

**UNITED NATIONS OFFICES**

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**DDA**  
**DEPARTMENT FOR DISARMAMENT AFFAIRS**

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<b>Address</b>	<i>New York</i> Room S-3151 C United Nations New York, NY 10017 USA	<i>Geneva</i> Palais des Nations CH-1211 Geneva 10 Switzerland
<b>Telephone</b>	+1-212/963 3980	+41-22/917 3440
<b>Fax</b>	+1-212/963 1121	+41-22/917 0034
<b>E-mail</b>	<derosa@un.org>	
<b>Website</b>	<a href="http://www.un.org/Depts/dda">www.un.org/Depts/dda</a>	
<b>Contact</b>	Mr. Gary DeRosa Political Affairs Officer Monitoring, Database and Information Branch	
<b>Objectives</b>	<ul style="list-style-type: none"><li>• Provide advice to the Secretary-General and assist him in the discharge of his responsibilities under the Charter and mandates given by the General Assembly and the Security Council and other legislative organs of the UN system, on disarmament and related security matters</li><li>• Monitor and analyze developments and trends in the field of disarmament for the Secretary-General</li><li>• Support the review and implementation of existing disarmament agreements</li><li>• Assist member states in multilateral disarmament negotiation and deliberation on disarmament norms and agreements</li><li>• Promote openness and transparency in military matters, verification, confidence-building measures, and regional approaches to disarmament</li><li>• Interact with NGOs, academic institutions, research institutes and individuals active in the field of disarmament</li></ul>	

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## DDA (continued)

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- Cooperate with organizations of the UN system and other intergovernmental organizations on matters related to disarmament
- Provide member states and the international community with objective information on disarmament and international security matters

### Structure

The department is divided into five branches:

- *Conference on Disarmament (CD) Secretariat and Conference Support Branch (Geneva)*  
Conference on Disarmament, Ad Hoc Group of States Parties to the Biological Weapons Convention, Convention on Conventional Weapons (CCW), Mine Ban Convention, other multilateral disarmament meetings held in Europe, UN disarmament fellowship programme
- *Weapons of Mass Destruction Branch (New York)*  
Nuclear issues, including nuclear non-proliferation, nuclear testing, nuclear-weapon-free zones, chemical and biological weapons and ballistic missiles
- *Conventional Arms Branch (New York)*  
Small arms and light weapons, transparency and confidence-building, UN Register of Conventional Arms, standardized reporting on military expenditures, Coordinating Action on Small Arms (CASA), practical disarmament measures, assistance in weapons collection
- *Regional Disarmament Branch (New York)*  
Standing Advisory Committee on Security Questions in Central Africa, West African Moratorium on Small Arms Transfers, regional organizations (OAS, LAS, OSCE, ASEAN, etc.)
- *Monitoring, Database and Information Branch (New York)*  
Outreach programme, liaison with NGOs, research institutes, *Disarmament Yearbook*, *Status of Disarmament Agreements* and other publications, Advisory Board on Disarmament Matters, database and website, anti-personnel mines database, disarmament education

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## DDA (continued)

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**Additional  
information**

NGOs can also contact regional centres in Africa, Asia and Latin America.

Regional Centre for Peace and Disarmament in Africa  
P.O. Box 2705  
Lomé, Togo  
Tel. +228/255567  
Fax +228/254315

Regional Centre for Peace and Disarmament in Asia  
and the Pacific  
P.O. Box 107, Pulchowk  
Kathmandu, Nepal  
Fax +977-1/523991

Regional Centre For Peace, Disarmament and Development  
in Latin America and the Caribbean  
c/o UNDP  
P.O. Box 27-0047  
Lima, Peru  
Tel. +51-1/918 4674  
Fax +51-1/444 9073

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**DESA**  
**DEPARTMENT OF ECONOMIC**  
**AND SOCIAL AFFAIRS**

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**Address** United Nations  
New York, NY 10017  
USA

**Fax** +1-212/963 1010

**Contacts**

**NGO  
Consultative  
Status with  
ECOSC** Ms. Hanifa Mezoui  
Chief, Non-Governmental Organizations Section  
Room DC1-1480  
Tel. +1-212/963 8652  
Fax +1-212/963 9248  
E-mail <mezoui@un.org>

