



Concept 39COM Registration Tool

9 February 2015

1. Legend

underlined: Text to appear in the Frontend

cursive: field type

blue: indications for programming

green: text/ logic to be confirmed (tbc) or to be determined in general(tbd)

red: attention, this issue is subject to change and might have a big impact on the registration tool

orange: field ID (LCEM)

*: field is mandatory

2. General Requirements:

- Frontend EN/FR (system saves setting and emails will be sent in corresponding language)
- Backend EN
- Possibility to upload excel with additional participants (YEF, service providers etc.)
- Direct correspondence with Live-Badge-System to be used on site (moving data back and forth)
- Registration Tool embedded in the 39 COM website via link
- Registration Tool SSL-encrypted
- Adaptation of the CI of the conference website
- Responsive design
- Export as excel file

3. Registration Process:

1. Participants enter registration code
2. Pre-filled fields and general data have to be submitted (visa: yes/no: if yes: further information required)
3. Click "submit" (status: new; except media/ press who will be confirmed automatically)
4. Automatic email: your registration request has been received, a confirmation will be send after validation
5. Validation by WHC (manual change of status: confirmed)
6. Automatic email: confirmation of your participation (if visa: yes then email contains additional data to ensure acceptance by German Embassies and Consulates)

4. Frontend: Registration:

page 1: To register for the 39th session of the World Heritage Committee, please have the Registration Code at hand, as communicated to you by letter from the Director of the UNESCO World Heritage Centre.

The registration can only be done with this registration code. If you do not have this code, please contact your Permanent Delegation, your National Commission or the UNESCO Secretariat.

<http://www.unesco.org/new/en/unesco/worldwide/> (link opens in new tab)

In the course of your online registration, you will also be asked to indicate explicitly whether you wish to attend the opening and the closing ceremonies. Please take into account that the



opening ceremony of the 39th session will be held on 28 June 2015 at 19:00 hours at the WCCB and the closing event on 7 July 2015 at 18:00 hours. Your indication will help the organisers make the necessary arrangements for the expected number of participants.

ID 3021: Please enter your registration code*: In total 35 codes will be available. Page 2 alters in correspondence with the code entered on page 1 (see annex I). (7 additional groups of participants will be registered via the backend of the tool without code)

page 2: **ID 3032:** Please submit your personal data:

- ID 3023:** Category of participant: *pre-filled field* corresponding with the code entered on page 1
- i/a: **ID 3024:** Country represented: *pre-filled field* corresponding with the code entered on page 1 / *drop-down list* of countries that ratified the convention: select one where applicable (see annex I) | (backend: iso-code and country)
- i/a: **ID 3025:** Advisory Body: *pre-filled field* corresponding with the code entered on page 1
- i/a: **ID 3026:** Position: *drop-down list* corresponding with the code entered on page 1
- ID 3027:** Prefix:* *drop-down list:* Mr / Ms / Mx (select one)
- ID 429:** First name:* *text field*
- ID 430:** Last name:* *text field*
- ID 432:** Organization / Institution:* *text field*

If code entered on page 1 ≠ MED32

- ID 3028:** Job title:* *text field*
- ID 3029:** Department:* *text field*

All Codes:

- ID 3030:** Nationality:* *drop-down list of all nationalities: select one* (backend: iso-code and country)
- ID 3031:** Contact details in country of residence:
- ID 434:** Postal address:* *text field*
- ID 436:** City:* *text field*
- ID 435:** Postal Code:* *text field*
- ID 3089:** Country:* *drop-down list of all countries: select one* (backend: iso-code and country)
- ID 439:** Email address:* *text field*
- Email address (please confirm):* *text field* (check if system recognizes as email address and if data corresponds with previous field, IF NOT: FAILURE NOTICE: Please check if your email is spelled correctly.)
- ID 433 (check!!):** Phone No.: *three text fields* (country code / city code / phone no, e.g. +49 (0)30 123456)
- ID 3090:** Primary working language: Please note that you will receive all relevant documents for the session in this language: *radio buttons (select only one):* English / French

Data Protection Statement: (text to be revised and delivered subsequently)

ID 3033: Attendance

If you wish to attend the opening and/or closing ceremony you are kindly requested to indicate your participation below:

ID 3034: Opening ceremony: 28 June 2015, 19:00 hours at WCCB

I will attend the opening ceremony: *Checkboxes:* Yes / No (no default setting)



ID 3035: Closing ceremony: 07 July 2015, 18:00 hours at WCCB (date, time and place tbc)

I will attend the closing ceremony: Checkboxes: Yes / No (no default setting)

If code entered on page 1 ≠ DEU34 (all but German observer)

ID 3036: Visa required:* Checkboxes: Yes / No (no default setting)

ID 3037: If you require a visa for entering the Schengen area, please make sure that your first and last name as stated above correspond to those in your passport.

We kindly ask you to provide further information on your documentation below. When your participation is confirmed, you will receive a confirmation email for submission with your visa application at the German Embassy or Consulate.

