

# GUIDELINES

## Association between the United Nations and Non-Governmental Organizations (NGOs).

This document was prepared by the NGO Section of the Department of Economic and Social Affairs (DESA). It contains guidelines for all non-governmental organizations and entities of the United Nations in consultation with each other. Please refer to the Table of Contents for information most relevant to you and your organization.

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The United Nations has maintained relations with non-governmental organizations representing the concerns of civil societies throughout the world ever since it was founded in 1945. The provisions for relations between the United Nations and NGOs are outlined in Article 71 of the United Nations Charter and in ECOSOC resolution 1996/31. The rights and privileges enumerated in detail in the resolution enable qualifying organizations to make a contribution to the work programs and goals of the United Nations.

NGOs are playing an increasingly more important role in forming policies that are changing the world today. NGOs influence decisions made by governments and diplomats and provide a voice for causes that would otherwise go unheard. The diversity of the world's NGOs and their perspectives is representative of the diversity and complexity of issues in the arena of international relations. Through its many specialized agencies, the UN is involved in numerous issues including international economic and social development, the promotion and maintenance of peace, establishment of international law and humanitarian assistance.

The United Nations helps to solve the problems facing the world today by facilitating communication and information exchange and promoting mutually supportive activities between diverse groups of state and non-state actors. The United Nations maintains close relations with thousands of NGOs around the world because NGOs play an important role in interactions between civil society and government. All organizations that act in the same spirit of cooperation and unity as the United Nations, regardless of size or influence, have a right to participate in international developments through the UN.

### **A. Economic and Social Council (ECOSOC) Defined**

The Economic and Social Council of the United Nations (ECOSOC) is one of the six organs of the United Nations. The main concerns of ECOSOC are sustainable development; social development; status of women; population and development and human rights. ECOSOC addresses its main concerns by promoting three main activities:

1. Creating higher standards of living, full employment and conditions economic and social progress and development.
2. Solving problems related to international health, economics and social issues and promoting international cultural and educational cooperation.
3. Establishing universal respect for human rights and fundamental freedoms for all regardless of race, gender, ethnicity, religion or language.

Several programmes, funds and other bodies within the United Nations fall under the domain of ECOSOC. The United Nations High Commission for Refugees (UNHCR), the World Health Organization (WHO) and the United Nations Children's Fund (UNICEF) are examples of the more prominent entities that operate within ECOSOC. In addition to the programmes and funds, ECOSOC also oversees various commissions, committees and specialized agencies that address specific concerns of ECOSOC such as human settlements or focus on a single region like Western Asia or the Caribbean. Other bodies of ECOSOC are dedicated to facilitating and assisting the involvement of NGOs in the activities of ECOSOC. The Non-Governmental

Liaison Service (NGLS) and the Department of Public Information (DPI) are two examples of entities that supply NGOs with practical information concerning the complexity of the inter-governmental process thereby increasing the effectiveness of NGOs in their area of specialization. Detailed information about NGLS and DPI and several other organizations that help strengthen the relationship between United Nations and NGOs is provided in part four of these guidelines.

## **B. NGOs Working with the United Nations**

NGOs are an invaluable resource for the various entities of the UN. NGOs provide expert analysis in the field, serve as early warning agents and help monitor and implement international agreements. NGOs also help raise public awareness of issues, play a major role in advancing UN goals and objectives and contribute essential information at UN sponsored events. NGOs advocate many of the same causes of concern to the United Nations, volunteer resources and execute and oversee development projects. Since the United Nations and NGOs share many interests, there is the opportunity for them to work together in several ways. Below are descriptions of four primary ways the United Nations and NGOs cooperate.

1. NGOs active in the field of economic and social development may seek to obtain consultative status with ECOSOC. NGOs may obtain one of three categories of status: General, Special or Roster; and each category entitles an NGO to certain privileges within the United Nations system. Instructions for obtaining consultative status as well as the most recent changes regarding the conditions and privileges of status are contained in these guidelines.
2. NGOs may receive accreditation for a conference, summit or other event organized by the United Nations. Such accreditation is issued through the Secretariat office preparing the event and NGOs in consultative status with ECOSOC are entitled to send representatives to meetings and make and make contributions to United Nations events based on the category of status they hold.
3. NGOs may establish working relations with particular Departments, Programmes or Specialized Agencies of the United Nations system. Because the United Nations and NGOs share many similar concerns, working together in a cooperative relationship means greater advances toward common goals.
4. NGOs that have the commitment and the means to conduct effective information programmes with its constituents and to a broader audience about UN activities either by publishing newsletters, bulleting and pamphlets, radio or television programmes, or through their public activities such as conferences, lectures, seminars or workshops, and that have an established record of continuity of work for a minimum of three years, may apply for association with the United Nations Department of Public Information (DPI).

