



In order to further engage with our associated NGOs and to learn more about their organization's work, we ask that you submit an "Intended Plan of Action" of your upcoming UN- related activities, events and programmes for the rest of 2016 and 2017. [\*\*Item iii - Intended Plan of Action\*\*](#)

Your organization will start receiving emails with relevant United Nations material and information on conferences, seminars, briefings and other events following the submission of your Newly Associated Information Form. Information on these events and announcements are also available on our website and social media platforms, including Facebook and Twitter. [\*\*Item iv - Social Media/Website\*\*](#)

Before the end of each year, we will send your organization information regarding the Annual Review, which will also be available on our website. In order to maintain your association with DPI, you must complete the Annual Review form by the deadline. [\*\*Item v - Annual Review\*\*](#)

NGOs associated with the United Nations Department of Public Information need to be mindful of the rules and guidelines established by the General Assembly on the use of the UN Emblem by external parties. Organizations associated with DPI are encouraged to get familiarized with these guidelines, as well as the appropriate use of the UN name and acronym, flag and grounds passes. [\*\*Item vi - Use of UN Emblem\*\*](#)

Once again, it is my pleasure to welcome your organization to the Department of Public Information. We look forward to a productive partnership in pursuit of our common goals.

Yours sincerely,



Hawa Diallo  
Officer-in-Charge  
NGO Relations & Advocacy Section  
Outreach Division,  
Department of Public Information

cc: Mr. Bruce Knotts, Chair, NGO/DPI Executive Committee  
Mr. Rajiv Chandran  
New Delhi, India

## NGO COMMITMENT WITH DPI GUIDELINES

**i. DPI Association** – Association of NGOs with DPI does not constitute their incorporation into the United Nations system, nor does it entitle associated organizations or their staff to any kind of privileges, immunities or special status. Your NGO may mention that the organization is “associated with DPI”. The guidelines mentioned in [item vi](#) contain more information on the use of the UN Emblem and UN Grounds passes. We encourage you to widely share this document within your organization. Your designated representatives will also be asked to sign this agreement when they retrieve their UN grounds passes.

**ii. CSO Net Profile** – Please visit the [CSO Net website](#) and click on the last option titled “Please Click Here to Add Your Organization” to create your profile. Please search the database to check if your organization already has an existing profile. If so, you can update that profile. If you are creating the profile for the first time, remember to indicate that your NGO is associated with DPI before you submit it.

**iii. Intended Plan of Action** – Please describe in no more than 250 words how you plan to put your association with DPI into practice, the communication platforms you intend to utilize and the expected outcome of your initiatives for the upcoming year. To help you plan for this, we are including the calendar of the UN International Days. Our hope is that your plan of action will reflect your association with our Department, allowing us to better support the work of your organization. Please note that this intended plan of action must be submitted along with your 2015 Newly Associated Information Form.

**iv. Social Media/Website** – We encourage your organization to visit our website regularly, and place a link to our site (<http://outreach.un.org/ngorelations>) on your organization’s site. We also encourage you to “Like” us on Facebook at [UNDPINGO](#), follow us on twitter [@undpingo](#) and use our hashtag #DPINGO in your social media posts to further share your work with us.

**v. Annual Review** – NGOs associated with DPI in 2016 are exempt from completing the 2016 Annual Review; however, we strongly recommend that your organization still makes a submission.

**vi. Use of the UN Emblem** – The use of the UN emblem is restricted by General Assembly resolution 92(i), adopted in 1946. This resolution states that in order to prevent the misuse of the UN seal and emblem, it cannot be used without the authorization of the Secretary-General. NGOs are not allowed to use the official UN emblem on their websites, stationary, business cards or other items. NGOs may, however, request authorization to use the modified UN emblem which requires written approval and authorization by the Office of Legal Affairs. Please refer to the attached guidelines for further details on the use of the UN emblem.

**vii. Other NGO responsibilities** – You are also expected to keep NGO Relations informed of any changes to your organizational structure or bylaws by sending us a copy of the amended documents. In addition, you should also inform us of all changes in the name of your organization or contact information (mailing and email addresses) as well as any changes of NGO representatives. If you have any further questions please contact: [undpingo@un.org](mailto:undpingo@un.org).

### viii. NGO Relations Contact Information

NGO Relations – Resource Centre  
Department of Public Information  
801 UN Plaza, Room U-0204  
United Nations Headquarters  
New York City  
NY 10017  
+1 (212) 963-7234  
[undpingo@un.org](mailto:undpingo@un.org)