

IPCC POLICY AND PROCESS FOR ADMITTING OBSERVER ORGANIZATIONS **Adopted by the Panel at its 25th Session, 26-28 April 2006**

Admission policy for observer organizations

The following policy for admitting observer organizations to Sessions of the IPCC and any of its Working Groups applies:

1. A body or an agency, whether national or international, governmental or non-governmental, which is qualified in matters covered by the Intergovernmental Panel on Climate Change (IPCC) and which has informed the IPCC Secretariat of its wish to be represented at Sessions of the IPCC and any of its Working Groups, may be so admitted subject to acceptance by the Panel.
2. In judging whether an organization is "qualified in matters covered by the Intergovernmental Panel on Climate Change" the Secretariat should be guided by the Principles Governing IPCC Work.
3. Organizations need to be non-profit organizations and are required to furnish proof of their nonprofit 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.
4. Bodies and organizations, which are part of the UN System, are considered participating organizations of the IPCC and are not requested to submit an application or other documentation.
5. Organizations, which already have observer status with WMO, UNEP or UNFCCC, are considered as observer of the IPCC if they request so, subject to acceptance by the Panel. They are not required to submit other documentation.
6. Applications from national organizations will be brought to the attention of the IPCC Focal Point of that IPCC Member. They need to provide evidence of independence from governments. Otherwise, they are encouraged to participate as part of their government delegations.
7. Only admitted observer organizations may designate representatives to attend Sessions of the IPCC and Sessions of a Working Group at plenary level. Observer organizations have to register their representatives for each Session in advance.
8. Being admitted as observer organization to Sessions of the Panel and of its Working Groups does not imply that the organization is admitted or invited to workshops, expert meetings and other closed meetings. During a Session of the Panel or a Working Group certain meetings may be closed to observers. Observer organizations are not admitted to any Session of the IPCC Bureau or Task Force Bureau.
9. Consistent with the IPCC procedures experts from "international, intergovernmental and non-governmental organizations may be invited in their own right to contribute to the work of the IPCC Working Groups and Task Forces."
10. Subject to availability of sufficient space in the conference room UN and other international and intergovernmental organizations will be provided with nameplates.

Process of admitting observer organizations

For admitting observer organizations the following process applies:

1. Organizations interested in being admitted as an observer to Sessions of the Panel and any of its Working Groups will be asked to send by post a letter of application with copies of
 - a) Documents describing the mandate, scope and governing structure of the organization, such as the charter/statutes/constitution/by-laws or articles of association.
 - b) Evidence of the non-profit and/or tax-exempt status of the organization.
 - c) Any other information that supports the competence of the organization in matters related to the IPCC.
 - d) Information on the affiliation with other non-governmental organizations or institutions involved in climate change activities as appropriate.
 - e) Completed form with contact information of the organization and of a designated focal point.
2. New requests for admission as an observer to Sessions of the IPCC and any of its Working Groups shall be submitted at least 4 months before a Session of the Panel or a Working Group.

3. Organizations, which are already on the list of observers of the IPCC Secretariat and which have received invitations to Sessions of the IPCC and any of its Working Groups in the past, will be asked whether they wish to continue to receive invitations to Sessions of the Panel and any of its Working Groups on a provisional basis until the Panel has taken a decision, and if so, they will be asked to submit documentation listed under item 1 above.
4. The Secretariat will bring all requests for admission as observer organization to the attention of Members of the Panel at least four weeks before a Session of the Panel or Working Group.
5. The Secretariat will screen the submissions and make a proposal to be considered by the IPCC Bureau.
6. The list of observer organizations as reviewed by the IPCC Bureau will be presented to the next Session of the Panel for acceptance.
7. An organization is admitted as observer organization by the Panel by consensus.
8. Any organization accepted as observer organization by the IPCC may retain that observer status only as long as they satisfy the conditions set out for observer organizations.
9. The Secretariat of the IPCC maintains information on observer organizations.
10. The Secretariat shall extend invitations to Sessions of the Panel and its Working Groups to accepted observer organizations. The IPCC shall not provide financial assistance to the observers for participating in the IPCC process.
11. Admission of observer organizations will be included as a regular agenda item of Sessions of the IPCC Bureau and the Panel at the discretion of the Chair. The IPCC Bureau and the Panel shall review the list of accepted observer organizations annually.
12. If the observer status has to be withdrawn for any reason, the Chair may suspend the observer status of that organization subject to ratification by the Panel.