



United Nations
Climate Change Secretariat

UNFCCC Online Registration System

Admitted Observer Organizations (IGOs & NGOs) User Manual

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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 Points (DCPs) / Heads of admitted observer organizations and the UNFCCC secretariat with the aim of enhancing the efficiency of the nomination process for UNFCCC sessions.

As a DCP / Head of organization, the primary objective when using the UNFCCC Online Registration System is to nominate, and once quota is allotted, to obtain a "Nomination Acknowledgement" document sent to each individual the IGO/NGO wishes to participate in a UNFCCC session as part of your organization's delegation.

Each of the participants must bring their Nomination Acknowledgement document along with their valid passport or 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!

The UNFCCC secretariat reserves the right to restrict access to sessions to ensure the health, safety, and security of all participants.

1.2 What the System does

The UNFCCC Online Registration System permits the Designated Contact Point (DCP) and the Head of an admitted observer organization 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;
- View and use the quota¹ available to the organization, once it has been allocated by the UNFCCC secretariat;
- 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 must present this document upon arrival at the session.

Use of the Online Registration System is not optional. All admitted observer organizations 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/Head of Organization and individual holding a representative account are the sole link to the participants through the Online Registration System.

¹ Should the number of nominations by admitted observer organizations exceed the capacity of the venue provided by the host country UNFCCC may be required to set quotas for the session. Consequently, a quota may not always be needed and when required, the quota size will change from one conference to another.

2 Pre-requisites for using the System

2.1 Admitted observer organization contact details

Before any member of an admitted observer organization can use the System, the organization's contact details must be up to date with the UNFCCC secretariat, specifically the name and email address registered for the Designated Contact Point and/or Head of Organization.

Existing processes must be used to update these contact details.

For admitted IGOs:

http://unfccc.int/parties_and_observers/observer_organizations/items/9520.php.

For admitted NGOs:

http://unfccc.int/parties_and_observers/observer_organizations/items/9519.php.

Should a change be necessary the updates will flow through to the Online Registration System within several working days after your request is received.

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 could prevent your organization from participating in UNFCCC sessions.

2.2 Participant details required

The following details are **required** to *nominate* an individual:

- Salutation
- Given Name
- Family Name
- Relationship to nominator²
- Functional title²
- Department²
- Home organization²
- Country of Nationality
- Country of Residence
- Residence City
- Badge Type
- Order in List of Participants
- Email Address

Before the nominee can be *confirmed* the following further details **must** be provided:

- Date of Birth
- Passport Number ONLY
- Badge Valid from
- Badge Valid thru

² The UNFCCC secretariat has introduced updates to the registration of UNFCCC conference participants, with the aim to increase the transparency of participation in the UNFCCC process. Further details can be found here: <https://unfccc.int/process-and-meetings/conferences/the-big-picture/changes-to-the-registration-system-and-process#>

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 admitted observer organizations

The table below summarizes the nomination process from the perspective of admitted observer organizations. 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.
	...	Admitted Observer Organizations nominate participants to participate in the session simply by adding them to their delegation using the Online Registration System.
	Approximately two to three months prior to a session	Nominations close.
2	Approximately two to three weeks later	UNFCCC allocates quotas to determine the number of individuals per observer organization that can participate in the session.
3	...	Admitted observer organizations may now replace nominations, within their allocated quota. Admitted observer organizations 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 participant. 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. Admitted observer organizations and participants download "Acknowledgement of Nomination".
4	Approximately one week before the session	Confirmation period closes (For each session please check the deadline in the published notification to observers) UNFCCC processes confirmed participants in preparation for the conference. Admitted observer organizations and registered participants may still download "Acknowledgement of Nomination".
	Registration for session open	Participants arrive at the session venue with their Acknowledgement of Nomination letter and valid passport or nationally approved photo identification document.

4 Guidelines for using the system effectively

Please help us to help you by observing the following guidelines:

- Please **take note of the nomination and confirmation deadlines** communicated by the UNFCCC secretariat for each session. The system will strictly enforce these deadlines.
- Please **complete your work well in advance of each deadline**, so that if there are technical issues there will be time to rectify the problem.
- 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**. There may be delays processing confirmations that are received immediately before the deadline and your participants will not be able to participate in the sessions until this processing is complete.
- 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**, so that the limited capacity available can be shared fairly between all of the organizations wishing to participate. *Note that the system will detect significant deviations between nominations and actual attendance and this information may be used in future to determine quota allocations.*
- **Communication Tab:** Is the only and effective way to respond to all registration issues, therefore, all requests regarding registration should be submitted in the communication tab. The Communication tab is the official channel for registration related queries. DCPs are encouraged to contact the secretariat exclusively through this channel. The options under the tab are:
 - **Replacement request:** It is a feature in the Communication tab that allows DCPs to make changes into the delegation when delegates are confirmed and need to be replaced.
 1. Can be used after quota is issued and before confirmation deadline, with no restrictions, including adding new names;
 2. Can be used after confirmation deadline (subject to approval), to replace a confirmed individual by another individual.
 3. Cannot be approved without quota or if quota was set 0.

You may make replacements, within your allocated quota, until approximately one week before the conference commences (this will be communicated for each session).

- **Other:** Can be used for general questions.
- **Quota increase:** Request to increase number of delegates in your delegation.

5 Special requirements for participation of minors

Representatives to UNFCCC sessions must 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 an NGO/IGO 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. **Both the minor and the chaperone shall be part of the allotted quota of the respective NGO/IGO.** No additional badges for either the chaperone or the minor will be allocated or issued.
4. 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>
5. Should the minor violate any provision of UNFCCC guidelines for participation, both the minor and the chaperone will face the same consequences.
6. Should such consequences result in confiscation of badges, the NGO/IGO will not be allowed to nominate additional individuals in place of the de-badged minor and chaperone for the remainder of the conference/meetings.
7. Should the chaperone violate any provision of UNFCCC guidelines for participation, the chaperone will face the consequences.
8. Should such consequences result in confiscation of the badge of the chaperone, then another chaperone from among the registered representatives of that NGO/IGO 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 NGO/IGO will be requested to remove the minor from the UNFCCC venues.

6 Instructions

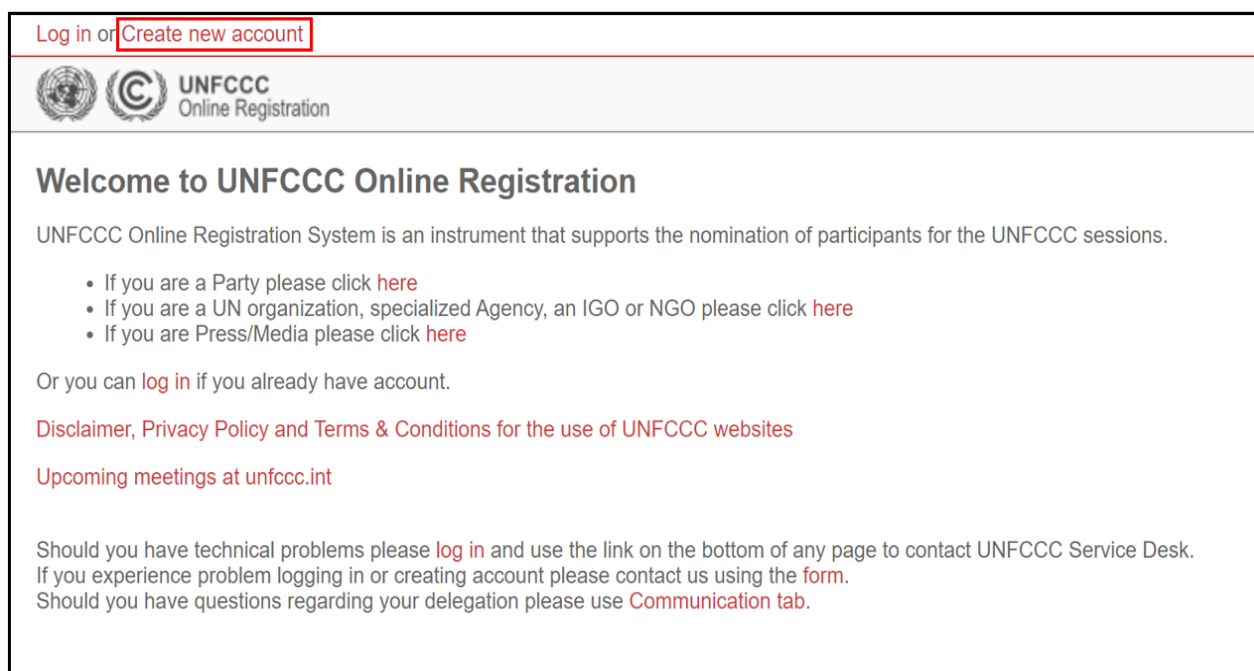
6.1 Accessing the system for the first time

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](#)

