



# THE IUCN WORLD CONSERVATION CONGRESS 2025

## Accreditation Guidelines for the IUCN Members' Assembly



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## Introduction

These guidelines outline the accreditation process for IUCN Members, recognised National, Regional, and Interregional Committees, and observer delegations who wish to exercise their rights during the Members' Assembly of the IUCN World Conservation Congress 2025.

The Congress will take place in Abu Dhabi, United Arab Emirates, from 9 to 15 October 2025, with the Members' Assembly being held on 9 October and from 13 to 15 October.

The 2025 World Congress will feature a hybrid format where all accredited delegates can participate in the Members' Assembly either on-site or remotely via electronic means.

While all registered participants can attend the Members' Assembly, only those from eligible IUCN Members, observer organisations/institutions, or National, Regional, or Interregional Committees are recognised as official delegates and may seek accreditation to exercise speaking and/or voting rights.

To exercise voting and/or speaking rights:

- Official delegates from eligible IUCN Members, or from National, Regional, or Interregional Committees must complete accreditation through the [platform](#) in addition to their Congress registration.
- The platform operates under the IUCN [Statutes](#), Rules of Procedure of the World Conservation Congress, and Regulations.
- Observer delegations must seek accreditation by writing to [accreditation@iucn.org](mailto:accreditation@iucn.org).

These Guidelines help official delegates understand the accreditation process and exercise their rights during Congress. Prepared by the IUCN Secretariat, this document also explains the accreditation procedures and provides guidance on using the [Accreditation platform via the Congress Portal](#).

## Getting accredited in a nutshell

### Why is accreditation required for the Members' Assembly?

Accreditation allows IUCN Members, recognised National, Regional or Interregional Committees and observer delegations to exercise their voting and speaking rights during the Members' Assembly at the IUCN World Conservation Congress, through their Head of Delegation.

While all accredited Members, along with recognised National, or Interregional Regional Committees and authorised observers, can speak, only duly accredited Members in categories A, B, and C who are in order with their membership dues can vote and have speaking rights in sittings related to elections, motions and voting, as stated by Article 13 (a) of IUCN Statutes.

### What are the types of rights?

- Limited speaking rights: speaking rights only, excluding on matters relating to elections, motions and voting.
- Full speaking rights: speaking rights only, on all matters.
- Full voting and speaking rights: both voting and speaking rights, including on all matters relating to elections, motions and voting.

### Who needs accreditation?

Voting and speaking rights vary by participants' type. All below participants who wish to exercise their voting or speaking rights must be accredited to take part to the Members' Assembly:

#### **Full voting and speaking rights:**

- IUCN Members (categories A, B, and C) who are in order with their 2024 membership dues<sup>1</sup>, per Article 13(a) of IUCN Statutes.

#### **Full speaking rights:**

- Government Agencies ('GA's) and Subnational Governments ('SN's) with no voting power will have the right to speak on all issues of the Congress agenda, providing they have no outstanding dues.

#### **Limited Speaking rights only:**

- Recognised National, Regional, or Interregional Committees
- Observers with limited speaking rights approved by Council

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<sup>1</sup> (or through 2025 for new, rejoining, or reinstated Members)

- IUCN Members not in order, and/or from Category D.

**NB:** non-Member State must be authorised by Council to attend the Members Assembly  
(no voting or speaking rights)

Other Members' Assembly participants listed below do not need to proceed accreditation:

**Speaking rights:**

- Council members, including the Chairs and the Deputy Chairs of IUCN Commissions, as well as IUCN Honorary Members and Patrons (limited speaking rights)
- The Director General and the Legal Adviser (full speaking rights)

**No voting or speaking rights:**

- Observers – members of Commissions; non-Member State approved by Council
- Not-recognised National and Regional Committees
- Representatives of the press accredited by the Director General
- Secretariat Staff



## How to accredit?

### Ensure your voting/speaking rights

### Verify and ensure accurate contact details and email address in IUCN database

### Accredit for Members Assembly

- **Official representatives of Members, recognised National, Regional or Interregional Committees complying with the Statutory requirements must complete accreditation through the accreditation platform.**
- The platform is accessible via the IUCN Congress Portal, and enable official representatives to:
  - create a new accreditation,
  - edit an existing submitted accreditation
  - manage proxy
- Official representatives who can access the accreditation platform are
  - Members: Head of organisation, Primary contact, Authorised vote holder, as listed in IUCN membership database.
  - Recognised National, Regional or Interregional Committees: Committee Chair
- **Observers delegation must seek accreditation via email to [accreditation@iucn.org](mailto:accreditation@iucn.org).**

### Assign a Head of Delegation

Only individuals who fulfil both requirements listed below can be designated as Head of Delegation:

- contact persons listed in IUCN's database of either a current IUCN Member organisation, of a recognised IUCN National, Regional or Interregional Committee, or observer,
- registered to IUCN World Conservation Congress 2025 (including registration to Members' Assembly with no fee, and participation onsite or remotely),

NB:

- Members with voting rights can assign a proxy to a delegation of another Member eligible to vote or to an accredited representative of a recognised National, Regional or Interregional Committee of the country/region of the Member delegation giving the proxy.
- Representatives selected for the Sponsored Members Programme shall be the Head of Delegation for their organisation

### Exercise speaking rights: Pick up your speaking card (onsite), or receive your speaking link (remote participation)

### Exercise voting rights: Receive your voting link (onsite or remote participation)

## When to accredit?

Please note that the first sitting of the Members' Assembly takes place on 9 October and we therefore strongly encourage Members to get accredited as soon as possible ahead of that date. Accreditation (including nomination of Head of Delegation and proxy allocations) must be completed before 19:00 GST the evening before, to be valid the next day. NB: the deadline for the payment of membership dues for Members to be considered in order for Congress is 24 September. We cannot guarantee that Members who pay after this date will be able to get accredited in time for Congress.

