



**United Nations**  
Climate Change Secretariat

## **UNFCCC Online Registration System**

Parties and Observer States User Manual

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# 1 Overview

## 1.1 What the System does for you

The UNFCCC Online Registration System facilitates communication between the National Focal Points (NFP) of Parties / Observer States and the UNFCCC secretariat, with the aim of enhancing the efficiency of the nomination process for UNFCCC sessions.

As a National Focal Point, the primary objective when using the UNFCCC Online Registration System is to obtain a “Nomination Acknowledgement” document that is sent to each individual the Party wishes to nominate for a UNFCCC session as part of their 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 NFP 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 NFP, the downloaded document will no longer be valid. Informing the respective participant upon deregistration to the session is solely the responsibility of the NFP!**

## 1.2 What the System does

The UNFCCC Online Registration System permits a National Focal Point 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;
- 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 should present this document upon arrival at the session.

Use of the Online Registration System is not optional. All Parties and Observer States 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 National Focal Point and individual holding a representative account are the sole link to the participants through the Online Registration System.

## 2 Pre-requisites for using the System

### 2.1 National Focal Point contact details

Before a National Focal Point can use the System, the National Focal Point's contact details must be up to date with the UNFCCC secretariat, specifically the name and email address registered for the National Focal Point with UNFCCC.

Existing processes must be used to update these contact details (i.e. a letter from the ministry or Note verbale). Should a change be necessary the updates will flow through to the Online Registration System within several working days after your request is received by the UNFCCC External Relations [external-relations@unfccc.int](mailto:external-relations@unfccc.int).

**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 may delay your access to the system.**

### 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
- Relationship to nominator<sup>1</sup>
- Functional title<sup>1</sup>
- Department<sup>1</sup>
- Home organization<sup>1</sup>
- 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
- Badge Valid from (set to whole duration of the conference by default)
- Badge Valid thru (set to whole duration of the conference by default)

#### 2.2.1 Minister or Above

The "Minister or above" check box is a special feature provided to indicate that a delegate is a cabinet minister or above. If the "Minister or above" check box is ticked for a delegate, it is mandatory to upload a picture of the minister before the nominee can be confirmed.

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<sup>1</sup> UNFCCC secretariat considers that this information will help enhance the overall transparency of participation in the UNFCCC process and encourages all conference participants to provide this information. Note that in cases where participants choose not to provide the information, that choice will be made publicly available.



## **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 Parties / Observer States

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

Step	Indicative Timeline	Action(s)
1	Approximately three to four months prior to a session.	UNFCCC posts the official notification for an upcoming session at <a href="http://unfccc.int/parties_and_observers/notifications/items/3153.php">http://unfccc.int/parties_and_observers/notifications/items/3153.php</a> The Online Registration System is opened for nominations for this session.
	...	National Focal Points nominate participants to participate in the session simply by adding them to their delegation using the Online Registration System.
	...	National Focal Points 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 National Focal Point and/or participants. 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. National Focal Points and/or participants download "Acknowledgement of Nomination".
2	Registration for session open	Participants arrive at the session venue with their Acknowledgement of Nomination form and Official Photo ID.
	Shortly before the end of the session	Confirmations Close (For each session please check the deadline in the published notification to Parties and Observer States) National Focal Points and participants may still download "Acknowledgement of Nomination" documents.

## 4 Guidelines for using the system effectively

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

- Please **complete your work well in advance of the confirmation deadline**, so that if there are technical issues there will be time to rectify the problem.
- Please ensure you only confirm a nomination once you are sure that (a) the participant will attend, and (b) that you have correctly entered all of the participant's personal details.
- 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** (taking note of the previous point).
- 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**, to assist UNFCCC with planning and running the sessions.

## 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, also found at <https://unfccc.int/documents/63809>:

1. Anyone below 16 years of age (hereinafter referred to as the “minor”) nominated by a Party / Observer State 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. 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>
4. Should the minor violate any provision of UNFCCC guidelines for participation, both the minor and the chaperone will face the same consequences.
5. Should the chaperone violate any provision of UNFCCC guidelines for participation, the chaperone will face the consequences.
6. Should such consequences result in confiscation of the badge of the chaperone, then another chaperone from among the registered representatives of that Party / Observer State 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 Party / Observer State will be requested to remove the minor from the UNFCCC venues.

## 6 Instructions

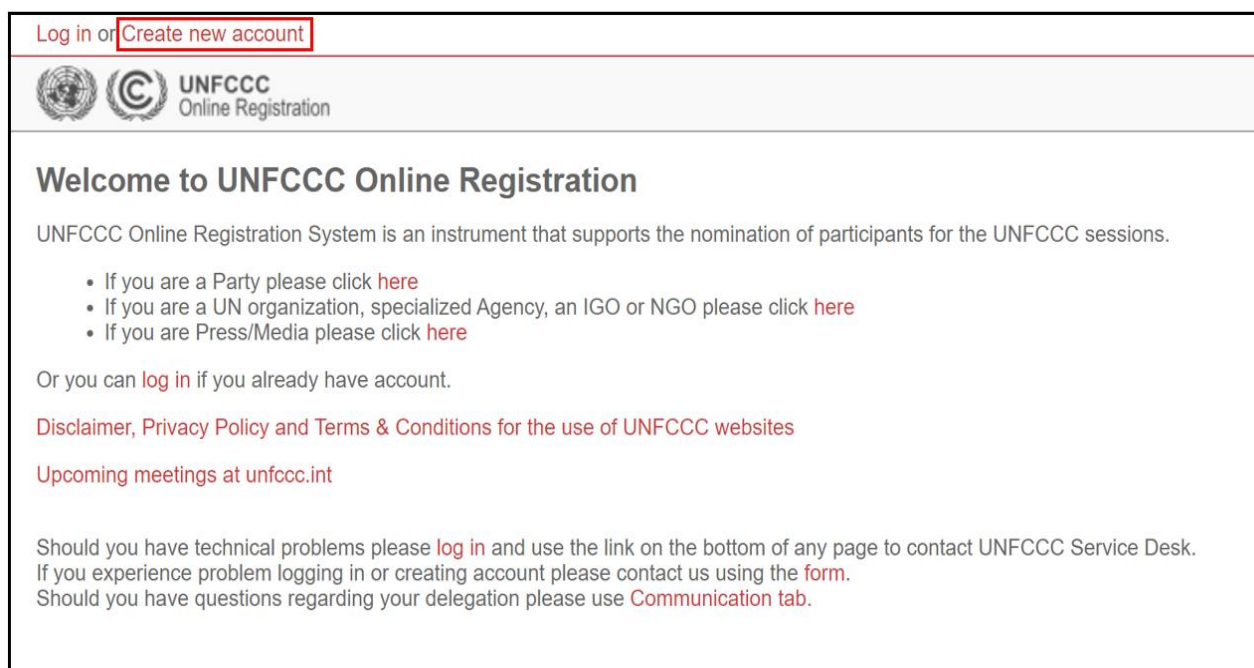
### 6.1 Accessing the system for the first time

#### 6.1.1 Web address



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

#### 6.1.2 Creating a new account in ORS

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](#)

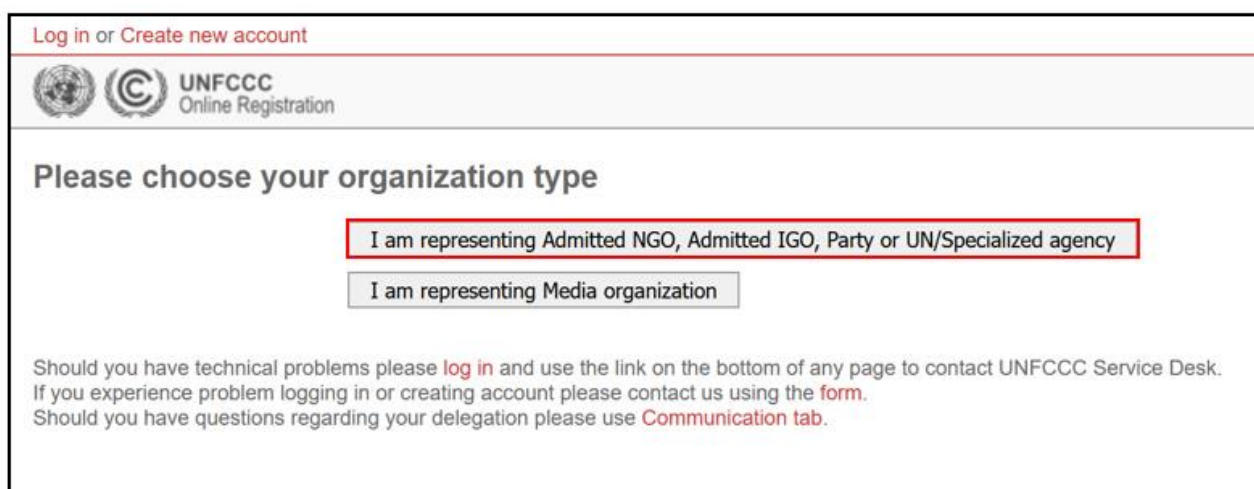
Or you can [log in](#) if you already have account.

