



THE IUCN WORLD CONSERVATION CONGRESS

Accreditation Guidelines for the IUCN Members' Assembly

1. Introduction

The guidelines on the accreditation process are for IUCN Members, recognised National and Regional Committee and observer delegations, wishing to exercise their rights during the IUCN World Conservation Congress, taking place in Marseille, France from 3 to 10 September 2021. The Members' Assembly will be held from 8 to 10 September.

The purpose of these Guidelines is to provide delegates¹ with comprehensive information about the accreditation process, allowing them to exercise their rights at the Member's Assembly during Congress. This document, prepared by the IUCN Secretariat, explains the process for accreditation and provides detailed guidance on the Accreditation platform, available by logging into the [IUCN Congress Portal](#).

Each IUCN Member organisation/institution with voting and/or speaking rights and each recognised National/Regional Committee, and observer delegations with speaking rights must get accredited through the Accreditation platform. The platform, which is based on the [IUCN's Statutes](#), the Rules of Procedure of the World Conservation Congress ("Rules of Procedure") and Regulations.

¹ All participants from a Member or observer organisation/institution or from a National/Regional Committee registered to attend the Members' Assembly are considered as official delegates

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2. The accreditation process in a nutshell - getting accredited

Why?

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

Throughout the 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 Members take part in the voting of the Members' Assembly, the more democratic legitimacy the decisions adopted during the vote will acquire.

Who?

In order to get accredited, IUCN Members, National/Committees and observer delegations must meet specific requirements as per the [IUCN Statutes](#). These are described on Page 6.

Members from Category A, B and C, that have paid their membership dues up to and including 2020, recognised National/Regional Committees and observer delegations are invited to exercise their rights in person in the Members' Assembly. We recommend Members who cannot participate in person to give a proxy vote to another Member eligible to vote or to a National/Regional Committee from the same region. In both cases, the accreditation is mandatory.

Any person attending the IUCN World Conservation Congress must register through the [IUCN Congress website](#). However, **only accredited** IUCN Members, recognised National/Regional Committees and observer delegations **can exercise their voting and/or speaking rights during the Members' Assembly**. Member delegations who are not physically present at Congress but who nevertheless wish to exercise their voting rights at the Members' Assembly do not need to register for Congress, but must get accredited and allocate a proxy.

How?

All Members, recognised National/Regional Committees and observer delegations, meeting the above requirements, and who wish to exercise their voting and/or speaking rights in person or by proxy, **must get accredited through the Accreditation platform**, which can be accessed online upon login to the [IUCN Congress Portal](#). This platform allows official representatives of Members and Committees² to **create a new accreditation, edit an existing submitted accreditation or manage proxy votes**. For more detailed information, please refer to the [Annex: Step by step process for online accreditation system](#).

When?

We recommend that you get accredited by **1st August 2021**.

The Accreditation platform will remain opened and accessible prior to and during Congress. However, it is recommended that Members, recognised National/Regional Committees and observer delegations get accredited **before the start of the Congress at the latest**. This means that in order to be able to exercise their rights, all Members that have not paid their membership dues up to and including 2020, must process the payments of any outstanding dues, early enough to guarantee reception of the payments by IUCN Headquarters by **20 July 2021**.

Note that payments received after this date might not enable IUCN's accounting and accreditation systems to synchronise to allow Members to timely obtain the pre-programmed speaking/voting cards which they will need in the Members' Assembly room in order to exercise their speaking/voting rights.

² Official representatives are described on pages 7 & 8.

3. Purpose of the accreditation

The purpose of accreditation is to ensure that:

- only Members with voting rights³ can vote at the Members' Assembly and that all Members may speak.
- only Heads of Delegation who have been duly designated by their organisation/institution and who have registered to the Congress can exercise their Members' voting and/or speaking rights at the Members' Assembly.
- only recognised National and Regional Committees may speak at the Members' Assembly.
- only observers that comply with the provisions of the IUCN Statutes and Regulations and that are duly authorized by their organisation/institution may speak at the Members' Assembly.

4. Participation, voting and speaking rights, in the Members' Assembly

The Member's Assembly is constituted of Member, National/Regional Committee and observer delegations. Participants in the Members' Assembly are:

- **Category A Members (States and government agencies)** - with voting right² and speaking rights, if duly accredited;
- **Category B Members (National and international NGOs)** - with voting right² and speaking rights, if duly accredited;
- **Category C Members (Indigenous Peoples' Organisations)** - with voting right² and 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 23 July 2021 - with speaking rights, if duly accredited;
- **Observers – including Honorary Members, Patrons, members of Commissions, non-Member States**, referred to in Rules 8 to 10 - no voting or speaking rights;
- **Not-recognised National and Regional Committees** - no voting or speaking rights;
- **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;
- **Representatives of the press accredited by the Director General** - no voting or speaking rights;
- **Secretariat Staff** - no voting or speaking rights.

²Members in categories A, B and C have voting rights providing they have fully paid their membership dues up to and including 2020.

5. Number of votes, cast of votes and results

Members that have fully paid their membership dues up to and including 2020 have the right to vote and/or speak if duly accredited:

- **Category A:**
 - Each State Member has three votes. However, one vote shall be exercised collectively by the GA Members, if any, of that State. If there are one or more GA Members in a State Member, they exercise the collective vote⁴. If there is no GA Member in the country, the State Member keeps the 3 votes.
 - Government Agency Members of IUCN (one or more) within a State which is not a Member of IUCN collectively have one vote.
- **Category B:**
 - National non-governmental organisations have 1 vote.
 - International non-governmental organisations have 2 votes.
- **Category C:**
 - Indigenous Peoples' Organisations have 1 vote.
- **Category D:**
 - Affiliate Members have the right to speak at the Members' Assembly, but do not have the right to vote.