## Purpose of accreditation

Accreditation allows IUCN Members, recognised National, Regional or Interregional Committees and observer delegations to exercise their voting and/or speaking rights during the Members' Assembly at the IUCN World Conservation Congress.

Throughout the discussion and voting process that takes place in the Members' Assembly, the IUCN membership will vote on governance motions, motions that warrant debate and new and urgent motions. Members will also be requested to elect the new IUCN President, Treasurer, Regional Councillors and Chairs of Commissions.

The more accredited delegates take part in the debates, and the more Members take part in voting of the Members' Assembly, the more democratic legitimacy the decisions adopted during the vote will acquire.

The purpose of accreditation is to ensure that:

- all Members with the right to do so may speak.
- recognised National and Regional Committees may speak at the Members' Assembly.
- observers that comply with the provisions of the IUCN Statutes and Regulations and that are duly authorised by their organisation may speak at the Members' Assembly.
- Members with voting rights (Members in categories A, B and C providing they are in order with their membership dues) can vote at the Members' Assembly and have full speaking rights.



## Participants' voting and speaking rights in the Members' Assembly

While all **registered** participants can attend the Members' Assembly, only those from eligible IUCN Member or from observer organisations/institutions or National, Regional or Interregional Committees are recognised as official delegates and may accredit to exercise speaking and/or voting rights, such as:

Accreditation required:

- **Category A Members (States, government agencies and subnational governments)** – with voting right and/or speaking rights\*, if duly accredited;
- **Category B Members (National and international NGOs)** – with voting right and/or speaking rights\*, if duly accredited;
- **Category C Members (Indigenous Peoples' Organisations)** – with voting right and/or speaking rights\*, if duly accredited;
- **Category D Members (Affiliates)** – with speaking rights, if duly accredited;
- **Recognised National and Regional Committees** – with speaking rights, if duly accredited;
- **Observers – organisations with which IUCN has formal working relationships established by 31 August 2025** – with speaking rights, if duly authorised

*\* Members in categories A, B and C have voting and full speaking rights providing they are in order with their membership dues.*

Accreditation not required:

- **Council members**, including the Chairs and the Deputy Chairs of IUCN Commissions – with speaking rights;
- **The Director General and the Legal Adviser** – with speaking rights;
- **Observers – members of Commissions, non-Member States<sup>2</sup>** – no voting or speaking rights;
- **Observers – IUCN Honorary Members, Patrons** – with speaking rights;
- **Not-recognised National and Regional Committees** – no voting or speaking rights;
- **Representatives of the press accredited by the Director General** – no voting or speaking rights;
- **Secretariat Staff** – no voting or speaking rights.

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<sup>2</sup> IUCN [Statutes](#), Rules of Procedure 8-10 of the World Conservation Congress

## Prerequisites for accredited participants and rights

*We recommend that you get accredited by 1<sup>st</sup> October 2025*

### For Members

#### Be “in order” with their membership dues to have voting and speaking rights

When connecting to the Congress Portal/Accreditation system, Members will see whether they are “in order”/“not in order” in the payment of their membership dues and whether they have voting rights and/or full or limited speaking rights.

##### *Membership dues “in order”*

Accredited IUCN Members in Categories A, B and C eligible to vote, i.e. which have paid their membership dues up to and including 2024 <sup>3</sup>, will be able to exercise voting as well as full speaking rights at the Members’ Assembly. This means they will be able to speak in all sittings, including those related to elections, motions and voting.

NB: GAs and SNs which do not hold the shared vote will have the right to speak on all issues of the Congress agenda, providing they have no outstanding dues.

##### *Membership dues “not in order”*

Accredited IUCN Members in Categories A, B and C with outstanding dues will not have voting rights and only have limited speaking rights. This means they will be able to speak at the Members’ Assembly, but not on matters relating to elections, motions and voting, as stated by Article 13 (a) of IUCN Statutes.

Members “not in order” with their membership dues and Members from Category D (Affiliate) must still get accredited in order to receive a speaking card, or “speaking link” (remote participation) for the right to speak.

**NB:**

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<sup>3</sup> (or through 2025 for new, re-joining or reinstated Members)

- Membership dues payments must be received by IUCN Headquarters by 24 September 2025 at the latest. We cannot guarantee that Members who pay after this date will be able to get accredited in time for Congress.
- Credit card payment of outstanding dues may be processed through Members' organisational profile on the [Union Portal](#) or contact the [Membership Focal Point](#) in your region.

## Government Agencies and Subnational governments: notify Secretariat of change of shared vote holder

GA Members, and SN Members within a State shall each collectively have one vote. The SN and GA holding the shared vote within their State shall inform the Secretariat by e-mail [accreditation@iucn.org](mailto:accreditation@iucn.org) if the shared vote holder has changed since the last online vote. If no communication is received, that SN and GA will be allocated the collective vote automatically.

## For National, Regional or Interregional Committees

IUCN National, Regional, or Interregional Committees must be recognised by Council to have "limited speaking rights" and allow their Head of delegation to receive a proxy from a Member with voting right from the same country or Region.

## For observers with no speaking rights (Non-Member States)

Non-Member States, are required to send a letter signed by the Head of the institution, requesting to the IUCN Secretariat to participate as observer at the Members' Assembly. The letter should indicate the name and contact details of the Head of Delegation (person who will represent the institution).

## For observers with limited speaking rights

Requests for speaking rights for Observers were to be submitted by 31 August 2025. The list of observers who are granted speaking rights will be published on the IUCN Congress website.

## Accreditation process for online or remote participation to Members' Assembly

### 1. Accredite and select "Exercise rights at the Members' Assembly"

#### Members

Members must complete accreditation through the [accreditation platform](#) and select "Exercise rights at the Members' Assembly".

