

**The Republic of Uganda**

**GUIDELINES FOR ACCREDITATION OF DELEGATES TO UNFCCC CONFERENCES/EVENTS**

1. Download the ‘**application for accreditation form’** from [www.ccd.go.ug](http://www.ccd.go.ug) and complete it.
2. Obtain an introductory letter signed by the head of your organization and addressed thus:

***The Permanent Secretary***

***Ministry of Water and Environment***

***P.O Box 20026***

***KAMPALA, Uganda***

**Attention: Commissioner Climate Change Department/UNFCCC National Focal Point**

1. Attach the completed application for accreditation form to the introductory letter in (2) above.
2. Submit a hard copy of the introductory letter, passport biodata page and the application for accreditation form to address in (2) above or scan these documents and submit an electronic (soft) copy of the same to [unfccc.accreditation@ccd.go.ug](mailto:unfccc.accreditation@ccd.go.ug)
3. Expect to receive feedback on the status of your application within five (5) working days from the date of receipt of your application.
4. If you are not satisfied with the decision regarding your application, you may appeal to the Minister of Water and Environment within fourteen days from the date of the decision.