



United Nations
Climate Change Secretariat

UNFCCC Online Registration System

United Nations organizations and specialized Agencies Manual

Release 1.1.2
April 2022

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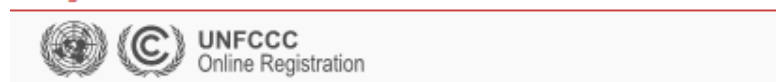
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0 Introduction

Once you have created your UN-Designated Contact Point (UN-DCP) account in the UNFCCC Online Registration System (ORS), you have access to the registration environment for UNFCCC sessions.

ORS is accessible under <https://onlinereg.unfccc.int/>

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



Welcome to UNFCCC Online Registration

New account: Hit “Create new account” and start the process by using the email address that was shared with the UNFCCC when you were nominated as UN-DCP. Then follow the instructions on the screen. When prompted to below screen, select your delegation and the meeting you wish to nominate for, then “Save and continue”. Store your access credentials safely as they will be valid for future sessions.

Your default meeting and delegation are not selected

Select your delegation:

Secretariat of the United Nations Framework ▼

The following meeting(s) are available.

Please select the meeting you are applying to attend:

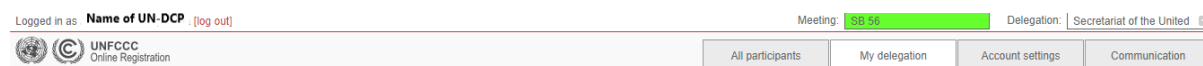
SB 56 (open) ▼

Save and continue

Should you have technical problems [accessing ORS](#) please [contact the UNFCCC Service Desk](#).
Should you have questions [regarding your delegation](#), please use [Communication tab](#).

Login: Once you have created an account, you hit “Log in” to access the registration environment with your credentials. The top line indicates where you are located in ORS

- Logged in as: your name
- Meeting: can be selected from the dropdown menu
- Delegation: your delegation



Under the location line at the top, you find four tabs:

1. Tab: All Participants
2. Tab: My delegation
3. Tab: Account settings
4. Tab: Communication

1 Tab: All Participants

Under this tab you can cruise the list of delegates that have earlier attended a UNFCCC session under your delegation. You can add existing participants to the new delegation by hitting the button “Add to delegation”. It is strongly advised to revise the details of those participants under the “My delegation” tab as they may have changed over the time.

All participants

Find participant:

Find!

<input type="checkbox"/>	Salutation First / Last name	Action
<input type="checkbox"/>	Mr. Jig	Add to delegation


2 Tab: My delegation

When starting to nominate for a session this area is empty. Under this tab you have the overview of your delegation as soon as you have nominated participants:

- The column "Order in LOP" indicates the hierarchical number as set for the List of participants.
- The column "Badge type" indicates the registration type.
- The column "Status" indicates whether a participant is duly registered or only nominated, i.e. "Nominated, pending DCP/NFP confirmation".
- The column "Data still required?" indicates "Participant details" in case some data required for confirm the participant are missing.
- The "Action" columns offers several buttons per participant allowing you to "Edit", "Remove" unconfirmed participants, "Confirm" or upload a "Photo" – if appropriate.
- For duly confirmed participants you can download the acknowledgement letter or resend it to the registered participant by hitting the appropriate button in the "Documents" column.

You can sort the columns alphabetically by clicking on "Salutation", "First" or "Last name", "Badge type", "Data still required" or by number when clicking on "Order in LOP".

Logged in as **Name of UN-DCP** [\[log out\]](#) Meeting: **SB 56** Delegation: **Secretariat of the United**

 **UNFCCC**
Online Registration

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

Negotiations
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
Step 1: Nominate and confirm by
16 Jun 2022
51 day(s), 9 hour(s) left

My delegation for SB 56, 06-16 Jun 2022

[Negotiations](#)

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.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	1	H.E. Mr. Some Mister	Observer - UN head	Registered, acknowledgement sent to participant	06-16 Jun 2022		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	2	Mx. Delegate Alfa	Observer - UN	Nominated, pending DCP/NFP confirmation	06-16 Jun 2022	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mr. Delegate Bravo	Observer - UN	Nominated, pending DCP/NFP confirmation	06-16 Jun 2022		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mx. Delegate Charlie	Observer - UN	Nominated, pending DCP/NFP confirmation	06-16 Jun 2022		Edit Remove Confirm Photo	

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

2.1 Nominating new participants

1. Click the "Add a new participant" button at the bottom of the "My delegation" tab. A form will open:

Create/update participant

Personal information

Salutation*	Mx.	▼	
Given name*	Delegate		[?]
Family name*	Alfa		[?]
No last name in the passport	<input type="checkbox"/>		[?]
Functional title			[?]
Minister or above	<input type="checkbox"/>		[?]
Department			[?]
Date of birth (DD/MM/YYYY)*			[?]
Identification document* number (Passport number)			[?]
Identification document* issued by/Nationality	Burundi	▼	[?]
Residence country*	Canada	▼	[?]
Residence city*	Victoria		[?]
Personal, secure email* address for this participant (used by participant to access online services)	anotherest@testfortest.int		[?]
Phone number			[?]