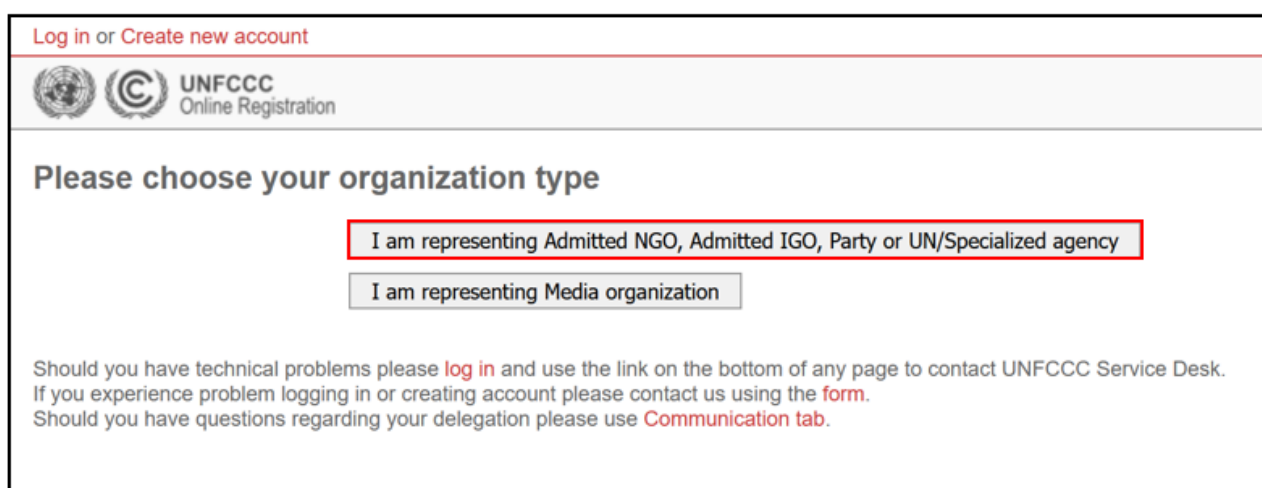
Or you can [log in](#) if you already have account.

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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

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](#).

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:

- NGO-A - NGO-A
Germany
Admitted NGO
- NGO-B - NGO-B
Russian Federation
Admitted NGO
- NGO Ta
Madagascar
Admitted NGO
- Security NGO-AAAAA - NGO-A
Germany
Party
- Kha
Armenia
Admitted NGO

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.

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 name listed is correct and click on 'Select and continue'. Note that there may be more than one organization listed with a similar name, so be sure you select your own organization.

[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	
NGO-A Admitted NGO Germany	Select and continue

5. If your organization has registered contact details with the secretariat, this next screen will give you two or three options. If the Head of Organization and DCP are the same person there will only be two 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 Mr. NGO-A DCP
☐ I am Mx. NGO-A Head
☐ 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 DCP and your name was not listed this is what you will see when you select this option. You can use the forms provided to update your contact details (see 2.1). Once UNFCCC receives your updated form, **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. Tick the check box to confirm your identity, enter your registered email address, retype the security code displayed on the screen, read and tick the check box to agree to the 'Guidelines and Policies for Participation' 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 Mr. NGO-A 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:





☒ I have read and agree to the [Guidelines and Policies for Participation](#)


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 Mr. NGO-A DCP has been sent. Please check your inbox 06 Feb 2023 12:59 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: Monday, 6 February, 2023 13:00
To: NGO-A DCP <dcp@ngo-a.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 Mr. NGO-A DCP,

You are receiving this notification because you are registered as Designated Contact Point / National Focal Point of **NGO-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 **NGO-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. 06 Feb 2023 13:27 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: Monday, 6 February, 2023 13:29

To: NGO-A DCP <dcp@ngo-a.unfccc.int>

Subject: Your login credentials

Your login credentials

Dear Mr. NGO-A DCP,

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

Below are your login credentials:

Login: dcp@ngo-a.unfccc.int

Password : Dq71O

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](#)
- 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](#).

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:

[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 **Mr. NGO-A 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: [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](#).

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

Logged in as **Mr. NGO-A DCP** [\[log out\]](#) Meeting: Delegation:

UNFCCC
Online Registration

[All participants](#) [My delegation](#) [Account settings](#) [Communication](#)

[Default meeting has been changed](#) 06 Feb 2023 18:09 CET
[Default delegation has been changed](#) 06 Feb 2023 18:09 CET

My account settings

E-mail address (cannot be changed):
Full name (cannot be changed):
Please choose your secret question: [\[?\]](#)
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 Observer Organizations](#).

6.1.3 Creating a representative account

The DCP / Head of an organization can create and delete 'representative accounts' via the Account Settings tab once they have successfully logged in.

A representative account can do everything a DCP / Head 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 and Head of the organization.**

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 Mr. NGO-A DCP [log out] Meeting: **NGO-A** Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation **Account settings** Communication

My account settings

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

Full name (cannot be changed): Mr. NGO-A 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 Observer Organizations](#).

2. Enter the representative's salutation, first name, last name, email address twice and click "Save and Continue".

Logged in as Mr. NGO-A DCP [log out] Meeting: **NGO-A** Delegation: NGO-A

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. [v]
Given name: * Juanita [?]
Family name: * Timme [?]
Email address: * j_timme@ngo-a.unfccc.int [?]
Confirm e-mail address: * j_timme@ngo-a.unfccc.int [?]

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 Observer Organizations](#).

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 Mr. NGO-A DCP [log out] Meeting: **NGO-A** Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Invitation email to Ms. Juanita Timme (j_timme@ngo-a.unfccc.int) has been sent. This invitation must be accepted by the representative within 72 hours. 13 Feb 2023 10:57 CET

My account settings

E-mail address (cannot be changed): dcp@ngo-a.unfccc.int
Full name (cannot be changed): Mr. NGO-A 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

3. 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 DCPs 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: Wednesday, 13 February, 2023 10:57
To: Juanita Timme <j_timme@ngo-a.unfccc.int>
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. Juanita Timme,

Designated Contact Point / National Focal Point of **NGO-A** (Mr. NGO-A 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 **NGO-A**.



Kind regards,

UNFCCC secretariat

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

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”.

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



UNFCCC
Online Registration

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: Where did I live when I was a baby? ▾ [\[?\]](#)



Secret answer:* Bonn [\[?\]](#)


Save settings

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. 13 Feb 2023 11:11 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.

[Disclaimer, Privacy Policy and Terms & Conditions for the use of UNFCCC websites](#)

[Upcoming meetings at unfccc.int](#)

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](#).

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: Wednesday, 13 February, 2023 11:11

To: Juanita Timme <j_timme@ngo-a.unfccc.int>

Subject: Your login credentials

Your login credentials

Dear Ms. Juanita Timme,

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

Below are your login credentials:

Login: j_timme@ngo-a.unfccc.int

Password : kkj8s2PD

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

Kind regards,

UNFCCC secretariat

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

NOTE: It is very common that individuals holding a representative account then become the DCP / Head of the organization. **It is important to note that not deleting the representative account of the individual prior to becoming a DCP / Head, will create extensive delays on accessing the system as the email address of the incoming DCP / Head is blocked by the representative account.** Please delete the representative accounts of individuals who will become the DCP/Head of the organization especially when identical email address is used for the account of the DCP/Head.

6.1.4 Deleting a representative account

The DCP / Head of an organization 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 Mr. NGO-A DCP [log out] Meeting: **UNC 2023** Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation **Account settings** Communication

My account settings

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

Full name (cannot be changed): Mr. NGO-A 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. Juanita Timme	j_timme@ngo-a.unfccc.int	Delete account

Create new representative account

2. 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 Mr. NGO-A DCP [log out] Meeting: **UNC 2023** Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Login account has been deleted. Your counterpart will be notified on your decision. 13 Feb 2023 11:44 CET

My account settings

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

Full name (cannot be changed): Mr. NGO-A 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.