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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](#)

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Online Registration

### Please choose your organization type



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

I am representing Media organization

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

3. Enter the name of your country. The system will make suggestions if you pause after typing a few characters”

Log in or [Create new account](#)

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



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

Country/organization:  |   
**Party-A - Party-A**  
Party

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](#).

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

Log in or [Create new account](#)

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Online Registration

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



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

Country/organization:

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

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

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

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### 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	
Party-A Party	<a href="#" style="border: 1px solid red; padding: 2px 10px;">Select and continue</a>

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. If your country has registered contact details with the secretariat, this next screen will give you two or three options. Select the option that best describes your situation and click on 'continue'.

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Online Registration

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### Step 2 - Identify yourself

Select an appropriate option from the list below:

I am Ms. National Focal Point



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 country you will see the screen below.

[Log in or Create new account](#)

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## 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 National Focal Point and your name is not listed, you will be shown instructions for how to update your contact details with UNFCCC. Once UNFCCC receives your communication, **it will take several working days** for the update to flow through to the Online Registration System.

[Log in or Create new account](#)

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Online Registration

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## 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. Confirm your identity by ticking the check box, enter your registered email address and retype the security code displayed on the screen 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 Ms. National Focal Point 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:






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 Ms. National Focal Point 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](mailto: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](mailto:onlinereg@unfccc.int)>  
**Sent:** Monday, 06 February, 2023 13:00  
**To:** National Focal Point <[nfp@party.unfccc.int](mailto:nfp@party.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 Ms. National Focal Point,

You are receiving this notification because you are registered as Designated Contact Point / National Focal Point of **Party-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 **Party-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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Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk.  
If you experience problem logging in or creating account please contact us using the [form](#).  
Should you have questions regarding your delegation please use [Communication tab](#).

9. An email from UNFCCC online registration ([onlinereg@unfccc.int](mailto: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](mailto:onlinereg@unfccc.int)>  
**Sent:** Monday, 6 February, 2023 13:29  
**To:** National Focal Point <[nfp@party.unfccc.int](mailto:nfp@party.unfccc.int)>  
**Subject:** Your login credentials

## Your login credentials

Dear Ms. National Focal Point,

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

Below are your login credentials:

Login: [nfp@party.unfccc.int](mailto:nfp@party.unfccc.int)  
Password : HJHTRrTX

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

Kind regards,



UNFCCC secretariat

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\*\*\* 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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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](#).

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 Ms. National Focal Point [\[log out\]](#) 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 as shown below. Now you are ready to begin creating the nominations!

Logged in as Ms. National Focal Point [\[log out\]](#) Meeting:  Delegation:

 **UNFCCC**  
Online Registration

 Default meeting has been changed 27 Feb 2023 13:46 CET

 Default delegation has been changed 27 Feb 2023 13:46 CET

**Welcome to UNFCCC Online Registration**

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

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

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

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

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Should you have technical problems [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 Parties & Observer States](#).

### 6.1.3 Creating a representative account

The NFP can create and delete “representative accounts” via the Account Settings tab once they have successfully logged in.

A representative account can do everything the NFP’s 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 NFP.**

**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 Ms. National Focal Point [log out] Meeting: **UNC 2023** Delegation: Party-A

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:

#### 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 Parties & Observer States](#).

2. Enter the representative’s salutation, first name, last name, email address twice and click “Save and Continue”.



Logged in as Ms. National Focal Point [log out] Meeting: UNFCCC 2023 Delegation: Party-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.

Given name: \* Eva  [?]

Family name: \* Linero Villamizar  [?]

Email address: \* elv@party.unfccc.int  [?]

Confirm e-mail address: \* elv@party.unfccc.int  [?]

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 Parties & Observer States.

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 Ms. National Focal Point [log out] Meeting: UNFCCC 2023 Delegation: Party-A

UNFCCC Online Registration

All participants My delegation **Account settings** Communication

### My account settings

E-mail address (cannot be changed): nfp@party.unfccc.int

Full name (cannot be changed): Ms. National Focal Point

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

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.

- An email from UNFCCC online registration ([onlinereg@unfccc.int](mailto: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 NFP 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](mailto:onlinereg@unfccc.int)>

**Sent:** Monday, 27 February, 2023 15:52

**To:** Eva Linero Villamizar<[elv@party.unfccc.int](mailto:elv@party.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. Eva Linero Villamizar,

Designated Contact Point / National Focal Point of **Party-A** (Ms. National Focal Point) 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 **Party-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:  [\[?\]](#)

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](#)

**UNFCCC**  
Online Registration

A login account has been created. An e-mail notification with login credentials has been sent to you. 27 Feb 2023 16:21 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](#).

- An email from UNFCCC online registration ([onlinereg@unfccc.int](mailto: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](mailto:onlinereg@unfccc.int)>  
**Sent:** Monday, 27 February, 2023 16:21  
**To:** Eva Linero Villamizar<[elv@party.unfccc.int](mailto:elv@party.unfccc.int)>  
**Subject:** Your login credentials

## Your login credentials

Dear Ms. Eva Linero Villamizar,

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

Below are your login credentials:

Login: [elv@party.unfccc.int](mailto:elv@party.unfccc.int)  
Password : [\\$dEWJolg](#)

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

Kind regards,

UNFCCC secretariat

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

### 6.1.4 *Deleting a representative account*

The NFP 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 Ms. National Focal Point [log out] Meeting: **UNFCCC 2023** Delegation: Party-A

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:

### 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. Eva Linero Villamizar	elv@party.unfccc.int	<input type="button" value="Delete account"/>

- 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 Ms. National Focal Point [log out] Meeting: **UNFCCC 2023** Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

27 Feb 2023 16:40 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.

## 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.

In the information banner under the “My delegation” tab, the ‘Onsite’ section displays the nomination and confirmation deadline meant for in-person participation. Similarly, the ‘Virtual-only’ section displays the nomination and confirmation deadline meant for virtual participation.

The screenshot shows the UNFCCC Online Registration System (ORS) interface. At the top, there is a navigation bar with 'Log in / Log Out', 'Meeting: [Meeting Name]', and 'Delegation: Party-A'. Below this is a header with 'UNFCCC Online Registration' and tabs for 'All participants', 'My delegation', 'Account settings', and 'Communication'. A red box highlights a message: 'Default meeting has been changed' with a timestamp of '24 Jul 2023 14:02 CET'. Below this, there are two sections: 'Onsite' and 'Virtual-only', both with a deadline of '27 Nov 2023' and '126 day(s), 9 hour(s) left'. A green bar indicates 'No delegations for ORS as of 24 Nov 2023'. Below this, there are tabs for 'Onsite' and 'Virtual-only', with a callout stating: 'The "Virtual-only" tab can be used to nominate and confirm delegates attending the conference virtually'. A message says 'No participants found. Click "Add new participant" button'. Below this, there is a section for 'Add a new participant' and a 'Please choose at least one head of delegation' message. At the bottom, there are four callouts: 'Displays error, warning, and information messages when you do something with the system' (pointing to the top message), 'The meeting you are working on' (pointing to the Meeting dropdown), 'The delegation you are working on' (pointing to the Delegation dropdown), and 'Displays critical information about the nomination process for the selected meeting (e.g. deadlines). The information displayed here may change as the process progresses.' (pointing to the Onsite/Virtual-only sections). Other callouts include: 'Lists your organization's past participants. You can transfer past participants from here to compose your delegations' (pointing to the 'All participants' tab), 'The My delegation tab is used to compose your organization's delegation for the currently selected meeting' (pointing to the 'My delegation' tab), and 'The Communication tab is used to respond to your registration issues. You can submit your requests in the Communication log' (pointing to the 'Communication' tab).

