

## **Questionnaire of the Application for Consultative Status with the Economic and Social Council (ECOSOC)**

*Note: this document is only for reference and not to be submitted as part of the application package. All applications, including the required documentation, must be submitted using the on-line system accessible at: <http://esango.un.org/civilsociety/>*

### **General Remarks**

- Please make sure all questions are thoroughly answered. Any unanswered or partially answered question may differ the review and consideration of your application.
- Please note that all the information provided as part of your application (including supporting documents) must be consistent with the information presented in the organization's website.
- Throughout the application form, in the supporting documents provided and on the organization's website, UN terminology must be respected. Please click [here](#) to check the official names of United Nations Member States; other geographical areas not listed here must not be referred as countries. A list including some United Nations terminology references is included at the end of this document.
- Please ensure that the principles of the United Nations Charter are respected throughout the application form, in the supporting documents and on the organization's website.
- Please have clear and concise text.
- Please do not use CAPS in filling out the form. CAPS can be used only for acronyms as long as they are spelled out the first time it appears.
- Please be careful when copying and pasting text from other documents that it does not get altered with unwanted symbols.
- "-" and numbering (1. , 2. ....) can be used for clarity.
- Please use the **Save** button at least once every 20 minutes to avoid losing information. If you want to save your work and resume later, please click on the **Save** button as well. You can continue editing the form by selecting

### **Profile**

Organization's name:

- If you are planning to apply for consultative status please note that the name of the organization on the profile must match the one in the certificate of registration provided.

Headquarters address:

- Permanent address must be a valid physical address (No PO Box allowed)
- The e-mail address provided will be used for all future communications with the NGO. You are responsible for maintaining such e-mail address updated at all times.
- Make sure the website provided (if any) is active at all times.

### **General**

3. Summarize the aims and purposes of your organization.

- The aims and purposes must be concrete and achievable.
- Please ensure that the aims and purposes are consistent with the information provided by the NGO (e.g. website, statutes, articles of association and by-laws).

4. a) Explain how you carry out these aims.

- Please indicate the type of actions that the NGO executes to achieve the aims and purposes described in Question 3.

4. b) Please give examples of recent projects and activities.

- Please include only recent past and present projects and activities. Do not include future ones.
- Every project and activity listed must indicate date of project implementation, place of occurrence, and its outcome.
- Please ensure that all listed projects and activities are properly reflected in the "Income and Expenditure" section of this application (if they pertain to the financial period reflected in the "Income and Expenditure" section).

5. a) How do you intend to contribute to the work of ECOSOC and/or its subsidiary bodies

- Please provide the NGO's concrete contribution to one or more areas of ECOSOC and/or its subsidiary bodies (eg. Commission on Social Development, Commission on the Status of Women, Commission on Population and Development, etc.)
- Please indicate to which ECOSOC bodies/meetings the organization intends to take part in or to follow closely.
- For more information about the work of ECOSOC, please click [here](#).

5. b) Please give details on planned activities and projects.

- The projects and activities listed should provide a concrete contribution to the work of ECOSOC and/or its subsidiary bodies.
- Please include only future projects and activities. Do not include past ones.
- Every project and activity listed must indicate expected date of implementation, place of occurrence, and outcome.

6. a) Has your organization participated in any UN-conference(s)

- If Yes, then please note that only UN conferences must be included in your response. Each conference must be listed with its exact title, date and place of occurrence.
- If Yes, then please ensure to include details on the type of participation/contribution and how you gained access to the conference.

6. b) Has your organization contributed to any areas with substantive UN concern and participated in any activities of the United Nations?

- If Yes, please provide a detailed response identifying the specific areas of substantive UN concern.

7. Would you broadly categorize your organization as a research organization, an advocacy/lobbying organization, a grass-roots project implementation organization or any other? If other, please explain.

