



Standard admission process for intergovernmental organizations (IGOs)

1. 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.” In addition, the secretariat informed SBI 20 of its procedures concerning eligibility, which SBI duly noted. These procedures provide, inter alia, that applicant 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 Organizations¹.

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 to cool@unfccc.int or by post the following official documents and information²:

1. Letter of application from the head of the organization;
2. Copy of the document(s), such as a treaty, charter, statute or constitution, that:
 - a. establish the organization with independent juridical personality and are signed by more than one State Member of the United Nations;
 - b. provide details on the mandate, scope and governing structure (organization chart if available) of the organization;
3. Copy of the Host Country Agreement that grants privileges and immunities to the organization and its staff by the host Government, which is concluded between one of the States referred to in paragraph 2(a) above and the organization;
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 expenditure of the organization;³
6. List of funding sources in the last two years;

¹ FCCC/SBI/2004/5

² 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.

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



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7. Information on activities undertaken by the organization in the last 12 months that indicate the competence of the organization in matters relating to the UNFCCC, such as brochures, newsletters and other publications;
8. Information on the affiliation of the organization with other intergovernmental or non-governmental organizations or institutions involved in climate change activities;
9. 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 reviewed by the secretariat for eligibility against the criteria set by the Convention. During the review the secretariat may contact the organization to request more information or clarification. After the review, the names of the organizations whose applications are deemed eligible will be submitted to the Bureau of the COP and the CMP for its attention. The secretariat will inform all applicants of the result by the end of September.

Eligible applicant organizations, following the view expressed by the Bureau of the COP and the CMP, may then be granted provisional admission in order that they may make arrangements to attend the conference on the understanding that the final authority for the admission of observers rests with 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.

For deadlines, please refer to the [Information Note](#) on revised deadlines for applications from organizations for admission as observers to the UNFCCC process.

Applications must be complete by the deadline and contain **all** required official documents and information as outlined in points 1–9 above. Incomplete applications as at a deadline will be automatically deferred to the following review cycle.

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