



United Nations
Climate Change Secretariat

UNFCCC Online Registration System

United Nations Organizations and Specialized Agencies User
Manual

Release 2.1
September 2023

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1 Overview

1.1 What the System does for you

The UNFCCC Online Registration System facilitates communication between the Designated Contact Point (DCP) of the UN system organizations / Specialized UN Agencies and the UNFCCC secretariat, with the aim of enhancing the efficiency of the nomination process for UNFCCC sessions.

As a Designated Contact 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 UN system organizations / Specialized UN agencies 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 DCP or the participants have downloaded these documents, the nomination process is NOT yet finished, and the participants will NOT be able to attend the session!

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

1.2 What the System does

The UNFCCC Online Registration System permits a Designated Contact 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 UN system organizations / Specialized UN agencies wishing to participate in a UNFCCC session are required to nominate and confirm their participants using the system.

1.3 What the System does NOT do

- The System does NOT give login permissions to participants. The Designated Contact Point 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 Designated Contact Point contact details

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

Existing processes must be used to update these contact details (i.e. a letter from the UN system organization or the Specialized UN agency 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.

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 nominator¹
- Functional title¹
- Department¹
- Home organization¹
- Country of Nationality
- Country of Residence
- Residence City
- Badge Type
- Order in List of Participants
- Email Address
- Is UN staff member

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 the official Head / Executive of the UN organization. If the "Minister or above" check box

¹ 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.

is ticked for a delegate, it is mandatory to upload a picture of the official Head / Executive before the nominee can be confirmed.

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 UN system organizations / Specialized UN agencies

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 http://unfccc.int/parties_and_observers/notifications/items/3153.php The Online Registration System is opened for nominations for this session.
	...	Designated Contact Points nominate participants to participate in the session simply by adding them to their delegation using the Online Registration System.
	...	Designated Contact 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 Designated Contact 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. Designated Contact 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 UN system organizations / Specialized UN agencies) Designated Contact 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:

1. Anyone below 16 years of age (hereinafter referred to as the “minor”) nominated by a UN system organization / Specialized UN agency 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 UN system organization / Specialized UN agency 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 UN system organization / Specialized UN agency will be requested to remove the minor from the UNFCCC venues.

6 Instructions

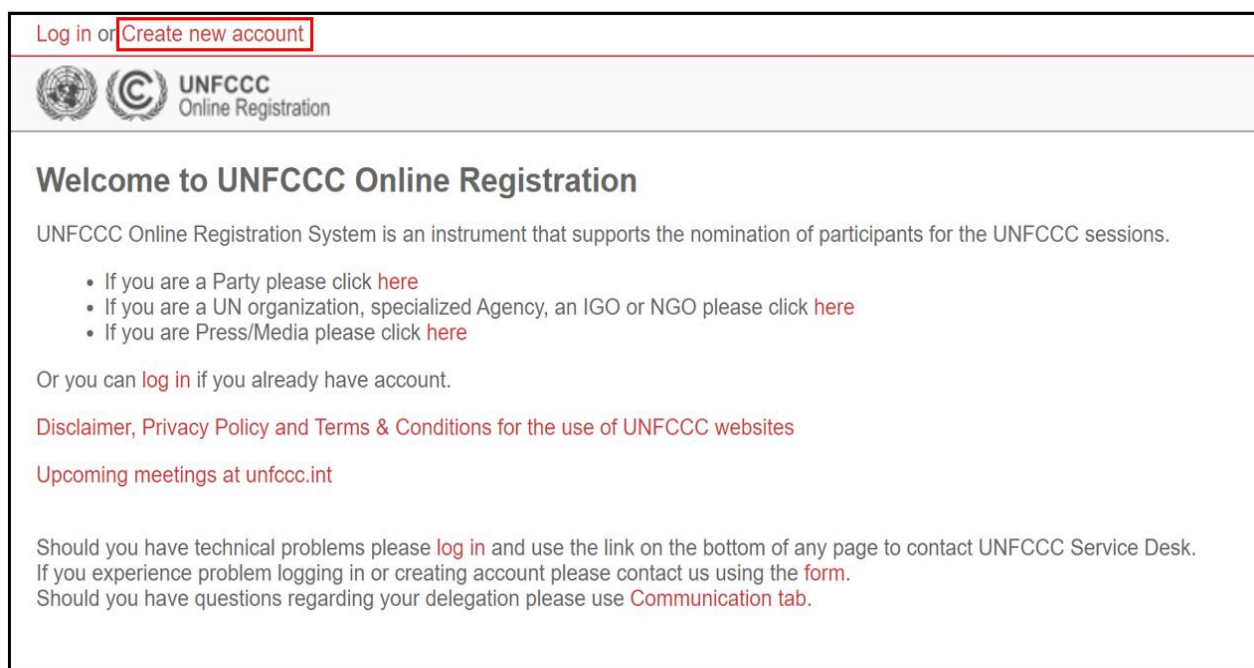
6.1 Accessing the system for the first time

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](#)

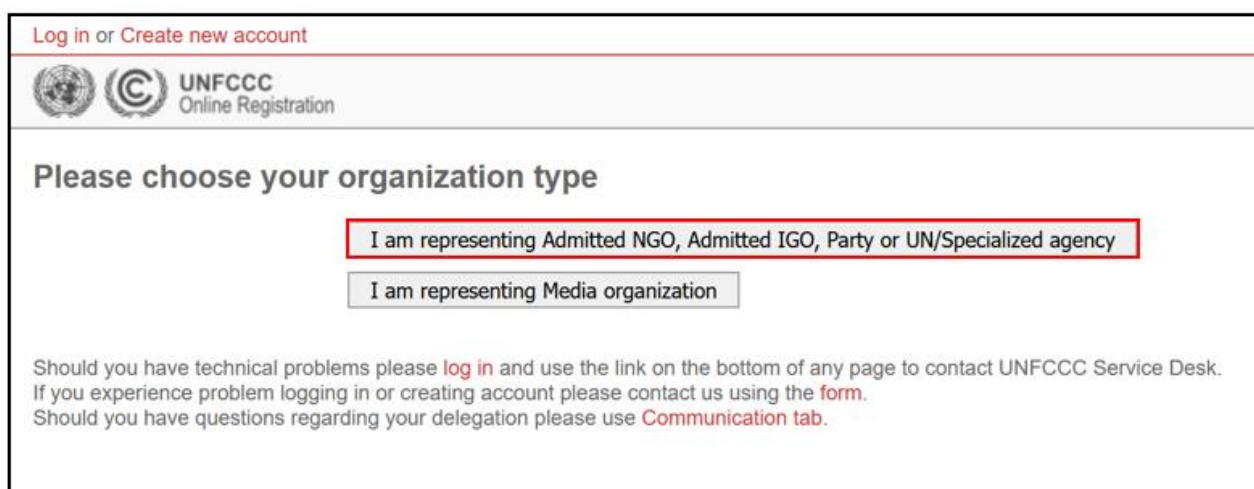
Or you can [log in](#) if you already have account.