**Advancement  
of women** Ms. Amina Adam  
Chief, Coordination and Outreach Unit  
Room DC2-1202  
Tel. +1-212/963 3169  
Fax +1-212/963 3463  
E-mail <adama@un.org>

**Africa and the  
least developed  
countries** Ms. Ruth Engo  
Senior Economic Affairs Officer  
Room DC1-1048  
Tel. +1-212/963 1798  
Fax +1-212/963 3892  
E-mail <engo@un.org>

**Development  
policy analysis** Ms. Beatrice Frankard-Little  
Room DC2-2164  
Tel. +1-212/963 1798  
Fax +1-212/963 1061  
E-mail <frankard-little@un.org>

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## DESA (continued)

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<b>Population</b>	Ms. Nancy Y. Lin Coordinator Population Information Network (POPIN) Room DC2-1958 Tel. +1-212/963 3210 Fax +1-212/963 2147 E-mail <linn@un.org>
<b>Public economics and public administration</b>	Mr. Guido Bertucci Director Division for Public Economics and Public Administration Room DC1-0928 Tel. +1-212/963 5761 or 963 5859 Fax +1-212/963 9681 E-mail <bertucci@un.org>
<b>Social development</b>	Mr. Yao N'Goran NGO Focal Point Room DC2-1360 Tel. +1-212/963 3175 Fax +1-212/963 3062 E-mail <ngoran@un.org>
<b>Statistics</b>	Mr. Hermann Habermann Director Statistics Division Room DC2-1420 Tel. +1-212/963 4996 Fax +1-212/963 9851 E-mail <habermann@un.org>
<b>Sustainable development</b>	Ms. Zehra Aydin-Sipos Major Groups Focal Point Room DC2-2262 Tel. +1-212/963 8429 Fax +1-212/963 4260 E-mail <aydin@un.org>

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## DESA (continued)

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### Departmental websites

- Economic and Social Affairs  
[www.un.org/esa](http://www.un.org/esa)
- ECOSOC Support and Coordination  
[www.un.org/esa/coordination/ecosoc.htm](http://www.un.org/esa/coordination/ecosoc.htm)
- Financing for Development  
[www.un.org/esa/ffd](http://www.un.org/esa/ffd)
- Gender Issues and Advancement of Women  
[www.un.org/womenwatch](http://www.un.org/womenwatch)
- Global Development Trends, Issues and Policies  
[www.un.org/esa/analysis/ddpa.htm](http://www.un.org/esa/analysis/ddpa.htm)  
[www.un.org/esa/analysis/ffd.htm](http://www.un.org/esa/analysis/ffd.htm)
- Office of the Special Coordinator for Africa and the Least Developed Countries  
[www.un.org/esa/africa/newoscal.htm](http://www.un.org/esa/africa/newoscal.htm)  
[www.un.org/esa/africa.htm](http://www.un.org/esa/africa.htm)
- NGO Section  
[www.un.org/esa/coordination/ngo](http://www.un.org/esa/coordination/ngo)
- Population  
[www.un.org/popin](http://www.un.org/popin)
- Public Economics and Public Administration  
[www.web-write.com/GOC](http://www.web-write.com/GOC)
- Social Policy and Development  
[www.un.org/esa/socdev](http://www.un.org/esa/socdev)
- Statistics  
[www.un.org/depts/unsd](http://www.un.org/depts/unsd)
- Sustainable Development  
[www.un.org/esa/sustdev/](http://www.un.org/esa/sustdev/)

### Subject areas

- Advancement of women
- Africa
- Development policy analysis
- Financing for development
- NGO guidelines
- Population
- Public economics and public administration
- Social policy and development

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## DESA (continued)

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- Services/  
materials  
available**
- Statistics
  - Sustainable development
  - Advancement of Women  
Work is organized into three clusters relating to gender analysis, women's rights, and coordination and outreach.  
  
