



**United Nations**  
Climate Change Secretariat  
Executive Secretary

**Nations Unies**  
Secrétariat sur les changements climatiques  
Secrétaire exécutif

Date: 3 February 2023  
Reference: COP27/ADM/MEN/dhi

Re: Admission by COP 27 of observer organizations

Dear Designated Contact Point,

In reference to your application for observer status in the UNFCCC process, the secretariat is pleased to inform you that the Conference of the Parties (COP) at its twenty-seventh session has admitted your organization to the UNFCCC process as an observer organization. The admitted organizations are listed in document [FCCC/CP/2022/7](#). Congratulations. The secretariat looks forward to your contribution to the UNFCCC process.

With respect to rules 6 and 7 of the draft rules of procedure being applied, a single process is used for the admission of observer organizations to sessions of the COP, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol<sup>1</sup> and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement,<sup>2</sup> with decisions on the admission of observer organizations being taken by the COP.

Please note that this admission status accords your organization the right to nominate by a specified deadline the representatives of your organization to a UNFCCC conference and does not automatically guarantee accreditation to each conference. Kindly follow the instructions and deadlines for registration for each conference that will be detailed in respective information notes and notifications. The official communication will be sent to the designated contact point that your organization designates and registers for the secretariat database. **It is the responsibility of your organization to keep the secretariat up to date with your organization's contact details.** It may jeopardize your accreditation if it is not done in a timely manner. For any future changes in contact details, please send in the contact details form available on the [IGO](#) and [NGO](#) web pages of the UNFCCC website respectively. Additionally, it is important for your organization to regularly consult these web pages for updates on dates and deadlines, including application deadlines for side events and exhibits.

It is also important that all representatives of observer organizations fully comply with policies and guidelines on the participation in the UNFCCC process. They are available on the IGO and NGO web pages of the UNFCCC website, referenced above.

Kindly also note that the admission as an observer organization does not, in any way, entitle your organization to the use of the UNFCCC logo. For any use of the logo, prior written permission from the UNFCCC must be obtained as explained [here](#).

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<sup>1</sup> Decision 36/CMP.1, paragraph 2(c).

<sup>2</sup> Decision 2/CMA.1, paragraph (c)(ii).



In addition to the responsibilities of the admitted organizations as outlined above, we would like to provide you with useful information on how to engage in the UNFCCC process as an observer organization:

- [Observer handbook](#) for information regarding observer engagement in general.
- Information on the Submission and Statement portal on the webpage '[Submissions and statements from non-Party stakeholders](#)', especially the sub-section 'Uploading submissions and statements/Organizations with observer status'. A list of calls for submissions from the sessions in Sharm el-Sheikh can be found [here](#). In case your organization wishes to share information and/or views relating to the climate change negotiation process to particular Parties, the contact list of National Focal Points is available [here](#). The secretariat is not in a position to circulate these to Parties or other observer organizations on behalf of your organization.
- [UNFCCC interactive guide](#) for an overview of the issues covered by the United Nations Climate Change process.
- Information on intersessional engagement as outlined on the webpages for [IGOs](#) and [NGOs](#).
- For admitted NGOs only: Information on the constituency system in the UNFCCC on our [website](#) and the document '[Constituencies and you](#)'. The secretariat shares your organization's public contact details with the focal point(s) of the NGO Constituency that your organization chose as its primary Constituency in the Online Admission System.
- The secretariat is planning to organize a series of webinars on UNFCCC guidelines for participation and the code of conduct in the lead up to COP 28. The secretariat encourages members of your organization intending to participate in COP 28 to attend these webinars. Further details will be announced in due course.

Please contact the observer relations team at Climate-Observer-Organizations-Liaison <cool@unfccc.int> should you have any questions or inquiries.

The secretariat welcomes and looks forward to your engagement in the UNFCCC process.

Yours sincerely,

  
Ina Parvanova

Director

Communications & Engagement division