**These guidelines contain new and updated information regarding United Nations policies and procedures with respect to NGOs. A careful review of their contents by all NGOs is recommended.**

## Part II How to Obtain Consultative Status with the Economic and Social Council

Non-governmental, non-profit or voluntary organizations may be admitted into a mutually beneficial working relationship with the United Nations by attaining consultative status with the Economic and Social Council. The provisions for this relationship are set out in Article 71 of the Charter of the United Nations and in ECOSOC resolution 1996/31. The rights and privileges enumerated in detail in the resolution enable qualifying organizations to make a contribution to the work programs and goals of the United Nations by serving as technical experts, advisers and consultants to inter-governmental branches and the Secretariat. Increasingly, as advocacy groups, NGOs espouse UN themes, assist in implementing plans of action, monitoring programs and declarations adopted by the Member States of the UN. There are three levels of NGO participation in UN affairs described in detail below.

### A. Three types of status: General, Special, Roster

The different levels of status are explained below. More detailed information regarding the privileges and obligations of each level is found under the section titled Privileges and Obligations.

**General Category NGOs** are “concerned with most of the activities of ECOSOC and its subsidiary bodies and are closely involved with the economic and social life of the peoples and areas they represent.” NGOs in the General Category are fairly large and represent large segments of societies in several countries. NGOs in the general category may send representatives to the UN, attend meetings of and its subsidiaries, can speak at ECOSOC meetings, circulate statements, and are required to submit quadrennial reports.

**Special Category NGOs** are those that “have a special competence in, and are concerned with only a few of the fields of activity covered by ECOSOC.” Special Category NGOs are smaller and many have only recently been established. NGOs in the special category may also send representatives to the UN, attend meetings of ECOSOC and its subsidiaries, can speak at ECOSOC meetings, circulate statements, and are required to submit quadrennial reports as well.

**Roster Category NGOs** “make occasional and useful contributions to the work of ECOSOC or its subsidiary bodies.” Roster Category NGOs have a specific technical focus. NGOs holding roster status with the UN are permitted to attend meetings of ECOSOC and its subsidiaries, but are not allowed to circulate statements, speak at meetings, and are not required to submit quadrennial reports.

Following are the formal rights and arrangements for the participation of NGOs in consultative status with ECOSOC and its subsidiary bodies. The Secretary General is authorized to offer facilities to NGOs in consultative status including:

- (a) access to UN grounds and facilities;
- (b) arrangement of informal discussions on matters of special interest to groups or organizations;

- (c) access to UN press documentation services;
- (d) accommodation for conferences or smaller meetings of consultative organizations on the work of ECOSOC; and
- (e) appropriate seating arrangements and facilities for obtaining documents during public meetings.

Status Specific Privileges		
General	Special	Roster
<ul style="list-style-type: none"> <li>• Able to consult with officers from the Secretariat on matters of interest to the NGO</li> <li>• Allowed to make oral statements based on recommendations by the Committee.</li> <li>• Allowed to submit brief written statements</li> <li>• May designate representatives to sit at meetings of ECOSOC and its subsidiaries</li> <li>• Have the right to place items on the agendas of ECOSOC and its subsidiaries</li> </ul>	<ul style="list-style-type: none"> <li>• Able to consult with officers from the Secretariat on matters of interest to the NGO</li> <li>• Allowed to make oral statements based on recommendations by the Committee.</li> <li>• Allowed to submit brief written statements</li> <li>• May designate representatives to sit at meetings of ECOSOC and its subsidiaries</li> </ul>	<ul style="list-style-type: none"> <li>• Able to consult with officers from the Secretariat on matters of interest to the NGO</li> <li>• May designate representatives to attend meetings in the NGOs field of competence</li> </ul>

Consultative status with the UN does **not** permit an NGO to:

- 1) Use the UN logo
- 2) Represent the UN
- 3) Receive diplomatic passports or tax exemptions
- 4) Become part of the UN system

## **B. Application Process**

To begin the process of applying for consultative status, an organization must address a written letter of intent to the NGO Section of the Department of Economic and Social Affairs (DESA). The letter should be on the organization's letterhead and signed by its secretary-general or president. Once the NGO section receives the letter of intent, it will mail the application package containing the questionnaire and all the background materials to the organization. The application and questionnaire is then completed by the NGO applying for status. Questions

regarding the correct completion of the application and questionnaire should be directed to the NGO Section. Additional information about the services of the NGO Section and its address are provided below.

