



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

UNFCCC Submission and Statement Portal user manual for observer organizations

Version 2.3 - 2018

The Submission Portal provides a platform for [observer organizations](#) ([United Nations System entities](#), [admitted intergovernmental organizations](#), and [admitted non-governmental organizations](#)) to upload submissions and statements.

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1 Background

1.1 Submissions

Parties to the UNFCCC agreed that requests for submission of information and views could be extended to non-governmental organizations where appropriate and that they would be made available on the secretariat website ([FCCC/SBI/2010/27, paragraph 148](#) and [FCCC/SBI/2004/10, paragraph 104](#)).

Furthermore, Parties invited presiding officers of the subsidiary bodies and constituted bodies to make greater use of inputs by non-Party stakeholders (NPS) through submissions and invited the secretariat to further enhance Parties' access to submissions from NPS ([FCCC/SBI/2017/L.10, paragraph 19](#)). Please note that NPS submissions will not be issued as official documents in order not to expand the volume of documentation.

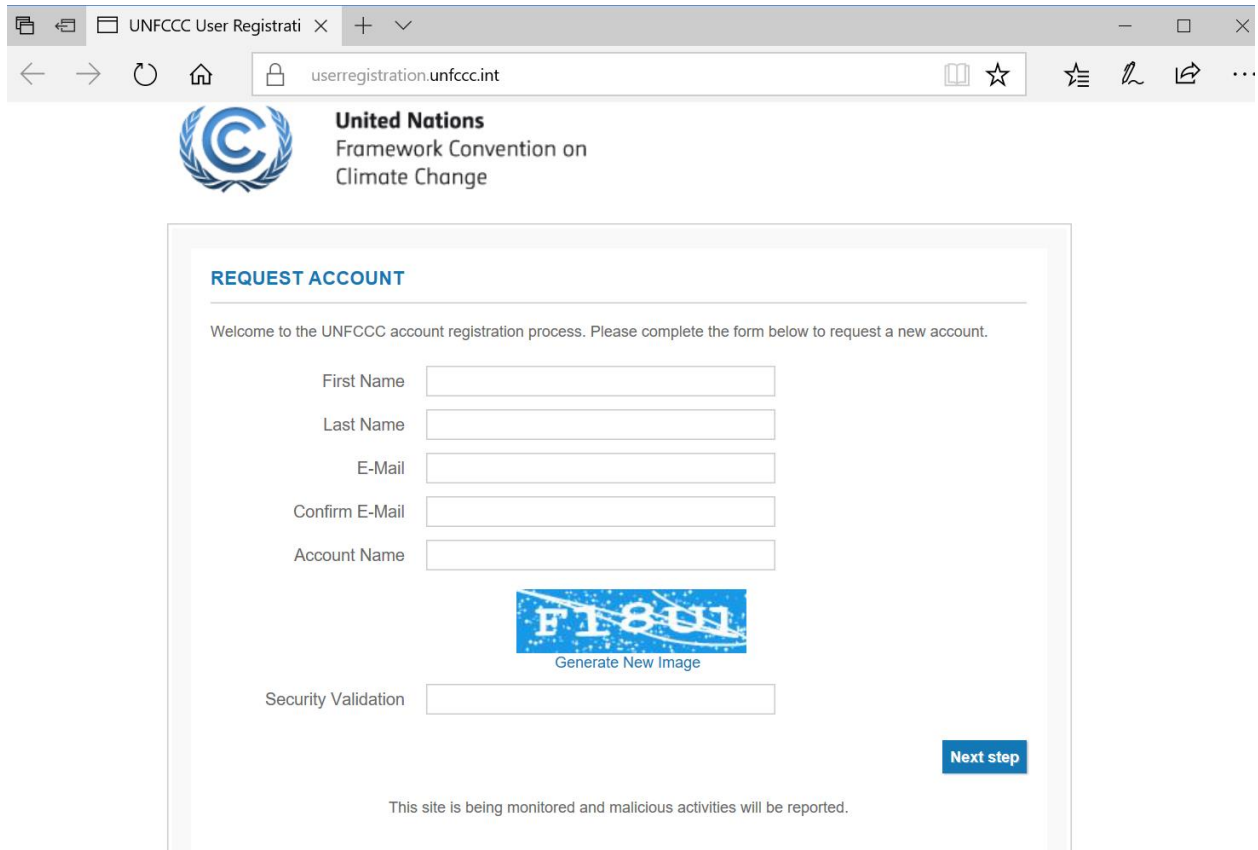
1.2 Statements

Presiding officers of the respective negotiating bodies regularly provide opportunities for NGO Constituencies to make statements in the plenary. Such opportunities are communicated by the secretariat to the [Constituency Focal Points](#), who can now also upload electronic copies of written statements in the submission and statement portal. While the length of statements delivered during plenary meetings are usually limited to two minutes, a longer version of the statements may be uploaded on the portal.

2 How to access for uploading

2.1 Set up account

Accounts have to be created by the **Designated Contact Point (DCP)**. As DCP, go to <https://userregistration.unfccc.int> and follow the instructions to create an account and receive your account name and password.