An electronic voting system will be provided in the Members' Assembly room at Congress for Members to cast their votes. Members who cannot participate in-person must allocate their proxy vote to another Member eligible to vote or to a National/Regional Committee from the same country/region. **Members unable to participate in person will not be able to vote remotely.**

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).

Voting results will be projected immediately on the screen of the plenary after each vote. As per Rule 71(bis) 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 and Regulation 40bis, 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.

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).

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

More information on the use of the voting/speaking card is available on page 12.

NOTE: Representatives selected for the Sponsored Members Programme are reminded that participation in at least 75% of the votes in Members' Assembly is a commitment. Failure to comply will be reported to IUCN Council and will affect the Member's eligibility for sponsorship for the next IUCN World Conservation Congress and the preceding Regional Conservation Fora. Please contact your [Membership Focal Point](#) for any questions.

⁴ Process for allocation of collective vote is described on page 7

6. Payment of Membership dues and related rights

All IUCN Members in Category A, B and C eligible to vote, i.e. which have paid their membership dues in full up to and including 2020, are strongly encouraged to exercise their Members' rights by participating at the Members' Assembly at the Congress in Marseille. IUCN Members in Categories A, B and C with outstanding dues will only have speaking rights but not on matters related to elections, motions and voting, as stated by Article 13 (a) of IUCN Statutes, i.e. they will have limited 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.

Please note that Members "not in order" with their membership dues must still get accredited in order to receive a recognition card for the right to speak (limited speaking rights).

Members, "not in order" with the payment of their membership dues up to and including 2020, who would like to get full voting and speaking rights for Congress, must process the payments of any outstanding dues, early enough to guarantee reception of the payments by IUCN Headquarters by **20 July 2021**. This will allow sufficient time for recording the payments in Member's account and for the synchronisation of the IUCN systems, which will enable the accreditation with all their rights, in due course by Members.

7. Process the accreditation for in-person participation

We recommend that you get accredited by 1st August 2021.

What do Members participating in-person have to do to be duly accredited?

1. **Assign a Head of Delegation** (refer to page 9) through the [Accreditation platform](#), after having selected the option "Exercise rights in person at the Members' Assembly"
2. **Register the Head of Delegation** to the Congress and **pay the related registration fee** (unless Head of Delegation is sponsored)
3. **Be "in order" with their membership dues up to and including 2020, to have voting and speaking rights** (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. **Payments must be received by IUCN Headquarters by 20 July 2021 at the latest. Note that payments received after the deadline might not allow Members to get accredited with all their rights ahead of the Members' Assembly.**

Members "not in order" with their membership dues, wishing to express their speaking rights during the Assembly must still be accredited.

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

The authorized representatives are;

- **Head of Organisation, Primary contact, Additional primary contact(s), Authorized vote holder, Financial contacts, additional Financial contacts** (holding these official roles within the organisation/institution)
- **the Head of Delegation** (only if holding one of the above mentioned roles).

If necessary, these roles may be allocated through the [Union Portal](#) or by contacting the [Membership Focal Point](#). If the person you want to nominate as Head of Delegation is not listed in the IUCN database, you will have the possibility to add them. It is important to note that **only designated “Heads of Delegation” will be allowed to exercise the Members’ rights at the Members’ Assembly.**

Official representatives connected to several Member organisations and/or National/Regional 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. They will need to create **an accreditation for each Member/Committee that the representative wants to exercise its right for.**

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

What do Government Agencies (GAs) have to do to be duly accredited?

In addition to the above steps for Members, when two or more Government Agencies (GAs) in the same State are IUCN Members, these GAs shall inform the Secretariat by e-mail accreditation@iucn.org if the GA holding the collective vote has changed since the last online vote⁵. If no communication is received, that GA will be allocated the collective vote automatically. When a State Member wishes to exercise the collective vote of the GAs, a proxy must be allocated by the GAs through the online system. Please contact accreditation@iucn.org in such case. Refer also to information on page 9 for allocation of proxies.

What do recognised National/Regional Committees participating in person have to do to be duly accredited?

- **Assign a Head of Delegation** (refer to page 9) through the [Accreditation platform](#), after having selected the option “Exercise rights in person at the Members’ Assembly”
- **Register the Head of Delegation** to the Congress and pay the related registration fee (unless Head of Delegation is from a sponsored Member organisation).

⁵ GAs with no voting power will have the right to speak on all issues of the Congress agenda, providing they have no outstanding dues.

Only a duly authorized representative of a recognised National/Regional Committee can create and/or edit an accreditation through the Accreditation platform. The authorized representatives are:

- Chair, Board members, Primary contact and Additional primary contact(s), **Financial contacts, additional Financial contacts** (holding these official roles within the Committee)
- **the Head of Delegation** (only if holding one of the above mentioned roles).

If necessary, these roles may be allocated through the [Union Portal](#) or by contacting the [Membership Focal Point](#). If the person you want to nominate as Head of delegation is not listed in the IUCN database, you will have the possibility to add them. 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.**

What do you need to do if you would like to be recognised as an observer at the Members’ Assembly?

- **Non-Member States, Honorary Members and Patrons:**

Send a letter signed by the Head of the institution, Honorary Member or Patron requesting to participate as observer at the Members’ Assembly. In the case of Non-Member States, the letter should indicate the name and contact details of the Head of Delegation (person who will represent the institution).

To be recognised as an observer with the right to speak in person at the Members’ Assembly?

- **All organisations with which IUCN has formal working relationships:**

- 1) Send evidence of the formal working relationship established with IUCN **by 23 July 2021** and name of IUCN focal point. For this purpose, formal working relationships are defined as contracts, Memorandum of Understanding, Letters of Intent or any other sort of written agreement. These documents do not need to be legally binding or otherwise enforceable.
- 2) Send a letter signed by the Head of the organisation (CEO, etc) requesting a recognition card for the right to speak at the Members’ Assembly. The letter should indicate the name and contact details of the Head of Delegation (person who will represent the organisation and receive the card onsite).

