

Guidelines for engaging new GEO Members, Participating Organizations, and Associates

This document is intended to provide guidance for **Regional GEOs representatives** as well as **National GEOs representatives** for engaging a prospective GEO Members, Participating Organizations, or Associates:

1. The Regional GEO Secretariats, Co-Chairs and other representatives support the promotion of GEO and the engagement of new members and partners within their respective regions. National GEO Principals, Focal Points and other representatives act as regional champions, driving engagement with potential members and partners.
2. A Regional GEO/National GEO representative receives an expression of interest from a government or other entity from their region to join GEO.
3. A Regional GEO/National GEO representative directs interested parties, preferably with an introduction, to the GEO Secretariat (at secretariat@geosec.org) to facilitate consultations.
4. The GEO Secretariat conducts its onboarding activities based on the category of the joinees: governments can apply to become Members, while other entities can apply to become Participating Organizations (intergovernmental or regional organizations with a global or regional mandate) and Associates (private sector or non-governmental, not-for-profit and civil society organizations with a national or sub-national mandate).
5. The GEO Secretariat's Member Services team follows up with prospective Member governments. The Operations team and the Communications and Partnerships team follow up with prospective Participating Organizations and Associates, as appropriate.

MEMBER GOVERNMENTS	PARTICIPATING ORGANIZATIONS AND ASSOCIATES
<ul style="list-style-type: none"> • The Secretariat carries out initial consultations with the interested Ministry/Agency and informs parties of the required details to continue the membership process. • The Secretariat receives contact information regarding the relevant Minister and Ministry from the interested government. • The Secretariat prepares and sends an official letter of invitation to the Minister from the Director of the Secretariat, along with a welcome package. • The welcome package contains a presentation on GEO (including guidance 	<ul style="list-style-type: none"> • The Secretariat carries out initial consultations with the interested entity and informs parties of the required details to continue the membership process. • The Secretariat shares the link to the online Application Form with the organization along with the necessary instructions and provides assistance in filling out the form, if necessary. • Once the Secretariat receives the applications from the entity, it: <ul style="list-style-type: none"> ◦ prepares a dossier for the approval by the Executive Committee, in the case of a Participating Organization

<p>on the role of Members in GEO's governance), GEO's Work Programme portfolio, the Member Registry Form, a sample letter to be sent back by the Ministry, and the Post-2025 Strategy.</p> <ul style="list-style-type: none"> • The timeline for the above steps is approximately 2 weeks. • Once the Secretariat receives official communication from the Ministry, with the application letter and a registry form, the membership to GEO is automatically formalized. The timeline for this depends on the Ministry. • Membership in GEO is open to all Member States of the UN and to the European Commission and does not require approval by the Executive Committee. • The new Member is announced at the next GEO Plenary. 	<ul style="list-style-type: none"> ◦ prepares a dossier for approval by the GEO Principal, and subsequently approval by the Executive Committee, in the case of an Associate. • The Executive Committee considers and approves (or rejects) the application at its subsequent meeting. Meetings are held quarterly, and applications need to be submitted at least three weeks in advance. • Upon receiving the approval of the Executive Committee (and GEO Principals where appropriate), the Secretariat follows up with the entity with a formal letter of recognition signed by the Secretariat Director, along with the request for additional information, such as the logo and the registry form. • The new Participating Organization or Associate is announced at the next GEO Plenary.
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Documents to be provided by interested parties: :

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<ul style="list-style-type: none"> • Application letter to GEO signed by a Minister/Cabinet level official • Member Registry Form 	<ul style="list-style-type: none"> • Application form (submitted online) • For Participating Organizations only: PO Registry Form, upon receipt of recognition letter • Logo of the entity

