

United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development


List of Participants User Guidelines

1. Go to www.un.int

The screenshot displays the UN.int website interface. At the top, there is a header with the UN logo and 'PERMANENT MISSIONS' on the left, 'New York, HQ' in the center, and 'deleGATE iSeek for Member States' on the right. A language selector shows 'English' and 'Français'. Below the header is a dark navigation bar with links: UN.int, Events, Vacancies, iSeek stories, Announcements, Delegate's Handbook, Delegates' Corner, Resources, and Training. The main content area is divided into several sections. On the left, there is a sidebar with links: Calendar of meetings, Documents issued at United Nations Headquarters Today, Umoja, Protocol, UN Official Documents and Publications, Useful UN Links, Dag Hammarskjöld Library, Restricted content, and How to access restricted content. A red box highlights the link 'e-deleGATE - Secure Portal for Delegates'. The central section features a graphic for the '12th St. Jerome Translation Contest' with a deadline of 31 January 2017, and a 'What's Happening at the United Nations' section with sub-sections for the SECURITY COUNCIL (Presidency of the Security Council - January 2017: Sweden) and the GENERAL ASSEMBLY (Seventy-first session - United Nations Conference to Support the Implementation of Sustainable Development). On the right, there are three vertical panels: 'Member States and Permanent Observers', 'UN News Centre with breaking news from the UN News Service', and 'Journal of the United Nations' with a description: 'The Daily Journal contains information about meetings and events at United Nations Headquarters.'

2. Login to the e-deleGATE Secure Portal for Delegates.

Welcome to the United Nations. It's your world.



e-deleGATE
Secure Portal for Delegates

e-deleGATE login

Email Address:

Password:

[Sign In](#)

[Forgot Password](#)

3. Go to “Plenary & Committees” and select “e-List of Participants”.



e-deleGATE
Secure Portal for Delegates

What's New **2** Meetings **34** Documents **22** **Plenary & Committees** Protocol Resources www.un.int

List of participants

United Nations 1

Please kindly type out the names and titles of participants above by clicking on the meeting name. Your submission will be considered 'incomplete' without both electronic data and a scanned copy of Note Verbale. Your submission will be considered 'incomplete' without both electronic data and a scanned copy of Note Verbale. Your submission will be considered 'incomplete' without both electronic data and a scanned copy of Note Verbale.

Select meeting

- GA Plenary
- 1st Committee
- 4th Committee
- 2nd Committee
- 3rd Committee
- 5th Committee
- 6th Committee
- e-List of Participants**
- Status of Contributions
- Status of COE

[Print](#)

4. On the menu button “Select meeting”, select “United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development”.



The screenshot displays the e-deleGATE portal. At the top left is the United Nations logo and the text "e-deleGATE Secure Portal for Delegates". To the right is a world map with markers for New York, Vienna, Geneva, and Nairobi. The user name "Rachel Stein-Holmes" and a "Logout" link are in the top right. A dark blue navigation bar contains menu items: "What's New 3", "Meetings 60", "Documents 10", "Plenary & Committees", "Protocol", "Resources", and a "www.un.int" button. Below the navigation bar, the page title is "List of participants". A "NAME OF THE MISSION" section includes a "Print" button. A "select meeting" dropdown menu is highlighted with a red box, showing the selected option: "United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development". Below this is a "Head of Delegation" section with a "Refresh" button. The current head of delegation is "H.E. Ms. Irene Poole, Minister of Agriculture, Ministry for Foreign Affairs". To the right of her name are "Update" and "Remove" buttons with corresponding icons.

5. To add the Head of Delegation press “Add Head of Delegation”.

6. On the pop-up window, select the delegate who should be listed in the participants list as the Head of Delegation from the drop-down menu (either from under “Permanent Mission/Organization delegate” or “Meeting participant”).

The screenshot displays the e-deleGATE web interface. At the top left is the United Nations logo and the text "e-deleGATE Secure Portal for Delegates". A navigation bar contains links for "What's New" (4), "Meetings" (60), "Documents" (16), "Plenary & Committees", "Protocol", "Resources", and "www.un.int". A map in the top right corner shows locations: New York, Vienna, Geneva, and Nairobi. The main content area is titled "List of participants" and includes a "NAME OF THE MISSION" field and a "Print" button. A "Select meeting" dropdown menu is open, showing "United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and". A "Add delegate" pop-up window is overlaid on the page. This window has a close button (X) in the top right corner. It contains two radio buttons: "Permanent Mission / Organization delegate" (which is selected) and "Meeting participant". Below the radio buttons is a "Select delegate" label followed by a dropdown menu with a downward arrow. At the bottom of the pop-up are "Save" and "Cancel" buttons.

7. Please review the delegate's details, including the functional title and affiliation. If you need to amend any information, you can type directly into the text box.

Then press the "Save" button.

