



## AFRICA PLEDGE L'ENGAGEMENT DE L'AFRIQUE

NAIROBI, KENYA  
14<sup>TH</sup> MARCH 2019

### OPS REGISTRATION PROCESS FOR MEDIA & MEDIA CREW

- An excel sheet with the names and contacts of the Media and Media Crew that will attend the OPS will have to be sent to OPS General Secretary [Laurent.gallissot@diplomatie.gouv.fr](mailto:Laurent.gallissot@diplomatie.gouv.fr) and [Charlotte.balouzat@developpement-durable.gouv.fr](mailto:Charlotte.balouzat@developpement-durable.gouv.fr) and to OPS registration team [Caroline.erard@richardattiasassociates.com](mailto:Caroline.erard@richardattiasassociates.com) and [Vera.gunenko@richardattiasassociates.com](mailto:Vera.gunenko@richardattiasassociates.com)

To allow for sufficient time in the invitation and registration process, these lists must be sent no later than **February 21<sup>st</sup>**. [Please note that this process is subject to UN security rules.]

- The OPS registration team will send to the Media and Media Crew an invitation via email with a unique access code
- Media and Media Crew will register through the online platform <https://opsnairobi.com/#> and they will receive an automatic pre-confirmation email.
- The OPS registration team will send registration confirmation to the Media and Media Crew once all registration details are received and reviewed (Photo/Passport/Press Card/Equipment List).  
In the confirmation email we will ask Media and Media Crew to register to the UNEA via the following link: <https://reg.unog.ch/event/26967/> in order to access the UNON compound, the Media Centre and the plenary session of the United Nations Environment Assembly
- The OPS registration team will liaise really closely with Shari Nijman ([nijman@un.org](mailto:nijman@un.org)) to check that Media & Media Crew are validated as per UN rules. OPS registration will also check with her that they are correctly registered to both events.