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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**

  **UNFCCC**
Online Registration

Please choose your organization type



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

I am representing Media organization

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If you experience problem logging in or creating account please contact us using the [form](#).
Should you have questions regarding your delegation please use [Communication tab](#).

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

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

 **UNFCCC**
Online Registration

Step 1: Find country/organization you are representing

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

Country/organization:

UN System Organization A - UNSOA



Kazakhstan

UN system organization

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If you experience problem logging in or creating account please contact us using the [form](#).
Should you have questions regarding your delegation please use [Communication tab](#).

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

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

 **UNFCCC**
Online Registration

Step 1: Find country/organization you are representing



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

Country/organization:

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

4. Confirm the organization 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](#)



UNFCCC
 Online Registration

Step 1: Find country/organization you are representing

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

Country/organization:



Choose your country/organization

Entity details	
UN System Organization A UN system organization Kazakhstan	<input type="button" value="Select and continue"/>

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 If you experience problem logging in or creating account please contact us using the [form](#).
 Should you have questions regarding your delegation please use [Communication tab](#).

5. If your organization 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'.

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



UNFCCC
 Online Registration

Step 2 - Identify yourself



Select an appropriate option from the list below:

☒ I am Ms. UN Organization DCP
☐ I am a Designated Contact Point / Head of organization, but my name is not listed above

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

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

[Log in or Create new account](#)



UNFCCC
 Online Registration



No focal points / DCPs found

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

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

If you are the Designated Contact 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](#)



UNFCCC
 Online Registration

How to register a National Focal Point/Designated Contact Point

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



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

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

6. 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. UN Organization DCP and I would like to create an account

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



Re-type security code from the picture:



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. UN Organization DCP has been sent. Please check your inbox 03 Mar 2023 16:07 CET

Please choose your organization type

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

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

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

Sent: Friday, 3 March, 2023 16:08

To: UN Organization DCP<dcp@un.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. UN Organization DCP,

You are receiving this notification because you are registered as Designated Contact Point / National Focal Point of **UN System Organization 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 **UN System Organization 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](#)

**UNFCCC**
Online Registration

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

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

E-mail address
(cannot be changed):

Full name
(cannot be changed):


Please choose your secret*
question: [?]


Secret answer:* [?]

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

The system will display a message “A login account has been created. An 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. 03 Mar 2023 16:11 CET

Welcome to UNFCCC Online Registration

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

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

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

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

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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) should soon arrive in your email account (see sample email below). This contains your login credentials.

From: UNFCCC Online Registration <onlinereg@unfccc.int>
Sent: Friday, 3 March, 2023 16:12
To: UN Organization DCP<dcp@un.unfccc.int>
Subject: Your login credentials

Your login credentials

Dear Ms. UN Organization DCP,

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

Below are your login credentials:

Login: dcp@un.unfccc.int
Password : iq!mRueP

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



Kind regards,

UNFCCC secretariat

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

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

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

 **UNFCCC**
Online Registration

Welcome to UNFCCC Online Registration

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

- If you are a Party please click [here](#)
- If you are a UN organization, specialized Agency, an IGO or NGO please click [here](#)
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Or you can [log in](#) if you already have account.

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

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If you experience problem logging in or creating account please contact us using the [form](#).
Should you have questions regarding your delegation please use [Communication tab](#).

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

Online Registration login page

Login name:

Password:

Log in

[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. UN Organization DCP [log out] Meeting: Delegation:


Your default meeting and delegation are not selected

Select your delegation: The following meeting(s) are available.
Please select the meeting you are applying to attend:

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

The system will display the messages that the default meeting and delegation has been changed as shown below. Now you are ready to begin creating the nominations!

Logged in as Ms. UN Organization DCP [log out] Meeting: Delegation:

 **UNFCCC**
Online Registration

Default meeting has been changed 03 Mar 2023 16:24 CET
 Default delegation has been changed 03 Mar 2023 16:24 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 UN Agencies](#).

6.1.3 Creating a representative account

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

A representative account can do everything the DCP’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 DCP.**

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. UN Organization DCP [log out] Meeting: **UNFCCC 2023** Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation **Account settings** Communication

My account settings

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

Full name (cannot be changed): Ms. UN Organization DCP

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

Secret answer: [?]

New password: [?]

Confirm: [?]

Save settings

Representative accounts

No representative accounts registered.

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

Create new representative account

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

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

Logged in as Ms. UN Organization DCP [log out] Meeting: **UNC 2023** Delegation: UN System Organization

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: * Ramooz [?]

Family name: * Ngoufo Ngumouo [?]

Email address: * rngoufongumouo@un.org [?]

Confirm e-mail address: * rngoufongumouo@un.org [?]

Save and continue

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

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. UN Organization DCP [log out] Meeting: **UNC 2023** Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Invitation email to Ms. Ramooz Ngoufo Ngumouo (rngoufongumouo@un.org) has been sent. This invitation must be accepted by the representative within 72 hours. 06 Mar 2023 12:12 CET

My account settings

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

Full name (cannot be changed): Ms. UN Organization DCP

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

Secret answer: [?] [?]

New password: [?] [?]

Confirm: [?]

Save settings

Representative accounts

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

Create new representative account

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

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

From: UNFCCC Online Registration <onlinereg@unfccc.int>
Sent: Monday, 6 March, 2023 12:12
To: Ramooz Ngoufo Ngumouo<rngoufongumouo@un.org>
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. Ramooz Ngoufo Ngumouo,

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

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

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

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

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

Kind regards,


UNFCCC secretariat

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”.

Logged in as Ms. UN Organization DCP [log out]

Meeting: UNFCCC

Delegation: UN System Organization

 UNFCCC
Online Registration

All participants

My delegation

Account settings

Communication

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:*


[\[?\]](#)

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

Logged in as **Ms. UN Organization DCP** [\[log out\]](#)

Meeting: **UNFCCC 2023**

Delegation: **UN System Organization**


 **UNFCCC**
Online Registration

All participants

My delegation

Account settings

Communication

 A login account has been created. An e-mail notification with login credentials has been sent to you.

06 Mar 2023 12:22 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 [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 UN Agencies](#).

