

# UNEP Accreditation Guide

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29.07.2025

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Civil Society Unit - Governance Affairs Office - UNEP

# Why get UNEP Accredited?

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- Accreditation grants you consultative status with UNEP
- Participate in UNEP's agenda-setting, policy-making and decision-making processes.
- For example: Make oral statements at UNEA and send written statements to UNEA and UNEA subsidiary bodies.

# How to apply?

<https://accreditation.unep.org/Register>

1. Create an account on  
**UNEP's Accreditation  
Portal.**



**CREATE ACCOUNT**

By clicking "Create account" you are agreeing to the  
[Terms of Service](#) and [Privacy Policy](#).

Already have an account?  
[Sign in.](#)

**UN**   
**environment  
programme**

Civil Society  
Accreditation System

# How to apply?

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2. Attach a cover letter, with the organization's letter head, date and signature, a brief explanation of the organization's background and its national and international environmental work and why you would like to be UNEP accredited.
3. Attach a certified copy of constitution/charter and/or statutes
4. Attach a certified copy of the certificate of registration showing non-governmental status.
5. Attach proof of non-profit status, e.g. registration certificate and/or tax exemption certificate.
6. Attach a proof of engagement in the field of environment e.g. annual reports/conference and seminar reports, recent press releases and copies of media statements; newsletters and other periodicals
7. Provide account of the international scope of activities, e.g. headquarters and regional offices in different countries, evidence of engagement in more than one country, evidence of engagement with international organizations, activities that have an impact beyond one country

# UNEP Accreditation

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- Normal processing time for accreditation is 6 months.
  - For questions/inquiries, contact [unep-accreditation@un.org](mailto:unep-accreditation@un.org)
1. Submission of accreditation requests is open from 1 January to 30 June of each year(Deadline extended to August 31, 2025). After 30 June, organizations can create profiles and save those profiles. However, they will not be able to fill the fields or answer questions regarding accreditation until the module is enabled on 1 January of the following year
  2. Processing period of an accreditation request: 6 months from the date of submission provided all the necessary information has been submitted on the portal
  3. Documents not submitted in English: Organizations must provide official translations of all the documents that are not in English

# Engaging with UNEP: general rules

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- Accreditation is not a requirement for participation in the implementation of projects, programmes or partnerships with UNEP
- Representatives must comply with registration requirements and seating arrangements for any meeting
- Accredited organisations and their representatives should act in accordance with relevant rules of procedure

# Engaging with UNEP: meetings you can attend

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- Preparatory stakeholder meetings to UNEA such as Regional Consultative Meetings (RCM) and the Global Major Groups and Stakeholders Forum (GMGSF)
  - **UNEA-7: 1-12 December 2025**
  - Meetings of the Committee of the Permanent Representatives (CPR): subcommittee meetings (hybrid, not translated), quarterly meeting (hybrid, translated in 6 UN languages, online participants must speak in English), annual subcommittee and open-ended CPR (both hybrid, not translated)
  - Other meetings such as INC or the OEWG on SPP
  - The CSU also reaches out when UNEP offices are seeking MGS voices and inputs on specific issues
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# During CPR meetings



- Join in person or virtually
- Attend as observers. with the possibility of providing oral and written comments
- Relevant links are shared in the invitation email
- Preparation and inputs are channelled through the MGFC and their respective facilitators.



# Before and during UNEA

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## **Before UNEA**

- Participate in consultations on the UNEA theme, UNEA ministerial declaration, preliminary consultations on tabled resolutions and the Open-Ended CPR
- Participate in the Regional Consultative Meetings (RCM) and prepare for UNEA with civil society organizations in your region.
- Attend Ministerial Consultations as observer, exchange views with Governments present
- Propose official side events, or green room side events on topics relevant to the UNEA theme

## **During UNEA**

- Attend and make oral statements during the plenary sessions of the [Committee of the Whole](#)
- Exchange views and interact with Governments present
- Participate in the negotiations of resolutions as observers with the ability to intervene at the discretion of the chair.

# General advice

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**Oral or written statements should be concise**, to the point

and tailored to the audience and setting.

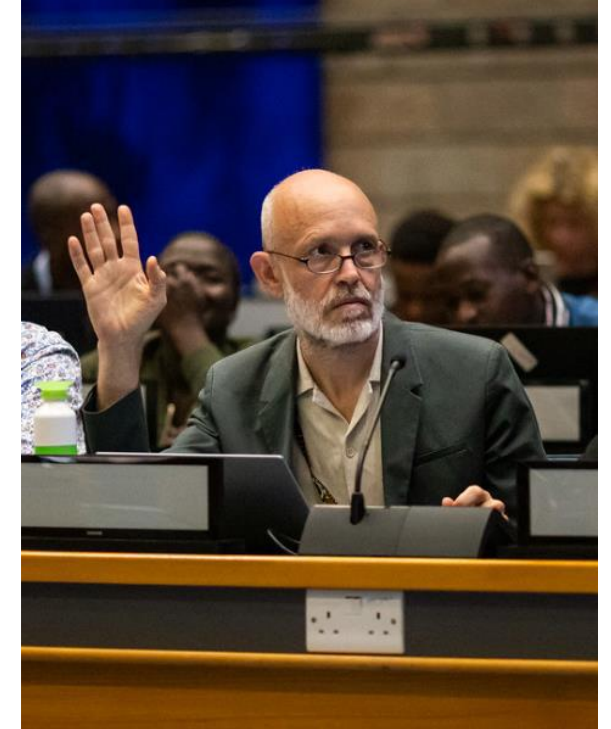
**Do not repeat previous points**, but rather seek to add to the

discussions

**Strive to create cohesion between MGS** – statements carry

more weight when endorsed by a larger group of stakeholders

**Shout out to MGS Champions amongst member states**



# Engaging with your Major Group and region

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- Find out who your Major Group Facilitator(s) and your Regional Facilitator(s) are and get in touch with them
- Participate in the elections: nominate, get nominated and vote
- Engage fully in your Major Group's activities.



# Keeping us updated

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- Contact us on [unep-civilsociety@un.org](mailto:unep-civilsociety@un.org)
- If you change email address - so we can update our mailing list
- If you change your website - so we can amend our directory
- Submit a report of your activities every 4 years – so we can maintain your accredited status

# Usage of UN and UNEP name and logo

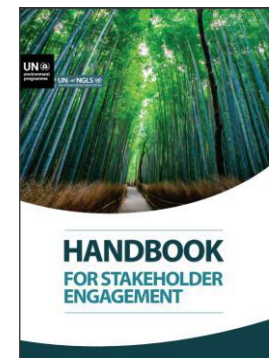
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- Kindly note that accreditation is solely for the purpose of engaging with UNEP's governing bodies and subsidiary bodies under UNEP's applicable rules and regulations.
- It **does not** imply formal support or endorsement of your organization's activities by UNEP or the United Nations.
- Please **refrain** from using the UNEP or UN name and logo in connection with your organization.

# Resources

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- Get relevant communication and information pertaining to events, conferences, webinars and other updates via emails from CSU and your co-facilitators (ensure your email address is correctly registered).
- Visit our [Civil society website](#) on a regular basis.
- Check the [Roadmap for Civil society](#) and the [Roadmap for Governing bodies](#) to be informed about upcoming meetings
- Visit the meeting portals for [Civil society](#) and for the [Governing Bodies](#) where documents such as the annotated agenda and the chair's summary are made available before or after the meeting
- Read our [Handbook for Stakeholder engagement](#)



# Thank you!

## Civil Society Unit

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