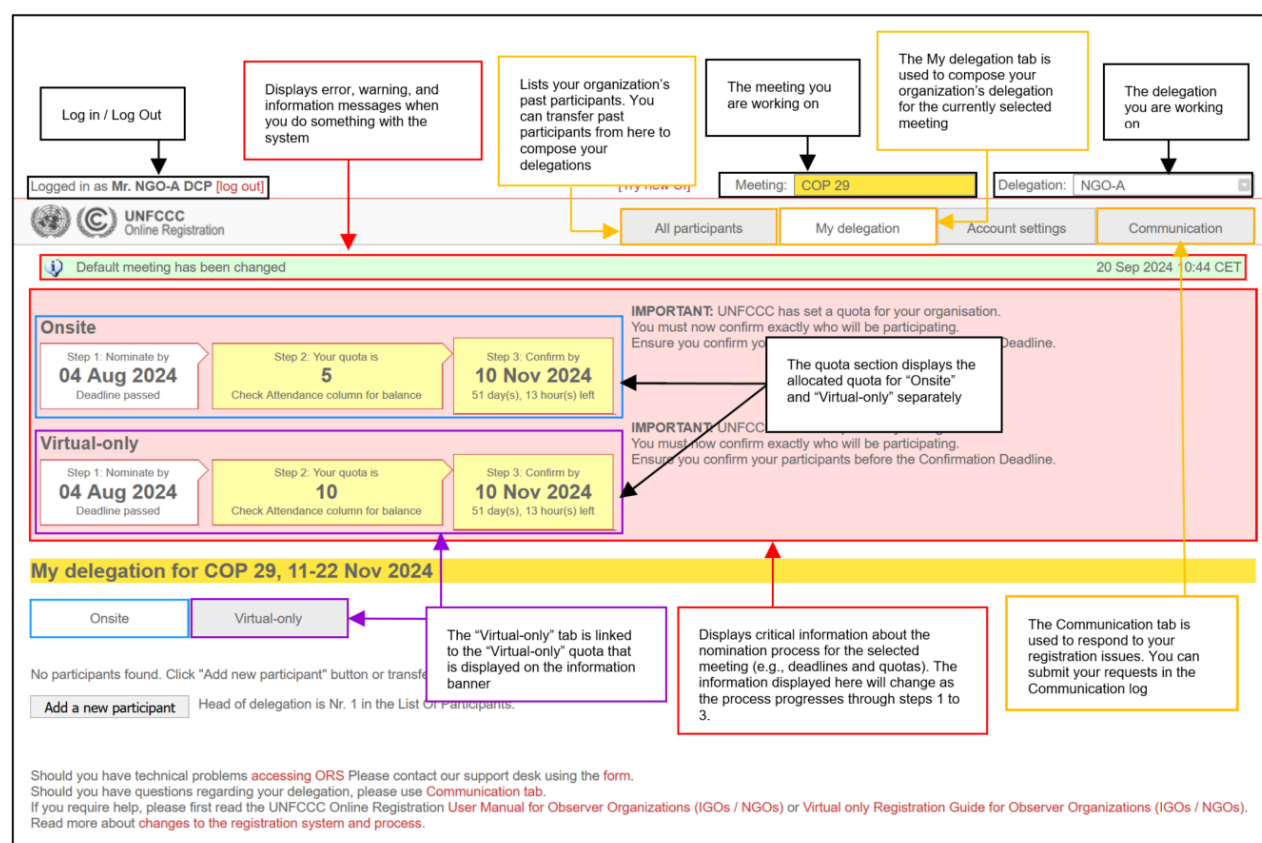
You can create and delete representative accounts if you would like someone else to create nominations on your behalf. Representative accounts have full access to the Online Registration System on your behalf. It is your responsibility to ensure the accounts are created and deleted appropriately.

Create new representative account

6.2 Overview of the user interface

This section briefly introduces some key elements of the ORS 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 allocated quota by the Secretariat after the nomination deadline meant for in-person participation. Similarly, the ‘Virtual-only’ section displays the quota allocated by the Secretariat for virtual participation only. Hence, the “Virtual-only” tab is linked with the ‘Virtual-only’ quota which is a separate quota from the ‘Onsite’ quota.



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 admitted observer organizations by providing access to UNFCCC meetings remotely, provided the meeting is open to observers and has the possibility for online participation. **This has been introduced to help enable a broader participation based on requests received from stakeholders in the past conferences, particularly from observers on having the possibility for attending remotely without impacting the allocated onsite quota.**

Note: Participants registered under the Onsite tab (in-person participation) for part, or the entire duration of the conference will also have access to virtual participation.

The “Virtual-only” quota is separate from the “Onsite” quota and gives the Designated Contact Point (DCP) the possibility to increase the number of participants in their delegation attending physically by registering the delegates that will not be present onsite to the “Virtual-only” environment. This will allow the allocated onsite quota to be assigned to another delegate from the organization who can attend the conference in-person, thereby increasing the ability for larger participation in the UNFCCC sessions.

****Note that registering the same participant under the “Onsite” and “Virtual-only” tabs is not possible.**

6.3 Step 1 - Nominate participants by the nomination deadline

The first step in the process is to nominate your participants for a meeting. This task must be completed before the nomination deadline has passed. The most important thing to get right at this stage is the total number of participants you wish to attend the meeting. There is no need to overestimate your requirements as the individual participants can be changed up until the participant is confirmed or the confirmation deadline has passed. 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 Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants account settings Communication

Onsite

Step 1: Nominate by **04 Aug 2024**
Deadline passed

Step 2: Your quota is **5**
Check Attendance column for balance

Step 3: Confirm by **10 Nov 2024**
51 day(s), 10 hour(s) left

Virtual-only

Step 1: Nominate by **04 Aug 2024**
Deadline passed

Step 2: Your quota is **10**
Check Attendance column for balance

Step 3: Confirm by **10 Nov 2024**
51 day(s), 10 hour(s) left

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

No participants found. Click "Add new participant" button or transfer participants from a previous meeting.

Add a new participant Head of delegation is Nr. 1 in the List Of Participants.


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 Observer Organizations \(IGOs / NGOs\)](#).
[Read more about changes to the registration system and process.](#)

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 the participants from previous meetings (from the last 5 years onwards).

Logged in as Mr. NGO-A DCP [log out] Meeting: **NGO-A** Delegation: NGO-A

 UNFCCC Online Registration

All participants My delegation Account settings Communication


All participants

Find participant:

<input type="checkbox"/>	Salutation First / Last name	Birth date	Email	Action
<input type="checkbox"/>	Ms. Ramooz Basnet	1979-03-02	ramooz.b@ngo-a.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Santhosh Jackson	1985-02-19	santhosh_j@yahoo.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Sra. Eva Linero Villamizar	1997-07-07	elv@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Martin Ngoufo Ngumouo	1993-12-09	martin_nn@ngo-a.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mme Soline Qamar	1997-09-23	dcp@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Kirill Sergeevich	1995-02-02	kirill@sergeevich.de	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Juanita Timme	1980-04-05	j_timme@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>

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

Logged in as Mr. NGO-A DCP [log out] Meeting: **NGO-A** Delegation: NGO-A

 UNFCCC Online Registration

All participants My delegation Account settings Communication

All participants

Find participant:

<input type="checkbox"/>	Salutation First / Last name	Birth date	Email	Action
<input type="checkbox"/>	Ms. Ramooz Basnet	1979-03-02	ramooz.b@ngo-a.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Santhosh Jackson	1985-02-19	santhosh_j@yahoo.com	<input type="button" value="Add to delegation"/>
<input checked="" type="checkbox"/>	Sra. Eva Linero Villamizar	1997-07-07	elv@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Martin Ngoufo Ngumouo	1993-12-09	martin_nn@ngo-a.com	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mme Soline Qamar	1997-09-23	dcp@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Mr. Kirill Sergeevich	1995-02-02	kirill@sergeevich.de	<input type="button" value="Add to delegation"/>
<input type="checkbox"/>	Juanita Timme	1980-04-05	j_timme@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>

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 Mr. NGO-A DCP [log out] Meeting: **UNC 2023** Delegation: NGO-A

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"/>	Ms. Ramooz Basnet	1979-03-02	ramooz.b@ngo-a.com	Add to delegation
<input checked="" type="checkbox"/>	Mr. Santhosh Jackson	1985-02-19	santhosh_j@yahoo.com	Add to delegation
<input type="checkbox"/>	Sra. Eva Linero Villamizar	1997-07-07	elv@ngo-a.unfccc.int	Add to delegation
<input checked="" type="checkbox"/>	Mr. Martin Ngoufo Ngumouo	1993-12-09	martin_nn@ngo-a.com	Add to delegation
<input type="checkbox"/>	Mme Soline Qamar	1997-09-23	dcp@ngo-a.unfccc.int	Add to delegation
<input checked="" type="checkbox"/>	Mr. Kirill Sergeevich	1995-02-02	kirill@sergeevich.de	Add to delegation
<input type="checkbox"/>	Juanita Timme	1980-04-05	j_timme@ngo-a.unfccc.int	Add to delegation

[Transfer Participants](#)

- Select the badge type appropriate to the participant(s) you wish to nominate and click on 'continue'.

For “virtual-only” registration, note that for the “Badge type” option you must select “Virtual-only (NGO/IGO)”. The delegate will then appear in the Virtual-only tab.

Logged in as Mr. NGO-A DCP [log out] Meeting: **UNC 2023** Delegation: NGO-A

UNFCCC Online Registration



All participants My delegation Account settings Communication

Add participants to the delegation

Badge type: **Observer-NGO**

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 Observer Organizations](#).

- 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.




UNFCCC
Online Registration

[All participants](#)

[My delegation](#)

[Account settings](#)

[Communication](#)



Successfully transferred: Ms. Ramooz Basnet,Mr. Santhosh Jackson,Mr. Martin Ngoufo Ngumouo,Mr. Kirill Sergeevich to the meeting UN Conference 2023

06 Mar 2023 10:15 CET

All participants

Find participant:

<input type="checkbox"/>	Salutation First / Last name	Birth date	Email	Action
	Ms. Ramooz Basnet	1979-03-02	ramooz.b@ngo-a.com	Already in delegation
	Mr. Santhosh Jackson	1985-02-19	santhosh_j@yahoo.com	Already in delegation
<input type="checkbox"/>	Sra. Eva Linero Villamizar	1997-07-07	elv@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
	Mr. Martin Ngoufo Ngumouo	1993-12-09	martin_nn@ngo-a.com	Already in delegation
<input type="checkbox"/>	Mme Soline Qamar	1997-09-23	dcp@ngo-a.unfccc.int	<input type="button" value="Add to delegation"/>
	Mr. Kirill Sergeevich	1995-02-02	kirill@sergeevich.de	Already in delegation
<input type="checkbox"/>	Juanita Timme	1980-04-05	j_timme@ngo-a.unfccc.int	<input type="button" value="Add to 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 head(s) of the delegation (‘Observer - IGO head’ or ‘Observer - NGO head’) go automatically to the top of the list. This is followed by ‘Observer - IGO’ or ‘Observer - NGO’.
 - 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 and passport number will be collected for the first time by the updated system.