Completed applications must be received by June 1 of the year preceding the year the NGO wants to be considered for recommendation by the Committee. For example, complete applications, (which include a completed questionnaire and all the required supporting documentation) received by the NGO Section before 1 June 2000, will be taken up by the Committee on NGOs in the year 2001. The Committee is composed of representatives from 19 UN Member States that and report to one of the principle organs of the UN, the Economic and Social Council (ECOSOC).

Among the other requirements for obtaining consultative status with the UN; (i) the applying organization's activities must be relevant to the work of ECOSOC; (ii) the NGO must have a democratic decision making mechanism; (iii) the NGO must have been in existence (officially registered with the appropriate government authorities as an NGO/non-profit) for at least 2 years in order to apply ; (iv) the major portion of the organization's funds should be derived from contributions from national affiliates, individual members, or other components.

The period between June 1 and the dates the Committee sets to consider which NGOs to recommend to ECOSOC are dedicated to reviewing the applications. During the review period, completed applications are verified and recommendations are discussed among the Committee members. The Committee meets twice a year to decide which NGOs applying for consultative status it will recommend to the ECOSOC Council.

The **NGO Section of the Department of Economic and Social Affairs (DESA)** provides technical support to the Committee on NGOs. The primary responsibilities of the NGO Section in relation to the Committee, ECOSOC and other UN entities are as follows:

- 1) Screening the applications from NGOs seeking consultative status with the UN to ensure that all necessary information has been submitted and that the NGOs meet the technical requirements mandated by ECOSOC.
- 2) Oversight of the authorization and accreditation process of NGO participation in UN sponsored events.
- 3) Processing reports filed by NGOs every four years documenting the activities of the NGOs. The quadrennial reports are required by the Committee and are used to monitor NGOs' compliance with UN rules and regulations and to ensure that NGOs maintain activities on the basis of the status they received.
- 4) Providing a variety of services to NGOs including:
  - Guidance on procedures for obtaining consultative status, preparing quadrennial reports or reclassifying your NGO;
  - Issuance of U.N. passes to representatives of NGOs in
  - Consultative status with the ECOSOC;
  - Liaison with offices of the U.N. that are relevant to NGOs;
  - Facilitation of NGO participation in UN meetings ;
  - Disseminate information pertaining to NGOs

Use the following information to contact the NGO Section of DESA:

**DESA NGO Section**

1 UN Plaza, Room DC1-1480  
New York, NY 10017  
USA

Tel: (+1 212) 963-8652  
Fax: (+1 212) 963-9248  
e-mail: [desangosection@un.org](mailto:desangosection@un.org)

Or visit our website at: [www.un.org/esa/coordination/ngo](http://www.un.org/esa/coordination/ngo)

For more detailed instructions regarding the completion of an application and questionnaire, please refer to Appendix 2.

### **C. Components of a Completed Application and Questionnaire**

**We strongly encourage NGOs applying for consultative status to thoroughly review the instructions for completing the application and the questionnaire. Careful review of the application package sent to the NGO Section helps prevent delays in the processing of applications.**

In order for an application to be processed by the NGO Section and then recommended by the Committee on NGOs to ECOSOC, it must contain the following documents in **French or English**. When the original document is in neither French nor English, the copy must be accompanied by an unofficial translation into French or English:

1. A copy of your NGO's constitution/charter and/or its statutes/by-laws.
2. Registration papers from the country where the organization is incorporated or holds tax exempt or non-profit status or for NGOs based in countries where there is no legal requirement to register, the NGO Section needs evidence that the NGO is a non-profit organization.

The documents that certify that your NGO is non-profit must originate from the government of your home country. Documents originating from an office other than official government offices will not be accepted.

3. A copy of the most recent completed financial statement preferably a statement that has been audited. The financial statement should clearly indicate the sources of income, including but not limited to contributions from members, funds received from governments and inter-governmental sources and funds received from private foundations.
4. List of associations and groups affiliated with your NGO.
5. A sample of your NGO's publications and articles concerning your NGO's activities that are related to UN activities.
6. A completed questionnaire.
7. A completed summary of the application.

