



Room S-1070, United Nations, New York, NY 10017, USA

Tel: (212) 963-0786, e-mail: dpingo@un.org, web site: www.un.org/dpi/ngosection

VERY IMPORTANT

**NGOs will have to fill out this form every year and send to the
NGO Resource Centre, Room L-1B-31, New York NY 10017.**

15 October 2004

TO: Non-Governmental Organizations associated with
the Department of Public Information

FROM: Paul Hoeffel
Chief, NGO Section, Department of Public Information

SUBJECT: **2005 Annual Accreditation of Representatives to the United Nations
Department of Public Information (DPI) and Review of NGOs Associated
with DPI (Online)**

Please read instructions carefully before filling out the form on page 4.

1. Non-governmental organizations associated with the United Nations Department of Public Information (DPI) may designate three persons to represent them at the United Nations Headquarters in New York. Association with the Department of Public Information entitles a non-governmental organization to name **one** main representative and **one** alternate representative in addition to the President or Chief Administrative/Executive Officer. Your organization's representatives may be authorized only by the chief administrative officer or elected officials of your organization. Representatives are provided with a United Nations photo grounds pass, which will be valid from 1 January to 31 December 2005. This pass must be obtained in person.
2. With this grounds pass, your representatives will have access to UN Headquarters. We encourage representatives to attend the weekly Thursday DPI/NGO briefings, a forum where high-level UN, government and non-governmental officials discuss current issues before the UN, and engage in a dialogue with the audience. These briefings enable NGO representatives to gain information on UN activities for dissemination to their constituents.
3. **If you are not the person in charge of processing this document, please pass on this form to whoever is responsible.**

4. Please indicate on the attached form the names of your main and alternate representatives to DPI. This form should be used to confirm your currently accredited representatives and/or to authorize newly appointed representatives and to make any changes in the contact information for your organization. In 2002 we instituted the review process for NGOs associated with DPI. **Please fill out the form even if your organization does not intend to have representatives at the Headquarters.** In the latter case, please fill out information for the Headquarters and President or Chief Administrative/Executive Officer. **Please return the form as soon as possible.** We require this information in a timely manner in order to update our database and Directory. Please return the form to:

DPI/NGO Resource Centre
Room L-1B-31
United Nations, New York, NY 10017, U.S.A.
Fax: (212) 963-2819
Tel: (212) 963-7233/7234/7078

5. Arrangements for the issuance of passes should be made by calling the DPI/NGO Resource Centre at (212) 963-7233/7234/7078.
6. **If your organization has already filled out the form on the review process in 2002 or 2003 or 2004 and sent us samples of your information materials, please disregard items 6 and 7 and the form on the Review of NGOS associated with DPI.**
7. As part of the review process, NGOs associated with DPI are requested to indicate how they continue to meet the criteria for association with DPI (attached for your information). In the attached form, we ask your organization to briefly summarize its ongoing information programme as it relates to the work of the United Nations and to submit examples of information materials as evidence of it (samples may be submitted separately). **The organizations that do not submit such information or no longer meet the criteria for association with DPI will be referred to the DPI Committee on NGOs for the decision regarding their association status.** Representatives of these organizations may be denied accreditation at the UN and issuance of passes.
8. The NGO Section strives to provide associated NGOs with many services that facilitate their access to information about the work of the United Nations. We also must ensure that information about UN is being disseminated to our associated NGO constituencies and general public around the world as effectively as possible. The review process will therefore assist us greatly in assessing the effectiveness of our programmes and help to increase its value for the associated NGO community.

Criteria for Association of Non-governmental Organizations 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, bulletins 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.

**YEAR 2005 ACCREDITATION FORM
FOR REPRESENTATIVES OF NON-GOVERNMENTAL ORGANIZATIONS
ASSOCIATED WITH THE UNITED NATIONS DEPARTMENT OF PUBLIC
INFORMATION**

This form should be used to confirm your currently accredited representatives and/or to authorize newly appointed representatives and **to update your records with DPI**. Please note that designations must be signed by the President or Chief Administrative/Executive Officer of the Organization. Representatives should telephone (212) 963-7233/7234/7078 to arrange for grounds passes, which must be obtained in person.

