



Formal procedures for granting permanent observer status

This document outlines the procedures for granting permanent observer status at the Inter-American Institute for Global Change Research, including how to apply, review processes, participation rules for observers, and conditions for status removal.

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The permanent observer status could be granted to States not Party to the [*Agreement establishing the Inter-American Institute for Global Change Research*](#), international governmental organizations, non-governmental organizations, agencies, and other entities whose activities cover matters of interest to the IAI.

It is for the Parties to initiate the process of granting permanent observer status to a new organization. The first step is for a Party or a group of Parties to request the inclusion of an appropriate item in the agenda of the Meeting of the Conference of the Parties. Alternatively, the entity interested in being granted observer status may contact the Directorate to start the process.

The request must be accompanied by a Justification Statement explaining why the item should be inscribed on the agenda and why the organization should be given permanent observer status.

The EC Bureau then reviews the request and decides whether to include it in the agenda. If the item is included, the next step is for a Party to sponsor a provisional Decision by which the Conference of the Parties would decide that the entity concerned is granted permanent observer status.

Ultimately, it would then be for the Conference of the Parties to adopt the proposed Decision.

The Executive Council Bureau considers all applications for permanent observer status before they are considered in the meeting of the Conference of the Parties.

The conditions under which observers may participate in meetings of the Conferences of the Parties shall be as follows:

- (a) An observer may take the floor only when the Chair invites him/her to do so. An observer may not propose, second, or oppose motions, and shall not vote;
- (b) An observer may receive all public documents of the meetings of the Conference of the Parties.

The observers inform the Executive Director their interest in attending a Conference of the Parties no later than forty-five (45) days prior to the Conference or, in exceptional circumstances, no later than three (3) days prior to the Conference.

An observer may take the floor at an Executive Council Meeting only when the Chair invites him/her to do so; may not propose, second, or oppose motions; and shall not be entitled to vote.

Provision to remove the permanent observer status

Observers which have not participated in the last three (3) years in any of: the meeting of the Conference of the Parties, collaboration initiatives or agreements, and/or other IAI activities; will be notified and observer permanent status will be removed.

Additionally, observers can ask to be removed as observers at any time. This request must be sent to the IAI Directorate.