
 Date of birth (DD/MM/YYYY)*: 02/02/1992 [?]
 Identification document* number - Passport or UNLP number (if applicable): 43545PPL [?]
 Nationality*: Russian Federation [?]
 Residence country*: Germany [?]
 Residence city*: Bonn [?]
 Personal, secure email* address for this participant (used by participant to access online services): kirill@sergeevich.de [?]
 Phone number: +49 01010101110 [?]

Participation parameters

Badge type: Observer-NGO [?]
 Order in List of Participants*: 999 [?]

Save and continue

6.3.4 Removing participants from a delegation

Unconfirmed participants can be removed from your delegation by clicking on the “Remove” button in the “Action” column on the “My delegation” tab.

Note that it is not possible to remove a participant while UNFCCC are in the process of allocating quotas.

Logged in as Ms. NGO-B DCP [log out] Meeting: [2023] Delegation: [NGO-B]

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1. Nominate by **09 Feb 2023** (8 day(s), 13 hour(s) left)
 Step 2. Wait for quota **Not yet allocated** (Second nomination period quota will be allocated after nomination deadline)
 Step 2. Your quota is **0** (Check Attendance column for balance)
 Step 3. Confirm by **04 Jun 2023** (102 day(s), 6 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 UNC 2023, 05-16 Jun 2023

Onsite

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 [?]
				Week1 0 out of 0 left	Week2 0 out of 0 left			
999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm	
999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	
999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	
999	Ms. Eunice Thanjavur Prakasam	Observer-NGO	Nominated, pending UNFCCC quota	<input type="checkbox"/>	<input type="checkbox"/>	Participant details 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 - Wait for Quota

Once the nomination deadline has passed, UNFCCC will allocate quotas to regulate that the number of nominations does not exceed the capacity of the venue provided by the host country.

Note that in the event that quotas are not necessary, the system will still display a quota however the quota allocated to your organization will normally be the same as the number of participants you nominated prior to the nomination deadline.

The quota allocation process may take up to one week. During this time, it is not possible to add/remove participants to/from a delegation.

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

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by **09 Feb 2023**
Deadline passed

Step 2: Wait for quota
Not yet allocated
Second nomination period quota will be allocated after nomination deadline

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

Step 3: Confirm by **04 Jun 2023**
101 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.

By Delegation for UNFCCC 2023, 05-18 Jun 2023

Onsite

Filter participants: [input] 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	Mme Soline Gamar	Observer - NGO head	Nominated, pending UNFCCC quota	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending UNFCCC quota	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending UNFCCC quota	Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Juanita Timme	Observer-NGO	Nominated, pending UNFCCC quota	Attendance dates	Edit Remove Confirm	

Download LOP for your delegation in Excel Export full set of data to Excel

6.5 Step 3 - Confirm participants by the confirmation deadline

Once UNFCCC have allocated quotas you are able to confirm exactly who will be participating as part of your delegation. Before a participant can be confirmed, however:

- The participant's attendance dates must be set and saved.
- The participant's personal details must be completed.

The "Data still required" column clearly displays what remains to be done. The "Confirm" button is only enabled once all required tasks are complete.

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

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by **09 Feb 2023**
Deadline passed

Step 2: Your quota is **4**
Check Attendance column for balance

Step 3: Confirm by **04 Jun 2023**
101 day(s), 9 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 UNFCCC 2023, 04 Jun 2023

Onsite

Filter participants:

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 [?]
					Week1 4 out of 4 left	Week2 4 out of 4 left			
<input type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	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 DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Juanita Timme	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	

6.5.1 Setting attendance dates

Once a quota has been allocated, the “Attendance” column on the “My delegation” tab shows the number of allocated quotas. This column is used to specify which of your nominated participants will be attending the sessions, and when. This column contains one or more time periods that together make up the whole of the sessions.

For larger sessions such as a COP, when two or more periods are displayed, it is possible to maximize your organization's participation numbers if some of your participants will only attend one of the periods. If, for example, your organization’s quota is ten, ten participants can attend the first period (week1) and ten completely different participants can attend the second period (week 2), making a maximum total participation of twenty participants possible.