The screenshot shows a web browser window with the address bar displaying "userregistration.unfccc.int". The page header features the United Nations logo and the text "United Nations Framework Convention on Climate Change". The main content area is titled "REQUEST ACCOUNT" and contains the following text: "Welcome to the UNFCCC account registration process. Please complete the form below to request a new account." Below this text is a form with the following fields: "First Name", "Last Name", "E-Mail", "Confirm E-Mail", "Account Name", and "Security Validation". A "Generate New Image" button is located below the "E-Mail" and "Confirm E-Mail" fields, and a "Next step" button is located at the bottom right of the form. At the bottom of the page, there is a small text: "This site is being monitored and malicious activities will be reported."

2.2 Clearance and matching by UNFCCC secretariat

Your account needs to be cleared and matched in order to be fully operational. To initiate this process, please send the following information to submission-info@unfccc.int:

1. Your organization's name
2. Organization type (UN, IGO, NGO)
3. Full name of DCP
4. Email address
5. Account name

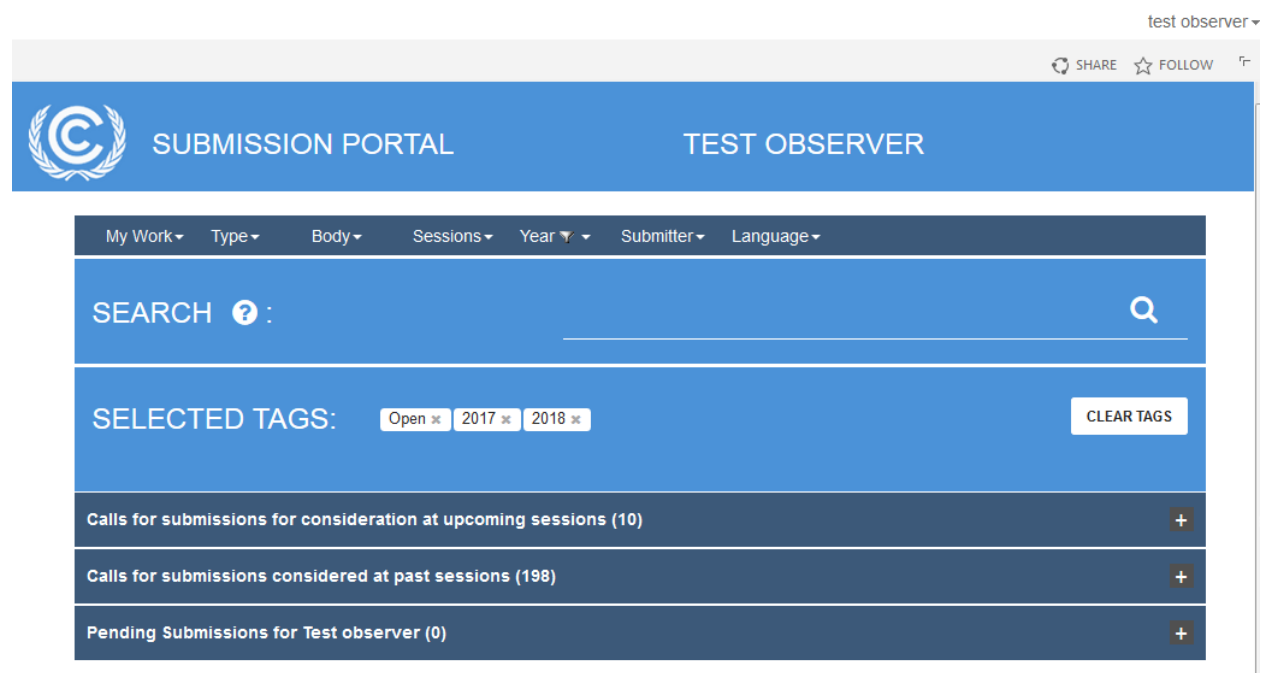
The secretariat will inform you once the account has been confirmed. You can then enter the SSP to make submissions.

3 Creating a submission file and file name

- Submissions should clearly indicate which mandate they are in response to. For the exact reference, please find the respective call in the Submission and Statement Portal.
- The letterhead should carry the name, logo and contact details of the organization.
- Most standard file formats can be uploaded (PDF, Word, PPT, etc.). PDF or Word would be preferable
- Please **do not use any special characters** (e.g. # % & { } \ < > * ? / \$! ' " : @) and do not exceed a maximum of 31 characters for the file name to avoid technical problems which would prevent the upload of the submission file
- File size of less than 10 MB are optimal. Multiple files can be uploaded

4 How to find calls and make submissions

- Go to <http://www4.unfccc.int/sites/submissionportal> and log in with your credentials (please remember to enter the full user name, e.g. ext.unfccc.net/test.observer). After successful login, you will see your SSP homepage



