



Formal procedures for granting permanent observer status at the IAI

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.

The entity interested in being granted observer status needs to apply by filling this [form](#).

The form includes a Justification Statement field, to explain why the organization should be granted permanent observer status.

The EC Bureau then reviews the application and decides whether to grant permanent observer status or not.

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.

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.