Logged in as Mr. NGO-A DCP [log out] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

Step 1: Nominate by **04 Oct 2024**
14 day(s), 7 hour(s) left

Step 2: Wait for quota
Not yet allocated
Quota will be allocated after the nomination deadline.

Step 2: Your quota is **0**
Check Attendance column for balance

Step 3: Confirm by **10 Nov 2024**
51 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 the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

Virtual-only

Step 1: Nominate by **04 Oct 2024**
14 day(s), 7 hour(s) left

Step 2: Wait for quota
Not yet allocated
Quota will be allocated after the nomination deadline.

Step 2: Your quota is **0**
Check Attendance column for balance

Step 3: Confirm by **10 Nov 2024**
51 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 the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants:

Head of delegation is Nr. 1 in the List Of Participants.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Ms. Ramoos Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mx. Juanita Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	

6.3.2 Nominating completely new participants

1. Select the “Onsite” tab and click on the ‘Add a new participant’ button at the bottom of the “My delegation” tab.

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting COP 29 Delegation NGO-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

Step 1: Nominate by **04 Oct 2024** (11 day(s), 10 hour(s) left)

Step 2: Wait for quota **Not yet allocated** (Quota will be allocated after the nomination deadline)

Step 2: Your quota is **0** (Check Attendance column for balance)

Step 3: Confirm by **10 Nov 2024** (48 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 the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

Virtual-only

Step 1: Nominate by **04 Oct 2024** (11 day(s), 10 hour(s) left)

Step 2: Wait for quota **Not yet allocated** (Quota will be allocated after the nomination deadline)

Step 2: Your quota is **0** (Check Attendance column for balance)

Step 3: Confirm by **10 Nov 2024** (48 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 the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [] Filter

Head of delegation is Nr. 1 in the List Of Participants.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Juanita Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	Attendance dates	Edit Remove Confirm	

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

Alternatively, you can also add participants by selecting the “Virtual-only” tab. Then, click on the “Add a new Participant” button on the bottom left.

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting COP 29 Delegation NGO-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

Step 1: Nominate by **04 Oct 2024** (11 day(s), 9 hour(s) left)

Step 2: Wait for quota **Not yet allocated** (Quota will be allocated after the nomination deadline)

Step 2: Your quota is **0** (Check Attendance column for balance)

Step 3: Confirm by **10 Nov 2024** (48 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 the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

Virtual-only

Step 1: Nominate by **04 Oct 2024** (11 day(s), 9 hour(s) left)

Step 2: Wait for quota **Not yet allocated** (Quota will be allocated after the nomination deadline)

Step 2: Your quota is **0** (Check Attendance column for balance)

Step 3: Confirm by **10 Nov 2024** (48 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 the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 29, 11-22 Nov 2024

Onsite **Virtual-only**

Filter participants: [] Filter

Head of delegation is Nr. 1 in the List Of Participants.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Santhosh Kulage	Virtual-only (NGO)	Nominated, pending UNFCCC quota	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Martin Ngoulo Gamar	Virtual-only (NGO)	Nominated, pending UNFCCC quota	Attendance dates	Edit Remove Confirm	

Add a new participant 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 Mr. NGO-A DCP [log out]

[Try new UI]

Meeting: COP 29

Delegation: NGO-A



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 Observer Organizations \(IGOs / NGOs\)](#) or [Virtual only Registration Guide for Observer Organizations \(IGOs / NGOs\)](#).
Read more about [changes to the registration system and process](#).

3. Enter the participant's personal details. Note that 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 and email address are mandatory fields prior to the nomination deadline.

However, the rest of the details must be provided before the participant can be confirmed. If you are unsure what to put in a field point your mouse on the [?] symbol, for a more detailed explanation.

Please enter all information in mixed case, e.g. "John Smith", not "JOHN SMITH" or "john smith".

Note that for visa purposes and upon arrival at the sessions, the personal details added for each participant must exactly match their official identification document.

If there is only the first name in the passport, the system also offers a "No last name in the passport" check box in the create/update participant page.

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, if an official English name exists. Please do not use acronyms or abbreviations.

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

Logged in as Ms. NGO-B DCP [log out] Meeting **NGO-B** Delegation

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation

Given name*

Family name*

No last name in the passport ☐ [?]

For COP and SBs, the 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.

Please click here for more information about the fields for the relationship with nominee

Relationship to nominator*

Functional title*

Department*

Home organization*

Please indicate the relationship you have with this nominee. Please refer to the FAQ listed above.

Date of birth (DD/MM/YYYY)*

Passport number ONLY*

Nationality*

Residence country*

Residence city*

Personal, secure email*

address for this participant (used by participant to access online services)

Phone number

Participation parameters

Badge type*

Order in List of Participants*

Badge valid from*

Badge valid thru*

Save and continue

* - mandatory field * - must be completed before confirmation

Note: For “virtual-only” registration, note that for “Badge type” field you must select “Virtual-only (NGO/IGO)”.

Logged in as Ms. NGO-B DCP [log out] Meeting **NGO-B** Delegation

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation

Given name*

Family name*

No last name in the passport ☐ [?]

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*

Functional title*

Department*

Home organization*

Date of birth (DD/MM/YYYY)*

Passport number ONLY*

Nationality*

Residence country*

Residence city*

Personal, secure email*

address for this participant (used by participant to access online services)

Phone number

Participation parameters

Badge type*

Order in List of Participants*

Badge valid from*

Badge valid thru*

Save and continue

* - mandatory field * - must be completed before confirmation

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

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting COP 29 Delegation: NGO-A

UNFCCC Online Registration

Participant's record has been created 23 Sep 2024 15:07 CET

Onsite

Step 1: Nominate by **04 Oct 2024** (11 day(s), 8 hour(s) left)

Step 2: Wait for quota **Not yet allocated** (Quota will be allocated after the nomination deadline.)

Step 2: Your quota is **0** (Check Attendance column for balance)

Step 3: Confirm by **10 Nov 2024** (48 day(s), 8 hour(s) left)

Virtual-only

Step 1: Nominate by **04 Oct 2024** (11 day(s), 8 hour(s) left)

Step 2: Wait for quota **Not yet allocated** (Quota will be allocated after the nomination deadline.)

Step 2: Your quota is **0** (Check Attendance column for balance)

Step 3: Confirm by **10 Nov 2024** (48 day(s), 8 hour(s) left)

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [Filter]

Head of delegation is Nr. 1 in the List Of Participants.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending UNFCCC quota	Attendance dates	Edit Remove Confirm	

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

6.3.3 Editing participant personal details

The personal details for each 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 Mr. NGO-A DCP [log out] [Try new UI] Meeting COP 29 Delegation: NGO-A

UNFCCC Online Registration

My delegation

Onsite

Step 1: Nominate by **04 Oct 2024** (11 day(s), 8 hour(s) left)

Step 2: Wait for quota **Not yet allocated** (Quota will be allocated after the nomination deadline.)

Step 2: Your quota is **0** (Check Attendance column for balance)

Step 3: Confirm by **10 Nov 2024** (48 day(s), 8 hour(s) left)

Virtual-only

Step 1: Nominate by **04 Oct 2024** (11 day(s), 8 hour(s) left)

Step 2: Wait for quota **Not yet allocated** (Quota will be allocated after the nomination deadline.)

Step 2: Your quota is **0** (Check Attendance column for balance)

Step 3: Confirm by **10 Nov 2024** (48 day(s), 8 hour(s) left)

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [Filter]

Head of delegation is Nr. 1 in the List Of Participants.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending UNFCCC quota	Attendance dates	Edit Remove Confirm	

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

Figure below:

- A delegate can only be confirmed (section 0) for a session if all required details are provided: All details showing a red asterisk are required.
- All fields except the name 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 6.6).
- 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 6.6).

Logged in as Mr. NGO-A DCP [log out] Meeting COP 29 Delegation NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Mr. [?]
 Given name: Santhosh [?]
 Family name: Kulage [?]

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: Unpaid advisory capacity [?]
 Functional title: Director [?]
 Department: Public Relations [?]
 Home organization: Save the Green Forests [?]

Date of birth (DD/MM/YYYY): 19/02/1985 [?]
 Passport number ONLY: 45435550 [?]
 Nationality: Burundi [?]
 Residence country: Germany [?]
 Residence city: Bonn [?]
 Personal, secure email address for this participant (used by participant to access online services): santhosh_k@ngo-a.co.uk [?]
 Phone number: [?]

Participation parameters

Badge type: Observer-NGO [?]
 Order in List of Participants: 999 [?]
 Badge valid from: 2023-11-30 [?]
 Badge valid thru: 2023-12-12 [?]

Save and continue

6.3.4 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.

Note that it is not possible to remove a participant while UNFCCC are in the process of allocating quota.

