

## Requirements for ICCR Observers

### Process:

1. **ICCR Communications:** all the communications in ICCR must be done in English.
2. **Annual Meeting:** a regulator must request participation in a letter to the current ICCR Chair no later than 3 months before the date of the ICCR Annual Meeting, including information about Industry Trade Association (ITA) participation. The number of participants allowed is described in the ICCR Standard Operating Procedures. If necessary, the letter must include the extra participants request with the respective justification.
3. **Quarterly Regulator-Industry Teleconferences:** a regulator must request or renew its participation to the current ICCR Chair no later than 1 month after the ICCR Annual Meeting. The regulator that attended the last ICCR Annual Meeting or participated in the previous cycle can renew its participation by e-mail while other regulators must do it by letter. The absence of an observer regulator in two consecutive teleconferences without justification will determine the exclusion of the observer regulator and the respective ITA from the ICCR activities during the current cycle.
4. **ICCR Working Group:** an ICCR observer regulator who requested participation in the quarterly regulator-industry teleconferences and wishes to participate in an ICCR Working Group must request it by e-mail to the current ICCR Chair no later than 1 month after the ICCR Annual Meeting.
5. **Transition from ICCR Observer to Member:** see “Process for ICCR Observer to Transition to ICCR Steering Committee Member” posted on the ICCR website.

### Priority to be confirmed as an ICCR Observer will be based on the following:

1. The regulator represents the regulatory authority that has a structure in place for cosmetics, including a definition of “cosmetic” that is aligned with that of the current ICCR Steering Committee Members.
2. The jurisdiction has a recognized representation (i.e. trade association(s)) for the cosmetic industry to act as a link for dialogue with the private sector and to provide industry/consumer advocacy data, information, and opinions during teleconferences, working group meetings, and the ICCR Annual Meeting.
3. Early submission due to potential meeting space limitations for the ICCR Annual Meeting.