



### Standard admission process for intergovernmental organizations (IGOs)

Article 7, paragraph 6, of the United Nations Framework Convention on Climate Change (UNFCCC), provides, inter alia, that: “Any body or agency, whether national or international, governmental or non-governmental, which is qualified in matters covered by the Convention, and which has informed the secretariat of its wish to be represented at a session of the Conference of the Parties as an observer, may be so admitted unless at least one third of the Parties present object.” Organizations which comply with the above and with the established practice whereby observer organizations are required to furnish proof of their independent juridical personality and non-profit and/or tax-exempt status in a State Member of the United Nations, of one of its specialized agencies or of the International Atomic Energy Agency, or in a State Party to the International Court of Justice, may be considered for admission<sup>1</sup>.

Only admitted observer organizations may designate representatives to attend sessions of the Convention bodies, or may apply to hold a side event and/or an exhibit at these sessions.

**Before applying for admission, please check whether your organization has already been admitted (see links below):**

[Admitted NGOs](#)

[Admitted IGOs](#)

If your organization is interested in being admitted as an observer organization to sessions of the Convention bodies, please send us by email or by post the following official documents and information<sup>2</sup>:

1. Letter of application from the head of the organization;
2. Copies of documents detailing the mandate, scope and governing structure (organization chart if available) of the organization, such as the charter/statutes/constitution/by-laws or articles of association, including information on the handling of assets in case of dissolution of the organization and amendments to those documents;
3. Copy of the Host Country Agreement in which privileges and immunities are granted to the organization and its staff by the host Government;
4. Evidence of the non-profit and/or tax-exempt status of the organization;
5. A recent annual report, including a financial statement that provides information on funding sources and expenditure of the organization;<sup>3</sup>
6. Information on activities undertaken by the organization in the recent 12 months that indicate the competence of the organization in matters relating to the UNFCCC, such as brochures, newsletters and other publications;
7. Information on the affiliation of the organization with other intergovernmental or non-governmental organizations or institutions involved in climate change activities;
8. Completed [contact details form](#), signed by the head of the organization with contact information of the organization and of a Designated Contact Point (DCP) for official communication with the secretariat.

**Please ensure that you do not submit your application more than once.**

<sup>1</sup> FCCC/SBI/2004/5

<sup>2</sup> Applications are accepted in one of the six official UN languages (Arabic, Chinese, English, French, Russian and Spanish). Items 2-4 and the financial statement in Item 5 must be submitted in the original language along with a full translation in one of the official UN languages. Translation does not need to be certified or notarized.

<sup>3</sup> The organization must have completed at least one full accounting year.



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On receipt of the above documentation, the organization's application will be screened by the secretariat for fulfillment of the above conditions. During the review of the application the secretariat may contact the organization to request more information or clarification. Once the review is considered complete, the application will be submitted to the Bureau of the COP for its attention. Successful applicant organizations, following the views expressed by the Bureau of the COP, may then be provisionally admitted to the Conference of the Parties (COP), without prejudice to subsequent action by the COP, which is the ultimate authority of the UNFCCC. These organizations will be considered for official admission at the following session of the COP.

In accordance with decision 36/CMP.1, admission to attend sessions of the COP would also apply to sessions of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol.

The deadline for applications is 1 March of each year.

For further enquiries on this matter, please contact the Observer Organization Liaison Office at [cool@unfccc.int](mailto:cool@unfccc.int).