Please complete the entire form and return **as soon as possible** to:

DPI/NGO Resource Centre, Room L-1B-31, United Nations, New York, NY 10017, U.S.A.

Fax: +1 (212) 963-2819, Tel: +1 (212) 963-7233/7234/7078

Please type or print legibly

UN Affiliation: **DPI** **DPI and ECOSOC** (*Very important, please check relevant box*)

Name of Organization (Full Name):

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Headquarters Address (including country):

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Telephone (including country and area code): **Fax (including country and area code):**

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Web Site Address: **E-mail:**

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President or Chief Administrative Officer

First Name: **Last Name:**

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Address (including country):

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Telephone (including country and area code): **Fax (including country and area code):**

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E-mail:

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Representation at United Nations Headquarters in New York

(Please list **one** main representative and **one** alternative representative)

Main Representative

First Name:

Last Name:

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Address (including country):

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Telephone (including country and area code):

Fax (including country and area code):

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E-mail:

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Alternative Representative

First Name:

Last Name:

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Address (including country):

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Telephone (including country and area code):

Fax (including country and area code):

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E-mail:

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Please indicate who in your organization should receive the monthly mailing sent by the DPI/NGO Resource Centre. The monthly mailing can only be sent to **one** address.

Editor of your publication

President

Main representative

Alternate representative

If Editor:

First Name:

Last Name:

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Address, Telephone, Fax, E-mail:

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Signature of President, Chief Administrative Officer or Authorized Representative:

_____	_____
Printed name and signature	Date

Subjects/Main Area(s) of Interest

Please indicate your organization's main area(s) of interest below.

Mark the **main area** with "1" and mark up to **four** additional areas your organization works in with "T"

Areas of Interest		
<input type="checkbox"/> Ageing	<input type="checkbox"/> Environment	<input type="checkbox"/> International Peace and Security
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Family	<input type="checkbox"/> Population
<input type="checkbox"/> Atomic Energy	<input type="checkbox"/> Food	<input type="checkbox"/> Poverty Issues
<input type="checkbox"/> Biodiversity	<input type="checkbox"/> Governance	<input type="checkbox"/> Refugees
<input type="checkbox"/> Children	<input type="checkbox"/> Health	<input type="checkbox"/> Religion, Freedom of Beliefs
<input type="checkbox"/> Climate Change	<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> Science and Technology
<input type="checkbox"/> Conflict Resolution	<input type="checkbox"/> Human Rights	<input type="checkbox"/> Social Development
<input type="checkbox"/> Crime Prevention	<input type="checkbox"/> Human Settlements	<input type="checkbox"/> Sustainable Development
<input type="checkbox"/> Criminal Justice	<input type="checkbox"/> Humanitarian Affairs	<input type="checkbox"/> Technical Cooperation
<input type="checkbox"/> Culture	<input type="checkbox"/> Indigenous Peoples	<input type="checkbox"/> Trade, Finance and
<input type="checkbox"/> Development	<input type="checkbox"/> International Law	<input type="checkbox"/> United Nations Associations
<input type="checkbox"/> Disabled Persons	<input type="checkbox"/> Labour	<input type="checkbox"/> Water
<input type="checkbox"/> Disarmament	<input type="checkbox"/> Least Developed Countries	<input type="checkbox"/> Women
<input type="checkbox"/> Drug Control	<input type="checkbox"/> Media and Communications	<input type="checkbox"/> Youth
<input type="checkbox"/> Education	<input type="checkbox"/> Migration	
<input type="checkbox"/> Energy	<input type="checkbox"/> Outer Space	

Evaluation and Review of NGOs Associated with DPI

(If you have sent in your report in 2002, 2003 or 2004, please disregard this part and refer to page 4t.)

Please provide a one to two page typewritten overview of your organization's information programme relating to the United Nations during the last two years. The overview should include:

- Name of the organization
- Brief (no more than three sentences) statement of the organization's goals
- Main area of interest (see below for guidance)
- Description of the organization's information programme as it relates to the work of the United Nations. This may include, but is not limited, to list of publications (print and/or electronic), radio or television programmes, web sites, interviews and articles by organization's officials, seminars, and conferences. Please include an estimated number of people who receive this information.
- At least three samples of information materials described above (may be mailed separately with clearly stated name of the organization)