



**United Nations**  
Climate Change Secretariat

# **UNFCCC Online Registration System**

## **Virtual Only Registration Guide**

United Nations Organizations and Specialized Agencies

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[Link to the ORS User Manual for United Nations Organizations and Specialized Agencies](#)

## Table of Contents

1	Overview .....	3
1.1	What the Virtual only System does for you .....	3
1.2	Can a delegate change from “Onsite” to “Virtual only” and vice versa? .....	3
1.3	Key features .....	3
2	Pre-requisites for virtual only attendance and swapping .....	3
2.1	Onsite attendance vs Virtual only attendance .....	3
2.2	Participant details required to add new participants to the Virtual only area .....	3
2.3	Participants to be swapped must be confirmed in ORS .....	4
3	Instructions .....	5
3.1	Overview of the user interface .....	5
3.2	Adding New Participant to the “Virtual only” tab .....	6
3.3	Swap Participants .....	8

# 1 Overview

## 1.1 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. **This has been introduced on a pilot basis to help enable a broader and more inclusive participation based on requests received from stakeholders in the past conferences.**

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.

## 1.2 Can a delegate change from “Onsite” to “Virtual only” and vice versa?

Yes, the DCP also has the flexibility to swap confirmed participants within their delegation between the “Onsite” and “Virtual only” tab through the new “Swap Participants Request” function located in the Communication tab of the ORS. Please note that this feature is still under construction and new improvements may be introduced in a future update.

To reassign a confirmed participant from “Onsite” attendance to “Virtual only” attendance, and vice versa, please contact UNFCCC via the communication log.

## 1.3 Key features

The key highlights of the newly introduced feature include:

- “Virtual only” registration to maximize the participation of the delegation virtually and in-person
- “Swap Participants Request” is an additional feature that may be used to swap participants before the start of a session from “Onsite” attendance to “Virtual only” attendance and vice versa.

**Please note that already registered delegates will remain as is and are not affected by the new feature unless changes are made by the DCP.**

# 2 Pre-requisites for virtual only attendance and swapping

## 2.1 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 virtually only.

## 2.2 Participant details required to add new participants to the Virtual only area

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

- Salutation
- Given Name
- Family Name
- Date of Birth
- Official Identification Document Number
- Country of Nationality
- Country of Residence
- Residence City

- Badge Type (**Please note that the “Virtual only (UN)” option has been added to the Badge Type field**)
- Order in List of Participants
- Email Address of the Participant

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: Mr.

Given name\*: Kirill

Family name\*: Sergeevich

No last name in the passport:

Functional title:

Minister or above:

Department:

Organization:

Date of birth (DD/MM/YYYY)\*: 06/11/1988

Identification document\* number - Passport or UNLP number (if applicable): 2123434DE

Nationality\*: Denmark

Residence country\*: Denmark

Residence city\*: Copenhagen

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

Phone number:

**Participation parameters**

Badge type\*: **Virtual only (UN)**

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

Is UN staff member\*:

Observer - UN head

Observer - UN

Observer - UN overflow

Save and continue

before confirmation

### 2.3 Participants to be swapped must be confirmed in ORS

Swap Participants Requests feature can be processed only for confirmed participants. For detailed instructions on how to confirm a delegate please refer to section 6.4 of the [ORS User Manual](#).

### 3 Instructions

#### 3.1 Overview of the user interface

This section presents two tabs that have been added to the “My delegation” tab in ORS – “Onsite” and “Virtual only”.

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

The screenshot shows the UNFCCC Online Registration interface. At the top, it indicates the user is logged in as 'Ms. UN Organization DCP'. The 'My delegation' tab is selected, showing two sub-tabs: 'Onsite' and 'Virtual only'. Both sections display a nomination and confirmation deadline of 16 Jun 2023. A callout box points to the 'Virtual only' tab, stating: 'The newly added “Virtual only” tab can now be used to nominate and confirm delegates attending the conference virtually.' Below the tabs is a table of participants with columns for Order in LOP, Salutation, First/Last name, Badge type, Status, Attendance, Data still required?, Action, and Documents. The table lists three participants: Ms. Eva Soline Timme, Santhosh Kulage, and Mme Subasana Linero Villamizar.