### 6.2.1 What the Virtual-only System does for you

The UNFCCC “Virtual-only” registration in the Online Registration System (ORS) facilitates Virtual-only (online) access to delegates from Parties / Observer States by providing access to UNFCCC meetings remotely, provided the meeting is open to the respective delegate and has the possibility for online participation.

The “Virtual-only” registration tab has been separated from the “Onsite” registration tab and allows the National Focal Point (NFP) of Parties / Observer States the ability for more inclusive participation in the UNFCCC sessions by adding delegates who cannot attend the conference physically to the “Virtual-only” environment.

**Note that registering the same participant under the “Onsite” and “Virtual-only” tabs is not possible.**

## Onsite attendance vs Virtual-only attendance

Participants registered for “Onsite” attendance will be registered for the whole duration of the conference to attend the conference in-person.

Participants registered for “Virtual-only” attendance will be registered for the whole duration of the conference to attend the conference online only.

### 6.3 Step 1 - Nominate and confirm participants by the confirmation deadline

The first step in the process is to nominate your participants for a meeting. 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 system interface. At the top, it shows the user is logged in as 'Ms. National Focal Point' and the current meeting is 'COP 26'. The interface is divided into sections for 'Onsite' and 'Virtual-only' attendance, both with a nomination deadline of 27 Nov 2023. A 'My delegation for COP 26, 24 Nov-12 Dec 2023' tab is active, showing a list of participants. The list includes names and meeting details, such as 'MWP: 2nd Global Dialogue and IFE' and 'UNFCCC'. A red box highlights the 'Meeting: COP 26' dropdown menu. The interface also includes a 'Delegation: Party-A' dropdown, a 'Communication' tab, and a 'Add a new participant' button. A message at the bottom states: 'No participants found. Click "Add new participant" button or transfer participants from a previous meeting. Delegation can be sorted by clicking the red title of each column. Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2. Please choose at least one head of delegation.'

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 of the participants from previous meetings (from the last 5 years onwards).

Logged in as Ms. National Focal Point [log out] Meeting: **UNC 2023** Delegation: Party-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"/>	Mx. Juanita Basnet	1980-07-18	juanita_b@party-a.com	Add to delegation
<input type="checkbox"/>	H.E. Ms. Soline Jackson		soline_j@party-a.com	Add to delegation
<input type="checkbox"/>	Eunice Kulage	1980-11-18	eunice_k@mecc.pa	Add to delegation
<input type="checkbox"/>	S.E. Sr. Santhosh Linero Villamizar	1975-03-16	santhosh_lv@party-a.com	Add to delegation
<input type="checkbox"/>	H.E. Ms. Eva Ngoufo Ngumouo	1957-06-06	minister@mecc.pa	Add to delegation
<input type="checkbox"/>	Mr. Martin Qamar	1985-03-03	r_jackson@mecc.pa	Add to delegation
<input type="checkbox"/>	H.R.H. Kirill Sergevich	1987-03-08	kirill_s@party-a.com	Add to delegation
<input type="checkbox"/>	S.E. Mme Ramooz Timme	1995-08-04	ramooz_t@party-a.com	Add to delegation

Transfer Participants

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

Logged in as Ms. National Focal Point [log out] Meeting: **UNC 2023** Delegation: Party-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"/>	Mx. Juanita Basnet	1980-07-18	juanita_b@party-a.com	Add to delegation
<input type="checkbox"/>	H.E. Ms. Soline Jackson		soline_j@party-a.com	Add to delegation
<input checked="" type="checkbox"/>	Eunice Kulage	1980-11-18	eunice_k@mecc.pa	Add to delegation
<input type="checkbox"/>	S.E. Sr. Santhosh Linero Villamizar	1975-03-16	santhosh_lv@party-a.com	Add to delegation
<input type="checkbox"/>	H.E. Ms. Eva Ngoufo Ngumouo	1957-06-06	minister@mecc.pa	Add to delegation
<input type="checkbox"/>	Mr. Martin Qamar	1985-03-03	r_jackson@mecc.pa	Add to delegation
<input type="checkbox"/>	H.R.H. Kirill Sergevich	1987-03-08	kirill_s@party-a.com	Add to delegation
<input type="checkbox"/>	S.E. Mme Ramooz Timme	1995-08-04	ramooz_t@party-a.com	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.





### All participants

Find participant:

Find!

<input type="checkbox"/>	Salutation First / Last name	Birth date	Email	Action
<input checked="" type="checkbox"/>	Mx. Juanita Basnet	1980-07-18	juanita_b@party-a.com	<a href="#">Add to delegation</a>
<input type="checkbox"/>	H.E. Ms. Soline Jackson		soline_j@party-a.com	<a href="#">Add to delegation</a>
<input checked="" type="checkbox"/>	Eunice Kulage	1980-11-18	eunice_k@mecc.pa	<a href="#">Add to delegation</a>
<input type="checkbox"/>	S.E. Sr. Santhosh Linero Villamizar	1975-03-16	santhosh_lv@party-a.com	<a href="#">Add to delegation</a>
<input checked="" type="checkbox"/>	H.E. Ms. Eva Ngoufo Ngumouo	1957-06-06	minister@mecc.pa	<a href="#">Add to delegation</a>
<input checked="" type="checkbox"/>	Mr. Martin Qamar	1985-03-03	r_jackson@mecc.pa	<a href="#">Add to delegation</a>
<input type="checkbox"/>	H.R.H. Kirill Sergevich	1987-03-08	kirill_s@party-a.com	<a href="#">Add to delegation</a>
<input checked="" type="checkbox"/>	S.E. Mme Ramooz Timme	1995-08-04	ramooz_t@party-a.com	<a href="#">Add to delegation</a>

[Transfer Participants](#)



3. Select the badge type appropriate to the participant(s) you wish to nominate and click on 'continue'. You will be able to change the badge type later if required. The possible badge types are:
  - Party head and Party deputy head: These delegates have access to some areas restricted to other registration types. The Head of State would be registered as Party Head and assigned the list of participants number 1 in the Online registration System. The Head of State – Party head will be reflected first on top of the public document – Final List of Participants.
  - Party delegate: Delegates attending the negotiations and have access to related areas. These delegates appear in the Final List of participants.
  - Party overflow: Participants not attending negotiation process, e.g. close protection officers/security, communications persons, drivers, interpreters.
  - Virtual-only (Party): Delegates attending the UNFCCC meetings virtually, provided the meeting is open to the respective delegate and has the possibility for online participation

Logged in as Ms. National Focal Point [log out] Meeting: **UNFCCC** Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Add participants to the delegation

Badge type: **Party delegate** ▼

**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 Parties & Observer States](#).

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

Logged in as Ms. National Focal Point [log out] Meeting: **UNFCCC** Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

**Successfully transferred: Mx. Juanita Basnet, Eunice Kulage, H.E. Ms. Eva Ngoufo Ngumouo, Mr. Martin Qamar, S.E. Mme Ramooz Timme to the meeting UN Conference 2023** 06 Mar 2023 10:48 CET

### All participants

Find participant:  **Find!**

<input type="checkbox"/>	Salutation First / Last name	Birth date	Email	Action
<input type="checkbox"/>	Mx. Juanita Basnet	1980-07-18	juanita_b@party-a.com	Already in delegation
<input type="checkbox"/>	H.E. Ms. Soline Jackson		soline_j@party-a.com	<b>Add to delegation</b>
	Eunice Kulage	1980-11-18	eunice_k@mecc.pa	Already in delegation
<input type="checkbox"/>	S.E. Sr. Santhosh Linero Villamizar	1975-03-16	santhosh_lv@party-a.com	<b>Add to delegation</b>
	H.E. Ms. Eva Ngoufo Ngumouo	1957-06-06	minister@mecc.pa	Already in delegation
	Mr. Martin Qamar	1985-03-03	r_jackson@mecc.pa	Already in delegation
<input type="checkbox"/>	H.R.H. Kirill Sergevich	1987-03-08	kirill_s@party-a.com	<b>Add to delegation</b>
	S.E. Mme Ramooz Timme	1995-08-04	ramooz_t@party-a.com	Already in 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 delegates labelled ‘Ministers or above’ and the head(s) of the delegation (‘Party Head’) will automatically go to the top of the list– no matter what LOP number is assigned. This is followed by ‘Party Deputy Head’, then ‘Party Delegate’ and lastly ‘Party overflow’.
  - 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 relationship to nominator, nationality, date of birth and identification document number will be collected for the first time by the new system.

