

United Nations Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

TEL.: 1 (212) 963.1234 • FAX: 1 (212) 963.4879

REFERENCE:

14 July 2004

Dear Mrs. Engo,

The Committee on Non-Governmental Organizations of the Department of Public Information (DPI) met in July to consider new applications from non-governmental organizations (NGOs) for association with DPI. I am pleased to inform you that the Committee approved **African Action on AIDS (AAA)** for association with the Department, effective immediately.

This association constitutes a commitment on the part of your organization to disseminate information and raise public awareness about the purposes and activities of the United Nations and issues of global concern. Associated NGOs are expected to focus a portion of their publications and information activities on the work of the United Nations. You are encouraged to cooperate with the United Nations Information Centres or Services in your country and with representatives of other parts of the United Nations in the area of your expertise.

You are also expected to keep the DPI/NGO Section informed of the activities you undertake and to send us relevant publications and other materials. In the case of an amendment to your organizational structure or bylaws, please send us a copy of the amended documents. Also, you should inform us of all changes in your name or address or representatives to this Department.

In this regard, I would like to take this opportunity to inform you that as an associated NGO, you are entitled to designate one main and one alternate representative, who will be granted United Nations photo grounds passes which are renewable annually. Please fill out and return the enclosed 2004 Accreditation Form. Please note that you do not have to fill out the Evaluation and Review Form. We need your report in 2006. Your representative(s) should come to the NGO Resource Centre **in person** to receive the grounds pass. The pass will give your representative(s) access to United Nations facilities and to all open meetings of the United Nations bodies, which they can attend as observers. Representatives are also invited to attend the Thursday NGO briefings organized by the Department, featuring United Nations officials, Government delegates and other experts, including NGOs.

Mrs. Ruth Bamela Engo
President
African Action on AIDS (AAA)
7002 Blvd East, Suite 12N
Guttenberg, NJ 07093
USA

Your organization will also be listed on our Directory of NGOs associated with DPI, which is disseminated in print form and via our Web site noted below.

Your representatives are welcome to consult United Nations print, audio and video materials at the NGO Resource Centre. The NGO Section also offers an annual orientation programme for newly accredited NGO representatives. We will inform you of the dates of the next programme.

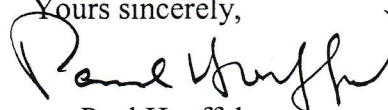
Your organization will start receiving monthly mailings of relevant United Nations materials and information on United Nations conferences, seminars, briefings and other events. These materials will be sent to your Headquarters unless you instruct us to send them elsewhere. Information on these events is also available on our Web site at: <http://www.un.org/dpi/ngosection.htm>.

I would like to inform you that 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.

Please also note that only the United Nations can use the UN emblem. The UN emblem may not be used unless approval has been granted by the Legal Office of the UN. You may refer to your association with DPI in the following way: the name of your organization followed by a phrase such as "associated with the Department of Public Information of the United Nations". On your business cards, please refer to yourself as representative of your organization associated with the Department of Public Information of the United Nations. It would be incorrect to refer to yourself as a delegate or representative to the UN since these terms can only be used by Member States.

Again, it is my pleasure to welcome your organization among NGOs associated with DPI and to assure you that the staff and I of the DPI/NGO Section look forward to a productive partnership in the pursuit of our common goals.

Yours sincerely,



Paul Hoeffel
Chief

NGO Section
Department of Public Information

cc: Mr. R. Sommereyns

Mrs. Joan Levy, Chairperson, NGO/DPI Executive Committee
UNIC Washington

DEPARTMENT OF PUBLIC INFORMATION
DPI NGO
NON-GOVERNMENTAL ORGANIZATIONS
SECTION

Room S-1070, United Nations, New York, NY 10017, USA

Tel: (212) 963-0786, e-mail: dpingo@un.org, web site: www.un.org/dpi/ngosection

VERY IMPORTANT!!!

**NGOs will have to fill out this form every year and send to the
NGO Resource Centre, Room L-1B-31, New York NY 10017.**

14 July 2004

TO: Non-Governmental Organizations associated with
the Department of Public Information

FROM: Paul Hoeffel
Chief, NGO Section, Department of Public Information

SUBJECT: **2004 Annual Accreditation of Representatives to the United Nations
Department of Public Information (DPI) and Review of NGOs Associated
with DPI**

Please read instructions carefully before filling out the form on page 4.

1. Non-governmental organizations associated with the United Nations Department of Public Information (DPI) may designate 3 (three) persons to represent them at the United Nations Headquarters in New York. Association with the Department of Public Information entitles a non-governmental organization to name **one** main representative and **one** alternate representative in addition to the President or Chief Administrative/Executive Officer. Your organization's representatives may be authorized only by the chief administrative officer or elected officials of your organization. Representatives are provided with a United Nations photo grounds pass, which will be valid from 1 January to 31 December 2004. This pass must be obtained in person.
2. With this grounds pass, your representatives will have access to UN Headquarters. We encourage representatives to attend the weekly Thursday DPI/NGO briefings, a forum where high-level UN, government and non-governmental officials discuss current issues before the UN, and engage in a dialogue with the audience. These briefings enable NGO representatives to gain information on UN activities for dissemination to their constituents.