The screenshot shows the 'Add delegate' form in the e-deleGATE system. The form is titled 'Add delegate' and has a close button (X) in the top right corner. It features two radio buttons: 'Permanent Mission / Organization delegate' (selected) and 'Meeting participant'. Below these are several input fields: 'Select delegate' (a dropdown menu showing 'Smith, H.E. Mr. John'), 'Title' (a dropdown menu showing 'H.E. Mr.'), 'First name' (text input with 'John'), 'Last name' (text input with 'Smith'), 'Functional title' (text input), 'Affiliation' (text input with 'Permanent Mission'), 'Name on the list' (text input with 'H.F. Mr. John Smith'), and 'Position on the list' (text input). A checkbox labeled 'Reverse first and last names' is present below the 'Name on the list' field. A note below the 'Position on the list' field states: '(if Position is left blank, delegate will be added at the end of the list)'. At the bottom left of the form are 'Save' and 'Cancel' buttons. The background shows the e-deleGATE header with navigation links like 'What's New', 'Meetings', 'Documents', 'Plenary & Committees', 'Protocol', and 'Resources'. A world map is visible in the top right corner.

8. To add the **Alternate Head of Delegation** press "Add Alternate Head of Delegation".

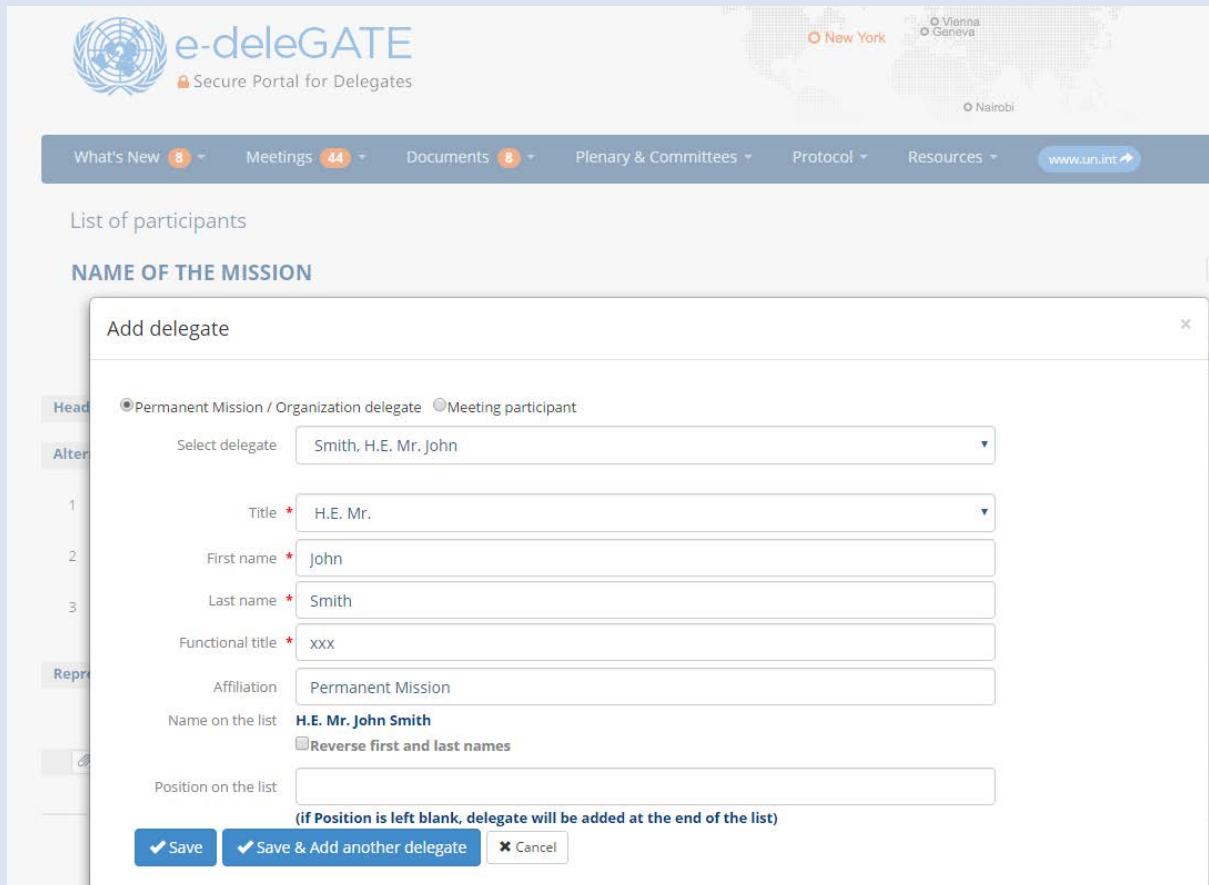
The screenshot shows the 'List of participants' page in the e-deleGATE system. The page title is 'List of participants' and it includes a 'Print' button. Below the title is the 'NAME OF THE MISSION' field. A 'Select meeting' dropdown menu is set to 'United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably u...'. The page has tabs for 'Head of Delegation', 'Add Head of Delegation', and 'Refresh'. An 'Add delegate' modal is open in the foreground, showing the same form as in the previous screenshot, but with three buttons at the bottom: 'Save', 'Save & Add another delegate', and 'Cancel'. The background shows the e-deleGATE header and a world map.

