



Congress Accreditation – FAQ

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1. I do not know my login and password information, what shall I do?

Click on the link below the user login box on the accreditation homepage
(<http://portals.iucn.org/2012accred/>).

IUCN IUCN WORLD CONSERVATION CONGRESS JEJU 2012

Accreditation System

Home

Languages

- English
- Français
- Español

User login

Username *

Password *

[To register or recover your password click here.](#)

Log in

Welcome

Welcome to the online accreditation system for Members and observers!

All Members with voting and/or speaking rights, as well as observers with speaking rights* must submit a written statement of credentials before the IUCN World Conservation Congress opens on 6 September 2012 at 17:30, Korea Standard Time (UTC/GMT +9 hours) in order to exercise their right to vote and/or speak.

All Accreditation of observers with speaking rights: Please contact accreditationcongress@iucn.org to receive a login name and password for the accreditation system.

The IUCN Secretariat has taken a major step towards improving the accreditation process by creating this online system. The new system offers Members and observers the possibility to submit their statements of their statements of credentials and for Members to change their Heads of Delegation and manage their proxy votes (given and received) Committees.

- Please refer to the **Guidelines for Member and Observer delegates** for more detailed information.
- Please contact accreditationcongress@iucn.org if you have any questions.

IMPORTANT:

- Statement of credentials must be submitted before the IUCN Congress opens on 6 September at

Figure 1: Congress accreditation homepage

You will be able to request (or recover) your login information via the IUCN Accounts Management System.

IUCN IUCN ACCOUNTS MANAGEMENT

Home New Account

IUCN ACCOUNTS MANAGEMENT.

[APPLY FOR A NEW ACCOUNT OR LOST ACCOUNT](#)

[CHANGE PASSWORD](#)

[RECOVER PASSWORD \(EMAIL\)](#)

Figure 2: IUCN Web Accounts Management homepage

2. Why does my Member organization/institution have no speaking and voting rights?

You need to have completed the process for submitting your credentials in order to have speaking and/or voting rights. While you are still in the process of submitting your credentials, the system will not yet show voting or speaking rights.

Please note that Members must have paid their membership dues up to and including 2011 in order to have voting and speaking rights at the Members' Assembly.

3. I do not see the option to upload the statement of credentials?

If you are a Member, this is probably because your organisation/institution has not paid its membership dues entirely up to and including 2011.

If you are a National or Regional Committee, please contact accreditationcongress@iucn.org

If you are an Observer and wish to have speaking rights at the Members' Assembly, please contact accreditationcongress@iucn.org

4. How can I know the number of votes my organization/institution holds?

Members in the following categories have the right to vote:

- **Category A:** Governmental Members (States and government agencies):
 - Each State Member has three votes, one of which shall be exercised collectively by the Government Agency Members, if any, of that State. That is to say that a State Member has 3 votes, but if there are any government agency Members in that country, then 1 of the 3 votes is given to the government agencies and the State will exercise 2 votes instead of 3. If there are two or more government agencies in a country, they will have to share the 1 vote. If there is only one government agency, this agency will have 1 vote. If there is no government agency Member in the country, the State keeps the 3 votes.
 - Government Agency Members of IUCN within a State which is not a State Member of IUCN collectively have one vote.
- **Category B:** NGO and INGO Members:
 - National non-governmental organizations: each has one vote.
 - International non-governmental organizations: each has two votes.
- **Category C:** Affiliates

- Affiliate Members have the right to speak at the Members Assembly once they have been accredited, but do not have the right to vote.

The number of votes your organization holds is shown once you log in to the system:

Membership dues paid entirely up to and including 2011:

Yes

Speaking Rights:

No

Voting Rights:

No - 1 Vote(s)

Please note that if your Member organization is in arrears, you will not have speaking nor voting rights until you pay your dues.

5. I am a government agency (GA) and I have 0 vote, why?

All government agencies of a state share 1 vote (see FAQ 4). By default, when there are several GA within a state, all GA have 0 votes.

All governmental Members in countries where a vote is shared by several government agencies have been contacted by the Membership Unit by email to establish which governmental agency will actually be voting on behalf of the other agencies. If you have doubts about which government agency in your country is holding the vote, please write to accreditationcongress@iucn.org.

6. I am a state (ST) and I have 3 votes, can I split the votes?

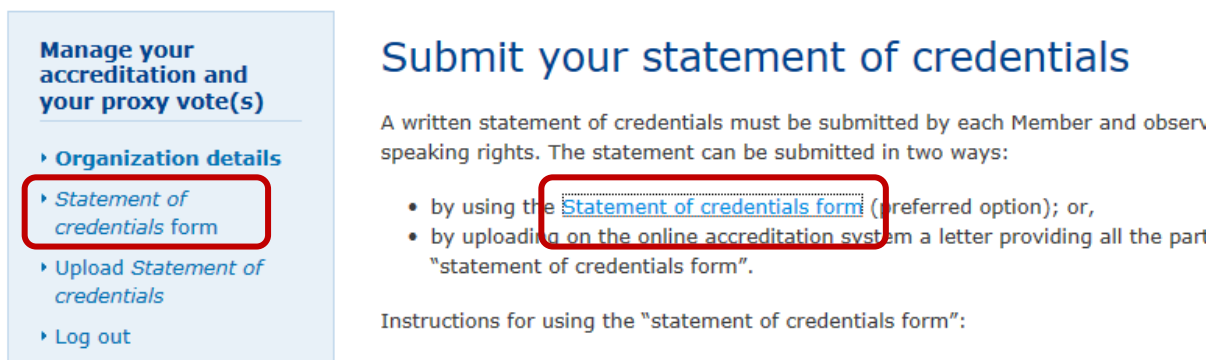
It depends.

