



Standard admission process

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 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.

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 link 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 email¹ or by post the following official documents and information²:

1. Letter of application from the head of the organization. If your organization is a university, the letter of application must come from the Chancellor/Dean/Rector of the university. Individual university departments are not eligible for admission;
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 and amendments to those documents, including information on the handling of assets in case of dissolution of the organization;
3. Certificate of incorporation/registration/establishment of the organization issued by a government authority of a State Member of the United Nations;
4. Certificate of the non-profit or tax-exempt status of the organization issued by a government authority of a State Member of the United Nations. Alternatively an organization may prove its non-profit status by providing a copy of the relevant law/regulation that attributes non-profit status to the organization due to its legal nature;
5. A recent annual report, including a financial statement³ that provides information on funding sources and expenditure of the organization;

¹ Information on #6 must be submitted by post.

² Applications are accepted in six official UN languages (Arabic, Chinese, English, French, Russian and Spanish). #2-#4 and the financial statement of #5 must be submitted in the original language along with the full translation in one of the six official UN languages. Translation does not have to be notarized.

³ The organization must have completed at least one full accounting year.



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 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.

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 forwarded to the Bureau of the COP for consideration. Successful applicant organizations, following agreement by the Bureau of the COP, may then be provisionally admitted to sessions of the subsidiary bodies or to the Conference of the Parties (COP), without prejudice to subsequent action by the COP. 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 deadlines for application can be found in the document: [Deadlines for application](#)

For further enquiries on this matter, please contact the Observer Organizations Liaison Office at cool@unfccc.int.