United Nations

Climate Change Secretariat

UNFCCC Online Registration System

Parties and Observer States User Manual

Release 2.0
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1 Overview

1.1   What the System does for you

The UNFCCC Online Registration System facilitates communication between the National Focal Points (NFP) of Parties / Observer States and the UNFCCC secretariat, with the aim of enhancing the efficiency of the nomination process for UNFCCC sessions.

As a National Focal Point, the primary objective when using the UNFCCC Online Registration System is to obtain a "Nomination Acknowledgement" document that is sent to each individual the Party wishes to nominate for a UNFCCC session as part of their delegation.

Each of the participants must bring their Nomination Acknowledgement document along with their 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 NFP 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 NFP, the downloaded document will no longer be valid. Informing the respective participant upon deregistration to the session is solely the responsibility of the NFP!

1.2   What the System does

The UNFCCC Online Registration System permits a National Focal Point 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;
- 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 should present this document upon arrival at the session.

Use of the Online Registration System is not optional. All Parties and Observer States 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 National Focal Point and individual holding a representative account are the sole link to the participants through the Online Registration System.

2 Pre-requisites for using the System

2.1 National Focal Point contact details

Before a National Focal Point can use the System, the National Focal Point's contact details must be up to date with the UNFCCC secretariat, specifically the name and email address registered for the National Focal Point with UNFCCC.

Existing processes must be used to update these contact details (i.e. a letter from the ministry or Note verbale). Should a change be necessary the updates will flow through to the Online Registration System within several working days after your request is received by the UNFCCC External Relations external-relations@unfccc.int.

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 may delay your access to the system.

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
- Given Name
- Family Name
- Country of Nationality
- Country of Residence
- Residence City
- Badge Type
- Order in List of Participants
- Email Address

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

- Date of Birth
- Official Identification Document Number

2.2.1 Minister or Above

The "Minister or above" check box is a special feature provided to indicate that a delegate is a cabinet minister or above. If the "Minister or above" check box is ticked for a delegate, it is mandatory to upload a picture of the minister before the nominee can be confirmed.

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 Parties / Observer States

The table below summarizes the nomination process from the perspective of Parties and observer States. 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.
	…	National Focal Points nominate participants to participate in the session simply by adding them to their delegation using the Online Registration System.
	…	National Focal Points 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 National Focal Point and/or participants. 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. National Focal Points and/or participants download "Acknowledgement of Nomination".
2	Registration for session open	Participants arrive at the session venue with their Acknowledgement of Nomination form and Official Photo ID.
	Shortly before the end of the session	Confirmations Close (For each session please check the deadline in the published notification to Parties and Observer States) National Focal Points and participants may still download "Acknowledgement of Nomination" documents. .

4 Guidelines for using the system effectively

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

- Please **complete your work well in advance of the confirmation deadline**, so that if there are technical issues there will be time to rectify the problem.
- 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).
- 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**, to assist UNFCCC with planning and running the sessions.

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 a Party / Observer State 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. 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

4. Should the minor violate any provision of UNFCCC guidelines for participation, both the minor and the chaperone will face the same consequences.

5. Should the chaperone violate any provision of UNFCCC guidelines for participation, the chaperone will face the consequences.

6. Should such consequences result in confiscation of the badge of the chaperone, then another chaperone from among the registered representatives of that Party / Observer State 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 Party / Observer State 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. Click on 'I am representing Admitted NGO, Admitted IGO, Party or UN/Specialized agency'

3. Enter the name of your country. 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: | Party-A |

Party-A - Party-A
Party

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: | Party-A |

Search

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

UNFCCC
Online Registration

Step 1: Find country/organization you are representing

Please type in country name, organization name or it's acronym.

Country/organization: | Party-A

Search

Choose your country/organization

Entity details	
Party-A
Party	Select and continue

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. If your country has registered contact details with the secretariat, this next screen will give you two or three options. Select the option that best describes your situation and click on 'continue'.

UNFCCC
Online Registration

Step 2 - Identify yourself

Select an appropriate option
from the list below:
○ I am Ms. National Focal Point
○ I am a Designated Contact Point / Head of organization, but my name is not listed above

Continue

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 country you will see the screen below.