All codes

Checkbox: I hereby confirm that all the data provided above is correct.*

Button: Submit

If Visa required = Yes:

page 3: ID 3038: Please submit your passport data which will be included in your confirmation email once your registration has been validated.

Please submit the above-mentioned confirmation with your visa application at the respective German Embassy or Consulate:

ID 3039: Passport No.:* text field

ID 3040: Citizenship:* drop-down list all UN countries: select one

ID 3041: Date of Issue:* text field (passport must be issued after 27 June 2005, if issued earlier:

FAILURE NOTICE: Your passport must have been issued in the past ten years.)

ID 3042: Expiry Date:* text field (passport must be valid at least until 8 October 2015, if it expires earlier: **FAILURE NOTICE:** Your passport must be valid at least 3 months after the session ends.)

ID 3043: Corresponding German Embassy / Consulate:* text field

Checkbox: I hereby confirm that all the data provided above is correct.*

Button: Submit

If Code entered on page 1 = DEU34 or = EVE35 (German Observer and events):

page 4: ID 3044: Please indicate below on which day(s) of the session you wish to participate:*
check boxes (multiple selection possible: select at least one)

Sunday, 28 June 2015

Monday, 29 June 2015

Tuesday, 30 June 2015

Wednesday, 01 July 2015

Thursday, 02 July 2015

Friday, 03 July 2015

Saturday, 04 July 2015

Sunday, 05 July 2015

Monday, 06 July 2015

Tuesday, 07 July 2015

Wednesday, 08 July 2015



Checkbox: I hereby confirm that I will participate in the day(s) of the session chosen above.*

Button: [Submit](#)

If Code entered on page 1 = EVE35 (events):

ID 3045: Title of event:* *text field*

If Code entered on page 1 = MED32 (Media):

page 5: ID 3046: Due to security regulations, we are obliged to collect the following data:

Date of birth (dd/mm/yy):* *three drop-down lists: ID 3047: dd (numbers 1 - 31) / ID 3048: mm (January - December) / ID 3054: yy (1997 - 1935)*

ID 3049: Place of birth:* *text field*

ID 3050: Country of birth:* *text field*

ID 3210: Accredited with the following associations/institutions:* *text field*

ID 3051: Checkbox: I hereby confirm that all the data provided above is correct.*

Button: [Submit](#)

page 6: Your registration has been successfully submitted. Your participation will be confirmed via email.

For additional information please consult the 39 COM website: www.39whcbonn2015.de (link opens in new tab)

Or contact us: [Contact details](#)

all codes ≠ MED32 status backend: new

If code entered on page 1 = MED32 (press and media), the participation will be confirmed automatically when the registration is completed (no status "new").

code = MED32 status backed: confirmed

5. Backend:

All fields must be alterable by backend-users. All fields visible in frontend must be visible in backend including the data provided by the participant during registration process. Drop-down lists and checkboxes must provide the options in correspondence with the code.

- Additional categories for participants registered manually in backend see annex I
- Field "Country represented": drop-down list iso-codes and all countries (select one for backend-registrations)
- Field "Country of residence": drop-down list iso-codes and all countries (select one for backend-registrations)
- Field "Nationality": drop-down list iso-codes and all countries (select one for backend-registrations)
- ID 3052: Field "weight": every participant may be weighted between 0 - 100. Default setting: 0
- ID 3053 (default setting!): Field "valid": Checkboxes: Yes / No (default setting: no)
- Field "Badge printed": Checkboxes: Yes / No (default setting: no, data will be imported from onsite-system)
- Field "Badge collected": Checkboxes: Yes / No (default setting: no, data will be imported from onsite-system)
- Field "comments": text field in case any information needs to be saved

List of registered participants displayed in backend must be alterable according to the following criteria:



- Last name (alphabetical order)
- Status (within each status category participants in alphabetical order (last name))
- Weight
- Country represented (within each country participants in alphabetical order (last name))
- Category (within each category participants in alphabetical order (last name))

6. Automatically sent emails according to status, codes and visa requirement

All emails are provided in English and French. The participant receives the email in the language corresponding with his / her setting during the registration process.

- “We have received your registration request, you will receive a confirmation after validation”
 - Code MED32 will NOT receive this E-Mail
 - All codes ≠ MED32 → status “new”
 - All codes ≠ MED32 will receive the same E-Mail
- “We hereby confirm your participation” → status “confirmed”

Email-texts depend on the code entered during registration and the visa field

 - Code = MED32 and visa required = no (includes indications on press pass)
 - Code = MED32 and visa required = yes (includes data provided on page 3 and indications on press pass)
 - Code = DEU34 (includes day(s) of participation)
 - Code = EVE35 and visa required = no (includes day(s) of participation and title of event)
 - Code = EVE35 and visa required = yes (includes day(s) of participation and title of event and data provided on page 3)
 - All codes ≠ MED32 and ≠ DEU34 and ≠ EVE35 and visa required = no
 - All codes ≠ MED32 and ≠ DEU34 and ≠ EVE35 and visa required = yes (includes data provided on page 3)



Annex I

Table of codes | **Automatically pre-filled fields in correspondence with the registration code entered**

