

6. Attach proof of non-profit-making status, e.g. registration certificate and/or tax exemption certificate;
7. Attach 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;
8. Provide 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 an impact beyond one country;
9. Submit the request through the portal;
10. You can track your submission through the portal to find out at what stage it is at.

Documents should be submitted in English. If any document was translated, a certificate of translation should be submitted with the application. UNEP 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.

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

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

General enquiries
unep-civilsociety@un.org

Accreditation matters
unep-accreditation@un.org

Stakeholder Engagement Handbook

More about stakeholder engagement can be found in UNEP's Stakeholder Engagement Handbook, downloadable under:
<https://bit.ly/2xFE6N0>

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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 (UNEP)

In order for non-governmental organizations, represented by the nine Major Groups, to engage in the governance of the United Nations Environment Programme (UNEP), they must meet the requirements for accreditation. Being accredited, they will have observer status to the United Nations Environment Assembly (UNEA) and its subsidiary organs such as the Committee of Permanent Representatives.

Accreditation is not a requirement for participation in the implementation of projects, programmes or partnerships with UNEP, or to participate in regional meetings and the Global Major Groups and Stakeholders Forum preceding the UNEA.

Engagement Approach

UNEP 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. UNEP applies the Major Groups approach outlined in Agenda 21 and engages with nine categories of stakeholders represented by legally registered 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, UNEP invites stakeholders that do not fall under these nine major groups but meet the accreditation criteria to consider applying for accreditation to UNEP.

Privileges of Accredited Organizations

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

- ✿ To receive unedited working documents of UNEA, at the same time as Member States; To submit to the UNEP Secretariat written input to these documents for distribution to Member States;
- ✿ During the session of UNEA 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 UNEP 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 Facilitators and/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 UNEP's governing bodies, using the opportunities availed by the Secretariat;
- ✿ Notify UNEP immediately through the Civil Society Unit of any changes in contact information or legal status;
- ✿ Provide the UNEP Secretariat with a brief report of their activities at least every four years after the date of accreditation;
- ✿ Act in accordance with the relevant rules of procedure governing any meeting or session that they attend;
- ✿ Comply with registration and seating require-

requirements of any meeting or session that they attend;

- ✿ If selected as Regional Facilitators or member of the Major Groups Facilitating Committee, put aside enough time to implement the related tasks.

Criteria for Accreditation

The criteria for accreditation are derived from Rule 70 of the Rules of Procedure of UNEA (see <https://www.unenvironment.org/cpr/environment-assembly-rules-procedure>). 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 a legal entity in at least one Member State;
- ✿ Have an interest in the field of environment;
- ✿ Be in existence for at least 2 years at the time of the application.

Accreditation to other United Nations bodies and agencies, including the United Nations Economic and Social Council (ECOSOC) will be of support – but does not guarantee – to be qualified for UNEP accreditation.

Accreditation Request Submission

Non-governmental organizations seeking accreditation should follow these steps:

1. Create an account on UNEP Accreditation Portal (<https://accreditation.unep.org/>)
2. Fill the fields in the form in the portal following this user manual; (<https://bit.ly/2UV1a2e>)
3. Attach letter requesting accreditation on the organization's letterhead signed and dated;
4. Attach certified copy of constitution/charter and/or statutes/by-laws and amendments to those documents, and list of partners if any;
5. Attach certified copy of the certificate of registration which must include a stamp of the government authority that issued it;