



The governments of the IOPC Funds Member States manage the organisations. Representatives of each State are invited to participate in the meetings of the governing bodies and it is vital that the views of all Member States are taken into account. A number of non-Member States and interested intergovernmental and non-governmental organisations also have observer status with one or more of the Funds, enabling them to participate in discussions at the meetings.

Participation at meetings

What to expect as a delegate



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SUBMITTING CREDENTIALS CORRECTLY

A checklist:

- They are provided in either English, French or Spanish
- They list the full and correct dates of the meeting
- They are signed by an appropriate person of authority
- They are addressed to the Director of the IOPC Funds
- They contain the correct address of the IOPC Funds
- They are submitted electronically via email or at the time of online registration
- They are submitted by the recommended deadline given

BEFORE THE MEETING



Using the Document Services website...

Register to attend the meeting

When: No later than one week before

Why:

- 1) For security/to gain access to the meeting;
- 2) to ensure your name appears on the official List of Participants to the meeting.

Download and review meeting documents

When: All documents are normally published no later than two weeks before the meeting in all working languages

Why:

Documents are not available in hard copy at the meetings, so it is important to access these online prior to the meeting.

Register for a Document Services account

When: Any time

Why:

- 1) To receive notification emails when new documents are published;
- 2) to create folders and store batches of documents;
- 3) to store previous registration details and register multiple participants at a time.

Download final Record of Decisions

The final Record of Decisions is published shortly after the meeting. This will include any amendments made to the draft document on the final day of the meeting.

DURING THE MEETING

ATTENDANCE

Be seated in the conference hall promptly

When: No later than 9.30am

Why:

To determine whether a quorum has been achieved for each of the governing bodies. Late arrivals on the first day can lead to an Assembly being unable to convene.

STATEMENTS

Forward any lengthy statements to the Secretariat by email to conference@iopcfunds.org

When: ASAP

Why:

- 1) To assist the interpreters who will be delivering your statement as you make it; and
- 2) for inclusion in the draft Record of Decisions (verbatim or summarised, specified at the time of the statement).

ADOPT THE RECORD OF DECISIONS

When: Final day of the meeting, available one hour before the session

Why:

To confirm all discussion and decisions from the meeting are accurately reflected.

AFTER THE MEETINGS

Stay in touch

Delegates are encouraged to remain in contact with the Secretariat between meetings for any enquiries and the exchange of useful information, such as updating of contact information or changes in position within a delegation.

Information on the next meeting of the IOPC Funds' governing bodies can be found on the **Governing Bodies page of the website**. Updates about upcoming meetings are also posted on Twitter: [@IOPCFunds](https://twitter.com/IOPCFunds)

For further information email conference@iopcfunds.org