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

From: UNFCCC Online Registration <onlinereg@unfccc.int>
Sent: Monday, 6 March, 2023 12:22
To: Ramooz Ngoufo Ngumouo<rngoufongumouo@un.org>
Subject: Your login credentials

Your login credentials

Dear Ms. Ramooz Ngoufo Ngumouo,

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

Below are your login credentials:

Login: rngoufongumouo@un.org
Password : yu4FEq9k

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 DCP 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. UN Organization DCP [log out] Meeting: **UNC 2023** Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation **Account settings** Communication

My account settings

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

Full name (cannot be changed): Ms. UN Organization DCP

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

Secret answer: [?]

New password: [?]

Confirm: [?]

Save settings

Representative accounts

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

Full name	E-mail address	Action
Ms. Ramooz Ngoufo Ngumouo	rngoufongumouo@un.org	Delete account

Create new representative 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. UN Organization DCP [log out] Meeting: **UNC 2023** Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Login account has been deleted. Your counterpart will be notified on your decision. 06 Mar 2023 12:29 CET

My account settings

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

Full name (cannot be changed): Ms. UN Organization DCP

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

Secret answer: [?]

New password: [?]

Confirm: [?]

Save settings

Representative accounts

No representative accounts registered.

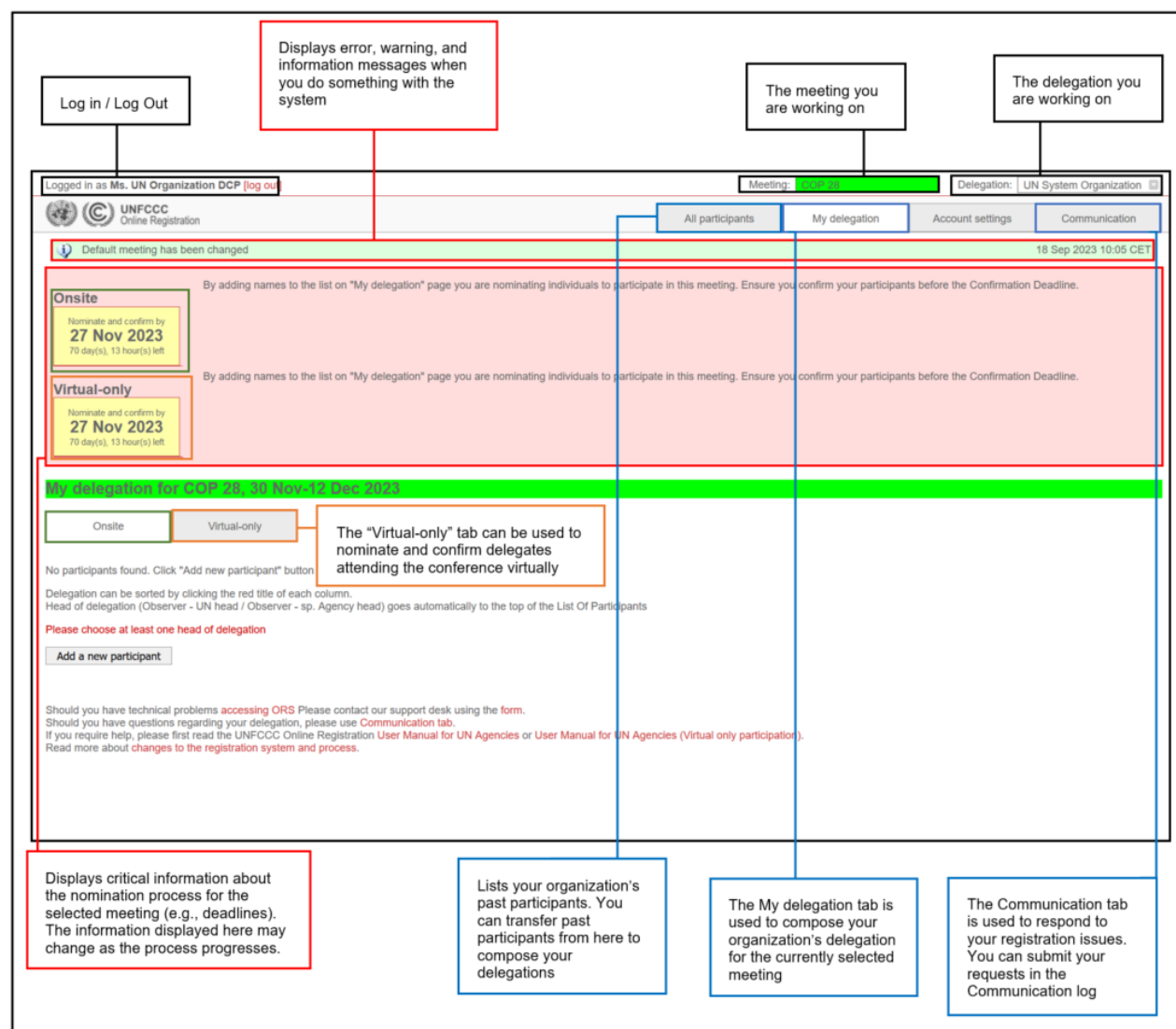
You can create and delete representative accounts if you would like someone else to create nominations on your behalf. Representative accounts have full access to the Online Registration System on your behalf. It is your responsibility to ensure the accounts are created and deleted appropriately.

Create new representative account

6.2 Overview of the user interface

This section briefly introduces some key elements of the website by looking at its most important part, the “My delegation” tab.

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.



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 UN system organizations / Specialized UN Agencies 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 Designated Contact Point (DCP) of UN system organizations / Specialized UN Agencies 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.

Logged in as Ms. UN Organization DCP [log out] Meeting: **COP 26** Delegation: UN System Organization

UNFCCC Online Registration All participants UNC 2023 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 nominate and confirm by **27 Nov 2023** 126 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 nominate and confirm by **27 Nov 2023** 126 day(s), 9 hour(s) left

My delegation for COP 26, 27 Nov 2023

Onsite Virtual-only

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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

Please choose at least one head of delegation

Add a new participant

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 UN Agencies or User Manual for UN Agencies (Virtual only participants).
Read more about changes to the registration system and process.

