

UNITED NATIONS



NATIONS UNIES

DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS

Office for ECOSOC Support and Coordination – NGO Branch

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New York, July 2010

Dear Sir/Madame,

I am pleased to inform you that the Economic and Social Council (ECOSOC), at its Substantive Session of July 2010, adopted the recommendation of the Committee on Non-Governmental Organizations (NGOs), to grant Roster consultative status to your organization “**International Civil Aviation English Association**”. On behalf of all staff of the Non-Governmental Organizations Branch please accept my heartfelt congratulations.

Your consultative status opens the door for your organization to actively engage with the ECOSOC and its subsidiary bodies, as well as with United Nations Secretariat, programmes, funds and agencies. I encourage you to actively participate in the work of the Council which will allow your organization to consult with Member States and the UN system and effectively implement the provisions of the consultative relationship.

The consultative status is governed by the United Nations Charter and related resolutions of ECOSOC. Article 71 of the Charter stipulates that “the Economic and Social Council may make suitable arrangements for the consultation with non-governmental organizations which are concerned with matters within its competence. Such arrangements may be made with international organizations and, where appropriate, with national organizations after consultations with the Member of the United Nations concerned.”

Arrangements for consultations with NGOs are regulated by ECOSOC resolution 1996/31 adopted on 25 July 1996. Please review the resolution from our website which defines the nature of the consultative relationship between the UN and NGOs. Your attention is drawn to Parts II, IV, V and VII of the resolution describing the procedures and mechanisms for engagement with the Council. Also, please note that organizations in General and Special consultative status are required to submit **quadrennial reports** on their activities (Part IX, paragraph 61c). With regard to the latter, please find on our website ECOSOC resolution 2008/4 on measures to improve the quadrennial reporting procedures, as requested by the Council in para.4 of the resolution. Your Organization’s first report covering the period 2010-2013 should be submitted to the Committee in 2014.

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To facilitate your engagement with the Council, we refer you to our web portal, CSO Net – the Civil Society Network: < www.un.org/ecosoc/csonet >. This website keeps you informed of news and events about ECOSOC in particular, and of new initiatives and developments related to civil society and the UN system as a whole. In addition, the website highlights the work of NGOs in consultative status with ECOSOC, including a repertoire of best practices from around the world and information for networking. We also maintain an online calendar of meetings and conferences pertinent to civil society participation to the United Nations. We would recommend you to visit CSO Net for more information on these meetings.

You may now designate official representatives to the United Nations – to the United Nations Headquarters in New York and the United Nations offices in Geneva and Vienna. Representatives of your organization may now participate in events and activities of the UN. Using the same username and password that are already in your possession, please login to the NGO Branch website at: < www.un.org/ecosoc/ngo > and follow the instructions to designate your representatives for the current calendar year. Please note that designated representatives must pick up their grounds passes, in person, at designated locations. Kindly retain your username and password for your records as you will need this information to designate official representatives to the United Nations for each calendar year (see enclosed instructions), as well as to register for major events and conferences, submit your quadrennial reports, and to update your profile and other relevant information, as may be necessary.

Below please find selected provisions of ECOSOC resolutions 1996/31 and 2008/4 setting forth the arrangements for the participation of NGOs in consultative status with ECOSOC and their **rights and responsibilities**. This information can also be accessed from the website.

Rights of NGOs in consultative status

1) Provisional Agenda of ECOSOC

- The provisional agenda of the Economic and Social Council shall be communicated to organizations in general and special consultative status and to those on the Roster.
- Organizations in general consultative status may request the Secretary-General, through the Committee on Non-Governmental Organizations, to place items of special interest in the provisional agenda of the Council.

2) Attendance at meetings

Organizations in general and special consultative status may designate authorized representatives to sit as observers at public meetings of the Council and its subsidiary bodies. Those on the Roster may have representatives present at such meetings concerned with matters within their field of competence. These attendance arrangements may be supplemented to include other modalities of participation.

3) Written statements

- Written statements relevant to the work of the Council may be submitted by organizations in general and special consultative status on subjects in which these

organizations have a special competence. Such statements shall be circulated by the Secretary-General of the United Nations to the members of the Council.

