



**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, your primary objective when using the UNFCCC Online Registration System is to obtain a “Nomination Acknowledgement” document for each individual you wish to nominate for a UNFCCC session as part of your organization’s delegation.

Each of your participants must bring their Nomination Acknowledgement document to the session to collect their badge and enter the venue.

**Until you have downloaded these documents and provided them to your participants, you have NOT finished the nomination process and your participants will NOT be able to attend the session!**

## 1.2 What you do with the System

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 the quota<sup>1</sup> 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 for you

- The System does NOT communicate directly with participants. This remains the responsibility of the Designated Contact Point / Head of Organization.
- Nomination and confirmation via the System does NOT guarantee participation. The UNFCCC secretariat must reserve the right to restrict access to sessions to ensure the safety and security of all participants.

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<sup>1</sup> 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. Should a change be necessary the updates will flow through to the Online Registration System within several working days after your request is received. See the "Parties and Observers" section of the UNFCCC website (<http://unfccc.int/2860.php>) for more details.

**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

To make the data entry process as easy and as fast as possible, you may wish to collect some information before nominating an individual for a session. The following details are *required to nominate* an individual:

- Salutation
- First Name
- Last Name

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

- Country of Nationality
- Date of Birth
- Official Identification Document Number
- Email Address
- Order in List of Participants

### 2.3 Supported Software Configurations

#### 2.3.1 Recommended Web Browser

The system has been tested with the following web browsers:

- Mozilla Firefox 3.0.3
- Internet Explorer 7.0

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 9. 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 months prior to a session.	UNFCCC posts the official notification for an upcoming session at <a href="http://unfccc.int/parties_and_observers/notifications/items/3153.php">http://unfccc.int/parties_and_observers/notifications/items/3153.php</a> 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 months prior to a session	Nominations close.
2	One to two 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 ( <i>note that no further replacements are possible after confirmation</i> ). UNFCCC processes the confirmation. Admitted observer organizations download "Acknowledgement of Nomination" documents and provide them to the registered participants.
4	Approximately one week before the session	Confirmations Close. No further replacements after this point. <i>Participants that have been nominated but not confirmed at this point will not be able to attend the conference.</i> UNFCCC processes confirmed participants in preparation for the conference. Admitted observer organizations may still download "Acknowledgement of Nomination" documents and provide them to the registered participants.
	Registration for session open	Participants arrive at the session venue with their Acknowledgement of Nomination form and Official Photo ID.

## 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.
- **Once you confirm a nomination, it cannot be replaced or changed.** Please ensure you only confirm a nomination once you are sure that (a) the participant will attend, and (b) that you have correctly entered all of the participant's personal details.
- 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** (taking note of the previous point). 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" Log:** Is the only and effective way to respond to all registration issues, therefore, all requests regarding registration should be submitted in the communication log.
- **Late Nomination request:**
  1. Available after confirmation deadline;
  2. Can be used only when person has been nominated;
  3. Cannot be approved without quota.
- **Replacement request:**
  1. Can be used after quota issued and before confirmation deadline with no restrictions, including adding new names;
  2. Can be used after confirmation deadline to replace a nominated person;
  3. Cannot be approved without quota or if quota was set 0.
- **Other:** Can be used for general questions.
- **Quota increase:** Self-explanatory.
- **Extend attendance dates:** Only if quota allows.
- You may make replacements, within your allocated quota, until approximately one week before the conference commences (this will be communicated for each session).

## 5 Special requirements for participation of minors

Representatives to UNFCCC sessions shall normally 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 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. 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/process/parties-non-party-stakeholders/non-party-stakeholders/admitted-ngos>
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 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 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 will be requested to remove the minor from the UNFCCC venues.

## 6 Instructions

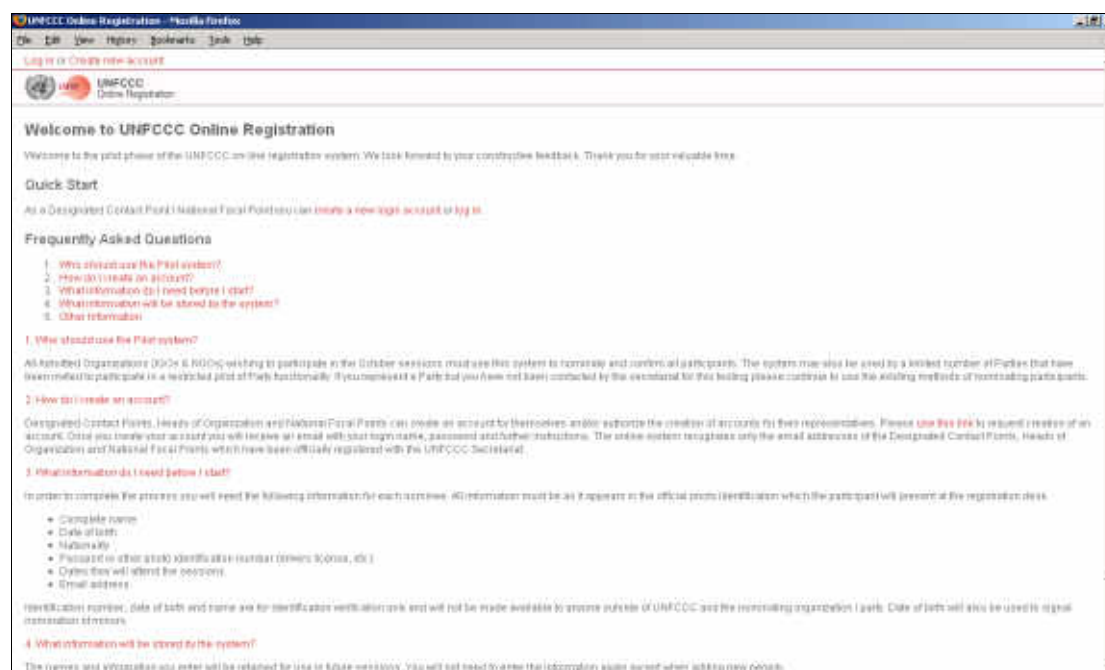
### 6.1 Accessing the system for the first time

#### 6.1.1 Web address

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

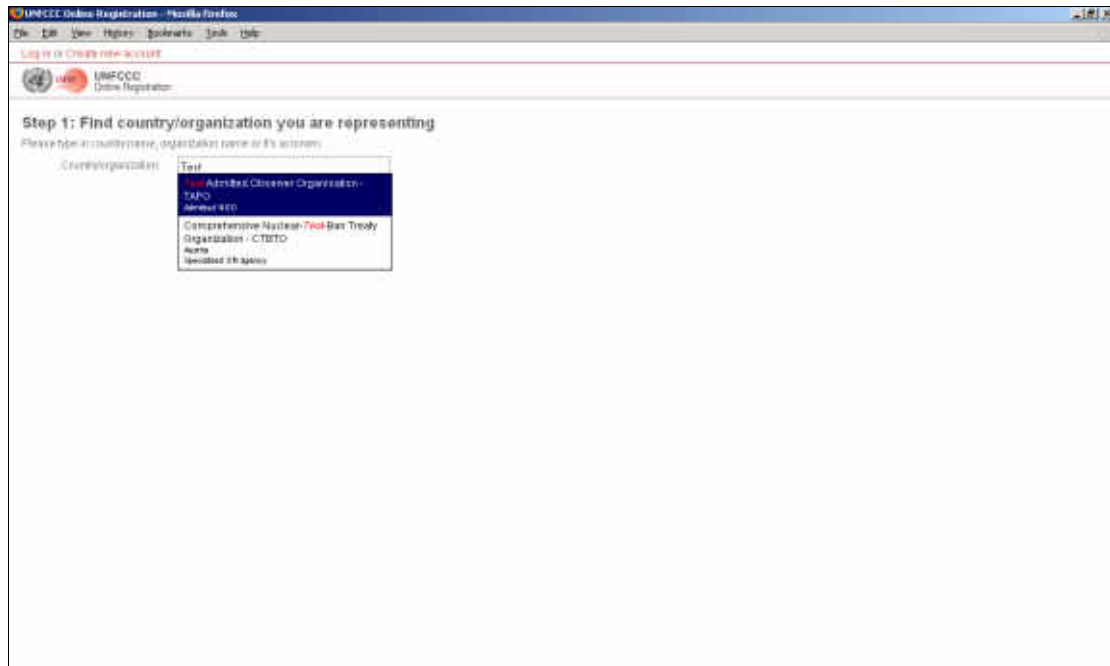
#### 6.1.2 Requesting a login

1. Click 'create new account', at the very top left of the screen.

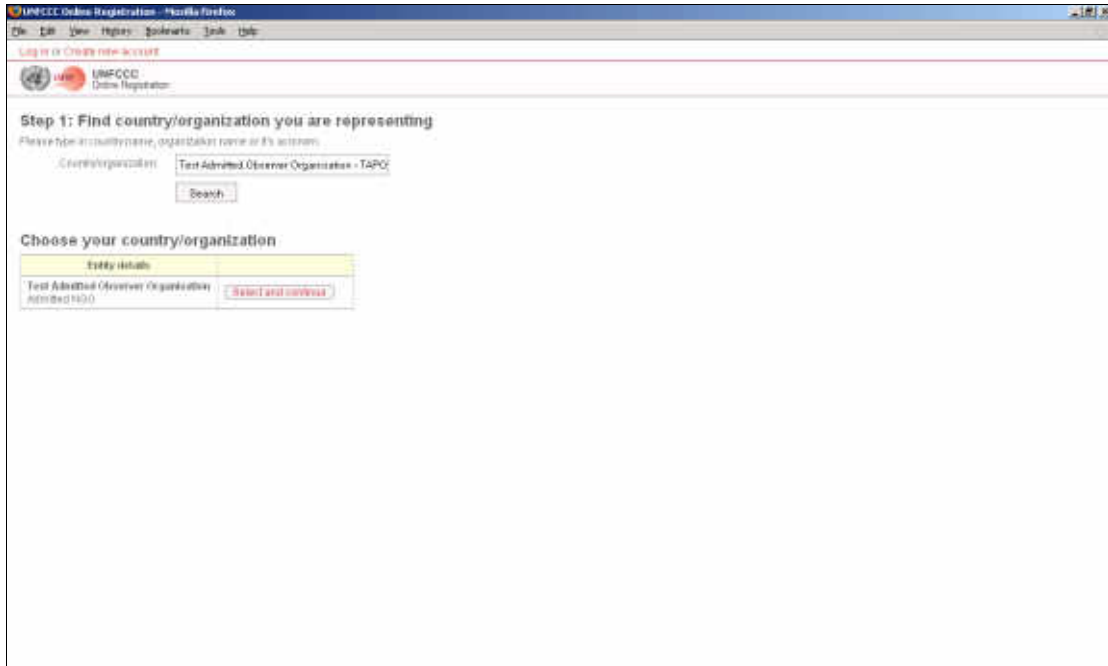




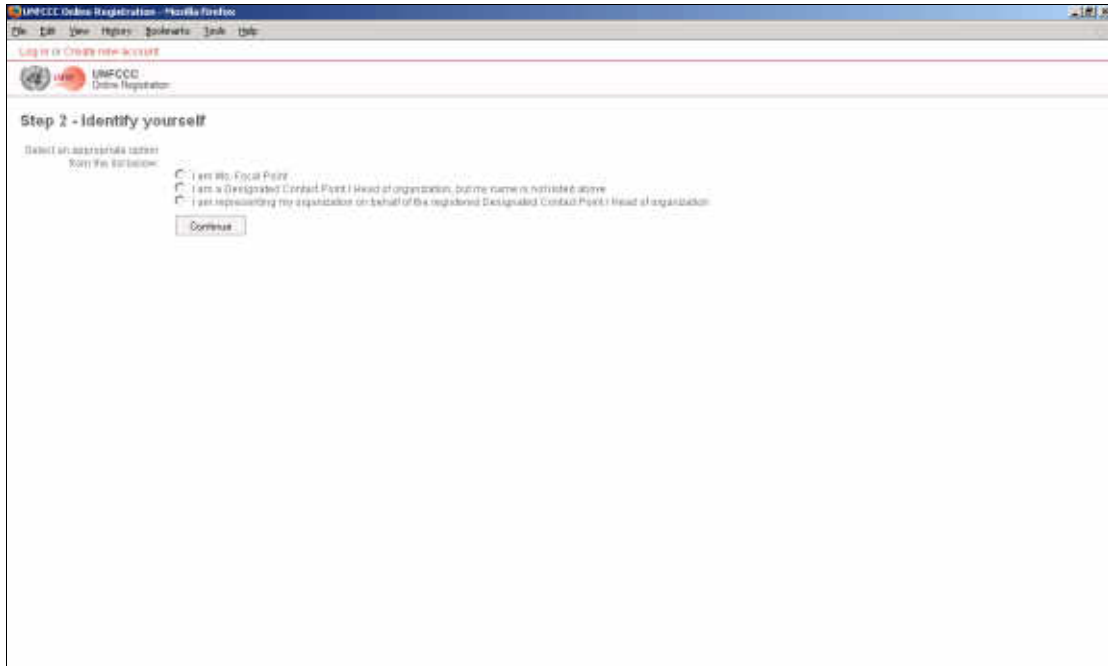
2. Enter the name of your organization. The system will make suggestions if you pause after typing a few characters. Click 'search' once you have entered your search criteria.



