



January 1, 2015

Internship/Volunteer Official Representatives and Authorized Representatives

To the Economic and Social Council (ECOSOC)
United Nations Headquarters in New York

Founded in 1997, the Batey Relief Alliance (BRA) is an international NGO dedicated to addressing socio-economic and health needs of children and their families severely affected by extremely poverty, disease and hunger in the Caribbean and Latin America, particularly in Peru, Haiti and the Dominican Republic. BRA is member of the Clinton Global Initiative (CGI) and is in consultative status with the Economic and Social Council (ECOSOC) and is associated with the Department of Public Information (DPI) at the United Nations.

BRA is seeking two (2) volunteers/ interns (1 Official Representative and 1 Authorized Representative) to dedicate 15 hours per week in the areas of data gathering, writing, monitoring UN and NGO calendars of events and meetings, and attending meetings of UN bodies and NGOs at and around the UN Headquarters in New York. Such volunteers/interns, along with other BRA representatives to ECOSOC and to DPI, will constitute the *BRA Team of Representatives at the UN*. The Official and Authorized Representatives will be responsible for reporting to BRA's CEO.

The assignment is from January through December. The position is volunteer and uncompensated. Some funds, however, may be available for small expenses in connection with events and limited local travel. Course credits are highly encouraged through your university. Please inquire with the appropriate department for requirements. Our work hours are flexible as we are aware that volunteers and interns have commitments to classes, exams and other school-related, family and community commitments. We expect, however, that this voluntary commitment to be managed as one would manage a paid work commitment

Qualifications:

- Be an undergraduate Senior; or in a Masters or Post Graduate degree program
- Be passionate about women's global concerns, including issues affecting girls, food security, health and HIV/AIDS, statelessness and global poverty
- Demonstrated commitment to the internship
- Determined self-starter, self-directed and goal-oriented
- Team player, comfortable with a collaborative work environment, but also a strong independent worker
- Well-organized; excellent written and verbal communication skills
- Recommended by two professors and/or one non-profit official or volunteer coordinator

Responsibilities:

May include the following, but will be negotiated with each person accepted according to interests and time available:

- Attend trainings and participate in scheduled meetings
- Collect Data: Sources to include the UN website, NGO postings, NGO Committee sites and new articles to advise the Team about meetings at and around the UN and to provide briefing papers related to women's issues and development.
- Write thorough reports of meetings; articles for various publications of BRA; other assignments
- Monitor the UN Journal and developing a calendar of assignments/events
- Attend meetings at the UN on issues of interest to BRA;
- Attend meetings of NGO committees;
- Write brief summaries about such meetings;
- Follow up where it is in BRA's interest to be part of the process

NOTA BENE: Please close attention to the next page as it describes additional specific and general responsibilities for our qualified interns/volunteers for the assignment.

Reporting

Report to CEO

Application

Please send a thoughtful cover letter, resume and writing sample to ugillard@bateyrelief.org and include "BRA UN Intern" in the subject line of the email.

Should you have any questions or need further information, please do not hesitate to contact me at (917) 627-5026 or ugillard@bateyrelief.org. To learn more about the humanitarian work of the Batey Relief Alliance, visit us on Facebook at <https://www.facebook.com/Batey.Relief.Alliance>; Twitter at <https://twitter.com/bateyrelief>; or at www.bateyrelief.org.

Sincerely,



Ulrick Gaillard, J.D.
Chief Executive Officer

Special Consultative Status of Batey Relief Alliance

Economic and Social Council (ECOSOC)

General and specific work responsibility for Interns/volunteers

The United Nations' Economic and Social Council (ECOSOC) at its Coordination and Management Session of April 2014 adopted the recommendation of the Committee on Non-Governmental Organizations (NGOs) to grant **Special** consultative status to the **Batey Relief Alliance, Inc. (B R A)**.

Consultative status for BRA enables it to actively engage with ECOSOC and its subsidiary bodies, as well as with the United Nations Secretariat, programmes, funds and agencies in a number of ways. Consultative relationship also enables the Council or one of its bodies to seek expert information or advice from BRA with special competence in a subject matter; and allows the organization to be informed about the provisional agenda of ECOSOC.

Organizations in general consultative status may request the Secretary General, through the Committee on Non-Governmental Organizations, to place items of special interest in the provisional agenda of the Council.

Attendance at meetings and access to the United Nations

- BRA's status entitles it to designate **Official Representatives** to the United Nations Headquarters in New York and the United Nations offices in Geneva and Vienna. BRA's representatives will be able to register for and participate in events, conferences and activities of the United Nations
- BRA's status also entitles it to designate **Authorized Representatives** to sit as observers at public meetings of ECOSOC and its subsidiary bodies, General Assembly, Human Rights Council and other United Nations intergovernmental decision-making bodies.

Written statements at ECOSOC

- Organizations in general and special consultative status are able to submit written statements relevant to the work of the Council on subjects in which these organizations have a special competence. These statements may be circulated by the Secretary-General of the United Nations to the members of the Council.
- Requirements regarding the submission and circulation of written statements are elaborated in resolution 1996/31. They include, but are not limited to, the following:
 - (a) Written statements shall be submitted in one of the two working languages of the United Nations (English or French);
 - (b) They shall be submitted within the time period indicated prior to the Council's meeting each year in order to allow appropriate consultations between the Secretary-General and the organization before circulation;
 - (c) Written statements from organizations in general consultative status are limited to a maximum of 2,000 words;
 - (d) Written statements from organizations in special consultative status are limited to a maximum of 500 words;

(e) The Secretary-General, in consultation with the President of the Council, or the Council or its Committee on Non-Governmental Organizations, may invite organizations on the Roster to submit written statements. Provisions for these submissions, if approved, will be determined accordingly by the Council.