Reports and publications include:
    - *Directory of National Machinery for the Advancement of Women*
    - five-yearly *World Survey on the Role of Women in Development*
    - *Women 2000*
    - *Agreed Conclusions on the Critical Areas of Concern of the Beijing Platform for Action*
    - *The Optional Protocol: Text and Materials*
    - *Bringing International Human Rights Law Home*
    - Work of the Committee on the Elimination of All Forms of Discrimination Against Women (CEDAW) and reports prepared for the Commission on the Status of Women, ECOSOC and the General Assembly on women's advancement and gender equality and for CEDAW. The division also has a website ([www.un.org/dpcsd/daw](http://www.un.org/dpcsd/daw)).
  - Africa and the Least Developed Countries  
The Office of the Special Coordinator for Africa and the Least Developed Countries (OSCAL) mobilizes international support for the development of Africa and the LDCs to ensure their integration into the global community as equal partners. Through the coordination of inputs from the UN and other bodies, it facilitates intergovernmental debates and negotiations on Africa and the LDCs. In its advocacy role, it analyzes issues and trends relating to African development and promotes dialogue involving African countries and LDCs with their partners. Publications include:
    - *Microfinance and Poverty Eradication: Strengthening Africa's Microfinance Institutions*

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## DESA (continued)

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- *Microfinance in Africa: Combining the Best Traditional Modern Microfinance Approaches toward Poverty Eradication*
- *Cultural Dimension of African Development*
- *Asia-Africa Expert Group Meeting: Promoting Value-Added Activities in the Informal Sector in Africa, Nairobi, Kenya, 8-10 December 1999*
- *First Regional Review Meeting of the Tokyo Agenda for Action: Mutual Learning and Capacity Building, Lusaka, Zambia, 23-25 November 1999*
- *Overview of African Development*
- *Networking: Directory of African NGOs*
- *Summary Proceedings of the Second Tokyo International Conference on African Development, Tokyo, 19-21 October 1998*
- *The Tokyo Agenda for Action: African Development Towards the 21st Century*
- *Report of the Forum on Asia-Africa Cooperation in Export Promotion, Seoul, Republic of Korea, 1998*
- *Increasing Productivity and Competitiveness of the Informal Sector in Africa: Experiences of African and Asian Countries*
- *Poverty Eradication in Africa: Case Studies*
- *Special Programme for Support for Informal Sector Development in Africa*
- *Programme of Action for Advancing Financial Intermediation in Africa*
- *HIV/AIDS*
- *Information Technology*
- **Development Policy Analysis**  
Monitors the world economic situation, focusing on development issues. Provides information on, and analysis of, recent and anticipated global macro-economic developments with a view to promoting the development of all countries and their full and effective integration into the world economy. Examines short- and medium-term trends

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## DESA (continued)

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and prospects and analyzes issues pertaining to longer-term economic growth and development, including the interrelationships among different sectors and issues.

Prepares policy-oriented reports to assist international deliberations and negotiations, such as the *World Economic and Social Survey* and other economic reports prepared for the General Assembly, the Economic and Social Council and the Committee for Development Policy.

- **Financing for Development**  
Information services include a website and a database on policy texts relevant for the Financing for Development process.
- **NGO Coordination**  
Publications include:
  - *NGOs in Consultative Status with ECOSOC*
  - *Guidelines for Submission of Quadrennial Reports (General/Special Status)*
  - *Up-dating on Accreditation of Representatives to the United Nations for 2001*
- **Population**  
Provides accurate and timely data, information and analyses of population trends and policies; identifies new and emerging issues and initiates studies on them, and provides assistance to member states in these areas.

The Population Information Network (POPIN), with a Coordinating Unit located in the department, encourages the use of the Internet to facilitate global sharing of population information ([www.undp.org/popin](http://www.undp.org/popin)).

Major databases include World Population 1950-2050 and the Global Review and Inventory of Population Policies (GRIPP). Selected publications on population are listed in the

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## DESA (continued)

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Publications and Statistics section. A catalogue of Population Division publications, databases and software is available on request.