<b>Part III Guidelines for NGOs in General, Special and Roster Consultative Status with the Economic and Social Council (ECOSOC)</b>
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The significant growth in the number of NGOs in the past decade presents a challenge to the UN and all organizations and governments committed to the principles of the UN and to a better understanding of each other. An NGO in consultative status with ECOSOC is obligated to uphold the principles it agreed to follow when acquiring consultative status. In a substantive session of the ECOSOC Council held in 1999, the topic of NGOs acting in accordance with their responsibilities was addressed. Several delegations agreed on the statement that "...non-governmental organizations should be seriously reminded of their responsibilities..."

**NGOs in consultative status with the United Nations are directly accountable for the actions and statements of anyone using their organization to gain access to UN sponsored events.**

The Committee has the right to recommend suspension or revocation of consultative if it finds that an NGO is not acting according to its agreed upon responsibilities.

Other reasons the Committee can recommend revocation or suspension of an NGO's consultative status include:

- Failure to submit a quadrennial report (see below);
- "Abuse of its status by engaging in a pattern of acts contrary to the principles of the Charter including unsubstantiated or politically motivated acts against Member States";
- "Existence of substantiated evidence of influence from proceeds resulting from internationally recognized criminal activities such as illicit drug trade, money laundering, or illegal arms trade" and;
- Failure to make a positive or effective contribution to the work of the UN, ECOSOC, or its subsidiary bodies within the last three years.

### **A. Quadrennial Reports**

Please prepare the report according to the following instructions:

Reports should be written in the third person i.e. "The Organization's representative attended..." or "The Executive Director attended..."

Reference to UN documents or publications should accurately indicate the relevant code numbers. Quotations should be carefully referenced.

Give all language versions of all references to titles, organizations, publications, newsletters, magazines, etc.

Do not use acronyms without writing the full titles first. Acronyms of UN entities are an exception and may be used without the full title.

Indicate the names and titles of the persons submitting the report at the lower bottom line of the last page of the report.

Organizations are encouraged to attach copies of your publications, especially those which contain articles or information regarding the UN.

Members of the Committee on NGOs frequently request information on the geographic distribution members of your organization. Please attach a separate document listing the number of members by country and indicate whether they are associations and/or individuals as well as the total number of members.

Your quadrennial report should be submitted according to the following format:

**(1) Name of Organization**

**(2) Headquarter's Address**

**(3) Text:** (double-spaced, 4 pages maximum)

1. Brief introductory statement recalling the aims and purposes of the organization.
2. Indicate any changes in; (i) increase in geographical membership; (ii) substantial changes in sources of funding; (iii) any affiliations to NGOs in consultative status.
3. Participation in conferences of ECOSOC or other UN entities. Note attendance; presentation of oral or written statements; dates and places of meetings.
4. Describe how your NGO has cooperated with UN entities and agencies.
5. Describe any other relevant activities such as:
  - a. Implementation of UN resolutions at international, national or regional level.
  - b. Consultations and cooperation with UN officials.
  - c. Preparation of papers and/or materials requested by ECOSOC or the other UN entities
  - d. Other examples of activities involving consultative status, e.g. financial assistance received from or given to the UN, joint-level collaboration, sponsorship of meetings, seminars studies, etc.

The report (in document form) must not exceed four pages double-spaced. Please note that any report exceeding this limit will not be accepted. It should be submitted in English or French.

Please submit two copies of the report to:

**DESA NGO Section**

1 UN Plaza. Room DC1-1480  
New York, NY 10017  
USA

Tel: (+1 212) 963-8652  
Fax: (+1 212) 963-9248  
e-mail: [desangosection@un.org](mailto:desangosection@un.org)

More information in our website at: [www.un.org/esa/coordination/ngo](http://www.un.org/esa/coordination/ngo)

Electronic copies are also acceptable. Please send them to: [desangosection@un.org](mailto:desangosection@un.org)

## **B. Reclassification**

The criteria for reclassification for the different categories are set forth in Part III of the resolution. The Committee on Non-Governmental Organizations when considering your request will want to know if your organization has increased its geographical distribution and the scope of its activities in the fields with which ECOSOC is concerned.

In addition to the documents specified in the application package, we require a short statement explaining the reasons why your organization is requesting reclassification and why you think the request should be granted. Please specify the date when your organization was first granted consultative status with ECOSOC.

The completed questionnaire and accompanying documents must be returned to the NGO Section no later than **1 June** of each year for consideration during the next year's Committee session.