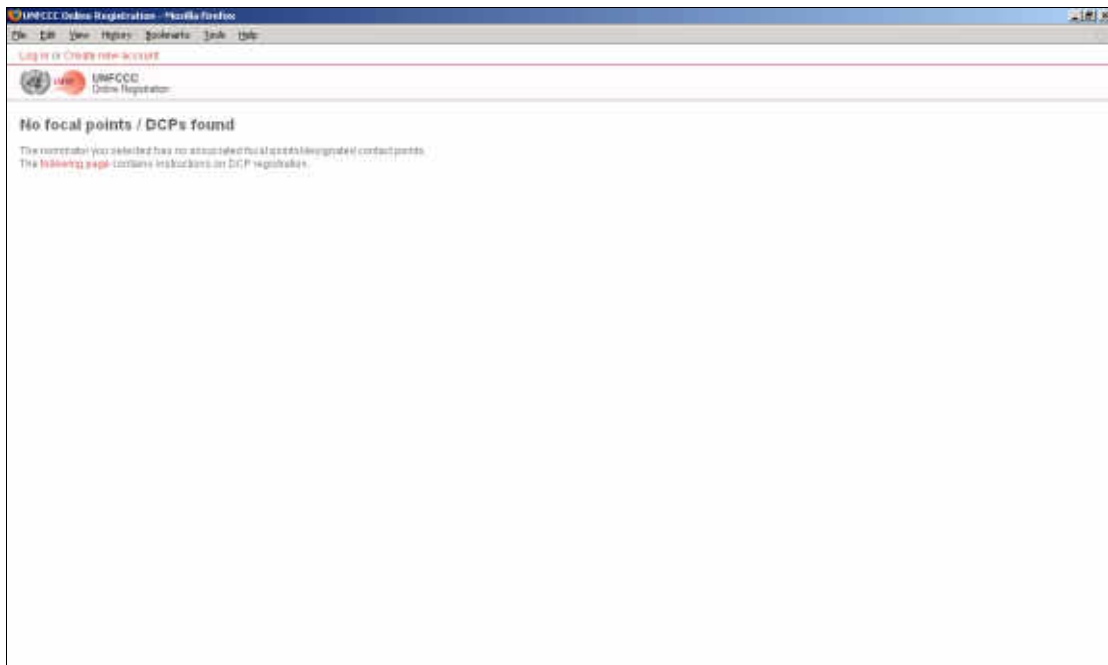
3. Confirm the organization name listed is correct and click on 'Select and continue'. Note that there may be more than one organization listed with a similar name, so be sure you select your own organization.



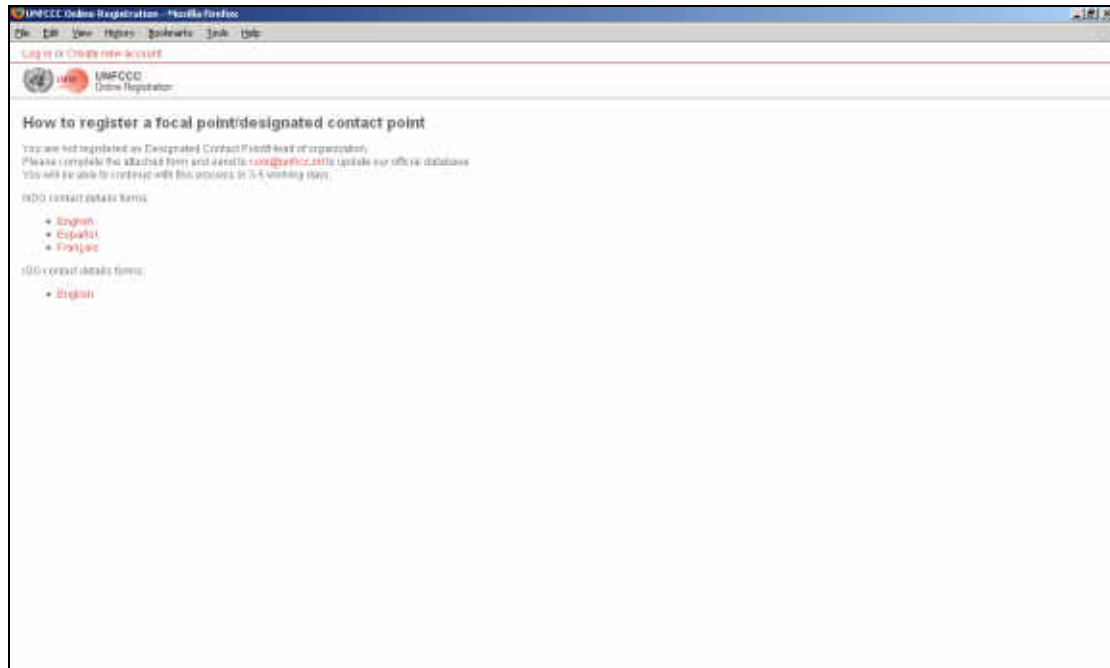
4. If your organization has registered contact details with the secretariat, this next screen will give you two or three options. If the Head of Organization and DCP are the same person there will only be three options. Select the option that best describes your situation.



Note that if the secretariat has no contact details at all for your organization you will see the screen below.

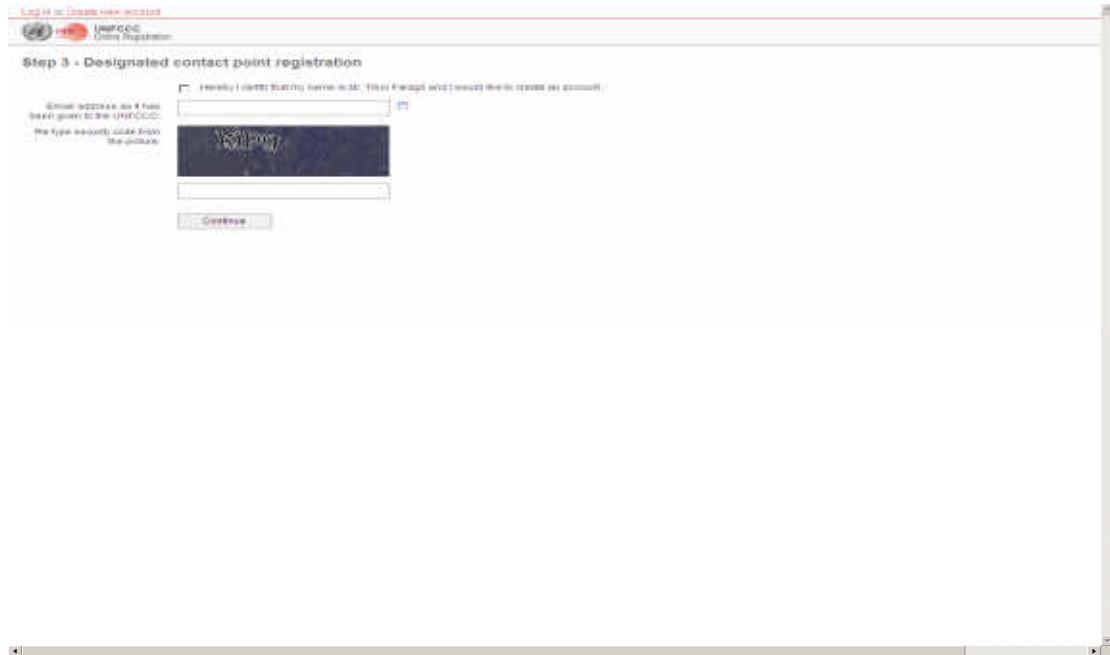


If you are the DCP and your name was not listed this is what you will see when you select this option. You can use the forms provided to update your contact details. Once UNFCCC receives your updated form, it will take several working days for the update to flow through to the Online Registration System.



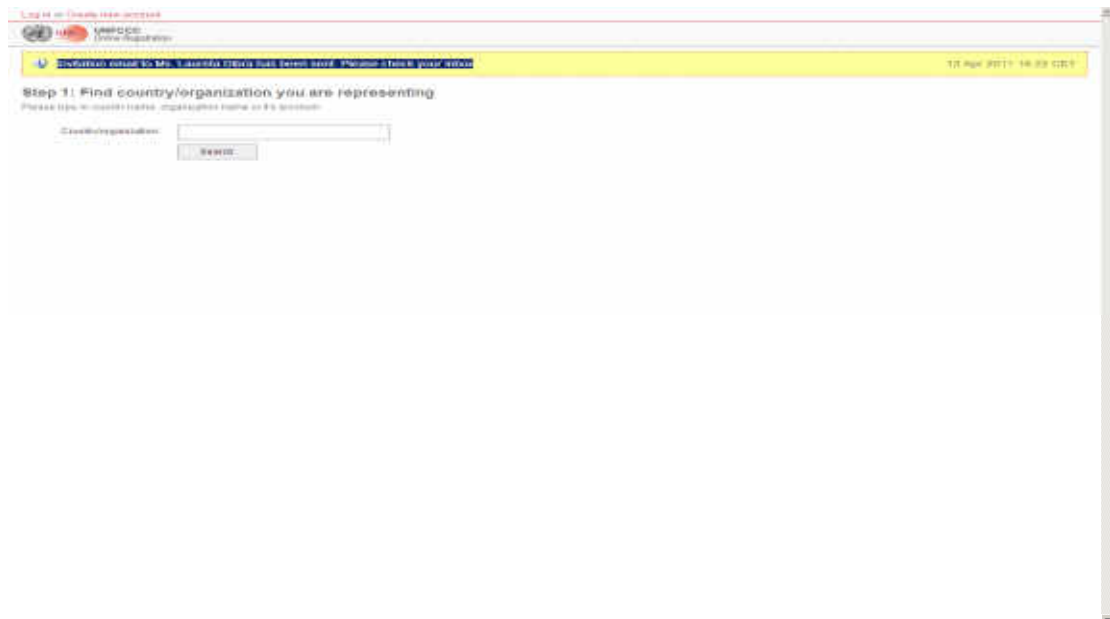
5. Confirm your identity; Tick the check box, enter your registered email address and retype the security code displayed on the screen and click "Continue".

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.



The system will display a message "Invitation email has been sent, Please check your inbox" and return to the Find your country screen as shown below.

NOTE: To continue go to your email address and follow the instruction included in the email sent to you.



6. An email from UNFCCC online registration (onlinereg@unfccc.int) should soon arrive in your email account. This contains activation link for you to continue with your registration. A sample letter is shown below..