Order in LOP [?]	Salutation	First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
999	Ms.	Eva Soline Timme	Observer - UN head	Registered, acknowledgement sent to participant	05-16 Jun 2023		Edit, Remove, Confirm, Photo	Nomination Acknowledgement, Re-send acknowledgement
2		Santhosh Kulage	Observer - UN	Registered, acknowledgement sent to participant	05-16 Jun 2023		Edit, Remove, Confirm, Photo	Nomination Acknowledgement, Re-send acknowledgement
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

Please note that these new features have been released on a pilot basis following requests from several stakeholders. **As some of the corresponding features are still under development, all related requests and queries should be submitted in the communication log.**

### 3.2 Adding New Participant to the “Virtual only” tab

1. Select the “Virtual only” tab and click on the “Add a new Participant” button on the bottom left.

Logged in as Ms. UN Organization DCP [log out] Meeting: UNCC 2023 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 **16 Jun 2023**  
42 day(s), 13 hour(s) left

**Virtual only**  
Nominate and confirm by **16 Jun 2023**  
42 day(s), 13 hour(s) left

My delegations for UNCC 2023, 05-16 Jun 2023

Onsite Virtual only

Filter participants: [input] Filter!

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

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Mx. Juanita Qamar	Virtual only (UN)	Registered, acknowledgement sent to participant	05-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Kirill Sergeyvich	Virtual only (UN)	Confirmed, pending UNFCCC processing	05-16 Jun 2023		Edit Remove Confirm Photo	

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

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

Logged in as Ms. UN Organization DCP [log out] Meeting: UNCC 2023 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.

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

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

3. Enter the participant’s personal details. Note that the salutation, first name, last name, date of birth, official identification document number, country of nationality, country of residence, residence city, order in list of participants, email address and badge type are mandatory fields before the participant can be confirmed. **Note that for “Badge type” you must select “Virtual only (UN)”**. Please enter all information in mixed case, e.g. “John Smith”, not “JOHN SMITH” or “john smith”.

If you are unsure what to put in a field, you can see some help information by pointing your mouse at the [?] symbol.

**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.

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/update participant

**Personal information**

Salutation: Ms.

Given name\*: Eva

Family name\*: Thanjavur Prakasam

No last name in the passport:

Functional title:

Minister or above:

Department:

Organization:

Date of birth (DD/MM/YYYY)\*: 16/03/1975

Identification document\* number - Passport or UNLP number (if applicable): 23344554DF

Nationality\*: Switzerland

Residence country\*: Switzerland

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\*: Virtual only (UN)

Order in List of Participants\*: 999

Is UN staff member\*: --- Please select ---

Save and continue

The participant's personal, secure email address. The system uses this email address to securely provide the participant with access to online services and for correspondence. Must not be a shared email address.

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

- To confirm the newly added participant, simply click the "Confirm" button under the "Action" column.

For detailed instructions on how to confirm the nominee, please refer to section 6.4 of the [ORS User Manual](#)

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

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

Nominate and confirm by **16 Jun 2023** 42 day(s), 12 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 **16 Jun 2023** 42 day(s), 12 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.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Mx. Juanita Qamar	Virtual only (UN)	Registered, acknowledgement sent to participant	05-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Virtual only (UN)	Registered, acknowledgement sent to participant	05-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Eva Thanjavur Prakasam	Virtual only (UN)	Nominated, pending DCP/NFP confirmation	05-16 Jun 2023		Edit Remove <b>Confirm</b> Photo	

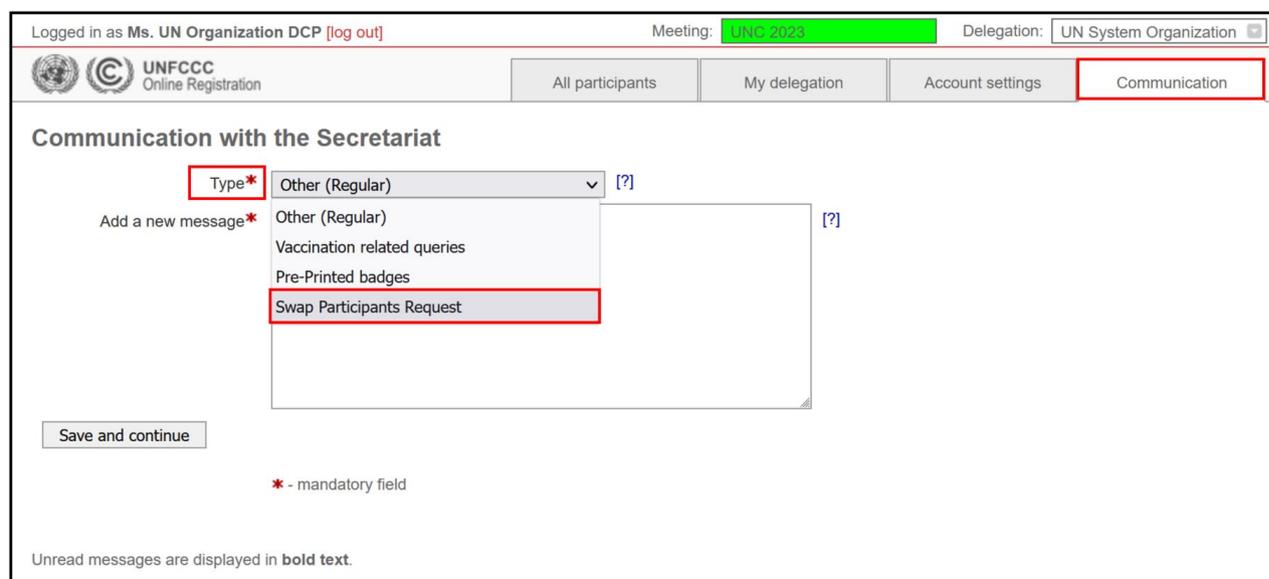
Add a new participant Confirm selected Download nomination acknowledgements Download LOP for your delegation in Excel Export full set of data to Excel

