

What is Special Accreditation?

Special Accreditation is the process by which organizations not in consultative status with UN ECOSOC may apply and become eligible to participate in a United Nations High-level event or conference. The special accreditation process is mandated by the United Nations General Assembly and managed by the UN Non-governmental Liaison Service (NGLS) in the Department of Global Communications.

To apply for special accreditation, organizations must complete the application for each meeting or conference. Individuals may not apply for special accreditation.

How does the special accreditation application process work?

- The representative of an organization submits the application through the UN's web portal, INDICO.
- Once received, NGLS reviews the application.
- NGLS collects a list of all the organizations that meet the criteria (laid out in the event/conference resolution) and sends the list of eligible organizations to the Office of the President of the General Assembly (OPGA).
- OPGA circulates the list of organizations to UN Member States for approval or objection.
- If UN Member States approve the organizations, they will be informed via email through the INDICO portal.

What are the required documents to complete the application?

1. **The purpose of the organization and expression of interest;** A signed letter on official letterhead from the head of the organization (highest ranking position e.g. CEO & President) requesting special accreditation for the organization to the event. Please find the sample letter [here](#).
2. **Proof of Legal Status:** Proof of legal status in the country where your organization is headquartered. Only official government-issued documents from the national/federal government will be accepted.

Example of proof of legal status

- Proof of incorporation
 - 501 (c)(3) filing status
 - Certificate of registry
3. **A copy of the constitution and/or by-laws of the organization;**
Please note that the document(s) provided must indicate the operational rules of the organization, its decision-making structure, and the functions and responsibilities of its authorities.
 4. **The annual or other reports of the organization with financial statements and a list of financial sources and contributions, including governmental contributions;**
Kindly ensure that the annual report includes activities and programmes carried out by the organization including the financial statements. All information provided must correspond to the last two to three years (2020-2022). The annual report with the financial statement should be collected into a single pdf.

5. A list of members of the governing body of the organization and their countries of nationality;

Kindly ensure that for each member of the governing body listed, his/her nationality is included, even if the organization is national.

6. Provide examples of your organizations work relevant to the conference and its preparatory process. Indicate the country or countries in which this work is carried out.

Please indicate how the work of your organization relates to the goals and objectives of the conference. Limit your answer to 300 words.

7. Please indicate at which level your work is undertaken;

Check the box(es) that applies to the work of your organization 1) National level, 2) Regional level, 3) International level;

8. Please provide a description of the membership of your organization, indicating the total number of members. If applicable, indicate the names of organizations that are members and their geographical distribution.

Kindly spell out the full name of any membership that your organization is affiliated to. Please note that acronyms are not accepted.

What happens after special accreditation applications are approved?

When an organization has been accredited, the representative who applied for accreditation will be informed about the opening of the event registration. Organizations that are accredited will be able to nominate individuals to participate in the event or conference as representatives of the organization.

Nominated representatives from an accredited organization must create an INDICO account and register themselves for the event. Each individual must submit their own registration application. Approved representatives will receive a confirmation email via INDICO.

Special Accreditation Process

Flowchart





