

## Important Information on the process for organizations interested in becoming associated with the United Nations Department of Public Information

The NGO Relations Section of the UN Department of Public Information (DPI) is the link from the Organization to the approximately 1,400 Non-governmental Organizations (NGOs) that are associated with the UN through DPI and support its efforts to disseminate information on the priority issues on its agenda, across areas of sustainable development, peace and security and human rights. NGOs associated with DPI help build knowledge and support for the Organization at the grassroots level.

### ASSOCIATION CRITERIA

NGOs seeking association with the United Nations Department of Public Information must meet the following criteria:

- ✓ Support and respect the principles of the Charter of the United Nations
- ✓ Be a reputable NGO with national, regional or international standing
- ✓ Operate solely on a not-for-profit basis and preferably have tax exemption status
- ✓ Be an established NGO that has been operating for at least 2 years
- ✓ Have its own information outreach programme

### APPLICATION PROCESS

The application process is very simple. NGOs must follow each step described in the following pages to accurately complete the application process.

**Step 1:** Fill out the application form which can be found on our website under “Membership”.

**Step 2:** Prepare the following required documents:

- A copy of your organization’s Constitution/By-laws
- Proof of non-profit/tax exempt status (only official government-issued documents will be accepted)
- A copy of your most recent financial statement (preferably in U.S. dollars). Please note the requirement will depend on the annual income of your organisation.
- *If your organization’s annual income is less than \$50,000, an income and expenditure statement/ balance sheet is required.*
- *If your organization’s annual income is more than \$50,000 but less than \$500,000, Compiled or Reviewed or Audited Financial Statement is required.*
- *If your organization’s annual income is more than \$500,000 but less than \$1,000,000, Reviewed or Audited Financial Statement is required.*
- *If your organization’s annual income is more than \$1,000,000, Audited Financial Statement is required.*
- Six (6) different samples of your organization’s most recent information materials related to the work of the United Nations (for example: newsletters, reports, audio or video productions, blogs, promotional publications/advertisement of events, etc...).
- Two (2) recommendation letters from individuals or organizations and one (1) recommendation letter from a UNIC/UNIS/UNRIC or a UN office with which the NGO has partnered or a letter from

a government office with which your NGO has partnered or from an NGO (DPI associated or has ECOSOC status) with which your NGO has partnered.

All submitted materials must be in one of the two working languages of the United Nations (English or French). Materials in any other language should be accompanied by a translation into English or French.

**Step 3:** Send the completed application form and all required documents to the UNIC/UNIS/UNRIC in the country where the NGO is based. For a complete listing of UNIC offices please visit: <http://unic.un.org>

Once the application material has been received, the UNIC/UNIS/UNRIC office will evaluate the submission and prepare a recommendation letter. The recommendation letter and all required accompanying documents will then be sent to NGO Relations at UN Headquarters in New York for review and evaluation.

If the NGO meets the requirements for association, NGO Relations will prepare the application for presentation to the DPI Committee on NGOs, which will decide whether the Organization is approved for association. This Committee meets twice a year to discuss and approve applications.

NGOs can also apply online through the Civil Society Organizations Network. More information on this process can be found on our website under “Membership”.

NGO Representatives are not official United Nations Representatives. The following title is the only one authorized by the UN DPI for DPI-associated NGO representatives to use: *NGO Representative at the United Nations Department of Public Information*

### DISASSOCIATION

NGOs may be disassociated on any of the following grounds:

- Failure to meet the criteria for association
- Failure to submit an Annual Review for three consecutive years
- Acts of fraud and misrepresentation of the work of the UN
- Unauthorized use of the UN emblem, name or flag by the organization or a representative of the organization.

### CONTACT

#### Association Team

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