- *Research organization* is an organization whose primary purpose is to conduct systematic study and investigation into a particular field.
- *Advocacy/lobbying organization* is an organization that uses various forms of advocacy to influence public opinion and/or policy.
- *Grass-roots project implementation organization* is an organization that operates at the local level.
- If you select *Other*, please explain.

## **Registration & Structure**

8. Date of registration or date of establishment.

- The NGO must have been in existence for at least two years at the moment the application is submitted
- The proof of existence uploaded must be a government-issued document

9. Country (or countries) of registration/establishment and nature and title of authorities with which registered.

- Please provide the official title of the governmental body with which the NGO is registered and briefly explain the nature of work of such governmental body
- The answer provided should be consistent with the permanent headquarters address of your profile
- All information provided in your answer must be properly supported by your uploaded documents
- The answer should include all countries where the NGO has offices

10. Registered/established as:

- Please indicate the legal classification under which the NGO is recognized by the government
- All information provided in your answer must be properly supported by your uploaded documents

11. Do you consider your organization to be national, regional or international? Explain why.

- Please ensure you provide a clear justification for your answer
- Please note that the option "regional" refers to supra-national organizations.

12. Describe the structure and the decision making process of your organization, including all administrative bodies.

- The answer provided must be consistent with the answer given to Question 13a with respect to the election/nomination procedure of members of your executive bodies
- All information provided in your answer must be properly supported by your uploaded documents (i.e. constitution/charter and/or statutes/by-laws)

13. a) List the names and nationalities of current members of your executive bodies and describe how they are elected / nominated

- The answer provided must be consistent with the answer given to Question 12 with respect to the description of all administrative bodies
- Please ensure that for each individual listed, his/her nationality is listed as well , even if the organization is national.
- Please provide the election/nomination procedure for all members of the NGO's executive bodies

13. b) Are any government officials members of your board or executive staff? If yes, please specify.

- If Yes, please provide their names and their title/functions both within the organization and the government
- Please note that "government officials" means officials from any government

14. How many members does your organization have and in which countries are they located? Please list the number of members by country and continent.

- Provide number of individual members only
- Organize these numbers by country and continent (e.g. 4 members, Japan, Asia)

15. Do the membership rules of your organization allow both individuals and organizations to be members? If yes, please provide a list of the member organization(s).

- Please ensure you answer Yes or No to this question
- If Yes, you must list all member organization(s)

16. Does the organization charge membership fees? Is the fee the same for all members and charged to all members?

- Please ensure you answer Yes or No to this question
- Please ensure to provide a thorough explanation of your membership fee structure, including type of members (if any) exempt from this fee
- The information provided must be reflected in the Membership Due entry of the Income and Expenditure section

17. a) Does your membership include organizations that have ECOSOC consultative status? If yes, please provide name(s).

- Please ensure you answer Yes or No to this question
- Please ensure that any organization you mention in this question is indeed in consultative status. Click [here](#) to access the complete list of NGOs in consultative status with ECOSOC
- The answer provided must be consistent with your answer in Question 15

17. b) Is your organization a member of one or several organization(s) that are applying for or already have ECOSOC consultative status? If yes, please provide name(s).

- Please ensure you answer Yes or No to this question
- Please click [here](#) to verify whether the organizations you are member of are in consultative status with ECOSOC

18. Are other organizations affiliated with your organization? If yes, please provide a list of these organizations.

- Please ensure you answer Yes or No to this question
- If Yes, you must list all affiliated organization(s)

19. a) Does your organization have any relationship to a government? If yes, please describe the nature of this relationship;

- Please ensure you answer Yes or No to this question
- If Yes, you must explain in detail all types of relationship you maintain with any government(s)
- Your answer must be consistent with the response given to Question 13b

19. b) In the past five years, did your organization receive money or other contributions from a government? If yes, please specify and provide the dates and amounts received, as well as an explanation of how the funds were used.