Note that for smaller sessions, there is only one period as shown below. This is expected to be the norm.

Logged in as Mr. NGO-A DCP [log out] Meeting: AWG-KP.16 / AWG-LCA Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Negotiations

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.

Step 1: Nominate by **07 Feb 2023** Deadline passed

Step 2: Your quota is **5** 5 spot(s) left

Step 3: Confirm by **02 Apr 2023** 52 day(s), 9 hour(s) left

My delegation for AWG-KP 16 / AWG-LCA 14, 03-08 Apr 2023

Negotiations

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	Attendance Default 5 out of 5 left	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Sra. Eva Linero Villamizar	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mme Soline Qamar	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	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 DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	

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 .

1. Tick the Attendance checkbox for each of the participants that will attend a given period of the sessions. The system will only allow you to select participants up to your allocated quota. The remaining quota displayed at the top of the column decreases as you tick the checkboxes.
2. Click the “Save attendance dates” button at the bottom of the screen when you are done.

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

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by **09 Feb 2023** Deadline passed

Step 2: Your quota is **4** Check Attendance column for balance

Step 3: Confirm by **04 Jun 2023** 114 day(s), 13 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 UNFCCC 03-18 Jun 2023

Onsite

Filter participants: Filter!

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 2 out of 4 left	Week2 2 out of 4 left			
<input type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	

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

3. Note that the “Attendance Dates” message in the “Data still required” column is no longer displayed for the first three participants, however their “Participant details” are still incomplete and the “Confirm” button is therefore still disabled. The personal details of the participants must be completed to enable their “Confirm” buttons.

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

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by **09 Feb 2023** Deadline passed

Step 2: Your quota is **4** Check Attendance column for balance

Step 3: Confirm by **04 Jun 2023** 114 day(s), 13 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 UNFCCC 03-18 Jun 2023

Onsite

Filter participants: Filter!

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 2 out of 4 left	Week2 2 out of 4 left			
<input type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Participant details	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Participant details	Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participant details	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	

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

4. Once the participant details have been completed, the “confirm” button gets enabled (as shown below)

Logged in as Mr. NGO-C DCP [log out] Meeting: [Meeting Name] Delegation: NGO-C

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by **09 Feb 2023** Deadline passed

Step 2: Your quota is **4** Check Attendance column for balance

Step 3: Confirm by **04 Jun 2023** 114 day(s), 12 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 UNFCCC 2023, 05-18 Jun 2023

Onsite

Filter participants: [Filter!]

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 2 out of 4 left	Week2 2 out of 4 left			
<input type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	

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

5. Continuing the example, in the screenshot below the attendance dates have been set and the personal details completed for five nominated participants, using up the allocated quota.

Logged in as Mr. NGO-C DCP [log out] Meeting: [Meeting Name] Delegation: NGO-C

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by **09 Feb 2023** Deadline passed

Step 2: Your quota is **4** Check Attendance column for balance

Step 3: Confirm by **04 Jun 2023** 114 day(s), 12 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 UNFCCC 2023, 05-18 Jun 2023

Onsite

Filter participants: [Filter!]

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 0 out of 4 left	Week2 0 out of 4 left			
<input type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	

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

6.5.2 Confirming participants

- To confirm a participant's attendance, simply click the "Confirm" button for that participant. This will prompt a dialog box informing that further editing of certain personal details will only be possible via a request in the Communication log (as shown below). Ensure that all the details are correct before confirming and click on "OK".

The screenshot shows the UNFCCC Online Registration interface. At the top, it indicates the user is logged in as Mr. NGO-C DCP. The meeting is 'UNFCCC' and the delegation is 'NGO-C'. The interface includes navigation tabs for 'All participants', 'My delegation', 'Account settings', and 'Communication'. A progress bar for the 'Onsite' registration process shows three steps: Step 1 (Nominating by 09 Feb 2023, deadline passed), Step 2 (Quota of 4, check attendance), and Step 3 (Confirming by 04 Jun 2023, 114 days and 12 hours left). An important notice states that UNFCCC has set a quota and users must confirm participants before the deadline.