All the requested documents should be sent to accreditation@iucn.org by **23 July 2021** at the latest.

The requesters will be informed if they are granted the observer status and/or will receive a recognition card for the right to speak. The list of observers who receive a recognition card for the right to speak at the Members’ Assembly will be published on the [IUCN Congress website](#).



Designate a Head of Delegation

Members and recognised National/Regional Committees who wish to exercise their voting and/or speaking rights in person at the Member's Assembly, are requested to designate, through the Accreditation platform, a Head of Delegation, who will be representing the Member organisation /institution at the Members' Assembly. Only the assigned "Head of Delegation" will receive the voting/speaking card to vote and/or speak on behalf of the Member/Committee he/she is representing.

Governmental Members may wish to **appoint a representative from an Embassy in France or other European countries** (eg in France, UN Mission Geneva, Brussels). To do so, they can add that person as a member of Staff of their organisation via the [Union Portal](#) or [Membership Focal point](#). NGOs/IPOs can do likewise by accrediting individuals residing in Europe as their organization's Head of delegation.

Members and Committees are encouraged to nominate women as Heads of Delegations in order to ensure an appropriate gender representation at Congress. They also recommend to favour nomination of representatives who are vaccinated against COVID-19 ([refer to French Government Regulations in place](#)) and who already have a Schengen visa to facilitate entry in France. More information on visas is available [here](#).

Members who cannot participate in person are strongly recommended to give their proxy vote to another Member eligible to vote or to a National/Regional Committee from the same country/region (see next section).

Please note that even if the Authorized vote holder assigned for the last online voting on selected items of the Congress agenda, which took place in January-February 2021, is the same person who will be designated as Head of delegation for the Congress, Members and recognised National/Regional Committees which want to vote and/or speak at Congress must designate a Head of delegation through the online Accreditation system.

8. Allocation of proxy votes for Members not participating in-person (or for particular sittings)

If you cannot participate in person at the Members' Assembly, we recommend that you get accredited/decide on your proxy allocation by 1st August 2021.

Member delegations who wish to exercise their voting rights at the Members' Assembly but that will not be present in person at Congress, or for a particular sitting, must still get accredited through the Accreditation platform. This can be done by giving a proxy vote to another accredited Member representative who is physically present and eligible to vote or to an accredited and physically present representative of a recognised National/regional Committee of the country/region of the Member delegation giving the proxy (Rule 66(d)).

The Head of Delegation of the Member organisation/Committee holding the proxy must be accredited and registered to Congress.

In order to be valid, all proxies must be allocated/received by Members/Committees through the [Accreditation platform](#). Proxies may be revoked/reallocated or rejected at any time prior to and during the Assembly. **If done during the Assembly, the change will only be valid from the next day if done before 17h00 Marseille time.**

Important information regarding allocation of proxy votes:

- 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, having selected the accreditation type “**Exercise rights by giving a proxy vote**” on the [Accreditation platform](#)).
- In order to receive one or more proxies⁶, 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 authorization of the proxy giver (Rule 66(e)). 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.
- No delegate may use the voting/speaking card of another delegation without having been given a proxy from that delegation through the Accreditation system.
- Members not able to be onsite are recommended to allocate their proxy to the same Member/Committee for the whole of the Members’ Assembly. Members onsite wishing to give their proxy, are recommended to do it for a minimum of two sittings on the same day.
- **Government Agency (GAs) holding the card with the collective vote** for all GAs in that State shall obtain the agreement of the other GAs in that state before giving a proxy to another Member/Committee. At Congress, only those GAs present need to give consent – Rule 66bis. **A written confirmation must be sent to accreditation@iucn.org with a copy to all respective GAs.**
- **Member organisations/institutions, whose participation at Congress is sponsored by IUCN**, are not allowed to 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 authorized representative of the Member organisation must inform accreditation@iucn.org and the respective [Membership Focal Point](#) or go directly to the Accreditation Desks onsite (located in the Members’ Lounge), to communicate the name of the Member/Committee they would like to give their proxy to.

Before giving a proxy through the Accreditation platform, **proxy givers are recommended to select proxy holders whose vote on specific questions put to the vote, are likely to be the same. If a proxy holder anticipates that her/his vote will be different from that of her/his proxy giver, he/she may ask for a “correction card”. Such proxy holders are encouraged to inform accreditation@iucn.org ahead of the Congress if possible by 1st August 2021 so that cards can be programmed accordingly in due time.**

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

⁶ There is no limit to the number of proxies a Member/Committee can receive but refer information on next page.

Management of proxy votes onsite

- If all the proxy votes to be cast by a proxy holder (including their own vote) on any given question put to the vote, are identical, a single electronic card will be issued to the proxy holder, on which all proxy votes have been pre-programmed. The total number of votes (including the proxies) will be automatically counted by the voting system.
- In cases when organisations/Committees are holding proxies with different votes (i.e. when Members giving proxies have given voting instructions to the proxy holder and the latter happens to vote differently, proxy holders will be able to ask and receive a “correction card” allowing them to enter those different votes in the voting system at the time of the vote. This means that more than one card may have to be used for each vote. When proxy votes to be cast by a Member/Committee are different and several cards have to be used, time for voting may be extended upon request.
- A training session will be held before the beginning of the Members’ Assembly, **for delegations carrying more than 5 proxies**, in order to make themselves familiar with the voting system and the use of the “correction cards”. They are requested to contact accreditation@iucn.org in order to be invited for the training.
- The Secretariat is responsible for making available an electronic voting system in accordance with the Statutes and Rules of Procedure. 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 71bis. Except for elections and other secret ballots, proxy givers will therefore be able to see how their proxy holder has voted on their behalf.