Sample Email:

From: UNFCCC Online Registration <onlinereg-uat@unfccc.int>  
To: onlinereg-uat@unfccc.int  
Date: 13.04.2011 16:15  
Subject: Invitation to open focal point account on the UNFCCC Online Registration System

Dear Ms. Laureta Dibra,

You are receiving this notification because you are registered as Designated Contact Point / National Focal Point of Albania 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.

You can follow the link below to activate your account:

[http://svmreg-  
uat02.unfccc.net/applications/onlinereg/new\\_account/activation?r=bf5a  
cc63913bf919d71703ee3655260f](http://svmreg-<br/>uat02.unfccc.net/applications/onlinereg/new_account/activation?r=bf5a<br/>cc63913bf919d71703ee3655260f)

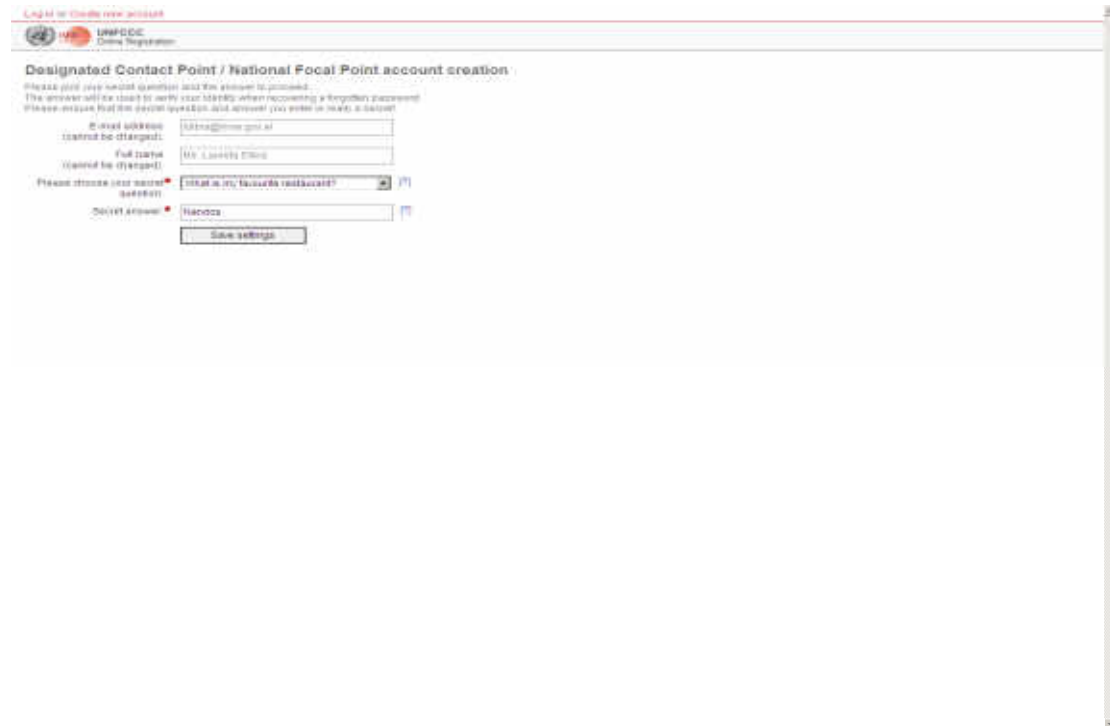
This initiation will expire after 72 hours.

If you choose to accept this invitation, you will be given a login account for the UNFCCC Online Registration System on behalf of Albania.

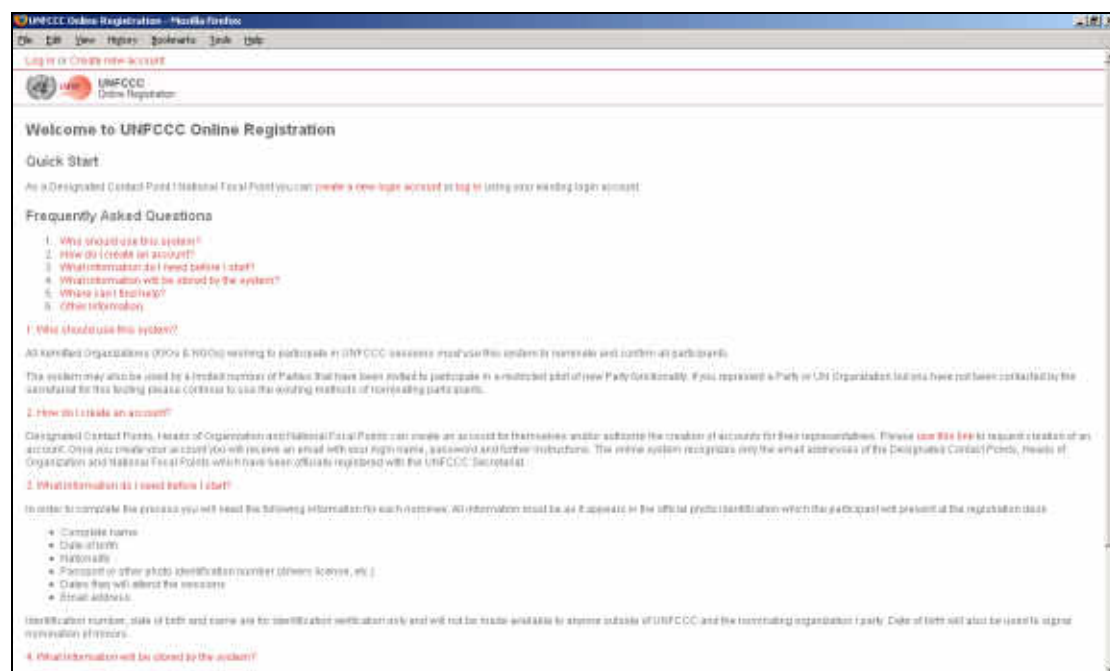
With compliments,  
UNFCCC Registration team

This is an automated message. Please do not respond.

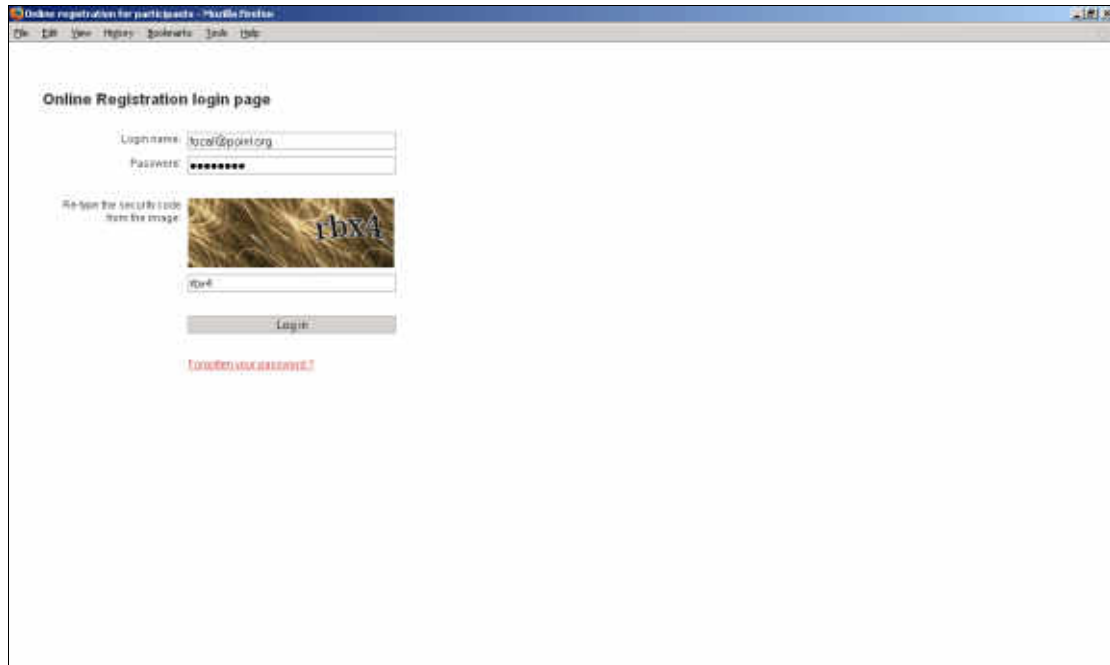
7. Click on the link contained in the email to continue with your registration. When you click on this link it will open a dialog screen shown below and ask you to answer your secret question. Enter the answer to your secret question and click on save settings.



8. An email from UNFCCC online registration (onlinereg@unfccc.int) should soon arrive in your email account. This contains your login credentials. Go back to the website and click on 'Log in' in the upper left to continue



9. Enter your Login name (this is actually your email address) and password from the email, retype the security code displayed on the screen, and click 'Log in'.

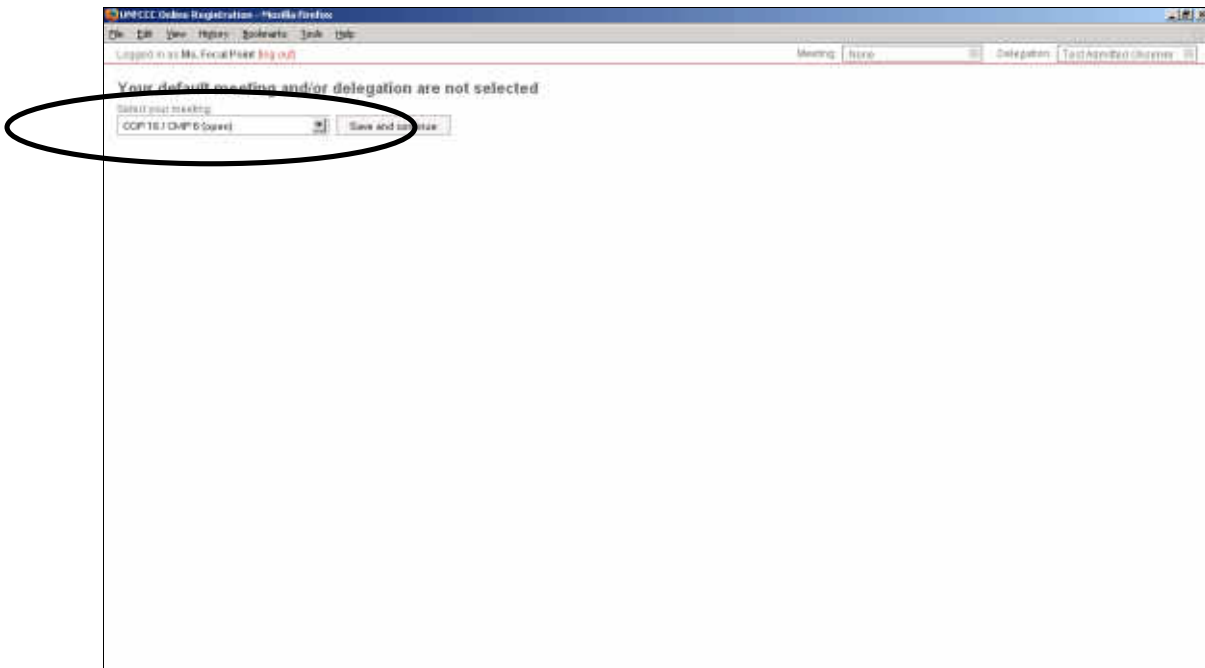


The screenshot shows a web browser window titled "Online registration for participants - Mozilla Firefox". The page content is as follows:

- Online Registration login page**
- Username field:
- Password field:
- Text: "Re-type the security code from the image"
- Image: A security code image showing the number "1bX4" overlaid on a background of wheat.
- Security code input field:
- Submit button:
- Link: [\[Forgot your password?\]](#)