A table of participants is displayed with columns for checkboxes, Order in LOP, Salutation, Name, Badge type, Confirmation status, Week 2 out of 4 left, Data still required?, Action, and Documents. A red-bordered dialog box is overlaid on the table, containing the text: 'Once you confirm you cannot edit: Salutation, First and Family Name, Organization, Registration type. Related requests for this nominee would need to be submitted in the appropriate section of Communication Log. Continue?'. The dialog has 'OK' and 'Cancel' buttons.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type		Week2 out of 4 left	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Nominated confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Remove Confirm	

Note that each delegation must have at least one delegate assigned the registration type 'Observer - NGO/IGO head'. **The head of delegation is not necessarily the Director/DCP/Head of the organization. However, it is the person being responsible for the delegation and the secretariat's counterpart during the session, apart from the focal point/DCP here in ORS.** Hence, before you can confirm regular delegates, you need to confirm at least one 'Observer - NGO/IGO head' first.

This screenshot shows the same UNFCCC Online Registration interface as above. A red-bordered error dialog box is overlaid on the table, containing the text: '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. 10 Feb 2023 12:17 CET'. The dialog has a 'Close' button.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type		Week2 out of 4 left	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Nominated confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Remove Confirm	

- After confirmation, the participant cannot be removed from your delegation unless the delegate was replaced (section 6.5.3). Part of the allocated quota has been permanently consumed. The status column indicates that the participant has been confirmed and is pending UNFCCC processing. Processing will often be automatic, and the status will change to “Registered” in the following hours, **however in some cases manual processing will need to be performed by UNFCCC**. Once the status changes to “Registered” an acknowledgement/visa letter will automatically be generated and sent to the unique email address the DCP provided for the delegate.

Logged in as Mr. NGO-C DCP [log out] Meeting: [redacted] Delegation: NGO-C

UNFCCC Online Registration

All participants My delegation Account settings Communication

The following nominations have been confirmed and are awaiting processing by the UNFCCC secretariat: Mme Soline Qamar. 10 Feb 2023 11:48 CET

Onsite

Step 1: Nominate by **09 Feb 2023** Deadline passed

Step 2: Your quota is **4** Check Attendance column for balance

Step 3: Confirm by **04 Jun 2023** 114 day(s), 12 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 UNFCCC 2023, 05-18 Jun 2023

Onsite

Filter participants: [input] Filter!

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 0 out of 4 left	Week2 0 out of 4 left			
<input type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Confirmed, pending UNFCCC processing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	

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

- In the screenshot below more of the participants have been confirmed. They are all pending UNFCCC processing.

Logged in as Mr. NGO-C DCP [log out] Meeting: [redacted] Delegation: NGO-C

UNFCCC Online Registration

All participants My delegation Account settings Communication

The following nominations have been confirmed and are awaiting processing by the UNFCCC secretariat: Mme Soline Qamar. 10 Feb 2023 11:48 CET

Onsite

Step 1: Nominate by **09 Feb 2023** Deadline passed

Step 2: Your quota is **4** Check Attendance column for balance

Step 3: Confirm by **04 Jun 2023** 114 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 UNFCCC 2023, 05-18 Jun 2023

Onsite

Filter participants: [input] Filter!

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 0 out of 4 left	Week2 0 out of 4 left			
<input type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Confirmed, pending UNFCCC processing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Confirmed, pending UNFCCC processing	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Confirmed, pending UNFCCC processing	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Confirmed, pending UNFCCC processing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Confirmed, pending UNFCCC processing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	

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

- Once UNFCCC processing has been completed, the “Status” column will normally change to “Registered” and the “Nomination Acknowledgement” button will be enabled. Almost there!

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

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by 09 Feb 2023 (Deadline passed)

Step 2: Your quota is 4 (Check Attendance column for balance)

Step 3: Confirm by 04 Jun 2023 (114 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 JNC 2023, 05-18 Jun 2023

Onsite

Filter participants: Filter!

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 0 out of 4 left	Week2 0 out of 4 left			
<input type="checkbox"/>	999	Mme Soine Qamar	Observer - NGO head	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Registered, acknowledgement sent to participant	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement

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

6.5.3 Replacing participants

Prior to confirmation:

Before you confirm a participant and prior to the confirmation deadline as noted on the top left of the “My delegation” tab, it is possible to edit the personal details of a participant (section 6.3.3), adjust attendance dates (section 6.5.1), or even remove the participant from your delegation completely (section 6.3.4).