If necessary, **changes to the assigned Head of Delegation and/or proxy, happening prior to and during Congress, may be made through the Accreditation platform** at any point by a duly authorized representative of the Member organisation or of the recognised National/Regional Committee.

Any changes onsite can be made through computers available in the Accreditation area in the **Members’ Lounge** or from your laptop directly.

The Members’ Assembly of the IUCN World Conservation Congress includes nine sittings in total. The draft agenda is available [here](#). **Any changes for the next day sittings must be made through the Accreditation system, the evening before by 17h (Marseille time). In case changes are to be made for afternoon sittings only (not recommended), these must be made by 8h (Marseille time) the same day at the latest.**



9. Practical information

Speaking/voting cards, electronic device and seating allocation

Any duly accredited Member, recognised National and Regional Committee and observer delegation is represented by a unique “Head of Delegation” at the Members’ Assembly. Therefore, **only assigned “Head of Delegation” (through the Accreditation platform), without any exception, will be provided with an electronic card to be able to exercise their rights at the Members’ Assembly.** In particular, a voting/speaking card (for Member organisations: Categories A, B and C) for the right to vote and/or speak; or a recognition card (for Committees and Observers) for the right to speak at the Members’ Assembly, as specified in the IUCN Statutes and Rules of Procedure.

Each of the voting/speaking cards are programmed in advanced according to the accreditation data registered through the Accreditation platform and contains relevant information (name on organisation/institution or Committee, number of votes, etc, proxy vote allocation, speaking rights, etc.) of the accredited Member, recognised National/Regional Committees and observer delegations. The card must be inserted in an electronic device to exercise voting and/or speaking rights at the Members’ Assembly. The card will register the data on the cast of the votes automatically.

One fixed voting/speaking device will be made available to each accredited Member delegation of Categories A, B and C. Devices will be placed on designated tables at the front of the Members’ Assembly hall. For sanitary reasons following the COVID-19 pandemic and the requirements by the French Government, please note that only the Head of Delegation (a **maximum of one (1) person**) **may sit at the front of the hall.** There will be assigned fixed seating for each delegation for the duration of the Assembly. Information on seat allocation will be communicated in due course. 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.

More detailed information on the voting/speaking device will be available in a guidance document on voting and elections at the IUCN World Conservation Congress which will be circulated by 3 August 2021.

NOTE: When a Member/Committee or observer is given the floor to speak during the Assembly, the name of the organisation/Committee displayed on the screen will be in one of the IUCN official languages (English, French, Spanish). If the name of the organisation/Committee is registered in IUCN database in a different language, the name will be displayed in English by default.

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/institution; IUCN Statutory State (according to IUCN Statutes) of the Member organisation/institution.



Collection of voting/speaking cards onsite

Please note that **electronic voting/speaking cards will be handed exclusively to the assigned Head of delegation, duly accredited through the Accreditation platform.** They will be **allowed to collect them, upon presentation of their badge to be collected first from the Registration desks.** Such representatives will receive one voting and/or speaking card per delegation they represent.

The cards shall be **collected** from the **Accreditation desk in the Members' Lounge**, located on the ground floor of HALL 9, Palais des Congrès, Parc Chanot. The opening hours will be:

03.09: 08h00-17h00
04.09– 06.09: 08h00-19h00
07.09: 08h00-20h00
08.09 –10.09: 08h30-19h00

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 located in the Members' Lounge or at the Voting card replacement 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. All cards will have to be returned at the end of the Members' Assembly for recycling.

10. Additional documentation

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

- [Congress agenda and documents](#)
- [Motions](#)
- [IUCN Statutes, including Rules of Procedure of the World Conservation Congress, and Regulations](#)
- [The candidates for election to the IUCN Council 2021-2024](#)
- Guidance on voting and elections at the IUCN World Conservation Congress (*available by 3 August*)

11. Troubleshooting

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

For any other questions and inquiries, related to Congress in general, please contact congress@iucn.org.

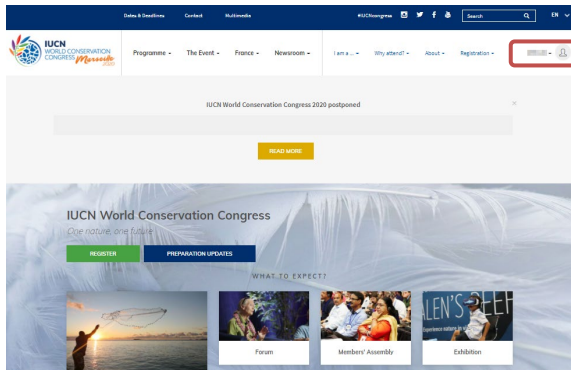
12. Annex. Step by step process for online accreditation system

SEE NEXT PAGE

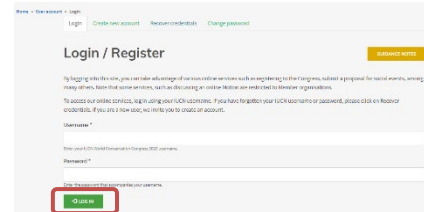
ANNEX : STEP BY STEP PROCESS FOR ONLINE ACCREDITATION SYSTEM

Access and connection through IUCN Congress Website

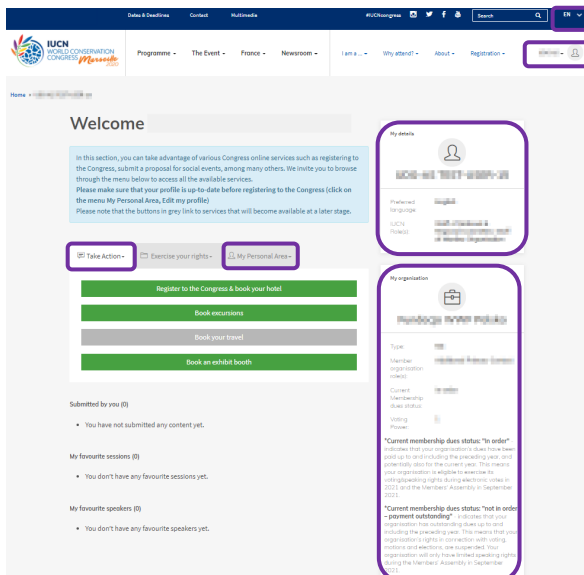
1 Log into the [IUCN Congress website](#) (add a link) by using your IUCN Credentials.



