Training on e-deleGATE

- Access management
- e-Submit
- Announcements and e-Place

June 2024
Access management
Who needs access to e-delegate?

• Make sure you have at least 2 administrators

• During the 11th ASC, e-Submit will be used to send the statements to the Secretariat so they can be uploaded afterwards to the website

• Everybody who wants to continue receiving the emails sent by the UNEP Secretariat need to have an account and access to UNEA and/or CPR modules
How to login:  https://edelegate.un.int/
Creating an account for a delegate (1/2)

- In the menu, go to the **Resources → Access Management → Nairobi**

- Click **Add delegate**
Creating an account for a delegate (2/2)

- Complete the contact information for the delegate.
- Under **Access**, select which module(s) your colleague should have access to
- Click **Submit**
- After about 20 minutes, the delegate will receive an automated email informing them of their new access privileges.
Overview of the modules

Only for a few colleagues:

- **Access administrator**: only for a handful of colleagues (min. 2). This role allows them to create, manage and delete accounts for colleagues.
- **E-Speakers**: to inscribe a speaker in a list – currently only used for UNEA – not needed until UNEA-7

For all colleagues:

- United Nations Environment Assembly
- Committee of Permanent Representative (will only appear if you are accredited to the CPR)
On the homescreen of the Access management module (Resources / Access Management – Nairobi), you can confirm the access granted to each delegate.

Should you wish to make any modifications to the access or delete the account, click on the delegate’s Last Name.
NB: only access to modules can be updated. The other fields cannot be changed and a new account needs to be created.
e-Submit
• Instead of sending statements by email, e-Submit should be used for the 11th ASC:
  • It makes it easier for you to see if your statement has already been sent
  • It makes it easier for us to keep track of who has sent what, for which agenda item

• Files uploaded on e-Submit can be viewed by the Secretariat but are not uploaded automatically on the website. Please allow some time for us to download them, upload them in our repertory and then display them on the website
Accessing e-Submit

- In the menu, go to the
  *Nairobi → UNEP → UN Environment Assembly or Committee of Permanent Representatives → e-Submit*

NB: accessible both from UNEA and CPR submenus
Select your agenda item and click on Add

NB: e-Submit is accessible both from UNEA and CPR submenus
Choose your file and Submit

PDF only

11th ASC - Agenda Item 3: Implementation of the Programme of work and budget 2022-2023

You will be able to see the file(s) you have uploaded so far under this agenda item
Next steps
Coming up soon

From 1 July to 30 September, we will be transitioning from emails sent via Mdirector to e-delegate

It is important that you create an e-delegate account for all your colleagues, who are receiving information about the CPR and/or UNEA, whether they are based in Nairobi or in the capital

Access

- Access administrator
- e-Speakers
- United Nations Environment Assembly
- Committee of Permanent Representatives
For more info

- Visit the “Access to e-delegate” tab on the 11th ASC meeting page

- Come to the e-deleGATE clinic organized during the 11th ASC, everyday from 13.00 to 13.30 in the main conference room
Thank you

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