3. **If you are not the person in charge of processing this document, please pass on this form to whoever is responsible.**
4. Please indicate on the attached form the names of your main and alternate representatives to DPI. This form should be used to confirm your currently accredited representatives and/or to authorize newly appointed representatives and to make any changes in the contact information for your organization. This year we institute the process of review of the NGOs associated with DPI. **Please fill out the form even if your organization does not intend to have representatives at the Headquarters.** In the latter case, please fill out information for the Headquarters and President or Chief Administrative/Executive Officer. **Please return the form as soon as possible.** We require this information in a timely manner in order to update our database and Directory. Please return the form to:
DPI/NGO Resource Centre
Room L-1B-31
United Nations, New York, NY 10017, U.S.A.
Fax: (212) 963-2819
Tel: (212) 963-7233/7234/7078
5. Arrangements for the issuance of passes should be made by calling the DPI/NGO Resource Centre at (212) 963-7233/7234/7078.
6. **If your organization has already filled out the form on the review process in 2002 or 2003 and sent us samples of your information materials, please disregard items 6 and 7 and the form on the Review of NGOS associated with DPI.**
7. As part of the review process, NGOs associated with DPI are requested to indicate how they continue to meet the criteria for association with DPI (attached for your information). In the attached form, we ask your organization to briefly summarize its ongoing information programme as it relates to the work of the United Nations and to submit examples of information materials as evidence of it (samples may be submitted separately). **The organizations that do not submit such information or no longer meet the criteria for association with DPI will be referred to the DPI Committee on NGOs for the decision regarding their association status.** Representatives of these organizations may be denied accreditation at the UN and issuance of passes.
8. The NGO Section strives to provide associated NGOs with many services that facilitate their access to information about the work of the United Nations. We also must ensure that information about UN is being disseminated to our associated NGO constituencies and general public around the world as effectively as possible. The review process will therefore assist us greatly in assessing the effectiveness of our programmes and help to increase its value for the associated NGO community.

Criteria for Association of Non-governmental Organizations with DPI

- a) The NGO must support and respect the principles of the Charter of the United Nations;
- b) The NGO must be of recognized national or international standing;
- c) The NGO should operate solely on a non-for-profit basis and have tax-exempt status;
- d) The NGO must have the commitment and the means to conduct effective information programmes with its constituents and to a broader audience about UN activities by publishing newsletters, bulletins and pamphlets; organizing conferences, seminars and round tables; or enlisting the attention of the media;
- e) The NGO should have an established record of continuity of work for a minimum of three years and should show promise of sustained activity in the future;
- f) The NGO should have a satisfactory record of collaboration with UN Information Centres/Services or other parts of the UN System prior to association;
- g) The NGO should provide an audited annual financial statement, conducted by a qualified, independent accountant;
- h) The NGO should have statutes/bylaws providing for a transparent process of taking decisions, elections of officers and members of the Board of Directors.

**YEAR 2004 ACCREDITATION FORM
FOR REPRESENTATIVES OF NON-GOVERNMENTAL ORGANIZATIONS
ASSOCIATED WITH THE UNITED NATIONS DEPARTMENT OF PUBLIC
INFORMATION**

This form should be used to confirm your currently accredited representatives and/or to authorize newly appointed representatives and to **update your records with DPI**. Please note that designations must be signed by the President or Chief Administrative/Executive Officer of the Organization. Representatives should telephone (212) 963-7233/7234/7078 to arrange for grounds passes, which must be obtained in person.

Please fill out (please type or print legibly) and return as soon as possible to:

DPI/NGO Resource Centre, Room L-1B-31, United Nations, New York, NY 10017, U.S.A.

Fax: +1 (212) 963-2819, Tel: +1 (212) 963-7233/7234/7078

Name of Organization (Full Name): DPI ☐ DPI/ECOSOC ☐ (Very important, please check relevant box)

AFRICAN ACTION ON AIDS, INC

Headquarters Address (including country):

7002 BLVD EAST, SUITE 12N
GUTTENBERG, NJ 07093

Web Site Address:

E-mail: ENGO-TJEGA@AOL.COM

WWW.AFRICANACTIONON AIDS.ORG

ENGO-TJEGA@AOL.COM

Telephone:

Fax Number:

(201) 662-7015

(201) 854 3346

President or Chief Administrative Officer

Name:

RUTH BAMELA ENGO

Address (including country):

7002 BLVD EAST # 12N
GUTTENBERG - NJ 07093

E-mail:

Telephone Number:

Fax Number:

ENGO-TJEGA@AOL.COM

212 963 4780

212 963 3892

Representation at United Nations Headquarters in New York
(Please list one main representative and one alternate representative)

Main Representative

Name:

KENNETH KINDERMAN

Address, Telephone, Fax, E-mail:

50 EAST 79th STREET, NY, NY 10021
Tel. (212) 288-1310 FAX (212) 288 3071
EMAIL: KEN 44@NYC.RR.COM

Alternative Representative

Name:

ALBERT AZOUT

Address, Telephone, Fax, E-mail:

845 UN PLAZA, SUITE 18C NY, NY 10017
Tel. (212) 588-9930 FAX. 212 898 0163
E-MAIL ALBERT@SHORTLABS.COM

Please indicate who in your organization should receive the monthly mailing sent by the DPI/NGO Resource Centre. The monthly mailing can only be sent to one address.