N°	Registra tion Code	Category of participant	Country represented	Advisory Body	Position (Dropdown)	Comments
1	ALG1	States Members of the Committee	Algeria	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
2	CAM2	States Members of the Committee	Cambodia	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
3	COL3	States Members of the Committee	Colombia	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
4	EST4	States Members of the Committee	Estonia	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
5	ETH5	States Members of the Committee	Ethiopia	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
6	FRA6	States Members of the Committee	France	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
7	GER7	States Members of the Committee	Germany	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
8	IND8	States Members of the Committee	India	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
9	IRQ9	States Members of the Committee	Iraq	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
10	JPN10	States Members of the Committee	Japan	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	



Table of codes | Automatically pre-filled fields in correspondence with the registration code entered

N°	Registration Code	Category of participant	Country represented	Advisory Body	Position (Dropdown)	Comments
11	MLY11	States Members of the Committee	Malaysia	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
12	MAL12	States Members of the Committee	Mali	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
13	MEX13	States Members of the Committee	Mexico	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
14	QAT14	States Members of the Committee	Qatar	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
15	RUS15	States Members of the Committee	Russian Federation	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
16	SEN16	States Members of the Committee	Senegal	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
17	SER17	States Members of the Committee	Serbia	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
18	SAF18	States Members of the Committee	South Africa	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
19	SWI19	States Members of the Committee	Switzerland	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
20	THA20	States Members of the Committee	Thailand	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	



Table of codes | Automatically pre-filled fields in correspondence with the registration code entered

N°	Registration Code	Category of participant	Country represented	Advisory Body	Position (Dropdown)	Comments
21	UAE21	States Members of the Committee	United Arab Emirates	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
22	ADB22	Advisory Body	n/a: field does not apply	ICCROM	Head of delegation 1st Deputy 2nd Deputy Other	
23	ADB23	Advisory Body	n/a: field does not apply	ICOMOS	Head of delegation 1st Deputy 2nd Deputy Other	
24	ADB24	Advisory Body	n/a: field does not apply	IUCN	Head of delegation 1st Deputy 2nd Deputy Other	
25	S2015	Observer (State Party non-member of the WH Committee)	drop-down list: countries that ratified the Convention	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
26	OBS26	Observer (State Party not part of the World Heritage Convention)	drop-down list: countries that ratified the Convention	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
27	OBS27	Entities maintaining Permanent Observer Mission to UNESCO	drop-down list: countries that ratified the Convention	n/a: field does not apply	Head of delegation 1st Deputy 2nd Deputy Other	
28	OBS28	NGOs - IGOs Invited by the Director General of UNESCO	n/a: field does not apply	n/a: field does not apply	n/a: field does not apply	
29	OBS29	NGOs - IGOs Invited by the Director of the World Heritage Centre	n/a: field does not apply	n/a: field does not apply	n/a: field does not apply	



Table of codes | Automatically pre-filled fields in correspondence with the registration code entered

N°	Registration Code	Category of participant	Country represented	Advisory Body	Position (Dropdown)	Comments
30	O2015	Other Individual Observers	n/a: field does not apply	n/a: field does not apply	n/a: field does not apply	
31	UNE31	UNESCO Secretariat (Including Interpreters)	n/a: field does not apply	n/a: field does not apply	n/a: field does not apply	
32	MED32	Media /Press	n/a: field does not apply	n/a: field does not apply	n/a: field does not apply	Reduced personal data and additional fields (page 5), immediate confirmation
33	STAFF33	Local Staff	Germany	n/a: field does not apply	n/a: field does not apply	
34	DEU34	German Observers	Germany	n/a: field does not apply	Parliamentarian Expert Advisor Other	Additional fields: attendance days (page 4); confirmation by DUK
35	EVE35	Events	n/a: field does not apply	n/a: field does not apply	n/a: field does not apply	Additional fields: attendance days + title of event (page 4); confirmation by DUK
36		Service Providers	n/a: field does not apply	n/a: field does not apply	n/a: field does not apply	Participants will be registered manually (Backend)
37		Organizer	Germany	n/a: field does not apply	DUK lab concepts	Participants will be registered manually (Backend)
38		General Conference	drop-down list: countries that ratified the Convention	n/a: field does not apply	n/a: field does not apply	Participants will be registered manually (Backend)
39		Executive Board	drop-down list: countries that ratified the Convention	n/a: field does not apply	n/a: field does not apply	Participants will be registered manually (Backend)



Table of codes | Automatically pre-filled fields in correspondence with the registration code entered

N°	Registration Code	Category of participant	Country represented	Advisory Body	Position (Dropdown)	Comments
40		Invitation for consultation	drop-down list: all countries	n/a: field does not apply	n/a: field does not apply	Participants will be registered manually (Backend)
41		Guest	drop-down list: all countries	n/a: field does not apply	n/a: field does not apply	Participants will be registered manually (Backend)
42		YEF	n/a: field does not apply	n/a: field does not apply	n/a: field does not apply	Data will be uploaded as excel file from external registration tool