COP 26
SB 50
COP 26
May-June 2021 Climate Change Conference
Sessions of the Subsidiary Bodies 26
22nd meeting of the Technology Executive Committee
Bidding on the proposed programme budget for the biennium 2022-2023
SB 677
Climate Dialogues 2020
COP 25
SB 50
COP 24
Add SB 48 (BKK)
SB 48
COP 23
SB 46
COP22/CMP12
SB 44
ADP 2.11 (October 2015)
ADP 2.10 (August/September 2015)
SB 42
COP 21/CMP 11
ADP 2.8

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. UN Organization DCP [log out] Meeting: **UNFCCC** Delegation: UN System Organization

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. Martin Basnet	1995-05-07	mbasnet@yahoo.com	Add to delegation
<input type="checkbox"/>	Ms. Juanita Eunice Jackson	1975-03-16	jjackson@un.org	Add to delegation
<input type="checkbox"/>	Santhosh Kulage	1989-12-04	skulage@hotmail.com	Add to delegation
<input type="checkbox"/>	Mme Subasana Linero Villamizar	1993-11-05	slvillamizar@un.org	Add to delegation
<input type="checkbox"/>	Ms. Ramooz Ngoufo Ngumouo	1960-07-02	rngoufongumouo@un.org	Add to delegation
<input type="checkbox"/>	Mr. Kirill Sergeyvich	1988-11-06	ksergeyvich@un.org	Add to delegation
<input type="checkbox"/>	Ms. Eva Soline Timme		etimme@un.org	Add to delegation

Transfer Participants

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

Logged in as Ms. UN Organization DCP [log out] Meeting: **UNFCCC** Delegation: UN System Organization

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. Martin Basnet	1995-05-07	mbasnet@yahoo.com	Add to delegation
<input type="checkbox"/>	Ms. Juanita Eunice Jackson	1975-03-16	jjackson@un.org	Add to delegation
<input checked="" type="checkbox"/>	Santhosh Kulage	1989-12-04	skulage@hotmail.com	Add to delegation
<input type="checkbox"/>	Mme Subasana Linero Villamizar	1993-11-05	slvillamizar@un.org	Add to delegation
<input type="checkbox"/>	Ms. Ramooz Ngoufo Ngumouo	1960-07-02	rngoufongumouo@un.org	Add to delegation
<input type="checkbox"/>	Mr. Kirill Sergeyvich	1988-11-06	ksergeyvich@un.org	Add to delegation
<input type="checkbox"/>	Ms. Eva Soline Timme		etimme@un.org	Add to delegation



Transfer Participants

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

Logged in as Ms. UN Organization DCP [log out]

Meeting: UNC 2023

Delegation: UN System Organization

 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 checked="" type="checkbox"/>	Mx. Martin Basnet	1995-05-07	mbasnet@yahoo.com	Add to delegation
<input type="checkbox"/>	Ms. Juanita Eunice Jackson	1975-03-16	jjackson@un.org	Add to delegation
<input checked="" type="checkbox"/>	Santhosh Kulage	1989-12-04	skulage@hotmail.com	Add to delegation
<input type="checkbox"/>	Mme Subasana Linero Villamizar	1993-11-05	slvillamizar@un.org	Add to delegation
<input checked="" type="checkbox"/>	Ms. Ramooz Ngoufo Ngumouo	1960-07-02	rngoufongumouo@un.org	Add to delegation
<input type="checkbox"/>	Mr. Kirill Sergeyvich	1988-11-06	ksergeyvich@un.org	Add to delegation
<input checked="" type="checkbox"/>	Ms. Eva Soline Timme		etimme@un.org	Add to delegation

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:
- Observer UN Head / Observer Sp. agency Head: These delegates have access to some areas restricted to other registration types. The head of the organization should be registered as Observer UN Head / Observer Sp. agency Head and assigned the list of participants number 1 in the Online registration System. The Observer UN Head / Observer Sp. agency head will be reflected first on top of the public document – Final List of Participants
 - Observer UN / Observer Sp. agency: Delegates attending the negotiations and have access to related areas. These delegates appear in the Final List of participants.
 - Observer UN overflow / Observer Sp. Agency overflow: Participants not attending negotiation process, e.g. close protection officers/security, communications persons, drivers, interpreters.
 - Virtual-only (UN): 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. UN Organization DCP [log out] Meeting: **UNFCCC 2023** Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings Communication

Add participants to the delegation

Badge type: **Observer - UN**

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 UN Agencies](#).

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. UN Organization DCP [log out] Meeting: **UNFCCC 2023** Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings Communication

Successfully transferred: Mx. Martin Basnet, Santhosh Kulage, Ms. Ramooz Ngoufo Ngumouo, Ms. Eva Soline Timme to the meeting UN Conference 2023
06 Mar 2023 14:53 CET

All participants

Find participant:

<input type="checkbox"/>	Salutation First / Last name	Birth date	Email	Action
<input type="checkbox"/>	Mx. Martin Basnet	1995-05-07	mbasnet@yahoo.com	Already in delegation
<input type="checkbox"/>	Ms. Juanita Eunice Jackson	1975-03-16	jjackson@un.org	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Santhosh Kulage	1989-12-04	skulage@hotmail.com	Already in delegation
<input type="checkbox"/>	Mme Subasana Linero Villamizar	1993-11-05	slvillamizar@un.org	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Ms. Ramooz Ngoufo Ngumouo	1960-07-02	rngoufongumouo@un.org	Already in delegation
<input type="checkbox"/>	Mr. Kirill Sergeyvich	1988-11-06	ksergeyvich@un.org	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Ms. Eva Soline Timme		etimme@un.org	Already in delegation

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’ (Official Head / Executive of the organization) and the head(s) of the delegation (‘Observer UN Head / Observer Sp. agency Head’) will automatically go to the top of the list– no matter what LOP number is assigned. This is followed by ‘Observer UN / Observer Sp. agency’, then by ‘Observer UN overflow / Observer Sp. agency 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, is UN staff member and identification document number will be collected for the first time by the new system.

Logged in as Ms. UN Organization DCP [log out](#) Meeting: **UNFCCC** Delegation: UN System Organization

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**
70 day(s), 10 hour(s) left

Virtual-only
N nominate and confirm by **27 Nov 2023**
70 day(s), 10 hour(s) left

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

My delegation for CDP 23, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Soline Jackson	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mx. Martin Gamar	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 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. UN Organization DCP [log out] Meeting: **UNFCCC** Delegation: UN System Organization

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

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

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

Virtual-only

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

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

My delegation for DCP 15, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants
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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mx. Martin Qamar	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 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

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. UN Organization DCP [log out] Meeting: **UNFCCC** Delegation: UN System Organization

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

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

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

Virtual-only

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

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

My delegation for DCP 15, 30 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	Mr. Kiril Sergeyevich	Virtual-only (UN)	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Ramooz Vignale Lopepe	Virtual-only (UN)	Registered, acknowledgement sent to participant	30 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

2. It will open a dialog screen as shown below and ask you to pick an option. Click on “Add a completely new participant”.