Logged in as Ms. National Focal Point [log out] Meeting: COP 23 Delegation: Party-A

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

By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

**Onsite**  
N nominate and confirm by **27 Nov 2023**  
54 day(s), 8 hour(s) left

By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

**Virtual-only**  
N nominate and confirm by **27 Nov 2023**  
54 day(s), 8 hour(s) left

**My delegation for COP 23, 24 Nov-12 Dec 2023**

Onsite Virtual-only

Filter participants:  Filter!

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

Please choose at least one head of delegation

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.R.H. Kirill Sergevich	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	H.E. Ms. Ramooz Jackson	Party deputy head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mx. Soline Basnet	Party delegate	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	

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

### 6.3.2 Nominating completely new participants

1. Select the “Onsite” tab and click on the ‘Add New participant’ button at the bottom of the “My delegation” tab.

Logged in as Ms. National Focal Point [log out] Meeting: [Meeting ID] Delegation: Party-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

**Onsite**

Nominate and confirm by **27 Nov 2023**  
94 day(s), 7 hour(s) left

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

**Virtual-only**

Nominate and confirm by **27 Nov 2023**  
94 day(s), 7 hour(s) left

**My delegation for COP 19, 24 Nov-12 Dec 2023**

Onsite **Virtual-only**

Filter participants:  **Filter!**

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.  
Please choose at least one head of delegation

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.R.H. Kirill Sergevich	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	
<input type="checkbox"/>	999	H.E. Ms. Ramooz Jackson	Party deputy head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	

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

Alternatively, you can also add participants for virtual-only registration by selecting the “Virtual-only” tab. Then, click on the “Add a new Participant” button on the bottom left.

Logged in as Ms. National Focal Point [log out] Meeting: [Meeting ID] Delegation: Party-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

**Onsite**

Nominate and confirm by **27 Nov 2023**  
94 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 you confirm your participants before the Confirmation Deadline.

**Virtual-only**

Nominate and confirm by **27 Nov 2023**  
94 day(s), 6 hour(s) left

**My delegation for COP 19, 24 Nov-12 Dec 2023**

Onsite **Virtual-only**

Filter participants:  **Filter!**

Delegation can be sorted by clicking the red title of each column.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Soline Basnet	Virtual-only (Party)	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>
<input type="checkbox"/>	999	Mx. Juanita Kulage	Virtual-only (Party)	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>

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

- 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”

The screenshot shows the UNFCCC Online Registration interface. At the top, it indicates the user is logged in as 'Ms. National Focal Point' and is in a meeting for 'COP 23' with a delegation of 'Party-A'. Below the navigation tabs (All participants, My delegation, Account settings, Communication), a 'Did you know...' message is displayed. The message informs users that participants from 2010 onwards are listed in the 'All Participants' tab and can be added to a new delegation without re-entering details. Three buttons are shown: 'View existing participants', 'Add a completely new participant' (highlighted with a red box), and 'Do not show this message next time' (with an unchecked checkbox). At the bottom, there are links for technical support, delegation questions, and user manuals.

- Enter the participant’s personal details. Note that in order to save the participant record, the salutation, first name, last name, relationship to nominator, functional title, department, home organization, country of nationality, country of residence, residence city, badge type, order in list of participants and email address are mandatory fields.

However, the rest of the required 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.

Relationship to nominator, functional title, department and home organization are mandatory fields as the UNFCCC secretariat considers this information will help enhance the overall transparency of participation in the UNFCCC process and encourages all conference participants to provide this information. Note that in cases where participants choose not to provide the information, that choice will be reflected in the List of Participants published for the conference. FAQs on this can be found here: <https://unfccc.int/process-and-meetings/conferences/the-big-picture/changes-to-the-registration-system-and-process#What-information-will-be-disclosed-publicly-1>

For the participant’s home organization, department and functional title please enter the full official names/titles in English, French or Spanish. Please do not mix different languages and 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. National Focal Point [log out] Meeting: [Party-A] Delegation: [Party-A]

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Create/update participant

**Personal information**

Salutation: Ms. [?]

Given name: Subasana [?]

Family name: Qamar [?]

No last name in the passport:  [?]

Minister or above:  [?]

UNFCCC secretariat considers that this information will help enhance the overall transparency of participation in the UNFCCC process and encourages all conference participants to provide this information. It notes that in cases where participants choose not to provide the information, that choice will be made publicly available.  
[Information about relation with nominees on unfccc.int website](#)

Relationship to nominator: Paid relationship/contract with the nominat [?] **Please indicate the relationship you have with this nominee. Please refer to the FAQ listed above.**

Functional title: Chief Coordinator [?]

Department: Department of Climate Affairs [?]

Home organization: Ministry of Environment and Climate Change [?]

Date of birth (DD/MM/YYYY): 09/04/1980 [?]

Passport number ONLY: 32X832039 [?]

Nationality: Party-A [?]

Residence country: Party-A [?]

Residence city: Atlantis [?]

Personal, secure email address for this participant (used by participant to access online services): sqamar@mec.pa [?]

Phone number: [?]

**Participation parameters**

Badge type: Party delegate [?]

Order in List of Participants: 999 [?]

Badge valid from: 2023-11-24 [?]

Badge valid thru: 2023-12-12 [?]

**Save and continue**

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

For “virtual-only” registration, note that for “Badge type” you must select “Virtual-only (Party)”.

Logged in as Ms. National Focal Point [log out] Meeting: [Party-A] Delegation: [Party-A]

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Create/update participant

**Personal information**

Salutation: Ms. [?]

Given name: Eva [?]

Family name: Thanjavur Prakasam [?]

No last name in the passport:  [?]

Minister or above:  [?]

UNFCCC secretariat considers that this information will help enhance the overall transparency of participation in the UNFCCC process and encourages all conference participants to provide this information. It notes that in cases where participants choose not to provide the information, that choice will be made publicly available.  
[Information about relation with nominees on unfccc.int website](#)

Relationship to nominator: Paid relationship/contract with the nominat [?]

Functional title: Expert Advisor [?]

Department: Department of Climate Affairs [?]

Home organization: Ministry of Environment and Climate Change [?]

Date of birth (DD/MM/YYYY): 09/05/1980 [?]

Passport number ONLY: 8291H2940F [?]

Nationality: Party-A [?]

Residence country: Party-A [?]

Residence city: Atlantis [?]

Personal, secure email address for this participant (used by participant to access online services): etp@mec.pa [?]

Phone number: [?]

**Participation parameters**

Badge type: **Virtual-only (Party)** [?]

Order in List of Participants: 999 [?]

Badge valid from: 2023-11-24 [?]

Badge valid thru: 2023-12-12 [?]

**Save and continue**

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

4. The “My delegation” tab is re-displayed, with the new participant nominated.

Participant's record has been created 28 Aug 2023 15:34 CET

**Onsite**  
Nominating and confirm by **27 Nov 2023**  
91 day(s), 8 hour(s) left

**Virtual-only**  
Nominating and confirm by **27 Nov 2023**  
91 day(s), 8 hour(s) left

**My delegation for COP28, 30-31 Nov-12 Dec 2023**

Filter participants:

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

Please choose at least one head of delegation

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	
<input type="checkbox"/>	999	H.E. Ms. Ramooz Jackson	Party deputy head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	
<input type="checkbox"/>	999	Ms. Subasana Qamar	Party delegate	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	

### 6.3.3 Nominating a Minister or Above

To nominate a minister or above, the system offers a “Minister or above” check box in the create/update participant page. This is provided for delegates that are cabinet ministers or above. If the “Minister or above” check box is ticked for a delegate, it is mandatory to upload a picture of the minister before the nominee can be confirmed.

