



Dear NGO Colleagues,

We have noticed that several NGOs have submitted their Annual Reviews with little or incomplete information in the responses. The purpose of this process is to obtain as much information as possible from the DPI-associated NGOs to maintain an accurate and updated database and have a record of the work that each organization performs throughout the year.

Each Annual Review is carefully evaluated and, if our office considers that the reporting information satisfactorily meets the criteria established in the Association commitment, the grounds passes will be authorized for the representatives designated by each organization. ONLY complete and detailed Annual Reviews will be approved and the corresponding NGOs will be granted grounds passes.

If your Annual Review does not contain all the required information you will be contacted and will need to re-submit the form. If an NGO fails to submit a fully completed Annual Review, we will not process the 2012 grounds passes application(s).

Should you have any questions, please address them to the Resource Centre at [undpingo@un.org](mailto:undpingo@un.org), indicating in the subject field: ANNUAL REVIEW.

Thank you for your cooperation.

NGO Relations  
Department of Public Information  
United Nations