- By browsing/filtering/searching you can find the calls for submissions in which you are interested

test observer ▾

SHARE FOLLOW

SUBMISSION PORTAL
TEST OBSERVER

My Work ▾ Type ▾ Body ▾ Sessions ▾ Year ▾ Submitter ▾ Language ▾

SEARCH ? : 🔍

SELECTED TAGS: Open x 2017 x 2018 x SBI 48 x CLEAR TAGS

Calls for submissions for consideration at upcoming sessions (6) -

<p>Issue: Arrangements for intergovernmental meetings</p> <p>Title: The SBI invited Parties and non-Party stakeholders to submit their views, by 31 January 2018, and agreed to take stock at SBI 48 (April–May 2018) of progress in the implementation of the SBI conclusions on non-Party stakeholder engagement with a view to considering how such engagement can be further enhanced</p> <p>Mandate: FCCC/SBI/2017/L.10, paragraph 20</p> <p>There are no submissions yet.</p>	<p>Deadline: 30/01/2018</p> <p>Session Name: SBI 48</p> <p style="text-align: center;">START SUBMISSION</p>
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<p>Issue: A call to test and show the functionalities of the new Submission and Statement Portal</p> <p>Title: Test call for SBI 48</p> <p>Mandate: FCCC/xx/xx/xx</p> <p>There are no submissions yet.</p>	<p>Deadline: 31/01/2018</p> <p>Session Name: SBI 48</p> <p style="text-align: center;">START SUBMISSION</p>
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Calls for submissions considered at past sessions (0) +

Pending Submissions for Test observer (0) +

- Through clicking on ‘start submission’, you access the submission form. Here you can upload your submission file(s)
- In case you make a submission for a group of organizations (e.g. one of the Constituencies), the group can be specified under “On behalf of”



Make your submission

Issue: A call to test and show the functionalities of the new Submission and Statement Portal
Title: Test call for SBI 48
Mandate: FCCC/xx/xx/xx
Deadline: 31/01/2018
Themes: SBI 48
Files:

File name	Language
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No files to display

[📁 UPLOAD \(ADDITIONAL\) FILE TO SUBMIT](#)[Or Drag & Drop Files Here](#)[On behalf of:](#)[SUBMIT](#)

- Uploads of less than 10 MB are optimal. You can also upload multiple files at once
- Please see section 3 “Creating a submission file and file name” for important information enabling a successful upload



Make your submission

Issue: A call to test and show the functionalities of the new Submission and Statement Portal

Title: Test call for SBI 48

Mandate: FCCC/xx/xx/xx

Deadline: 31/01/2018

Themes: SBI 48

Files:

File name	Language	
Test submission.pdf (85.4 kB)	English	REMOVE FROM SUBMISSION
Test submission.docx (12.4 kB)	English	REMOVE FROM SUBMISSION

[UPLOAD \(ADDITIONAL\) FILE TO SUBMIT](#)
[Or Drag & Drop Files Here](#)

On behalf of:

[SUBMIT](#)

- After submitting your submission, you will see the following screen, from which you can navigate back to your SSP home page



Your submission has been successfully completed.

Parties will not be notified but please note that up to 15 minutes may be required before the submission appears under the call.

Observer organizations will be notified once their submission is processed for publishing.

[<< Navigate back to home page](#)

- The submission will be shown under the pending section
- SSP user manual for observer organizations – v2.3-18*

My Work ▾ Type ▾ Body ▾ Sessions ▾ Year ▾ Submitter ▾ Language ▾

SEARCH ? :

SELECTED TAGS: Open x 2017 x 2018 x CLEAR TAGS

Calls for submissions for consideration at upcoming sessions (10) +

Calls for submissions considered at past sessions (198) +

Pending Submissions for Test observer (2) -

Title ↕			Submitted
Issue: A call to test and show the functionalities of the new Submission and Statement Portal Title: Test call for SBI 48 Mandate: FCCC/xx/xx/xx	Deadline: 31/01/2018 Session Name: SBI 48	15/12/2017 13:08:10	

- The submission will undergo an **internal review process**. If the submission is not cleared, you will receive a notification with reasons and follow up if applicable
- If the submission is cleared, **you will receive notification** to that effect. The submission is then displayed under the respective call

Issue: A call to test and show the functionalities of the new Submission and Statement Portal Title: Test call for SBI 48 Mandate: FCCC/xx/xx/xx	Deadline: 31/01/2018 Session Name: SBI 48 START SUBMISSION												
Admitted non-governmental organizations (NGOs)													
<table border="1"> <thead> <tr> <th></th> <th></th> <th></th> <th>Submission date</th> </tr> </thead> <tbody> <tr> <td>Test observer on behalf of Test observer</td> <td> Test submission</td> <td>English</td> <td>15/12/2017</td> </tr> <tr> <td>Test observer on behalf of Test observer</td> <td> Test submission</td> <td>English</td> <td>15/12/2017</td> </tr> </tbody> </table>					Submission date	Test observer on behalf of Test observer	Test submission	English	15/12/2017	Test observer on behalf of Test observer	Test submission	English	15/12/2017
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