**Any application received after this deadline will not be transmitted to the Committee on NGOs for review at its session.**

The questionnaire must be completed in either **English or French** only, because these are the working languages of the United Nations. All responses must be typed.

**Failure to abide by the rules and regulations stipulated in Resolution 1996/31 or other rules established by UN entities concerning consultative status and reclassification will be noted during meetings of the Committee on NGOs. The Committee on NGOs may recommend suspension of or exclusion of consultative status if the Committee finds that an NGO has failed to comply to the rules regarding its consultative status.**

## **C. Common Criteria for Participation**

Each UN sponsored event presents a unique set of considerations for those involved in organizing the event. Some events are more topic specific than others and attract less NGO interest while the nature of other events is so broad, it draws the concern of a large number of NGOs. When an event is in the planning stage, the several UN entities involved communicate with each other and make a concerted effort to accommodate all involved parties and avoid excluding any NGO interested in taking part. Resolution 1996/31 provides the basic guidelines for accreditation, but since each event is unique, each has its own set of criteria agreed upon by the NGO Section and the UN entities most related to the main themes of the event. The general principles of accreditation are summarized below. Please contact the UN entity you are most concerned with and the NGO Section before planning to send representatives to a UN sponsored event.

Criteria common to accreditation for Prepcoms (one of the following):

- 1) be an accredited NGO with ECOSOC
- 2) be accredited to a conference dealing with a similar issue
- 3) have an application for consultative status with ECOSOC in process

Criteria common to accreditation for Special Sessions (one of the following):

- 1) ECOSOC consultative status
- 2) accreditation to the Prepcom of the Special Session
- 3) authorization to attend the session by a Prepcom and the substantive Secretariat of the conference

All applications for permission to attend or participate in a conference whether it is by an accredited NGO or an NGO concerned with the major themes of the conference must include inter alia, the following information:

- (a) The purpose of the organization;
- (b) Information about the activities of the organization relevant to the conference and its Prepcom and the country or countries where the NGO is active;
- (c) Confirmation of the activities of the organization at the national, regional or international level;
- (d) Copies of the annual or other reports of the organization's financial statements and a list of financial resources and contributions including governmental contributions;
- (e) A list of members of the governing body of the organization and their nationalities;
- (f) A description of the membership of the organization, indicating the total number of members, the names of organizations that are members and their geographical distribution;
- (g) A copy of the organization's constitution and/or by-laws.

#### **D. Reserving Rooms at the United Nations**

NGOs holding general or special consultative status with ECOSOC are entitled to reserve meeting rooms at the UN before or during a conference they are participating in. NGOs interested in reserving a meeting room must contact the NGO Section of DESA to place a reservation.

Due to space restraints at the UN and the ever-increasing number of NGOs participating in UN-sponsored events, the number of meeting rooms available to NGOs is limited and meeting room reservations are made on a first come/first serve basis. **The conditions of any reservation are subject to change at any time based on the needs of UN offices.**

## **A. Department of Public Information (DPI)**

### **The United Nations Department of Public Information NGO Section**

#### **"How does DPI assist NGOs?"**

The DPI/NGO Section at United Nations Headquarters provides a number of services to its associated organizations. For example, the Section:

- Organizes and coordinates, in collaboration with the NGO/DPI Executive Committee, the Annual NGO/DPI Conference. This international forum brings together senior UN System and government officials, NGOs, academicians, public opinion makers and the media to discuss issues of global concern;
- Organizes weekly briefings for the NGO community at UN Headquarters on a range of global issues. The speakers for these briefings are senior United Nations System officials, Member States delegates and NGOs with expertise on the particular issue addressed at the briefing;
- Provides ground passes which grant the head of a DPI-associated NGO, as well as a main and an alternate NGO representative access to all "open" meetings of UN bodies; to DPI photo, film and audio libraries; to the Dag Hammarskjöld Library; and, as observers, to the meetings of some 22 NGO committees organized by the Conference of NGOs in Consultative Relationships with the UN (CONGO);
- Coordinates joint DPI/NGO information programmes;
- Conducts a yearly Orientation Programme for newly accredited NGO representatives and newly appointed representatives;
- Publishes the "Directory of non-governmental organizations associated with the Department of Public Information", which lists all associated NGOs alphabetically, by region and by subject of specialization;
- Maintains the NGO Resource Centre, which offers:
  - Access to current UN documents and press releases; regular mailings of UN information materials sent to the Headquarters of all associated NGOs;
  - Access to computer workstations;
  - Organizes quarterly Communications Workshops;
  - Video lending library with an extensive collection of UN films; and
  - Continuously updated selection of United Nations System publications.