☐ Editor of your publication

☒ President

☐ Main representative

☐ Alternate representative

If Editor:

Name:

Address, Telephone, Fax, E-mail:

Signature of President, Chief Administrative Officer or Authorized Representative:

RUTH BAMELA ENIGO *R. Enigo* 22 July 2004
Printed name and signature Date

Evaluation and Review of NGOs Associated with DPI

If you have sent in your report in 2002 or 2003, please disregard this page.

Please provide a 1 to 2 page typewritten overview of your organization's information programme relating to the United Nations during the last 2 years. The overview should include:

- Name of the organization
- Brief (no more than 3 sentences) statement of the organization's goals
- Main area of interest (see below for guidance)
- Description of the organization's information programme as it relates to the work of the United Nations. This may include, but is not limited, to list of publications (print and/or electronic), radio or television programmes, web sites, interviews and articles by organization's officials, seminars, and conferences. Please include an estimated number of people who receive this information.
- At least three (3) samples of information materials described above (may be mailed separately with clearly stated name of the organization)

Please indicate your organization's main area(s) of interest. Mark the main area with "1" and mark up to four additional areas your organization works in with "T"

Main Areas of Interest		
<input type="checkbox"/> 01 Ageing <input type="checkbox"/> 02 Agriculture <input type="checkbox"/> 03 Atomic Energy <input type="checkbox"/> 04 Biodiversity <input type="checkbox"/> 05 Business & Industry <input checked="" type="checkbox"/> 06 Children <input type="checkbox"/> 07 Citizenship & Governance <input type="checkbox"/> 08 Climate Change <input type="checkbox"/> 09 Corporate Accountability <input type="checkbox"/> 10 Crime Prevention <input type="checkbox"/> 11 Criminal Justice <input type="checkbox"/> 12 Culture <input type="checkbox"/> 13 Debt Relief <input type="checkbox"/> 14 Decolonization <input type="checkbox"/> 15 Demining <input type="checkbox"/> 16 Development <input type="checkbox"/> 17 Disabled Persons <input type="checkbox"/> 18 Disarmament <input type="checkbox"/> 19 Drug Control <input type="checkbox"/> 20 Economics and Finance <input checked="" type="checkbox"/> 21 Education <input type="checkbox"/> 22 Energy <input type="checkbox"/> 23 Environment <input type="checkbox"/> 24 Extreme Poverty	<input checked="" type="checkbox"/> 25 Family <input type="checkbox"/> 26 Financing for Development <input type="checkbox"/> 27 Food <input type="checkbox"/> 28 Governance <input type="checkbox"/> 29 Habitat <input checked="" type="checkbox"/> 30 Health <input type="checkbox"/> 31 Human Rights <input type="checkbox"/> 32 Human Settlements <input type="checkbox"/> 33 Humanitarian Affairs <input type="checkbox"/> 34 Indigenous Peoples <input type="checkbox"/> 35 Industrial Development <input type="checkbox"/> 36 Information <input type="checkbox"/> 37 Intellectual Property <input type="checkbox"/> 38 International Law <input type="checkbox"/> 39 International Security <input type="checkbox"/> 40 Justice <input type="checkbox"/> 41 Labour <input type="checkbox"/> 42 Law of the Sea and Antarctica <input type="checkbox"/> 43 Least Developed Countries <input checked="" type="checkbox"/> 44 Media <input checked="" type="checkbox"/> 45 Micro-Credit <input type="checkbox"/> 46 Migration <input type="checkbox"/> 47 Minority Rights <input type="checkbox"/> 48 New Global Institutions	<input type="checkbox"/> 49 Outer Space <input type="checkbox"/> 50 Peace and Security <input checked="" type="checkbox"/> 51 Poverty Issues <input checked="" type="checkbox"/> 52 Population <input type="checkbox"/> 53 Private Sector <input type="checkbox"/> 54 Refugees <input type="checkbox"/> 55 Religion <input type="checkbox"/> 56 Safety <input type="checkbox"/> 57 Science and Technology <input type="checkbox"/> 58 Social Development <input type="checkbox"/> 59 Statistics <input type="checkbox"/> 60 Sustainable Development <input type="checkbox"/> 61 Taxation Policy <input type="checkbox"/> 62 Technical Cooperation <input type="checkbox"/> 63 Torture <input type="checkbox"/> 64 Trade and Development <input type="checkbox"/> 65 United Nations Funding <input type="checkbox"/> 66 United Nations Reform <input type="checkbox"/> 67 Values <input type="checkbox"/> 68 Violence <input type="checkbox"/> 69 Volunteerism <input type="checkbox"/> 70 Water <input type="checkbox"/> 71 Women <input checked="" type="checkbox"/> 72 Youth