

How-to for MIS system

Important message: If you are a **member or an alternate member of the Supervisory Body of the mechanism (SBM)** or **representative of the Designated National Authority (DNA)**, please click [here](#).

Note: As the system is currently under development, this How-to guide applies exclusively to Focal Point-Cs and DOEs at this stage. Please also note that this guide applies only to the workflow related to the Transition of CDM activities to Article 6.4 mechanism and covers only the **transitioning activities hosted in a single Party** and those **applying a CDM methodology at transition**. The guide will be further expanded as additional modules and workflows are developed and released in the coming weeks.

1. Logging in

The login URL for MIS is: pacm.unfccc.int



United Nations
Framework Convention on
Climate Change

Welcome to the UNFCCC sign-in portal

<p>Sign in with your UNFCCC account</p> <p>Email Address</p> <input type="text" value="Email Address"/> <input type="password" value="Password"/> Forgot your password? <p><input type="button" value="Sign in >"/></p> <p>Don't have an account? Create one</p>	<p>Are you signing in on behalf of a Party or affiliate organization?</p> <p>Use this option only if you represent a Party or an affiliated organization (e.g., Admitted observer, DNAs, NMAs) and already have a UNFCCC account.</p> <p><input type="button" value="Sign In as a Party >"/></p>
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I. Log in for Focal Point Cs (FP-C), Designated Operation Entity (DOE)

If you are logging in as FP-C or DOE, please use the box on the left (B2C login). When logging in for the first time, you will be required to create an account, using the option “**Don't have an account? [Create one](#)**”. Please use the registered FP-C or DOE email to register.

- II. Log in for UNFCCC account (UNFCCC staff), and DNAs and SBM and panels members in the future

If you are logging in as any of the users mentioned above, please use the box on the right. When logging in for the first time, you will be required to create an account, using the option “**Sign In as a Party**”.

2. Creating an account

To create an account for the first time, please follow the steps below:

- I. Please download an authentication app (e.g., Microsoft Authenticator app or Google authentication) on your mobile device from Google Play Store or Apple store, if you do not already have one.
- II. Once installed, click on option “**Don't have an account? [Create one](#)**” for FPCs/DOEs or “**Sign In as a Party**” for UNFCCC staff, and in the future for DNAs and SBM and panel members.
- III. Enter your email and any required details. Follow the steps shown on the screen.
- IV. You will be shown a QR code on the screen.
- V. Open the authenticator app on your mobile and use the scanner within the app to scan the QR code given on the screen.
- VI. The account will be set up, and it will be shown within the authenticator app.
- VII. Each time to log in, simply go to the authenticator app to find the code. Enter the code to successfully log in.

3. Navigating the screen

Upon logging in, you will be directed to the “**My 6.4 activities**” page. This page serves as the main landing page. From here, you may navigate using two available tabs: “**Activities**” and “**Task list**”.

Mechanism Information System | My Activities

My A6.4 activities

In this section you can see the list of transitioned CDM Projects and PoAs approved by your Host Party

Activities | Task list

Search or filter activities

Search by activity name and/or reference number

Activity type | Activity status | From (Registration date) | To (Registration date)

Show advanced filters | Clear filters

28 Programmes of Activities (PoA) | 95 Projects | Sort by Reference number | Ascending

Biogas Support Program - Nepal (BSP-Nepal) Activity-1	Registration date: 27/12/2005
Activity type: Project Reference number: 136 Addendum Submission Pending	
Biogas Support Program - Nepal (BSP-Nepal) Activity-2	Registration date: 27/12/2005
Activity type: Project Reference number: 139 Addendum Submission Pending	

I. “Activities” tab

- The “Activities” tab displays the list of all your activities as cards. Each activity card includes various attributes of an activity: “activity title”, “activity type”, “reference number”, “activity status”, sort by options and registration date.
- At the top of the page, you will find “Search or filter activities” option, which allows you to quickly locate activities using different criteria such as activity title, activity reference number, activity type, activity status, registration date, scope, methodology and host Party.

II. “Task list” tab

The screenshot shows the 'My Activities' page in the Mechanism Information System. The 'Task list' tab is active, displaying a search and filter section for tasks. Below this, there are 123 tasks listed. Two task cards are visible, both for 'Submit Additional Documentation' under the 'Additional documentation submission' transition. The first card is for 'Neusberg Grid Connected Hydroelectric Power Plant, South Africa' (Activity reference number: 7536) and the second is for 'Omnia N2O Abatement Project II' (Activity reference number: 6083). Both cards show a start date of 03/03/2026, a due date of 31/12/2026, and a last updated date of 03/03/2026. Each card has an 'Unassigned' status, an 'Assign to a user' button, and an 'Assign to me' button. The cards also feature a 'Transition' button and an 'Open' button.

- The “Task list” tab displays the list of tasks as cards. In this section, only tasks that require an action from you will appear (as shown above), indicating when your actions are required. After you complete the required action, the card will disappear and will only reappear if another step in the workflow needs your attention later in the workflow.

- On the top of the screen is the "**Search or filter tasks**" option, which allows you to filter the available tasks by activity title or activity reference number, and process and sub-process of the workflow.
- Each task card displays the following information: "activity title", "activity reference number", "task name", "assignment status", "start date", "due date", "last update", "process name", "sub-process name" and call to action button ("**Open**").
- To complete a task, click on "**Assign to me**" if it is not already in "**Assigned to me**" mode. After the task has been assigned to you, the "**Open**" button becomes enabled. You can click the button to complete the task.

If you face any difficulties while using the system, please contact A6.4mechamsm-info@unfcc.int for support.