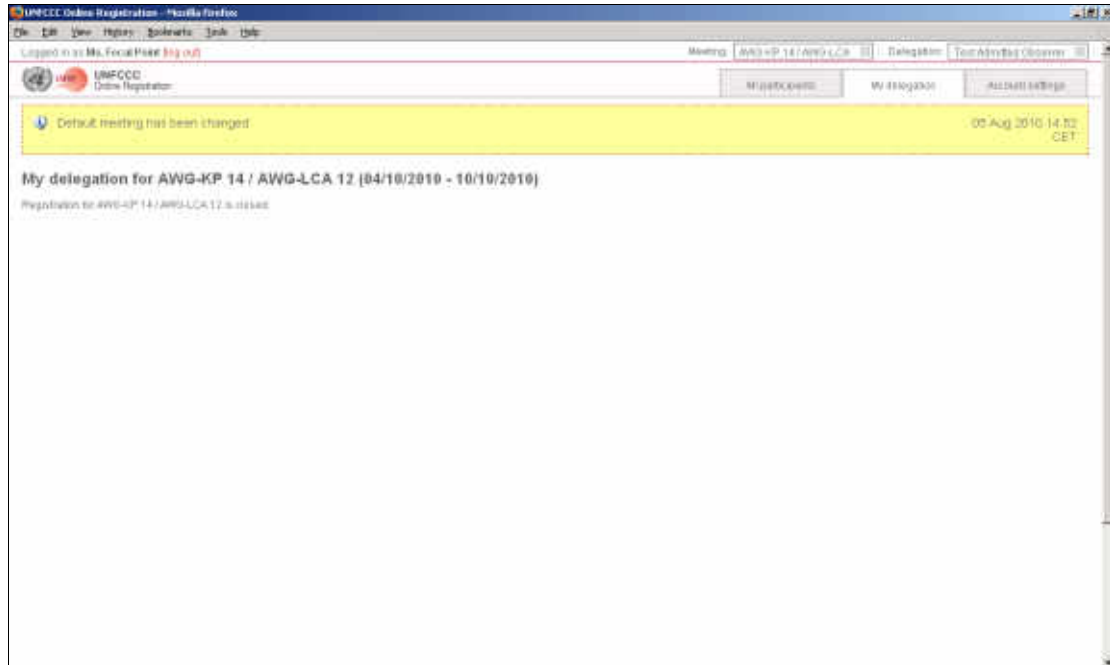


10. Choose which meeting you want to work on and click 'Save and continue'.



Your empty delegation is now displayed. Note the yellow message bar which displays information about the actions you perform using the system.

Now you are ready to begin creating your nominations!



### **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.*

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.

When creation of a representative account is requested, an invitation email is sent to the email address specified. This invitation must be accepted by the representative within 72 hours.

## 6.2 Overview of the user interface

This section briefly introduces some key elements of the website by looking at its most important part, the “My delegation” tab.

The screenshot shows the IIRFCCC Online Registration interface. At the top, there is a navigation bar with 'Log in / Log Out' on the left and 'My delegation' selected in the center. A yellow banner at the top of the main content area displays the message: 'Default meeting has been changed'. Below this, a red box contains a four-step nomination process: Step 1 (02 Sep 2010), Step 2 (Not yet allocated), Step 3 (23 Sep 2010), and Step 4 (Finalized and passed). The main section is titled 'My delegation for AWG-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)' and includes an 'Add New Participant' button. A table below lists organization participants from 2010 onwards.

The meeting on which you are working

The My delegation tab is used to compose your organization's delegation for the currently selected meeting.

The delegation on which you are working

Log in / Log Out

Displays critical information about the nomination process for the selected meeting (e.g. deadlines and quotas). The information displayed here will change as the process progresses through steps 1 to 4. These steps match the process described in Section 3 of this manual.

Displays error, warning and information messages when you do something with the system.

Lists all of your organization's participants from 2010 onwards. You can transfer past participants from here to compose your delegations.

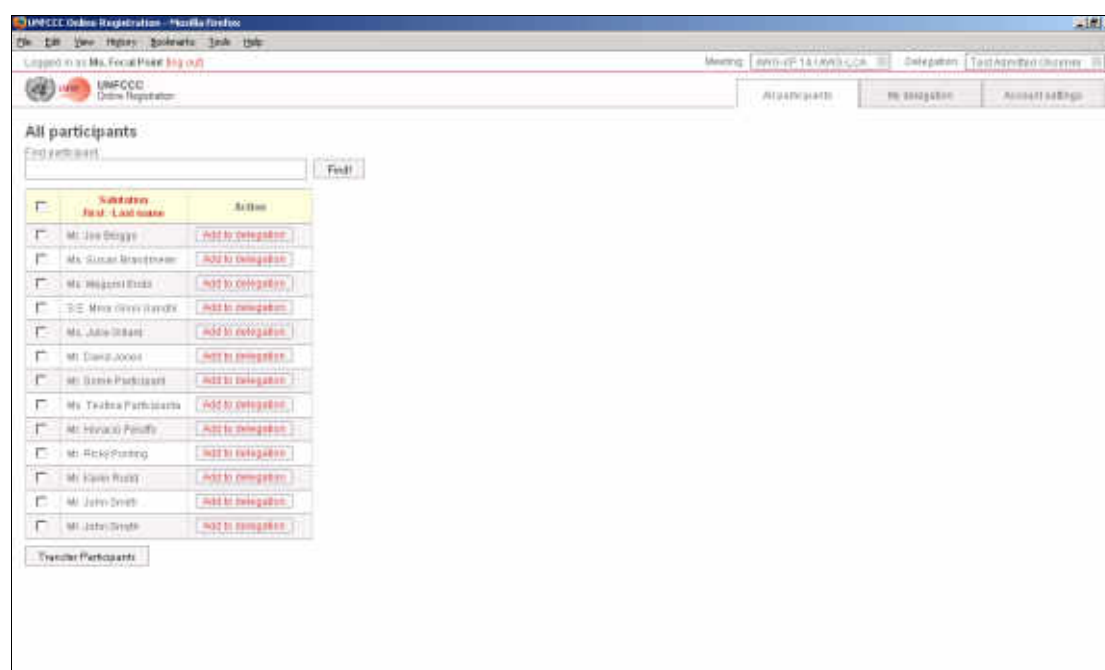
### 6.3 Step 1 - Nominate participants by the nomination deadline

The first step in the process is to nominate your participants for a meeting. This is achieved simply by listing them in the “My delegation” tab 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 over estimate your requirements as the individual participants can be changed up until the participant is confirmed or the confirmation deadline has passed.

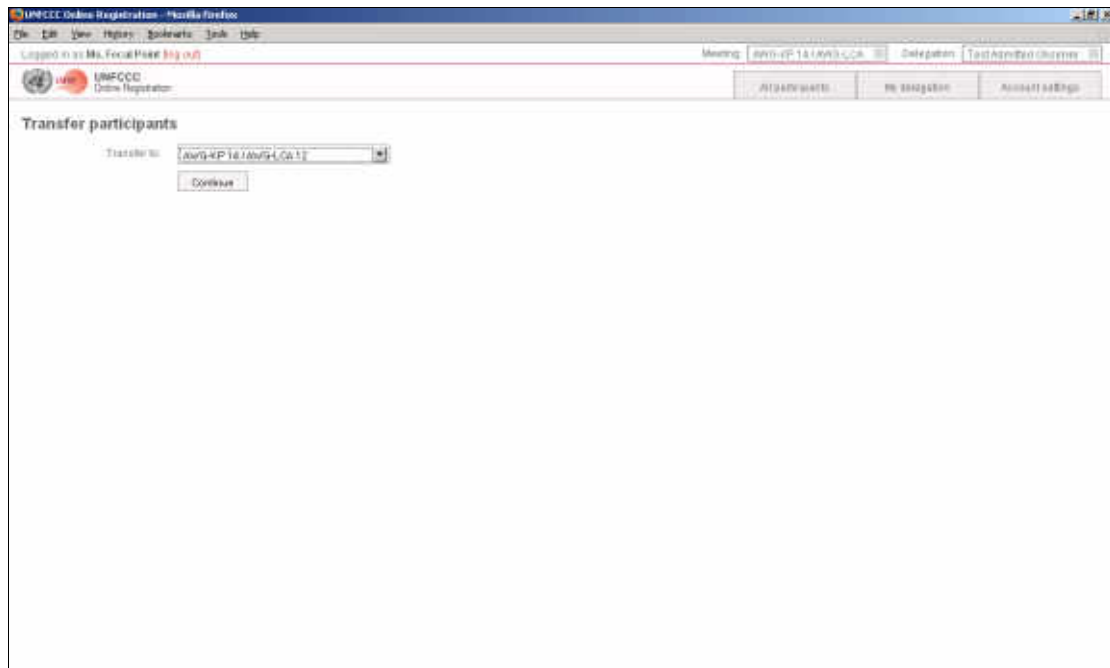
Participants can be nominated for a meeting by reusing the records of participants from past meetings (the system contains data from 2010 onwards) or by creating new participants. Always use existing participant records when possible.

#### 6.3.1 Nominating past participants

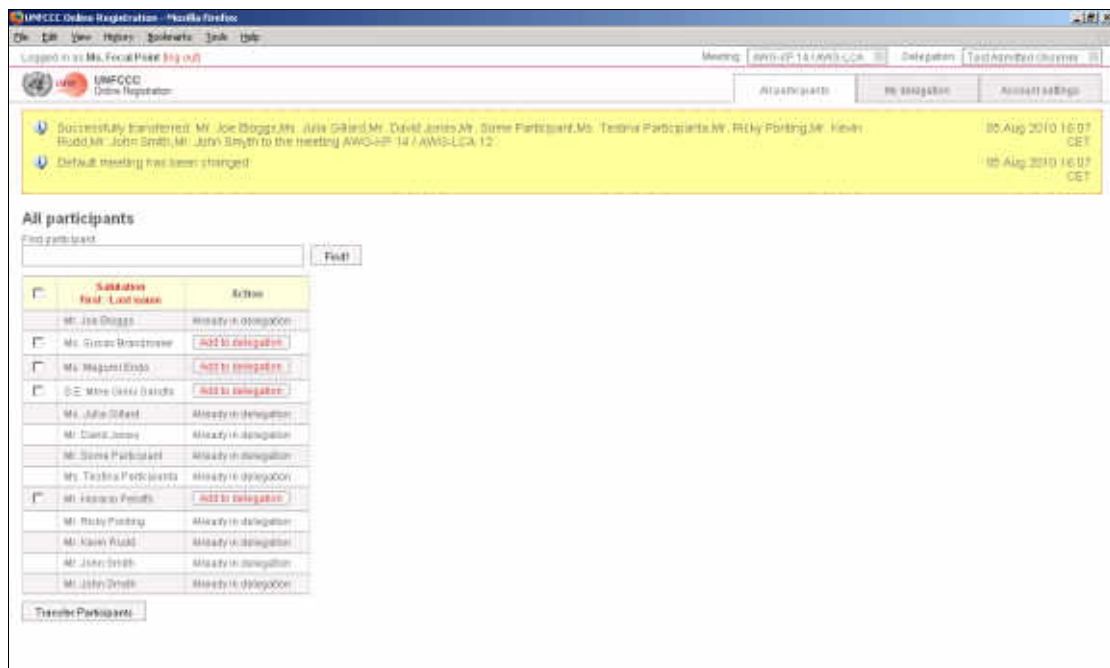
1. Select the “All Participants” tab to display all of the participants from previous meetings (from 2010 onwards).
2. Nominate individual participants for a meeting by clicking the “Add to delegation” buttons. Alternatively, more than one participant can be transferred at a time by selecting the checkboxes on the left and clicking the “Transfer Participants” button.



2. Select the meeting for which you wish to nominate the participant(s)



3. The results of your request are displayed in the yellow banner at the top of the screen. The "All participants" list now shows which participants are already included in your delegation.



4. Click on the “My delegation” tab to view your delegation. Note that:

- 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.
- The red warning messages “Participant Details” 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 nationality, date of birth and identification document number will be collected for the first time by the new system.