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

Logged in as Ms. UN Organization DCP [log out] Meeting: UNFCCC Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings Communication

Did you know...

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

☐ Do not show this message next time

Should you have technical problems accessing ORS Please contact our support desk using the form.
Should you have questions regarding your delegation, please use Communication tab.
If you require help, please first read the UNFCCC Online Registration User Manual for UN Agencies or User Manual for UN Agencies (Virtual only participation).
Read more about changes to the registration system and process.

3. 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, is a UN staff member 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.

Is UN staff member: Please indicate if participant is a UN staff member (e.g. holds a valid contract with the UN, has UNLP or has a valid email address from an UN agency etc.). Please note that when registering non-UN staff delegates, you are kindly requested to answer 'no'.

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

Logged in as Ms. UN Organization DCP [log out] Meeting: [Meeting Name] Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Ms. [v]
 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 nominee [?] Please indicate the relationship you have with this nominee. Please refer to the FAQ listed above.
 Functional title: Manager [?]
 Department: Registration and Accreditation Management [?]
 Home organization: UN System Organization A [?]

Date of birth (DD/MM/YYYY): 16/03/1975 [?]
 Passport number ONLY: 128192809 [?]
 Nationality: Switzerland [v]
 Residence country: Switzerland [v]
 Residence city: Geneva [?]
 Personal, secure email address for this participant (used by participant to access online services): etp@un.org [?]
 Phone number: [?]

Participation parameters

Badge type: Observer - UN [v]
 Order in List of Participants: 999 [?]
 Is UN staff member: Yes [v]
 Badge valid from: 2023-11-30 [v]
 Badge valid thru: 2023-12-12 [v]

Save and continue

* - mandatory field * - must be completed before confirmation

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

Logged in as Ms. UN Organization DCP [log out] Meeting: [Meeting Name] Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Ms. [v]
 Given name: Martin [?]
 Family name: Kulage [?]
 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: Partner/sponsorship of the nominating entb [?] [v]
 Functional title: Policy Advisor [?]
 Department: CCA [?]
 Home organization: Save the Green Forests [?]

Date of birth (DD/MM/YYYY): 07/05/1995 [?]
 Passport number ONLY: 192819289128500 [?]
 Nationality: Germany [v]
 Residence country: Germany [v]
 Residence city: Berlin [?]
 Personal, secure email address for this participant (used by participant to access online services): mkulage@sgf.com [?]
 Phone number: [?]

Participation parameters

Badge type: Virtual-only (UN) [v] [?]
 Order in List of Participants: 999 [?]
 Is UN staff member: No [v]
 Badge valid from: 2023-11-30 [v]
 Badge valid thru: 2023-12-12 [v]

Save and continue

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

Logged in as Ms. UN Organization DCP [log out] Meeting: [Meeting] Delegation: [UN System Organization]

UNFCCC Online Registration

All participants My delegation Account settings Communication

Participant's record has been created 18 Sep 2023 14:09 CET

Onsite

Nominate and confirm by **27 Nov 2023**
70 day(s), 9 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**
70 day(s), 9 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 28, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List of Participants

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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	[Edit] [Remove] [Confirm] [Photo]	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		[Edit] [Remove] [Confirm] [Photo]	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 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

6.3.3 Nominating a Minister or Above

To nominate the official head / executive of the organization, the system offers a "Minister or above" check box in the create/update participant page. This is provided for individuals who are the official head / executive of the organization. If the "Minister or above" check box is ticked for an individual, it is mandatory to upload a picture of the head / executive before the nominee can be confirmed.

Logged in as Ms. UN Organization DCP [log out] Meeting: [Meeting] Delegation: [UN System Organization]

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: [Sra.]

Given name: [Subasana]

Family name: [Linero Villamizar]

No last name in the passport: ☐

Minister or above ☐ Please tick this checkbox only if the person is head of your organization.

Information about relation with nominees on unfccc.int website

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

Functional title: [Executive Secretary]

Department: [Executive Division]

Home organization: [UN System Organization A]

Date of birth (DD/MM/YYYY): [05/11/1975]

Passport number ONLY: [913036323]

Nationality: [Morocco]

Residence country: [Italy]

Residence city: [Rome]

Personal, secure email address for this participant (used by participant to access online services): [avillamizar@un.org]

Phone number: []

Participation parameters

Badge type: [Observer - UN head]

Order in List of Participants: [999]

Is UN staff member: [Yes]

Badge valid from: [2023-11-30]

Badge valid thru: [2023-12-12]

[Save and continue]

1. To nominate an individual who has a Head / Executive status, tick the "Minister or above" check box. This will prompt a dialog box asking to confirm that this person is the Head /

Executive of your organization (as shown below). Ensure that this information is correct before confirming and click on “OK”.

Logged in as Ms. UN Organization DCP [log out] Meeting [Meeting] Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Sra. [?]

Given name: Subasana [?]

Family name: Linero Villamizar [?]

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: Executive Secretary [?]

Department: Executive Division [?]

Home organization: UN System Organization A [?]

Date of birth (DD/MM/YYYY): 05/11/1975 [?]

Passport number ONLY: 913036323 [?]

Nationality: Morocco [?]

Residence country: Italy [?]

Residence city: Rome [?]

Personal, secure email address for this participant (used by participant to access online services): svillamizar@un.org [?]

Phone number: [?]

Participation parameters

Badge type: Observer - UN head [?]

Order in List of Participants: 999 [?]

Is UN staff member: Yes [?]

Badge valid from: 2023-11-30 [?]

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

Save and continue

onlineereg.unfccc.int

Please tick this box if the person is the Head / Executive of your organization

OK Cancel

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

Logged in as Ms. UN Organization DCP [log out] Meeting [Meeting] Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Sra. [?]

Given name: Subasana [?]

Family name: Linero Villamizar [?]

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: Executive Secretary [?]

Department: Executive Division [?]

Home organization: UN System Organization A [?]

Date of birth (DD/MM/YYYY): 05/11/1975 [?]

Passport number ONLY: 913036323 [?]

Nationality: Morocco [?]

Residence country: Italy [?]

Residence city: Rome [?]

Personal, secure email address for this participant (used by participant to access online services): svillamizar@un.org [?]

Phone number: [?]

Participation parameters

Badge type: Observer - UN head [?]

Order in List of Participants: 999 [?]

Is UN staff member: Yes [?]

Badge valid from: 2023-11-30 [?]