The DPI/NGO Resource Centre:  
Room L-1B-31  
United Nations, New York, N.Y. 10017  
Tel: (212) 963-7233, 963-7234, 963-7078  
Fax: (212) 963-2819 E-mail: [dpingo@un.org](mailto:dpingo@un.org)

An excellent source of information on DPI/NGO activities is the United Nations' World Wide Web site. The direct address is <http://www.un.org/dpi/ngosection>

In addition to collaboration with DPI at Headquarters, the NGO community is encouraged to maintain regular and close contact with the United Nations Information Centres (UNICs) and United Nations Information Services (UNISs) worldwide to access United Nations information and organize joint projects. The addresses of these UNICs/UNISs can be found at [www.un.org/aroundworld/unics/](http://www.un.org/aroundworld/unics/)

### **"What are the responsibilities of NGOs associated with DPI?"**

Since the founding days of the United Nations in San Francisco, NGOs have made valuable contributions to the international community by drawing attention to issues, suggesting ideas and programmes and publications, disseminating information and mobilizing public opinion in support of the UN and its Specialized Agencies. Association with DPI constitutes a commitment to that effect. Associated NGOs are expected to devote a portion of their information programmes to promoting knowledge of the United Nations' principles and activities. In addition, they are expected to keep the DPI/NGO Section abreast of their activities by regularly providing samples of their information materials relating to the work of the UN.

Recognized non-governmental organizations as important actors in the international arena as we enter the 21st Century, Secretary-General Kofi Annan remarked "...we must forge a fundamentally new partnership with civil society. We must reach for a new synthesis between private initiative and the public good, which encourages entrepreneurship and market approaches together with social and environmental responsibility." (Message to the South-South Conference, San Jose, Costa Rica, January 1997).

### **"What are the Criteria for NGOs to become associated with DPI?"**

- a) The NGO must support and respect the principles of the Charter of the United Nations;
- b) The NGO must be of recognized national or international standing;
- c) The NGO should operate solely on a non-for-profit basis and have tax-exempt status;
- d) The NGO must have the commitment and the means to conduct effective information programmes with its constituents and to a broader audience about UN activities by publishing newsletters, bulleting and pamphlets; organizing conferences, seminars and round tables; or enlisting the attention of the media;
- e) The NGO should have an established record of continuity of work for a minimum of three years and should show promise of sustained activity in the future;
- f) The NGO should have a satisfactory record of collaboration with UN Information Centres/Services or other parts of the UN System prior to association;
- g) The NGO should provide an audited annual financial statement, conducted by a qualified, independent accountant;

- h) The NGO should have statutes/bylaws providing for a transparent process of taking decisions, elections of officers and members of the Board of Directors.

### **"What is the procedure for NGOs to become associated with DPI?"**

An NGO that meets the established criteria should send an official letter from its headquarters to the Chief of the NGO Section, Department of Public Information, expressing interest in association with DPI. The letter should state the reasons why the organization seeks such association and should briefly describe its information programmes. This letter should be accompanied by at least six samples of recent information materials relevant to the United Nations produced by the applying organization. Letters of reference from UN Departments, UN Programmes and Specialized Agencies, and/or UN Information Centres and Services (UNICs and UNISs) will greatly enhance consideration of the application. A complete application, provided within **six months**, should include the following required application materials:

- A completed Application Form for Non-Governmental Organizations  
*(Note: all responses must be typed. Handwritten responses will not be accepted.)*
- A completed Summary of Application
- A copy of the organization's constitution/charter or by-laws
- Official proof of non-profit status, issued by public authorities, and tax exemption status  
*(Note: The document should be on official letterhead and dated.)*
- A copy of the organization's most recent annual budget or financial statement
- Evidence of an active information programme relevant to the United Nations: at least six (6) samples of the organization's most recent information materials, (e.g. newsletter, periodicals, tapes of radio or television programmes, conference reports)  
*(Note: Electronic materials, such as Web sites or periodicals, should be sent in hard copy form.)*
- Letters of recommendation of organizations (UN or others)
- References (see question 21 in the applications form)

*(Note: All submitted materials must be in English or French, the two working languages of the United Nations Secretariat. Material in any other language should be accompanied by an unofficial translation into either of these two languages.)*

Correspondence should be sent to:

Chief, DPI/NGO Section  
Department of Public Information  
Room S-1070L  
United Nations, New York, N.Y. 10017  
Tel: (212) 963-6842  
Fax: (212) 963-6914/2819

Once the application process is completed, the DPI Committee on Non-Governmental Organizations will review applications at its scheduled sessions. Applicants are notified

immediately of the results of the Committee's decisions. Associated NGOs are then invited to designate their main and alternate representatives to the Department of Public Information.