Only an official representative of a Member organisation can create and/or edit an accreditation, assign a Head of Delegation and manage proxy through the Accreditation platform.

The authorised representatives are;

- Head of Organisation, Primary contact, Authorised vote holder (as listed in IUCN database)
- the Head of Delegation

If necessary, these roles may be allocated by contacting the [Membership Focal Point](#) or through the [Union Portal](#). For information on how to do so, please refer to section 4.16 of the [Union Portal User Guide](#) and [Self Service Tool guidance](#).

#### Recognised National, Regional or Interregional Committee

Recognised National, Regional or Interregional Committee must complete accreditation through the [accreditation platform](#) and select "Exercise rights at the Members' Assembly".

Only a duly authorised representative of a recognised National, Regional or Interregional Committee can create and/or edit an accreditation through the Accreditation platform.

The authorised representatives are:

- the Committee Chair
- the Head of Delegation

It is important to note that only designated "Heads of Delegation" will be allowed to exercise the Committees' rights (or Members' rights if proxies are received) at the Members' Assembly.

## Official representatives connected to several IUCN Members and/or Committees

They will need to create an accreditation through the accreditation platform for each Member/Committee that the representative wants to exercise its right for, and select “Exercise rights at the Members’ Assembly”.

Official representatives connected to several Member organisations and/or National, Regional or Interregional Committees, once logged in to the Accreditation platform, will be able to view all the necessary information including their respective voting/speaking rights related to the different organisations/Committees they belong to.

## Observers

**Observers’ delegation must seek accreditation via email to [accreditation@iucn.org](mailto:accreditation@iucn.org).**

Only the Head of Delegation (person who will represent the institution) designated by the observer to the IUCN Secretariat will be allowed to exercise the Observer’s rights at the Members’ Assembly.

**For more detailed information on the use of the Accreditation system, please refer to the [Annex: Step by step process for online accreditation system](#).**

## 2. Assign a Head of Delegation registered to Congress through the Accreditation platform

Members and recognised National, Regional or Interregional Committees, as well as authorised observers who wish to exercise their voting and/or speaking rights at the Member’s Assembly, are requested to designate a Head of Delegation, who will be representing them and exercise their respective rights at the Members’ Assembly.

Only the assigned “Head of Delegation” will receive the voting/speaking accesses to vote and/or speak on behalf of the Member/Committee/ Observer he/she is representing.

Only individuals who are

- contact persons listed in IUCN’s database of either a current IUCN Member organisation, or of a recognised IUCN National, Regional or Interregional Committee,



- registered to IUCN World Conservation Congress 2025 (including registration to Members' Assembly only),

can be designated as Head of Delegation.

These requirements are cumulative, which means that an individual needs to fulfil both requirements to be eligible for nomination as Head of Delegation.

**NB:**

- Members must assign their Head of Delegation through the Accreditation platform, while observers shall proceed via contacting [accreditation@iucn.org](mailto:accreditation@iucn.org).
- Duly authorised representatives of the Member organisation or of the recognised National/Regional/Interregional Committee can change their assigned Head of Delegation through the Accreditation platform. In order for changes to be taken into account for the next day, they need to be made no later than 19:00 GST the night before.
- Members and Committees are encouraged to nominate women as Heads of Delegations to ensure an appropriate gender representation at Congress.
- Even if the Authorised vote holder assigned for the last online voting is the same person who will be designated as Head of delegation for the Congress, Members who want to vote and/or speak at Congress must designate a Head of delegation through the online Accreditation system.

**For more detailed information on the use of the Accreditation system, please refer to the [Annex: Step by step process for online accreditation system](#).**

### 3. Allocation of proxy for full voting and speaking rights

#### Allocation of proxy for the whole Members' Assembly or per sitting

**This does not apply to Elections where proxies are not allowed.**

Except for the vote on Elections, Members with full voting and speaking rights may give a proxy to another accredited Member eligible to vote or recognised National, Regional, or Interregional Committee from their country/region if they cannot attend the Members' Assembly (either onsite or remotely) or specific sittings (Rule 66(c)).

Requirements for proxy allocation:



- **Member delegations must be accredited through the [Accreditation platform](#) before allocating a proxy.**
- **All proxies must be allocated/received by Members/Committees through the [Accreditation platform](#).**
- **Proxies may be assigned for the entire Members' Assembly or per sitting (maximum one proxy per day). Proxy allocation must be completed by 19:00 GST the day before each sitting.**
- **Accredited Member or recognised Committee cannot receive more than 10 proxies.**

The Members' Assembly includes nine sittings total. The draft agenda is available [here](#).

**NB:**

- It is strongly recommended that you seek prior agreement from the designated proxy holder before assigning your proxy for voting or speaking rights.
- The proxy giver and proxy holder should agree in advance on how votes will be cast for each decision.
- By default, a designated proxy is assumed to have accepted the role unless they actively decline it through their accreditation account.
- You may revoke your proxy, and your proxy can be rejected by the proxy receiver, at any time until 19:00 (GST) of the day before the sitting.

## Important information regarding allocation of proxy

- In order to give a proxy, Members from Category A-B-C "in order" with their dues must first get accredited i.e. accreditation must have been created and submitted, and have selected the accreditation type "**Exercise rights by giving a proxy vote**" on the [Accreditation platform](#).
- In order to receive one or more proxies (maximum 10 proxies allowed), Members/Committees must have created and submitted an accreditation type "**Exercise rights in person at the Members' Assembly**" and assigned a Head of Delegation. Only Members/Committees who have completed these steps, will be visible on the accreditation platform as proxy holders.
- Members are not allowed to transfer their own votes to other Members/Committees while holding proxies and shall not transfer another Member's proxy without prior authorisation of the proxy giver (Rule 66(d)). For such cases, the proxy holder will have to reject the received proxy through the online Accreditation system before being able to give its own vote by proxy.
- **GAs and SNs holding the collective vote** in that State shall obtain the respective agreement of the other GAs and SNs in that State before giving a proxy to another

Member/Committee.