If you need to replace a participant completely, you may remove that participant from your delegation and add a new participant, either by transferring an existing participant from the “All Participants” tab or by creating a completely new participant.

After confirmation:

In case a confirmed participant shall be replaced by another participant in draft, the DCP can do so by selecting the corresponding slot in the Communication log. Prior to the confirmation deadline, the DCP can create a new participant that shall replace the confirmed one. A confirmed delegate can be removed from a delegation by submitting a request to the UNFCCC via the Communication log.

Note that the option to select ‘replacement request’ for “type” under the communication tab will only appear when there is at least one confirmed participant in the delegation.

- Go to communication tab. Under “type” you will find a drop-down with multiple options. Click on “Replacement Request”.

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

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Other (Regular) [?]

Add a new message* Other (Regular) [?]
 Vaccination related queries
 Request to extend attendance
 Quota Increase Request
Replacement Request
 Daily badge request

Save and continue

* - mandatory field

Unread messages are displayed in **bold text**.

Nominator: NGO-C

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 loads three mandatory fields to be provided. Firstly, select from the list of options which confirmed participant should get replaced. Secondly, select from the list of participants in draft who will replace the confirmed participant. If the participant you want to appoint does not appear in this list, make sure that all the required personal details is provided for this participant. Thirdly, indicate the total period you would like to request attendance for the participant in draft. It also offers an optional section to post a reason for the replacement request. Once completed, click on “Save and continue”.

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

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Replacement Request [?]

Replace (cancel) confirmed* participant Mr. Kirill Sergeevich - [both weeks] - Obsei [?]

With the following participant* Mr. Santhosh Jackson - Observer-NGO [?]

Total attendance* Week1 only [?]

Reason Change of travel plans [?]

Save and continue

* - mandatory field

Unread messages are displayed in **bold text**.

Nominator: NGO-C

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](#) .

Once UNFCCC receives your replacement request, **it may take from a few hours to a few working days for the request to be approved**, as it requires manual processing to be performed by UNFCCC. When the status changes to “Registered” an acknowledgement/visa letter will automatically be generated and sent to the unique email address of the participant.

6.5.4 Request to Extend Attendance Dates

In case the attendance dates of a confirmed participant shall be extended, or attendance weeks amended without exceeding the allocated quota, the DCP can do so by selecting the corresponding slot in the Communication log. Note that the option to select ‘request to extend attendance’ for “type” under the communication tab will only appear when there is at least one confirmed participant registered for either the first or the second week (not both).

1. Go to communication tab. Under "type" you will find a drop-down with multiple options. Click on “Request to extend attendance”.

The screenshot shows the UNFCCC Online Registration system interface. At the top, it indicates the user is logged in as 'Mr. NGO-C DCP' and shows the current meeting as 'UNFCCC' and delegation as 'NGO-C'. The navigation tabs include 'All participants', 'My delegation', 'Account settings', and 'Communication', with 'Communication' being the active tab. The main heading is 'Communication with the Secretariat'. Below this, there is a form with a 'Type*' dropdown menu set to 'Other (Regular)'. The dropdown menu is open, showing options: 'Other (Regular)', 'Vaccination related queries', 'Request to extend attendance' (highlighted), 'Quota Increase Request', 'Replacement Request', and 'Daily badge request'. A 'Save and continue' button is located below the form. A legend indicates that an asterisk (*) denotes a mandatory field. At the bottom, it notes that unread messages are displayed in bold text and shows the nominator as 'NGO-C'.

The system loads two mandatory fields to be provided. Firstly, select the confirmed participant, whose attendance dates are to be amended. Secondly, indicate the total period you would like to request attendance for this confirmed participant. It also offers an optional section to post a reason for the request to extend attendance. Once completed, click on “Save and continue”.

In the example below, the attendance date of the confirmed participant has been extended from the first week to both weeks.

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

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Request to extend attendance [?]

Participant* Mx. Subasana Kulage - [Week1] [?]

Total attendance* Both weeks (whole conference duration) [?]