Please note: Association of NGOs with DPI does not constitute their incorporation into the United Nations system, nor does it entitle associated organizations or their staff to any kind of privileges, immunities or special status.

## **B. United Nations Non-Governmental Liaison Service (UN-NGLS)**

### **United Nations Non-Governmental Liaison Service**

New York Office:  
Rm DC1- 1106, United Nations  
New York, NY 10017  
USA  
Tel: (+1 212) 963-3125  
Fax: (+1 212) 963-8712  
Email: [npls@un.org](mailto:npls@un.org)

### **Service de liaison non gouvernementale des Nations Unies**

Geneva Office  
Palais des Nations  
CH-1211 Geneva 10  
Switzerland  
Tel: (+41 22) 917 2076  
Fax: (+41 22) 917 0049  
Email: [npls@unctad.org](mailto:npls@unctad.org)

### **“What is NGLS?”**

The United Nations Non-Governmental Liaison Service (NGLS) is a jointly financed, interagency programme with offices in Geneva and New York and a combined core staff of ten. NGLS was established in 1975 to foster and promote greater mutual understanding, dialogue and cooperation between the UN system and non-governmental organizations (NGOs) in the fields of development, education, information and policy advocacy on global sustainable development issues.

### **“What Issues Does NGLS Cover?”**

NGLS programme activities deal with the entire UN development agenda, operating across the UN system in the areas of economic and social development, sustainable development, humanitarian emergencies, human rights, including women's rights and related issues such as disarmament and democratization. NGLS organizes its work around four basic programme areas: information outreach and communications; integrated follow-up to UN world conferences and summits; strengthening capacity of the UN system to engage constructively with NGOs and other organizations of civil society (CSOs); and strengthening the capacity of NGOs and global civil society to participate constructively in the work of the UN system.

## **“With Whom Does NGLS Work?”**

NGLS works with development NGOs in industrialized countries, with international NGOs and NGO networks, and with NGOs in developing countries with economies in transition which are involved in UN system events, processes and activities.

NGLS collaborates with the entire UN development system, particularly the organizations, programmes and funds that sponsor its activities. In 1999 these were: UNICEF (lead agency), UNCTAD (administrative agency), FAO, IFAD, ILO, UNAIDS, UNCHS (Habitat)/UNEP, UNDCP, UN/DESA, UNDP, UN/DPI, UNESCO, UNFPA, UNHCR, UNIDO, WFP, WHO and the World Bank.

## **“What Does NGLS Do?”**

Through, and in addition to its general information, liaison and networking activities, NGLS:

- Brings important development-related activities of the UN system to the attention of NGOs, assists NGOs and NGO networks active on issues under discussion in the UN system, and facilitates NGO participation in, and activities around, UN conferences, events, and processes;
- Assists the UN system in the development of its relations, activities and cooperation with NGOs in the areas of development information, education and policy dialogue work;
- Jointly organizes meetings or other special events with NGOs and/or UN system agencies and puts NGOs in touch with other organizations sharing similar interests and with appropriate UN system offices;
- Maintains databases on the NGO community and UN system and regularly publicizes important and interesting UN and NGO development activities, and publishes directories and development education/information materials;
- Advises NGOs and others, on request, on the design and implementation of programmes of development education, research, information and public awareness and advocacy campaigns;
- Monitors, reports on and participates in research, meetings and publications of a wide range of institutions on the changing roles of Northern, Southern and international development NGOs, and other CSOs, their relations with governments and multilateral organizations, etc.