The screenshot shows the UMFCCC Online Registration interface. At the top, there are navigation tabs for Meeting, Delegation, and Your Activity Overview. A red banner at the top contains four steps: Step 1 (02 Sep 2010), Step 2 (Not yet allocated), Step 3 (23 Sep 2010), and Step 4 (Download and provide documents). Below the banner, a section titled "My delegation for AWG-KP.14 / AWG-LCA.12 (04/10/2010 - 09/10/2010)" contains a search box and a "Full" button. The main content is a table with columns: Order in LOP, Submitter (First-Last name), Status, Date of completion?, Action, and Documents. The table lists ten participants, all with a status of "Not created, pending UMFCCC quota" and a "Participant Details" warning. At the bottom, there are buttons for "Add New Participant", "Transfer Participants", and "Download Via Support Letters".

Order in LOP	Submitter First-Last name	Status	Date of completion?	Action (7)	Documents (7)
999	Mr. Joe Briggs	Not created, pending UMFCCC quota	Participant Details	Edit Remove	
999	Ms. Lisa O'Brien	Not created, pending UMFCCC quota	Participant Details	Edit Remove	
999	Mr. David Jones	Not created, pending UMFCCC quota	Participant Details	Edit Remove	
999	Mr. Steve Participant	Not created, pending UMFCCC quota		Edit Remove	View Support Letter
999	Mr. Tobias Participant	Not created, pending UMFCCC quota		Edit Remove	View Support Letter
999	Mr. Mike Pothing	Not created, pending UMFCCC quota	Participant Details	Edit Remove	
999	Mr. Hans Rood	Not created, pending UMFCCC quota	Participant Details	Edit Remove	
999	Mr. John Smith	Not created, pending UMFCCC quota	Participant Details	Edit Remove	
999	Mr. John Smith	Not created, pending UMFCCC quota	Participant Details	Edit Remove	

### 6.3.2 Nominating completely new participants

1. Click on the 'Add New participant' button at the bottom of the "My delegation" tab.

UNFCCC Online Registration - My delegation

Logged in as Ms. Ferial Peiser (log out) Meeting: AWG-KP.14 / AWG-LCA.12 Delegation: Your Activities Overview

UNFCCC Online Registration My delegation AWG-KP.14 / AWG-LCA.12 Account settings

Step 1: Nominate by **02 Sep 2010** (30 days) / (total) left  
 Step 2: Not yet allocated  
 Quota will be allocated after nomination deadline  
 Step 3: Confirm by **23 Sep 2010** (46 days) / (total) left  
 Step 4: Download and provide evidence documents to confirm delegation

By adding names to the list on this page you are nominating individuals to participate in this meeting. Groups: The total number of participants is accurate before the Association Database. UNFCCC will then set a quota for your organization. After the quota is set you must confirm people who will be participating. Ensure you confirm your participants before the nomination deadline.

**My delegation for AWG-KP.14 / AWG-LCA.12 (04/10/2010 - 09/10/2010)**

Find participant:

<input type="checkbox"/>	Order in LOP	Nomination First - Last name	Status	Date still required?	Action (7)	Documents (7)
<input type="checkbox"/>	999	Mr. Joe Riggs	Not invited, pending UNFCCC quota	Participant Details	<input type="button" value="Edit"/> <input type="button" value="Remove"/>	<input type="button" value="Download"/> <input type="button" value="Upload"/>
<input type="checkbox"/>	999	Ms. Julia O'Hara	Not invited, pending UNFCCC quota	Participant Details	<input type="button" value="Edit"/> <input type="button" value="Remove"/>	<input type="button" value="Download"/> <input type="button" value="Upload"/>
<input type="checkbox"/>	999	Mr. David West	Not invited, pending UNFCCC quota	Participant Details	<input type="button" value="Edit"/> <input type="button" value="Remove"/>	<input type="button" value="Download"/> <input type="button" value="Upload"/>
<input type="checkbox"/>	999	Mr. Steve Participant	Not invited, pending UNFCCC quota		<input type="button" value="Edit"/> <input type="button" value="Remove"/>	<input type="button" value="Download Visa Support Letters"/> <input type="button" value="Upload"/>
<input type="checkbox"/>	999	Mr. Tobias Participant	Not invited, pending UNFCCC quota		<input type="button" value="Edit"/> <input type="button" value="Remove"/>	<input type="button" value="Download Visa Support Letters"/> <input type="button" value="Upload"/>
<input type="checkbox"/>	999	Mr. Rudy Pothing	Not invited, pending UNFCCC quota	Participant Details	<input type="button" value="Edit"/> <input type="button" value="Remove"/>	<input type="button" value="Download"/> <input type="button" value="Upload"/>
<input type="checkbox"/>	999	Mr. Hans Rodd	Not invited, pending UNFCCC quota	Participant Details	<input type="button" value="Edit"/> <input type="button" value="Remove"/>	<input type="button" value="Download"/> <input type="button" value="Upload"/>
<input type="checkbox"/>	999	Mr. John Smith	Not invited, pending UNFCCC quota	Participant Details	<input type="button" value="Edit"/> <input type="button" value="Remove"/>	<input type="button" value="Download"/> <input type="button" value="Upload"/>
<input type="checkbox"/>	999	Mr. John Smith	Not invited, pending UNFCCC quota	Participant Details	<input type="button" value="Edit"/> <input type="button" value="Remove"/>	<input type="button" value="Download"/> <input type="button" value="Upload"/>

2. Enter the participant's personal details. Note that only the salutation, first name and last name are mandatory before 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, you can see some help information by pointing your mouse at the [?] symbol.

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

**Note that (except for case) the personal details added for the participant must exactly match the official identification document the participant will present upon arrival at the sessions.**

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

The screenshot shows the 'Create/update participant' form in the UNFCCC Online Registration system. The form is divided into two main sections: 'Personal information' and 'Participation parameters'. The 'Personal information' section includes fields for Salutation (Mr), First name (Brend), Last name (New-Participant), Country abbreviation (Australia), Date of birth (01/01/2070), Identification document number (1234567890), Organization (Save the Green Planet), Department (Public Relations), Functional title (Director), and E-mail address (brend@sgp.org). The 'Participation parameters' section includes a field for Order in List of Participants (999). A 'Save and continue' button is located at the bottom of the form. A yellow tooltip on the right side of the form states: 'The participant's identification document number is the unique ID for participants that uniquely identify the group identification document in nationally approved identification card they will present on arrival at the sessions.'



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

The screenshot shows the UMFCCC Online Registration interface. At the top, there are navigation tabs for 'My delegation' and 'All my delegation'. Below this, a yellow banner indicates that the participant and registration records have been updated on 02 Aug 2010. A progress bar shows four steps: Step 1 (02 Sep 2010), Step 2 (Not yet allocated), Step 3 (23 Sep 2010), and Step 4 (Download and print invitation documents). The main section is titled 'My delegation for AWG-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)'. It features a search box and a 'Print' button. Below is a table with columns for 'Online ID/OP', 'Submission File / Last name', 'Status', 'Date (HH:MM:SS)', 'Action (E)', and 'Documents (E)'. The table lists six participants, each with a 'Participant Details' link and a 'Documents' link. At the bottom, there are buttons for 'Add New Participant', 'Transfer Participants', and 'Download Via Support Letter'.

Online ID/OP	Submission File / Last name	Status	Date (HH:MM:SS)	Action (E)	Documents (E)
999	Mr. Joe Bloggs	Nominated, pending UMFCCC quota	Participant Details	Edit / Remove	Documents
999	Mr. John Bloggs	Nominated, pending UMFCCC quota	Participant Details	Edit / Remove	Documents
999	Mr. David Bloggs	Nominated, pending UMFCCC quota	Participant Details	Edit / Remove	Documents
999	Mr. Brian New-Participant	Nominated, pending UMFCCC quota		Edit / Remove	View Support Letter
999	Mr. Steve Participant	Nominated, pending UMFCCC quota		Edit / Remove	View Support Letter
999	Mr. Tommie Participant	Nominated, pending UMFCCC quota		Edit / Remove	View Support Letter

### **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.

### 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 quotas.

UNFCCC Online Registration - My delegation

Logged in as Ms. Focul Paste [log out](#)

Meeting: AWG-KP.14 / AWG-LCA.12 | Delegation: [Your Delegation Overview](#)

My Participants | My Delegation | Account Settings

Step 1: Available for 02 Sep 2010 (20:00:00 - 01:00:00) GMT  
 Step 2: Not yet allocated  
 Step 3: Complete for 23 Sep 2010 (00:00:00 - 01:00:00) GMT  
 Step 4: Download and provide additional documents to confirmed delegates

By adding names to the list on this page you are not making individuals to participate in this meeting. Ensure the total number of participants is accurate before the Allocation Deadline. UNFCCC will then set a quota for your organization. After the quota is set you must confirm which individuals will be participating. Ensure all confirmed participants select the Allocation Deadline.

**My delegation for AWG-KP.14 / AWG-LCA.12 (04/10/2010 - 09/10/2010)**

Participant:

<input type="checkbox"/>	Order in LDP	Submission File of Last Name	Status	Data still required?	Action (Y)	Download (Y)
<input type="checkbox"/>	999	Mr. Joe Shagan	Not confirmed, pending UNFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>
<input type="checkbox"/>	999	Ms. Anna Odian	Not confirmed, pending UNFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>
<input type="checkbox"/>	999	Mr. David Jones	Not confirmed, pending UNFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>
<input type="checkbox"/>	999	Mr. Brand New Participant	Not confirmed, pending UNFCCC quota		<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download Support Letter</a>
<input type="checkbox"/>	999	Mr. Some Participant	Not confirmed, pending UNFCCC quota		<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download Support Letter</a>
<input type="checkbox"/>	999	Ms. Tereza Participants	Not confirmed, pending UNFCCC quota		<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download Support Letter</a>
<input type="checkbox"/>	999	Mr. Ricky Poring	Not confirmed, pending UNFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>
<input type="checkbox"/>	999	Mr. Peter Ford	Not confirmed, pending UNFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>

### 6.3.5 Downloading visa support letters

A visa support letter can only be downloaded for a participant once all of the participant's details have been entered into the system, including the participant's date of birth and identification document number. If the details are incomplete the "Visa Support Letter" button will be disabled.

Note that the host country for a particular session may require that the participant has been confirmed by the DCP before a visa support letter can be issued. This was the case for Cancún in 2010, for example.

More than one visa support letter can be downloaded at one time by selecting multiple participants using the checkboxes on the left of the screen, and clicking the "Download Visa Support Letters" button at the bottom of the screen.

The screenshot shows the UMFCCC Online Registration system interface. At the top, there is a navigation bar with options like 'Home', 'Menu', 'Help', 'Registration', 'Delegation', and 'Your Account'. Below this, there are three main steps: Step 1: Register by 02 Sep 2010, Step 2: Wait on queue (Not yet allocated), and Step 3: Confirm by 23 Sep 2010. A red banner at the top contains instructions: 'By adding names to the list on this page you are confirming individual to participate in this meeting. Please be sure the number of participants is accurate before the Association deadline. UMFCCC will then set a quota for your organization. After the quota is set you must confirm. Quota: Who will be participating. Ensure All confirm (All participants select the Confirmation Double)'. Below this, the user is viewing 'My delegation for AWG-KP.14 / AWG-LCA.12 (04/10/2010 - 09/10/2010)'. A search box for 'First name/last' is present. The main content is a table with columns: 'Check', 'Index in LOP', 'Surname first - Last name', 'Status', 'Date of registration', 'Action [E]', and 'Documents [D]'. The table lists 10 participants, all with a status of 'Not invited, pending UMFCCC quota'. At the bottom, there are buttons for 'Add New Participant', 'Transfer Participants', and 'Download Visa Support Letters'.