Minister or above

Relationship to nominator:  [?]

Functional title:  [?]

Department:  [?]

Home organization:  [?]

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

Passport number ONLY\*:  [?]

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\*:  [?]

Badge valid from\*:  [?]

Badge valid thru\*:  [?]

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

1. To indicate the delegate is a Minister or above, tick the “Minister or above” check box. This will prompt a dialog box asking to confirm that this delegate belongs to the cabinet of ministers or above (as shown below). Ensure that this information is correct before confirming and click on “OK”.

Logged in as Ms. National Focal Point [log out] Meeting: [Meeting Name] Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Create/update participant

**Personal information**

Salutation: H.E. Ms. [v]  
 Given name\*: Eva [?]  
 Family name\*: Ngoufo Ngumouo [?]  
 No last name in the passport:  [?]  
 Minister or above:  [?]

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

Information about relation with nominees on unfccc.int website

Relationship to nominator\*: Paid relationship/contract with the nominat [v]  
 Functional title\*: Minister [?]  
 Department\*: Ministry of Environment and Climate Change [?]  
 Home organization\*: Party-A [?]

Date of birth (DD/MM/YYYY)\*: 06/06/1958 [?]  
 Passport number ONLY\*: 122dv233 [?]  
 Nationality\*: Party-A [v]  
 Residence country\*: Party-A [v]  
 Residence city\*: Atlantis [?]  
 Personal, secure email address for this participant (used by participant to access online services): minister@mcecc.pa [?]  
 Phone number: [?]

**Participation parameters**

Badge type\*: Party head [v]  
 Order in List of Participants\*: 999 [?]  
 Badge valid from\*: 2023-11-24 [v]  
 Badge valid thru\*: 2023-12-12 [v]

Save and continue

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

onlinereg.unfccc.int

Ministers are people from the cabinet. Are you sure the person belongs to the cabinet of ministers?

OK Cancel

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

Logged in as Ms. National Focal Point [log out] Meeting: [Meeting Name] Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Create/update participant

**Personal information**

Salutation: H.E. Ms. [v]  
 Given name\*: Eva [?]  
 Family name\*: Ngoufo Ngumouo [?]  
 No last name in the passport:  [?]  
 Minister or above:  [?]

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

Information about relation with nominees on unfccc.int website

Relationship to nominator\*: Paid relationship/contract with the nominat [v]  
 Functional title\*: Minister [?]  
 Department\*: Ministry of Environment and Climate Change [?]  
 Home organization\*: Party-A [?]

Date of birth (DD/MM/YYYY)\*: 06/06/1958 [?]  
 Passport number ONLY\*: 122dv233 [?]  
 Nationality\*: Party-A [v]  
 Residence country\*: Party-A [v]  
 Residence city\*: Atlantis [?]  
 Personal, secure email address for this participant (used by participant to access online services): minister@mcecc.pa [?]  
 Phone number: [?]

**Participation parameters**

Badge type\*: Party head [v]  
 Order in List of Participants\*: 999 [?]  
 Badge valid from\*: 2023-11-24 [v]  
 Badge valid thru\*: 2023-12-12 [v]

Save and continue

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

The “My delegation” tab is re-displayed, with the updated participant’s record. As it is mandatory to upload a picture of a minister before the nominee can be confirmed, a red warning message



“Photo required” will be displayed in the “Data still required” column, even if all other required details of the participant has been provided.

Logged in as Ms. National Focal Point [log out] Meeting: [Meeting] Delegation: Party-A

UNFCCC Online Registration

Participant's record has been updated 28 Aug 2023 15:47 CET

**Onsite**  
Nominates and confirm by **27 Nov 2023**  
91 day(s), 8 hour(s) left

**Virtual-only**  
Nominates and confirm by **27 Nov 2023**  
91 day(s), 8 hour(s) left

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 26, 24 Nov-12 Dec 2023

Onsite Virtual-only

Filter participants: [ ] Filter

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

Please choose at least one head of delegation

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Ms. Eva Ngoufo Ngumouo	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Photo required	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	H.E. Ms. Ramooz Jackson	Party deputy head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Subasana Qamar	Party delegate	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	

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

2. The photo of a participant can be uploaded by clicking on the “Photo” button in the “Action” column under the “My delegation” tab. **Note that the “Confirm” button remains disabled for a Minister, until the photo is uploaded.**

Logged in as Ms. National Focal Point [log out] Meeting: [Meeting] Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Participant's record has been updated 28 Aug 2023 15:47 CET

**Onsite**  
Nominates and confirm by **27 Nov 2023**  
91 day(s), 8 hour(s) left

**Virtual-only**  
Nominates and confirm by **27 Nov 2023**  
91 day(s), 8 hour(s) left

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 26, 24 Nov-12 Dec 2023

Onsite Virtual-only

Filter participants: [ ] Filter

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

Please choose at least one head of delegation

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Ms. Eva Ngoufo Ngumouo	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Photo required	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	H.E. Ms. Ramooz Jackson	Party deputy head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Subasana Qamar	Party delegate	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	

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

3. The system then loads the “Upload Photo” page. Click on “Browse”, select the photo you want to upload from your files. Once the photo is uploaded, it gets displayed on the image



section. Ensure that the uploaded photo, and the participant's name are matching and click on "Save changes and continue".

Logged in as Ms. National Focal Point [log out] Meeting: [redacted] Delegation: Party.A

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Upload photo

The picture upload option has been installed for your VIP delegates or in case a badge needs to be pre-printed for an urgent reason. The secretariat reminds you that for security reasons it is strongly recommended that every delegate approaches in person the registration counters to have a real time picture taken, to be issued a badge and to sign the conference rules and regulations of the UNFCCC.


It is the NFP's responsibility to ensure that pictures are uploaded in the accurate order and appropriate to the conference needs.

Please upload portrait photo as for passport. Please make sure the uploaded picture matches the correct person.

**Photo requirements:**

- Taken within the last 6 months
- Portrait photo (biometric standards):
  - With no shadows
  - With a plain background
  - Person must face the camera in the photo
  - Have a neutral expression
  - Have both eyes open
  - Not wear eyeglasses except for medical reasons
- Image type: jpeg
- Image size: square, min 300 x 300 pixels

**2** Image



Participant name: Eva Nguoufou Nguimouo

**1** Photo\* Browse... No file selected.

**3** Save changes and continue Go back without saving

4. The "My delegation" tab is re-displayed, with the message bar displaying that the photo has been uploaded. Now the "confirm" button gets enabled (as shown below).

Logged in as Ms. National Focal Point [log out] Meeting: [redacted] Delegation: Party.A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Photo has been uploaded 28 Aug 2023 16:16 CET

**Onsite**  
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominate and confirm by **27 Nov 2023**  
91 day(s), 7 hour(s) left

**Virtual-only**  
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominate and confirm by **27 Nov 2023**  
91 day(s), 7 hour(s) left

**My Delegation for COP 28, 24 Nov - 12 Dec 2023**

Onsite  Virtual-only

Filter participants:  Filter!

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

**Please choose at least one head of delegation**

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Ms. Eva Nguoufou Nguimouo	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		<span style="border: 1px solid red; padding: 2px;">Edit</span> <span style="border: 1px solid red; padding: 2px;">Remove</span> <span style="border: 1px solid red; padding: 2px;">Confirm</span> <span style="border: 1px solid gray; padding: 2px;">Photo</span>	
<input type="checkbox"/>	999	H.E. Ms. Ramooz Jackson	Party deputy head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	<span style="border: 1px solid gray; padding: 2px;">Edit</span> <span style="border: 1px solid gray; padding: 2px;">Remove</span> <span style="border: 1px solid gray; padding: 2px;">Confirm</span> <span style="border: 1px solid gray; padding: 2px;">Photo</span>	
<input type="checkbox"/>	999	Ms. Subasana Qamar	Party delegate	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		<span style="border: 1px solid gray; padding: 2px;">Edit</span> <span style="border: 1px solid gray; padding: 2px;">Remove</span> <span style="border: 1px solid gray; padding: 2px;">Confirm</span> <span style="border: 1px solid gray; padding: 2px;">Photo</span>	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	<span style="border: 1px solid gray; padding: 2px;">Edit</span> <span style="border: 1px solid gray; padding: 2px;">Remove</span> <span style="border: 1px solid gray; padding: 2px;">Confirm</span> <span style="border: 1px solid gray; padding: 2px;">Photo</span>	

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

### 6.3.4 Editing participant personal details

The personal details for any unconfirmed 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. National Focal Point [log out] Meeting: [redacted] Delegation: Party-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

**Onsite**  
Step 1. Nominate by **09 Feb 2023**  
8 days(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 you confirm your participants before the Confirmation Deadline.