Oral presentations at ECOSOC

Requirements for oral statements include, but are not limited to, the following:

(a) The ECOSOC Committee on Non-Governmental Organizations makes recommendations to the Council about which organizations in general and special consultative status should make an oral presentation to the Council, as well as the items on which they should be heard. Such organizations are entitled to make one statement to the Council, subject to the approval of the Council;

(b) Whenever the Council discusses the substance of an item proposed by an NGO in general consultative status and included in the agenda of the Council, such an organization shall be entitled to present orally to the Council, as appropriate.

Consultations with ECOSOC and its subsidiary bodies

- Commissions and other subsidiary bodies of ECOSOC may consult with NGOs in general and special status; and such consultations may be arranged at the request of the NGO. Organizations on the roster may also be heard by these bodies on the recommendation of the Secretary-General and at the request of such commission or subsidiary body;
- A commission of ECOSOC may recommend that an NGO with special competence in a particular field undertake studies or investigations, or prepare papers for the commission;
- NGOs shall be able to consult officers of the appropriate offices of the Secretariat on matters of mutual interest or concern. Such consultation shall be at the request of the NGO or the Secretary-General;
- The Secretary-General may request organizations in general, special and roster status to carry out studies or prepare papers.

Use of United Nations facilities

The Secretary-General is authorized to offer United Nations facilities to NGOs in consultative status, including:

- Accommodation for conferences or smaller meetings related to the work of ECOSOC;
- Appropriate seating arrangements and facilities for obtaining documents during public meetings of the General Assembly that deal with matters in the economic and social and related fields;
- Arrangement of informal discussions on matters of special interest to groups or organizations;
- Access to United Nations press documentation services;
- Prompt and efficient distribution of documents related to ECOSOC and its subsidiary bodies as the Secretary-General deems appropriate;
- Use of United Nations libraries.

Responsibilities and obligations of BRA in consultative status

1) Quadrennial reports (highly important)

- Organizations in general and special consultative status are required to submit a report on the activities of their organizations in support of the work of ECOSOC and the United Nations **once every four years**, known as **quadrennial reports**, as per ECOSOC resolution 1996/31. This requirement is reinforced through ECOCOC resolution 2008/4 on “Measures to improve the quadrennial reporting procedures.” In keeping with these requirements, **your organization will be required to submit its first report for the 2014-2017 period by no later than 1 May 2018** for review by the ECOSOC Committee on NGOs. Please download and carefully follow the guidelines for the submission of these reports on the NGO Branch website at: <http://csonet.org/?menu=85>.
- In the intervening periods between the submissions of quadrennial reports, organizations are advised to keep detailed records of participation in United Nations meetings and events, as well as cooperation with United Nations funds and agencies for inclusion in subsequent reports.

2) Suspension and withdrawal of consultative status

- As per resolution 2008/4, if an NGO fails to submit their quadrennial report by the due date, the ECOSOC Committee on NGOs shall recommend immediate suspension of consultative status for the organization for a period of one year.
- According to the same ECOSOC resolution 2008/4, NGOs whose consultative status has been suspended due to an outstanding quadrennial report will be required to submit the report within the period of suspension in order for the Committee on NGOs to consider, take note of the report and recommend reinstatement of consultative status. If, however, an NGO fails to submit the report within the stipulated period, the ECOSOC Committee on NGOs shall recommend to the Council the immediate withdrawal of consultative status. Once consultative status has been withdrawn by the Council, the NGO will no longer be entitled to the benefits and privileges of the relationship.
- The organization concerned will be entitled to re-apply for consultative status only after a period of three years, following the effective date of withdrawal of status.
- Additionally, consultative status of NGOs can be suspended for up to three years or withdrawn by the decision of the Economic and Social Council on the recommendation of its Committee on Non- Governmental Organizations in the following cases:
 - (a) If an organization, either directly or through its affiliates or representatives acting on its behalf, clearly abuses its status by engaging in a pattern of acts contrary to the purposes and principles of the Charter of the United Nations including unsubstantiated or politically motivated acts against Member States of the United Nations incompatible with those purposes and principles;
 - (b) If there exists substantiated evidence of influence from proceeds resulting from internationally recognized criminal activities such as the illicit drugs trade, money laundering or the illegal arms trade;
 - (c) If, within the preceding three years, an organization did not make any positive or effective contribution to the work of the United Nations and, in particular, of the Council or its commissions or other subsidiary organs.

Strict prohibitions against misrepresentation of consultative status

- NGOs in consultative status are **NOT** considered part of the United Nations system. As such, they are not representatives or staff of the United Nations, nor are they authorized to enter into business arrangements on behalf of the United Nations, or misuse the name or logo for endorsement of an organization's activities in any way. Furthermore, consultative status does not entitle NGOs any privileges such as tax exemptions, diplomatic passports, travel privileges, etc.
- NGOs in consultative status are forbidden to use the United Nations logo on their stationery, business cards, websites, meeting banners, cars, office buildings, etc. Misrepresentation of your consultative relationship can result in adverse consequences for your organization, including suspension or withdrawal of status.
- If you wish to display your status on your letterhead, you can include the following statement below the name of your organization: "*Organization in (Category of status) with the Economic and Social Council since (year status granted)*."

Batey Relief Alliance, Inc.