

“The United Nations once dealt only with Governments. By now we know that peace and prosperity cannot be achieved without partnerships involving Governments, international organizations, the business community and civil society. In today's world, we depend on each other.”
Kofi Annan, former Secretary-General, 1998

In recognition of the important work performed by non-governmental organizations (NGOs), the United Nations enshrined in its Charter provisions for consultations and the development of relations with NGOs.

History of NGO Liaison Service

An NGO liaison function was established at the United Nations Office at Vienna in 1979 to register NGOs pursuant to guidelines established by the Economic and Social Council, thereby facilitating their participation in meetings held under the auspices of the United Nations. Such participation enables the views and concerns of civil society to be reflected and addressed in the deliberations and decisions of the United Nations intergovernmental processes and machinery.

Accreditation of NGOs in consultative status with ECOSOC at the United Nations Office at Vienna

The NGO Liaison Service of the United Nations Office at Vienna facilitates the participation of NGOs in consultative status with the Economic and Social Council in United Nations activities that take place on the premises of the United Nations Office at Vienna.

Each NGO in consultative status with the Economic and Social Council can designate representatives to obtain passes for the United Nations Office at Vienna premises that are valid only until 31 December of each year. A maximum of five passes can be issued for New York, five for Geneva and five for Vienna, in addition to two additional passes for the Chief Administrative Officer and the President or Chief Executive.

To apply for an annual grounds pass, please follow these steps:

1. Pre-register your information online at <http://csonet.org/>
2. Provide a formal letter on the official letterhead of the organization, signed by your Chief Executive or President, designating a maximum of five representatives for annual passes (plus the Chief Administrative Officer and the President or Chief Executive for two additional passes). Please note that any signature other than that of your Chief Executive or President will not be accepted. The letter should be forwarded to the NGO Liaison Service of the United Nations Office at Vienna by e-mail only
3. The NGO Liaison Service of the United Nations Office at Vienna will send an e-mail to the NGO as soon as the request has been approved. After approval, the representative concerned can collect the annual pass at the Pass Office at Gate 1 of the Vienna International Centre.

Please note that a photo ID of the representative has to be provided to the Pass Office for this purpose. The Pass Office is open on weekdays from 8 a.m. to 4 p.m. There is no time limit for obtaining the pass; it may be issued at the first convenient opportunity or while the representative attends a meeting organized by the United Nations Office at Vienna or the United Nations Office on Drugs and Crime.

If your request concerns the replacement of a designated delegate of your organization, please return the valid grounds pass before submitting the new request. No new pass will be issued before the one to be cancelled has been returned.

Remember: By designating your representatives for a grounds pass, you entitle them to interact with United Nations staff and government representatives on behalf of your organization.





United Nations Office at Vienna



NGO Liaison Service

- Information Brochure -

Rooms cannot be made available for NGOs to:

- Conduct their own organizational business
- Advance its own purpose

The Protocol and NGO Liaison Office remains at the disposal of NGOs having consultative status with ECOSOC for assistance and complementary information concerning accreditation.



Contact Information

United Nations Office at Vienna
Protocol and NGO Liaison Office
Tel: (+43-1) 26060 – 4090
Mail: unovprotocol@un.org

Services available to NGOs
In accordance with ECOSOC resolution 1996/31, which governs the consultative arrangements between the United Nations and NGOs, accommodation may be provided for conferences or smaller meetings of NGOs with consultative status.

Premises may only be granted for activities that are in keeping with the United Nations purposes and objectives, as defined in the Charter, and are strictly non-commercial.

Meeting rooms may be requested by non-governmental organizations through the NGO Liaison Unit of UNOV by the completing the appropriate form. Rooms may be made available only for the following purposes:

- For meetings, seminars and conferences related to the concerns of the Economic and Social Council of the United Nations (ECOSOC) and involving the participation of one or more sections of the Secretariat.

