

Civil Society Unit

Agreement

Rules and regulations that govern the use of the UN emblem, flag and/or name as well as the UN grounds passes issued to representatives of organizations associated with the Department of Global Communications.

The wrongful use of the UN Grounds Pass, the United Nations name, emblem and/or flag constitutes a serious breach in the association agreement with the Department of Global Communications. Misuse of any of these elements in organizations' publications, websites, business cards, etc. will be reported to the Office of Legal Affairs and the Department of Safety and Security and may result in immediate disassociation.

UN GROUNDS PASSES

DGC provides all associated organizations up to 6 yearly grounds passes so that the designated representatives can attend meetings at the UN. **This is the ONLY purpose of the Grounds Passes.**

- UN Grounds Passes should not be used outside the UN for any purpose
- Civil society representatives with UN Grounds Passes are not official UN delegates or representatives
- Civil society representatives with UN Grounds Passes are not entitled to any privileges or immunities
- UN Grounds Passes issued in New York are not to be used in other duty stations, such as Geneva, Vienna, Nairobi, etc., unless expressly authorized by the United Nations Department of Safety and Security (UN DSS).

In the event that a civil society representative is to be found misusing his/her UN Grounds Pass, this person's credentials will be removed immediately, and the UN DSS will be notified for further action. Organizations whose representatives misuse their passes may lose their association with DGC.

USE OF UN EMBLEM

Please be informed that organizations associated with DGC and/or in consultative status with ECOSOC are not authorized to use the UN emblem in connection with their activities. However, under certain conditions, which are outlined below, the use of the **modified UN emblem** may be authorized:

- The use of the modified UN emblem could be authorized for use in a specific event, organized by a civil society organization associated with DGC, such as a conference on issues relating to the UN. Such authorization, if granted, would be limited to the event in question and would therefore have a limited duration.
- The conditions of use of the modified UN emblem would be set forth in a letter by the Office of Legal Affairs, including the duration, size and manner of placement of the modified UN emblem.

- Requests to use the modified emblem should be addressed to:

Mr. Jay Pozenel

Director

General Legal Division, Office of Legal Affairs,

Room S-3675, United Nations

New York, NY 10017

Fax: +1- 917-367-1416

We trust that you will adhere to the guidelines provided above by the Office of Legal Affairs. Kindly note that the unauthorized use of the UN logo may constitute grounds for disassociation. Should you wish to indicate your association with DGC, you may add a line of text to your website, flyers or business cards, using the following language:

Organization Associated with the United Nations Department of Global Communications.

The font size of the reference to the DGC association should be proportionate to that of the name of the organization. The platform (flyer, website, etc.) needs to clearly indicate the name of the organization as it appears on the association records with DGC. In the case of business cards, the title of the organization representative (President, Officer, Youth Coordinator, etc.) needs to be clearly indicated.

Civil society representatives are not official United Nations representatives. Appointed civil society representatives should avoid the use of titles that may lead to confusion as to the nature of the association between them and/or their organization and the United Nations. Therefore, the following title is the only one authorized by the UN Department of Global Communications for civil society representatives to use on their business cards, e-mail signatures, and any other platform:

Representative of [NAME OF ORGANIZATION] to the United Nations Department of Global Communications

No alterations or modifications of this title are to be used unless expressly authorized by the UN Department of Global Communications.

I, _____, on behalf of the organization _____, acknowledge that I have received and read the guidelines on the use of the UN emblem, logo, flag and grounds pass and that I and said organization will at all times abide by these rules.

(signed)

(date)