**A written confirmation must be sent to [accreditation@iucn.org](mailto:accreditation@iucn.org) with a copy to all respective GAs.**

- **Member organisations/institutions, whose participation at Congress is sponsored by IUCN**, may not give a proxy. Only under exceptional circumstances occurring once the Members' Assembly has started, and with the approval of the respective Membership Focal Point, may the Sponsored Member organisation give a proxy to another Member/Committee.

In such a case, the Sponsored Delegate or a duly authorised representative of the Member organisation must inform [accreditation@iucn.org](mailto:accreditation@iucn.org) and the respective [Membership Focal Point](#) via email to communicate the name of the Member/Committee they would like to give their proxy to.

## Management of proxy

- **Changes to the assigned proxy, happening prior to and during Congress, may be made through the Accreditation platform by 19:00 GST of the day before the sitting** by a duly authorised representative of the Member organisation or of the recognised National/Regional Committee.
- The Secretariat is responsible for making available an electronic voting system in accordance with the Statutes and Rules of Procedure. However, the Secretariat is not responsible for how the Members vote on any specific topic. The proxy giver is therefore responsible for sending directly to the proxy holder any instructions on how to vote on her/his behalf on specific topics. This belongs strictly to the relationship of trust between the proxy giver and proxy holder. The Secretariat cannot and will therefore not monitor how proxy holders make use of the proxy giver's votes.
- Note that the individual voting results of each Member, including the proxy votes, on any topic put to the vote (except elections and other secret ballots) will be published on the Congress website within 24 hours from the vote in accordance with Rule 71. Except for elections and other secret ballots, proxy givers will therefore be able to see how their proxy holder has voted on their behalf.

## Practical information

### Accreditation desk onsite

Accreditation or any changes onsite during Congress can also be made through computers available in the Accreditation desk in the **Members' Lounge**.

### Access to speaking and voting devices restricted to Head of delegation

Any duly accredited Member, recognised National/Regional/Interregional Committee and observer delegation is represented by a unique "Head of Delegation" at the Members' Assembly.

Therefore, as specified in the IUCN Statutes and Rules of Procedure:

- without any exception, only assigned "Head of Delegation" (assigned through the Accreditation platform) of Member organisations from Categories A, B and C will be provided with a voting link and speaking card (or speaking link if remote participation) to exercise their right to vote and/or speak at the Members' Assembly.
- without any exception, only assigned "Head of Delegation" (assigned through the Accreditation platform), of Member organisations, Committees and Observers will be provided with a speaking card (or speaking link for remote participation) for the right to speak at the Members' Assembly.

*More detailed information on the speaking device will be available in a guidance document on voting and elections at the IUCN World Conservation Congress which will be circulated soon.*

### Voting link URL will be sent via email (both for onsite or remote participation)

**All voting will take place online.**

Each accredited Head of Delegation, or their allocated proxy, will receive a unique voting link at the start of the sittings. This allows them to vote whether they are attending in person or participating remotely.

**It is crucial that each Head of Delegation ensures their current email contact details are in IUCN's database.**

## Speaking cards and links

### Speaking cards to be collected onsite (onsite participation)

Accredited Head of Delegations participating in the Members' Assembly onsite, and with speaking rights, will be provided with a "speaking card" to be able to speak at the Members' Assembly.

It is crucial that each Head of Delegation picks up their speaking card onsite prior the start of the Members' Assembly. Speaking cards will be delivered upon provision of an identity document or Congress badge and signing of the distribution register.

The cards shall be collected from the Accreditation desk in the Members' Lounge of the Congress venue or, prior the start of each sitting, at the entrance of the Members' Assembly Hall.

Members will use their cards to activate the electronic device to exercise speaking rights at the Members' Assembly. Devices will be placed on designated tables at the front of the Members' Assembly Hall. One fixed speaking device will be made available to each accredited Member delegation of Categories A, B and C.

All cards will have to be returned at the end of the Members' Assembly for recycling.

#### Card loss and replacement:

If you lose your card or forget it at your hotel for example, your card will be deactivated as soon as you report it to the Accreditation staff. They will be in the Members' Lounge or at the accreditation desk located in front of the Members' Assembly Hall. The old card that will be deactivated will no longer work but if you find your lost card we encourage you to bring it back to the Members' Lounge for recycling.

A new card will be programmed for you as soon as possible.

### Speaking link will be sent via email (online participation)

It is crucial that each Head of Delegation ensures that their current email contact details are in IUCN database.

If you do not receive your speaking link or if the link does not allow you to join the sitting please contact your [membership focal point](#).

## Both speaking card and link tailored to users' rights and displaying name of the organisation when speaking

- Each of the speaking cards or links are programmed in advanced according to the accreditation data registered through the Accreditation platform and contains relevant information (name on organisation or Committee, proxy allocation, speaking rights, etc.) of the accredited Member, recognised National/Regional/Interregional Committees and observer delegations.
- When a Member/Committee or Observer is given the floor to speak onsite or online during the Assembly, the name of the organisation/Committee will be displayed on the screen. In case the delegate speaks as proxy of Member organisation, the delegate will need to announce the organisation they are speaking on behalf of.

## Help with the Accreditation platform and process

The present Guidelines are meant to help you get duly accredited for the Members' Assembly. If you need help or have any questions, please contact the [Membership Focal Point in your region](#) or the Accreditation team at [accreditation@iucn.org](mailto:accreditation@iucn.org)

For any other questions and inquiries, related to Congress in general, please contact [congress@iucn.org](mailto:congress@iucn.org).

## Seating allocation in Members' Assembly room

There will be no assigned fixed seating for each delegation for the duration of the Assembly.

