

Accreditation to other United Nations bodies and agencies, including the United Nations Economic and Social Council (ECOSOC) will help to qualify for UNEP accreditation.

Accreditation Request Submission

Non-governmental organizations seeking accreditation should forward a set of documents that prove that they meet the requirements. An accreditation application form is accessible at: <https://goo.gl/Dr53pr>

The request for accreditation should include the following documents:

1. Letter requesting accreditation on the organization's letterhead, signed and dated;
2. Certified copy of constitution/charter and/or statutes/by-laws and amendments to those documents, and list of partners if any;
3. Certified copy of certificate of registration which must include a stamp of the government authority that issued it;
4. Proof of non-profit-making status, e.g. registration certificate or audited financial reports;
5. Proof of engagement in the field of environment e.g. annual reports; conference and seminar reports; recent press releases and copies of media statements; newsletters and other periodicals;
6. Account of the international scope of its activities; such as headquarters and regional offices in different countries, evidence of engagement in more than one country, evidence of engagement with International Organizations, activities that have impact beyond one country.

Documents should be submitted in English preferably, and if any document was translated, a certificate of translation should be submitted with the application.

UN Environment aims to conclude accreditation requests within three months of receipt of all the information required and will inform applicants immediately when a decision is taken.

Contacts

The documents should be sent in electronic version to the address below:

unenvironment-civilsociety@un.org

If an organization has no access to electronic communication means, accreditation documents may be mailed in hardcopy to:

Civil Society Unit
United Nations Environment Programme
P.O. Box 30552 Nairobi, Kenya.

General enquiries

unenvironment-civilsociety@un.org

Accreditation matters

unenvironment-accreditation@un.org

Stakeholder Engagement Handbook

More about stakeholder engagement can be found in UN Environment's **Stakeholder Engagement Handbook**, downloadable under: <https://goo.gl/oVnxLe>

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Modalities for Accreditation of Non-Governmental Organizations to the United Nations Environment Programme



Modalities for Accreditation of Non-Governmental Organizations to the United Nations Environment Programme

In order for Civil Society Organisations to engage in the governance of the United Nations Environment Programme (UN Environment), they need to be accredited to UN Environment. Non-governmental organizations must successfully meet the requirements of the accreditation process before being granted observer status to the United Nations Environment Assembly and its subsidiary organs such as the Committee of Permanent Representatives. Accreditation is not a requirement for participation in the implementation of projects, programs or partnerships with UN Environment or to participate in regional meetings and the Global Major Groups and Stakeholders Forum preceding the UN Environment Assembly.

Engagement Approach

The United Nations Environment Programme strives to ensure effective, inclusive and balanced participation of Non-Governmental Organizations as they play a central role in providing expertise and scientific knowledge, informing governments of local needs and opinions, as well as identifying the “on the ground” realities of policy decisions. UN Environment applies the Major Groups approach outlined in Agenda 21 and engages with nine categories of stakeholders represented by not-for-profit, non-governmental organizations, namely: Farmers, Women, Scientific and Technological Community, Children and Youth, Indigenous Peoples and their Communities, Workers and Trade Unions, Business and Industry, Non-governmental Organizations, and Local Authorities. In addition, UN Environment invites stakeholders that do not fall under the nine major groups and that meet accreditation criteria to consider applying for accreditation.

Privileges of Accredited Organizations

In the process leading up to sessions of the Environment Assembly and its subsidiary organs, accredited non-governmental organizations have the opportunity:

- ▶ To receive unedited working documents of the UN Environment Assembly, at the same time as Member States;
- ▶ To submit to the UN Environment Secretariat written input to these documents for distribution to Member States;

During the session of the Assembly and its subsidiary organs, accredited organizations have the opportunity:

- ▶ To attend all meetings as observers, except for meetings that are declared non-public;
- ▶ To circulate written statements through the UN Environment Secretariat;
- ▶ To make oral interventions during the sessions, at the discretion of the respective chairperson.

Furthermore, representatives of accredited organizations may become or elect Regional Representatives or members of the Major Groups Facilitating Committee (for more information see Stakeholder Engagement Handbook, link below).

Obligations

Accredited organizations and their representatives have the following obligations:

- ▶ Constructively and actively contribute to discussions of UN Environment’s governing bodies, using the opportunities availed by the Secretariat;

- ▶ Notify UN Environment immediately through the Civil Society Unit of any changes in contact information or legal status;
- ▶ Provide the UN Environment Secretariat with a brief report of their activities every four years after the date of accreditation, in a manner and format prescribed by the Secretariat;
- ▶ Act in accordance with the relevant rules of procedure governing any meeting or session that they attend;
- ▶ Comply with registration and seating requirements of any meeting or session that they attend;
- ▶ If selected as Regional Representative or member of the Major Groups Facilitating Committee, put aside sufficient time to implement the related tasks.

Criteria for Accreditation

The criteria for accreditation are derived from Rule 70 of the Rules of Procedure of United Nations Environment Assembly (see <https://goo.gl/nhVY6P>). In order to be granted accreditation, an organization needs to:

- ▶ Be a not-for-profit Non-Governmental Organization with an international scope of work;
- ▶ Be formally registered as a legal entity in at least one country;
- ▶ Have an interest in the field of environment;
- ▶ Be in existence for at least 2 years at the time of the application.