



## Checklist

### Application of non-governmental organizations for consultative status

#### General principle (Ref.: GC.1/Dec.41, annex, para. 12):

Appropriate relations with international and national non-governmental organizations and other organizations the work of which is related to that of UNIDO, in the sense of Article 19.1 (b) of the constitution shall be established to provide a basis for co-operation between UNIDO and the organizations in consultative status and other organizations.

#### Criteria (Ref.: GC.1/Dec.41, annex, para. 14):

- (a) International organizations which have not been established by an intergovernmental agreement and national organizations not established by a government shall be considered as non-governmental organizations for the purposes of the present guidelines, including organizations for the purposes of the present guidelines, including organizations which accept members designated by governmental authorities, provided such membership does not interfere with the free expression of views by the organization.
- (b) The organization normally shall be an international non-governmental organization of world-wide or regional scope. Consultative status also may be granted to a national non-governmental organization if the activities of the national organization are not covered by an international non-governmental organization already in consultative status with UNIDO and if the national organization has special competence on which UNIDO wishes to draw. In the case of national organizations, the Director-General, pursuant to Article 19.1 (b) of the Constitution of UNIDO, shall first consult with the Governments concerned.
- (c) The aims and purposes of the organization must be in conformity with the spirit, purposes and principles of the Constitution of UNIDO.
- (d) The organization must be actively concerned with areas falling within the competence of UNIDO and shall have an established record in these areas.
- (e) The organization must undertake to support actively the work of UNIDO.
- (f) The organization shall be of representative character and of recognized standing, with a policy-making body of international composition, an executive officer and an established headquarters. Its representative shall have the authority to speak for its members who exercise voting rights in relation to the policies or activities of the organization.
- (g) Consultative status shall be granted to a larger organization formed by a group of organizations having consultative status with UNIDO only after consultation with these organizations have been held. Consultative status shall not normally be granted to an individual organization which is a member of a larger organization, or a group composed of organizations, which has consultative status.

#### Procedure for granting consultative status

##### **Submission of application to the Policymaking Organs Secretariat** (Ref.: GC.1/Dec.41, annex, para. 15):

Application shall be addressed to the Director-General at **least four months** prior to the next scheduled session of the Industrial Development Board (Check dates [here](#)) in order for them to be considered at that

session. In submitting an application an organization seeking consultative status must provide the following information:

- (a) Name of the organization in English or French as well as in any other existing translation to other languages of the Board (Arabic, Chinese, Russian, Spanish);
- (b) Statutes of the organization in English or French as well as in any other existing translation to other languages of the Board, and a list of the objectives of the organization;
- (c) A summary history of the organization including the date and place of establishment;
- (d) A description of the structure of its administration;
- (e) A detailed statement of its activities, particularly those which related to the work of UNIDO and which could contribute towards the accomplishment of UNIDO's objective.
- (f) Documentation which would establish that the organization is representative of the field in which it operates;
- (g) A statement of its relations with the United Nations; its specialized agencies and other intergovernmental organizations;
- (h) A description of its relations with other non-governmental organizations;
- (i) A detailed statement of current financial income and expenditures, including the sources of financing of its activities;
- (j) The full address of its official headquarters and addresses of its regional offices, if any;
- (k) Name of its executive head or his accredited representative who would maintain liaison with the Director-General of UNIDO.
- (l) In the case of an international non-governmental organization, documentation which would make clear the international character of its membership;
- (m) Composition of its policy-making bodies and a description of the categories of membership;
- (n) An organization whose membership includes individuals or official bodies that are designated by governmental authorities must submit a list of such members.

**Preliminary assessment by the Policymaking Organs Secretariat** (Ref.: IDB.45/Dec.16, annex, (e) to (h)):

- Upon receipt of an application for consultative status, which should not be later than **four months** prior to the next session of the Board, the Secretariat shall conduct a preliminary assessment in order to determine whether the application meets the requirements of the [Guidelines](#).
- In particular, the Secretariat shall determine whether the applying organization fulfils the criteria stipulated in paragraph 14 of the [Guidelines](#) and whether it has furnished the information specified in paragraph 15 of the [Guidelines](#).
- As a rule, the preliminary assessment shall be conducted by the Policymaking Organs Secretariat in close consultation with the relevant technical departments and regional divisions and, if necessary, the Legal Advisor.
- The Director General or an official acting on behalf of the Director General may request the applying organization to provide further information for the purpose of the preliminary assessment.

If the conditions are met:

- The application will be submitted to the Industrial Development Board for consideration and approval;
- A letter will be sent to the applying NGO informing of the result of the preliminary assessment and further steps.

If the conditions are **not** met:

- A letter will be sent to the applying NGO informing of the result of the preliminary assessment.

**Pre-sessional document** (Ref.: IDB.45/Dec.16, annex, (i)):

Following completion of the preliminary assessment, the Director General shall circulate a pre-sessional document among members of the Board, preferably 60 days and no later than 45 days before the session, containing information on the applying organization and on the outcome of the preliminary assessment.

**Decision making by the Board** (Ref.: IDB.45/Dec.16, annex, (j) to (p)):

- The Enlarged Bureau of the Board shall meet to review the application of, and the information on, the applying organization preferably 10 working days prior the session in question.
- The Enlarged Bureau shall submit its recommendation on the application to the Bureau of the Board.
- The Bureau of the Board shall consider the application and the recommendation of the Enlarged Bureau, usually at its first meeting held during the session.
- The President of the Board, or a Vice-President acting as a President shall inform the Board of the Bureau's recommendation to approve, reject, or postpone a decision, generally at the second plenary of the session.
- With the approval of the Bureau, the President of the Board, or a Vice-President acting as President, shall present the text of a draft decision to the Board, by which the Board approves, rejects or postpones a decision on the application.
- The Director General shall communicate the decision of the Board to the organization concerned.
- Notwithstanding the provisions of subparagraphs above, the Enlarged Bureau and the Bureau of the Board may defer their recommendations on the application pending further consultations or pending receipt of additional information or clarification.

**Reference:**

- [General Conference decision GC.1/Dec.41, annex;](#)
- [Industrial Development Board Decision IDB.45/Dec.16, annex](#)
- [Guidelines](#)