

Contributing to CC:iNet - A quick-start guide

The CC:iNet prototype is a web-based clearinghouse for information sources on public information, education and training in the field of climate change. It is designed to help governments, organizations and individuals gain rapid and easy access to ideas, strategies, contacts, experts and materials that can be used to motivate and empower people to take effective action on climate change.

Registered users¹ of CC:iNet have the ability to contribute relevant content directly into the system. This guide aims to assist newly registered users in the submission of content by outlining the steps to be taken for successful submission.



¹ For the prototype phase, CC:iNet has been developed to cater to the primary needs of Parties to the Convention, and in particular the individuals implementing national programmes and initiatives relating to Article 6 of the Convention. In this phase, only individuals based in government agencies of Parties to the Convention, or in organizations and institutions accredited to the negotiations process will be granted log-in credentials as registered users.

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<http://unfccc.int/ccinet>

Step 1: log in as a registered user

SITMAP | TEXT VERSION | CONTACT US | DISCLAIMER | JOIN | **LOGIN**

Your location: CC:iNet Home > CC:iNet Home

Welcome to the Climate Change Information Network. Also known as CC:iNet, this web portal serves as a clearinghouse for information sources on public information, education and training in the field of climate change. It is designed to help governments, organizations and individuals gain rapid and easy access to ideas, strategies, contacts, experts and materials that can be used to motivate and empower people to take effective action on climate change.

CC:iNet has been established at the request of the Parties to the United Nations Framework Convention on Climate Change. Their underlying aim is to support Article 6 of the Convention, which calls on governments to promote education, training and public awareness on climate change. The main items on the left of this page will guide you through the

LOGIN



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- Tomorrow's Climate Today's Challenge™ [more >>](#)
- the Kids Corner Energy Education Database [more >>](#)
- Centre of Continuing Education [more >>](#)
- EE-Link [more >>](#)
- Chapitre 9 de la Quatrieme Communication nationale francaise [more >>](#)

Step 2: click Add to create a new content item

SITMAP | TEXT VERSION | CONTACT US | DISCLAIMER | MY CC:iNet | LOGOUT

Your location: CC:iNet Home

My CC:iNet

Welcome Mr. David Paterson!

As a registered user you have the ability to contribute information directly into CC:iNet. Your contributions may be a programme or initiative, a web-site, or an event, that promotes education, training, public awareness and participation, access to information or international cooperation.

Next Calendar Event

date	event	venue	organizer

Recently published

published	title	description	country
28 Apr 2008	¿Qué sabemos sobre la reducción de las emisiones de gases de efecto	Guía simplificada del informe del IPCC "Cambio climático 2001: Mitigación" Los conceptos y conclusiones que se presentan en	

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- [Add](#) new information
- [Edit](#) your submissions
- [Add](#) a new calendar event
- [Edit](#) your events

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ADD

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Step 3: Provide a title for the new content item and click create information

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Your location: CC:iNet Home > Search > Submit Information

Create new information for CC:iNet

Example title for a submission

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Create new information for CC:iNet

Title:

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Step 4: A new content item has now been created. Click on [here](#) to begin filling out your submission

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Your location: CC:iNet Home > Search > Submit Information

Create new information for CC:iNet

The information was created. Click [here](#) to edit this information

Title:

Contribute to CC:iNet

[Add](#) new information

[Edit](#) your submissions

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The information was created. Click [here](#) to edit this information

Title:

Skip the Status of Information section - This section need not be completed. Once you have completed the remaining steps you will be returned to this section. You may then choose to provide additional remarks to the CC:iNet administration concerning the content item you are submitting. You may also send the newly created content item to CC:iNet administration to be validated and published.

SITEMAP | TEXT VERSION | CONTACT US | DISCLAIMER | MY CC:iNet | LOGOUT

Your location: CC:iNet Home > Search > Submit Information

Status of Information

Internal status: There is no earlier version of this information online

Give information to UNFCCC staff with the following comment:

SKIP THIS SECTION

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[Add](#) new information

[Edit](#) your submissions

[Add](#) a new calendar event

[Edit](#) your events

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Step 5: If you wish to upload a content item in the form of a binary file (PDF, DOC, GIF, or other formats), click [Browse...](#) and locate the file you want to upload, and then click [upload file](#)

Manage file uploads

Upload new file:

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Step 6: Complete the section by selecting the most appropriate descriptors for the content you are submitting

Edit information

Title:	<input type="text" value="Example title for a submission"/>
Status:	<input type="text" value="Completed"/>
Language:	<input type="text" value="English"/>
Type:	<input type="text" value="Award"/>
Geographic coverage:	<input type="text" value="Local"/>
Country:	<input type="text" value="any country"/>
Scope:	<input type="checkbox"/> Education <input type="checkbox"/> Training <input type="checkbox"/> Public Awareness <input type="checkbox"/> Public Participation <input type="checkbox"/> Public Access to Information <input type="checkbox"/> International Cooperation
Focus:	<input type="checkbox"/> Air quality <input type="checkbox"/> CDM / Kyoto Mechanisms <input type="checkbox"/> Climate Change / Greenhouse gases

At the bottom of this section, complete the box labeled **Description:** with the body of the content item or provide a description of the binary file you have uploaded. If you wish to submit a website address then complete this box with a description of the site and add the URL to the **External Link:** field (an example of the format for a website address would be http://unfccc.int/cc_inet).

To complete the submission click the update data button.

Description:	<input type="text"/>
External link:	<input type="text"/>
At this external link there are document in the following formats:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<input type="button" value="update data"/>

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Step 7: The page will refresh and you may now submit your content to CC:iNet administration to be validated and published. If you wish to provide additional remarks to the CC:iNet administration pertaining to this content item, you may add your comments to the comment box. To complete the submission click **send to be published**

SITEMAP | TEXT VERSION | CONTACT US | DISCLAIMER | MY CC:iNet | LOGOUT

Your location: CC:iNet Home > Search > Submit Information

Status of Information

Internal status: **There is no earlier version of this information online** delete

Give information to UNFCCC staff with the following comment:

send to be published

Thank you and congratulations! You have successfully contributed to CC:iNet. This submission has now been passed to the CC:iNet administration to be validated. It is possible for you to follow the processing and monitor the status of your submissions by clicking on the **Edit** link seen in **Step 2**.

A listing of all of your submissions will be presented and an indication of the status of the internal processing of each item.

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Edit

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Thank you for contributing to
CC:iNet

Contacting us:

Web: unfccc.int/ccinet ~ E-mail: ccinet@unfccc.int

Mailing address:

UNFCCC

P.O. Box 260124, D-53153 Bonn, Germany

Additional resources:

- FCCC/SBI/2004/14 - Options for the development of an Article 6 information network clearing house. Note by the secretariat.
- FCCC/SBI/2003/4 - Proposal for an information network clearing house. Note by the secretariat