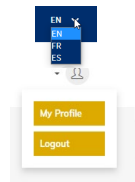
Click “Login” tab. Enter your IUCN username/password and click “LOG IN” button to access to your IUCN profile.



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



Select your preferred language (if not done under step 1)



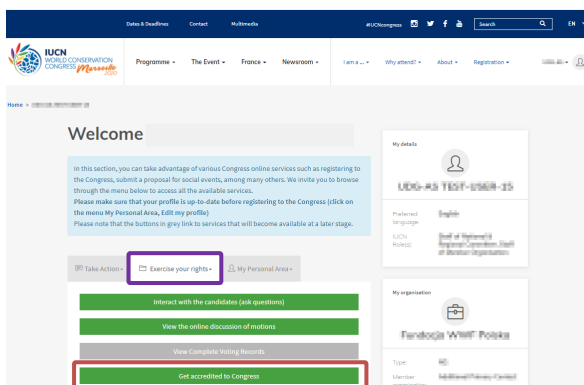
Access My profile if you want to Log out the session

View My details to see your profile details

Under My organisation - view relevant information on your organisation / institution / Committee including your current Membership dues status, voting and speaking rights.

Select sections Take Action or My Personal Area to view/edit details related to Congress and your own profile.

2 In order to access the Accreditation platform and get accredited, you must:



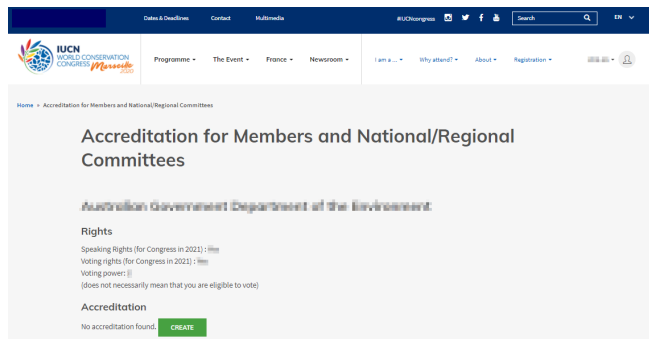
Select Exercise your rights and click on “Get accredited to Congress”

Accreditation platform - Homepage

When you reach the Accreditation platform homepage, you can:

- view your rights (fig.1)
- create an accreditation (fig.1) or
- view or edit your accreditation details (once the accreditation has been created) – fig 2

Fig. 1.



Rights

- Information on your voting and/or speaking rights.

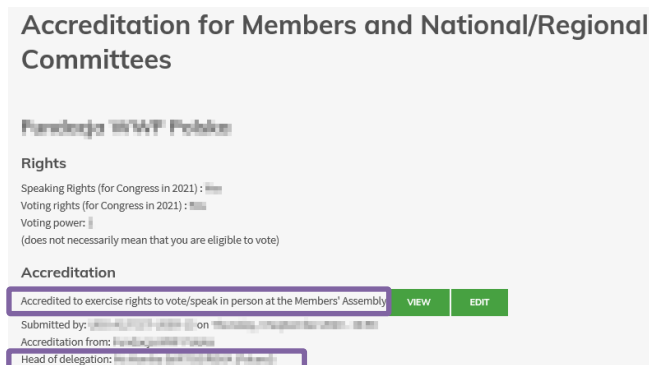
Accreditation

- **CREATE** a new accreditation
(it will indicate “no accreditation found” if you have not yet submitted your accreditation)

Once you will have created an accreditation (**refer to next section on steps to create the accreditation**), the following will be displayed, depending on the accreditation type selected.

1. If accredited to **exercise rights in person** at the Members’ Assembly, you can:

Fig. 2



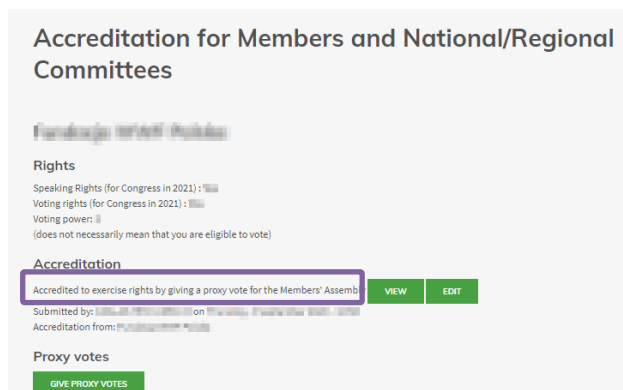
Rights

- See information on your **voting and/or speaking rights**

Accreditation

- **VIEW/EDIT** the information on existent accreditation *(if already submitted)*.
- See information on **the designated “Head of Delegation”**

2. If accredited to **exercise rights by giving a proxy vote** for the Members’ Assembly, you can:



Rights

- See information on your **voting and/or speaking rights**.

Accreditation

- **VIEW/EDIT** the information on existent accreditation *(if already submitted)*.

Proxy Votes (if applicable)

- **GIVE PROXY VOTES**
(option will not be visible to Affiliates and Members “not in order” with their dues).
- **REJECT/REVOKE PROXY**
(option visible ONLY if proxy votes are involved (sent or received a proxy vote – see below).

