

United Nations  Nations Unies

Reference: DESA/NGO/2003
15 October 2002

TO: NGOs in consultative status with the
Economic and Social Council (ECOSOC).

FROM: Ms. Hanifa Mezoui, Chief
Non-Governmental Organizations Section.
Department of Economic and Social Affairs.

SUBJECT: Accreditation of NGO representatives to the United Nations for 2003.

GENERAL PRINCIPLES ON ACCREDITATION OF NGO REPRESENTATIVES

1 – NGOs in consultative status with ECOSOC may designate persons to represent them at offices of the United Nations. Designations must be made **only by the Chief Administrative Officer** or highest elected officers of the Organization. Representatives may be appointed to the UN Headquarters in New York, Geneva and Vienna, as well as the five regional commissions.

2 – The accreditation form herewith attached **must be returned** to all the NGO Section/Liaison offices even if no changes need to be reported in the accreditation form submitted the previous year. The addresses of the NGO offices are:

New York: NGO Section / DESA

1 UN Plaza, Room DC1-1480 (First Avenue and 44th Street)
New York, NY 10017
U.S.A.

Fax: (212) 963-9248 (direct) or
(212) 963-4116 (UN Fax Office)

Tel: (212) 963-8652

e-mail: desangosection@un.org

Web site: www.un.org/esa/coordination/ngo

Geneva: NGO Liaison Office

UN Office in Geneva
Palais des Nations, Room 155
CH-1211 Genève,
Switzerland

Fax: (41-22) 917-0583

Tel: (41-22) 917-2178 or 917-2127

e-mail: ungeneva.ngoliaison@unog.ch

Web site: www.unog.ch/ESS_Mission_services/ngo/liaison.htm

Vienna: NGO Liaison Office

Room E1416
UN Office in Vienna
PO Box 500
Vienna International Centre,
A-1400 Vienna
Austria

Fax: (43-1) 26060-5929
Tel: (43-1) 26060-4136

3 – To facilitate access to United Nations buildings, passes may be issued to designated representatives. These passes are restricted to persons who will be representing your organization at meetings or who will consult on your behalf with secretariat and government representatives at the United Nations, i.e. **persons who will speak and act on behalf of your organization.**

4 – **Passes are issued for one year only**, and they are valid from the day they are issued until the end of that year. Designated representatives must appear **in person** to obtain their passes (with photo ID cards) from the Pass and Security in accordance with the procedure established at each UN Office. This may be done at the first convenient opportunity while attending a meeting.

5 – Any changes in your officers/representatives, address, fax or telephone number, etc. are to be communicated in writing to each UN Office. **Please use a new copy of the attached forms for submitting any changes.** The form is also available for download at the NGO Section web site:

www.un.org/esa/coordination/ngo

Practical arrangements

6 – In view of security requirements in New York, the rapidly increasing number of NGOs and the space limitations at the United Nations Headquarters, the number of representatives per NGO is currently limited to **5 in New York, 5 in Geneva and 5 in Vienna**, in addition to the Chief Administrative Officer and the President or Chief Executive Officer (two additional passes).

7 – Upon request, passes to attend a specific meeting focusing on economic and social matters will be issued only for the duration of the meeting. Such request must be submitted in writing specifying the activities in which these additional representatives will be involved.

8 – The NGO Section/Liaison Officers will not honor requests for passes from the main representatives unless he/she has been authorized to do so by their NGO in the forms herewith attached.

9 – The forms herewith attached must be typed or printed legibly. Copies of the completed form must be sent to the NGO offices in New York, Geneva and Vienna. Copies of the form must also be sent to each designated representative. To obtain his/her pass, a representative must follow the procedure established at each United Nations office. Failure to follow this procedure will result in delays in acquiring the passes. **Designated representatives must ensure that they have a copy of the Designation of Representatives for 2003 form with their name on it at the time they retrieve the pass.**

10 – **If a designated representative holding a current pass leaves your organization, the organization must notify the corresponding United Nations office in writing and return his/her pass there.** Requests for replacement of lost passes must also be done in writing, allowing enough time for us to notify security and authorize the issuance of a new pass.

