



UNODC

United Nations Office on Drugs and Crime

Reference: CU 2011/91(B)

INFORMATION CIRCULAR

The United Nations Office on Drugs and Crime presents its compliments to intergovernmental and non-governmental organizations and wishes to inform them that, pursuant to article 63 of the United Nations Convention against Corruption, a Conference of the States Parties to the Convention has been established to improve the capacity of and cooperation between States Parties and to promote and review the implementation of this Convention.

In accordance with rule 5 of the rules of procedure for the Conference of the States Parties to the Convention, the Secretariat wishes to draw the organization's attention to the forthcoming fourth session of the Conference of the States Parties to the Convention, which will be held in Marrakech, Morocco, from 24 to 28 October 2011.

Rule 16 of the rules of procedure provides that, subject to prior written notification to the Secretary-General, representatives of entities and organizations that have received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under its auspices, representatives of United Nations bodies, specialized agencies and funds, as well as representatives of functional commissions of the Economic and Social Council, shall be entitled to participate as observers in the deliberations of the Conference. Rule 16 further provides that representatives of any other relevant intergovernmental organization may also apply to the bureau for observer status, which shall be accorded unless otherwise decided by the Conference.

Rule 17 of the rules of procedure provides that relevant non-governmental organizations having consultative status with the Economic and Social Council may apply to the bureau for observer status, which should be accorded unless otherwise decided by the Conference.

Rule 17, paragraph 2, provides that other relevant non-governmental organizations may also apply to the bureau for observer status. The Secretariat shall circulate as a document a list of such organizations with sufficient information at least 30 days prior to the Conference. If there is no objection to a non-governmental organization, observer status should be accorded unless otherwise decided by the Conference. If there is an objection, the matter will be referred to the Conference for a decision. Attached is an information note on the standard admission process, as well as a contact details form, which should be sent to the Secretariat not later than the deadline specified below.

Communications of interest should be sent to the attention of: Ms. Mirella Dummar-Frahi, NGO Liaison Officer, United Nations Office on Drugs and Crime, P.O. Box 500, A-1400 Vienna, Austria, email: ngo.unit@unodc.org as soon as possible but not later than 29 July 2011.

3 June 2011



United Nations

Conference of the States Parties to the United Nations Convention against Corruption

Other Relevant Non-governmental Organizations Standard admission process

Rule 17, paragraph 2 of the Rules of Procedure for the Conference of the States Parties to the United Nations Convention against Corruption regarding “Participation of non-governmental organizations” provides that: “*Other relevant non-governmental organizations may also apply to the bureau for observer status. The secretariat shall circulate as a document a list of such organizations with sufficient information at least thirty days prior to the Conference. If there is no objection to a non-governmental organization, observer status should be accorded unless otherwise decided by the Conference. If there is an objection, the matter will be referred to the Conference for a decision.*” Other relevant non-governmental organizations which are qualified in matters covered by the Convention and who wishes to be represented at the session of the Conference of the States Parties as an observer should comply with the requirements listed below, in order to be considered for admission.

If your organization is interested in being admitted as an observer to the sessions of the Conference of the States Parties, please send us by post or by fax the documents and information listed below:

- (a) Letter of application from the organization;
- (b) Copies of official documents detailing the mandate, scope and governing structure of the organization;
- (c) Information on the activities undertaken by the organization that indicate the competence of the organization in matters relating to the United Nations Convention against Corruption;
- (d) Information on the affiliation of the organization with other non-governmental organizations or institutions involved in anti-corruption activities;
- (e) Completed form with contact information of the organization and of a designated contact point for official communication with the secretariat. See *Contact details form*.

On receipt of the above documentation, the organization’s application will be screened by the secretariat for fulfilment of the conditions. Successful applicant organizations, following agreement by the Conference of the States Parties, will be issued official invitations to attend a session of the Conference of the States Parties as an observer.

Only admitted observer organizations may designate representatives to attend sessions of the Conference of the States Parties.

The deadlines for applications will be normally four months before the session of the Conference of the States Parties.

For further inquiries on this matter, please contact the NGO Liaison Officer, United Nations Office on Drugs and Crime, P.O. Box 500, 1400 Vienna, Austria, email: ngo.unit@unodc.org



Conference of the Parties to the United Nations Convention against Corruption

Contact Details Form For Non-governmental organization

Please specify **ECOSOC Status**¹:

General Special Roster None

Recognised by the Government Yes No

If yes , provide the **Registration Number** _____

Official name of the organization as it appears in legal documents:

Main Address (in full): _____

Main telephone of the organization: _____

E-mail: _____

Website: _____

Name and position of the Head of the organization:

(Mr., Ms.) First name Middle name Last name

Position: _____

Tel: _____

Email: _____

¹ ECOSOC Status, for further information see Resolution 1996/31 at <http://www.un.org/esa/coordination/ngo/>

Contact Person

(Mr., Ms.) First name Middle name Last name

Position: _____

Tel: _____

Email: _____

Please give a brief description of the theme and activities of the organization relevant to the United Nations Convention against Corruption (50-100 words)

Signature _____

Date _____