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting COP 29 Delegation NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by 04 Oct 2024 (11 day(s), 8 hour(s) left)
 Step 2: Wait for quota Not yet allocated (Quota will be allocated after the nomination deadline.)
 Step 2: Your quota is 0 (Check Attendance column for balance)
 Step 3: Confirm by 10 Nov 2024 (48 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 the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

Virtual-only

Step 1: Nominate by 04 Oct 2024 (11 day(s), 8 hour(s) left)
 Step 2: Wait for quota Not yet allocated (Quota will be allocated after the nomination deadline.)
 Step 2: Your quota is 0 (Check Attendance column for balance)
 Step 3: Confirm by 10 Nov 2024 (48 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 the total number of participants is accurate before the Nomination Deadline. UNFCCC will then set a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [] Filter

Head of delegation is Nr. 1 in the List Of Participants.

Order in LOP	Salutation First / Last name	Badge type	Status	Data still required?	Action [?]	Documents [?]
999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	Edit Remove Confirm	
999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending UNFCCC quota	Attendance dates	Edit Remove Confirm	

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

6.4 Step 2 - Wait for Quota

Once the nomination deadline has passed, the UNFCCC will allocate quota to ensure the number of nominations does not exceed the capacity of the venue provided by the host country. Please be informed that quota is calculated upon overall number of nominations received, history of engagement, available venue capacity, any applicable health, safety, and security regulations, among other factors.

The quota allocation process may take over a week. **During this time, it is not possible to add/remove participants to/from a delegation.**

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by
04 Aug 2024
Deadline passed

Step 2: Wait for quota
Not yet allocated
Quota will be allocated after the nomination deadline.

Step 2: Your quota is
0
Check Attendance column for balance

Step 3: Confirm by
10 Nov 2024
48 day(s), 8 hour(s) left

UNFCCC is in the process of setting a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

Virtual-only

Step 1: Nominate by
04 Aug 2024
Deadline passed

Step 2: Wait for quota
Not yet allocated
Quota will be allocated after the nomination deadline.

Step 2: Your quota is
0
Check Attendance column for balance

Step 3: Confirm by
10 Nov 2024
48 day(s), 8 hour(s) left

UNFCCC is in the process of setting a quota for your organisation. After the quota is set you must confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants:

Head of delegation is Nr. 1 in the List Of Participants.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	Participant details Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending UNFCCC quota	Attendance dates	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	

6.5 Step 3 - Confirm participants by the confirmation deadline

Once the UNFCCC has allocated quota you are able to confirm exactly who will be participating as part of your delegation. Before a participant can be confirmed, however:

- The participant's attendance dates must be set and saved.
- The participant's personal details must be completed.

The "Data still required" column clearly displays what remains to be done. The **"Confirm"** button is only enabled once all required tasks are complete.

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting COP 29 Delegation NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by
04 Aug 2024
Deadline passed

Step 2: Your quota is
5
Check Attendance column for balance

Step 3: Confirm by
10 Nov 2024
48 day(s), 8 hour(s) left

Virtual-only

Step 1: Nominate by
04 Aug 2024
Deadline passed

Step 2: Your quota is
10
Check Attendance column for balance

Step 3: Confirm by
10 Nov 2024
48 day(s), 8 hour(s) left

IMPORTANT UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

IMPORTANT UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [] [Filter]

Head of delegation is Nr. 1 in the List Of Participants

Order in LOP	Salutation First / Last name	Badge type	Status	Attendance												Data still required?	Action [?]	Documents [?]	
				2024-11-11 5 out of 5 left	2024-11-12 5 out of 5 left	2024-11-13 5 out of 5 left	2024-11-14 5 out of 5 left	2024-11-15 5 out of 5 left	2024-11-16 5 out of 5 left	2024-11-17 5 out of 5 left	2024-11-18 5 out of 5 left	2024-11-19 5 out of 5 left	2024-11-20 5 out of 5 left	2024-11-21 5 out of 5 left	2024-11-22 5 out of 5 left				
999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm	
999	Ms. Ramoos Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm	
999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	

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

6.5.1 Setting attendance dates

Once quota has been allocated, the “Attendance” column on the “My delegation” tab shows the number of quota allocated to your organization. This column is used to specify which of your nominated participants will be attending the sessions, and when. This column contains one or more attendance period that together make up the whole of the sessions.

For larger sessions such as a COP, when two or more attendance day/s are displayed, it is possible to maximize your organization's participation numbers. Once the quota is allocated during the confirmation period, the DCP can assign individual attendance days to each delegate via the ORS interface. In the past, this was done per week. The improved interface now allows the DCP to distribute the allocated quota among the delegates for each day of the conference. The DCP can allot one or more days to one delegate, as long as the number of delegates on any given day does not exceed the allocated quota (see section 6.8).

Note that for smaller sessions/meetings, there could be only one period as shown below.

Logged in as Mr. NGO-A DCP [\[log out\]](#)

Meeting: **AWG-KP 16 / AWG-LCA** Delegation: **NGO-A**

UNFCCC Online Registration

All participants My delegation Account settings Communication

Negotiations

Step 1: Nominate by **07 Feb 2023**
Deadline passed

Step 2: Your quota is **5**
5 spot(s) left

Step 3: Confirm by **02 Apr 2023**
52 day(s), 9 hour(s) left

IMPORTANT: UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for AWG-KP 16 / AWG-LCA 14, 03-08 Apr 2023

Negotiations

Filter participants: [Filter!](#)

Head of delegation is Nr. 1 in the List Of Participants.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance Default 5 out of 5 left	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mx. Subasana Kulage	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Sra. Eva Linero Villamizar	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mme Soline Qamar	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	
<input type="checkbox"/>	999	Ms. Juanita Timme	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	

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

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 Observer Organizations](#).

Onsite vs. Virtual-only attendance

Participants registered for “Onsite” attendance can be registered for one or more days, or for the entire duration of the conference. In addition to attending the conference in-person, onsite participants will also have access to the virtual participation platform, allowing them to participate virtually in applicable events.

Participants registered for “Virtual-only” attendance are registered for the entire duration of the conference, i.e. there is no option to select specific attendance dates for Virtual-only attendance.

1. Tick the Attendance checkbox for each of the participants that will attend a given period of the sessions. The system will only allow you to select participants up to your allocated quota. The remaining quota displayed at the top of the column decreases as you tick the checkboxes.
2. Click the “Save attendance dates” button at the bottom of the screen when you are done.

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by 04 Aug 2024
Deadline passed

Step 2: Your quota is 5
Check Attendance column for balance

Step 3: Confirm by 10 Nov 2024
48 day(s), 8 hour(s) left

Virtual-only

Step 1: Nominate by 04 Aug 2024
Deadline passed

Step 2: Your quota is 10
Check Attendance column for balance

Step 3: Confirm by 10 Nov 2024
48 day(s), 8 hour(s) left

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [] Filter!

Head of delegation is Nr. 1 in the List Of Participants.

Order in LOP	Salutation First / Last name	Badge type	Status	Attendance										Data still required?	Action [?]	Documents [?]	
				2024-11-11 4 out of 5 left	2024-11-12 4 out of 5 left	2024-11-13 4 out of 5 left	2024-11-14 4 out of 5 left	2024-11-15 4 out of 5 left	2024-11-16 4 out of 5 left	2024-11-17 3 out of 5 left	2024-11-18 3 out of 5 left	2024-11-19 3 out of 5 left	2024-11-20 3 out of 5 left				2024-11-21 4 out of 5 left
999	Ms. Carolina Margaria	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm
999	Ms. Ramoz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm
999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm

Add a new participant Download LOP for your delegation in Excel Export full set of data to Excel Save attendance dates Cancel changes

Note that under the “Virtual-only” tab, there is only one attendance period (entire duration of the session) for the “Virtual-only” participation as shown below.

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by 04 Aug 2024
Deadline passed

Step 2: Your quota is 2
Check Attendance column for balance

Step 3: Confirm by 10 Nov 2024
46 day(s), 13 hour(s) left

Virtual-only

Step 1: Nominate by 04 Aug 2024
Deadline passed

Step 2: Your quota is 10
10 spot(s) left

Step 3: Confirm by 10 Nov 2024
46 day(s), 13 hour(s) left

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [] Filter!

Head of delegation is Nr. 1 in the List Of Participants.

Order in LOP	Salutation First / Last name	Badge type	Status	Attendance Virtual only 9 out of 10 left	Data still required?	Action [?]	Documents [?]
999	Ms. Santhosh Kulage	Virtual-only (NGO)	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	Participant details Attendance dates	Edit Remove Confirm	
999	Mr. Martin Ngoufo Gamar	Virtual-only (NGO)	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	Attendance dates	Edit Remove Confirm	

Add a new participant Download LOP for your delegation in Excel Export full set of data to Excel Save attendance dates Cancel changes

3. Note that the “Attendance Dates” message in the “Data still required” column is no longer displayed for the first two participants, however their “Participant details” are still incomplete and the “Confirm” button is therefore still disabled. The personal details of the participants must be completed to enable their “Confirm” buttons.

