

## UNFCCC media accreditation FAQs – revised 29 August 2016

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### Where can I learn about press accreditation for UNFCCC meetings?

Please visit our [web section](#) on press and media accreditation (also available in French and Spanish)

The UNFCCC secretariat follows the [United Nations criteria for accreditation of media](#) (also available in French and Spanish); however, decisions on accreditation for UNFCCC events are made solely by the UNFCCC.

### What must I do to become accredited at UNFCCC meetings?

You must apply for accreditation through the [online media accreditation system](#).

### What is the [online media accreditation system](#)?

It's an online system that allows the creation of a personal account, entry of basic data and uploading of required documentation; status information on the request and communication with the secretariat are also available through the system.

### Can I still apply for accreditation as before?

Accreditation online is the only official channel to obtain registration for the media. **The secretariat is not able to process nominations sent by any other method, such as e-mails, letters or faxes.** Any accreditation materials not sent through the online system will not be processed.

### I covered the previous UNFCCC meeting, do I have to apply again?

Yes. Press badges issued at previous UNFCCC meetings do not remain valid. Members of the press must be accredited for each meeting. A new letter of assignment and copy of press card (or other materials in lieu of a press card) will be required each time.

### I have a badge from another UN conference. Can I be approved automatically for UNFCCC conferences with that?

The fact that you've been accredited to another UN conference can help the accreditation team in evaluating your application; however, it does not guarantee accreditation for UNFCCC conferences.

### What if I am accredited to the United Nations in New York, Geneva, Vienna or Nairobi?

Please upload an image of your accreditation badge. We can approve your accreditation on this basis, upon verifying with our colleagues in these duty stations. The letter of assignment is still required.

### When should I accredit myself for UNFCCC meetings?

Accreditation usually opens two months prior to the meeting. It is advisable to apply for accreditation as soon as possible, to avoid any unnecessary delays at the meeting venue.

### What is the deadline for accreditation?

The UNFCCC secretariat will make deadline information available on the website. As a rule, however, it is highly recommend to apply as early as possible.

### I missed the deadline. Can I still apply?

The secretariat has limited capacity to deal with late applications. Decisions whether to process late applications will be made on a case-by-case basis.

### Is there a limit to how many media may participate in a conference?

Yes. A quota on the number of participants is enforced in the interest of security and taking into account other participants and fire and security regulations. **The quota is set for ALL**

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**participants (Party, observer organizations, UN, media)** and is in place until the maximum level in relation to the physical capacity of the facilities is reached.

### **What happens when the quota is reached?**

The moment the quota is reached, no more representatives will be allowed in. Please note that the quota is recorded in the badge scanning system, so that the number of representatives entering the premises can be accurately counted.

### **To accredit online, what information do I need before I start?**

In order to complete the process you will need the following information. All information must be entered as it appears in the passport or other official photo identification document which the participant intends to present at the registration desk.

- \* Complete name (as it appears in the passport or other official photo identification)
- \* Date of birth
- \* Nationality
- \* Passport or other photo identification number (national ID card, driver's license, etc.)
- \* Email address

**Please do not upload copies of your passport, national ID, visa or other personal identification.**

### **What do you do with this information?**

The names and information entered are for purposes of identification and verification only and will not be published for general access.

This information will be retained in the system for reference, unless a written request to remove it is received from the media concerned.

### **How do I create an account?**

Please go to the [online registration system](#) to request account creation. Once you request account creation, you will receive an e-mail with the confirmation link.

Please follow the link and finish account creation procedure. You will receive another e-mail with your login name, password and further instructions. The online system only recognizes valid e-mail addresses.

### **What else do I need to do?**

Once your account is created, you must upload a letter of assignment and a copy of your press card.

- The letter of assignment must be on official letterhead of a media organization and signed by the Publisher or Editor-in-chief indicating the name and duration of assignment of the journalist.
- The press card must be valid; we cannot accept press cards that have expired. Only scanned copies of official press cards will be accepted. Self-made press cards will not be accepted.

In the absence of a press card, you may submit additional materials, in line with the UN criteria. If you do not have a press card, please see below for more information.

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### How can I send my materials to you?

Materials should be scanned into a graphics format (.pdf .gif..jpg) and uploaded into the [online registration system](#). If you don't have a scanner but do have a smart phone or digital camera, you can take a photo of the card and then upload the file to your profile. **The secretariat will not accept materials sent separately by e-mail, fax or post.**

PLEASE NOTE: there is a size limit per document of 4MB. Please make sure that attachments do not exceed this size; otherwise, you will receive an error message and the secretariat will be unable to receive your materials.