- For delegations of more than one person, the remainder of the delegation will be seated at the back of the hall. We thank you for your understanding.
- Observers with speaking rights, will be seated in rows behind Members from Categories A, B and C and will have a speaking device made available to them.
- Council members will be sitting on the first row of the Members' Assembly Hall.

## Results

Votes from Members in Category B and votes from Members in Category C will be counted together to produce a combined voting result (combined vote) (Art.30bis).

Unless provided otherwise in the Statutes, decisions of the World Congress shall be taken by a simple majority of votes cast in Category A, and in Categories B and C combined (Art.31).



Abstentions shall not be counted as votes cast (Art.32).

Voting results will be announced in the sitting following each vote. As per Rule 71 of the [IUCN Statutes](#), except for (a) secret ballot votes under Rule 70 and (b) votes for elections at the World Congress under Rules 74–81, the complete voting record of each IUCN Member at the Members' Assembly shall be made available, within 24 hours or as soon as the voting system permits after each sitting, to all Members.

## Publication in the Proceedings

Please note that the following information will be published in the Congress Proceedings: first and last name of the Head of Delegation (only for Members being onsite); Name of the Member organisation; IUCN Statutory State (according to IUCN Statutes) of the Member organisation.

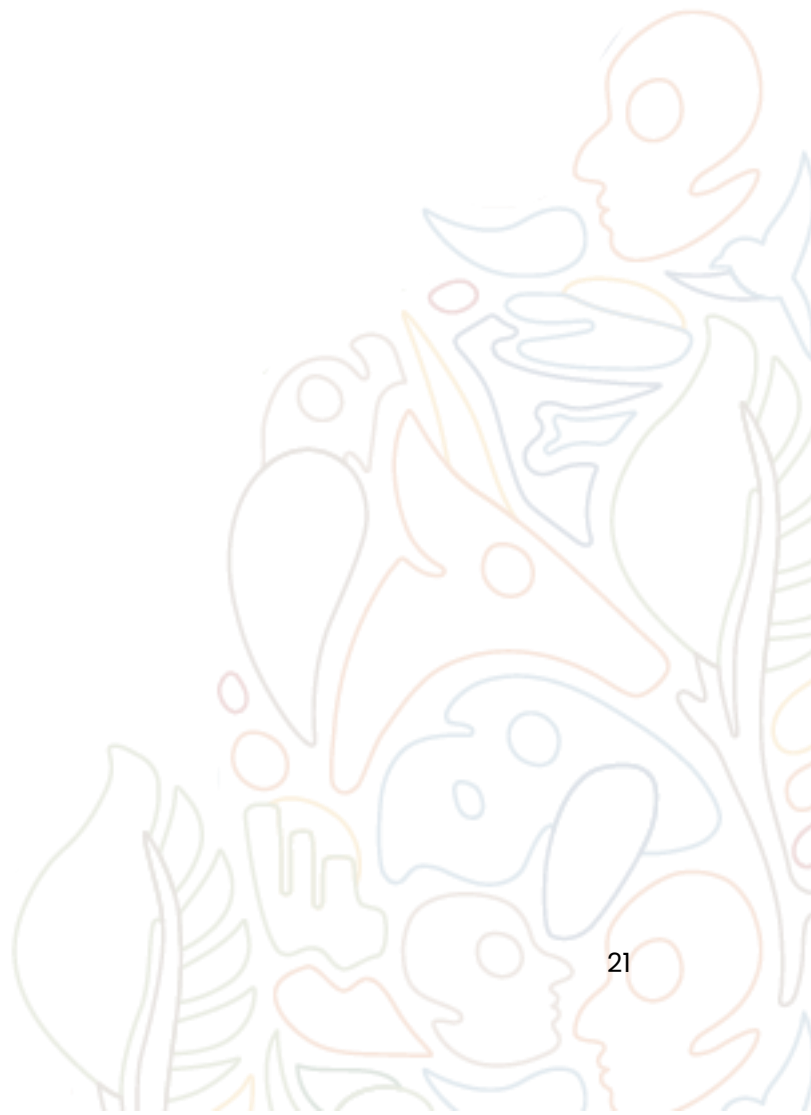
## Reference documentation

We also recommend that you read/familiarise yourselves with the following:

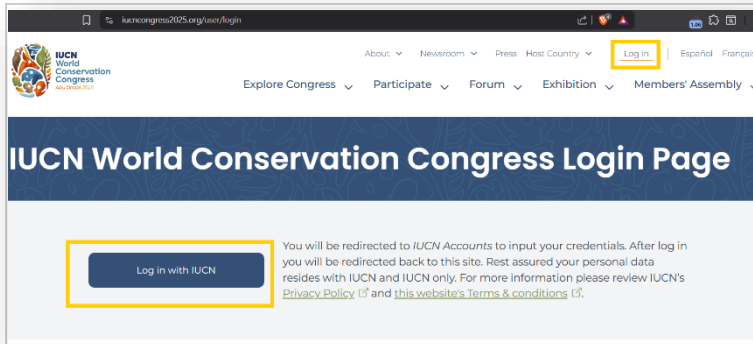
- [Congress Programme](#)
- [Congress documents](#)
- [Motions](#)
- [IUCN Statutes, including Rules of Procedure of the World Conservation Congress, and Regulations](#)
- [The candidates for election to the IUCN Council 2025–2029](#)