**Virtual-only**  
Nominate and confirm by **27 Nov 2023**  
81 day(s), 11 hour(s) left

**My delegation for COP 18, 24 Nov-12 Dec 2023**

Onsite Virtual-only

Filter participants: [input] Filter!

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

Please choose at least one head of delegation

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party delegate	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Subasana Gamar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	

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

Figure below:

- A delegate can only be confirmed (section 6.4) 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 NFP. The acknowledgement letter will automatically reflect the changes (section 6.5).
- In case the grey fields Given Name and Family Name need to be updated, the NFP is requested to submit a message in the Communication tab. Once changes are processed by the secretariat, they will automatically be reflected in the acknowledgement letter (section 6.5).

Logged in as Ms. National Focal Point [log out] Meeting: **UNFCCC** Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Create/update participant

**Personal information**

Salutation: Ms. [?]

Given name: Eva [?]

Family name: Thanjavur Prakasam [?]

Minister or above:  [?]

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

**Information about relation with nominees on unfccc.int website**

Relationship to nominator: Paid relationship/contract with the nominat [?]

Functional title: Expert Advisor [?]

Department: Department of Climate Affairs [?]

Home organization: Ministry of Environment and Climate Change [?]

Date of birth (DD/MM/YYYY): 09/05/1980 [?]

Passport number ONLY: 8291H2940F [?]

Nationality: Party-A [?]

Residence country: Party-A [?]

Residence city: Atlantis [?]

Personal, secure email address for this participant (used by participant to access online services): etp@mecpa [?]

Phone number: [?]

**Participation parameters**

Badge type: Party delegate [?]

Order in List of Participants: 999 [?]

Badge valid from: 2023-11-24 [?]

Badge valid thru: 2023-12-12 [?]

Save and continue

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

### 6.3.5 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.

Logged in as Ms. National Focal Point [log out] Meeting: **UNFCCC** Delegation: Party-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

**Onsite**  
N nominate and confirm by **27 Nov 2023**  
81 day(s), 11 hour(s) left

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

**Virtual-only**  
N nominate and confirm by **27 Nov 2023**  
81 day(s), 11 hour(s) left

**My Delegation for COP 28, 24 Nov-12 Dec 2023**

Onsite Virtual-only

Filter participants:  Filter!

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

Please choose at least one head of delegation

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party delegate	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Subasana Qamar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	

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

## 6.4 Step 3 - Confirm participants by the confirmation deadline

You can confirm exactly who will be participating as part of your delegation. However, before a participant can be confirmed, the “Data still required” column clearly displays what remains to be done. **All required personal details of a participant must be completed to enable their “Confirm” buttons.**

Logged in as Ms. National Focal Point [log out] Meeting: **UNFCCC** Delegation: Party-A

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

**Onsite**  
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominate and confirm by **27 Nov 2023**  
81 day(s), 9 hour(s) left

**Virtual-only**  
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominate and confirm by **27 Nov 2023**  
81 day(s), 9 hour(s) left

**My delegation for COP 28, 24 Nov-12 Dec 2023**

**Onsite** Virtual-only

Filter participants:

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.  
Please choose at least one head of delegation

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Photo required	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	
<input type="checkbox"/>	999	Mr. Martin Kulage	Party deputy head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party delegate	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	
<input type="checkbox"/>	999	Ms. Subasana Qamar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	

### 6.4.1 Confirming participants

- To confirm a participant, 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 tab (as shown below). Ensure that all the details are correct before confirming and click on “OK”.

Logged in as Ms. National Focal Point [log out] Meeting: **2023-10-24** Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

**Onsite**  
N nominate and confirm by **27 Nov 2023**  
81 day(s), 9 hour(s) left

**Virtual-only**  
N nominate and confirm by **27 Nov 2023**  
81 day(s), 9 hour(s) left

**My delegation for COP 28, 24 Nov-12 Dec 2023**

Onsite Virtual-only

Filter participants:

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

Please choose at least one head of delegation

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Photo required	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mr. Martin Kulage	Party deputy head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party delegate	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Subasana Qamar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	

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

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

OK Cancel

2. After Confirmation, 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 NFP provided for the delegate.

Logged in as Ms. National Focal Point [log out] Meeting: **2023-10-24** Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

The following nominations have been confirmed and are awaiting processing by the UNFCCC secretariat: H.E. Mr. Kirill Sergevich. 07 Sep 2023 16:59 CET

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

**Onsite**  
N nominate and confirm by **27 Nov 2023**  
81 day(s), 7 hour(s) left

**Virtual-only**  
N nominate and confirm by **27 Nov 2023**  
81 day(s), 7 hour(s) left

**My delegation for COP 28, 24 Nov-12 Dec 2023**

Onsite Virtual-only

Filter participants:  Filter!

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Confirmed, pending UNFCCC processing	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mr. Martin Kulage	Party deputy head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party delegate	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Subasana Qamar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	

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

Note that all fields **except salutation and name** can be edited by you even after confirmation of a delegate. If a participant should be removed or further changes to a participant are required after confirming, please contact UNFCCC.

Alternatively, more than one participant can be confirmed at a time by selecting the checkboxes on the left and clicking the “Confirm selected” button at the bottom left.

Logged in as Ms. National Focal Point [log out] Meeting: **UNFCCC** Delegation: Party-A

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

**Onsite** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominate and confirm by **27 Nov 2023** 81 day(s), 6 hour(s) left

**Virtual-only** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominate and confirm by **27 Nov 2023** 81 day(s), 6 hour(s) left

**My delegation for COP 28, 24 Nov-12 Dec 2023**

**Onsite** Virtual-only

Filter participants:  **Filter!**

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

Please choose at least one head of delegation

<input checked="" type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input checked="" type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	
<input checked="" type="checkbox"/>	999	Mr. Martin Kulage	Party deputy head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	
<input checked="" type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party delegate	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	
<input checked="" type="checkbox"/>	999	Ms. Subasana Qamar	Party overflow	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	

[Add a new participant](#) **Confirm selected** [Download LOP for your delegation in Excel](#) [Export full set of data to Excel](#) [High Level Segment speakers](#)

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

Logged in as Ms. National Focal Point [log out] Meeting: **UNFCCC** Delegation: Party-A

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

**The following nominations have been confirmed and are awaiting processing by the UNFCCC secretariat: H.E. Mr. Kirill Sergevich, Mr. Martin Kulage, Mr. Santhosh Linero Villamizar, Ms. Subasana Qamar** 07 Sep 2023 17:33 CET

**Onsite** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominate and confirm by **27 Nov 2023** 81 day(s), 6 hour(s) left

**Virtual-only** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominate and confirm by **27 Nov 2023** 81 day(s), 6 hour(s) left

**My delegation for COP 28, 24 Nov-12 Dec 2023**

**Onsite** Virtual-only

Filter participants:  **Filter!**

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Confirmed, pending UNFCCC processing	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	
<input type="checkbox"/>	999	Mr. Martin Kulage	Party deputy head	Confirmed, pending UNFCCC processing	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party delegate	Confirmed, pending UNFCCC processing	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	
<input type="checkbox"/>	999	Ms. Subasana Qamar	Party overflow	Confirmed, pending UNFCCC processing	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	

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

- 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 Ms. National Focal Point [log out] Meeting: COP25 Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

**Onsite** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023** 81 day(s), 6 hour(s) left

**Virtual-only** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023** 81 day(s), 6 hour(s) left

My delegation for COP 25, 24 Nov-12 Dec 2023

Onsite Virtual-only

Filter participants:  Filter

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Martin Kulage	Party deputy head	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party delegate	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Subasana Qamar	Party overflow	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	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 High Level Segment speakers

#### 6.4.2 Changing the Badge Type of a Participant

This feature allows you to change the badge type of a participant from one to the other as required. For example, you may consider doing this to change the badge type of a participant from onsite participation to Virtual-only participation, and vice-versa. In addition, badge types can also be changed between the onsite badge types ('Party Head' or 'Party Deputy Head' or 'Party Delegate' or 'Party Overflow').

