

# Submission process of national communications from non-Annex I Parties

## **UNFCCC Side event**

Durban, South Africa, 5. December 2011

Time: 13:15-14:45

Venue: Room Blyde River, Durban Exhibition Centre (DEC)



***Uazamo Kaura, Programme Officer***

UNFCCC, Mitigation, Data and Analysis (MDA) Programme

## **Steps to submit your national communication:**

- Write an official letter to the **Executive Secretary**
- Submit an **electronic copy** (pdf/word):
  - **CD** via mail;
  - Send an email to: [nai\\_nc@unfccc.int](mailto:nai_nc@unfccc.int);
  - **If larger than 10MB** you will be provided with an **FTP link** for transferring your file(s).
- Send **10 hard copies** to the secretariat in Bonn (or you can give it to any of our team members during the Convention sessions)
- You will receive an **acknowledgement email**
- NC will be published on the **UNFCCC website**:
- [http://unfccc.int/national\\_reports/non-annex\\_i\\_natcom/items/2716.php](http://unfccc.int/national_reports/non-annex_i_natcom/items/2716.php)

