

Guidelines¹ for the participation of representatives of observer organizations at sessions of the IPCC²

¹ These guidelines are a living document and will get updated as needed.

² These guidelines are subject to IPCC Principles and Procedures, and are without prejudice to the any Code of Conduct that may be promulgated by the IPCC, its Working Groups and its Technical Support Units with respect to meetings, events or activities of the IPCC.

Roles of the Secretariat and observer organizations

The security of the venues for sessions of the IPCC is the responsibility of the Secretariat. The Secretariat and any of its delegated representatives have the authority to take any action necessary to maintain this security, including denying access to the venues.

Admitted observer organizations are responsible for the conduct of each of their representatives. Any behaviour not consistent with these guidelines may have an impact on the participation of the organization and/or of the individual.

The Secretariat welcomes the full support of participants in maintaining an ambience conducive to intergovernmental discussions and negotiations, and to open and fruitful dialogue between Members and observers.

The Secretariat encourages admitted observer organizations and their representatives to liaise with the Secretariat during sessions on matters or concerns related to their participation.

For further information on these guidelines or on observer participation at sessions, please contact:

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**Guidelines for the participation of
representatives of admitted observer organizations
at sessions of the Intergovernmental Panel on Climate Change³**

Introduction

The organizations of the United Nations system, including the IPCC, are committed to enabling events at which everyone can participate in an inclusive, respectful, harassment-free and safe environment.

IPCC sessions, meetings, events and activities are guided by the highest ethical and professional standards, and all participants are expected to conduct themselves with integrity and in a manner that is professional, respectful, inclusive, tolerant and responsible towards all participants attending or involved with any IPCC event.

The IPCC recognizes that the involvement of observer organizations and entities allows vital experience, expertise, information and perspectives from civil society to contribute to the IPCC work to generate new insights and approaches, with access and participation of observers to the process promoting greater transparency. Such participation flourishes in an atmosphere of mutual trust which acknowledges respect for others and their opinions, and takes into account the nature of intergovernmental sessions.

To promote a harmonious atmosphere supportive of discussions and negotiations at intergovernmental meetings and to encourage the effective participation of observers in the process, the Secretariat has prepared guidelines for appropriate conduct during attendance at IPCC sessions at whatever premises are used for such meetings (hereinafter referred to as venues). These guidelines are not exhaustive but seek to provide information reflecting current practice regarding attendance of observers at sessions and meetings of the IPCC. They are in line with those governing such participation at sessions of other bodies in the United Nations system.

Any infringement of these guidelines would normally be resolved following consultations between the Secretariat and the responsible organizations and individuals.

A. Access

1. Only representatives, whose names have been communicated to the Secretariat through the designated focal points of observer organizations and entities admitted to sessions of the IPCC shall be registered and receive a badge.
2. Badges issued at registration shall be worn visibly at all times.
3. Participants shall be prepared to verify their identity upon the request of IPCC or security staff.

³ These guidelines shall apply mutatis mutandis to any meetings, events or activities organized by the IPCC, its Secretariat, its Working Groups and Task Force Technical Support Units, as well as any other forum organized, hosted or sponsored in whole or in part by the IPCC, regardless of venue or format, at which representatives of non-governmental organizations may be taking part.

4. Representatives shall normally be at least 18 years of age. Younger representatives may be registered subject to the following terms and conditions:

4.1. Anyone below 18 years of age (hereinafter referred to as the “minor”) nominated by an admitted observer organization shall be accompanied by a chaperone at all times. The chaperone must be 21 years of age or older.

4.2. Unaccompanied minors below the age of 18 will not be permitted access to IPCC venues.

4.3. Both the minor and the chaperone shall be part of the allotted quota of the respective observer organization. No additional badges for either the chaperone or the minor will be allocated or issued.

4.4. At the time of registration of the minor, each chaperone must sign the appropriate Release and Waiver of Liability, Assumption of Risk and Indemnity form assuring consent of the parent/s/legal guardian/s of the minor and assuming full responsibility of the minor during their custody at the IPCC venues. Absence of a completed form will result in non-registration of the minor.

4.5. Should the minor violate any provision of IPCC guidelines for participation, both the minor and the chaperone will face the same consequences.

4.6. Should such consequences result in confiscation of badges, the observer organization in question will not be allowed to nominate additional individuals in place of the de-badged minor and chaperone for the remainder of the conference/meetings.

4.7. Should the chaperone violate any provision of IPCC guidelines for participation, the chaperone will face the consequences.

4.8. Should such consequences result in confiscation of the badge of the chaperone, then another chaperone from among the registered representatives of that observer organization shall assume responsibility of the minor by signing the appropriate Release and Waiver of Liability, Assumption of Risk and Indemnity form in order for the minor to continue participation in the conference/meetings. In the absence of a registered chaperone the minor will not be allowed to participate in the conference/meetings and the concerned observer organization will be requested to remove the minor from the IPCC venues.

B. Etiquette and safety

1. Representatives of observer organizations admitted to sessions of the IPCC⁴ shall cooperate with, and comply with requests and instructions from, Secretariat officials and any security staff regarding the use of facilities and access to and conduct within the venues.

2. No participant shall harass or threaten any other participant.

3. Interfering with the movement of participants at any time or location within the venues is not permitted.

⁴ Representatives of non-governmental organizations admitted to IPCC sessions or meetings will hereinafter be referred to as non-governmental observers.

4. The flags and any officially recognized symbols of the United Nations and of its member States shall not be treated with disrespect.

C. Participation

1. Plenary sessions are forums for discussion and decision-making by IPCC Member Governments. Plenaries are open to participation by not only all IPCC Member Governments, members of the IPCC Bureau, IPCC Secretariat and the Technical Support Units, but also admitted observer organizations for purposes of remarks on a subject of common interest to the IPCC and the organization which the observer represents. During sessions, delegates from Observer Organisations, other than the EU, can be given the floor after all Member Government interventions have been taken, in accordance with IPCC procedures.

2. Representatives of admitted observer organizations, other than the European Union (EU) which has a special observer status, may attend Contact Groups as silent observers, unless the Contact Group is set up as a closed Contact Group, and on the understanding that the presiding officers of such Contact Groups may determine at any time during their proceedings that they should be closed. Time permitting and if Members allow for it, observers might be invited to make interventions at the end of the Contact Groups. The facilitator will ask the Members and, if no objection is raised, observers will be given the floor. Meetings designated as CLOSED, including smaller group settings such as Huddles, are not open to observers, with the exception of the EU which has a special observer status.

3. In alignment with the working nature of discussions in the IPCC Plenary sessions which are closed to the public, and in order to respect and uphold open and inclusive intergovernmental dialogue in the Plenary, the observer organisations should refrain from disclosing Plenary session proceedings including attribution of remarks through any form of public reporting, leaks, media engagement or posting on social media. Observer organisations are reminded that IPCC Plenary Sessions are a trusted environment for key stakeholders to discuss and search for consensus on complex matters relating to IPCC's work and challenges of climate change.

4. Making of audio and/or video recordings during sessions, contact groups, huddles or any official meetings in designated zones and conference areas is not permitted.

D. Guidelines for interventions

1. The IPCC Code of Conduct applies to observer interventions, including as to being respectful and harassment free.

2. Whenever given the floor to deliver their interventions, observer organisations will refrain from mentioning any IPCC Member government delegation by name.

3. Interventions are to be focused and relevant to the agenda item under discussion, and made with regard to time limits in the given forum.