- **Public Economics and Public Administration**  
Assists the international community in its policy deliberations for developing and promoting global approaches to critical aspects of public economics, public administration and public finance in the development process, with a view to integrating them effectively into national and international development strategies.  
Publications include:
  - *Development Administration Newsletter*
  - *Report on State of Public Sector*
  - *List of Publications on Public Administration and Finance*
  - *Supplement to International Tax Agreements*
  - *Changes and Trends in Public Administration and Finance*
  - Non-recurrent publications on selected issues in the areas of public economics, public administration and public finance

Information services include Global Online Network on Public Administration and Finance via a website providing information, training and advisory services on selected country profiles in public administration; analytical reports, case studies and a database on administrative reforms; a manual on administration of elections; and other technical materials available on the website.

- **Social Policy and Development**  
Work is organized around four clusters: poverty eradication, social integration, socio-economic policy and development management and intergovernmental support services and implementation, including follow-up to the 1995 World Summit for Social Development.

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## DESA (continued)

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Publications include bulletins on social policy and social progress.

- *Bulletin on Social Integration Policies*
- *Bulletin on the Eradication of Poverty*
- *Report on the World Social Situation*
- *Poverty Series*

- **Statistics**

Promotes a coordinated system of international statistical programmes and activities by establishing international comparability of statistics; collects and disseminates international economic and social statistics; and provides assistance to member states in improving their statistical capabilities.

Major databases of international statistical and socio-economic information include Commodity Trade Statistics (COMTRADE) and the United Nations Economic and Social Information System (UNESIS).

Statistical publications are issued in a variety of formats, including electronic media such as CD-ROMs and statistical information on the Internet, such as MBS (*Monthly Bulletin of Statistics*) online. Some of these are identified in the Publications and Statistics section.

A catalogue of United Nations statistical publications is available on request and at the statistics Internet site, [www.un.org/Depts/unsd](http://www.un.org/Depts/unsd).

- **Sustainable Development**

Work focuses on providing policy recommendations to facilitate the implementation of sustainable development in all its social, economic and environmental components. Services include analytical, technical, policy advisory and information services within the framework of commitments made at the 1992 United Nations

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## DESA (continued)

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Conference on Environment and Development, namely Agenda 21, the Rio Declaration, the Forest Principles, the Conventions on Biodiversity and Desertification, and the Programme for the Further Implementation of Agenda 21. A key element in these services is the forging of partnerships between the governmental, non-governmental and international actors. A more recent partnership promoting initiative is the multistakeholder dialogues organized during the CSD sessions.

Recent publications include:

- *Comprehensive Assessment of the World's Freshwater Resources*
- *Indicators for Sustainable Development*
- *Critical Trends in Global Change and Sustainable Development and Finance for Sustainable Development*

Several periodicals are produced to provide regular and timely information on activities, including:

- *Natural Resources Forum*
- *International Rivers and Lakes Newsletter*
- *Natural Resources Newsletter*

Internet-based data on the Commission for Sustainable Development and related bodies, the issues identified in Agenda 21, and the Further Programme of Action for the Implementation of Agenda 21, is available on the Sustainable Development website (see above). A second website ([www.un.org/esa/agenda21/natlinfo](http://www.un.org/esa/agenda21/natlinfo)) contains information submitted by governments on national implementation of Agenda 21.

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**DGAACS**  
**DEPARTMENT OF GENERAL ASSEMBLY**  
**AFFAIRS AND CONFERENCE SERVICES**  
**General Assembly and ECOSOC Affairs Division**  
**Disarmament and Decolonization Organs Servicing Branch**

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**Address** Room S-2977D  
United Nations  
New York, NY 10017  
USA

**Telephone** +1-212/963 3051

**Fax** +1-212/963 5305

**Contact** Mr. Sergei Cherniavsky  
Political Affairs Officer  
Room S-2977D  
Tel. +1-212/963 3051

**Subject areas**

- Disseminates information on all aspects of decolonization
- Organizes consultations between relevant NGOs and the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples and its Subcommittee on Small Territories, Petitions, Information and Assistance
- Organizes seminars with NGO participation on dissemination of information on decolonization, as appropriate

**Services/  
materials  
available**

- Annual report of the Special Committee to the General Assembly
- Publications and other information materials on decolonization

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**DPA**  
**DEPARTMENT OF POLITICAL AFFAIRS**  
**Division for Palestinian Rights**

