
**Sixth Meeting of the Advisory
Board of the Santiago Network**

SNAB/2026/06/05/Rev.2

24–26 March 2026
Geneva, Switzerland
Provisional agenda item 6.

26 March 2026

Procedures for observer participation in Advisory Board meetings

Final adopted version

Annex I: Procedures for observer participation in Advisory Board meetings

1. Accreditation

1. The Advisory Board recommends the Secretariat to continue issuing meeting notifications to the following entities, noting that this list may be updated by the Secretariat to allow for the future inclusion of other relevant stakeholders, as appropriate:
 - a. Parties and observer States.
 - b. United Nations system, specialized agencies, and admitted IGOs.
 - c. Non-governmental organizations (NGOs) admitted to the UNFCCC process. Notifications are shared via Constituency Focal Points for dissemination among the nine recognized constituent groups, i.e. BINGO, ENGO, Farmers, IPOs, LGMA, RINGO, TUNGO, WGC, and YOUNGO.
 - d. Santiago Network Members.
 - e. Santiago Network National Liaisons.
 - f. Relevant institutional counterparts from the FRLD and WIM ExCom.

2. Registration of in-person participants

2. The Advisory Board recommends that the Secretariat, in consultation with the Co-chairs, manage in-person observer representation by setting a minimum allocation of seats to different types of observers based on the specific venue capacity for each meeting.
 - a. For the accredited UNFCCC NGO constituency groups, allocations are self-managed by their respective Focal Points, who submit finalized lists to the Secretariat.
 - b. For actors that typically register individually (e.g. Parties, IGOs, and Santiago Network Liaisons and Members), seats are allocated on a first-come, first-served basis, subject to venue limitations.
3. To support effective capacity management, the Secretariat may apply additional logistical procedures, such as:
 - a. *Reminders*: The Secretariat may send standard reminders to constituency focal points before the registration deadline.
 - b. *Double Confirmation*: Registrants may be requested to re-confirm in-person attendance prior to the meeting. Failure to do so releases the seat to the waitlist.
 - c. *Accountability Measures*: An observer that confirms but fails to show (without notice) may be restricted to online-only participation for the subsequent meeting, barring exceptional circumstances beyond their control (e.g. unforeseen visa or travel disruptions).

4. In case of overflow of observer registrations following these measures, the Advisory Board invites the Secretariat to consult with the Advisory Board Co-Chairs to finalize observer registration with a view to ensuring balanced representation.

3. Management of in-person participants

5. In alignment with the Rules of procedure, which invite observers to provide technical expertise and inputs to the Advisory Board's deliberations, the Advisory Board recommends that the Co-Chairs manage interventions based solely on relevance to the specific agenda item and time availability, calling on observers who raise their hands (virtual or physical) in the order that best serves the discussion and considering the order in which hands were raised. This is intended to structure observer interventions in a way that provides inclusive, relevant input to the Advisory Board without disrupting the flow of the agenda.

4. Roles and engagement

6. The Advisory Board recommends that the Secretariat continues facilitating robust virtual access for observers through active online participation modalities, live streams, and live and on-demand meeting recordings.

5. Secretariat support

7. The Advisory Board recommends that the Secretariat continue providing support to facilitate observer engagement in Advisory Board meetings, including continuing to make available virtual facilitation modalities, encompassing the issuance of notifications for observers, issuance of visa support letters, and registration. In-person participation of observers is fully self-funded.

6. Confidentiality and conflict of interest

8. Any issues arising with respect to confidentiality and conflict of interest regarding observer participation are subject to review by the Conflict of Interest Committee, which may recommend additional procedures for consideration by the Advisory Board intersessionally.

7. Review of procedures

9. The Advisory Board may review and revise these procedures as appropriate, in accordance with its Rules of Procedure, taking into account operational experience and the evolving needs of the meetings.