



Checklist

Conclusion of agreements with intergovernmental and governmental organizations not in the United Nations system

(Ref.: [GC.1/Dec.41](#)):

General principle:

Agreements shall be concluded with intergovernmental or governmental organizations not in the United Nations system with a view to:

- (a) Providing a basis for co-operation between UNIDO and the intergovernmental or governmental organizations
- (b) Making them eligible, as appropriate, for participation in the deliberations of the Conference and the Board in accordance with the rules of procedure of the two organs

Criteria:

- (a) The intergovernmental or governmental organization shall be actively involved in one or more aspects of the activities of UNIDO
- (b) It must be willing to make an effective contribution towards the realization of the mandate of UNIDO in conformity with the principles of the [Constitution](#)
- (c) The membership of an intergovernmental organization shall consist of States Members of the United Nations or of a specialized agency or of the International Atomic Energy Agency. In the case of a governmental organization the State in question must be a Member of UNIDO

Expectations on the part of the organization after the conclusion of an agreement:

- (a) Keep UNIDO informed of such of their development activities as are relevant to the programmes of UNIDO, and of the types of services they provide
- (b) Act as a channel of communication with their member Governments and to inform their member Governments about those UNIDO programmes and activities relevant to them
- (c) Assist, where appropriate and when mutually agreed, in the implementation of the programmes of UNIDO, including the preparation of studies and surveys
- (d) Inform UNIDO of items relating to the programmes of UNIDO on the agenda of their meetings

Procedure for the conclusion of agreements:

Submission of application to the Policymaking Organs Secretariat:

A letter from the head of the organization should be addressed to the Director General of UNIDO expressing interest in establishing an official relationship agreement with UNIDO. The following information should be provided together with the letter:

- (a) Name of the organization in English or French as well as in any other existing translation to other languages of the Board;
- (b) Statutes of the organization in English or French as well as in any other existing translation to other

- languages of the Board;
- (c) Background history;
 - (d) Detailed statement of purpose;
 - (e) Report on activities, in particular those which would be in support of UNIDO and contribute towards the accomplishment of its tasks;
 - (f) Administrative structure;
 - (g) Membership;
 - (h) Finance;
 - (i) Relations with other intergovernmental and governmental organizations;
 - (j) Relations with international non-governmental organizations;
 - (k) Full address of headquarters and regional offices, if any;
 - (l) Name of officer who will maintain liaison with UNIDO.

To allow appropriate consideration and preparation of pre-sessional documentation to be considered by Member of the Industrial Development Board, the letter shall be sent to the Director General of UNIDO at **least four months** prior to the next scheduled session of the Board in which a decision should be required (check dates [here](#)).

Consideration/approval by the Board:

The Director General shall circulate information on intergovernmental and governmental organizations that have expressed the wish to enter into agreements with UNIDO among the members of the Board in form of a pre-session document to be issued in all official languages no later than 45 days prior to the opening of the session.

The Board will be asked to adopt a decision on the request and authorize the Director General to conclude a relationship agreement with the relevant organization.

Conclusion of a relationship agreement:

Upon approval by the Board, the Director General shall inform the relevant organization of the decision of the Board and provide a draft relationship agreement for finalization.

Upon finalization of the draft agreement, the Director General shall conclude an appropriate relationship agreement with the organization concerned, taking fully into account the provisions of the present guidelines.

Participation of intergovernmental and governmental organizations in the work of the General Conference and of the Industrial Development Board:

The modalities and the nature of the participation of intergovernmental and governmental organizations in the work of the Conference and of the Board are governed by the relevant provisions of the Constitution of UNIDO and, in particular, by the rules of procedure of the [Conference](#) and of the [Board](#).

Review of UNIDO's relations with intergovernmental and governmental organizations:

The Director General shall include in his annual reports to the Board information on relevant activities of intergovernmental and governmental organizations and on the status of relations with them. The Director General shall report to the Conference at each regular session on any agreements with intergovernmental and governmental organizations entered into by him on behalf of the Organization since the preceding regular session.

References:

- **General Conference decision GC.1/Dec.41, annex;**
- **UNIDO Constitution**
- **Rules of procedure of the Industrial Development Board**
- **Rules of procedure of the General Conference**