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 National Focal Point and your name is not listed, you will be shown instructions for how to update your contact details with UNFCCC. Once UNFCCC receives your communication, **it will take several working days** for the update to flow through to the Online Registration System.

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 NGO**s may update the contact details held by UNFCCC for the Head of Organization and Designated Contact Point by following the instructions given here
- **Admitted IGO**s 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. Confirm your identity by ticking 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 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.

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, 06 February, 2023 13:00
To: National Focal Point <nfp@party.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 Ms. National Focal Point,

You are receiving this notification because you are registered as Designated Contact Point / National Focal Point of **Party-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 **Party-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".

The system will display a message "A login account has been created. An e-mail notification with login credentials has been sent to you".

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: National Focal Point <nfp@party.unfccc.int>
Subject: Your login credentials

Your login credentials

Dear Ms. National Focal Point,

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

Below are your login credentials:

Login: nfp@party.unfccc.int
Password : HJHTRrtX

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.

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
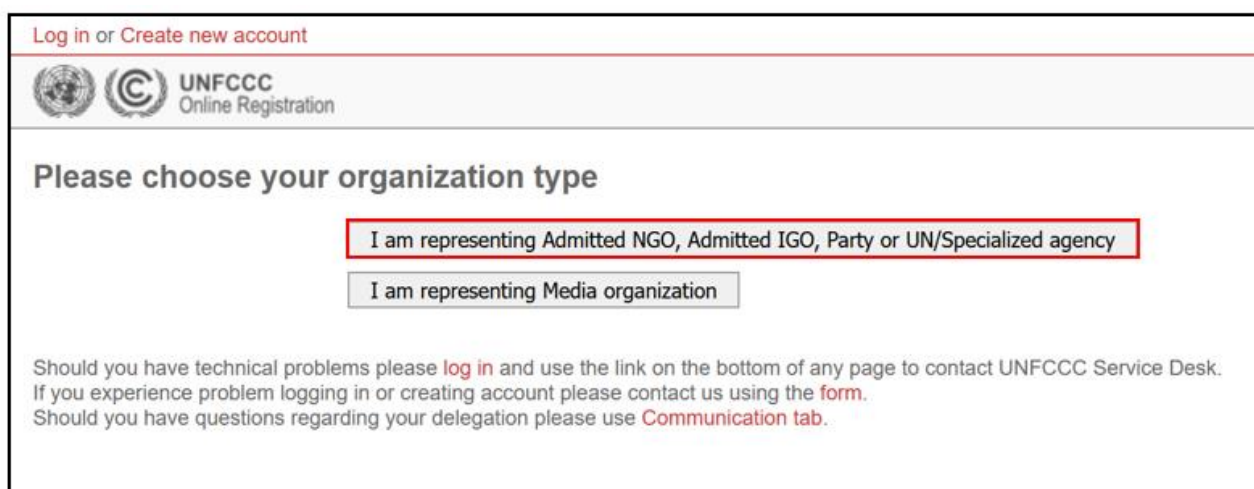
Or you can log in if you already have account.

Kindly click on the respective link to retrieve details related to the DCPs of IGOs, NGOs and UN agencies.

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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.

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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: nfp@party.unfccc.int

Password: ●●●●●●●●●

Log in

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"

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

6.1.3   Creating a representative account

The NFP can create and delete "representative accounts" via the Account Settings tab once they have successfully logged in.

A representative account can do everything the NFP's 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 NFP.**

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"

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

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.

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 NFP 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: Monday, 27 February, 2023 15:52
To: Eva Linero Villamizar<elv@party.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. Eva Linero Villamizar,

Designated Contact Point / National Focal Point of **Party-A** (Ms. National Focal Point) 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 **Party-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".

The system will display a message "A login account has been created. An e-mail notification with login credentials has been sent to you".

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: Monday, 27 February, 2023 16:21
To: Eva Linero Villamizar<elv@party.unfccc.int>
Subject: Your login credentials

Your login credentials

Dear Ms. Eva Linero Villamizar,

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

Below are your login credentials:

Login: elv@party.unfccc.int
Password : $dEWJolg

Please use THIS LINK to log in.