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

Save and continue

The “My delegation” tab is re-displayed, with the updated participant’s record. As it is mandatory to upload a picture of the official Head / Executive of the organization 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. UN Organization DCP [log out] Meeting: **COP 28** Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings Communication

Participant's record has been updated 18 Sep 2023 15:28 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**
70 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**
70 day(s), 8 hour(s) left

My delegation for COP 28, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Photo required	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 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](#)

- 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 the official Head / Executive, until the photo is uploaded.**

Logged in as Ms. UN Organization DCP [log out] Meeting: **COP 28** Delegation: UN System Organization

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**
70 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**
70 day(s), 8 hour(s) left

My delegation for COP 28, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Photo required	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 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](#)

- 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. UN Organization DCP [log out] Meeting: [Meeting Name] Delegation: UN System Organization 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: .jpg
- Image size: square, min 300 x 300 pixels

2 image



Participant name: Subasana Linero Villamizar

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. UN Organization DCP [log out] Meeting: [Meeting Name] Delegation: UN System Organization A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Photo has been uploaded 18 Sep 2023 15:36 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

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

Virtual-only

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

My delegation View my delegation

Onsite Virtual-only

Filter participants: Filter!

Delegation can be sorted by clicking the red title of each column.
Head of delegation (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 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

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. UN Organization DCP [log out] Meeting: **UNFCCC** Delegation: UN System Organization

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**
70 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

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

My delegation for DCP 23-30 November/1 Dec 2023

Onsite Virtual-only

Filter participants: **Filter!**

Delegation can be sorted by clicking the red title of each column.
Head of delegation (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 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

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 even after the delegate has been confirmed: All white enabled fields can be updated by the DCP. The acknowledgement letter will automatically reflect the changes (section 6.5).
- In case the grey fields Given Name and Family Name need to be updated, the DCP 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. UN Organization DCP [log out] Meeting: **UNFCCC** Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation **Sra.** [?]
 Given name **Subasana** [?]
 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 **Paid relationship/contract with the nominat** [?]
 Functional title **Registration Services Assistant** [?]
 Department **Conference Affairs** [?]
 Home organization **UN System Organization A** [?]

Date of birth (DD/MM/YYYY)* **05/11/1975** [?]
 Passport number ONLY* **0182823nS** [?]
 Nationality* **Morocco** [?]
 Residence country* **Italy** [?]
 Residence city* **Rome** [?]
 Personal, secure email* **svillamizar@un.org** [?]
 address for this participant (used by participant to access online services)
 Phone number [?]

Participation parameters

Badge type* **Observer - UN** [?]
 Order in List of Participants* **999** [?]
 Is UN staff member* **Yes** [?]
 Badge valid from* **2023-11-30** [?]
 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. UN Organization DCP [log out] Meeting: **UNFCCC** Delegation: UN System Organization

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

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

Virtual-only
 Nominate and confirm by **27 Nov 2023**
 70 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.

My delegation for DCP 11, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 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**

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. UN Organization DCP [log out] Meeting: COP 26 Delegation: UN System Organization

UNFCCC Online Registration All participants My delegation Account settings Communication

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

Virtual-only
Nominate and confirm by **27 Nov 2023**
70 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.

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, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Photo required	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Photo"/>	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Photo"/>	
<input type="checkbox"/>	999	Ms. Ramooz Vignale Lopepe	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Photo"/>	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <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”.

Note that each delegation must have at least one delegate assigned the registration type ‘Observer-UN head / Observer Sp. agency head’. **The head of delegation is usually the person being responsible for the delegation and the secretariat's counterpart during the session, apart from the DCP here in ORS.**

Logged in as Ms. UN Organization DCP [log out] Meeting: COP 28 Delegation: UN System Organization

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** 70 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** 70 day(s), 7 hour(s) left

My delegation for COP 28, 30 Nov-12 Dec 2023

Onsite Virtual-only

Filter participants:

Delegation can be sorted by clicking the red title of each column.
Head of delegation (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List of Participants

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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Photo required	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Ramooz Vignale Lopepe	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 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

onlineereg.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

- 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 DCP provided for the delegate. 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.

Logged in as Ms. UN Organization DCP [log out] Meeting: COP 28 Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings Communication

The following nominations have been confirmed and are awaiting processing by the UNFCCC secretariat: Ms. Ramooz Vignale Lopepe 18 Sep 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** 70 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** 70 day(s), 7 hour(s) left

My delegation for COP 28, 30 Nov-12 Dec 2023

Onsite Virtual-only

Filter participants:

Delegation can be sorted by clicking the red title of each column.
Head of delegation (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List of Participants

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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Photo required	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Ramooz Vignale Lopepe	Observer - UN	Confirmed, pending UNFCCC processing	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023	Participant details	Edit Remove Confirm Photo	

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

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. UN Organization DCP [\[log out\]](#) Meeting: **UNFCCC** Delegation: **UN System Organization**

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**
70 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**
70 day(s), 7 hour(s) left

My delegation for COP 28, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

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	Sra. Subasana Linero Villamizar	Observer - UN head	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input checked="" type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input checked="" type="checkbox"/>	999	Ms. Ramooz Vignale Lopepe	Observer - UN	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input checked="" type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Nominated, pending DCP/NFP confirmation	30 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](#)

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

Logged in as Ms. UN Organization DCP [\[log out\]](#) Meeting: **UNFCCC** Delegation: **UN System Organization**

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**
70 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**
70 day(s), 7 hour(s) left

My delegation for COP 28, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

The following nominations have been confirmed and are awaiting processing by the UNFCCC secretariat: Ms. Ramooz Vignale Lopepe, Ms. Eva Thanjavur Prakasam, Sra. Subasana Linero Villamizar, Ms. Soline Zarif Cardoso. 18 Sep 2023 16:30 CET

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Sra. Subasana Linero Villamizar	Observer - UN head	Confirmed, pending UNFCCC processing	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Confirmed, pending UNFCCC processing	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Ramooz Vignale Lopepe	Observer - UN	Confirmed, pending UNFCCC processing	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Confirmed, pending UNFCCC processing	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	

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

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

Logged in as Ms. UN Organization DCP [log out] Meeting: **COP 25** Delegation: UN System Organization

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**
70 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**
70 day(s), 7 hour(s) left

My delegation for COP 25, 30 Nov-12 Dec 2023

Onsite Virtual-only

Filter participants:

Delegation can be sorted by clicking the red title of each column.
Head of delegation (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Sra. Subasana Linero Villamizar	Observer - UN head	Registered, acknowledgement sent to participant	30 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 type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Registered, acknowledgement sent to participant	30 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 type="checkbox"/>	999	Ms. Ramooz Vignale Lopepe	Observer - UN	Registered, acknowledgement sent to participant	30 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 type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Registered, acknowledgement sent to participant	30 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"/>

6.4.2 Change 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 ('Observer UN Head / Observer Sp. agency Head' or 'Observer UN / Observer Sp. agency' or 'Observer UN overflow / Observer Sp. Agency overflow').