Participation parameters

Badge type*	Observer - UN	▼	[?]
Order in List of Participants*	2		[?]

Save and continue

* - mandatory field * - must be completed before confirmation

2. Enter the participant's personal details.

When nominating a participant, all fields labelled by an asterisk are mandatory except for the date of birth and identification document number. These details must however 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.

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.

Order in the List of Participants: Is by default set to 999 and should be adjusted if appropriate. Details "2.3 Editing and revising the list of participants".

Badge type: As badge type you select between a regular delegate and the Head of delegation (Observer – UN head). Each UN or specialized Agency delegation needs a head of delegation. This would be the official Head (Executive) of your organization – if attending. If not attending, the badge type must be assigned to a different delegate signing responsible for the delegation. In both cases, a second Head of delegation can be assigned.

- To indicate the delegate is the official Head (Executive) of your organization, please tick the checkbox "Minister or above" as per UNFCCC process, the badge for the Executive of a UN organization or specialized Agency is differently labelled than the one for heads not being the Executive.

Minister or above ☐ [?] Please tick this checkbox if the person is minister (from the cabinet) or above.

Department ☐ Minister

When you are done, click “Save and Continue” at the bottom of the screen. You are prompted to the delegation overview where the “Status” for this participant will now read “Nominated, pending DCP/NFP confirmation”.

2.2 Confirming participants

1. To confirm a participant’s attendance, simply click the “Confirm” button for that participant. It is mandatory to confirm at least one Head of delegation (Observer – UN head) first. Only afterwards you can confirm additional delegates. After confirming a delegate, you can still edit the participant’s details except for the salutation, first name, last name and badge type. For those changes and the removal of a confirmed participant you would submit a message under the “Communication” tab.

UNFCCC Online Registration

All participants My delegation Account settings Communication

Negotiations

By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Step 1: Nominate and confirm by
16 Jun 2022
51 day(s), 5 hour(s) left

My delegation for SB 56, 06-16 Jun 2022

Negotiations

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.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type				Action [?]	Documents [?]
<input type="checkbox"/>	1	Ms. Senior Delegate	Observer - UN head	Nomina			Edit Remove Confirm Photo	
<input type="checkbox"/>	2	H.E. Mr. Some Mister	Observer - UN head	Registered, acknowledgement sent to participant	06-16 Jun 2022		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	5	Mx. Delegate Alfa	Observer - UN	Nominated, pending DCP/NFP confirmation	06-16 Jun 2022	Participant details	Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mr. Delegate Bravo	Observer - UN	Nominated, pending DCP/NFP confirmation	06-16 Jun 2022		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	Mx. Delegate Charlie	Observer - UN	Nominated, pending DCP/NFP confirmation	06-16 Jun 2022		Edit Remove Confirm Photo	

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

onlinereg.unfccc.int

Once you confirm you cannot edit: Salutation, First and Family Name, Organization, Registration type. Related requests for this nominee would need to be submitted in the appropriate section of Communication Log. Continue?

OK Cancel

2. Once confirmed, the status column indicates the participant has been “Confirmed, 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. Once UNFCCC processing has been completed, the “Status” column will normally change to “Registered, acknowledgement sent to participant”. The system automatically sends a confirmation email to the registered participant with instructions on how to download the acknowledgement/visa letter. The sender is onlinereg@unfccc.int. Any changes you submit after confirming the delegate will automatically reflect in the link shared with the participant.

4. In the “Documents” column you can “Re-send acknowledgement” to the participant by the respective button or download the “Nomination Acknowledgement” on the delegate’s behalf. Both buttons will be enabled.

2.2.1 Sample: Confirmation email

The confirmation email is generated automatically and sent by onlinereg@unfccc.int

Registration confirmation for UNFCCC SB 56

✓ Von: UNFCCC Online Registration +

Registration confirmation for UNFCCC SB 56

Dear H.E. Mr. Some Mister,

You have been registered for UNFCCC SB 56.

You will need to show the acknowledgement letter at the registration counter in paper or electronic form to obtain your conference badge. You can download the acknowledgement letter after responding to just a few questions on [COVID-19 vaccination and recovery status](#).

The secretariat is committed to ensuring the security and protection of any collected personal information in line with the UN Principles on Personal Data Protection and Privacy and the EU General Data Protection Regulation.

Kind regards,

UNFCCC secretariat

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

2.3 Editing and revising the list of participants

The order of your participants in the field LOP (List Of Participants) 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 published for each session. Participants given the same "Order in LOP" value will be listed in alphabetical order by last name.

Delegates with the Badge type "Observer – UN head" and the ones labelled "Ministers and above" are listed at the top of the LOP – no matter what LOP number is assigned.

1. Editing the LOP number: There are two options to change the LOP number. Please note that the LOP number can still be changed after a participant is confirmed.