Create a new accreditation

There are three possible options:

1. Exercise rights to vote/speak in person at the Members' Assembly or
2. Exercise rights by giving a proxy for the Members' Assembly
3. Do not exercise rights for the Members' Assembly

!! Only official roles of Members/Committees can create or edit an accreditation. Refer to section 7 of these Guidelines.

IMPORTANT: At any steps 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.

1. To EXERCISE RIGHTS IN PERSON AT THE MEMBERS' ASSEMBLY, you must create an accreditation as follows:

The screenshot shows the IUCN website's accreditation page. The header includes the IUCN logo and navigation links. The main content area is titled "Accreditation for Members and National/Regional Committees" and features the "Australian Government Department of the Environment" as the user. Under the "Rights" section, it lists speaking and voting rights for the 2021 Congress. The "Accreditation" section shows "No accreditation to" with a red-bordered "CREATE" button.

3 Click on **CREATE**

The screenshot shows the "Create Accreditation" form. The "Organisation" field is filled with "AUSTRALIAN GOVERNMENT DEPARTMENT OF THE ENVIRONMENT". The "Areas of work" field is highlighted with a red box. The "Accreditation Type" dropdown is set to "Exercise rights to vote/speak in person at the Members' Assembly" and is also highlighted with a red box. The "Head of delegation" field is highlighted with a red box. At the bottom, the "SUBMIT" button is highlighted with a red box. The form includes various instructions and important notes, such as the requirement for a maximum of three representatives and the need for written confirmation for delegations of more than three people.

4 Select **Areas of Work** (up to three)

5 Select the **Accreditation Type:** "Exercise rights to vote/speak in person at the Members' Assembly"

6 Select a **Head of delegation** from the list displayed (*) (*Heads of delegation must [register to Congress](#)*)

7 Select the **Delegation size** (*ensure you read important note in system*)

8 Click on **"SUBMIT"** to get accredited (*ensure you read important note in system before you submit*)

(*) If the person you want to assign as Head of Delegation for your organisation/Committee is not among the list displayed, you must:

Head of delegation

Head of Delegation *

The person I'm looking for is not listed

Select a Head of Delegation from the list above.

If the person you want to assign as Head of Delegation for your organisation/Committee is not on the list, click on "The person I'm looking for is not listed" and fill in the information required to create this contact and assign them as your Head of Delegation. Also, you will be requested to create a new account here <https://www.iucncongress2020.org/ucan/login>

Please make sure that the Head of Delegation representing the Member organisation or National/Regional Committee at the Members' Assembly is registered for the Congress. <https://www.iucncongress2020.org/registration/register-now>

First name

Last name

E-mail

Gender

- None selected -

Country

- None selected -

Click on “The person I’m looking for is not listed”

Fill in the information required for the new contact/Head of delegation

Click on “SUBMIT” to get accredited

!! In order to process the accreditation, please make sure that the assigned Head of Delegation creates an account through the [IUCN Congress Portal](#). Once the account is created, the IUCN Accreditations team will link the Head of Delegation to your accreditation. You will receive an e-mail confirmation once your accreditation is duly completed.

IMPORTANT: The list of contacts displayed is the one that we have in our database which is also visible and can be modified through your organizational profile on the [Union Portal](#) or by contacting your [Membership Focal Point](#).

2. To EXERCISE RIGHTS BY GIVING A PROXY VOTE FOR THE MEMBERS’ ASSEMBLY, you must create an accreditation as follows:

IUCN WORLD CONSERVATION CONGRESS *Memphis 2020*

Programme • The Event • France • Newsroom • I am a ... • Why attend? • About • Registration •

Home • Accreditation for Members and National/Regional Committees

Accreditation for Members and National/Regional Committees

Australian Government Department of the Environment

Rights

Speaking Rights (for Congress in 2021) • [link](#)

Voting rights (for Congress in 2021) • [link](#)

Voting power: [link](#)

(does not necessarily mean that you are eligible to vote)

Accreditation

No accreditation found. [CREATE](#)

3 Click on **CREATE**

Create Accreditation

Accreditation

Organisation *

Areas of work *

Choose some options

Please select up to three areas of work that your organisation/institution is involved in

Accreditation Type *

- Exercise rights by giving a proxy vote for the Members' Assembly
- Do not exercise rights for the Members' Assembly

1. Exercise rights to vote, speak in person at the Members' Assembly or

2. Give a proxy vote to another Member organisation/Committee that is physically attending the Members' Assembly to vote on their behalf or

3. Not exercise its rights at all

Head of delegation

Please make sure that the Head of Delegation representing the Member organisation or National/Regional Committee at the Members' Assembly is registered for the Congress. <https://www.iucncongress2020.org/registration/register-new>

Important Notes

Please note that by creating this accreditation and clicking the "SUBMIT" button below, you agree and acknowledge that the following information will be published as part of the Members' Assembly Proceedings: first and last name of the Head of Delegation (only for Members being onsite); Name of the Member organisation/institution; IUCN Statutory State (according to IUCN Statutes) of the Member organisation/institution.

If you are not participating in the Members' Assembly but want to give a proxy vote, you will still need to create an accreditation. Once you have done so, you will be automatically taken to the homepage and you will be able to give a proxy vote.

For Government Agencies (GAs): Where there are two or more GA Members in the same State, these will be contacted by the IUCN Secretariat to establish which GA will hold the collective vote for all the GAs in that State. In cases where GAs do not provide this information, the GA that held the collective vote for previous electronic votes will be assigned the collective vote by default. During the accreditation process prior to Congress, GAs holding the collective vote for all GAs in that State shall obtain the agreement of the other GAs in that State before giving a proxy to another Member/Committee. Onsite, at Congress, only those GAs present need to give consent. In all cases, a written confirmation must be sent to Accreditation@iucn.org with a copy to all respective GAs. GAs with no voting power will have the right to speak on all issues of the Congress agenda, providing they have no outstanding dues.

