

# **Guidance Note for Solicitations for Extension of Decade Actions' Endorsement**

**March 2026**

This document is intended for proponents of Decade Actions and explains how to request an extension to an approved Decade Action. It outlines the required submission steps and the review and approval pathways that apply depending on the type of Decade Action.

## **1. Purpose of the extension process**

If you are coordinating a Decade Action and would like to request for additional time to complete planned activities or achieve intended outcomes, you may request an extension to your approved timeframe. Please note that extensions are not automatic and are granted only following a formal review. The process described below is designed to ensure fairness, transparency, and continued alignment with the objectives of the Ocean Decade.

This guidance applies to all endorsed Decade Programmes, Decade Projects, and Decade Contributions.

## **2. How to submit a request**

All extension requests must be submitted through the official online extension request form. Requests submitted by email or through informal channels cannot be considered.

→ [Submit your extension request here](#)

When completing the online form, you will be asked to provide information on progress achieved to date, your proposed new end date, and any expected changes to scope, partnerships, or anticipated impacts. Providing clear and complete information will support an efficient review process.

You are strongly encouraged to submit your request well before the current end date of your Decade Action to allow sufficient time for assessment and decision-making.

## **3. Reviewing process**

Once submitted, your extension request will be reviewed to confirm that the Decade Action remains relevant, feasible, and aligned with Decade priorities. The review pathway depends on the type of Decade Action you are coordinating.

Extension requests may be approved as submitted, approved with conditions, or not approved. You will be informed of the outcome through official communication channels once the review process has been completed. Figure 1 below summarizes the review process for each type of Decade Action, which is explained in more detail in the topics below.

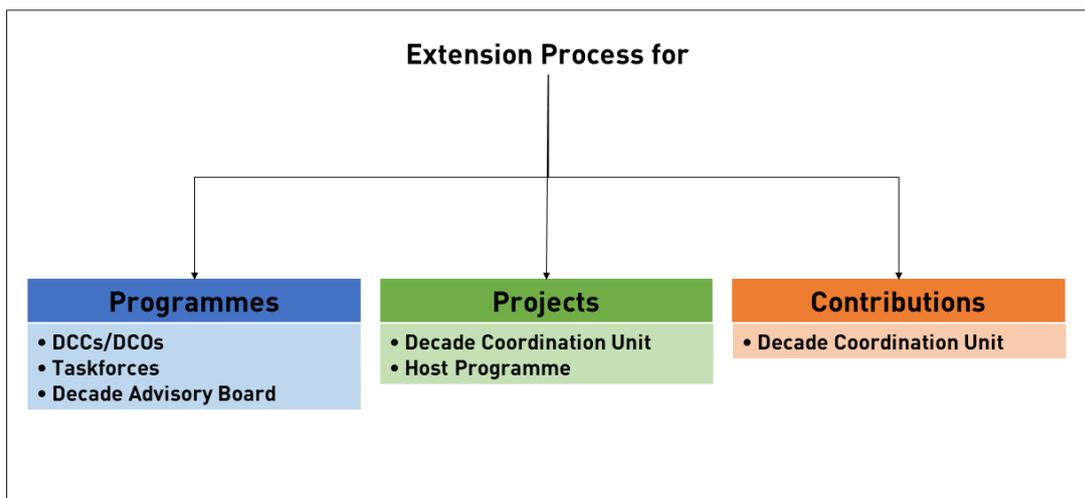


Figure 1. Summary of extension process for each type of Decade Action

### 3.a. Decade Programmes

If you are coordinating a **Decade Programme**, your extension request will undergo a multi-stakeholder review. Requests submitted through the online form will be reviewed by the relevant the Decade Collaborative Centres and/or Decade Coordination Offices, relevant Taskforces, and the Decade Advisory Board.

These bodies will assess the overall performance of the Programme, its strategic relevance, and its continued contribution to Decade objectives. Their input will inform the final decision by the IOC Executive Secretary on whether an extension is granted and whether any conditions apply.

### 3.b. Decade Projects

If you are coordinating a **Decade Project**, your extension request will be reviewed by the Decade Coordination Unit in coordination with the host Decade Programme under which your Project is endorsed.

This review will focus on progress achieved, consistency with the host Programme, and your Project's ability to deliver meaningful outcomes within the extended timeframe.

The final decision will be made by the IOC Executive Secretary.

### **3.c. Decade Contributions**

If you are responsible for a **Decade Contribution**, your extension request will be reviewed by the Decade Coordination Unit.

The review will focus on whether the Contribution remains relevant, feasible, and aligned with Decade objectives. A decision will be made based on the information provided in the online form and any additional clarification that may be requested from you.

The final decision will be made by the IOC Executive Secretary.

## **7. Communication of final decision**

The review process will be undertaken as quickly as possible but we recommend submitting your request 3 months before the end date of your Decade Action. You will be notified of the decision once the review process is complete by the Ocean Decade Coordination Team through the official email address ([oceandecade@unesco.org](mailto:oceandecade@unesco.org)). If your extension is approved, any conditions attached to the approval will be clearly communicated.

Approved extensions will be reflected in official Decade records and, where relevant, public-facing information. As a proponent, you remain responsible for implementing your Decade Action in line with the approved extension and for continuing to meet applicable reporting and coordination requirements.

If your extension is not granted, you will be notified of the feedback and will be redirected to formally close your Decade Action, by filling out a closing report.