



UNCTAD XI: São Paulo, Brazil, 13-18 June 2004  
Anhembi Conference Centre

Accreditation procedures for NGOs/CSOs which do not have observer status with UNCTAD  
**DEADLINE: 31 March 2004**

The United Nations Conference on Trade and Development (UNCTAD) will be holding its eleventh quadrennial Conference in São Paulo, Brazil, from 13 to 18 June 2004. The theme of UNCTAD XI is **“Enhancing coherence between national development strategies and global economic processes towards economic growth and development, particularly of developing countries”**. Its sub-themes are **“Development strategies in a globalizing world economy; Building productive capacity and international competitiveness; Assuming development gains from the international trading system and trade negotiations; Partnerships for development”**.

A. Arrangements for the participation of non-governmental organizations in the activities of UNCTAD are governed by rule 77 of the rules of procedure of the Trade and Development Board (rule 81 of the Conference), and Board decision 43 (VII) of 20 September 1968.

Organizations wishing to establish a closer working relationship with UNCTAD, and a firm basis for long-term cooperation, are advised to apply for consultative status and can request information and questionnaires from the address indicated below. Organizations in status receive UNCTAD's documentation and studies, as well as notifications of UNCTAD's intergovernmental meetings, where they can make and distribute statements. Applications for status are submitted to the Trade and Development Board for the approval of member States.

B. Arrangements can be made for non-governmental organizations /civil society organizations concerned with trade and development and interrelated issues in the areas of finance, investment, technology and sustainable development that do not have observer status with UNCTAD and that provide the necessary credentials to attend UNCTAD XI. Once accredited, organizations' representatives would be entitled to observe the proceedings of the public meetings of the Conference, have access to non-restricted general documentation and use the facilities provided for NGOs/CSOs. They would not be entitled to make oral statements in official meetings of the Conference or circulate written statements. They may, however, make their views known through NGOs which have observer status with UNCTAD and display material in a specific location reserved for this purpose.

Organizations wishing to apply for accreditation to be able to attend the Conference and its preparatory meetings are required to complete the attached questionnaire and send it with a copy of the requested supporting material (supporting material may be sent by fax or regular mail). Organizations should provide clear information on their activities and how they are concerned with those of UNCTAD. Also, they are requested to send with the questionnaire copies of their organization's constitution/by-laws/statutes and mission statements, activities or annual reports and financial statements and send all requested documents by **31 March 2004** to *Civil Society Outreach (CSO), Intergovernmental Support Service (ISS), UNCTAD, Palais des Nations, CH 1211 Geneva 10, Switzerland (fax: 41-22- 907 0056)*.

Requests for accreditation will be submitted to the member States for their consideration. Decisions regarding accreditation for the Conference and its preparatory meetings will be communicated as soon as possible directly to the organizations concerned. Please note that the UNCTAD secretariat does not take

responsibility for obtaining visas for Brazil, nor can it guarantee entry to Brazil, as this is the responsibility of the host country.

Information on registration will be made available on the web site of UNCTAD ([www.unctad.org](http://www.unctad.org))

Please note that the number of representatives per organization may be limited by the capacity of the available meeting space.

A Civil Society Forum will be organized as part of the official programme of the Conference. The meeting will provide an opportunity for participating civil society organizations to discuss and formulate their views on the issues related to the Conference agenda. The final statement of the Forum will be delivered to UNCTAD XI.



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Applications by NGOs/CSOs which do not have observer status with UNCTAD

ACCREDITATION QUESTIONNAIRE

**PLEASE COMPLETE IN ENGLISH AND TYPE RESPONSES TO THE FOLLOWING  
QUESTIONS:**

1. Official name of organization:

2. Acronym:

3. Full Address: (street and postal):

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

e-mail: \_\_\_\_\_

Web page:

4. Structure and geographical coverage:

International \_\_\_\_\_

Regional \_\_\_\_\_

National \_\_\_\_\_

Local \_\_\_\_\_

5. Membership:

- a) Please list members of the governing body and countries of nationality.
- b) Please give total number of members and list of countries.

6. Year of establishment:

7. Please attach a detailed description of:

a) Aims, objectives and activities (please also provide copies of related pages from Constitution/By-laws/Statutes and, where available, mission statement).

b) Activities and programmes related to the theme and sub-themes of the Conference:

8. Finances (indicate sources of revenue and provide latest annual budget):

9. Relations with other international organizations:

Other UN organs; UN specialized agencies; other international organizations:

The UN Economic and Social Council: Does your organization have consultative status with ECOSOC? If so, please indicate one of the following:

General Category:\_\_\_\_\_ Special Category:\_\_\_\_\_ Roster:\_\_\_\_\_

10. Please indicate if your organization has been accredited to an UNCTAD Conference in the past and, if so, give the dates of the Conference:

11. Signed by: (Name and title): \_\_\_\_\_

Place:\_\_\_\_\_ Date:

**Please complete and return this questionnaire before 31 March 2004 to:  
Civil Society Outreach (CSO), Intergovernmental Support Service (ISS), UNCTAD, Palais  
des Nations, CH 1211 Geneva 10, Switzerland (fax: 41-22-9070056, e-mail:  
cso@unctad.org)**