<input type="checkbox"/>	Index in LOP	Surname first - Last name	Status	Date of registration	Action [E]	Documents [D]
<input type="checkbox"/>	999	Mr. Joe Shagan	Not invited, pending UMFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>
<input type="checkbox"/>	999	Ms. Julia Odais	Not invited, pending UMFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>
<input type="checkbox"/>	999	Mr. David Jones	Not invited, pending UMFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>
<input type="checkbox"/>	999	Mr. Steve Participant	Not invited, pending UMFCCC quota		<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download Visa Support Letter</a>
<input type="checkbox"/>	999	Ms. Teresa Participant	Not invited, pending UMFCCC quota		<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download Visa Support Letter</a>
<input type="checkbox"/>	999	Mr. Rudy Pothing	Not invited, pending UMFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>
<input type="checkbox"/>	999	Mr. Peter Reed	Not invited, pending UMFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>
<input type="checkbox"/>	999	Mr. John Smith	Not invited, pending UMFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>
<input type="checkbox"/>	999	Mr. John Smith	Not invited, pending UMFCCC quota	Participant Details	<a href="#">Edit</a> <a href="#">Remove</a>	<a href="#">Download</a>

## 6.4 Step 2 - Wait for Quota

Once the nomination deadline has passed, UNFCCC will allocate quotas if the number of nominations exceeds the capacity of the venue provided by the host country.

**Note that in the event that quotas are not necessary, the system will still display a quota however the quota allocated to your organization will normally be the same as the number of participants you nominated prior to the nomination deadline.**

The quota allocation process may take up to two weeks. During this time it is not possible to add/remove participants to/from a delegation.

During this period the banner at the top of the “My delegation” tab indicates that “Step 2” is underway:

The screenshot shows the UNFCCC Online Registration interface. At the top, there is a navigation bar with 'Home', 'New', 'History', 'Bookmarks', and 'Tools'. The user is logged in as 'Ms. Focul Peter (log out)'. The main header includes the UNFCCC logo and 'Online Registration' text. A progress banner indicates the current status: Step 1 (02 Aug 2010) is completed, Step 2 (Not yet allocated) is the current step, Step 3 (23 Sep 2010) is upcoming, and Step 4 is pending. Below the banner, the user's delegation is identified as 'My delegation for AWG-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)'. A search bar is present. The main content is a table of participants:

Origo ID	Substation First - Last name	Status	Date of reservation?	Action (IT)	Documents (IT)
999	Mr. Joe (Blogg)	Nominated, pending UNFCCC quota	Participant Details	ESC	View Support Letter
999	Ms. Jane (Barr)	Nominated, pending UNFCCC quota	Participant Details	ESC	View Support Letter
999	Mr. David Jones	Nominated, pending UNFCCC quota	Participant Details	ESC	View Support Letter
999	Mr. Brand-New-Participant	Nominated, pending UNFCCC quota	Participant Details	ESC	View Support Letter
999	Mr. Stone-Participant	Nominated, pending UNFCCC quota	Participant Details	ESC	View Support Letter
999	Mr. Testina-Participant	Nominated, pending UNFCCC quota	Participant Details	ESC	View Support Letter
999	Mr. Ritchie-Participant	Nominated, pending UNFCCC quota	Participant Details	ESC	View Support Letter
999	Mr. Kevin Road	Nominated, pending UNFCCC quota	Participant Details	ESC	View Support Letter
999	Mr. John Smith	Nominated, pending UNFCCC quota	Participant Details	ESC	View Support Letter
999	Mr. John Smith	Nominated, pending UNFCCC quota	Participant Details	ESC	View Support Letter

At the bottom of the table, there are buttons for 'Transfer Participants' and 'Download Visa Support Letters'.

### 6.5 Step 3 - Confirm participants by the confirmation deadline

Once UNFCCC have allocated quotas 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.

Note that the banner at the top of the “My delegation” tab will now indicate that “Step 3” and “Step 4” are now underway:

UNFCCC Online Registration - Mozilla Firefox

Logged in as Mr. Focal Point (log out) Meeting: AWG-KP 14 / AWG-LCA | Delegation: Your Attributes Overview

UNFCCC Online Registration

My delegation for AWG-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)

ID	Name	Attendance	Status	Data still required	Action	Documents
992	Mr. Joe Rogge	<input type="checkbox"/>	Reminded, pending OCP confirmation	Participant Details Attendance Dates	Edit Remove	
995	Ms. Julia Sbars	<input type="checkbox"/>	Reminded, pending OCP confirmation	Participant Details Attendance Dates	Edit Remove	
998	Mr. David Jones	<input type="checkbox"/>	Reminded, pending OCP confirmation	Participant Details Attendance Dates	Edit Remove	
999	Mr. Brian New Participant	<input type="checkbox"/>	Reminded, pending OCP confirmation	Attendance Dates	Edit Remove	View Support Letter
994	Mr. Steve Participant	<input type="checkbox"/>	Reminded, pending OCP confirmation	Attendance Dates	Edit Remove	View Support Letter
996	Ms. Teresa Participant	<input type="checkbox"/>	Reminded, pending OCP confirmation	Attendance Dates	Edit Remove	View Support Letter
993	Mr. Mike Posing	<input type="checkbox"/>	Reminded, pending OCP confirmation	Participant Details Attendance Dates	Edit Remove	

Add New Participant Transfer Participants Download Via Support Letter

### 6.5.1 Setting attendance dates

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

For larger sessions such as a COP, when two or more periods are displayed, it is possible to increase your total participation if some of your participants will only attend one of the periods. If, for example, your organization’s quota is ten, ten participants can attend the first period and ten completely different participants can attend the second period, making a maximum total participation of twenty participants possible.

In the simple example below there is only one period. This is expected to be the norm for the smaller sessions.

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.

UNFCCC Online Registration - Mozilla Firefox

Logged in as Mr. Fozal Patel (log out) Meetings: AWG-KP 14 / AWG-LCA 12 Delegation: Your Address Observer

UNFCCC Online Registration

My delegation for AWG-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)

Order ID LIDP	Surname Last - Last name	Attendance 4 Oct - 9 Oct 7 out of 10 N/A	Status	Data still expired?	Action (1)	Documents (1)
998	Mr. Joe Bloggs	<input checked="" type="checkbox"/>	Nominated pending DCP confirmation	Participate Details Attendance Dates	ESB - Return	View Quota Label
999	Mr. John Bloggs	<input checked="" type="checkbox"/>	Nominated pending DCP confirmation	Participate Details Attendance Dates	ESB - Return	View Quota Label
998	Mr. David Jones	<input checked="" type="checkbox"/>	Nominated pending DCP confirmation	Participate Details Attendance Dates	ESB - Return	View Quota Label
999	Mr. Brian New Participant	<input type="checkbox"/>	Nominated pending DCP confirmation	Attendance Dates	ESB - Return	View Support Label
998	Mr. Steve Participant	<input type="checkbox"/>	Nominated pending DCP confirmation	Attendance Dates	ESB - Return	View Support Label
999	Ms. Teresa Participant	<input type="checkbox"/>	Nominated pending DCP confirmation	Attendance Dates	ESB - Return	View Session Label
998	Mr. Mike Popping	<input type="checkbox"/>	Nominated pending DCP confirmation	Participate Details Attendance Dates	ESB - Return	View Session Label



3. Note that the “Attendance Dates” message in the “Data still required” column is no longer displayed for the first three 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.

UNFCCC Online Registration - Mozilla Firefox

Logged in as Mr. Focal Point [log out]

Meeting: AWG-KP 14 / AWG-LCA | Delegation: Your Admin | Observer

UNFCCC Online Registration

Step 1: Register by 02 Aug 2010 (Deadline passed) | Step 2: Transfer by 10 (7 days left) | Step 3: Confirm by 23 Sep 2010 (Deadline passed) | Step 4: Download and provide conference documents to confirm delegation

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

My delegation for AWG-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)

Find participant: [input] [Find]

Order in LOP	Submission First - Last name	Attendance	Status	Data still required?	Action (T)	Documents (T)
992	Mr. Joe Biggs	<input checked="" type="checkbox"/>	Non-attend, pending DCP confirmation	Participant Details	Edit / Remove / Confirm	View Support Letter
995	Mr. John Brown	<input checked="" type="checkbox"/>	Non-attend, pending DCP confirmation	Participant Details	Edit / Remove / Confirm	View Support Letter
998	Mr. David Jones	<input checked="" type="checkbox"/>	Non-attend, pending DCP confirmation	Participant Details	Edit / Remove / Confirm	View Support Letter
999	Mr. Steve New Participant	<input type="checkbox"/>	Non-attend, pending DCP confirmation	Attendance Dates	Edit / Remove / Confirm	View Support Letter
996	Mr. Corne Participant	<input type="checkbox"/>	Non-attend, pending DCP confirmation	Attendance Dates	Edit / Remove / Confirm	View Support Letter
997	Mr. Tessa Participant	<input type="checkbox"/>	Non-attend, pending DCP confirmation	Attendance Dates	Edit / Remove / Confirm	View Support Letter

Buttons: Add New Participant, Transfer Participants, Download Via Support Letters

4. Now the first three participants can be confirmed.

UNFCCC Online Registration - Mozilla Firefox

Logged in as Mr. Focal Point [log out]

Meeting: AWG-KP 14 / AWG-LCA | Delegation: Your Admin | Observer

UNFCCC Online Registration

Participant record has been updated 02 Aug 2010 17:56 CET

Step 1: Register by 02 Aug 2010 (Deadline passed) | Step 2: Transfer by 10 (7 days left) | Step 3: Confirm by 23 Sep 2010 (Deadline passed) | Step 4: Download and provide conference documents to confirm delegation

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

My delegation for AWG-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)

Find participant: [input] [Find]

Order in LOP	Submission First - Last name	Attendance	Status	Data still required?	Action (T)	Documents (T)
992	Mr. Joe Biggs	<input checked="" type="checkbox"/>	Non-attend, pending DCP confirmation		Edit / Remove / Confirm	View Support Letter
995	Mr. John Brown	<input checked="" type="checkbox"/>	Non-attend, pending DCP confirmation		Edit / Remove / Confirm	View Support Letter
998	Mr. David Jones	<input checked="" type="checkbox"/>	Non-attend, pending DCP confirmation		Edit / Remove / Confirm	View Support Letter
999	Mr. Steve New Participant	<input type="checkbox"/>	Non-attend, pending DCP confirmation	Attendance Dates	Edit / Remove / Confirm	View Support Letter
996	Mr. Corne Participant	<input type="checkbox"/>	Non-attend, pending DCP confirmation	Attendance Dates	Edit / Remove / Confirm	View Support Letter
997	Mr. Tessa Participant	<input type="checkbox"/>	Non-attend, pending DCP confirmation	Attendance Dates	Edit / Remove / Confirm	View Support Letter

Buttons: Add New Participant, Transfer Participants, Confirm selected, Download Via Support Letters



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

The screenshot shows the IAPCC Online Registration interface. At the top, there's a navigation bar with 'Home', 'New', 'History', 'Bookmarks', 'Tools', and 'Help'. Below that, the user is logged in as 'Ms. Focul Patel (log out)'. The current meeting is 'AWG-KP 14 / AWG-LCA'. A yellow banner indicates 'Participant record has been updated' on 02 Aug 2010 at 17:58 CET. Below this, there are four status boxes: 'Step 1: Reminders to 02 Aug 2010 (Deadline passed)', 'Step 2: Your quota is 10 (Used: 10)', 'Step 3: Closes to 23 Sep 2010 (Remaining: 0 Participants)', and 'Step 4: Check and print conference assignments to confirm delegation'. An important notice states: 'IMPORTANT: IAPCC has set a quota for your registration. This means you must ensure you fill up your quota. Email you within your participants before the Confirmation deadline.' The main section is titled 'My delegation for AWG-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)'. It features a search bar and a 'Filter' button. Below is a table with columns: 'Order in List', 'Submission First / Last name', 'Attendance' (with a sub-column for dates '4 Oct - 9 Oct' and '0 out of 10 left'), 'Status', 'Data still required?', 'Action (T)', and 'Documents (T)'. The table lists ten participants, all with a status of 'Nominated, pending OCP confirmation'. At the bottom, there are buttons for 'Add New Participant', 'Transfer Participants', 'Confirm selected', and 'Download Visa Support Letters'.