- Please ensure you answer Yes or No to this question

- If Yes, for each contribution obtained in the past 5 years (either in money or in kind), you must detail the following: date, amount, government office, fund utilization and results

20. Has your organization previously applied for ECOSOC consultative status. If so, please indicate year of previous application.

- Please ensure you answer Yes or No to this question
- If Yes, you must indicate the year you submitted the application
- If Yes, you should indicate the outcome of the application, if known

21. a) Does your organization already hold accreditation with any organs, funds, programmes or specialized agencies of the United Nations? If yes, please specify;

- Please ensure you answer Yes or No to this question
- If Yes, please specify the type of accreditation you hold and the UN organ/fund/programme/agency with which you have it

21. b) Was your organization's accreditation with any organs, funds, programmes or specialized agencies of the United Nations ever withdrawn or suspended? If yes, please specify.

- Please ensure you answer Yes or No to this question
- If Yes, please specify the type of accreditation you held, the UN organ/fund/programme/agency with which you had it and the date when the withdrawal/suspension took place
- Please note that if you had consultative status with ECOSOC in the past, you must indicate in this question the date when and the reason why it was withdrawn

**Income and Expenditure**

- The financial information presented must match as much as possible the figures provided in the financial statement document uploaded
- All information provided must correspond to the last reported year.
- At least one source of income and one expenditure category must be listed.
- Please note that the figures in the home currency are automatically converted in USD.

**Sources of income**

- Please ensure that the figures provided in the "Membership dues" category match your answers to Questions 14, 15 and 16.
- Please ensure that the figures provided in the "Funding from Governments" category match your answers to Question 19b.
- If the Total Income significantly exceeds the Total Expenditure, please explain in the "Comments" box below how the organization intends to use this surplus.

Currency:

Rate to 1 USD:

(for the year of the financial statement document)

Concept	Home Currency
Membership dues	
Contribution from members .... ....	
Funding from Governments .... ....	
Funding from international organizations .... ....	
Funding from the private sector ....	

....	
Income from other NGOs	
....	
Income generated from contracts	
....	
Other sources (eg. philanthropic contributions)	
....	

**Expenditure**

- Please ensure that any project mentioned in Question 4b that occurred in the last reported year is properly reflected in this section.
- Please note that all expenditures related to projects carried out by the organization should be listed under the "Projects" category and assigned to each corresponding project.
- If an expenditure item cannot be assigned to any projects, it should be listed under "Administration" or "Other Expenditures". However, please note that you must provide details in the "Comments" box if these two categories exceed 30% of the Total Expenditure.
- If the Total Expenditure significantly exceeds the Total Income, please explain in the "Comments" box below how the organization operates with this deficit.

Concept	Home Currency
Administration (If administrative expenditures exceed 30% of the total, please provide details)	
...	
...	
Projects	
....	
....	
Other expenditure	
....	
....	

Comments

**Summary**

- Please ensure that the selection between national and international match your answers to Question 11.
- Please ensure that the membership figures provided matches your answers to Question 14 and 15.

**Membership:**

- **National Organization**
  - Individual Members
  - Number of organization members
  
- **International Organization**
  - Individual Members
  - Number of organization members
  - countries

## **Documents**

### **Certificate of registration**

- The document(s) presented as proof of existence of the organization must be issued by a governmental authority and must attest that the organization has been in existence for more than two years at the time the application is received by the NGO Branch.
- If the country where the NGO operates does not require registration, please upload any other government-issued proof of existence (ex.: tax exemption certificate)
- Such document(s) must be submitted both in the original language and in its English or French translation.
- Please ensure that the document(s) uploaded match the information provided in your answers to Question 8, 9 and 10 of the application.

### **Constitution/Charter/Statutes/By-laws**

- Please note that the document(s) provided must indicate the operational rules of the organization, its decision-making structure, and functions and responsibilities of its authorities (including the way they are elected).
- Please ensure that the document(s) uploaded match the information provided in your answers to Question 12, 13a and 15.

