

United Nations  Nations Unies

HEADQUARTERS - STEGE NEW YORK, NY 10017

9 June 2014

Jagdish Gandhi  
President  
The City Montessori School Society  
12, Station Road, Lucknow - 226001

Dear Jagdish Gandhi,

The Committee on Non-Governmental Organizations of the Department of Public Information (DPI) met on 6 June 2014 to consider new applications from non-governmental organizations (NGOs) for association with DPI. I am pleased to inform you that the Committee approved The City Montessori School Society 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 representative of other parts of the United Nations in the area of your expertise.

To confirm your NGO's association with DPI, your NGO **must create a 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. Please search the database to check if your organization already has a profile in the database. If so, you can update that profile.

I would like to take this opportunity to inform you that as an associated NGO, you are entitled to six grounds passes each year to enter the United Nations Headquarters in New York. On the 2014 Newly Associated Information Form (attached), you may designate one main representative, two alternate representatives, and two youth representatives (between the ages of 18 and 32 years old) who will be granted annual United Nations grounds passes. Please email the completed form to [undpingo@un.org](mailto:undpingo@un.org).

The UN grounds passes will give your representative(s) access to the United Nations Campus in New York, including all open meetings of the United Nations bodies, which they can attend as observers. Representatives are also invited to attend the NGO Thursday Briefings organized by NGO Relations, featuring United Nations officials, government delegates and other experts from the NGO Community.

Your organization will start receiving emails of relevant United Nations material and information on United Nations conferences, seminars, briefings and other events following the creation of your CSO Net profile. Information on these events and announcements are also available on our website. We encourage your NGO to provide a link the DPI NGO

Relations website (<http://outreach.un.org/ngorelations>) on your organization's website. We also encourage you to "LIKE" us on Facebook at <https://www.facebook.com/UNDPINGO>.

Before the end of each year, we will send information regarding the Annual Review, which will also be available on our website. In order to maintain your associated status with DPI, you **must complete the Annual Review form** by the deadline and appoint representatives for renewed grounds passes. Please note that your designated representative(s) should come to the DPI/NGO Resource Centre located in the UNITAR building on 45th Street and First Avenue in person with a government-issued photo ID to receive the grounds pass.

As part of the criteria to maintain association, you are also expected to keep NGO Relations 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 emails addresses) as well as any changes of NGO representatives. If you have any further questions please contact [undpingo@un.org](mailto:undpingo@un.org).


#### **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.

Association of NGOs with DPI does not constitute their incorporation into the United Nations system, nor does it entitle associated organization or their staff to any kind of privileges, immunities or special status. Your NGO may mention that the organization is "associated with DPI".

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



Mr. Jeffrey Brez  
Chief

NGO Relations & Advocacy  
Outreach Division,

Department of Public Information

cc: Ms. Anne-Marie Carlson, Chair, NGO/DPI Executive Committee.