Please note there is no limit to the number of times an organization 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.

1. 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. UN Organization DCP [log out] Meeting: [COP 28] Delegation: [UN System Organization]

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 70 day(s), 3 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 70 day(s), 3 hour(s) left

My delegation for COP 28, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Sra. Subasana Linero Villamizar	Observer - UN head	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023		[Edit] [Remove] [Confirm] [Photo]	[Nomination Acknowledgement] [Re-send acknowledgement]
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023		[Edit] [Remove] [Confirm] [Photo]	[Nomination Acknowledgement] [Re-send acknowledgement]
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Registered, acknowledgement sent to participant	30 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

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. UN Organization DCP [log out] Meeting: [COP 28] Delegation: [UN System Organization]

UNFCCC Online Registration All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Ms. [?]
 Given name: Soline [?]
 Family name: Zarif Cardoso [?]
 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 an affiliate [?]
 Functional title: Consultant [?]
 Department: CCA [?]
 Home organization: UN System Organization A [?]

Date of birth (DD/MM/YYYY): 31/10/1975 [?]
 Passport number ONLY: 4343434 [?]
 Nationality: Dominican Republic [?]
 Residence country: Austria [?]
 Residence city: Vienna [?]
 Personal, secure email address for this participant (used by participant to access online services): szc@un.int [?]
 Phone number: [?]

Participation parameters

Badge type: Observer - UN overflow [?]
 Order in List of Participants: --- Please select --- [?]
 Is UN staff member: Observer - UN head [?]
 Badge valid from: Observer - UN [?]
 Badge valid thru: Observer - UN overflow [?]
 Virtual-only (UN) [?]

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. Soline Zarif Cardoso) is being changed from 'Observer UN overflow' to the badge type 'Virtual only (UN)'.

Logged in as Ms. UN Organization DCP [log out]

Meeting: **UNFCCC Online Registration** Delegation: UN System Organization

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Ms. [?]
 Given name: Soline [?]
 Family name: Zarif Cardoso [?]
 Gender: ☐ Male ☒ Female [?]

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 an affiliate [?]
 Functional title: Consultant [?]
 Department: CCA [?]
 Home organization: UN System Organization A [?]

Date of birth (DDMM/YYYY): 31/10/1975 [?]
 Passport number ONLY: 4343434 [?]
 Nationality: Dominican Republic [?]
 Residence country: Austria [?]
 Residence city: Vienna [?]
 Personal, secure email address for this participant (used by participant to access online services): sec@un.int [?]
 Phone number: [?]

Participation parameters

Badge type: **Virtual-only (UN)** [?]
 Order in List of Participants: 999 [?]
 Is UN staff member: Yes [?]
 Badge valid from: 2023-11-30 [?]
 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

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

Logged in as Ms. UN Organization DCP [log out]

Meeting: **UNFCCC Online Registration** Delegation: UN System Organization

All participants **My delegation** Account settings Communication

Onsite

Nominate and confirm by **27 Nov 2023**
 70 day(s), 1 hour(s) left

Virtual-only

Nominate and confirm by **27 Nov 2023**
 70 day(s), 1 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 28, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Sra. Subasana Linero Villamizar	Observer - UN head	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	<u>Observer - UN</u>	Registered, acknowledgement sent to participant	30 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

In the example below, the badge type of the registered participant (Ms. Eva Thanjavur Prakasam) is being changed from 'Observer UN' to the badge type 'Observer UN overflow'.

Logged in as Ms. UN Organization DCP [log out]

UNFCCC Online Registration

Meeting: [selected] Delegation: UN System Organization

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Ms. [v]
 Given name: Eva [v]
 Family name: Thangaraj Prakasham [v]
 Minister or above: ☐ [v]

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: Guest of the nominating entity [v]
 Functional title: Climate Change Researcher [v]
 Department: CCA [v]
 Home organization: Save the Green Forests [v]

Date of birth (DDMM/YYYY): 16/03/1975 [v]
 Passport number ONLY: 454545 [v]
 Nationality: Switzerland [v]
 Residence country: Switzerland [v]
 Residence city: Geneva [v]
 Personal, secure email address for this participant (used by participant to access online services): tpb@unf.org [v]
 Phone number: [v]

Participation parameters

Badge type: Observer - UN overflow [v]
 Order in List of Participants: 999 [v]
 Is UN staff member: No [v]
 Badge valid from: 2023-11-30 [v]
 Badge valid thru: 2023-12-12 [v]

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 ☐ [v]

Save and continue

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

Logged in as Ms. UN Organization DCP [log out]

UNFCCC Online Registration

Meeting: [selected] Delegation: UN System Organization

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Ms. [v]
 Given name: Soline [v]
 Family name: Zarif Cardoso [v]
 Minister or above: ☐ [v]

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 an affiliate [v]
 Functional title: Consultant [v]
 Department: CCA [v]
 Home organization: UN System Organization A [v]

Date of birth (DDMM/YYYY): 11/10/1975 [v]
 Passport number ONLY: 4343434 [v]
 Nationality: Dominican Republic [v]
 Residence country: Austria [v]
 Residence city: Vienna [v]
 Personal, secure email address for this participant (used by participant to access online services): lcc@un.int [v]
 Phone number: [v]

Participation parameters

Badge type: Virtual-only (UN) [v]
 Order in List of Participants: 999 [v]
 Is UN staff member: Yes [v]
 Badge valid from: 2023-11-30 [v]
 Badge valid thru: 2023-12-12 [v]

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 ☒ [v]

Save and continue

- Once processed the registered 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 (Page 44), the registered participant (Ms. Soline Zarif Cardoso) has been moved from the “Onsite” tab to the “Virtual only” tab as the badge type was changed to ‘Virtual only (UN)’.

Logged in as Ms. UN Organization DCP [log out] Meeting: **UNFCCC** Delegation: UN System Organization

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**
70 day(s), 1 hour(s) left

Virtual-only
Nominate and confirm by **27 Nov 2023**
70 day(s), 1 hour(s) left

My delegation for COP 28, 30 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	Mx. Martin Kulage	Virtual-only (UN)	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Virtual-only (UN)	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement

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

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. UN Organization DCP [log out] Meeting: **UNFCCC** Delegation: UN System Organization

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Email to participant about registration dates/type change has been sent. 18 Sep 2023 22:16 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
Nominate and confirm by **27 Nov 2023**
70 day(s), 1 hour(s) left

Virtual-only
Nominate and confirm by **27 Nov 2023**
70 day(s), 1 hour(s) left

My delegation for COP 28, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Sra. Subasana Linero Villamizar	Observer - UN head	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Registered, acknowledgement sent to participant	30 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](#)

- 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 'Nomination Acknowledgement / UNFCCC Visa Support Letter' document to the registered participant.