UP-DATED INFORMATION ON THE ORGANIZATION

(Please type or write legibly)

Name of Organization (Acronym can be included at the end of the full legal name):	
Headquarters address (Please include the country):	
Mailing address for all UN correspondence (only if different from the Headquarters address):	
Telephone:	Fax:
e-mail:	
Web Site:	

CHIEF ADMINISTRATIVE OFFICER

Name and Title:
<input type="checkbox"/> issue a pass _____ signature

PRESIDENT / CHIEF EXECUTIVE OFFICER

Name and Title:
<input type="checkbox"/> issue a pass _____ signature

Forms bearing a signature other than the Chief Administrative or Executive Officer **will not be accepted.**

This form should be returned **to all three United Nations Offices** as indicated on pages 1 and 2, even if the organization is not accrediting representatives. This will help us keep our databases up to date. If accrediting representatives please also **send the appropriate annex to the relevant United Nations Office.**

DESIGNATION OF REPRESENTATIVES FOR 2003

Name of Organization (Acronym can be included at the end of the full legal name):

NEW YORK

MAIN REPRESENTATIVE

#1.- Name, Address, Telephone, Fax, e-mail:

The main representative above is authorized by the NGO to accredit representatives for:

One year (add names to this form).

No more than three months (temporary badges).

ADDITIONAL REPRESENTATIVE(S)

#2.- Name, Address, Telephone, Fax, e-mail:

#3.- Name, Address, Telephone, Fax, e-mail:

#4.- Name, Address, Telephone, Fax, e-mail:

#5.- Name, Address, Telephone, Fax, e-mail:

Signature of Chief Administrative Officer /
or Chief Executive Officer

Please type name, title and date before signing

DESIGNATION OF REPRESENTATIVES FOR 2003

Name of Organization (Acronym can be included at the end of the full legal name):

GENEVA

MAIN REPRESENTATIVE

#1.- Name, Address, Telephone, Fax, e-mail:

The main representative above is authorized by the NGO to accredit representatives for:

One year (add names to this form).

No more than three months (temporary badges).

ADDITIONAL REPRESENTATIVE(S)

#2.- Name, Address, Telephone, Fax, e-mail:

#3.- Name, Address, Telephone, Fax, e-mail:

#4.- Name, Address, Telephone, Fax, e-mail:

#5.- Name, Address, Telephone, Fax, e-mail:

Signature of Chief Administrative Officer /
or Chief Executive Officer

Please type name, title and date before signing

DESIGNATION OF REPRESENTATIVES FOR 2003

Name of Organization (Acronym can be included at the end of the full legal name):

VIENNA

MAIN REPRESENTATIVE

#1.- Name, Address, Telephone, Fax, e-mail:

The main representative above is authorized by the NGO to accredit representatives for:

- One year (add names to this form). No more than three months (temporary badges).

ADDITIONAL REPRESENTATIVE(S)

#2.- Name, Address, Telephone, Fax, e-mail:

#3.- Name, Address, Telephone, Fax, e-mail:

#4.- Name, Address, Telephone, Fax, e-mail:

#5.- Name, Address, Telephone, Fax, e-mail:

Signature of Chief Administrative Officer /
or Chief Executive Officer

Please type name, title and date before signing

**DESIGNATION OF REPRESENTATIVES FOR 2003
TO THE REGIONAL COMMISSIONS**

Name of Organization (Acronym can be included at the end of the full legal name):

Headquarters address (Please include the country):

Economic Commission for Africa.
P.O. Box 3001,
Addis Ababa,
Ethiopia
Tel: +251-1-51-72-00
Fax: +251-1-51-44-16
e-mail : ecainfo@un.org

Only one representative, please include, name, address, phone, fax, e-mail

Economic Commission for Europe.
C/o NGO Liaison Officer
UN Office in Geneva
Palais des Nations, Room 155
CH-1211 Geneva, Switzerland
Tel: 4122-917-2178
Fax: 4122-917-0583

Only one representative, please include, name, address, phone, fax, e-mail

**Economic Commission for Latin America
and the Caribbean.**
Casilla 179-D
Santiago, Chile
Tel: (56-2) 210-2000
Fax: (56-2) 208-0252
e-mail: publications@eclac

Only one representative, please include, name, address, phone, fax, e-mail

**Economic and Social Commission for
Western Asia.**
P.O. Box 11-8575, Riad el-Solh Square,
Beirut, Lebanon
Tel: (961-1) 981301
Fax: (961-1) 981510
e-Mail: unescwa@escwa.org.lb

Only one representative, please include, name, address, phone, fax, e-mail

**Economic and Social Commission for
Asia And the Pacific.**
Rajadamnern Nok Avenue
Bangkok 10200
Thailand
Tel: (66-2) 288-1234
Fax: (66-2) 288-1000

Only one representative, please include, name, address, phone, fax, e-mail

Signature of Chief Administrative Officer /
or Chief Executive Officer

Please type name, title and date before signing