Order in List	Submission First / Last name	Attendance	Status	Data still required?	Action (T)	Documents (T)
999	Mr. Joe Briggs	4 Oct - 9 Oct 0 out of 10 left	Nominated, pending OCP confirmation		Edit / Remove / Confirm	View Support Letter
999	Ms. Julia Brown	4 Oct - 9 Oct 0 out of 10 left	Nominated, pending OCP confirmation		Edit / Remove / Confirm	View Support Letter
999	Mr. David Jones	4 Oct - 9 Oct 0 out of 10 left	Nominated, pending OCP confirmation		Edit / Remove / Confirm	View Support Letter
999	Mr. Brian New Participant	4 Oct - 9 Oct 0 out of 10 left	Nominated, pending OCP confirmation		Edit / Remove / Confirm	View Support Letter
999	Mr. George Participant	4 Oct - 9 Oct 0 out of 10 left	Nominated, pending OCP confirmation		Edit / Remove / Confirm	View Support Letter
999	Mr. Teresa Participant	4 Oct - 9 Oct 0 out of 10 left	Nominated, pending OCP confirmation		Edit / Remove / Confirm	View Support Letter

### **6.5.2 Replacing participants prior to confirmation**

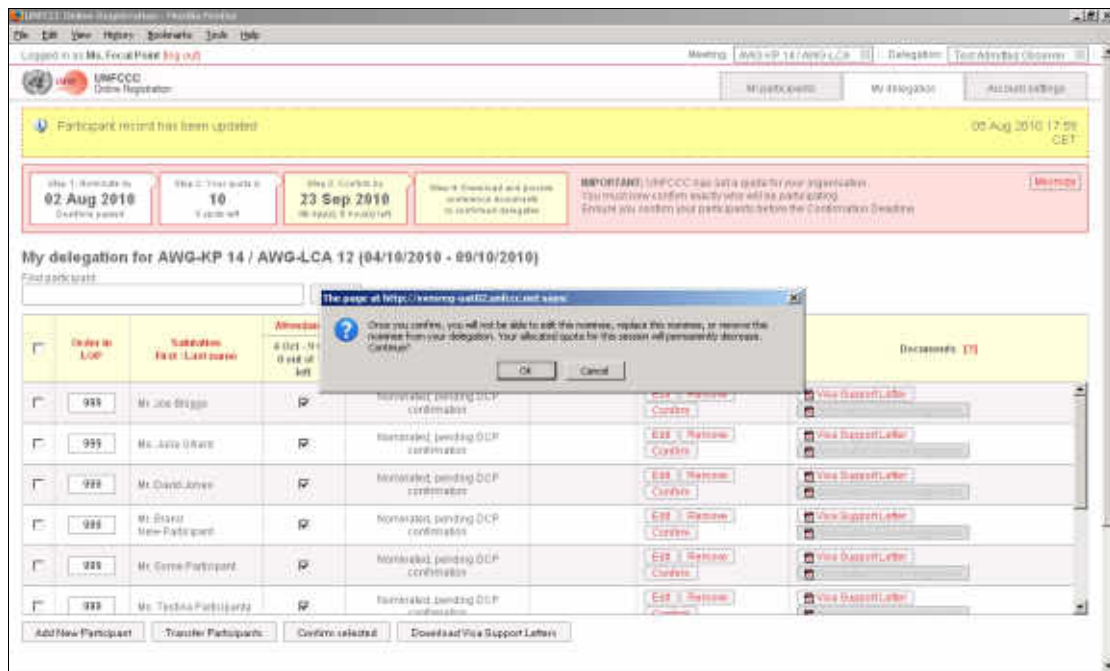
Until such time as you confirm a participant or the confirmation deadline passes, as noted above it is possible to edit the personal details of a participant (section 6.3.3), adjust attendance dates (section 6.5.1, or even remove the participant from your delegation completely (section 6.3.4).

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.

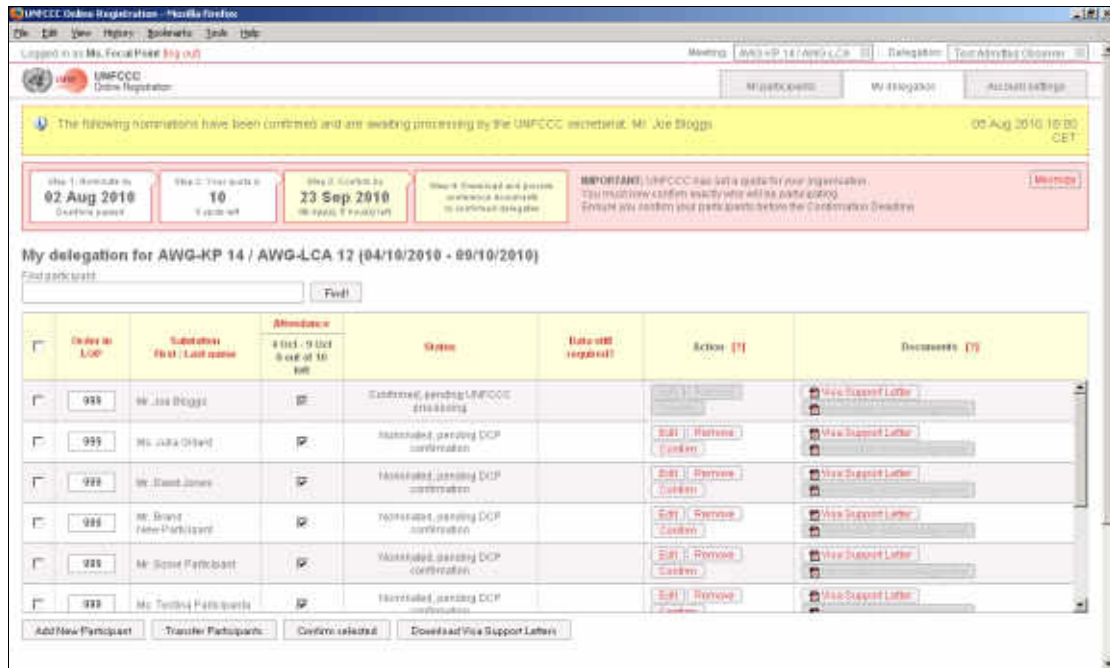
Please remember that once you confirm a participant, further editing or replacement will NOT be possible. Always ensure that all of the details are correct before confirming.

### 6.5.3 Confirming participants

1. To confirm a participant's attendance, simply click the "Confirm" button for that participant.



2. After confirmation the participant cannot be edited or removed from your delegation. 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.



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

The screenshot shows the UNFCCC Online Registration interface. At the top, there are four progress steps: Step 1 (02 Aug 2010), Step 2 (10), Step 3 (23 Sep 2010), and Step 4. A red banner contains a warning: "IMPORTANT! UNFCCC has set a quota for your organization. You must now confirm exactly who will be participating. Errors will affect your participation in the Conference (Deadline)." Below this, the user's delegation is identified as "My delegation for AWG-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)". A search bar for participants is present. The main table lists participants with the following columns: Index #, LID#, Submission First/Last name, Submission date, Status, Data still required?, Action, and Documents. All participants in the list have a status of "Confirmed, pending UNFCCC processing".

Index #	LID#	Submission First/Last name	Submission 4 Oct - 9 Oct 8:00 AM to 10 AM	Status	Data still required?	Action	Documents
922	Mr. Joe Rogge	Confirmed, pending UNFCCC processing		View Support Letter			
925	Mr. Julia Orlant	Confirmed, pending UNFCCC processing		View Support Letter			
931	Mr. David Jones	Confirmed, pending UNFCCC processing		View Support Letter			
933	Mr. Brian New Participant	Confirmed, pending UNFCCC processing		View Support Letter			
934	Mr. Steve Participant	Confirmed, pending UNFCCC processing		View Support Letter			
935	Ms. Teresa Participants	Confirmed, pending UNFCCC processing		View Support Letter			
936	Mr. Mike Funding	Confirmed, pending UNFCCC processing		View Support Letter			

4. Once UNFCCC processing has been completed, the "Status" column will normally change to "Registered" and the "Nomination Acknowledgement" button will be enabled. Almost there!

This screenshot shows the same UNFCCC Online Registration interface as above, but the participants' status has changed to "Registered". The "Documents" column now includes a "Nomination Acknowledgement" button for each participant. The "Action" column still shows "View Support Letter".

Index #	LID#	Submission First/Last name	Submission 9 Oct - 10 Oct 8:00 AM to 10 AM	Status	Data still required?	Action	Documents
922	Mr. Joe Rogge	Registered		View Support Letter Nomination Acknowledgement			
925	Mr. Julia Orlant	Registered		View Support Letter Nomination Acknowledgement			
931	Mr. David Jones	Registered		View Support Letter Nomination Acknowledgement			
933	Mr. Brian New Participant	Registered		View Support Letter Nomination Acknowledgement			
934	Mr. Steve Participant	Registered		View Support Letter Nomination Acknowledgement			
935	Ms. Teresa Participants	Registered		View Support Letter Nomination Acknowledgement			
936	Mr. Mike Funding	Registered		View Support Letter Nomination Acknowledgement			

## 6.6 Step 4 - Download nomination acknowledgement documents

1. Click on the “Nomination Acknowledgement” button to download the “Acknowledgement of Nomination” document for a registered participant.

More than one acknowledgement of nomination document can be downloaded at one time 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.

The screenshot shows the UNEPCC Online Registration interface. At the top, there are four progress steps: Step 1: Nominate by 02 Aug 2010, Step 2: Register by 10 Sept 2010, Step 3: Confirm by 23 Sep 2010, and Step 4: Download and provide nomination acknowledgement by 08 April 2010. Below this, a section titled "My delegation for AWG-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)" contains a search bar and a "Find" button. The main area is a table with columns: "Order in List", "Surname First - Last name", "Delegation", "Status", "Data still required?", "Action (E)", and "Documents (E)". The table lists seven participants, all with a status of "Registered". Each row has a checkbox in the "Order in List" column and a "Nomination Acknowledgement" link in the "Documents (E)" column. At the bottom of the table, there are buttons for "Add New Participant", "Transfer Participants", "Confirm selected", "Download View Support Letters", and "Download Nomination Acknowledgements".

2. It is the responsibility of the DCP to download these documents and provide them to the participants themselves. Each participant must bring this document along with their official identification document when they collect their badge at the sessions.

The screenshot shows a document titled "Acknowledgement of participant's nomination". The document is addressed to "Mr. Joe Bloggs". It includes the contact information for the Secretariat of the United Nations Framework Convention on Climate Change: Martin-Luther-King Strasse 8, 53175 Bonn, Germany. A barcode is present with the number 1234567890. At the bottom, the text reads: "This is to acknowledge that a Designated Contact Point (DCP) or a National Focal Point (NFP) has nominated the individual to attend the meeting specified below."

### 6.6.1 After the confirmation deadline has passed

Once the confirmation deadline has passed it is no longer possible to confirm participants, although 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 they have been processed by UNFCCC and 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.

The screenshot shows the UNFCCC Online Registration portal. At the top, there is a navigation bar with 'UNFCCC Online Registration - Nicolas Frensch' and a user profile for 'Mr. Frensch'. Below this is a progress bar with four steps: Step 1 (02 Aug 2010), Step 2 (10 Aug 2010), Step 3 (03 Aug 2010), and Step 4 (Download and provide documents). The main content area is titled 'My delegation for AWG-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)'. It features a search bar and a table of participants.

