

## Guidelines to Registration for UNFF Sessions

Most potential participants to UNFF sessions fall into three groups:

- 1) Government representatives
- 2) UN organization and other intergovernmental organizations (IGO) representatives
- 3) Non-governmental organizations (NGO) representatives, including major groups

If you do not represent on of the above three categories, please contact the UNFF secretariat at the contact information on the pre-registration form below. Once you have determined your participant group, please follow the relevant registration guidelines below.

### **Government representatives:**

1) Respective national government authorities must send their nominated representative(s) to UNFF sessions through their **Permanent Missions to the United Nations** in New York, taking note that the requests through the permanent missions must reach the United Nations at the address below by 15 March 2003.

2) The travel request must contain the following information of the nominated representative: complete name, nationality, passport number, date of birth, official title, address, telephone numbers, including fax numbers, e-mail address if available, where the nominated representative can be directly contacted. Requests for travel support must be addressed to:

UNFF Secretariat  
DC2-2286, 2 UN Plaza, New York, NY 10017, USA  
Tel: +1-212-963-3160/3401  
Fax: +1-917-367-3186  
Fax: +1 (917) 367 3186  
Email: [luderer@un.org](mailto:luderer@un.org)

For travel support to attend UNFF sessions, please consult the following website: <http://www.un.org/esa/forests/session-travel.html>

### **UN organization and other intergovernmental organizations (IGO) representatives:**

IGO representatives should simply fill out the attached pre-registration form and return it to the UNFF Secretariat.

### **Non-governmental organizations (NGO) representatives, including major groups:**

NGOs and representatives of other major groups must first be accredited with ECOSOC in order to fully participate at UNFF sessions under the banner of their own organization. If your organization is on the ECOSOC accredited NGO list, available at [http://www.un.org/esa/forests/docs/ECOSOC\\_Accreditation\\_List\\_18-09-2002.doc](http://www.un.org/esa/forests/docs/ECOSOC_Accreditation_List_18-09-2002.doc), then simply fill out the attached pre-registration form and return it to the UNFF Secretariat.

If your NGO is **not** accredited to ECOSOC, there are several options for attending UNFF Sessions.

1) *Become ECOSOC accredited.* This is the preferred manner of attending UNFF sessions as it allows you to attend under the banner of your own organization. Refer to the ECOSOC NGO website at <http://www.un.org/esa/coordination/ngo/>, under "How to Obtain Status" to accredit your NGO with ECOSOC. Please note, however, that this process has been known to take between one and three years. If you do plan to undertake the accreditation process, please do copy the UNFF Secretariat at email [unff@un.org](mailto:unff@un.org) and / or fax 917-367-3186 as we may be able to facilitate your accreditation application.

2) *Become part of your official national delegation.* Explore with your UNFF National Focal Point (see <http://www.un.org/esa/forests/contacts-focal.html>) or the relevant UN Permanent Mission (see <http://www.un.int/missions/webs.html>) the possibilities of becoming part of your country's official delegation appointed to attend the UNFF Session.

3) *Become part of the official delegation of an ECOSOC accredited NGO,* such as the IUCN, WWF-International or Friends of the Earth - International. Please consult the full list of ECOSOC Accredited NGOs (see [http://www.un.org/esa/forests/docs/ECOSOC\\_Accreditation\\_List\\_18-09-2002.doc](http://www.un.org/esa/forests/docs/ECOSOC_Accreditation_List_18-09-2002.doc)) to identify other partners that may be willing to appoint your organization as part of their delegation to UNFF.

**Pre-Registration Form  
United Nations Forum on Forests Session**

**Please Print**

<b>Last Name</b>	
<b>First Name</b>	
<b>Work Title</b>	
<b>Affiliation</b>	
<b>Address 1<sup>st</sup> line</b>	
<b>Address 2<sup>nd</sup> line</b>	
<b>Town/City</b>	
<b>State/Province</b>	
<b>Zip Code</b>	
<b>Country</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>E-mail</b>	
<b>Website</b>	
<b>Are you ECOSOC Accredited?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IPF/IFF/UNFF Session(s) attended?</b>	
<b>What type of organization are you affiliated with or what population do you best represent?  (Please check one only)</b>	<input type="checkbox"/> Business and Industry <input type="checkbox"/> Farmers <input type="checkbox"/> Indigenous Peoples <input type="checkbox"/> Local authorities <input type="checkbox"/> NGO (Non Governmental Organization) <input type="checkbox"/> Scientific and Technological Community <input type="checkbox"/> Women <input type="checkbox"/> Workers and Trade Unions <input type="checkbox"/> Youth and children <input type="checkbox"/> Government <input type="checkbox"/> IGO (Inter Governmental Organization)
<b>Forest related issues of interest</b>	
<b>Preferred means of communication:</b>	<input type="checkbox"/> Email <input type="checkbox"/> Hard Copy
<b>Preferred language:</b>	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French

**Potential Participants:**

<b>First Name</b>	<b>Last Name</b>	<b>Work Title</b>	<b>Passport # / ID #</b>

I have read carefully and understand the Guidelines to UNFF Session Pre-Registration. I also understand that submission of this form is for information purposes only and does not ensure that any of the potential participants list above will be able to attend the UNFF session. Official registration is handled through my Permanent Missions of the United Nations, my intergovernmental agency or my ECOSOC accredited NGO.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Please return with a letter on official LETTER HEAD OF YOUR ORGANIZATION / INSTITUTE TO:

Ms. Maria LUDERER, UNFF Secretariat, 2 UN Plaza, Room DC2-2284  
New York, NY 10017, USA; Fax: + 1 917 367-3186; E-mail: UNFF@un.org