

Examples of practices on accreditation by selected UN Secretariat Organisations and Departments

Below are examples of practices on accreditation by selected UN Secretariat organisations namely – the United Nations Office on Drugs and Crime (UNODC), United Nations Conference on Trade and Development (UNCTAD), UN Women, and the United Nations Department for Economic and Social Affairs, (UN-DESA).

UNCTAD respective rules of procedure of I the United Nations Conference on Trade and Development, Rule 81 Annex II and II Rules of Procedure of the Trade and Development Board Rule 77 Annex III part II paragraph 3 Procedure to be applied by the Bureau in discharging its functions provides a way to address a no objection, even though it is not explicitly described like this. Paragraph 3 of the Trade and Development Board states as follows:

“Upon the basis of the documentation submitted under paragraph 2 above and of the criteria for the establishment of relationship arrangements with non-governmental organizations, the Bureau shall then give advice to the Secretary-General of UNCTAD as to which non-governmental organizations should be included in the list provided for in rule 77. If required, the matter shall be put to the vote and decided by majority vote of the members of the Bureau present and voting. Any recommendation of the Bureau against the inclusion of a non-governmental organization in the list shall be considered as final”.

1. UNODC - Commissions on Narcotic Drugs (CND) and the Commission on Crime Prevention and Criminal Justice (CCPCJ)¹

Only NGOs in consultative status with the ECOSOC can be accredited to participate in the sessions of the Commissions as observers. As observers, NGOs are able, among other things, to:

- Attend and observe all proceedings of the Commissions with the sole exception of informal meetings for Member States
- Submit written statements to the Commissions
- Make oral interventions at the sessions of the Commissions
- Participate in special events and panel discussions
- Organize side events on issues relevant to the work of the Commissions

Accreditation: An NGO in consultative status with ECOSOC planning to attend a session of the Commissions must send a letter of request for accreditation to the Secretariat, signed by the head of the organization. The letter should be sent well in advance of the relevant session—at the latest one week before the start of the session. A maximum of 10 people per NGO can be accredited to any session.

¹ [A Practical Guide for NGO Participants \(unodc.org\) p.4-5](#)

The letter of request must be submitted on the official letterhead of the organization and must:

- State the title and duration of the session the organization wishes to attend, e.g. “[Name of NGO], in consultative status with ECSOOC, wishes to send the following members to attend the Xth session of the Commission (dates of session) ...”
- List the name/s (FAMILY NAME, first name) of the person/s who will represent the organization at the session and their respective email addresses. Please send the letter of request for accreditation in PDF format and the registration form in Word format by email to unodc-sgb@un.org . Please also fill out the registration form provided on www.unodc.org/unodc/en/commissions/registration.html names of persons must appear exactly as they appear in their passports.
- Be signed by the President or Chief Executive Officer of the organization
- Be accompanied by a registration form. Representatives will be contacted at the email address provided with a request to upload their photo. Once the photos have been uploaded, the badges will be printed in advance and made available for collection.

2. UNCTAD - Rules of Procedure for the United Nations Conference on Trade and Development and its Subsidiary Bodies²

I Rules of Procedure of the United Nations Conference on Trade and Development

XIV. Observers from non-governmental organizations, Rule 81³

1. Non-governmental organizations concerned with matters of trade and of trade as related to development referred to in paragraph 11 of General Assembly resolution 1995 (XIX) and included in the list referred to in the “Arrangements for the participation of nongovernmental organizations in the activities of UNCTAD,” may designate representatives to sit as observers at public meetings of the Conference, its main committees, and other sessional bodies. Upon the invitation of the President of the Conference or the Chairman of the main committee or of the sessional body and subject to the approval of the Conference or of the sessional body concerned, non-governmental organizations may make oral statements on matters within the scope of their activities.

2. Written statements provided by non-governmental bodies referred to in paragraph 1 above, related to items on the agenda of the Conference, shall be circulated by the Secretariat to members of the Conference.

Annex II of the Rules of Procedure of the United Nations Conference on Trade and its Subsidiary organs: Arrangements for the participation of non-governmental organizations in the activities of the United Nations Conference on Trade and Development⁴.