## Annex. Step by step process for online accreditation system

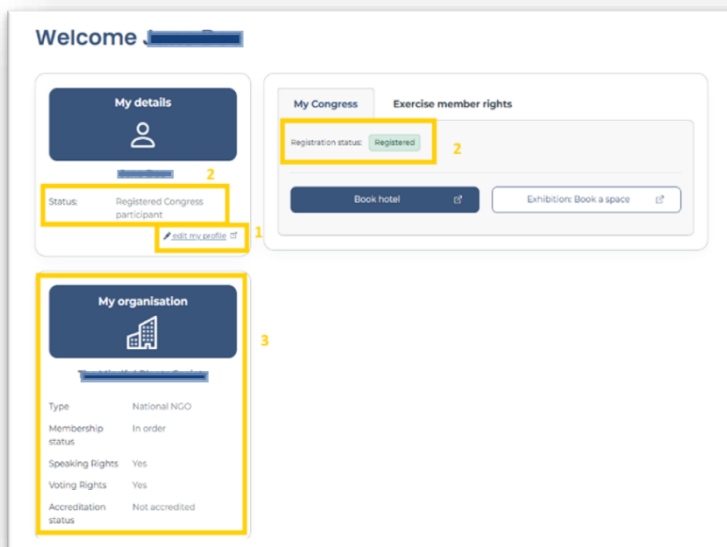
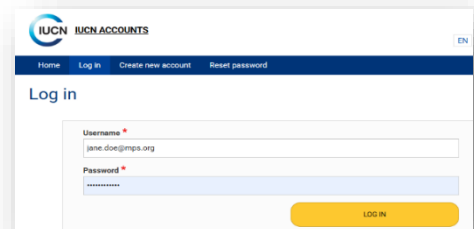


## 1. Access the accreditation platform through your account on Congress Website



### 1. Log into the **IUCN Congress website** by using your IUCN Credentials.

- Click **"Login" tab** to open the identification page
- Click **"Log in with IUCN" button** to access to your IUCN profile
- Enter your **IUCN username/password**



### 2. Access to your IUCN Congress account

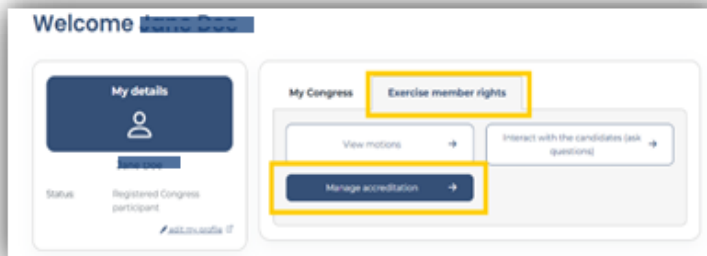
Your Profile Homepage is displayed as follows, on which you can:

Under **My details**:

1. Edit your profile
2. Check your registration status

Under **My organisation**:

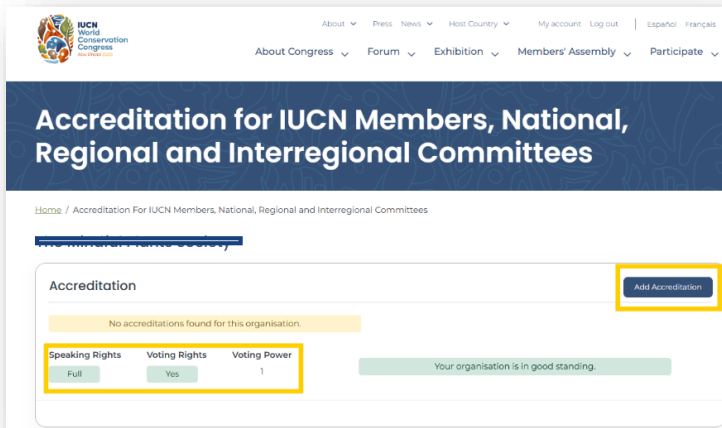
3. View relevant information on your organisation / institution / Committee including your current Membership dues status, voting and speaking rights



### 3. Access the accreditation platform through "Exercise Members' tab

- Select **"Exercise member rights"**
- Click on **"Manage accreditation"**

## 2. From the homepage of the accreditation platform:



### 1. View your rights and create an accreditation

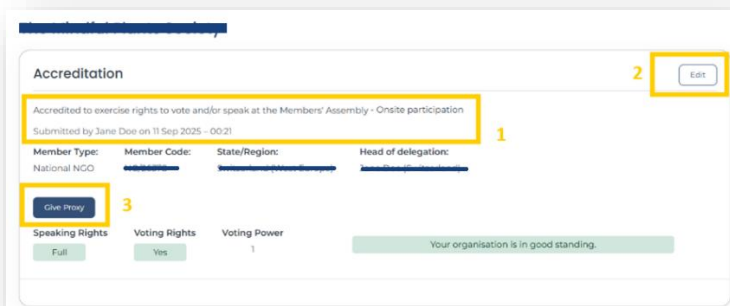
#### Rights

- Information on your voting and/or speaking rights.

#### Accreditation

- Click **"Add Accreditation"** to create your accreditation (it will indicate "no accreditation found" if you have not yet submitted your accreditation)

Once you will have created an accreditation, the following will be displayed:



### 2. View and edit your accreditation

1. **View** your accreditation information
2. **Edit** your accreditation to **select or change the Head of Delegation**
3. **Give a proxy**

**Accreditation** Edit

Accredited to exercise rights to vote and/or speak at the Members' Assembly - Onsite participation

Submitted by: [Redacted]

Member Type: National NGO    Member Code: [Redacted]    State/Region: [Redacted]    Head of delegation: [Redacted]

**Proxy Votes**

Given to Interregional Committee [Redacted] 1 2 Revoke

Sitting: Entire Assembly

Speaking Rights	Voting Rights	Voting Power
Full	Yes	1

Your organisation is in good standing.