All changes that are processed in ORS by the DCP 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. UN Organization DCP** [\[log out\]](#)
 Meeting: **UNFCCC**
 Delegation: **UN System Organization**

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
 70 day(s), 1 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
 70 day(s), 1 hour(s) left

My delegation for DCP 23, 30 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	Mx. Martin Kulage	Virtual-only (UN)	Nominated, pending DCP/NFP confirmation	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Virtual-only (UN)	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement

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

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:

1. 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. UN Organization DCP [log out] Meeting: UNFCCC 2023 Delegation: UN System Organization

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Other (Regular) [?]

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

- Vaccination related queries
- 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 (Ms. Soline Jackson) is being swapped with the “virtual only” attendance of the confirmed participant (Mr. Kirill Sergeyvich).

Logged in as Ms. UN Organization DCP [log out] Meeting: **UNC 2023** Delegation: UN System Organization

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* **Ms. Soline Jackson - Onsite (Observer - UN** [?]

With following confirmed participant* **Mr. Kirill Sergeyvich - 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 DCP 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. UN Organization DCP [log out] Meeting: **UNC 2023** Delegation: UN System Organization

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

New message has been posted 05 May 2023 11:24 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
Nominate and confirm by **16 Jun 2023**
42 day(s), 12 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**
70 day(s), 4 hour(s) left

My delegation for UNC 2023, 05-16 Jun 2023

Onsite Virtual-only

Filter participants: [] Filter!

Delegation can be sorted by clicking the red title of each column.
Head of delegation (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

<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 Jackson	Observer - UN head	Registered, acknowledgement sent to participant	05-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	2	Santhosh Kulage	Observer - UN	Registered, acknowledgement sent to participant	05-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mme Subasana Linero Villamizar	Observer - UN overflow	Registered, acknowledgement sent to participant	05-16 Jun 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](#)

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

More than one acknowledgement/visa letter can be downloaded at one time (as shown below) by selecting multiple participants using the checkboxes on the left of the screen and clicking the “Download Nomination Acknowledgements” button at the bottom of the screen.

Logged in as Ms. UN Organization DCP [log out](#) Meeting: **CDP.20** Delegation: UN System Organization

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**
70 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**
70 day(s), 7 hour(s) left

My delegation for CDP.20, 30 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 (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

<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	Sra. Subasana Linero Villamizar	Observer - UN head	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input checked="" type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Observer - UN	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input checked="" type="checkbox"/>	999	Ms. Ramooz Vignale Lopepe	Observer - UN	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input checked="" type="checkbox"/>	999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Registered, acknowledgement sent to participant	30 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](#)

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

From: UNFCCC Online Registration <onlinereg@unfccc.int>
Sent: Tuesday, 7 March, 2023 16:07
To: Juanita Jackson <jackson@un.org>
Subject: Registration confirmation for UNFCCC UNC 2023

Registration confirmation for UNFCCC UNC 2023

Dear Mx. Juanita Jackson,

You have been registered for UNFCCC UN Conference 2023.

You will need to show the acknowledgement letter at the registration counter in paper or electronic form to obtain your conference badge. The acknowledgement letter can be downloaded by clicking on the link below. By clicking on that link to download your acknowledgement letter, you agree and confirm:

- That you will abide by secretariat's Code of Conduct, as amended from time to time, which can be accessed from [here](#);
- That the secretariat will share your personal data from the on-line registration system with the host government for the purposes of organizing the UNFCCC UN Conference 2023 and issuance of related visa;
- That if your name is included in the List of Participants, the secretariat will publish other related details provided during registration such as your title and the organization you represent.

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

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

Kind regards,

UNFCCC secretariat

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

It is the sole responsibility of the DCP to ensure that participants 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



7V3SXA

To Diplomatic Missions: Please take note of the code 7V3SXA 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

to attend the meeting session UN Conference 2023, Bonn, Germany, from 05 Jun 2023 to 16 Jun 2023 as specified below.

Full name: Mx. Juanita Jackson		
Date of Birth: 16 Mar 1975	Document identification number: 23344554DF	Country of Nationality: Belgium
Registration type: Observer - UN	Attendance starts: 05 Jun 2023	Attendance ends: 16 Jun 2023

At the registration counter of the conference, participants must provide this document (either printed or from a mobile device) and a personal identification document in the form of a valid passport or a nationally approved photo identification card. Please note that the details provided to the UNFCCC Secretariat using the Online Registration System (ORS) must match with the identification document.

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. UN Organization DCP [log out]
 Meeting: COP 28
 Delegation: UN System Organization

UNFCCC
Online Registration

All participants
 My delegation
 Account settings
 Communication

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 COP 28, 30 Nov-12 Dec 2023

Onsite
 Virtual-only

Filter participants:
 Filter!

999
 Delegation can be sorted by clicking the red title of each column.
 Head of delegation (Observer - UN head / Observer - sp. Agency head) goes automatically to the top of the List Of Participants

Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance
999	Sra. Subasana Linero Villamizar	Observer - UN head	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023
999	Ms. Eva Thanjavur Prakasam	Observer - UN	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023
999	Ms. Ramooz Vignale Lopepe	Observer - UN	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023
999	Ms. Soline Zarif Cardoso	Observer - UN overflow	Registered, acknowledgement sent to participant	30 Nov-12 Dec 2023

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

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. UN Organization DCP [\[log out\]](#)

Meeting: UNEP 2020 Delegation: UN System Organization

 UNFCCC
Online Registration

All participantsMy delegationAccount settingsCommunication

My account settings

E-mail address
(cannot be changed):

dcp@un.unfccc.int

Full name
(cannot be changed):

Ms. UN Organization DCP

Please choose your secret question:

What is my mother's maiden name? [\[?\]](#)

Secret answer:

[\[?\]](#)

New password:

[\[?\]](#)

Confirm:

Save settings

Representative accounts

No representative accounts registered.

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

Create new representative account



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

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](#)

  **UNFCCC**
Online Registration



Password reminder

Enter your e-mail:

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

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

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

  **UNFCCC**
Online Registration

Password reminder

Please answer the question:

Your answer:

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

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.