If you are a State Member without a government agency, your 3 votes must be exercised collectively (e.g. either 3 yes, 3 no or 3 abstentions for motions).

If you are a State Member with one or several governmental agencies in the same country and if the government agencies in the country have indicated that their 1 vote was to be exercised by the State, you can split your votes as follows: 2 votes to reflect the vote of the State and 1 vote to reflect the opinion of the GA sharing the vote. If this is what you would like to do, please contact accreditationcongress@iucn.org as you will need to receive an additional card.

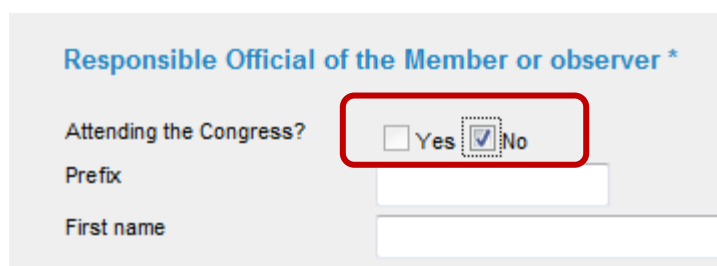
7. My organization/institution is not attending Congress, how should I submit our credentials?

Click on the link [statement of credentials form](#) on the left menu and then on the link to the form itself:



The screenshot shows a navigation menu on the left with the following items: 'Manage your accreditation and your proxy vote(s)', 'Organization details', 'Statement of credentials form' (highlighted with a red box), 'Upload Statement of credentials', and 'Log out'. The main content area is titled 'Submit your statement of credentials' and contains the following text: 'A written statement of credentials must be submitted by each Member and observing rights. The statement can be submitted in two ways: • by using the [Statement of credentials form](#) (preferred option); or, • by uploading on the online accreditation system a letter providing all the part "statement of credentials form".' Below this, it says 'Instructions for using the "statement of credentials form":'.

On the form, tick "no" when asked "attending the congress?"



The screenshot shows a form titled 'Responsible Official of the Member or observer *'. It includes the following fields: 'Attending the Congress?' with radio buttons for 'Yes' and 'No' (the 'No' button is selected and highlighted with a red box), 'Prefix', and 'First name'.

Once you have uploaded the statement of credentials, you will be able to give proxy votes. However, you will only be able to give proxies to Member organization / institutions that have submitted their credentials.

8. My organization/institution is not attending Congress, how can we vote?

Your Member organization can vote by proxy. To do so, you and the organization to which you want to give the proxy should both get accredited first.

Once both organizations are accredited, you can click on the link [give proxy votes](#) of the left menu.

9. Can a government agency (GA) receive proxy votes from an NGO? Are the votes counted in the correct house?

Yes, a GA can vote on behalf of an NGO if the NGO gives proxy to the GA to vote on its behalf. The vote of the GA is counted in the Governmental house (cat. A) and the vote(s) of the NGO is counted in the non-governmental house (cat. B).

10. Can an affiliate Member receive proxy votes?

No, proxies can only be given to Members with voting rights.

11. Can a National or Regional Committee (NRC) receive proxy votes?

No, proxies can only be given to Members with voting rights, but Members can nominate someone from a Committee as Head of Delegation for their organisation, which in turn can receive proxies from other Members.

12. I am the Head of delegation of a Member Organization as well as the Chair of a National or Regional Committee (NRC). How should I submit my credentials?

As the head of delegation of a Member organization, please submit your credentials via the online system (<http://portals.iucn.org/2012accred/>).

As the chair of an NRC, please contact accreditationcongress@iucn.org and fill up the form specific for NRCs.

13. What if the Head of the Delegation has to leave before the end of the Congress?

Two options are available for a Member and both can be done online:

1. The head of delegation can nominate another Member of its delegation as the new Head of Delegation
2. Your organization/institution can give the proxy to another Member to vote on its behalf.

Important: please note that both actions can be done during Congress (i.e. after the deadline to submit credentials) via the online system by the Head of Delegation, but they must be done before 5:30 pm Korean Time for these changes to be automatically activated on the voting/speaking cards the next day.

14. My Member organization holds many proxies. How can I vote?

Two options are available for a Member holding more than 3 proxies:

1. If all the votes to be cast by a proxy holder are identical, a single electronic card will be used and the total votes (including the proxies) will be automatically counted.
2. If a Member has provided specific voting instructions to the proxy holder, which differs from the other votes to be cast by the proxy holder, one or more additional "correction" card(s) will be produced so that the proxy holder can cast one or more vote(s) differently. The number of "correction" cards to be distributed will therefore depend on the number of proxy votes held by a given Member for votes which are to be cast differently.

Note that for Members holding more than three proxies with specific voting instructions (correction cards, as described in option 2 above), several voting machines will be made available to ensure a timely casting of votes. In order to ensure that 'big proxy holders' receive sufficient assistance; these delegations will be allocated specific seating in the plenary hall.

Please contact accreditationcongress@iucn.org

15. Why does my organization/institution's accreditation type show IUCN Member not attending Congress [no delegate(s) registered]?

The online system will automatically look into the registration system for all delegates from your organization/institution that both (i) completed their registration and (ii) registered for the "Member's Assembly".

If no delegate completed the registration yet for the Member's Assembly, your Member status will be *IUCN Member not attending Congress [no delegate(s) registered]*.

Once 1 or more delegates completed their registration, the status will change to *IUCN Member attending Congress [delegate(s) registered]* and the list of delegates attending will show in the column on the right side.

16. Still need help?

Please contact accreditationcongress@iucn.org