### 3. View a proxy you would have given and revoke it as necessary

1. **View** the details of a proxy you would have given
2. As necessary, you can **"Revoke"** a proxy you would have given

**Interregional Committee** Edit

Accredited to exercise rights to vote and/or speak at the Members' Assembly - Onsite participation

Submitted by: [Redacted]

Member Type: -    Member Code: [Redacted]    State/Region: [Redacted]

Head of delegation: [Redacted]

**Proxy Votes**

Received from [Redacted] (Voting power 1) 1 2 Reject

Sitting: Entire Assembly

Speaking Rights	Voting Rights	Voting Power
Limited	No	-

### 4. View a proxy you would have received, and reject it as necessary

1. **View** the details of a proxy you would have received
2. Click on **"Reject"** if you wish to reject a proxy you would have received

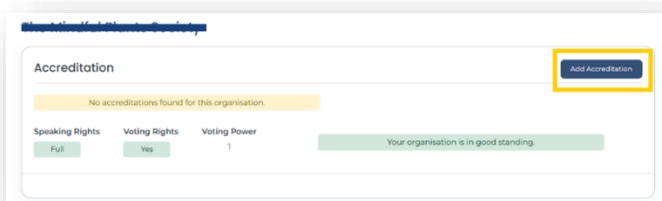
### 3. How to create a new accreditation

There are the two possible options:

1. Exercise rights to vote/speak at the Members' Assembly, or
2. Do not exercise rights for the Members' Assembly if you wish to express that you do not want to participate to the Members' Assembly.

- **Only official roles of eligible Members/Committees can create or edit an accreditation.**
- **At any stage of the process, the person who creates the accreditation, the Head of delegation and other official roles of the Member organisation/institution or Committee will receive an e-mail confirmation.**

## TO ACCREDIT TO EXERCISE RIGHTS AT THE MEMBERS' ASSEMBLY



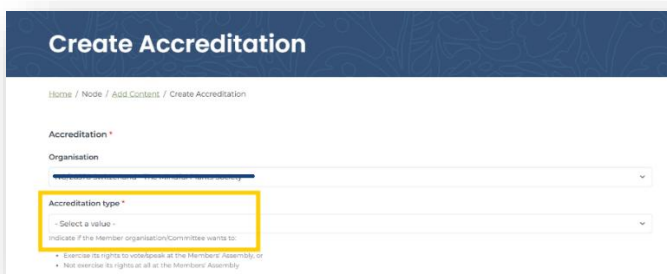
Accreditation

No accreditations found for this organisation.

Speaking Rights: Full | Voting Rights: Yes | Voting Power: 1 | Your organisation is in good standing.

**Add Accreditation**

- Click on **"Add Accreditation"**



Create Accreditation

Home / Node / Add Content / Create Accreditation

Accreditation \*

Organisation

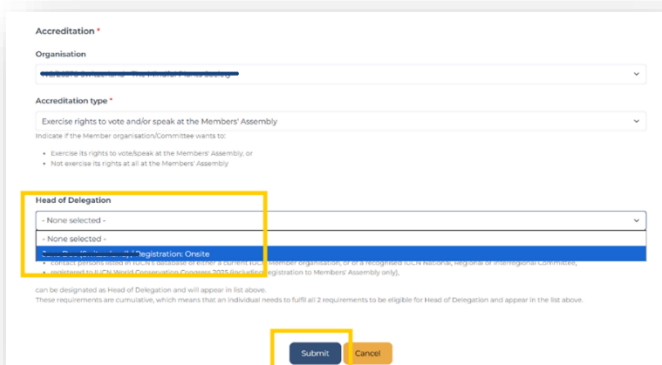
Accreditation type \*

Select a value

Indicate if the Member organisation/Committee wants to:

- Exercise its rights to vote/speak at the Members' Assembly, or
- Not exercise its rights at all at the Members' Assembly

- Select the **Accreditation Type "Exercise rights to vote and/or speak at the Members' Assembly"**



Accreditation \*

Organisation

Accreditation type \*

Exercise rights to vote and/or speak at the Members' Assembly

Indicate if the Member organisation/Committee wants to:

- Exercise its rights to vote/speak at the Members' Assembly, or
- Not exercise its rights at all at the Members' Assembly

Head of Delegation

None selected

None selected

Registration, Onsite

can be designated as Head of Delegation and will appear in list above.

These requirements are cumulative, which means that an individual needs to fulfil all 2 requirements to be eligible for Head of Delegation and appear in the list above.

**Submit** **Cancel**

- Select a **Head of delegation** from the list displayed
  - only contact from your organisation existing in IUCN database AND registered to Congress will appear on the list
  - The list of contacts we have in our database can be updated through your organisational profile on the Union Portal or by contacting your Membership Focal Point.
- Click on **"Submit"** to get accredited


Accreditation Accreditation of the IUCN World Conservation Congress has been created.

X

➤ A **confirmation message** should appear



## TO ACCREDIT NOT TO EXERCISE RIGHTS AT THE MEMBERS' ASSEMBLY



Accreditation

No accreditations found for this organisation.

Speaking Rights: Full, Voting Rights: Yes, Voting Power: 1, Your organisation is in good standing.

**Add Accreditation**

Should you wish to express that you do not want to participate to the Members' Assembly:

- Click on **"Add Accreditation"**



Create Accreditation

Home / News / Add Content / Create Accreditation

Accreditation \*

Organisation \*

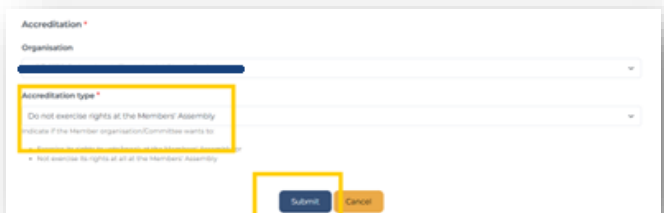
**Accreditation type \***

Set to a value \*

Indicate if the Member organisation/Committee wants to:

- Exercise its rights in connection of the Members' Assembly
- Not exercise its rights at all at the Members' Assembly

- Select the **Accreditation Type: "Do not exercise rights to at the Members' Assembly"**



Accreditation \*

Organisation \*

**Accreditation type \***

Do not exercise rights at the Members' Assembly

Indicate if the Member organisation/Committee wants to:

- Exercise its rights in connection of the Members' Assembly
- Not exercise its rights at all at the Members' Assembly

**Submit** **Cancel**

- Click on **"Submit"** to get accredited

Accreditation Accreditation of [MIP 2025 Sub-committee for the MIP 2025 Directs Committee](#) has been created.

