



Date: 9 August 2018  
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Page 1 of: 2

## **INFORMATION NOTE**

### **Opening of the Online Registration System (ORS)**

#### **United Nations Climate Change Conference COP 24/CMP 14/CMA 1.3 Katowice, Poland**

I am pleased to announce that the Online Registration System (ORS) for the United Nations Climate Change Conference COP24/CMP 14/CMA 1.3, to be held in Katowice, Poland is open for the **nomination of representatives** of all intergovernmental organizations (IGOs) and non-governmental organizations (NGOs) admitted as observers by the Conference of the Parties. The ORS will remain open for these nominations until 13 September 2018, midnight Central European Time (CET).

The ORS will be open for the **confirmation of representatives** by IGOs and NGOs, from 20 September 2018 until 26 November 2018, midnight CET.

These nomination and confirmation periods are extended to facilitate the timely registration and organization of your representatives for the sessions. The secretariat strongly recommends accessing the ORS as early as possible in the above-mentioned time periods for both nomination and confirmation, to avoid any problems that may jeopardize the registration of your representatives for the sessions.

The secretariat will greatly appreciate observance of the deadlines for nomination and confirmation. Late nominations or confirmations cannot be accommodated.

Online registration is the only official channel for nominating participants for these sessions. The secretariat cannot process nominations sent by any other method. The ORS is available at the following link:

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

**Distribution:** To all intergovernmental organizations and non-governmental organizations admitted as observers by the Conference of the Parties



Page 2

The user manual for admitted observer organizations (IGOs and NGOs), which contains helpful information and guidelines on how to use the system, is available through the following link:

[https://onlinereg.unfccc.int/onlinereg/public/UNFCCC\\_ORIS\\_User\\_Manual-Observer\\_Organisations.pdf](https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Observer_Organisations.pdf)

To request technical support, kindly contact the following e-mail address:

[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)

The formal notification of the above-mentioned sessions will be issued in due course, in accordance with the draft rules of procedure being applied.

Yours sincerely,

*(Signed by)*

Ovais Sarmad  
Deputy Executive Secretary