

Reference: DESA/NGO/2009

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 2009.

**GENERAL PRINCIPLES ON ACCREDITATION OF NGO REPRESENTATIVES**

(more information on our web site: [www.un.org/esa/coordination/ngo](http://www.un.org/esa/coordination/ngo))

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 44<sup>th</sup> 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](mailto:desangosection@un.org)  
Web site: [www.un.org/esa/coordination/ngo](http://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](mailto:ungeneva.ngoliaison@unog.ch)  
Web site: [www.unog.ch/ESS\\_Mission\\_services/ngo/liaison.htm](http://www.unog.ch/ESS_Mission_services/ngo/liaison.htm)

**Vienna: NGO Liaison Office**

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

Fax: (43-1) 26060-5929

Tel: (43-1) 26060-4499

e-mail: [protocol@unvienna.org](mailto:protocol@unvienna.org)

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 a valid photo ID card) from the Pass and Security Office in accordance with the procedure established at each UN site. There are no deadlines. This may be done at the first convenient opportunity or while attending a meeting.

**Practical arrangements**

5 – 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).

6 – 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.**

7 – 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 new updated form will simply replace the old one. The form is always available for download at the NGO Section web site:

**[www.un.org/esa/coordination/ngo](http://www.un.org/esa/coordination/ngo)**

8 – Upon request, temporary passes to attend a specific meeting focusing on economic and social matters will be issued only for the duration of the meeting. Such requests must be submitted in writing specifying the activities in which these additional representatives will be involved. The letter, in letterhead, must be signed by one of the persons signing this form.

9 – 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.

10 – 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 2009 form with their name on it at the time they retrieve the 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, Title, Address, Telephone, Fax, e-mail:	
<input type="checkbox"/> <b>issue a pass</b>	_____ signature

**PRESIDENT / CHIEF EXECUTIVE OFFICER**

Name, Title, Address, Telephone, Fax, e-mail:	
<input type="checkbox"/> <b>issue a pass</b>	_____ 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 2009**

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:

Please note that our main representative above:

- Cannot add/change names on this form.**
- Cannot request additional 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 2009**

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:

Please note that our main representative above:

- Cannot add/change names on this form.
- Cannot request additional 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 2009**

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:

Please note that our main representative above:

- Cannot add/change names on this form.
- Cannot request additional 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 2009  
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](mailto: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](mailto: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: [unesewa@escwa.org.lb](mailto:unesewa@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