Kind regards,

UNFCCC secretariat

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

6.1.4   Deleting a representative account

The NFP 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".

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.

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.

6.3 Step 1 - Nominate and confirm participants by the confirmation 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.

Please make sure the environment is in the correct meeting by using the "meeting drop-down menu" on the top right.

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 of the participants from previous meetings (from the last 5 years 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.

3. Select the badge type appropriate to the participant(s) you wish to nominate and click on 'continue'. You will be able to change the badge type later if required. The possible badge types are:

- Party head and Party deputy head: These delegates have access to some areas restricted to other registration types. The Head of State would be registered as Party Head and assigned the list of participants number 1 in the Online registration System. The Head of State – Party head will be reflected first on top of the public document – Final List of Participants.

- Party delegate: Delegates attending the negotiations and have access to related areas. These delegates appear in the Final List of participants.

- Party overflow: Participants not attending negotiation process, e.g. close protection officers/security, communications persons, drivers, interpreters. Party overflow delegates are not reflected in the Final List of Participants that will be published at the end of the conference.

4. 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.

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 delegates labelled 'Ministers or above' and the head(s) of the delegation ('Party Head') will automatically go to the top of the list– no matter what LOP number is assigned. This is followed by 'Party Deputy Head', then 'Party Delegate' and lastly 'Party overflow'.

   Note: 'Party overflow' is **not** reflected in the official LOP.

- 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 nationality, date of birth and identification document number will be collected for the first time by the new system.

6.3.2 Nominating completely new participants

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

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"

3. Enter the participant's personal details. Note that in order to save the participant record, the salutation, first name, last name, country of nationality, country of residence, residence city, badge type, order in list of participants and email address are mandatory fields. 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 the personal details added for the participant must exactly match the official identification document the participant will present upon arrival at the sessions.

   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.

For the participant's home organization, department and functional title please enter the full official names/titles in English, French or Spanish. Please do not mix different languages and do not use acronyms or abbreviations.

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

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

6.3.3 Nominating a Minister or Above

To nominate a minister or above, the system offers a "Minister or above" check box in the create/update participant page. This is provided for delegates that are cabinet ministers or above. If the "Minister or above" check box is ticked for a delegate, it is mandatory to upload a picture of the minister before the nominee can be confirmed.

1. To indicate the delegate is a Minister or above, tick the "Minister or above" check box. This will prompt a dialog box asking to confirm that this delegate belongs to the cabinet of ministers or above (as shown below). Ensure that this information is correct before confirming and click on "OK".

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

The "My delegation" tab is re-displayed, with the updated participant's record. As it is mandatory to upload a picture of a minister before the nominee can be confirmed, a red warning message "Photo required" will be displayed in the "Data still required" column, even if all other required details of the participant has been provided.

2. The photo of a participant can be uploaded by clicking on the "Photo" button in the "Action" column under the "My delegation" tab. **Note that the "Confirm" button remains disabled for a Minister, until the photo is uploaded**.

3. The system then loads the "Upload Photo" page. Click on "Browse", select the photo you want to upload from your files. Once the photo is uploaded, it gets displayed on the image section. Ensure that the uploaded photo, and the participant's name are matching and click on "Save changes and continue".

4. The "My delegation" tab is re-displayed, with the message bar displaying that the photo has been uploaded. Now the "confirm" button gets enabled (as shown below).

6.3.4 Editing participant personal details

The personal details for any unconfirmed 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.

Figure below:

- A delegate can only be confirmed (section 6.4) for a session if all required details are provided: All details showing a red asterisk are required.
- Some details can be updated after the delegate has been confirmed: All white enabled fields can be updated by the NFP. The acknowledgement letter will automatically reflect the changes (section 6.5).
- In case the grey fields Salutation, Given Name, Family Name, Organization, and the registration type/badge type need to be updated, the NFP is requested to submit a message in the Communication Log. Once changes are processed by the secretariat, they will automatically be reflected in the acknowledgement letter (section 6.5).

6.3.5 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.