<input type="checkbox"/>	Order ID / LIDP	Substrate / First - Last name	DOB / Date of Birth	Status	Date of Birth (required)	Action (E)	Documents (E)
<input type="checkbox"/>	938	Mr. David New Participant	8 Oct 19 Oct 19 Oct 19	Registered		View Support Letter Download	View Support Letter Nomination Acknowledgement
<input type="checkbox"/>	938	Mr. Simon Participant	8 Oct 19 Oct 19 Oct 19	Registered		View Support Letter Download	View Support Letter Nomination Acknowledgement
<input type="checkbox"/>	938	Ms. Teresa Participant	8 Oct 19 Oct 19 Oct 19	Registered		View Support Letter Download	View Support Letter Nomination Acknowledgement
<input type="checkbox"/>	938	Mr. Ross Participant	8 Oct 19 Oct 19 Oct 19	Registered		View Support Letter Download	View Support Letter Nomination Acknowledgement
<input type="checkbox"/>	938	Mr. John Smith	8 Oct 19 Oct 19 Oct 19	Non-validated pending ODP completion		View Support Letter Download	View Support Letter Nomination Acknowledgement
<input type="checkbox"/>	938	Mr. John Smith	8 Oct 19 Oct 19 Oct 19	Non-validated pending ODP completion	Participant Details	View Support Letter Download	View Support Letter Nomination Acknowledgement

At the bottom of the table, there are three buttons: 'Transfer Participants', 'Download View Support Letters', and 'Download Nomination Acknowledgements'.

### 6.6.2 After the sessions have ended

After the sessions have ended, you can view the final status of your nominated participants. The participants are saved and can be reused in future by transferring them to a future meeting.

UPRCC Online Registration - Mozilla Firefox

Logged in as Mr. Focal Point (log out) Meeting: AWS-KP 14 / AWG-LCA 12 Delegation: Your Address (Change)

UPRCC Online Registration My Participants My History Account Settings

My delegation for AWS-KP 14 / AWG-LCA 12 (04/10/2010 - 09/10/2010)

Find participant:  Find

Registration for AWS-KP 14 / AWG-LCA 12 is closed. You can reuse saved records by transferring them to another meeting.

<input type="checkbox"/>	Order in LOP	Submission First / Last Name	Attendance 4 Oct - 9 Oct 8 out of 10 slots	Status
<input type="checkbox"/>	000	Mr. Jan-Dirk	<input checked="" type="checkbox"/>	Registered
<input type="checkbox"/>	000	Ms. Ana-Oliver	<input checked="" type="checkbox"/>	Registered
<input type="checkbox"/>	000	Mr. David Jones	<input checked="" type="checkbox"/>	Registered
<input type="checkbox"/>	000	Mr. Stanislaw-Przybyl	<input checked="" type="checkbox"/>	Registered
<input type="checkbox"/>	000	Mr. Steve Przybyl	<input checked="" type="checkbox"/>	Registered
<input type="checkbox"/>	000	Ms. Teresa Przybyl	<input checked="" type="checkbox"/>	Registered
<input type="checkbox"/>	000	Mr. Dany-Portier	<input checked="" type="checkbox"/>	Registered
<input type="checkbox"/>	000	Mr. Hans-Rudolf	<input checked="" type="checkbox"/>	Registered
<input type="checkbox"/>	000	Mr. John Smith	<input checked="" type="checkbox"/>	Invited, pending OIP confirmation
<input type="checkbox"/>	000	Mr. John Smith	<input checked="" type="checkbox"/>	Invited, pending OIP confirmation

Transfer Participants

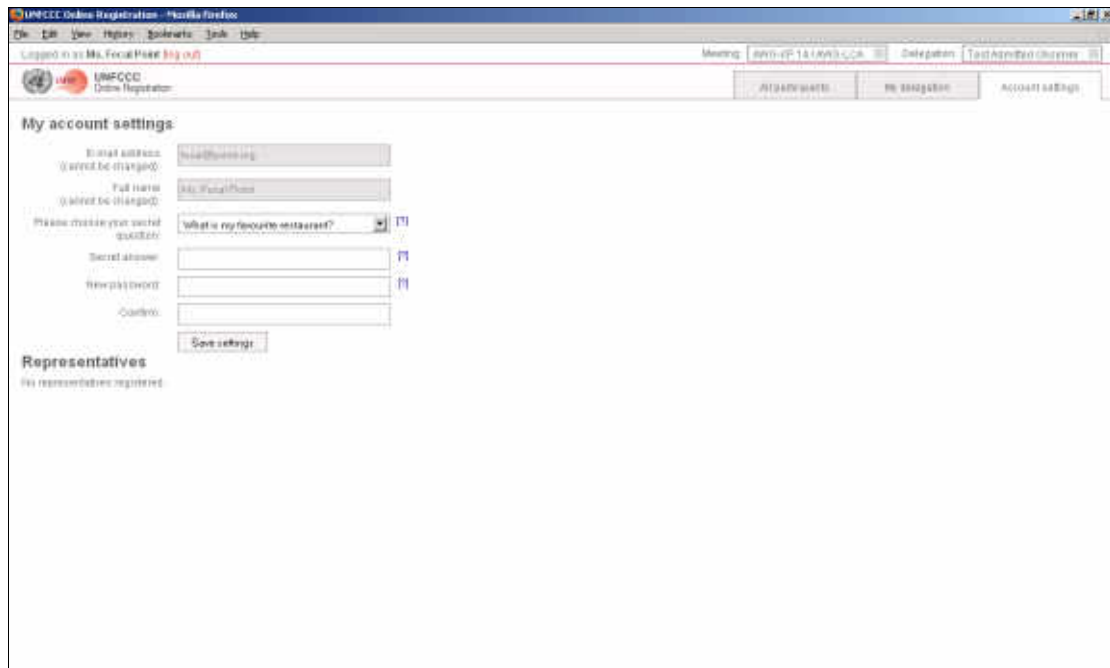
## 6.7 Miscellaneous features

### 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 from the account settings tab, simply update the fields “New Password” and “Confirm” and click “Save Settings”.

Your 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.



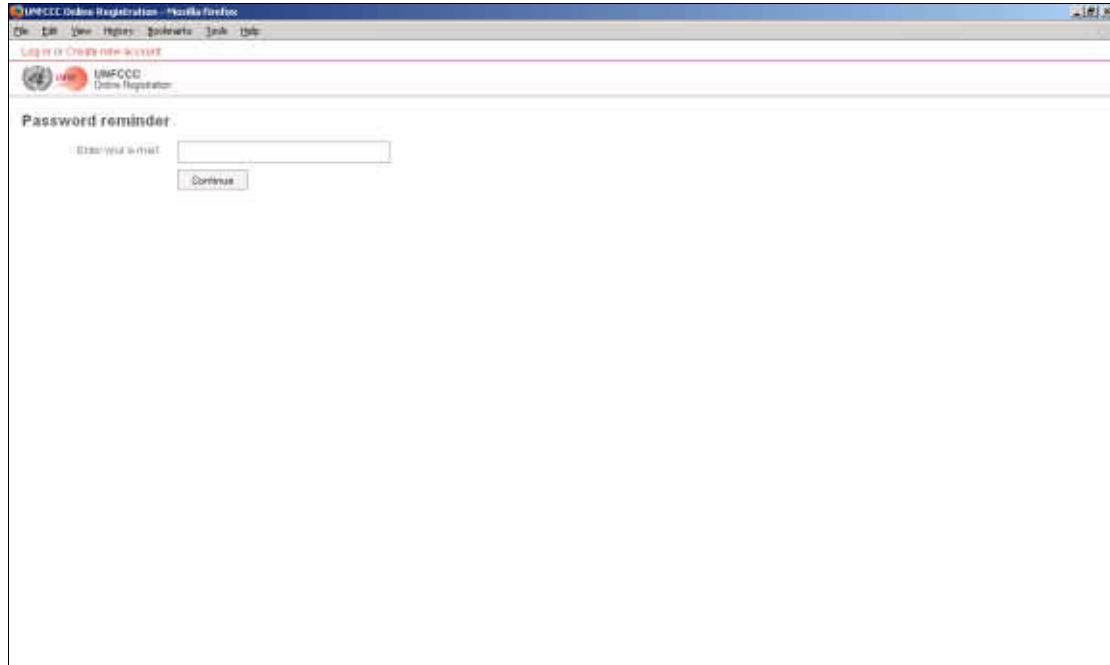
The screenshot shows a web browser window titled "UNFCCC Online Registration - Profile Page". The browser's address bar shows "http://193.184.134.100". The page header includes the UNFCCC logo and the text "UNFCCC Online Registration". There are three navigation buttons: "My account", "My registration", and "Account settings". The "Account settings" button is active. The main content area is titled "My account settings" and contains several input fields: "Email address" (with a note "cannot be changed"), "Full name" (with a note "cannot be changed"), "Please choose your social security" (a dropdown menu with "What is my favourite restaurant?" selected), "Secret answer", "New password", and "Confirm". There are "Save settings" and "Cancel" buttons. Below this section is a "Representatives" section with the text "No representatives registered".



### 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".



UMFCCC Online Registration - Password Reminder

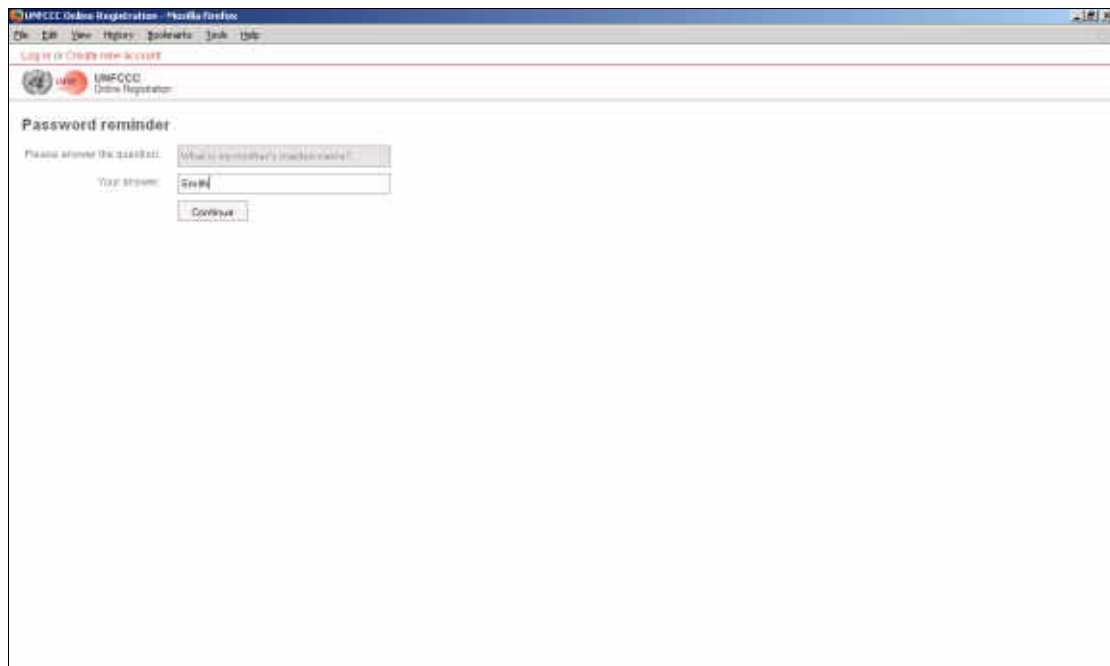
LOG IN OR CREATE NEW ACCOUNT

UMFCCC Online Registration

**Password reminder**

Enter your e-mail:

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.



UMFCCC Online Registration - Password Reminder

LOG IN OR CREATE NEW ACCOUNT

UMFCCC Online Registration

**Password reminder**

Please answer the question:

Your answer:

## 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 temporary password. Always log in to the system and change this password immediately.
- 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/". In particular, 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 20 minutes of inactivity.
- For your security, the System will automatically log you out every 60 minutes even if your session is still active.

## **8 Service desk**

The UNFCCC secretariat's service desk will assist you if you have problems using the Online Registration System.

Please email all questions, problems and requests to **[onlinereg@unfccc.int](mailto:onlinereg@unfccc.int)**

The service desk's hours of business are:

9am - 5pm (Central European Time)

Monday-Friday, excluding UNFCCC public holidays

The service desk will seek to provide an initial response to your request within 1 working day and in most cases to resolve your issue within 3 working days.