### To whom do I address the letter of assignment?

To the UNFCCC Press Office.

### What should the letter of assignment contain?

The letter of assignment must be on letterhead and be addressed to the UNFCCC Press Office. It must be signed by an authorized official (e.g., the Publisher, Assignment Editor or Bureau Chief), of the media organization seeking accreditation. **Unsigned letters or e-mails will not be accepted.**

Letters of assignment must specify the type of coverage, event or project assigned; the period of time for which accreditation is required; and the name and professional function(s) of the individual(s) to be assigned.

If several people from the same company need an accreditation, all the names may be included in one letter; however, each applicant must upload a copy of the letter to their profile.

### I don't have a press card. Will you still accredit me?

If you don't have a press card, you will be asked to submit additional materials that demonstrate a track record of reporting, in line with the UN criteria.

### What do you mean by "additional materials"? What is required?

If you are asked to submit additional materials, the materials detailed below, may be requested. Please note submitted work samples must demonstrate active engagement in covering the activities of the United Nations, specifically the climate change process. Samples must be unaltered clippings or media products of the bona fide organization with bylines of the individual requesting accreditation.

- Print media representatives may be required to submit two bylined articles published within the past month and a copy of the publication. These may be scanned PDF files or links to the article online.
- Radio and TV media representatives may be asked to submit two recordings of reports broadcast within the past month.
- Photographers may be required to submit original tear sheets or photos with credits of the issuing organization. It is also possible to provide links to photos online, as long as the photo attribution is clearly that of the applicant.
- Online media\* must meet the following requirements:

\*Subject to all other criteria, online media may include news outlets, blogs, vlogs and others.

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- The website must belong to a recognized media organization and have a specific, verifiable street address and a telephone number.
- The website must have at least 60% original news content or commentary or analysis, including coverage of climate change.
- Media representatives are required to submit two by-lined articles within the past month that were posted on the website.
- The website must be updated at a minimum of three times a week.

**Please note that publications or other media which are communications outreach or advocacy publications of non-governmental organizations do not qualify for media accreditation.**

### **Do I need to send a photo of myself?**

Your photo will be taken at the registration station; it is not necessary to upload a photo in advance.

### **How soon will I know whether I'm accredited?**

Please be aware that we receive credentials for thousands of applicants and there may be a delay between the time we receive your credentials and when they are processed.

Delays in processing the application could occur:

- If the request does not have the required documents or the documentation is not in order (unsigned letter, expired press card, etc)
- If documents are not provided in working languages of the U.N. (English or French)

Every effort will be made to issue the accreditation as soon as possible. However, it may take 3 to 5 working days to obtain your accreditation.

Please check the status of your application online, in the personal profile that you created. **Do not call** the press office for updates on your accreditation. If you need to communicate with us, please do so through the online system.

### **How can I check the status of my accreditation?**

When you create a profile, you will receive a username and password. Using this, you can access the system to check your accreditation status. Your record will be updated when your materials have been received, and we will communicate with you through the system if there is need to do so. **Please do not call** to check on the status of your application. For the quickest information on your status, please only use the online registration system to check your status and communicate with the secretariat.

### **What does the accreditation cover?**

Media accreditation may only be used for coverage of specific UNFCCC conferences, and does not constitute an endorsement for any other purpose.

### **Do I have to tell you what days I will attend or is the accreditation for the entire conference?**

When granted, accreditation covers the duration of the conference.

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### **I would like to register as a delegate or NGO and also have press accreditation. Is this possible?**

No. Double accreditation is not allowed (e.g. as press and delegate, or as press and NGO). If you are already registered with a delegation or observer organization, your application for press accreditation will not be granted.

### **I am a freelance journalist. Can I still get accreditation?**

Freelance journalists are subject to the same requirements for accreditation and must complete the full process. Freelance journalists, including photographers, must provide clear evidence they are on assignment from a specific news organization or publication. A **valid assignment letter** from that news organization, or publication, is required. Photographic agencies must provide clear evidence from a client news organization or publication. You must also submit the other required documents for accreditation.

### **I'm a student. Can I get accreditation?**

Media accreditation is for professional members of the press who represent a bona fide media organizations. We can't accord students the same accreditation as is granted to media professionals who have an established track record of reporting.

### **I'm under 18 years of age. Can I get accreditation?**

No. Media representatives must be at least 18 years old to apply for accreditation and have an established track record of reporting.

### **What about press accreditation for blogs?**

The existing UN guidelines for media accreditation do not yet fully provide for blogs. We recognize that the line between traditional media and new media is fading and the UN is endeavoring to take on board the new forms of information dissemination and social networking that have evolved.