- A **confirmation message** should appear

#### 4. How to manage proxy

Once your organisation/institution is accredited, if it has voting rights, it can also assign a proxy. Proxies can be for the entire Member's assembly or one or more specific sittings.

- Proxy actions (assigning, revoking or rejecting) can only be done through the [accreditation home page](#).
- In all below-mentioned cases, the proxy giver/holder will be notified by e-mail.

## Assigning a proxy

[Home](#) / Accreditation For IJCN Members, National, Regional and Interregional Committees

**Accreditation** Edit

Accredited to exercise rights to vote and/or speak at the Members' Assembly - Onsite participation

Submitted by: [redacted]

<b>Member Type:</b>	<b>Member Code:</b>	<b>Status/Region:</b>	<b>Head of delegation:</b>
National NGO	[redacted]	[redacted]	[redacted]

**Give Reply**

<b>Issuing Rights:</b>	<b>Voting Rights:</b>	<b>Voting Power:</b>	<b>Your organisation is in good standing.</b>
Full	Yes	1	

- Click on **"Give proxy"**

# Create Proxy votes

[Home](#) / [Node](#) / [Add Contents](#) / [Create Proxy Votes](#)

## Proxy Giver

[Add New Proxy Giver](#) / [Delete Proxy Giver](#) / [Edit Proxy Giver](#)

### Proxy Holder \*

Name selected:

NG1	<a href="#">View Details</a>
NG2	<a href="#">View Details</a>
NG3	<a href="#">View Details</a>
NG7	<a href="#">View Details</a>
NG8	<a href="#">View Details</a>
NG9	<a href="#">View Details</a>

\*Note: Proxy holders are automatically added when a proxy holder is added to the system. Proxy holders are allowed to receive a proxy and to appear in list above.

- Under **Proxy Holder**, select the organisation to receive your proxy.
- Use the search box to limit the options
  - Only **accredited** organisations with full voting and speaking rights, or **accredited Committees of your country/region** will appear on the list

You may revoke your proxy at any time until 19:00 CST (Abu Dhabi time) of the day before the sitting.

Select proxy scope \*

☒ Entire assembly

☐ Specific sittings

Submit

Cancel

- Select the **Scope of you proxy**
  - **Entire assembly:** This will apply to all sittings
  - **Specific sittings:** You will need to select at least one sitting to assign when this proxy will be assigned

Select proxy scope \*

☐ Entire assembly

☒ Specific sittings

Proxy sitting

Thu, Oct 9	Mon, Oct 13	Tue, Oct 14	Wed, Oct 15
<input type="checkbox"/> 1st Sitting (14:00-17:00 CST)	<input checked="" type="checkbox"/> 2nd Sitting (9:00-13:00 CST)	<input checked="" type="checkbox"/> 5th Sitting (9:00-13:00 CST)	<input type="checkbox"/> 8th Sitting (9:00-13:00 CST)
	<input checked="" type="checkbox"/> 3rd Sitting (14:00-18:00 CST)	<input checked="" type="checkbox"/> 6th Sitting (14:00-18:00 CST)	<input type="checkbox"/> 9th Sitting (14:00-16:30 CST)
	<input checked="" type="checkbox"/> 4th Sitting (19:00-21:00 CST)	<input checked="" type="checkbox"/> 7th Sitting (19:00-21:00 CST)	

## Revoking a (given) proxy

Accreditation

Edit

Accredited to exercise rights to vote and/or speak at the Members' Assembly - Onsite participation

Submitted by: [Redacted]

Member Type:	Member Code:	State/Region:	Head of delegation:
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Proxy Votes

Given to Interregional Committee for:  
Sitting: Entire Assembly

Select

Speaking Rights

Voting Rights

Voting Power

Full

Yes

1

Your organisation is in good standing.

# Revoke a proxy

[Home](#) / [Proxy Action](#)

- Are you sure that you want to revoke the proxy?
  - Once you click "YES, REVOKE". This action cannot be undone. A notification email will be sent to the organisation to which you previously gave proxy.
  - If you REVOKE a proxy vote, the organisation to whom you gave a proxy, will be notified by e-mail.

YES, REVOKE

NO

- Click on **"Submit"** to assign the proxy

➤ A **confirmation message** should appear

As the proxy giver

- Click on **"REVOKE"** to revoke your proxy vote
  - You may revoke the proxy vote to either exercise your rights yourself or because you want to change the Member/Committee you have given your proxy vote to. This is true both for the entire assembly or for specific sittings
- Click **"YES, REVOKE"** to confirm or "no" to go back

## Rejecting a (received) proxy



Interregional Committee [redacted]

**Accreditation** Edit

Accredited to exercise rights to vote and/or speak at the Members' Assembly - Onsite participation

Submitted by [redacted]

Member Type: [redacted] Member Code: [redacted] State/Region: [redacted]

Head of delegation: [redacted]

**Proxy Votes**

Received from [redacted] 1

Sitting: Entire Assembly

2 Reject

Speaking Rights: Limited Voting Rights: No Voting Power: [redacted]

### *As the proxy receiver:*

- Click on **"REJECT"** to reject the received proxy vote
  - You may prefer to reject the proxy vote, if you don't want to vote on the Member's behalf at the Members' Assembly. Voting differently than the proxy giver on specific questions put to the vote, may be a reason for rejecting the proxy. Refer to details on proxy allocation in these Guidelines.
- A **confirmation message** should appear