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**CIVIL SOCIETY ACCREDITATION TO UNCTAD 14**

*Application by organizations that were NOT accredited to UNCTAD 13*

**DEADLINE FOR APPLICATIONS**

 **30 April 2016**

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| **UNCTAD 14 Theme**:  | From decision to action: moving toward an inclusive and equitable global economic environment for trade and development |
| **Sub-themes**: | 1. Challenges and opportunities in multilateralism for trade and development
2. Promoting sustained, inclusive, and sustainable economic growth through trade, investment, finance, and technology to achieve prosperity for all
3. Advancing economic structural transformation and cooperation to build economic resilience and address trade and development challenges and opportunities, at all levels, within the UNCTAD mandate
4. Contributing to the effective implementation of and follow-up to the 2030 Agenda for Sustainable Development, and relevant outcomes from global conferences and summits, as related to trade and development
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The fourteenth session of the United Nations Conference on Trade and Development (UNCTAD 14) will be convened in Nairobi, Kenya, from 17 to 22 July 2016. A Civil Society Forum (CSF) will be organized as part of the official programme of the Conference. The CSF will start few days before UNCTAD 14 (dates to be confirmed), and will continue in parallel to the Conference. It will provide an opportunity for participating civil society organizations (CSOs) to discuss and formulate their views on the issues related to the Conference agenda. The Civil Society Declaration will be delivered to the opening plenary of UNCTAD 14.

The Intergovernmental Preparatory Committee for UNCTAD 14 will hold two hearings with civil society in Geneva prior to the Conference to provide CSOs the opportunity to contribute to the preparatory process and comment on the pre-conference negotiating text.

CSOs that were not accredited to UNCTAD 13 (held in April 2012 in Doha, Qatar) and are interested to contribute to UNCTAD 14 are required to apply for accreditation. Please complete and sign the enclosedform and send it with the required supporting documentation by mail, e-mail or fax to the following address:

**UNCTAD's Civil Society Outreach Unit**

**Communications, Information and Outreach**

**Palais des Nations, Office: E-7088**

**1211 Geneva 10, Switzerland**

**Email: cso.unctad14@unctad.org**

Requests for accreditation will be submitted to UNCTAD member States for their consideration and approval. Decisions regarding accreditation to the Conference and its preparatory meetings will be communicated directly to the organizations concerned.

Once a CSO is accredited, the Head of the organization is requested to designate the representatives who will attend the Conference and preparatory meetings. The official letter (on official letterhead and signed by the Head of the organization) should be sent by mail, e-mail or fax to UNCTAD's Civil Society Outreach Unit.

The representatives who will be designated by their organization to participate in the Conference and its preparatory meetings will be required to register online. Once registered, the representatives may participate in the preparatory hearings, the CSF and the public meetings and debates at UNCTAD 14. They may also access non-restricted general documentation and use the facilities provided for CSOs at the Conference centre.

**Please note the following:**

* Only representatives who have been designated by the Head of their organization and have registered online for UNCTAD 14 will be able to participate.
* All participants are responsible for their visa issuance and for financing their participation at UNCTAD 14.
* The number of representatives allowed per organization might be limited by the capacity of available meeting space.

Further information on accreditation and registration will shortly be available on the UNCTAD 14 website. Inquiries can be addressed by e-mail to UNCTAD's Civil Society Outreach Unit (cso.unctad14@unctad.org).

**ACCREDITATION FORM**

Name of organization:

Full address
(street and postal code):

Telephone:

Fax:

E-mail:

Website:

Contact person:

Position/title:

Country code: Area code: Number:

Country code: Area code: Number:

Mr. / Ms. First name:

 Last name:

**Organization details** (please mark one of the following):

Local National Regional International

Year of establishment:

**Finances:**

Latest annual budget of your organization in USD (please specify the total amount income and expenditure)

Indicate the sources of revenue of your organization:

Membership dues Sales of publications

Donations/grants from foundations Government grants/donations

Grants from Inter-governmental bodies Donations from private sector

Service fees

Other (please specify)

**Aims, objectives and activities:**(If space is not sufficient, please include as attachment.)

**Activities and programmes related to UNCTAD 14's theme and sub-themes:**The theme and sub-themes are listed on the first page of this form.

**Membership:**

a. Please list the members of your governing body and their countries of nationality.

b. Please indicate the total number of members of your organization (individuals and/or organizations).

c. Please list the countries of nationality of your members (if the space is not sufficient, please include as an attachment).

**Relationship with international organizations:**

Does your organization have consultative status with the United Nations Economic and Social Council (ECOSOC)?

Yes No

If so, what category?

General Special Roster

Does your organization have consultative status or special relations with any other United Nations bodies,
specialized agencies or other international organizations?

Yes No

If so, please provide details:

**Previous accreditation to UNCTAD:**

Has your organization been accredited to an UNCTAD Conference in the past?

Yes No

If so, please indicate the most recent session/year.

**Required supporting documentation:**Please attach the following supporting documents to the application.

1. Copy of constitution/by-laws/statutes
2. Mission statement
3. Latest annual report
4. Latest financial statements

**DISCLAIMER**

Incomplete or late applications will not be processed.

**Application completed by:**

Full name: Title:

Date: Signature: