

User Guide for Uploading Statements

The CBD Secretariat has recently developed an online application that allows countries and organizations to upload their statements. It is highly recommended that participants use this tool as it helps streamline the meeting process and potentially increases the quality of interpretation.

The application is best viewed with Chrome and Firefox.

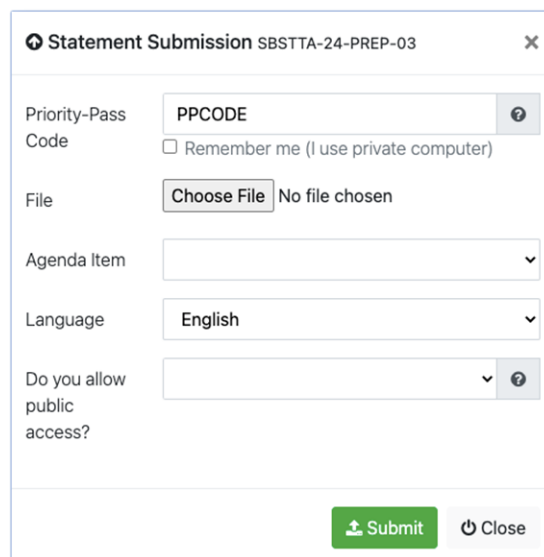
There are 2 paths to upload your statements: (1) Personal URL and (2) Direct URL.

1. **Personal URL:** included in your Priority Pass email, a dedicated link that would enable you to upload your Government/Organization's statement.

This link cannot be shared with other Governments and Organizations.

The Dedicated URL has the following format: <https://www.cbd.int/meetings/WG2020-03?uploadStatementBy=PPCODE> where PPCODE is your Priority Pass (PP) code.

When clicking your dedicated URL you will see the following box.



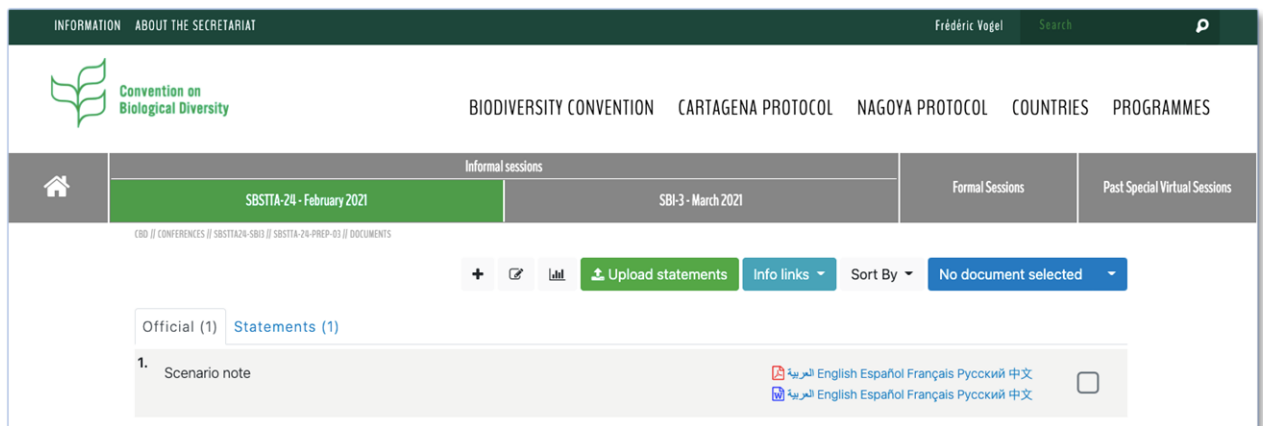
The screenshot shows a web form titled "Statement Submission SBSTTA-24-PREP-03". The form contains the following fields and controls:

- Priority-Pass Code:** A text input field containing "PPCODE" with a help icon to its right.
- Remember me:** A checkbox labeled "Remember me (I use private computer)".
- File:** A "Choose File" button followed by the text "No file chosen".
- Agenda Item:** A dropdown menu.
- Language:** A dropdown menu with "English" selected.
- Do you allow public access?:** A dropdown menu with a help icon to its right.
- Buttons:** A green "Submit" button with an upload icon and a "Close" button with a power icon.

- a. The *Priority-Pass Code* field is prefilled with your PP Code.
- b. If you check "*Remember me*" your browser will save your PPcode.
- c. Click the "*Choose File*" button to select the location/file to upload.

- d. Select an “*Agenda Item*” from the drop-down menu that correspond with your statement.
- e. Select the “*Language*” of your file from the drop-down menu
- f. Answer the *Do you allow public access?* field. In rare occasions where you do not want your statement to be viewed by the public on the CBD website, please select *No*.
- g. Click on *Submit* to upload your file to the system or *Close* to cancel the process.

2. **Direct URL:** from the meeting page: <https://www.cbd.int/meetings/WG2020-03> click “Upload Statements”.



a. Enter your Priority Pass Code, and the rest of the field are same as above

The screenshot shows a 'Statement Submission' form for 'SBSTTA-24-PREP-03'. The form contains the following fields:

- Priority-Pass Code: A text input field containing 'ABCDE-12345' with a help icon.
- Remember me: A checkbox labeled 'Remember me (I use private computer)' which is currently unchecked.
- File: A file selection area with a 'Choose File' button and the text 'No file chosen'.
- Agenda Item: A dropdown menu.
- Language: A dropdown menu with 'English' selected.
- Do you allow public access?: A dropdown menu with a help icon.

 At the bottom of the form are two buttons: a green 'Submit' button and a 'Close' button.