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.

Contents

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.
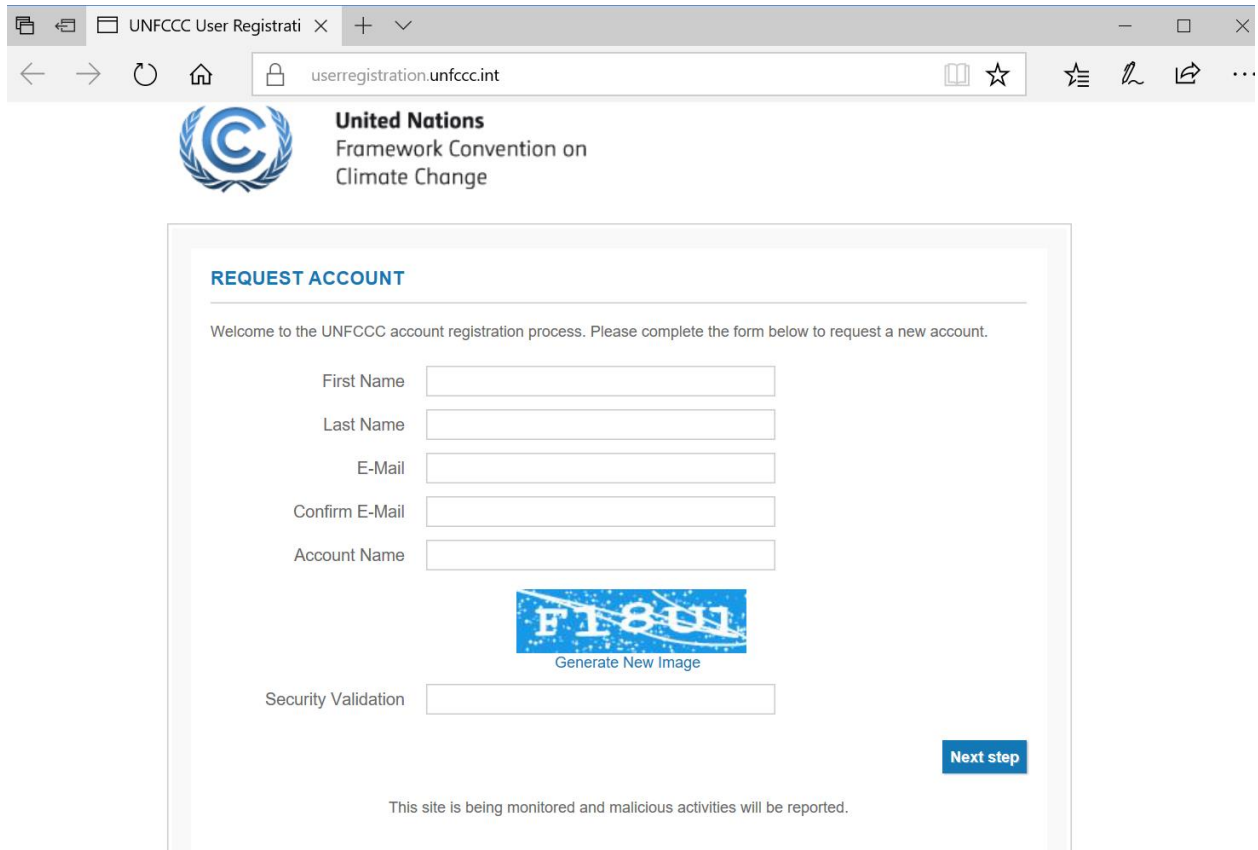
1.2   Statements

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.

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
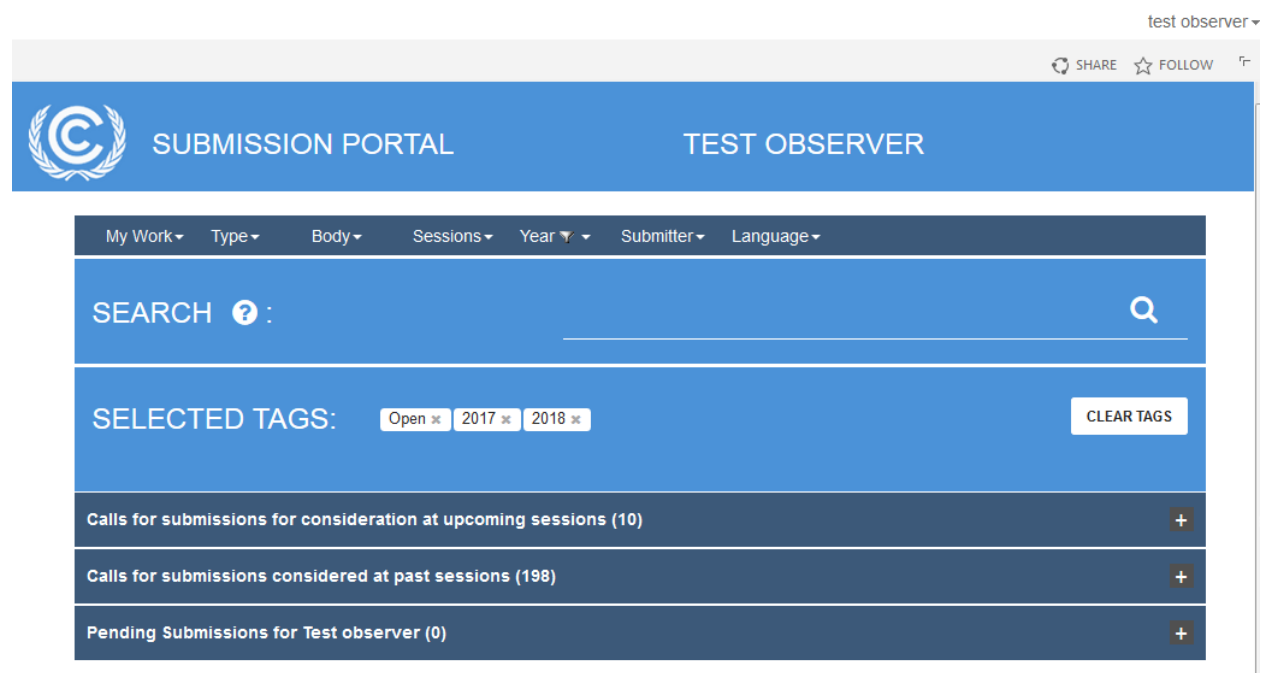4. Email address
5. Account name

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

SSP user manual for observer organizations – v2.3-18

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

- 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"

SSP user manual for observer organizations – v2.3-18

- 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

SSP user manual for observer organizations – v2.3-18

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

- The submission will be shown under the pending section

SSP user manual for observer organizations – v2.3-18

- 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

SSP user manual for observer organizations – v2.3-18