By clicking the "SUBMIT" button, I confirm that I have read and understood this rule and that I have consulted with the other Government agencies Members of IUCN in my State before submitting this accreditation.

SUBMIT CANCEL

4 Select **Areas of Work** (up to three)

5 Select the **Accreditation Type**:
 "Exercise rights by giving a proxy vote for the Members' Assembly"

!! Any Member organisation/institution is able to give a proxy vote ONLY if it is "in order" with the payment of its membership dues, not attending under the Sponsored Members programme, and not a Member in Category D (Affiliates).

6 Click on **"SUBMIT"** to get accredited
(ensure you read important note in system before you submit)

Once done, the Accreditation Homepage is displayed as follows and you will be able to give your proxy vote and select the proxy vote holder. You must:

Accreditation for Members and National/Regional Committees

Content has been updated

Please select your proxy holder in section "Proxy votes"

Rights

Speaking Rights (for Congress in 2021):

Voting rights (for Congress in 2021):

Voting power:

(does not necessarily mean that you are eligible to vote)

Accreditation

Accredited to exercise rights by giving a proxy vote for the Members' Assembly

Submitted by:

Accreditation from:

Proxy votes

7 Click on **"GIVE PROXY VOTES"**
(option will not be visible to Affiliates and Members "not in order" with their dues)

Give Proxy Votes

Title *

Proxy by:

Proxy Giver

Independent Entity

Proxy Holder *

None selected

None selected

None selected

holder accepts to hold your proxy. The proxy giver must also agree with the proxy holder on how votes will be recorded for each decision. In the case the proxy holder votes differently to the proxy giver, a correction card must be requested from accreditation@iucn.org

Proxy vote status

Active

NOTE: Any Member organisation/institution is able to give a proxy vote ONLY if it is in order with the payment of its membership dues, not attending under the Sponsored Members programme, and not a Member in Category D (Affiliates). In order to give or receive a proxy vote, Members must first get accredited and be registered for Congress (Congress registration page). Proxy votes can be given either to another Member organisation eligible to vote and that will be physically present at the Members' Assembly or to an accredited representative of a recognised National/Regional Committee from the Member's country/region; (Rule 66 of IUCN Statutes).

Please note that a proxy allocated here will be valid for the whole duration of the Members' Assembly. If you want to give your proxy vote for a particular Sitting only, you need to allocate it during the Sitting taking place prior to the one you want to give it for and revoke it during that sitting or immediately after that Sitting has taken place. During the Members' Assembly, proxies can be allocated/changed at any time but will be valid only from the next Sitting.

SUBMIT CANCEL

8 Select a **Proxy Holder** from the list displayed

!! As long as Members/Committees have not "submitted" an accreditation by following the steps indicated under type of accreditation 1 (to exercise rights in person at the Members' Assembly), they will not be visible in the list of organisations /committees who can receive a proxy vote (proxy holders).

9 Click on **"SUBMIT"** to get accredited by giving a proxy vote

Management of proxy votes

Once your organisation/institution has given or received a proxy or that your National/Regional Committee has received a proxy, you will be able to manage proxy votes at any time (“revoke” it (for proxy giver) or “reject” it (for proxy holder)).

When a proxy vote is **given to a Member/Committee**, the Accreditation Homepage is displayed as follows **for the Member giving the proxy**:

The screenshot shows the 'Accreditation for Members and National/Regional Committees' page. A green banner at the top states: 'Proxy votes Proxy by: [Name] has been created.' Below this, the 'Rights' section lists speaking and voting rights for Congress in 2021. The 'Accreditation' section shows the member is accredited to exercise rights by giving a proxy vote for the Members' Assembly, with 'VIEW' and 'EDIT' buttons. The 'Proxy votes' section at the bottom shows 'Given to: [Name]' and a green 'REVOKE PROXY' button, which is highlighted with a purple box.

As the proxy giver, you can:

Click on “**REVOKE PROXY**” to revoke your proxy vote

Note: You may revoke the proxy vote to either attend the Congress in person/or particular sittings and vote yourself or because you want to change the Member/Committee you have given your proxy vote to.

When a proxy vote is **received from a Member**, the Accreditation Homepage is displayed as follows **for the Member/Committee who receives the proxy vote**:

The screenshot shows the 'Accreditation for Members and National/Regional Committees' page. A green banner at the top states: 'Candidate Member of Nature'. Below this, the 'Rights' section lists speaking and voting rights for Congress in 2021. The 'Accreditation' section shows the member is accredited to exercise rights to vote/speak in person at the Members' Assembly, with 'VIEW' and 'EDIT' buttons. The 'Proxy votes' section at the bottom shows 'Received from: [Name]' and a green 'REJECT PROXY' button, which is highlighted with a purple box.

As the organisation/institution /Committee receiving/holding the proxy vote, you can:

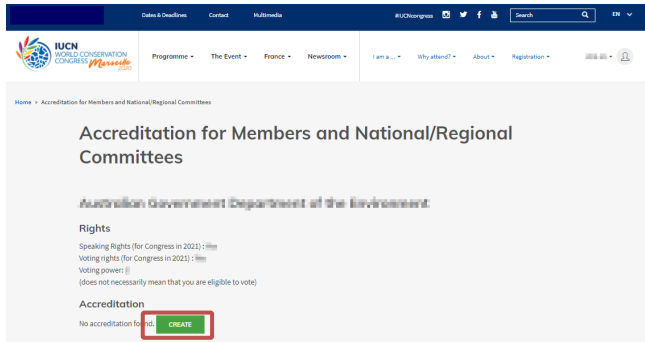
Click on “**REJECT PROXY**” to reject the proxy vote that has been given or allocated to you.

Note: 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.