² UNCTAD/ISS/MISC/2019/2 - [Rules of Procedure of the United Nations Conference on Trade and Development and its Subsidiary Bodies \(unctad.org\)](http://unctad.org)

³ Ibid p.25-26

⁴ Ibid p. 40-42, 172nd Plenary Meeting, 20 September 1968.

Annex II provides amongst others for:

- I. Criteria to be applied in the establishment of the list of non-governmental organisations provided for in Rule 79 of the Rules of Procedure of the Trade and Development Board.
- II. Procedure to be applied by the Bureau in discharging its functions under Rule 79 of the Rules of Procedure of the Board.

Below is paragraph 3 of Part II Procedure to be applied by the Bureau in discharging its functions.

3. Upon the basis of the documentation submitted under paragraph 2 above and of the criteria for the establishment of relationship arrangements with non-governmental organisations, the Bureau shall then give advice to the Secretary-General of UNCTAD as to which non-governmental organizations should be included in the list provided for in rule 79. If required, the matter shall be put to the vote and decided by majority vote of the members of the Bureau present and voting. Any recommendation of the Bureau against the inclusion of a non-governmental organization in the list shall be considered as final.

II Rules of Procedure of the Trade and Development Board

XV. Observers for non-governmental organizations, Rule 77⁵.

.1. Non-governmental organizations concerned with matters of trade and of trade as related to development, referred to in paragraph 11 of General Assembly resolution 1995 (XIX), may designate representatives to sit as observers at public meetings of the Board, its sessional committees, and subsidiary organs. The Secretary-General of the Conference, in consultation with the Bureau of the Board, shall from time to time prepare a list of such organizations for the approval of the Board. Upon the invitation of the President or Chairman, as the case may be, and subject to the approval of the Board or of the subsidiary organ concerned, non-governmental organizations may make oral statements on matters within the scope of their activities.

2. Written statements provided by non-governmental bodies referred to in paragraph 1 above, related to items on the agenda of the Board or of its subsidiary organs, shall be circulated by the secretariat to the members of the Board or the subsidiary organ concerned.

Annex III Arrangements for the participation of non-governmental organizations in the activities of the United Nations Conference on Trade and Development⁶

Section II: PROCEDURES TO BE APPLIED BY THE BUREAU IN DISCHARGING ITS FUNCTIONS UNDER RULE 77 OF THE RULES OF PROCEDURE OF THE BOARD⁷

3. Upon the basis of the documentation submitted under paragraph 2 above and of the criteria for the establishment of relationship arrangements with non-governmental organizations, the Bureau shall then give advice to the Secretary-General of UNCTAD as to

⁵ Ibid p.67

⁶ Ibid p.74-76, 172nd Plenary Meeting, 20 September 1968.

⁷ Ibid p.76

which non-governmental organizations should be included in the list provided for in rule 77. If required, the matter shall be put to the vote and decided by majority vote of the members of the Bureau present and voting. Any recommendation of the Bureau against the inclusion of a non-governmental organization in the list shall be considered as final.

III Rules of Procedure of the Main Committees of the Trade and Development Board

XV. Observers for non-governmental organizations, Rule 75⁸

1. Non-governmental organizations concerned with matters of trade and of trade as related to development, referred to in paragraph 11 of General Assembly resolution 1995 (XIX) and included in the list referred to in rule 79 of the rules of procedure of the Board, may designate representatives to sit as observers at public meetings of the Committee, its sessional committees and subsidiary bodies. Upon the invitation of the Chairman, and subject to the approval of the body concerned, non-governmental organizations may make oral statements on matters within the scope of their activities.

2. Written statements provided by non-governmental organizations referred to in paragraph 1 of this rule, related to items on the agenda of the Committee or of its subsidiary bodies, shall be circulated by the secretariat to the members of the Committee or the subsidiary body concerned.

3. UN-WOMEN – Commission on the Status of Women.

NGOs that are [accredited](#) to and in good standing with the [Economic and Social Council](#) (ECOSOC) contribute to the annual sessions of the CSW. Link: [Eligibility | UN Women – Headquarters](#)

4. UN-DESA – Commission for Social Development⁹

NGOs that are accredited to the United Nations Economic and Social Council (ECOSOC) may designate representatives to the annual sessions of the Commission for Social Development.

⁸ Ibid p. 113

⁹ See link: [CSocD: Participation of NGOs | Division for Inclusive Social Development \(DISD\) \(un.org\)](#)