### 3.3 Swap Participants

**\*\*\*Please note that the “Swap Participants Request” can only be submitted for confirmed participants in both “Onsite” and “Virtual only” tabs respectively.**

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: **UNC 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) [?]

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

Save and continue

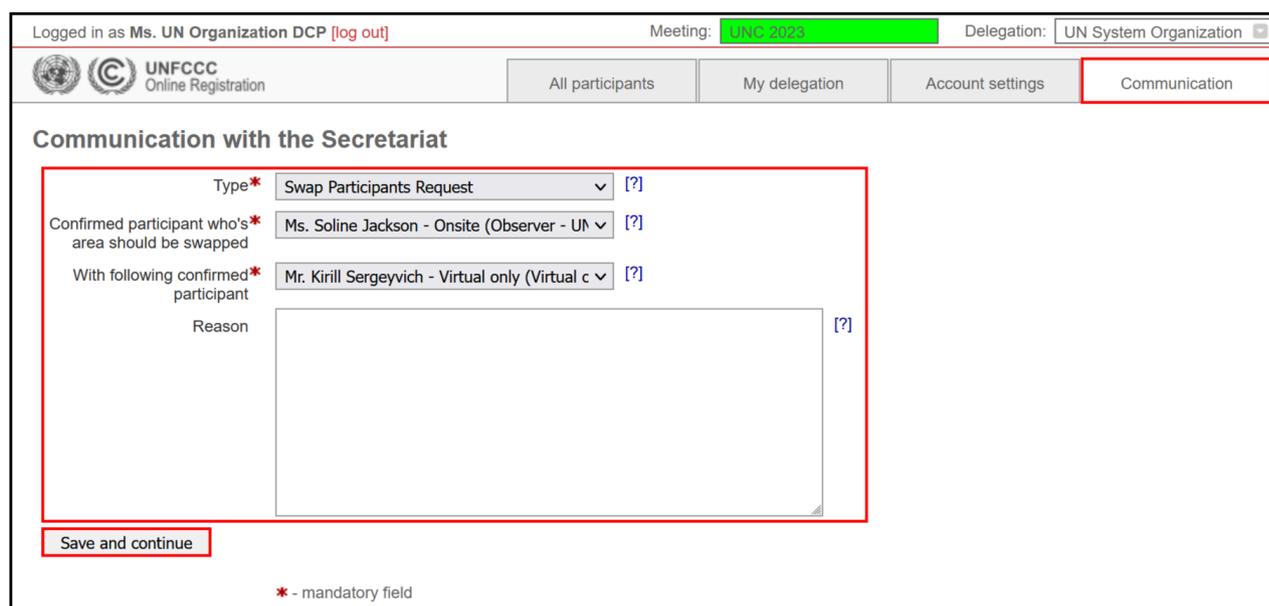
\* - mandatory field

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

With following confirmed\* Mr. Kirill Sergeyvich - Virtual only (Virtual c) [?]

Reason [?]

Save and continue

\* - mandatory field

6. Once UNFCCC receives your request, **it may take from a few hours to a few working days for the request to be approved**, as it requires manual processing to be performed by UNFCCC. When the request is approved a confirmation email will be sent to the unique email addresses of both the swapped participants.

This feature is still under construction and new improvements may be introduced in a future update.

**\*\*\*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

**Onsite**  
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.  
Nominate and confirm by **16 Jun 2023**  
42 day(s), 12 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 **16 Jun 2023**  
42 day(s), 12 hour(s) left

**My delegation for UNC 2023, 05-16 Jun 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	Ms. Soline Jackson	Observer - UN head	Registered, acknowledgement sent to participant	05-16 Jun 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
<input type="checkbox"/>	2	Santhosh Kulage	Observer - UN	Registered, acknowledgement sent to participant	05-16 Jun 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
<input type="checkbox"/>	999	Mme Subasana Linero Villamizar	Observer - UN overflow	Registered, acknowledgement sent to participant	05-16 Jun 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>