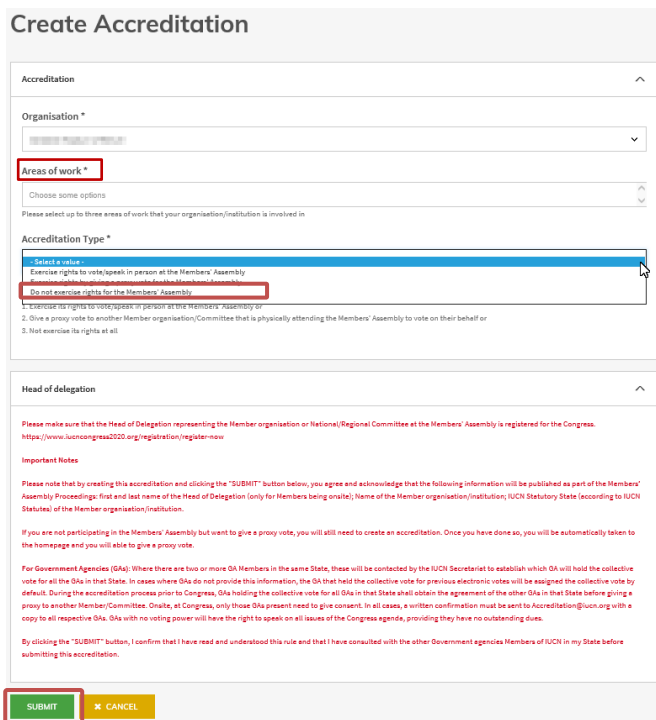
IMPORTANT: In all above mentioned cases, the proxy giver/holder will be notified by e-mail.

3. DO NOT EXERCISE RIGHTS AT THE MEMBERS' ASSEMBLY

You may also decide to not exercise your rights at the Members' Assembly by following the steps below. However, it is strongly recommended to select one of the first two options indicated above.



3 Click on **CREATE**



4 Select **Areas of Work** (up to three)

5 Select the **Accreditation Type**:
Do not exercise rights for the Members' Assembly"

6 Click on **"SUBMIT"**

View and/or edit existent accreditations

Once your organisation/institution/Committee is successfully accredited by following the previous steps, you will be able to:

- View and/or edit the information on the submitted accreditation.
- Manage proxy votes (if applicable)

Accreditation for Members and National/Regional Committees

Fundacja WNP Polska

Rights
 Speaking Rights (for Congress in 2021):
 Voting rights (for Congress in 2021):
 Voting power:
 (does not necessarily mean that you are eligible to vote)

Accreditation
 Accredited to exercise rights to vote/speak in person at the Members' Assembly

Submitted by: on at

Accreditation from:

Head of delegation:

You can:

Click on **“VIEW”** to see information on your accreditation

Click on **“EDIT”** to modify your accreditation

The following pages will be displayed according to your selection:

Accreditation of

Submitted by on at

Organisation:

Member category:

Accreditation Type:

Head of Delegation:

Delegation size:

Voting Power:

Statutory State:

Member Category Code:

Areas of work:

Edit Accreditation Accreditation

Accreditation

Organisation *

Areas of work *
 Choose some options

Please select up to three areas of work that your organisation/institution is involved in

Accreditation Type *

1. Exercise its rights to vote/speak in person at the Members' Assembly
 2. Exercise rights by giving a proxy vote for the Members' Assembly
 3. Do not exercise rights for the Members' Assembly

4. Exercise its rights to vote/speak in person at the Members' Assembly or
 5. Give a proxy vote to another Member organisation/Committee that is physically attending the Members' Assembly to vote on their behalf or
 6. Not exercise its rights at all

Head of delegation

Head of Delegation *

Select a Head of Delegation from the list above.
 If the person you want to assign as Head of Delegation for your organisation/Committee is not on the list, click on "The person I'm looking for is not listed" and fill in the information required to create this contact and assign them as your Head of Delegation. Then, you will be requested to create a new account here <https://www.congress2020.org/ce/login>

Please make sure that the Head of Delegation representing the Member organisation or National/Regional Committee at the Members' Assembly is registered for the Congress. <https://www.congress2020.org/ce/registration>

Delegation size *

How many representatives of your organisation will be participating in the Members' Assembly?

IMPORTANT! Please note that a maximum of three (3) people may all at the front of the hall. For delegations of more than three people, the remainder of the delegation will be seated at the back of the hall. This rule is subject to change due to new laws imposed by the French Government following the COVID-19 pandemic.

Important Note
 Please note that by creating this accreditation and clicking the "SUBMIT" button below, you agree and acknowledge that the following information will be published as part of the Members' Assembly Proceedings: First and last name of the Head of Delegation (only for Members being onsite); Name of the Member organisation/institution; IUCI Statutory State (according to IUCI Statutes) of the Member organisation/institution.

If you are not participating in the Members' Assembly but want to give a proxy vote, you will still need to create an accreditation. Once you have done so, you will be automatically taken to the homepage and you will still be able to give a proxy vote.

For Government Agencies (GAs): Where there are two or more GA Members in the same State, these will be contacted by the IUCI Secretariat to establish which GA will hold the collective vote for all the GAs in that State. In cases where GAs do not provide this information, the GA that held the collective vote for previous electronic votes will be assigned the collective vote by default. During the accreditation process prior to Congress, the GA holding the collective vote for all GAs in that State shall obtain the agreement of the other GAs in that State before giving a proxy to another Member/Committee. Once, at Congress, only those GAs present need to give consent. In all cases, written confirmation must be sent to Accreditation@iucn.org with a copy to all respective GA. GAs with no voting power will have the right to speak on all issues of the Congress agenda, providing they have no outstanding dues.

By clicking the "SUBMIT" button, I confirm that I have read and understood this rule and that I have consulted with the other Governing Body members of my organisation/institution before submitting this accreditation.

Modify if necessary:

- Accreditation type
- Head of Delegation
- Size of delegation

Click on **“Submit”** to update your accreditation