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<b>Address</b>	Room S-3350 United Nations New York, NY 10017 USA
<b>Telephone</b>	+1-212/963 0496
<b>Fax</b>	+1-212/963 4199
<b>Website</b>	<a href="http://www.un.org/depts/dpa/qpai">www.un.org/depts/dpa/qpai</a> <a href="http://domino.un.org/unispal.nsf">http://domino.un.org/unispal.nsf</a>
<b>Contact</b>	Mr. Wolfgang Grieger Political Affairs Officer/Liaison Officer Tel. +1-212/963 1550  Mr. Yosuke Kobayashi NGO Liaison Officer Tel. +1-212/963 1800
<b>Subject areas</b>	<ul style="list-style-type: none"><li>• Cooperation, liaison with and accreditation of NGOs interested in the question of Palestine</li><li>• Organization and servicing of international meetings and conferences with participation of NGOs interested in the question of Palestine, in accordance with General Assembly resolutions mandating the work of the Committee on the Exercise of the Inalienable Rights of the Palestinian People and of the Division for Palestinian Rights</li><li>• Providing information and documentation to NGOs</li><li>• Collecting information on NGOs' work on the question of Palestine</li></ul>

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## DPA (continued)

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**Services/  
materials  
available**

Publications, monthly bulletins on international action on the question of Palestine and on the peace process, reports of international meetings and conferences, Information Notes on the work of the Committee on the Exercise of the Inalienable Rights of the Palestinian People and the Division for Palestinian Rights, and a computer-based information system on the Question of Palestine.

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**DPI**  
**DEPARTMENT OF PUBLIC INFORMATION**

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<b>Address</b>	United Nations New York, NY 10017 USA
<b>Telephone</b>	+1-212/963 1234
<b>Website</b>	<a href="http://www.un.org/dpi/ngosection">www.un.org/dpi/ngosection</a>
<b>Contact</b>	Chief, NGO Section Public Affairs Division, Room S-1070L Tel. +1-212/963 6842 Fax +1-212/963 6914, E-mail < <a href="mailto:dpingo@un.org">dpingo@un.org</a> >
<b>UN documents, publications and press releases</b>	NGO Resource Centre Room LB-131 Tel. +1-212/963 7234 or 963 7233 Fax +1-212/963 2819
<b>Photographs</b>	Photo Unit, Room S-0805 Tel. +1-212/963 6927 Fax +1-212/963 1658
<b>Audiovisual materials</b>	Audiovisual Materials Library, Room S-0805-M Tel. +1-212/963 1562 Fax +1-212/963 1658
<b>Reference services</b>	Dag Hammarskjöld Library <ul style="list-style-type: none"><li>• General (non-UN), Room L-105 Tel. +1-212/963 7394 Fax +1-212/963 8861</li><li>• Legal Branch, Room S-3455 Tel. +1-212/963 5372 Fax +1-212/963 1770</li></ul>

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## DPI (continued)

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- Statistical Branch, Room DC2-1142  
Tel. +1-212/963 8727  
Fax +1-212/963 0479
- UN and Specialized Agencies Collection  
Room L-201  
Tel. +1-212/963 7412  
Fax +1-212/963 1779

### **Subject areas**

- Peacekeeping and peacemaking
- Disarmament
- Human rights
- Environment and sustainable development
- Humanitarian assistance
- Natural disasters
- Women
- Social development
- Economic development
- Africa recovery
- Decolonization
- Palestine

### **Services/ materials available**

- Produces multimedia information materials such as backgrounders, fact sheets, booklets, newsletters, information kits, posters, magazines, radio and television programmes, documentary films and exhibits in several languages
- Provides coverage of intergovernmental meetings, media accreditation and liaison
- Produces press releases in English and French covering the meetings of the General Assembly, Security Council, Economic and Social Council, Trusteeship Council and related bodies
- Develops educational programmes for children, students and educators
- Conducts guided tours of headquarters
- Operates a speakers' bureau providing UN speakers both at headquarters and externally

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## DPI (continued)

