

2011 Annual Review Instructions

DEADLINE: 31 JANUARY 2012

- Log into the CSO Net [<http://esango.un.org/irene/?page=login>]. If you don't have your username and/or password, please use the option titled **“Request username/password for CSOs, including NGOs”**
- Once logged in, click on the **“Questionnaires”** option on the left menu and then the **“DPI/NGO 2011 Annual Review”**, ensuring that you fill out **all the mandatory fields**.
- Click on submit and you will receive your Reference Number. It is important that you save this number

Three requirements you need to meet to successfully submit the Annual Review:

- **20 minute** limit to complete the questionnaire.
- Must fill out **mandatory** fields.
- If you don't get a **reference number**, your Annual Review was not successfully submitted.

Please note:

- Only NGOs that submit their Annual Reviews will be included in the **DPI/NGO mailing list**.
- If you don't think you can complete the questionnaire within the 20 minutes time limit we suggest you **type the answers in a separate document** first and then transfer the answers into the questionnaire.
- The **ONLY** way to submit the Annual Review is electronically through the CSO Net.
- The deadline for submission is **31 January 2012**.