Reason Change in travel dates [?]

Save and continue

* - mandatory field

Unread messages are displayed in **bold text**.

Nominator: NGO-C

Continuing with another example, in the screenshot below the attendance dates of the confirmed participant is being amended from both weeks to the first week only.

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

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Request to extend attendance [?]

Participant* **Mr. Santhosh Jackson - [both weeks]** [?]

Total attendance* **Week1 only** [?]

Reason Change in travel dates [?]

Save and continue

* - mandatory field

Unread messages are displayed in **bold text**.

Nominator: NGO-C

Once UNFCCC receives your request to extend attendance, **it may take from a few hours to a few working days for the request to be approved**, as it requires manual processing to be performed by UNFCCC.

6.6 Step 4 - Download Nomination Acknowledgement/Visa Support Letter

1. Click on the “Nomination Acknowledgement” button to download the “Acknowledgement of Nomination/UNFCCC Visa Support Letter” document for a registered participant.

All changes that are processed in ORS by the DCP or upon request by the secretariat (e.g. personal details or registration type of the delegate) will automatically be reflected in the acknowledgement/visa letter.

More than one acknowledgement/visa letter can be downloaded at one time (as shown below) 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 screen.

The screenshot shows the UNFCCC Online Registration interface. At the top, it indicates the user is logged in as Mr. NGO-C DCP. The meeting is set for UNFCCC 2023, and the delegation is NGO-C. A navigation bar includes 'All participants', 'My delegation', 'Account settings', and 'Communication'. A progress bar shows three steps: Step 1 (Nominations by 09 Feb 2023, passed), Step 2 (Quota of 4, check attendance), and Step 3 (Confirm by 04 Jun 2023, 114 days left). An important notice states that UNFCCC has set a quota and users must confirm participants before the deadline.

The main section is titled 'My delegation for UNC 2023, 05-16 Jun 2023'. It features a search filter and a table of participants. The table has columns for selection, order in LOP, salutation and name, badge type, status, attendance (Week 1 and Week 2), data still required, action, and documents. Five participants are listed, all with checkboxes selected. At the bottom, there are buttons for 'Add a new participant', 'Download nomination acknowledgements' (highlighted with a red box), 'Download LOP for your delegation in Excel', and 'Export full set of data to Excel'.

<input checked="" type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 0 out of 4 left	Week2 0 out of 4 left			
<input checked="" type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Registered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input checked="" type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Registered, acknowledgement sent to participant	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input checked="" type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input checked="" type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input checked="" type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement

Note that before the download option for the Acknowledgement of Nomination/UNFCCC Visa Support Letter is available, the DCP or the respective participant will have to access a confirmation link. Depending on the conference setting, they may get prompted to an interface to provide further details.

From: UNFCCC Online Registration <onlinereg@unfccc.int>

Sent: Friday, 10 February, 2023 13:29

To: Santhosh Jackson <s_jackson@ngo-c.com>

Subject: Registration confirmation for UNFCCC UNC 2023

Registration confirmation for UNFCCC UNC 2023

Dear Mr. Santhosh Jackson,

You have been registered for UNFCCC UN Conference 2023.

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:

- That you will 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 organizing the UNFCCC UN Conference 2023 and issuance of related visa;
- 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 and the organization you represent.

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

Details on how to participate virtually will be shared prior to the commencement of the conference

Kind regards,

UNFCCC secretariat

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

It is the sole responsibility of the DCP to ensure that participants are aware of their assigned attendance dates, especially in cases where the initial attendance period has been rectified for some reason (e.g. Daily Badges). When approaching registration counter, each participant must bring their Nomination Acknowledgement document (sample shown below) along with their official and valid photo identification document to the session to collect their badge and enter the venue. This makes the registration of your participants at the venue much faster.



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



To Diplomatic Missions: Please take note of the code JKPE8W 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 UN Conference 2023, Bonn, Germany, from 05 Jun 2023 to 16 Jun 2023 as specified below.