- a) You can change LOP number of participants via the "Edit" button as mentioned under *2 Tab: My delegation*.
- b) You can change LOP number on the "My delegation" tab. For that click on the participant's LOP number in the column "Order in LOP", it will allow you to change the number. Then click the grey button "SET". This will save the new LOP number. Note: This is not possible for participants whose details have not yet been fully provided, hence column "Data still required?" read "Participants details" as stated under *2 Tab: My delegation*.

Order in LOP
999 \$ET
999

2. Revising the LOP: At the button at the bottom of the “My delegation” tab you find two related buttons.

- c) Button "Export full set of data to Excel": Column B "Lop Group" informs you in which protocol function a delegate reflects in the List of Participants (LOP). There are two groups: First is the “Delegation head” covering badge type “Observer UN head” and the ones labelled “Ministers and above”. All others fall in the second group of regular “Delegates”.
- d) Button "Download LOP for your delegation in Excel": Reflects details and protocol order as it will be reflected in the LOP. This download allows you to revise and amend details afterwards in ORS according to your needs for the LOP.

Protocol order for the LOP: Delegates with the badge type “Observer – UN head” and the ones labelled as “Ministers and above” go automatically to the top of the list, followed by the other delegates “Observer – UN”. Within those two groups it is either sorted by LOP number (ORS column "Order in LOP"), or if not provided in alphabetical order.

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 can amend all details except for salutation, name and badge type in the ORS prior to the LOP deadline that will be announced in the daily programme.

2.4 Downloading nomination acknowledgement/visa documents

It is the responsibility of the DCP to inform participants to download acknowledgement/visa letter. Sometimes participants need to answer some questions first e.g. on vaccination status before they can download the document or you on their behalf. All participants need to show the acknowledgement/visa letter on paper or mobile device at the conference registration counters along with their official identification document when collecting the conference badge at the sessions.

Participants to download by themselves: The system automatically sends a confirmation email to the registered participant with instructions on how to download the acknowledgement/visa letter. The sender is onlinereg@unfccc.int. Any changes you as DCP submit after confirming the delegate will automatically reflect in the link shared with the participant.

DCP to download on behalf of the participant: You can download one or several acknowledgement/visa letters on behalf of participants. 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.

2.4.1 Sample: Acknowledgement/visa letter:



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



KTEBD5

To Diplomatic Missions: Please take note of the code KTEBD5 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

to attend the meeting session SB 56 , Bonn, Germany , from 06 Jun 2022 to 16 Jun 2022 as specified below.

Full name: H.E. Mr. Some Mister		
Date of Birth: 27 Nov 1978	Document identification number: 123123123	Country of Nationality: Other
Registration type: Observer - UN head	Attendance starts: 06 Jun 2022	Attendance ends: 16 Jun 2022

At the registration counter of the conference, nominated participants must provide this document (either printed or from a mobile device) and a personal identification in the form of a valid passport or a nationally approved photo identification card, matching the online details provided to the UNFCCC Secretariat.

Nominations can be cancelled or replaced by the nominating focal point at any time until a badge is printed and issued. For registration, the UNFCCC Secretariat will use the latest online information provided to it by the focal point.


In the interest of security and safety of all participants and the smooth and efficient conduct of the sessions, the UNFCCC Secretariat reserves the right to deny and/or restrict access to the conference premises, or to request participants to leave the conference premises. The UNFCCC Secretariat shall not be responsible for any expenses incurred by participants who are requested to leave the premises or are refused registration or access to the sessions for which they have been nominated and/or registered as participants.

Participants will need to follow relevant health guidelines prevalent at the time of the conference which will likely include demonstrating COVID-19 vaccination and testing status. Updates on these guidelines will be provided regularly before and during the session.

3 Tab: Account settings

Under this tab you can amend your password to login to ORS.

Moreover, you can create representative account linked to your DCP account: You can create and delete representative accounts if you wish someone else to create nominations on your behalf. Representative accounts have full access to the Online Registration System on the DCP's behalf. It is the DCP's responsibility to ensure the accounts are created and deleted appropriately.



UNFCCC
Online Registration

All participantsMy delegationAccount settings

My account settings

E-mail address
(cannot be changed):

Full name
(cannot be changed):

Please choose your secret question:

What is my mother's maiden name?

Secret answer:

New password:

Confirm:

Save settings

Representative accounts

No representative accounts registered.
You can create and delete representative accounts if you would like someone else to create nominations on your behalf.
Representative accounts have full access to the Online Registration System on your behalf.
It is your responsibility to ensure the accounts are created and deleted appropriately.

Create new representative account

4 Tab: Communication tab

Under this tab you can submit your registration related queries to the Registration and Accreditation Management team (RAMT). Type your message, then submit it by clicking "Save and continue".

When RAMT answer your query, you will be alerted by email allowing you to check the answer in the communication log.



UNFCCC
Online Registration

All participantsMy delegationAccount settingsCommunication

Communication with the Secretariat

Type*

Other (Regular)

Add a new message*

Save and continue

* - mandatory field

Unread messages are displayed in bold text.
Nominator: Secretariat of the United Nations Framework Convention on Climate Change
Should you have technical problems accessing ORS please contact the UNFCCC Service Desk.
Should you have questions regarding your delegation, please use Communication tab.