



NOTIFICATION

Date: **28 December 2015**
Reference: GCF/notif/2015/07

Invitation for Application for Accreditation as an Observer Organization to the Green Climate Fund

Deadline: 15 January 2016, 18.00 (KST)

The Green Climate Fund (GCF) is pleased to invite civil society organizations (CSOs), private sector organizations (PSOs), and international entities (IEs) wishing to obtain observer status to apply for accreditation.

This invitation follows the GCF's Governing Instrument and Rules of Procedures of the Board, which encourage accredited observer organizations to designate representatives to attend meetings of the Board.

Applications can be submitted until **15 January 2016, 18:00 (KST)**, and should be sent to the following address: observercontact@gcfund.org.

Additional details, including submission guidelines, and the application form are available below.

Green Climate Fund

Songdo International Business District
175 Art Center-daero
Yeonsu-gu, Incheon 406-840
Republic of Korea

T + 82 32 458 6059
F + 82 32 458 6094
secretariat@gcfund.org
gcfund.org



In line with the Governing Instrument for the Green Climate Fund (GCF) and the Rules of Procedures of the Board, the Co-Chairs in consultation with the Board invites accredited observer organizations to its 12th meeting of the Board to be held in Songdo, Republic of Korea in March 2016.

Only accredited observer organizations may designate representatives to attend meetings of the Board. Accreditation status will be granted upon successful completion of the process outlined below.

I. Eligibility

Observers may be representatives of:

1. States that are Party or observer State to the Convention¹;
2. International entities, including:
 - a) United Nations agencies;
 - b) Multilateral development banks;
 - c) International financial institutions; and
 - d) Regional institutions.
3. Non-governmental organizations (NGOs) comprised of:
 - a) Civil society organizations (CSOs): Any independent non-profit organizations, including international, as well as national and community-based organizations; and
 - b) Private sector organizations (PSOs): Any private companies and business associations with operations that deal with climate change mitigation and/or adaptation activities, including in developing countries.

II. Application process for accreditation

Applications for admission as an accredited observer organization should be submitted by 15 January 2016, 18.00 hrs KST, to enable processing and Board consideration in time for accreditation prior to the 12th meeting of the Board. Applications must be signed by the Chief Executive Officer or an authorized senior official of the submitting organization.

All documents should be sent via email to: observercontact@gcfund.org. Incomplete applications and submissions received after the deadline will not be considered.

Only applications submitted in English will be accepted. However, in circumstances where supporting documents are not available in English, these documents can be submitted in other United Nations official languages (Arabic, Chinese, French, Russian and Spanish), with an executive summary in English. A translation of the full document may be requested, which may delay the accreditation process.

¹ This category does not need to apply for accreditation.

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III. Accreditation documents

In accordance with the Guidelines relating to the observer participation, accreditation of observer organizations and participation of active observers (document GCF/B.01-13/12, annex XII), interested organizations should submit a completed and signed application form which includes the following elements:

1. Provide a brief description of the organization, its purpose and its legal status.
2. Additionally, please provide details that the organization has a well-organized administrative structure, relevant competences and experience, and can send representatives fully mandated to speak on its behalf organization.
3. Explain the potential benefit to the GCF of the organization's engagement as an observer, including its specialized scientific or technical competences relating to the GCF.
4. Give written confirmation that the organization acknowledges the goals and basic principles of the GCF and will abide by the Board's rules of procedures.

Please attach all documentation requested in the application form.

IV. Accreditation process

Applications will be reviewed by the Secretariat, which will present complete applications, with recommendations, to the Board for a decision on whether or not to grant observer status on a no-objection basis in accordance with the Rules of Procedure of the Board. Once a decision is taken by the Board, applicants will be advised accordingly. The list of accredited observer organizations on the GCF's website will be updated after 14 February 2016.