### **Financial Statements**

- A Financial Statement is a written report of the financial condition of the organization. It usually includes a balance sheet, an income statement, a statement of changes in net worth and a statement of cash flow.
- The financial information presented must match the figures provided in the "Income and Expenditure" section of the application and must include the currency under which it is expressed.
- All information provided must correspond to the last reported year.

## **Sample of correct usage of United Nations Terminology**

- Bolivarian Republic of Venezuela [Venezuela]\*
- Hong Kong, Special Administrative Region of China [Hong Kong, SAR of China]\*
- Macau, Special Administrative Region of China [Macau, SAR of China]\*
- Taiwan, Province of China ("Republic of China" is not acceptable)
- Tibet, Autonomous Region of China
- Lao People's Democratic Republic [Laos]\*
- Myanmar (Burma or Birmania are not accepted)
- Democratic People's Republic of Korea [North Korea]\*
- Republic of Korea [South Korea]\*
- Democratic Republic of the Congo [DRC or RDC]\*
- Republic of Congo [Congo Brazzaville or Congo]\*
- Bosnia and Herzegovina
- North Macedonia
- Republic of Chechnya [Chechnya]\*, Russian Federation
- United Kingdom of Great Britain and Northern Ireland
- State of Palestine [Palestine]
- Occupied Syrian Golan (must be referred as a territory, not a country)
- Brunei Darussalam
- Islamic Republic of Iran [Iran]\*
- State of Libya
- Syrian Arab Republic
- Mindanao (when referring to the island in the Philippines) and not Autonomous Regions in Muslim Mindanao (ARMM).
- Sudan (when referring to the North)
- South Sudan
- South Ossetia, Georgia
- Kurdistan, Iraq
- Abkhazia, Georgia
- Holy See

- Persian Gulf (when referred to the sea area between the Arabian Peninsula and the Islamic Republic of Iran)
- Nagorno Karabakh, Azerbaijan
- Transnistria, Moldova
- Puerto Rico, USA
- Aruba, Kingdom of the Netherlands.
- Czech Republic [Czechia]\*
- "Somaliland", Somalia (with double quotes)
- Puntland, Somalia
- Autonomous Republic of Crimea, Ukraine
- City of Sevastopol, Ukraine
- Kingdom of Eswatini [Eswatini] (Swaziland is not acceptable)
- Republika Srpska, Bosnia and Herzegovina
- Greenland (Kingdom of Denmark)
- Donetsk (Ukraine)
- Lugansk (Ukraine)
- Autonomous Community of Catalonia (Spain)
- Autonomous Region of Bougainville (Papua New Guinea)
- Western Sahara (a Non-Self-Governing Territory)
- Bermuda (a Non-Self-Governing Territory administered by the United Kingdom of Great Britain and Northern Ireland)
- British Virgin Islands (a Non-Self-Governing Territory administered by the United Kingdom of Great Britain and Northern Ireland)
- Gibraltar (a Non-Self-Governing Territory administered by the United Kingdom of Great Britain and Northern Ireland)
- American Samoa (a Non-Self-Governing Territory administered by the United States of America)
- French Polynesia (a Non-Self-Governing Territory administered by the French Republic)
- Guam (a Non-Self-Governing Territory administered by the United States of America)

[ ]\* short form also acceptable

### **United Nations Identity**

- United Nations, its acronym and/or their equivalents in all languages cannot be used in any part of the name of an organization applying for consultative status, unless such organization provides us with the express authorization of the UN Secretary-General to use it in accordance with GA Resolution 92(I) of 7 December 1946.
- The United Nations emblem cannot be used in supporting documents of the application package, unless such organization provides us with the express authorization of the UN Secretary-General to use it in accordance with GA Resolution 92(I) of 7 December 1946. The use of the emblem is regulated by ST/AI/189/Add.21.