Full name: Mr. Santhosh Jackson		
Date of Birth: 18 Jul 1980	Document identification number: 001110DP29329486C	Country of Nationality: Germany
Organization: NGO-C		
Registration type: Observer-NGO	Attendance starts: 05 Jun 2023	Attendance ends: 16 Jun 2023

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

6.6.1 After the confirmation deadline has passed

Once the confirmation deadline as noted on the top left of the “My delegation” tab has passed it is no longer possible to confirm participants directly. Please note that it is still possible to download documents for registered participants.

Unconfirmed participants will NOT be able to participate in the sessions.

Confirmed participants will NOT be able to participate until they have been processed by UNFCCC and their status has become “Registered”. There may be delays processing participants who are confirmed immediately before the confirmation deadline, due to the volume of processing UNFCCC will be required to perform. It is therefore recommended that you confirm earlier when this is possible.

6.6.2 After the sessions have ended

After the sessions have ended, you can view the final status of your nominated participants under the “My delegation” tab. The records of a confirmed participant cannot be deleted once a badge has been activated or a conference is over. The participants are saved and can be reused by transferring them to a future meeting

The screenshot shows the UNFCCC Online Registration interface. At the top, it indicates the user is logged in as 'Mr. NGO-C DCP' and is viewing the 'My delegation' tab for the meeting 'UNFCCC' and delegation 'NGO-C'. A navigation bar includes 'All participants', 'My delegation', 'Account settings', and 'Communication'. A prominent message states: 'Registration for the meeting is closed or not yet open.' Below this, a 'My delegation for UNFCCC 2023, 09-10 June 2023' section shows a 'Filter participants:' field and a 'Filter!' button. A table displays the following data:

Order in LOP	Salutation First / Last name	Badge type	Status	Attendance	
				Week1 1 out of 4 left	Week2 1 out of 4 left
999	Mme Soline Qamar	Observer - NGO head	Registered, acknowledgement delivered	<input checked="" type="checkbox"/>	<input type="checkbox"/>
999	Mr. Santhosh Jackson	Observer-NGO	Registered, acknowledgement delivered	<input checked="" type="checkbox"/>	<input type="checkbox"/>
999	Mx. Subasana Kulage	Observer-NGO	Registered, acknowledgement sent to participant	<input type="checkbox"/>	<input checked="" type="checkbox"/>
999	Ms. Eva Linero Villamizar	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>
999	Mr. Kirill Sergeevich	Observer-NGO	Registered, acknowledgement sent to participant	<input type="checkbox"/>	<input checked="" type="checkbox"/>
999	Ms. Juanita Timme	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table are buttons for 'Download LOP for your delegation in Excel' and 'Export full set of data to Excel'. At the bottom, there is a footer with technical support information: '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.'

6.7 Miscellaneous features


6.7.1 Changing your password

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

Note that the new password should be at least 8 characters long and contain at least one digit and one special character (for example ! , ~ ? .)

This password will be used each time you receive notification to nominate participants. You will not need to create a new login for each session.

Logged in as Ms. NGO-B DCP [\[log out\]](#) Meeting: **ORC 2023** Delegation: NGO-B

 UNFCCC Online Registration

All participants My delegation **Account settings** Communication

My account settings

E-mail address (cannot be changed):

Full name (cannot be changed):

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

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

New password: [\[?\]](#)

Confirm: [\[?\]](#)

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.



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](#) .

6.7.2 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 e-mail address and click "Continue".

Log in or Create new account

  UNFCCC
Online Registration



Password reminder

Enter your e-mail:

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 click "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](#).

6.8 Daily Badge System

The Daily Badge User Manual can be found here: <https://unfccc.int/documents/183721>

The Daily Badge Quick Video Guide can be found here: <https://youtu.be/bQjjnyds3j8>

The Daily Badge System FAQ can be found here: <https://unfccc.int/documents/550249>

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.
- If you choose to record your password somehow, please secure the record appropriately.
- 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 your representative.
- Only log in using the official UNFCCC Online Registration System web address, which always begins with "https://onlinereg.unfccc.int/". In particular, do not log in using web addresses provided in other websites, emails, or other messages you may receive (so called "phishing" attacks).
- Never tell your password to someone else, 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.
- For your security, the system will automatically log you out after 60 minutes of inactivity.
- For your security, the system will automatically log you out every 60 minutes even if your session is still active.