Where bloggers fit in the new media landscape is still an open question, and how they should be handled as members of the media is still being determined by the United Nations.

Accreditation of bloggers for UNFCCC meetings will be done on a case-by-case basis and criteria currently applied to online media will be applied.

### **And what about grass roots/community/citizen from a non-profit independent online community media group?**

An organization that welcomes citizen journalists and has no apparent editorial board overseeing would not be eligible for accreditation.

### **I belong to a professional association of broadcasting organizations. Can I be accredited with them?**

Unfortunately not. Associations are not considered bona fide news organizations.

### **I am with an independent film company that is producing a documentary on climate change. Can I access the conference?**

Per the [criteria for United Nations accreditation of media](#), independent TV production companies are required to provide a letter from a broadcast organization or film distributor which has committed to air or distribute the work, or from the UN partner organization that supports the production. The project should be climate change-related.

You must also submit the other required documents for accreditation.

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### **I am a press officer at an Embassy. Do I need press accreditation to attend?**

No. Your name should be included on the official delegation list and you will be registered as a member of the delegation. While this registration will not allow access to the media centre, you may leave materials for distribution to accredited press. The communications and media team will be happy to assist.

### **What about press travelling with a head of state/government?**

All journalists travelling with heads of state or government should be included on the official delegation list and registered as a member of the delegation.

### **Can I do a blanket accreditation from my organization?**

It is not possible to give blanket press accreditation to a media organization. Instead, accreditation is granted to individuals representing bona fide media organizations who provide the required valid documentation for accreditation.

### **What happens if I have to replace someone already accredited from my organization?**

We are aware that assignments can change at short notice. Please communicate changes in staff as soon as they are known. The applicant will have to complete the same process, but as long as they have the required valid materials, there is usually little delay in processing.

### **Do you fund journalists' participation?**

Some participation of journalists from developing countries at our conferences has been made possible through support for [media training workshops](#). This participation is by invitation only.

Participation has also been assisted by organizations such as the [Internews Earth Journalism Network](#) and the [Climate Change Media Partnership](#). These should be contacted directly for more information on their programmes.

### **Do you make hotel reservations for press representatives?**

No. Media representatives accredited to cover UNFCCC meetings are responsible for their own travel and hotel bookings. The secretariat is not in a position to make these arrangements.

### **Will you help me get a visa?**

The UNFCCC secretariat is not in a position to issue invitation letters for visa purposes. You may use the confirmation of your accreditation when making your visa application, as well as the letter of assignment from your media organization.

### **My accreditation was approved, now what?**

Once you have received confirmation of your accreditation, you will be registered for the conference. **Print out the confirmation and bring it with you to the conference.** Bringing the printout will speed up your registration process.

You may collect your badge on-site at the registration desk at the conference venue. Registration usually opens the weekend before the meeting starts. You must present the same valid photo ID as used in your profile. Bringing the printout of your confirmation will speed up your registration process.

Your photo will be taken at the registration station; it is not necessary to send a photo in advance.

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### **Can you send me my badge in advance? Or is there somewhere I can pick it up?**

For security reasons, it is not possible to send badges in advance. Registration is usually open the weekend prior to the conference. Badges should be collected in person at the registration desk at the conference venue.

### **What should I do if my badge is lost or stolen?**

If your media ground pass is lost or stolen, you **MUST** immediately report it to the press registration desk in the conference venue.

### **Where am I allowed to go?**

All accredited press have access to the media centre, press conference room(s), exhibit areas, side events, open plenary sessions and any public areas in the conference venue.

Specific information on media arrangements at conferences is provided through Notes to Correspondents. These are issued at individual meetings, and reflect arrangements as they apply to a given venue and/or set of circumstances.

All accredited press accessing the conference premises must pass through security screening, including those with equipment.

### **Can you send me a list of UNFCCC accredited media persons?**

Information on media accreditation for UNFCCC meetings is for internal use only and confidential. The UNFCCC secretariat does not publish or distribute media lists.

### **I would like to stay informed about UNFCCC news and events. Can you add me to your mailing list?**

If you wish to be added to the UNFCCC's media mailing list, send a message to [press\(at\)unfccc.int](mailto:press@unfccc.int)

### **Disclaimer**

The UNFCCC reserves the right to deny or withdraw accreditation for activities that violate the principles of the Charter or the codes of behaviour and or/ethics of journalism and/or the United Nations. At any time, the UNFCCC secretariat may revoke accreditation if it is put to improper use; if it has been used to abuse the privileges so extended; or if personal or public conduct is not consistent with the best interest of the Organization. The press pass must not be loaned to another person; UN Security will confiscate any pass in the possession of any individual to whom it was not issued.