



Standard admission process for non-governmental organizations (NGOs)

All applications for admission must be received through [Online Admission System \(OAS\)](#), an online portal where required documents for admission to UNFCCC process can be submitted.

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 **apply through the [Online Admission System](#), available at the web address below, and upload the following documentation.**² **The user manual is also available online.**

<https://oas.unfccc.int/>

1. Letter of application from the head of the organization. If your organization is a university, the letter of application must come from the President/Chancellor/Rector of the university. Affiliate schools or departments of a university are not eligible for admission;
2. Certified copies of documents detailing the mandate, scope and governing structure (organization chart if available) of the organization, such as the articles of association, bylaws, statutes, or constitution, including information on the handling of assets in case of dissolution of the organization and amendments to those documents;
3. Certificate of incorporation/registration/establishment of the organization issued by a government authority of a State Party to the International Court of Justice, a State Member of the United Nations, of one of its specialized agencies or of the International Atomic Energy Agency;
4. Certificate of the non-profit and/or tax-exempt status of the organization issued by a government authority of 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. Alternatively an organization may prove its non-profit status by providing a copy of the relevant law/regulation certifying the non-profit status of the organization due to its legal nature;

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.



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5. A recent annual report, including a financial statement that provides information expenditure of the organization;³
6. List of donors and other funding sources in the last two years unless the organization is one year old. The treatment of the information is strictly confidential;
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 newsletters and other publications;
8. Information on the affiliation of the organization with other non-governmental organizations or networks 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.
10. In the case of research institutes, including universities, a document that proves academic independence of the organization.

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

Your 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 secretariat will inform all applicants of the result by the end of September. The names of the organizations whose applications are deemed eligible will be further submitted to the Bureau of the COP and the CMP for its attention.

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 **all** required official documents and information as outlined in points 1–10 above should be uploaded. Incomplete applications as at a deadline will be automatically deferred to the following review cycle.

If you have any further questions, please address them through communication log in the Online Admission System (OAS). No applications by email or post will be accepted.

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