6.4 Step 3 - Confirm participants by the confirmation deadline

You can confirm exactly who will be participating as part of your delegation. However, before a participant can be confirmed, the "Data still required" column clearly displays what remains to

be done. All required personal details of a participant must be completed to enable their "Confirm" buttons.

6.4.1   Confirming participants

1. To confirm a participant, 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 log (as shown below). Ensure that all the details are correct before confirming and click on "OK".

2. After Confirmation, 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 NFP provided for the delegate.

Note that all fields **except salutation, name, organization, and registration type** can be edited by you even after confirmation of a delegate. If a participant should be removed or further changes to a participant are required after confirming please contact UNFCCC.

Alternatively, more than one participant can be confirmed at a time by selecting the checkboxes on the left and clicking the "Confirm selected" button at the bottom left.

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

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!

6.5   Step 4 - Download Nomination Acknowledgement/Visa Support Letter

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 NFP or upon request by the secretariat (e.g. personal details or registration 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.

Note that before the download option for the Acknowledgement of Nomination/UNFCCC Visa Support Letter is available, the NFP 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: Friday, 1 March, 2023 13:29
To: Eunice Basnet <e_basnet@party-a.com>
Subject: Registration confirmation for UNFCCC UNC 2023

Registration confirmation for UNFCCC UNC 2023

Dear Mx. Eunice Basnet,

You have been registered for UNFCCC UN Conference 2023.

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 organizing the UNFCCC UN Conference 2023 and issuance of related visa;
- 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 and the organization you represent.

You can download the acknowledgement letter by clicking here.

Details on how to participate virtually will be shared prior to the commencement of the conference

Kind regards,

UNFCCC secretariat

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

It is the sole responsibility of the NFP to download the Acknowledgement of Nomination/UNFCCC Visa Support Letter documents and provide them to the participants themselves. When approaching registration counter, each participant must bring their Nomination Acknowledgement document (sample shown below) along with their 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

7HP6WM

To Diplomatic Missions: Please take note of the code 7HP6WM 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 National Focal Point (NFP) nominated the individual to attend the meeting session UN Conference 2023, Bonn, Germany, from 30 May 2023 to 16 Jun 2023 as specified below.

Full name: Mx. Eunice Basnet		
Date of Birth: 18 Jul 1980	Document identification number: 28923737	Country of Nationality: Party-A
Party or observer State: Party-A		
Registration type: Party overflow	Attendance starts: 30 May 2023	Attendance ends: 16 Jun 2023

Diplomatic missions of the Host Country have been informed about these sessions. In this context, the United Nations Framework Convention on Climate Change Secretariat (UNFCCC Secretariat) requests the customary assistance of the Host Government to speed up the process of issuance of a visa to the said representative to facilitate such participation.

6.5.1 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 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.

6.5.2 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 **Ms. National Focal Point** [log out] Meeting: UNC 2023 Delegation: Party-A

UNFCCC Online Registration   All participants | My delegation | Account settings | Communication

Onsite Registration for the meeting is closed or not yet open.

My delegation for UNC 2023, 01-16 Jan 2023

Onsite

Filter participants:

[   ] [Filter!]

Delegation can be sorted by clicking the red title of each column.
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance
999	H.E. Ms. Eva Ngoufo Ngumouo	Party head	Registered, acknowledgement sent to participant	01-16 Jan 2023
999	H.R.H. Kirill Sergevich	Party head	Registered, acknowledgement sent to participant	01-16 Jan 2023
999	S.E. Sr. Santhosh Linero Villamizar	Party deputy head	Registered, acknowledgement sent to participant	01-16 Jan 2023
999	Mr. Martin Qamar	Party delegate	Registered, acknowledgement sent to participant	01-16 Jan 2023
999	Mx. Soline Basnet	Party overflow	Registered, acknowledgement delivered	01-16 Jan 2023
999	Eunice Kulage	Party overflow	Nominated, pending DCP/NFP confirmation	01-16 Jan 2023

[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 Parties & Observer States.

6.6 Miscellaneous features

6.6.1 *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.

6.6.2   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".

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.

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/". 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 60 minutes of inactivity.

- For your security, the system will automatically log you out every 60 minutes even if your session is still active.