NGLS does not fund projects, provide scholarships, make available UN sales publications or distribute publicity items. It is not a membership organization, but works with the NGO community on an informal basis. *It has no procedures for the official registration or recognition of NGOs with the UN system.*

## “What Does NGLS Publish?”

- *Go Between*, NGLS’ bimonthly newsletter on UN and NGO news;
- *NGLS Roundup*, an overview of UN world conferences, preparatory processes, meetings of the General Assembly, ECOSOC and their subsidiary bodies, and other major events;
- *The NGLS Handbook of UN Agencies Working in Economic and Social Development*, covering UN agencies, their programme activities and relations with NGOs;
- *Voices from Africa* series, the most recent of which concerns conflict, peace and reconstruction;
- *Development Dossiers*, a series of occasional papers, the most recent of which concerns the development capacity, and global governance; Challenges for the 21<sup>st</sup> Century;
- *Putting Gender on the Agenda*, an NGO guide to UN conference published in collaboration with UNIFEM (available in English, French and Spanish); a follow-up edition, *The UN Gender Agenda* is forthcoming, on the occasion of the five-year review of the implementation of the Beijing Platform for Action in June 2000;
- *@t Ease with E-mail*, a handbook on using electronic communications for NGOs in developing countries, published in collaboration with the Friedrich Ebert Foundation (available in English, French and Spanish, in both hard copy and on-line versions);
- *Implementing Agenda 21: NGO Experiences from Around the World*, published on the occasion of the five-year review of the UNCED. This anthology consists of reports which present various NGO efforts to implement the recommendations and measures called for at the 1992 Rio conference, covering key issues as well as country case studies.

NGLS publications are free of charge, and some are available electronically. Please see the NGLS website for further information at <http://npls.tad.ch>

## **C. Conference of Non-Governmental (CONGO)**

The basic mission of CONGO is “to ensure that NGOs in consultative status enjoy the fullest opportunities and all appropriate facilities for performing their consultative functions,” which stem directly from Article 71 of the Charter of the United Nations. The Conference of NGOs is in consultative relationship with the United Nations Economic and Social Council, and:

- Assists the great variety of non-governmental organizations in consultative status to promote their common aim of supporting the United Nations Charter;

- Works on behalf of NGOs in consultative status to develop that status and improve their relationship and cooperation with the United Nations and its various organs;
- Provides a forum for NGOs with common interests to come together to study, plan, support, and act in relation to the principles and programmes of the United Nations.

The Conference of NGOs in Consultative Relationship with the United Nations (CONGO) does not take a position on substantive matters. However, the numerous “NGO Committees,” established under the auspices of CONGO, provide meetings for discussion of substantive matters by non-governmental organizations as well as for dialogue with representatives of Member States and members of the United Nations Secretariat. Such NGO Committees meet on a monthly basis to keep their Membership informed of developments in their respective fields and to encourage joint activities among organizations in support of United Nations Programmes.

Presently there are NGO Committees on aging, disarmament, human rights, narcotics, shelter and community, South Africa, sustainable development, indigenous peoples, status of women, youth, population, crime prevention and freedom of religion and belief. The NGO Committees are open to all interested NGOs, whether in consultative status or in association with the UN Department of Public Information (DPI).

**Full membership** in the Conference is open to NGOs having consultative status with the United Nations through the Economic and Social Council.

**Associate membership** is open to NGOs that have a formal relationship with the UN – including NGOs affiliated with the Department of Public Information, NGOs accredited to UN Conferences and NGOs accredited to treaty bodies.

As a non-governmental organization in relationship with the United Nations, you and your organization will:

- **Participate** in UN meetings and Regional NGO Consultations
- **Share** in the follow-up implementation of major international conferences
- **Discuss** international issues through issue-oriented committee membership
- **Network** with other NGOs
- **Ensure** that voices of all NGOs are heard and heeded

**BECOME A CONGO MEMBER**

*And help define the future for NGOs at the United Nations*

**Check the box(es) that apply to your organization and mail or email this form along with a return address to one of the CONGO addresses listed below.**

- Please send a membership application*
- My NGO wants to become a MEMBER (and is in consultative status with ECOSOC)*
- My NGO wants to become an ASSOCIATE MEMBER (and is NOT in consultative status with ECOSOC)*
- I would like information about HOW TO gain consultative status with ECOSOC*
- I would like more information about CONGO's issue-oriented COMMITTEES*

**MEMBERSHIP FEES:**

Full Membership : \$200.00/U.S.

Associate Membership : \$75.00/U.S first year; \$150.00/U.S. annually thereafter

Regional Membership : Africa Regional Consultation Participating NGOs/complimentary first year

Addresses of CONGO offices:

CONGO  
777 United Nations Plaza  
8<sup>th</sup> Floor  
New York, NY 10017, USA  
Tel: (212) 986-8557  
Fax: (212) 986-0821

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Information about CONGO is also available on the internet at the following address:

<http://www.conferenceofngos.org>

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### **HUMAN RIGHTS**

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