



10 April 2012

Dear Ms. Koike,

The Committee on Non-Governmental Organizations of the Department of Public Information (DPI) met on 4 April 2012 to consider new applications from non-governmental organizations (NGOs) for association with DPI. I am pleased to inform you that the Committee approved **The Classic Live for the United Nations** 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.

As part of the criteria to maintain association, you are also expected to keep the DPI NGO Relations 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. In addition, you should inform us of all changes in your name or contact information (mailing and email addresses) as well as any changes of NGO representatives.

In this regard, I would like to take this opportunity to inform you that as an associated NGO, you are entitled to six grounds passes to enter the United Nations Headquarters in New York. On the 2012 Newly Associated Information Form (attached), you may designate one main representative, two alternate representatives, and two youth representatives (between the ages of 18 and 24 years old) who will be granted annual United Nations grounds passes. Please email the completed form to Marienette Abadilla (abadilla@un.org).

Towards the end of the year, we will be sending information regarding the 2012 Annual Review, which will also be available on our website at: [www.un.org/dpi/ngosection](http://www.un.org/dpi/ngosection). This form is required in order to maintain your associative status with DPI, as well as appoint representatives each year and renew grounds passes. Please note that your representative(s) should come to the DPI/NGO Resource Centre located in the General Assembly building on 45<sup>th</sup> Street and First Avenue (Room GA-37) **in person** with a government-issued photo ID to receive the grounds pass.

Ms. Masayo Koike  
President  
The Classic Live for the United Nations  
5-7-14-202 Shinjuku-ku  
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The UN grounds passes 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 weekly NGO briefings organized by the NGO Relations Section, featuring United Nations officials, government delegates and other experts, including NGOs. The Briefing calendar (Spring 2012) can be viewed online at: <http://www.un.org/wcm/content/site/dpingorelations/home/events/briefings/ws2012>.

Your organization will start receiving emails of relevant United Nations materials and information on United Nations conferences, seminars, briefings and other events. Information on these events/announcements is also available on our website at: [www.un.org/dpi/ngosection](http://www.un.org/dpi/ngosection). We also encourage your NGO to provide a link the DPI NGO Relations website ([www.un.org/dpi/ngosection](http://www.un.org/dpi/ngosection)) on your organization's website.

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.

### **Use of the UN Emblem**

Please also note that the use of the UN emblem is restricted by General Assembly resolution 92(i), adopted in 1946. This resolution states that in order to prevent the misuse of the UN seal and emblem, **it cannot be used without the authorization of the Secretary-General**. NGOs are **not allowed** to use the official UN emblem on their websites, stationary, business cards or other items. NGOs may, however, request authorization to use the modified UN emblem which requires written approval and authorization by the Office of Legal Affairs. Please refer to the attached guidelines for further details on the use of the UN emblem.

Your NGO may mention that the organization is “associated with DPI”.

### **CSO Net profile**

As part of the NGOs associated with DPI, your NGO must create profile in the Civil Society Network (CSO Net). Please visit the website: <http://esango.un.org/irene/?page=login> and click on the last option, “Please Click Here To Add Your Organization” to create your profile. You may also search the database to check if you organization already has a profile in the database.

If you have any further questions please contact Marienette Abadilla at [abadilla@un.org](mailto:abadilla@un.org).

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

Yours sincerely,



Maria Luisa Chávez  
Chief

NGO Relations, Outreach Division  
Department of Public Information

cc: Mr. Charles Hitchcock, Chair, NGO/DPI Executive Committee  
Ms. Mari Yamashita, Director, UNIC Tokyo