Electronic Meeting Registration System

Step-by-Step User’s Guide

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Introduction

The Conference of the Parties (COP) is the governing body of the WHO FCTC and is comprised of all Parties to the Convention. It meets every two years, reviewing implementation of the Convention and takes the decisions necessary to promote its effective implementation, as well as adopting protocols, annexes and amendments to the Convention and guidelines. Observers accredited to the COP may also participate in the work of the Conference and its subsidiary bodies.

The submission of credentials and nominations of representatives is now required through online registration for meetings of the COP and its subsidiary bodies. The process starts with the registration of a focal point who is responsible for enrolling the entire delegation for each meeting.

Before the meeting, an invitation will be sent to Parties, States non-Parties and observers accredited to the COP, containing a link to the online registration system. The focal point should create his/her own account and is then registered in the system. To facilitate communication, the designated registration focal point of a Party or State non-Party should normally be based at the Permanent Mission in Geneva. Parties and States non-Parties which do not have a Permanent Mission in Geneva should designate a registration focal point in the capital.

Once a registration focal point has created his/her own account in the online registration system by attaching a note verbale (an official diplomatic note prepared on headed paper, dated, signed, and/or stamped), or an official signed letter from the head of the organization for IGO and NGO observers, as the case may be, he/she will receive, by e-mail, a unique username and password and the link to access the registration system, so that the names and details of the delegation can be entered. To register the delegation, the registration focal point needs to upload a note verbale, or an official signed letter from the head of the organization for IGO and NGO observers, containing the composition of the delegation (i.e. the credentials of the delegation).

The Convention Secretariat will verify the information received from the registration focal point, which will then be used to generate both meeting badges and the list of participants.
STEP 1: TO REGISTER THE FOCAL POINT

Note: It is not possible to register a delegate unless you have already registered a focal point.

1. Access the site: http://extranet.who.int/bpmext/meetingregistration.aspx and log in using the username and password provided in the invitation letter sent to your country or organization.

2. Once you have logged into the system, the Focal Point Registration Form will be displayed, showing the meeting for which you logged in.
3. Complete the **Focal Point Information** section.

4. Attach a note verbale or an official signed letter from the head of the organization for IGO and NGO observers, confirming your designation as registration focal point to enrol the delegation.

   **Note:** Please ensure that the e-mail address is both valid and accurate, as your unique username and password will be sent to this address.

5. Click on **Submit**游戏操作图标 to register and confirm the focal point.

   **Note:** The focal point will both see in e-MRS and read in his/her mailbox a message confirming receipt of the request to create an account.

Once his/her request is approved by the Convention Secretariat, he/she will receive an e-mail with **a new link along with a unique username and password** to enable registration of the delegation (see STEP 2).
**STEP 2: TO REGISTER DELEGATES**

1. Access the registration system using the link provided in the e-mail sent to the registration focal point (see sample below).

   Dear Dr …………………,

   We are pleased to confirm your unique username: **john@xxx.com** and password: abcd123

   Online registration of your list of delegates representing …..(country)…………. at the Seventh Session of the Conference of the Parties to the WHO FCTC can be done by clicking **here**.

   **Please make sure that you close your internet browser before clicking on the link.**

   Kind Regards,
   Electronic Meeting Registration System

   For assistance, please write to **copregistration@who.int**.

   ***DO NOT REPLY TO THIS E-MAIL. THIS IS AN AUTOMATED MESSAGE AND YOU WILL NOT RECEIVE A REPLY***

2. Log in using the unique username and password provided in the e-mail.
The registration focal point can now register delegates.

3. Select **Add Delegate** to enter each new delegate.
4. Complete the **Add Delegate** section, and type a Priority number for the delegate. This will determine the order in which delegates will appear in the official List of Participants.
5. Click on Confirm Add Delegate at the bottom right-hand corner of the screen. The delegate’s details will then appear under List of Meeting Delegates.

Repeat actions 3 to 5 above for as many delegates as needed.

The focal point can now MODIFY (STEP 3), DELETE (STEP 4) or SUBMIT the delegation (STEP 5).
STEP 3: TO MODIFY A DELEGATE'S INFORMATION BEFORE SUBMISSION

1. Select **Edit Delegate** to modify details of an existing delegate.

![Delegate Registration Form](image)

2. Select the delegate whose information you wish to modify.

3. After modification is complete, click on **Confirm Edit Delegate** at the bottom right-hand corner of the screen to confirm the modifications made.

4. Select **Upload credential** to proceed with submission of delegates (see STEP 5)

Clicking on **Close** without uploading credentials will save your information in the system for further processing.
STEP 4: TO DELETE A DELEGATE BEFORE SUBMISSION

1. Select Delete delegate.

2. Select from List of Meeting Delegates the individual you wish to delete.
3. Click on **Confirm Delete delegate** button at the bottom right-hand corner of the screen

4. Select **Upload credential** to proceed with submission of delegates (see STEP 5)

Clicking on **Close** without uploading a credential will save your information in the system for further processing.
STEP 5: TO SUBMIT ALL DELEGATES OR SELECTED DELEGATES

To submit (confirm) the delegates, the registration focal point needs to upload credentials.

1. Select Upload Credential.

The screen below will display
2. Click on Select ALL Delegates to submit ALL delegates. To submit only selected delegates, select delegates individually in the left-hand list.

3. Click on the Delegates Credential icon to attach the official document of nomination (note verbale or letter).

4. Click on Attach Credential. The word “View” will appear in the List of Meeting Delegates in the Credential column.

5. Click Submit to confirm the submission and the credentials.

Note: The focal point will receive a notification, both in e-MRS and via e-mail after submitting the credentials.
STEP 6: TO MODIFY THE DELEGATION AFTER SUBMISSION

Access the registration system using the link provided in the e-mail sent to the focal point after submission of the delegation.

Dear …………………,

Please be informed that the following delegate(s) representing ………………… at the Seventh Session of the Conference of the Parties to the WHO FCTC has(ve) been included in the list of participants.

Dr Delegate 1
Dr Delegate 2

If you have not done so already, kindly provide original credentials to the Convention Secretariat as soon as possible and no later than the opening of the session.

If you want to make any modification/amendments to the submitted delegates, please click here (please login using your unique username and password).

For assistance, please write to copregistration@who.int

Kind Regards,
Electronic Meeting Registration System

***DO NOT REPLY TO THIS E-MAIL. THIS IS AN AUTOMATED MESSAGE AND YOU WILL NOT RECEIVE A REPLY***

1. Log in using the same registration focal point’s unique username and password.

2. The registration focal point can now select one of the following:
   a. Add delegate (STEP 2, actions 3 to 5)
   b. Modify delegate (STEP 3, actions 1 to 4)
   c. Delete delegate (STEP 4, actions 1 to 4)

Note: The registration focal point will receive a notification by e-mail after submitting modifications.