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Application for Observer Organization Accreditation
To be submitted by 15 January 2016, 18.00 hrs (KST)

Name of Organization:	
Official Acronym	
Date of establishment:	
Country:	
Complete address of principal office:	
Telephone (including country + city code):	
Fax (including country + city code):	
E-mail address:	
Website:	

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1. Provide a brief description of your organization.	
2. Mission or Purpose of Organization.	
3. Has your organization been accredited as an observer organization by UNFCCC, ECOSOC or GEF (or an equivalent organization)?	
<input type="checkbox"/> Yes (please attach <u>proof</u>)	<input type="checkbox"/> No
4. Organization Type (Please check one and attach <u>proof</u>)	
Non-Governmental Organization (NGO) <input type="checkbox"/>	International entity <input type="checkbox"/>

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<p><input type="checkbox"/> Civil Society Organization (CSOs): any independent non-profit organizations, including international as well as national and community-based organizations.</p> <p><input type="checkbox"/> Private Sector Organizations (PSOs): any private companies or business associations with operations that deal with climate change mitigation and/or adaptation activities, including in developing countries.</p>	<p><input type="checkbox"/> United Nations agency</p> <p><input type="checkbox"/> Multilateral development bank</p> <p><input type="checkbox"/> International financial institution</p> <p><input type="checkbox"/> Regional institution</p> <p><input type="checkbox"/> Intergovernmental organization</p>
<p>5. Legal Status of your Organization</p>	
<p><i>a) International entities only: How was your organization established (e.g. treaty, a decision of a conference or international organization, etc.)?</i></p>	
<p><i>b) Please check the corresponding box below.</i></p>	
<p><input type="checkbox"/> Foundation</p> <p><input type="checkbox"/> Association</p> <p><input type="checkbox"/> Non-profit organization</p> <p><input type="checkbox"/> CBO</p> <p><input type="checkbox"/> Network</p> <p><input type="checkbox"/> Unincorporated association</p> <p><input type="checkbox"/> Private company</p>	<p>Registration Number (if applicable):</p>

6. Please provide details on your organization's governing or executive body (i.e., form of governing body, names and position of members).

7. Please provide details that your organization has a well-organized administrative structure, relevant competences and experience, and can send representatives fully mandated to speak on its behalf.

8. For *membership organizations only*: Description of membership, indicating total numbers of members and their geographical distribution.

9. Please provide information on climate change activities undertaken by your organization in the past year, including any affiliation of your organization with other NGOs, IGOs or institutions involved in climate change activities.



10. Please provide your organization's most recent Annual Report, including a financial statement that provides information on funding sources and expenditures of the organization (Please attach documents).

11. Name the country/countries in which your organization is active.

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<p>12. Explain the potential benefit to the Fund of your organization’s engagement as an observer, including specialized scientific and technical competences relating to the Fund’s goals.</p>	
Name and Contact Details of CEO or Officer in Charge	
<p>Salutation (<input type="checkbox"/> Mr <input type="checkbox"/> Ms)</p> <p>Name :</p> <p>Title :</p>	<p>Email Address :</p> <p>Telephone :</p>
Name and Official Title of Contact person for the Green Climate Fund	
<p>Salutation (<input type="checkbox"/> Mr <input type="checkbox"/> Ms)</p> <p>Name :</p> <p>Title :</p>	<p>Email Address :</p> <p>Telephone :</p>
<p>We hereby acknowledge the goals and basic principles of the Fund and will abide by the Board’s rules of procedure.</p>	
Date of Submission :	Signature :



Please ensure that your application includes of a signed application form and the requested documentation (pdf files preferred).

1. a) Proof of accreditation as an observer organization by UNFCCC, ECOSOC or GEF (or an equivalent organization) **or**
b) Proof of independent juridical personality **and** proof of organization type **and** proof of non-profit **and/or** tax-exempt status **or** tax status
2. Annual Report (a document/publication that states the organization's activities in the past 12 months)
3. Financial Statement/Audit

Contact:

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