- The following conditions shall be observed regarding the submission and circulation of such statements:

- (a) The written statement shall be submitted in one of the official languages;
- (b) It shall be submitted in sufficient time for appropriate consultation to take place between the Secretary-General and the organization before circulation;
- (c) The organization shall give due consideration to any comments that the Secretary-General may make in the course of such consultation before transmitting the statement in final form;
- (d) A written statement submitted by an organization in general consultative status will be circulated in full if it does not exceed 2,000 words. Where a statement is in excess of 2,000 words, the organizations shall submit a summary which will be circulated or shall supply sufficient copies of the full text in the working languages for distribution. A statement will also be circulated in full, however, upon a specific request of the Council or its Committee on Non-Governmental Organizations;
- (e) A written statement submitted by an organization in special consultative status will be circulated in full if it does not exceed 500 words. Where a statement is in excess of 500 words, the organization shall submit a summary which will be circulated; such statements will be circulated in full, however, upon a specific request of the Council or its Committee on Non-Governmental Organizations;
- (f) The Secretary-General, in consultation with the President of the Council, or the Council or its Committee on Non-Governmental Organizations, may invite organizations on the Roster to submit written statements. The provisions of subparagraphs (a), (b), (c) and (e) above shall apply to such statements;

4) Oral presentations during meetings

- (a) The ECOSOC Committee on Non-Governmental Organizations shall make recommendations to the Council as to which organizations in general consultative status should make an oral presentation to the Council and on which items they should be heard. Such organizations shall be entitled to make one statement to the Council, subject to the approval of the Council. In the absence of a subsidiary body of the Council with jurisdiction in a major field of interest to the Council and to organizations in special consultative status, the Committee may recommend that organizations in special consultative status be heard by the Council on the subject in its field of interest;
- (b) Whenever the Council discusses the substance of an item proposed by a nongovernmental organization in general consultative status and included in the agenda of the Council, such an organization shall be entitled to present orally to the Council, as appropriate, an introductory statement of an expository nature. Such an organization may be invited by the President of the Council, with the consent of the relevant body, to make, in the course of the discussion of the item before the Council, an additional statement for purposes of clarification.

(5) Consultations with ECOSOC and its subsidiary bodies

- Commissions and other subsidiary bodies of ECOSOC may consult with NGOs in general and special status; such consultations may be arranged at the request of the NGO. Organizations on the roster may also be heard by these bodies on the recommendation of the Secretary-General and at the request of such commission or subsidiary body.
- A commission of ECOSOC may recommend that an NGO with special competence in a particular field undertake studies or investigations, or prepare papers for the commission.

- NGOs shall be able to consult officers of the appropriate offices of the Secretariat on matters of mutual interest or concern. Such consultation shall be at the request of the NGO or the Secretary-General.
- The Secretary-General may request organizations in general, special and roster status to carry out studies or prepare papers.

(6) Use of United Nations facilities

The Secretary-General is authorized to offer UN facilities to NGOs in consultative status, including:

- provision of accommodation for conferences or smaller meetings on the work of the ECOSOC
- appropriate seating arrangements and facilities for obtaining documents during public meetings of the General Assembly that deal with matters in the economic and social and related fields
- arrangement of informal discussions on matters of special interest to groups or organizations
- access to UN press documentation services
- prompt and efficient distribution of documents of ECOSOC and its subsidiary bodies as the Secretary-General deems appropriate
- use of UN libraries

Responsibilities of NGOs in consultative status

- NGOs in consultative status are NOT a part of the United Nations. They are not representatives or agents of the UN, nor are they authorized to enter into business arrangements on behalf of the UN. Consultative status does not entitle them to special privileges, tax exemptions, diplomatic passports, etc.
- NGOs in consultative status are not entitled to use the UN logo. Under no circumstance is this permission granted for use on stationery or business cards. If you wish to display your status on your letterhead, below the name of your organization, you may state *“organization in (Category of status) with the Economic and Social Council since (year status granted).”*
- NGOs in General and Special status are required to submit quadrennial reports detailing their activities in support of the work of ECOSOC and the United Nations. In the intervening periods between submissions of quadrennial reports, organizations are advised to keep detailed records of participation in UN meetings and events, as well as cooperation with UN funds and agencies. Please download and read carefully the guidelines for the submission of quadrennial reports available on the NGO Branch website: www.un.org/ecosoc/ngo
- The consultative status of non-governmental organizations with the Economic and Social Council and the listing of those on the Roster shall be suspended for up to three years or withdrawn by the decision of the Economic and Social Council on the recommendation of its Committee on Non-Governmental Organizations in the following cases:
 - a. If an organization, either directly or through its affiliates or representatives acting on its behalf, clearly abuses its status by engaging in a pattern of acts contrary to the purposes and principles of the Charter of the United Nations including unsubstantiated or politically motivated acts against Member States of the United Nations incompatible with those purposes and principles;

- b. If there exists substantiated evidence of influence from proceeds resulting from internationally recognized criminal activities such as the illicit drugs trade, money-laundering or the illegal arms trade;
- c. If, within the preceding three years, an organization did not make any positive or effective contribution to the work of the United Nations and, in particular, of the Council or its commissions or other subsidiary organs.

We stand ready to assist you as you engage in supporting the work of the ECOSOC and we look forward to a positive and fruitful partnership. Congratulations on your new status!

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Abramov', written in a cursive style.

Andrei Abramov, Chief
NGO Branch