**Please note that there is no limit to the number of times a Party can change the badge type of their delegates until the confirmation deadline.**

To move registered participants from Onsite to Virtual-only or vice versa **after** the confirmation deadline has passed, please provide the names of the delegates (exactly as registered in your delegation) via a request in the Communication tab, and the secretariat will reassign them on your behalf.

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

- To change the badge type of a participant, click on the 'Edit' button under the 'Action' column on the "My delegation" page. This is possible on both tabs, "onsite" tab as well as the "Virtual-only" tab.



In the screenshot below, the example is displayed on the “onsite” tab.

Logged in as Ms. National Focal Point [log out] Meeting: [Meeting] Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

**Onsite** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023** 80 day(s), 10 hour(s) left

**Virtual-only** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023** 80 day(s), 10 hour(s) left

My delegation for COP 28, 24 Nov-13 Dec 2023

Onsite Virtual-only

Filter participants: [ ] Filter

Delegation can be sorted by clicking the red title of each column. Head of delegation is Nr. 1 in the List Of Participants. Deputy head is Nr. 2.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Mr. Krill Sergevich	Party head	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Carolina Qamar	Party delegate	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Margarita Linero Villamizar	Party overflow	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	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 High Level Segment speakers

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

Logged in as Ms. National Focal Point [log out] Meeting: [Meeting] Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Ms.

Given name: Margarita

Family name: Linero Villamizar

Minister or above:

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

Information about relation with nominees on unfccc.int website

Relationship to nominator: Partner/sponsorship of the nominating entit

Functional title: Senior Policy Advisor

Department: Climate Research Program

Home organization: Save the Green Forests

Date of birth (DDMM/YYYY): 28/02/1974

Passport number ONLY: 103830394830

Nationality: Party-A

Residence country: Party-A

Residence city: Bonn

Personal, secure email address for this participant (used by participant to access online services): mlv@sgf.com

Phone number: [ ]

Participation parameters

Badge type: Party overflow

Order in List of Participants: --- Please select ---

Badge valid from: Party head

Badge valid thru: Party deputy head

Party delegate

Party overflow

Virtual-only (Party)

Save and continue

Note that the validity dates for both “onsite” and “Virtual-only” badge types are for the whole duration of the conference by default.

In the example below, the badge type of the registered participant (Ms. Margarita Linero Villamizar) is being changed from ‘Party Overflow’ to the badge type ‘Virtual-only (Party)’.



Logged in as Ms. National Focal Point [log out] Meeting: **UNFCCC** Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Create/update participant

**Personal information**

Salutation: Ms. [?]

Given name: Margarita [?]

Family name: Unero Vbarnar [?]

Minister or above:  [?]

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

[Information about relation with nominees on unfccc.int website](#)

Relationship to nominator: Partner/sponsorship of the nominating entity [?]

Functional title: Senior Policy Advisor [?]

Department: Climate Research Program [?]

Home organization: Save the Green Forests [?]

Date of birth (DDMMYYYY)\*: 28/02/1974 [?]

Passport number ONLY\*: 103830394830 [?]

Nationality: Party-A [?]

Residence country: Party-A [?]

Residence city: Bonn [?]

Personal, secure email address for this participant (used by participant to access online services): mkv@sgf.com [?]

Phone number: [?]

**Participation parameters**

Badge type: **Virtual-only (Party)** [?]

Order in List of Participants: 999 [?]

Badge valid from: 2023-11-24 [?]

Badge valid thru: 2023-12-12 [?]

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

Please confirm badge type/validity dates change.

Please confirm registration type/badge validity dates change:  [?]

Save and continue

Continuing with another example, badge types can also be changed between the onsite badge types.

Logged in as Ms. National Focal Point [log out] Meeting: **UNFCCC** Delegation: Party-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

**Onsite** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023** 80 day(s), 8 hour(s) left

**Virtual-only** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023** 80 day(s), 8 hour(s) left

**My delegation for COP 28, 24 Nov-12 Dec 2023**

Onsite Virtual-only

Filter participants: [input] Filter!

Delegation can be sorted by clicking the red title of each column. Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Carolina Qamar	Party delegate	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	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 High Level Segment speakers

In the example below, the badge type of the registered participant (Ms. Carolina Qamar) is being changed from 'Party Delegate' to the badge type 'Party Deputy Head'.

Logged in as Ms. National Focal Point [log out] Meeting: **2023-11-24** Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Create/update participant

**Personal information**

Salutation: Ms. [?]

Given name: Carolina [?]

Family name: Qamar [?]

Minister or above:  [?]

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

[Information about relation with nominees on unfccc.int website](#)

Relationship to nominator: **Paid relationship/contract with the nominee** [?]

Functional title: Chief Coordinator [?]

Department: Department of Climate Affairs [?]

Home organization: Ministry of Environment and Climate Change [?]

Date of birth (DDMMYYYY): 09/04/1980 [?]

Passport number ORLID: 324532372938 [?]

Nationality: Party-A [?]

Residence country: Party-A [?]

Residence city: Atlanta [?]

Personal, secure email address for this participant (used by participant to access online services): sqamar@mecc.pa [?]

Phone number: [?]

**Participation parameters**

Badge type: **Party deputy head** [?]

Order in List of Participants: 999 [?]

Badge valid from: 2023-11-24 [?]

Badge valid thru: 2023-12-12 [?]

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

Please confirm badge type/validity dates change.

Please confirm registration type/badge validity dates change:  [?]

**Save and continue**

- Once the new badge type of the participant is selected, tick the check box to confirm the changes made to the badge type and validity dates of the participant and click on “Save and continue”

Logged in as Ms. National Focal Point [log out] Meeting: **2023-11-24** Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Create/update participant

**Personal information**

Salutation: Ms. [?]

Given name: Margarita [?]

Family name: Uneso Vilamzar [?]

Minister or above:  [?]

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

[Information about relation with nominees on unfccc.int website](#)

Relationship to nominator: **Partner/sponsorship of the nominating entity** [?]

Functional title: Senior Policy Advisor [?]

Department: Climate Research Program [?]

Home organization: Save the Green Forests [?]

Date of birth (DDMMYYYY): 28/02/1974 [?]

Passport number ORLID: 103830394830 [?]

Nationality: Party-A [?]

Residence country: Party-A [?]

Residence city: Bonn [?]

Personal, secure email address for this participant (used by participant to access online services): mv@sgf.com [?]

Phone number: [?]

**Participation parameters**

Badge type: **Virtual-only (Party)** [?]

Order in List of Participants: 999 [?]

Badge valid from: 2023-11-24 [?]

Badge valid thru: 2023-12-12 [?]

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

Please confirm badge type/validity dates change.

Please confirm registration type/badge validity dates change:  [?]

**Save and continue**

- Once processed the participant has the updated badge type and attendance. If applicable the participant is moved to the respective tab, i.e., “Onsite” or “Virtual-only” under the “My delegation” page.

Continuing the first example from above (on page 44), the registered participant (Ms. Margarita Linero Villamizar) has been moved from the “Onsite” tab to the “Virtual-only” tab as the badge type was changed to ‘Virtual-only (Party)’.

Logged in as Ms. National Focal Point [log out] Meeting: **CDP 28** Delegation: Party-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

**Onsite** By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023**  
76 day(s), 10 hour(s) left

**Virtual-only** By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023**  
76 day(s), 10 hour(s) left

**My delegation for CDP 28, 24 Nov-12 Dec 2023**

Onsite **Virtual-only**

Filter participants:  **Filter!**

Delegation can be sorted by clicking the red title of each column.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Margarita Linero Villamizar	Virtual-only (Party)	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Virtual-only (Party)	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>

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

**Please note that the system will automatically send the updated Nomination Acknowledgement /UNFCCC Visa Support Letter to the registered participant only in case of changes to the badge validity dates as well as changes to the badge type from onsite to virtual-only, and vice-versa.** In such cases, the “My delegation” tab is re-displayed, with the message bar displaying that the email has been sent to the respective registered participant (as shown below).