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- Responds to requests from the general public for information about the UN
- Organizes programmes at headquarters for educational institutions, NGOs and media organizations
- Conducts outreach activities through a worldwide network of information offices (see section on UN Information Centres)
- Undertakes outreach efforts with NGOs including weekly briefings for NGO representatives from September to June, an annual DPI/NGO Conference for NGO representatives in September and a resource centre at UN headquarters for NGO representatives to obtain UN documents, publications and press releases
- Administers the Dag Hammarskjöld Library
- Maintains audiovisual and photo libraries
- Publishes the annual *Yearbook of the United Nations*
- Publishes a number of periodicals available by subscription including *Development Business*, *UN Chronicle* and *Africa Recovery*

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**DPKO**  
**DEPARTMENT OF PEACEKEEPING OPERATIONS**

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**Address** United Nations  
New York, NY 10017  
USA

**Telephone** +1-212/963 6840

**Fax** +1-212/963 9737

**Website** [www.un.org](http://www.un.org)

**Contact** Peace and Security Section  
Public Affairs Division  
Department of Public Information  
Tel. +1-212/963 6840

**Subject areas** The department serves as the operational arm of the Secretary-General for all United Nations peacekeeping operations and is responsible for the conduct, management, direction, planning and preparation of those operations. It provides substantive services to the Security Council and the General Assembly on all peacekeeping operations. It also provides substantive and secretariat services to the Special Committee on Peacekeeping Operations. It prepares the Secretary-General's reports to the Security Council and the General Assembly on individual peacekeeping operations, on peacekeeping issues in general and on mine action.

It serves as the United Nations system focal point for mine action, coordinates all United Nations mine action activities, develops and supports, as appropriate, mine action programmes in peacekeeping and emergency situations and manages the Voluntary Trust Fund for Assistance in Mine Action.

It formulates policies and procedures, based on Security Council decisions, for the establishment of new peacekeeping

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## DPKO (continued)

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operations and the effective functioning of ongoing operations. It secures, through negotiations with governments, military units and equipment, as well as other military, civilian police officers and civilian personnel required for peacekeeping operations.

It develops operational plans and methodologies for multi-dimensional operations, and undertakes contingency planning for possible new peacekeeping operations and related activities. It proposes resource requirements for those operations to the Controller for preparation and submission of budgets to the legislative bodies for approval; monitors and controls regular budget and extrabudgetary funds related to peacekeeping activities. It provides logistic and administrative support for operations, as well as other field offices and missions, as required.

It maintains contacts with the parties to the conflicts and the members of the Security Council concerning the effective implementation of the Security Council's decisions; liaises with member states, United Nations agencies and non-governmental organizations and coordinates, with other entities, their participation in peacekeeping operations. It prepares training guidelines and principles for the use of member states making contributions to peacekeeping operations.

**Services/  
materials  
available**

General information materials on peacekeeping operations are available through the Department of Public Information and on the website.

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**ISDR**  
**INTERNATIONAL STRATEGY**  
**FOR DISASTER REDUCTION**

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<b>Address</b>	Palais des Nations CH-1211 Geneva 10 Switzerland
<b>Street address</b>	Palais Wilson 51 rue des Paquis CH-1201 Geneva Switzerland
<b>Telephone</b>	+41-22/917 9700 or 917 9701
<b>Fax</b>	+41-22/917 9098
<b>E-mail</b>	<isdr@un.org>
<b>Website</b>	www.unisdr.org
<b>Contact</b>	Mr. Denis Benn Director a.i. Tel. +41-22/917 9701
<b>Documents and press</b>	Nicole Appel Promotion and Public Awareness Officer Tel. +41-22/917 9706
<b>Activities</b>	Promote natural disaster reduction in a number of fields (earth sciences, economics, social sciences, public health, engineering, information, education and training, law, public policy) at the international as well as the regional, national and local levels. These activities include the following. <ul style="list-style-type: none"><li>• Studies and surveys</li><li>• Meetings and seminars</li><li>• Contributions to, and participation in, the activities, conferences and meetings of other bodies</li></ul>

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## ISDR (continued)

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**Services/  
materials  
available**

- Assistance to disaster reduction in development plans and projects, among other things, from the perspective of sustainable development
  - Early warning systems
  - International exchange of information and data
  - Annual information and awareness-raising campaigns on the occasion of the World Disaster Reduction Day held annually on a specific theme
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- Annual reports
  - Studies on specific topics
  - Pamphlets, folders and posters
  - CD-ROMs and films (in cooperation with other organizations involved in the decade)