Logged in as Mr. NGO-A DCP [log out] (Try new UI) Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by 04 Aug 2024 (Deadline passed)

Step 2: Your quota is 5 (Check Attendance column for balance)

Step 3: Confirm by 10 Nov 2024 (47 day(s), 7 hour(s) left)

Virtual-only

Step 1: Nominate by 04 Aug 2024 (Deadline passed)

Step 2: Your quota is 10 (Check Attendance column for balance)

Step 3: Confirm by 10 Nov 2024 (47 day(s), 7 hour(s) left)

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [Filter]

Head of delegation is Nr. 1 in the List Of Participants.

Order in LOP	Salutation First / Last name	Badge type	Status	Attendance												Data still required?	Action [?]	Documents [?]		
				2024-11-11 4 out of 5 left	2024-11-12 4 out of 5 left	2024-11-13 4 out of 5 left	2024-11-14 4 out of 5 left	2024-11-15 4 out of 5 left	2024-11-16 4 out of 5 left	2024-11-17 3 out of 5 left	2024-11-18 3 out of 5 left	2024-11-19 3 out of 5 left	2024-11-20 3 out of 5 left	2024-11-21 4 out of 5 left	2024-11-22 4 out of 5 left					
999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation															Participant details	Edit Remove Confirm	
999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation															Participant details	Edit Remove Confirm	
999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation																Edit Remove Confirm	

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

4. Once the participant details have been completed, the “confirm” button gets enabled (as shown below)

Logged in as Mr. NGO-A DCP [log out] (Try new UI) Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by 04 Aug 2024 (Deadline passed)

Step 2: Your quota is 5 (Check Attendance column for balance)

Step 3: Confirm by 10 Nov 2024 (47 day(s), 7 hour(s) left)

Virtual-only

Step 1: Nominate by 04 Aug 2024 (Deadline passed)

Step 2: Your quota is 10 (Check Attendance column for balance)

Step 3: Confirm by 10 Nov 2024 (47 day(s), 7 hour(s) left)

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [Filter]

Head of delegation is Nr. 1 in the List Of Participants.

Order in LOP	Salutation First / Last name	Badge type	Status	Attendance												Data still required?	Action [?]	Documents [?]		
				2024-11-11 4 out of 5 left	2024-11-12 4 out of 5 left	2024-11-13 4 out of 5 left	2024-11-14 4 out of 5 left	2024-11-15 4 out of 5 left	2024-11-16 4 out of 5 left	2024-11-17 3 out of 5 left	2024-11-18 3 out of 5 left	2024-11-19 3 out of 5 left	2024-11-20 3 out of 5 left	2024-11-21 4 out of 5 left	2024-11-22 4 out of 5 left					
999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation																Edit Remove Confirm	
999	Ms. Ramooz Basnet	Observer-NGO	Nominated, pending DCP/NFP confirmation																Edit Remove Confirm	
999	Mr. Kirill Sergeevich	Observer-NGO	Nominated, pending DCP/NFP confirmation																Edit Remove Confirm	

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

5. Continuing the example, in the screenshot below the attendance dates have been set and the personal details completed for three nominated participants, using up the allocated quota.

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting [COP 29] Delegation [NGO-A]

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by 04 Aug 2024
Deadline passed

Step 2: Your quota is 2
Check Attendance column for balance

Step 3: Confirm by 10 Nov 2024
47 day(s), 7 hour(s) left

Virtual-only

Step 1: Nominate by 04 Aug 2024
Deadline passed

Step 2: Your quota is 10
Check Attendance column for balance

Step 3: Confirm by 10 Nov 2024
47 day(s), 7 hour(s) left

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [] Filter

Head of delegation is Nr. 1 in the List Of Participants

	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]											
					2024-11-11 0 out of 2 left	2024-11-12 0 out of 2 left	2024-11-13 0 out of 2 left	2024-11-14 0 out of 2 left	2024-11-15 0 out of 2 left	2024-11-16 0 out of 2 left	2024-11-17 0 out of 2 left	2024-11-18 0 out of 2 left	2024-11-19 0 out of 2 left	2024-11-20 0 out of 2 left	2024-11-21 0 out of 2 left	2024-11-22 0 out of 2 left			
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Ms. Ramoz Basnet	Observer- NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mr. Kiril Sergeevich	Observer- NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	

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

6.5.2 Confirming participants

1. To confirm a participant's attendance, 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".

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting [COP 29] Delegation [NGO-A]

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by 04 Aug 2024
Deadline passed

Step 2: Your quota is 2
Check Attendance column for balance

Step 3: Confirm by 10 Nov 2024
47 day(s), 7 hour(s) left

Virtual-only

Step 1: Nominate by 04 Aug 2024
Deadline passed

Step 2: Your quota is 10
Check Attendance column for balance

Step 3: Confirm by 10 Nov 2024
47 day(s), 7 hour(s) left

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [] Filter

Head of delegation is Nr. 1 in the List Of Participants

onlineeregistration.unfccc.int
Once you confirm you cannot edit. First and Family Name. Related requests for this nominee would need to be submitted in the appropriate section of Communication Log. Continue?

	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]											
					2024-11-11 0 out of 2 left	2024-11-12 0 out of 2 left	2024-11-13 0 out of 2 left	2024-11-14 0 out of 2 left	2024-11-15 0 out of 2 left	2024-11-16 0 out of 2 left	2024-11-17 0 out of 2 left	2024-11-18 0 out of 2 left	2024-11-19 0 out of 2 left	2024-11-20 0 out of 2 left	2024-11-21 0 out of 2 left	2024-11-22 0 out of 2 left			
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Ms. Ramoz Basnet	Observer- NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	
<input type="checkbox"/>	999	Mr. Kiril Sergeevich	Observer- NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	

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

Note that each delegation must have at least one delegate assigned the registration type 'Observer - NGO/IGO head'. A maximum of two delegates may hold this badge type. **The head of delegation is not necessarily the Director/DCP/Head of the organization. However, it is the person responsible for the delegation and the secretariat's counterpart during the session, apart from the focal point/DCP here in ORS.**

Before confirming regular delegates, at least one 'Observer - NGO/IGO head' must be confirmed first. It is mandatory for at least one Head of Delegation to be registered under the Onsite quota.

If your delegation has only one Head of Delegation, then that "Observer – NGO/IGO head" cannot be moved or swapped to "Virtual-only" attendance without first reassigning the "Observer – NGO/IGO head" to another participant that is attending onsite.

This requirement does not apply to delegations attending virtually only.

Logged in as Mr. NGO-A DCP [log out] (Try new UI) Meeting COP 29 Delegation NGO-A

UNFCCC Online Registration

IMPORTANT: UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

Onsite

Step 1: Nominate by 04 Aug 2024 (Deadline passed)

Step 2: Your quota is 2 (Check Attendance column for balance)

Step 3: Confirm by 10 Nov 2024 (47 day(s), 6 hour(s) left)

Virtual-only

Step 1: Nominate by 04 Aug 2024 (Deadline passed)

Step 2: Your quota is 10 (Check Attendance column for balance)

Step 3: Confirm by 10 Nov 2024 (47 day(s), 6 hour(s) left)

IMPORTANT: UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants:

Head of delegation is Nr. 1 in the List Of Participants.

There must be at least one head of delegation. Please confirm participant with the "Observer - NGO head" badge type first or change badge type of the participant. 24 Sep 2024 17:22 CET

Close

	Order in LOP	Salutation First / Last name	Badge type	Status	2024-11-22 0 out of 2 left	2024-11-22 0 out of 2 left	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - NGO head	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	999	Ms. Ramoz Basnet	Observer- NGO	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	999	Mr. Kiril Sergeevich	Observer- NGO	Nominated, pending DCP/NFP confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

- After confirmation, the participant cannot be removed from your delegation unless the delegate is replaced (section 6.5.3). Part of the allocated quota has been permanently consumed. 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.

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

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- 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 Mr. NGO-A DCP [log out] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

Step 1: Nominate by 04 Aug 2024 (Deadline passed)
Step 2: Your quota is 2 (Check Attendance column for balance)
Step 3: Confirm by 10 Nov 2024 (48 day(s), 11 hour(s) left)

IMPORTANT: UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

Virtual-only
Step 1: Nominate by 04 Aug 2024 (Deadline passed)
Step 2: Your quota is 10 (10 spot(s) left)
Step 3: Confirm by 10 Nov 2024 (48 day(s), 11 hour(s) left)

IMPORTANT: UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 29, 11-22 Nov 2024

Onsite Virtual-only

Filter participants: [Filter]

Head of delegation is Nr. 1 in the List Of Participants

Order in LOP	Salutation First / Last name	Badge type	Status	Attendance												Data still required?	Action [?]	Documents [?]	
				2024-11-11 0 out of 2 left	2024-11-12 0 out of 2 left	2024-11-13 0 out of 2 left	2024-11-14 0 out of 2 left	2024-11-15 0 out of 2 left	2024-11-16 0 out of 2 left	2024-11-17 0 out of 2 left	2024-11-18 0 out of 2 left	2024-11-19 0 out of 2 left	2024-11-20 0 out of 2 left	2024-11-21 0 out of 2 left	2024-11-22 0 out of 2 left				
999	Ms. Carolina Margaria	Observer - NGO head	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[Edit] [Remove] [Confirm]	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>	
999	Ms. Ramsooz Basnet	Observer - NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Edit] [Remove] [Confirm]	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
999	Mr. Kirill Sergeevich	Observer - NGO	Registered, acknowledgement sent to participant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Edit] [Remove] [Confirm]	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>

6.5.3 Replacing participants

Prior to confirmation:

Before you confirm a participant and prior to the confirmation deadline as noted on the top left of the “My delegation” tab, it is possible to edit the personal details of a participant (section 6.3.3), adjust attendance dates (section 0), or even remove the participant from your delegation completely (section 6.3.4).