Logged in as Ms. National Focal Point [log out] Meeting: **CDP 28** Delegation: Party-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

**Onsite** By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023**  
80 day(s), 8 hour(s) left

**Virtual-only** By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023**  
80 day(s), 8 hour(s) left

**My delegation for CDP 28, 24 Nov-12 Dec 2023**

Onsite **Virtual-only**

Filter participants:  **Filter!**

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>
<input type="checkbox"/>	999	Ms. Carolina Qamar	Party delegate	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Confirm</a> <a href="#">Photo</a>	<a href="#">Nomination Acknowledgement</a> <a href="#">Re-send acknowledgement</a>

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

**Email to participant about registration dates/type change has been sent.** 08 Sep 2023 15:17 CET

- If an automatic email is not sent by the system, as a final step, click on the “Re-send acknowledgement” button to send the updated ‘Acknowledgement of Nomination / UNFCCC Visa Support Letter’ document to the registered participant.

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

Logged in as Ms. National Focal Point [log out] Meeting: [redacted] Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite  
Nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Virtual-only  
Nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 28, 14 Nov-12 Dec 2023

Onsite Virtual-only

Filter participants: [input] Filter!

Delegation can be sorted by clicking the red title of each column.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Margarita Linero Villamizar	Virtual-only (Party)	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Virtual-only (Party)	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		Edit Remove Confirm Photo	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 High Level Segment speakers

### 6.4.3 Swap Participants

This feature allows you to swap two confirmed delegates between the “Onsite” and “Virtual-only” tabs. You can submit a “Swap Participants Request” to swap/exchange the mode of participation for the respective two confirmed delegates in one go.

**\*\*\*Please note that the “Swap Participants Request” can only be submitted for confirmed participants in both “Onsite” and “Virtual-only” tabs respectively.** For detailed instructions on how to confirm a delegate please refer to section 6.4.

If you wish to swap participants from “Virtual-only” to “Onsite”, and vice versa, please follow the instructions below:

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

Logged in as Ms. National Focal Point [log out] Meeting: UNFCCC Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

### Communication with the Secretariat

Type\* Other (Regular) [?]

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

- Other (Regular)
- Visa related queries
- Vaccination related queries
- Funding related queries
- Pre-Printed badges
- Swap Participants Request**

Save and continue

\* - mandatory field

Unread messages are displayed in bold text.

2. The system loads two mandatory fields to be provided. Firstly, the option “Confirmed participant whose area should be swapped” will appear. Select the name of participant to be swapped from “onsite” to “virtual-only” attendance, and vice versa.
3. Secondly, the option “With following confirmed participant” gets displayed. Choose another participant that needs to be swapped with the above selected participant.
4. It also offers an optional section to post a reason for the Swap Participants Request. Once completed, click on “Save and continue”.

Please note that if the participant you want to appoint does not appear in the drop-down list, make sure that all the required personal details is provided for this participant, and they are duly confirmed.

In the example below, “onsite” attendance of the confirmed participant (Mr. Santhosh Kulage) is being swapped with the “Virtual-only” attendance of the confirmed participant (Ms. Ramooz Timme).

Logged in as Ms. National Focal Point [log out] Meeting: UNFCCC Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

### Communication with the Secretariat

Type\* Swap Participants Request [?]

Confirmed participant who's\*  
area should be swapped Mr. Santhosh Kulage - Onsite (Party delega [?]

With following confirmed\*  
participant Ms. Ramooz Timme - Virtual only (Virtual c [?]

Reason [?]

Save and continue

\* - mandatory field

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

request is approved a confirmation email will be sent to the unique email addresses of both the swapped participants.

**\*\*\*Please note there is no limit to the number of times the NFP can swap their delegates from “Virtual-only” to “Onsite”, and vice versa. However, all such swaps must be completed by the confirmation deadline.**

Logged in as Ms. National Focal Point [log out] Meeting: **UNC 2023** Delegation: Party-A

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

New message has been posted 05 May 2023 09:45 CET

**Onsite**  
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominate and confirm by **16 Jun 2023**  
42 day(s), 14 hour(s) left

**Virtual-only**  
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominate and confirm by **27 Nov 2023**  
79 day(s), 4 hour(s) left

**My delegation for UNC 2023, 30 May-18 Jun 2023**

Onsite Virtual-only

Filter participants:

Delegation can be sorted by clicking the red title of each column.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	2	Mr. Martin Qamar	Virtual only (Party)	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
<input type="checkbox"/>	999	Mx. Subasana Linero Villamizar	Virtual only (Party)	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
<input type="checkbox"/>	999	Ms. Ramooz Timme	Virtual only (Party)	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>

## 6.5 Step 4 - Download Nomination Acknowledgement / Visa Support Letter

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 NFP 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.

Logged in as Ms. National Focal Point [log out] Meeting: **UNFCCC COP 28** Delegation: Party-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

**Onsite** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023**  
81 day(s), 6 hour(s) left

**Virtual-only** By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Nominate and confirm by **27 Nov 2023**  
81 day(s), 6 hour(s) left

**My delegation for COP 28, 24 Nov-12 Dec 2023**

Onsite Virtual-only

Filter participants:

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

<input checked="" type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input checked="" type="checkbox"/>	999	H.E. Mr. Kirill Sergevich	Party head	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
<input checked="" type="checkbox"/>	999	Mr. Martin Kulage	Party deputy head	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
<input checked="" type="checkbox"/>	999	Mr. Santhosh Linero Villamizar	Party delegate	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
<input checked="" type="checkbox"/>	999	Ms. Subasana Qamar	Party overflow	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>

Note that before the download option for the Acknowledgement of Nomination/UNFCCC Visa Support Letter is available, the NFP 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](mailto:onlinereg@unfccc.int)>

**Sent:** Friday, 1 March, 2023 13:29

**To:** Eunice Basnet <[e\\_basnet@party-a.com](mailto:e_basnet@party-a.com)>

**Subject:** Registration confirmation for UNFCCC UNC 2023

## Registration confirmation for UNFCCC UNC 2023

Dear Mx. Eunice Basnet,

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 NFP to ensure that participants have downloaded the Nomination Acknowledgement / UNFCCC Visa Support Letter documents.** 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 7HP6WM 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 National Focal Point (NFP) nominated the individual to attend the meeting session UN Conference 2023, Bonn, Germany, from 30 May 2023 to 16 Jun 2023 as specified below.

Full name: Mx. Eunice Basnet		
Date of Birth: 18 Jul 1980	Document identification number: 28923737	Country of Nationality: Party-A
Party or observer State: Party-A		
Registration type: Party overflow	Attendance starts: 30 May 2023	Attendance ends: 16 Jun 2023

Diplomatic missions of the Host Country have been informed about these sessions. In this context, the United Nations Framework Convention on Climate Change Secretariat (UNFCCC Secretariat) requests the customary assistance of the Host Government to speed up the process of issuance of a visa to the said representative to facilitate such participation.

### 6.5.1 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.

### 6.5.2 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.

Logged in as Ms. National Focal Point [\[log out\]](#) Meeting: **UNC 2023** Delegation: Party-A



**UNFCCC**  
 Online Registration

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

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

**My delegation for UNC 2023, 24 Nov-12 Dec 2023**

Filter participants:

Delegation can be sorted by clicking the red title of each column.  
 Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

Please choose at least one head of delegation

Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance
999	H.E. Ms. Eva Ngoufo Ngumouo	Party head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023
999	H.E. Ms. Ramooz Jackson	Party deputy head	Nominated, pending DCP/NFP confirmation	24 Nov-12 Dec 2023
999	Mx. Juanita Kulage	Party delegate	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023
999	Ms. Margarita Linero Villamizar	Party overflow	Registered, acknowledgement sent to participant	24 Nov-12 Dec 2023

## 6.6 Miscellaneous features


### 6.6.1 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. National Focal Point [\[log out\]](#) Meeting: Party-A Delegation: Party-A

 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 Parties & Observer States](#).

### 6.6.2 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](#)

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  **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](#)

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  **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](#).

## 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.