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**OCHA**  
**OFFICE FOR THE COORDINATION**  
**OF HUMANITARIAN AFFAIRS**

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<b>Address</b>	<i>New York</i> United Nations New York, NY 10017 USA	<i>Geneva</i> Palais des Nations CH-1211 Geneva 10 Switzerland
<b>Telephone</b>	+1-212/963 4832	+41-22/917 2160
<b>Emergency number (relief operations only)</b>		+41-22/917 2010
<b>Fax</b>	+1-212/963 2740	+41-22/917 0023
<b>E-mail</b>	<ochany@un.org>	<dhagva@dha.unicc.org>
<b>Website</b>	www.reliefweb.int	
<b>Contact</b>	Ms. Phyllis Lee Chief Advocacy and External Relations Unit Tel. +1-212/963 4832	Ms. Madeleine Moulin- Acevedo External Relations Officer Tel. +41-22/917 3160
	Publications and Information Tel. +1-212/963 0760	
<b>Subject areas</b>	<ul style="list-style-type: none"><li>• Coordination of humanitarian assistance in natural and man-made emergencies</li><li>• Advocacy of humanitarian issues with political organs of the UN and others</li><li>• Policy development and coordination functions in support of the Secretary-General, including mobilization and coordination of international humanitarian relief to emergency situation areas</li></ul>	

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## OCHA (continued)

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**Services/  
materials  
available**

- Consultative and operational relations with NGOs active in pre-disaster planning and disaster relief. (The three major international NGO networks for organizations providing humanitarian assistance are standing invitees to the Inter-Agency Standing Committee, chaired by the Emergency Relief Coordinator.)
- Information on assessment of humanitarian needs in emergency situations through Situation Reports (on request only) and Consolidated Inter-Agency Appeals
- Participation of NGOs in concerted relief programmes
- Relief Web, which provides access to system-wide information on humanitarian issues

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**UNOG**  
**UNITED NATIONS OFFICE AT GENEVA**  
**OFFICE OF THE DIRECTOR-GENERAL**

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<b>Address</b>	Palais des Nations CH-1211 Geneva 10 Switzerland
<b>Telephone</b>	+41-22/917 2127
<b>Fax</b>	+41-22/917 0583
<b>E-mail</b>	<ungeneva.ngoliaison@unog.ch>
<b>Website</b>	www.unog.ch
<b>Contact</b>	NGO Liaison Officer Room 155
<b>Objectives</b>	The NGO Liaison Office of the United Nations Office in Geneva is responsible for developing activities at UNOG in a fruitful cooperation between the United Nations, member states and NGOs, especially those enjoying a consultative status with the Economic and Social Council (ECOSOC).
<b>Services/ materials available</b>	<ul style="list-style-type: none"><li>• Provides information, advice, guidance and assistance to representatives of NGOs on issues discussed in United Nations organs, as well as how to contribute efficiently to the work of the United Nations</li><li>• Helps organize consultations between UN secretariat officials and NGOs</li><li>• Assists in the preparation of and participates in seminars, workshops and conferences on issues related to UN-NGO cooperation</li><li>• Provides information on the procedure for obtaining consultative status with ECOSOC, and on contributions of NGOs to the work of the United Nations</li></ul>

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## **UNOG (continued)**

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- Carries out or facilitates accreditation procedures for NGO representatives to UNOG and facilitates their participation in meetings and conferences taking place at UNOG
- Maintains a database and publishes a list of NGOs in consultative status with ECOSOC, with their addresses

The NGO Liaison Office does not provide funds for projects or scholarships, nor does it distribute publicity materials produced by NGOs.

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**UNOV**  
**UNITED NATIONS OFFICE AT VIENNA**  
**OFFICE OF THE DIRECTOR-GENERAL**

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## UNOV (continued)

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**Services/  
materials  
available**

- Advisory services to NGOs in consultative status with ECOSOC, including accreditation procedures
- Provision of information on NGO contributions to UN meetings and conferences
- Provision of documentation
- Preparation and supply of lists of addresses of NGOs and their representatives who have been accredited to the United Nations Office in Vienna