9. On the pop-up window, select the delegate who should be listed in the participants list as the Alternate Head of Delegation from the drop-down menu (either from under “Permanent Mission/Organization delegate” or “Meeting participant”).
10. Please review the delegate’s details, including the functional title and affiliation. If you need to amend any information, you can type directly into the text box.
11. You may wish to adjust the order of participants by updating numbers on the “Position on the list.”

The screenshot shows the 'e-deleGATE' interface with a map in the background. The main content area is titled 'List of participants' and 'NAME OF THE MISSION'. A pop-up window titled 'Add delegate' is open. It has two radio buttons: 'Permanent Mission / Organization delegate' (selected) and 'Meeting participant'. Below these are several input fields: 'Select delegate' (dropdown menu showing 'Smith, H.E. Mr. John'), 'Title' (dropdown menu showing 'H.E. Mr.'), 'First name' (text box with 'John'), 'Last name' (text box with 'Smith'), 'Functional title' (text box with 'xxx'), and 'Affiliation' (text box with 'Permanent Mission'). Below these is a 'Name on the list' field showing 'H.E. Mr. John Smith' and a checkbox for 'Reverse first and last names'. At the bottom of the form is a 'Position on the list' text box, which is highlighted with a red border and contains the text '(if Position is left blank, delegate will be added at the end of the list)'. At the very bottom of the pop-up are three buttons: 'Save', 'Save & Add another delegate', and 'Cancel'.

12. To add another delegate as Alternate Head of delegation please press “Save & Add another delegate”.

13. Once completed then press the “Save” button.



The screenshot displays the e-deleGATE web application interface. At the top, there is a navigation bar with the UN logo and the text "e-deleGATE Secure Portal for Delegates". A map in the background shows locations like New York, Vienna, Geneva, and Nairobi. Below the navigation bar, there are several menu items: "What's New 8", "Meetings 44", "Documents 8", "Plenary & Committees", "Protocol", and "Resources". A "www.un.int" link is also present.

The main content area is titled "List of participants" and "NAME OF THE MISSION". A modal window titled "Add delegate" is open, showing the following form fields:

- Radio buttons for "Permanent Mission / Organization delegate" (selected) and "Meeting participant".
- "Select delegate" dropdown menu with "Smith, H.E. Mr. John" selected.
- "Title" dropdown menu with "H.E. Mr." selected.
- "First name" text input field with "John" entered.
- "Last name" text input field with "Smith" entered.
- "Functional title" text input field with "xxx" entered.
- "Affiliation" text input field with "Permanent Mission" entered.
- "Name on the list" text input field with "H.E. Mr. John Smith" entered.
- Checkbox for "Reverse first and last names" which is unchecked.
- "Position on the list" text input field which is empty.

Below the form fields, there is a note: "(if Position is left blank, delegate will be added at the end of the list)". At the bottom of the modal, there are three buttons: "Save", "Save & Add another delegate", and "Cancel".

14. To add **Representatives** press “Add Representative” and follow the same steps (9 – 13) for adding Representatives .

15. You will be able to edit or delete the information on e-List of Participants until its closure on 23 June 2017.

What's New **4** Meetings **61** Documents **16** Plenary & Committees Protocol Resources

List of participants

NAME OF THE MISSION

Select meeting **United Nations Conference to Support the Implementation of Sustainable Development Goal 1**

Head of Delegation Refresh

H.E. Mr. John Smith
xx, Permanent Mission

Alternate Head of Delegation + Add Alternate Head of Delegation Refresh

1 **H.E. Mr. John Smith**
xx, Permanent Mission

Representative + Add Representative Refresh

16. If you press "Print" button, you will be able to copy and paste the list of names into an official Note Verbale for your record.

What's New **4** Meetings **60** Documents **16** Plenary & Committees Protocol Resources [www.un.int](#)

List of participants

NAME OF THE MISSION

Select meeting **United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and**

Head of Delegation + Add Head of Delegation Refresh

Alternate Head of Delegation + Add Alternate Head of Delegation Refresh

Representative + Add Representative Refresh

Attach Note Verbale (optional)

Print

← Back

Printed on: 26/05/17 16:52

Print

NAME OF THE MISSION

United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development

17. The data you saved on e-List of Participants will be automatically transmitted to the Secretariat. You will be able to modify the information until 23 June 2017.

*If you have any questions or problems, please contact Mr. Jonas von Freiesleben (e-mail: freiesleben@un.org).