If you need to replace a participant completely, you may remove that participant from your delegation and add a new participant, either by transferring an existing participant from the “All Participants” tab or by creating a completely new participant.

After confirmation:

In case a confirmed participant shall be replaced by another participant in draft, the DCP can do so by selecting the corresponding slot in the Communication tab. Prior to the confirmation deadline, if quota is still available, the DCP can create a new participant that shall replace the confirmed one. A confirmed delegate can be removed from a delegation by submitting a request to the UNFCCC via the Communication tab.

Note that the option to select ‘replacement request’ for “type” under the communication tab will only appear when there is at least one confirmed participant in the delegation.

1. Go to communication tab. Under "type" you will find a drop-down with multiple options. Click on "Replacement Request".

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Other (Regular) [?] [?]

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

Quota Increase Request

Replacement Request [3]

Swap Participants Request

Save and continue

* - mandatory field

Unread messages are displayed in bold text.

Nominator: NGO-A

2. The system loads two mandatory fields to be provided. Firstly, select which confirmed participant should get replaced from the list of options. Secondly, select from the list of participants in draft who will replace the confirmed participant. If the participant you want to appoint does not appear in this list, make sure that all the required personal details is provided for this participant. It also offers an optional section to post a reason for the replacement request. Once completed, click on "Save and continue".

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Replacement Request [?]

Replace (cancel) confirmed* Mr. Kirill Sergeevich - [16 Nov 2024-22 Nov 2024] [1]

With the following participant* Mx. Juanita Jackson - Observer-NGO [2]

Reason Change of travel plans [3]

Save and continue [3]

* - mandatory field

Unread messages are displayed in bold text.

Nominator: NGO-A

Once UNFCCC receives your replacement request, **it may take a few working days for a decision to be made**, as it requires manual processing to be performed by UNFCCC. When the status changes to "Registered" an acknowledgement/visa letter will automatically be generated and sent to the unique email address of the participant.

6.5.4 Changing 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 registered 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 - NGO/IGO head' or 'Observer – NGO/IGO').

Note that 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 or validity dates 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 Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP-29 Delegation: NGO-A

UNFCCC Online Registration

All participants | **My delegation** | Account settings | Communication

Onsite

Step 1: Nominate by
04 Aug 2024
Deadline passed

Step 2: Your quota is
2
Check Attendance column for balance

Step 3: Confirm by
10 Nov 2024
40 days(s), 0 hour(s) left

IMPORTANT: UNFCCC has set a quota for your organisation.
You must now confirm exactly who will be participating.
Ensure you confirm your participants before the Confirmation Deadline.

Virtual-only

Step 1: Nominate by
04 Aug 2024
Deadline passed

Step 2: Your quota is
10
0 spot(s) left

Step 3: Confirm by
10 Nov 2024
40 days(s), 0 hour(s) left

IMPORTANT: UNFCCC has set a quota for your organisation.
You must now confirm exactly who will be participating.
Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 29, 11-22 Nov 2024

Onsite

Virtual-only

Filter participants:

Head of delegation is Nr. 1 in the List of Participants.

	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance										Data still required?	Action [?]	Documents [?]	
					2024-11-11 0 out of 2 left	2024-11-12 0 out of 2 left	2024-11-13 0 out of 2 left	2024-11-14 0 out of 2 left	2024-11-15 0 out of 2 left	2024-11-16 0 out of 2 left	2024-11-17 0 out of 2 left	2024-11-18 0 out of 2 left	2024-11-19 0 out of 2 left	2024-11-20 0 out of 2 left				2024-11-21 0 out of 2 left
<input type="checkbox"/>	999	Ms. Carolina Margarita	Observer - head	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
<input type="checkbox"/>	999	Mr. Knill Sergeevich	Observer-NGO	Registered, acknowledgement sent to participant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>

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

- At the bottom of the participant details page, under Participation parameters, select the “badge type” appropriate to the registered participant from the drop-down menu.

Participation parameters

→

Badge type*

Observer-NGO

1

▼

[?]

Order in List of Participants*

Please select ---

[?]

Badge valid from*

Observer - NGO head

[?]

Badge valid thru*

Observer-NGO

[?]

Virtual-only (NGO)

[?]

Save and continue

* - mandatory field

* - must be completed before confirmation

- Once the new badge type of the participant is selected, there are some mandatory fields to be provided. Firstly, select the applicable date from the “badge valid from” option. Secondly, select the applicable date from the “badge valid thru” option. The validity dates of the participant can be amended accordingly without exceeding the allocated quota.

Note that the validity dates for “Virtual-only” badge type can only be selected for the entire duration of the conference. The validity dates for the onsite badge types can be selected as applicable, i.e., individual attendance dates of the conference.

In the example below, the badge type of the registered participant (Ms. Ramooz Basnet) is being changed from ‘Observer – NGO’ to the badge type ‘Virtual-only (NGO)’.

Participation parameters

→

Badge type*

Virtual-only (NGO)

▼

[?]

Order in List of Participants*

999

[?]

→

Badge valid from*

2024-11-11

1

[?]

→

Badge valid thru*

2024-11-22

2

[?]

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

* - mandatory field

* - must be completed before confirmation

[illegible]

Participation parameters

Badge type* Observer-NGO [?]

Order in List of Participants* 999 [?]

Badge valid from* 2024-11-11 [?]

Badge valid thru* --- Please select --- [?]

2024-11-11 [?]

2024-11-12 [?]

2024-11-13 [?]

2024-11-14 [?]

2024-11-15 [?]

2024-11-16 [?]

2024-11-17 [?]

2024-11-18 [?]

2024-11-19 [?]

2024-11-20 [?]

2024-11-21 [?]

2024-11-22 [?]

Please confirm registration* type badge validity dates change

Save and continue

Should you have technical problem, please contact the registration team. Should you have questions regarding the registration process, please first refer to the Observer Organizations (IGOs / NGOs) or Virtual only Registration Guide for Observer Organizations (IGOs / NGOs).

- Participation parameters**

Badge type* [?]

Order in List of Participants* [?]

Badge valid from* [?]

Badge valid thru* [?]

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* ☒ [?] 1

2

* - mandatory field * - must be completed before confirmation

Note that the system checks that the allocated quota is not exceeded. In case the change of validity dates exceeds the quota, a red warning message indicating that the quota has been exceeded will be displayed as shown below.

The example below shows the warning message when the “Onsite” quota is exceeded.

Participation parameters

Badge type* Observer - NGO head [?]

Order in List of Participants* 999 [?]

Badge valid from* 2024-11-13 [?]

Quota exceeded for the following period[s]: 2024-11-13, 2024-11-14, 2024-11-15, 2024-11-16, 2024-11-17, 2024-11-18, 2024-11-19. Please adjust validity dates.

Badge valid thru* 2024-11-19 [?]

Quota exceeded for the following period[s]: 2024-11-13, 2024-11-14, 2024-11-15, 2024-11-16, 2024-11-17, 2024-11-18, 2024-11-19. Please adjust validity dates.

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

* - mandatory field

* - must be completed before confirmation

Continuing with another example showing the warning message when the “Virtual-only” quota is exceeded.

Participation parameters

Badge type* Virtual-only (NGO) [?]

Order in List of Participants* 999 [?]

Badge valid from* 2024-11-11 [?]

Quota exceeded for the following period[s]: Virtual only. Please adjust validity dates.

Badge valid thru* 2024-11-22 [?]

Quota exceeded for the following period[s]: Virtual only. Please adjust validity dates.

Save and continue

* - mandatory field

* - must be completed before confirmation

- Once processed the 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 (on page 48), the registered participant (Ms. Ramooz Basnet) has been moved from the “Onsite” tab to the “Virtual-only” tab as the badge type was changed to ‘Virtual-only (NGO)’.

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

Step 1: Nominate by **04 Aug 2024** (Deadline passed)

Step 2: Your quota is **2** (Check Attendance column for balance)

Step 3: Confirm by **10 Nov 2024** (46 day(s), 6 hour(s) left)

Virtual-only

Step 1: Nominate by **04 Aug 2024** (Deadline passed)

Step 2: Your quota is **10** (8 spot(s) left)

Step 3: Confirm by **10 Nov 2024** (46 day(s), 6 hour(s) left)

IMPORTANT: UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 29, 11-22 Nov 2024

Onsite **Virtual-only**

Filter participants: [] [Filter!]

Head of delegation is Nr. 1 in the List Of Participants.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance Virtual only 8 out of 10 left	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Virtual-only (NGO)	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>		[Edit] [Remove] [Confirm]	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Martin Ngoufo Gamar	Virtual-only (NGO)	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>		[Edit] [Remove] [Confirm]	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](#)

Please note that the system will automatically send the updated Acknowledgement of Nomination/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.

- 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 ‘Acknowledgement of Nomination / 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.

6.5.5 Quota Increase Request

The DCP may submit a "Quota Increase Request" via the Communication tab. Please be informed that quota is calculated upon overall number of nominations received, history of engagement, available venue capacity, any applicable health, safety, and security regulations, among other factors. Note that given the demand, we consider each request individually based on the justification provided.

Please note you have the option to submit an “Onsite” and/or “Virtual-only” quota increase request along with a reason/justification.

- Go to Communication tab. Under "type" you will find a drop-down with multiple options. Select "Quota Increase Request".

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Other (Regular) [?]

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

Quota Increase Request [?]

Replacement Request

Swap Participants Request

Save and continue

* - mandatory field

Unread messages are displayed in bold text.

Nominator: NGO-A

- The system loads two mandatory fields to be provided. Firstly, type in the number of quota increase needed. Secondly, choose the respective area between “Onsite” and “Virtual-only”, for which you would like to request the additional quota.

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Quota Increase Request [?]

How many additional slots* requested 3 [?]

Area* Onsite [?]

Reason Onsite [?]

Virtual-only

Number of additional slots you need.

Save and continue

* - mandatory field

- It also offers a section to post a reason for the quota increase request. Under “Reason”, kindly provide a justification for why the quota increase is needed. Once completed, click on “Save and continue”.

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Quota Increase Request [?]

How many additional slots* requested 3 [?]

Area* Onsite [?]

Reason 1

<<<Please provide the justification/reason for request >>>

2 Save and continue

* - mandatory field

Please note that the reasons/justifications provided in your quota increase request will be taken into consideration during the review process. The secretariat will inform you accordingly, once a decision has been made.

6.5.6 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 be submitted only for confirmed participants.**

For detailed instructions on how to confirm a delegate please refer to section **Error! Reference source not found.**

If you wish to swap a participant in the case quota is still available, 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 Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Other (Regular) [?]

Add a new message* Other (Regular) [?]
 Quota Increase Request
 Replacement Request
 Swap Participants Request

Save and continue

* - mandatory field

Unread messages are displayed in bold text.

Nominator: NGO-A

3. 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.
4. Secondly, the option “With following confirmed participant” gets displayed. Choose another participant that needs to be swapped with the above selected participant.
5. 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 (Mr. Martin Ngoufo Qamar) is being swapped with the “Virtual-only” attendance of the confirmed participant (Ms. Ramooz Basnet).

Logged in as Mr. NGO-A DCP [log out] [Try new UI] Meeting: COP 29 Delegation: NGO-A

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 Mr. Martin Ngoufo Qamar - Onsite (Observer) [?]

With following confirmed* participant Ms. Ramooz Basnet - Virtual-only (Virtual-only) [?]

Reason

Save and continue

* - mandatory field

Unread messages are displayed in bold text.

Nominator: NGO-A

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 an organization can swap their delegates from “Virtual-only” to “Onsite”, and vice versa. However, all such swaps must be completed by the confirmation deadline.**

6.6 Step 4 - Download Nomination Acknowledgement/Visa Support Letter

1. 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 badge 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 Mr. NGO-A DCP [log out] | [Try new UI] | Meeting: COP 29 | Delegation: NGO-A

UNFCCC Online Registration

All participants | **My delegation** | Account settings | Communication

Onsite
 Step 1: Nominate by 04 Aug 2024 (Deadline passed)
 Step 2: Your quota is 2 (Check Attendance column for balance)
 Step 3: Confirm by 10 Nov 2024 (41 day(s), 18 hour(s) left)
 IMPORTANT: UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

Virtual-only
 Step 1: Nominate by 04 Aug 2024 (Deadline passed)
 Step 2: Your quota is 10 (0 spot(s) left)
 Step 3: Confirm by 10 Nov 2024 (41 day(s), 10 hour(s) left)
 IMPORTANT: UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

My delegation for COP 29, 11-22 Nov 2024

Onsite | Virtual-only

Filter participants: [] [Filter]

Head of delegation is Mr. 1 in the List Of Participants.

Order in LOP	Salutation First / Last name	Badge type	Status	2024-11-11 0 out of 2 left	2024-11-12 0 out of 2 left	2024-11-13 0 out of 2 left	2024-11-14 0 out of 2 left	2024-11-15 0 out of 2 left	2024-11-16 0 out of 2 left	2024-11-17 0 out of 2 left	2024-11-18 0 out of 2 left	2024-11-19 0 out of 2 left	2024-11-20 0 out of 2 left	2024-11-21 0 out of 2 left	2024-11-22 0 out of 2 left	Data still required?	Action [?]	Documents [?]
<input checked="" type="checkbox"/>	999 Ms. Carolina Margarita	Observer - NGO head	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input checked="" type="checkbox"/>	999 Ms. Santhosh Kulage	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input checked="" type="checkbox"/>	999 Mr. Martin Nguifo Qamar	Observer-NGO	Registered, acknowledgement sent to participant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	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, 10 September, 2024 20:36
To: Santhosh Kulage <santhosh_k@ngo-a.org>
Subject: Registration confirmation for UNFCCC COP 29

Registration confirmation for UNFCCC COP 29

Dear Mr. Santhosh Kulage,

You have been registered for UNFCCC COP 29.

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 issuance of visa, and, if required, in connection with the organization of COP 29;
- 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, your home organization, and your relationship to the organization that nominates you.

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

To apply for COP29 visa through an official electronic visa portal, [please click here](#). For more information please refer to the [Information for Participants \(IFP\)](#)

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 are aware of their assigned attendance dates, especially in cases where the initial attendance date has been changed for some reason (e.g. Integrated Daily Badge System). When approaching registration counter, each participant must bring their Nomination Acknowledgement document (sample shown below) along with their valid Passport or 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



Registration code: FHL7CD

To Diplomatic Missions: Please take note of the registration code FHL7CD 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

This is to acknowledge that a Designated Contact Point (DCP) nominated the individual to attend the meeting session COP 29, Baku, Azerbaijan, from 11 Nov 2024 to 22 Nov 2024 as specified below.

Full name: Mr. Santhosh Kulage		
Date of Birth: 12 Dec 1999	Document identification number: 45435S6F	Country of Nationality: Burundi
Organization: NGO-A		
Registration type: Observer-NGO	Attendance starts: 11 Nov 2024	Attendance ends: 22 Nov 2024

The above mentioned organization has been admitted as an observer organization to the sessions of the Convention.

6.6.1 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 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.

6.6.2 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 Mr. NGO-C DCP [\[log out\]](#)

UNFCCC Online Registration

Meeting: **NGO-C**

Delegation: **NGO-C**

[All participants](#) [My delegation](#) [Account settings](#) [Communication](#)

Onsite

Step 1: Nominate by **31 Jul 2023** Deadline passed

Step 2: Your quota is **5** Check Attendance column for balance

Step 3: Confirm by **27 Nov 2023** Deadline passed

Registration for the meeting is closed or not yet open.

Virtual-only

Step 1: Nominate by **31 Jul 2023** Deadline passed

Step 2: Your quota is **0** Check Attendance column for balance

Step 3: Confirm by **27 Nov 2023** Deadline passed

Registration for the meeting is closed or not yet open.

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

Onsite

Filter participants:

	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance												Data still required?	Action [7]	Documents [7]	
					(Please note that the premises will be closed on 07 December)															
					30 Nov (Week1) 4 out of 5 left	01 Dec (Week1) 3 out of 5 left	02 Dec (Week1) 3 out of 5 left	03 Dec (Week1) 3 out of 5 left	04 Dec (Week1) 3 out of 5 left	05 Dec (Week1) 4 out of 5 left	06 Dec (Week1) 3 out of 5 left	07 Dec (Week1) 2 out of 5 left	08 Dec (Week2) 2 out of 5 left	09 Dec (Week2) 2 out of 5 left	10 Dec (Week2) 2 out of 5 left	11 Dec (Week2) 2 out of 5 left	12 Dec (Week2) 2 out of 5 left			
<input type="checkbox"/>	999	Ms. Subasana Jackson	Observer - NGO head	Registered	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="Nominate"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
<input type="checkbox"/>	999	Ms. Shafique Cezar	Observer-NGO	Registered, acknowledgement sent to participant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="button" value="Edit"/> <input type="button" value="Nominate"/> <input type="button" value="Confirm"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>

6.7 Miscellaneous features

6.7.1 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. NGO-B DCP [\[log out\]](#)

Meeting: NGO-B DCP Delegation: NGO-B

 UNFCCC
Online Registration

All participantsMy delegationAccount settingsCommunication

My account settings

E-mail address
(cannot be changed):

dcp@ngo-b.unfccc.int

Full name
(cannot be changed):

Ms. NGO-B DCP

Please choose your secret question:

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

Secret answer:

[\[?\]](#)

New password:

[\[?\]](#)

Confirm:

Save settings

Your new password should be at least 8 characters long, and contain at least one digit and one separating character (!, ~, ? etc.)



Create new representative account

6.7.2 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](#).

6.8 Integrated Daily Badge System

The User Manual for the Integrated Daily Badge System can be found here:

<https://unfccc.int/documents/632566>

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/". 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.