



**Guide for Servas International
Representatives to the United Nations**

2022

(Revised August, 2022)

TABLE OF CONTENTS

I. INTRODUCTION 3

II. UNITED NATIONS (UN)

History	4
Locations and Acronyms	5
Sustainable Development Goals (SDGs)	6
UN structure and programs and NGOs	7
Some UN International Days and More Information	9

III. SERVAS AT THE UNITED NATIONS

Servas International (SI)	10
Servas Representatives at the UN in NY, Geneva, and Vienna	10

IV. JOB DESCRIPTION

Job Description for SI Representatives to the UN	11
Application for SI Representatives to the UN	12
Job Description for SI Main Representatives to the UN	13

I. INTRODUCTION

In the aftermath of WWII in 1945, 51 countries founded the United Nations (**UN**) as an international organization to maintain world peace and security. In 1949, peace activists in Europe and the U.S., including US conscientious objector, Bob Luitweiler, came together to explore ways to prevent future wars and disasters. They called themselves “Peacebuilders” and formed a travel and home-stay network to build friendships across borders through home stays. At their 1st international meeting in 1952, the network was renamed Servas (in Esperanto, it means “to serve”). Read about the early history of Servas on www.servas.org in [The Seeds of Servas](#).

In 1972, Servas International (**SI**), the international federation of national Servas groups, was established with a registered office in Switzerland. In 1973, SI was granted “consultative status” with the UN Economic and Social Council (**ECOSOC**) joining other non-governmental organizations (**NGOs**) actively working for peace.

As Servas members, we are part of a world-wide process to build a world free of violence, poverty and inequality. Servas is one of 5,451 NGOs in active consultative status with UN ECOSOC, “*the central platform for fostering debate and innovative thinking, forging consensus on ways forward, and coordinating efforts to achieve internationally agreed goals.*”

It is an awesome responsibility, and the benefits are universal. When we meet with Servas hosts and travelers around the world, we build the foundation for universal peace. As we share experiences, customs, and respect for all peoples, we add to the network which allows all people in every country the basic needs and rights to pursuit of happiness.

Our role at the UN enables us to participate in several ways:

- Learn how the UN works to eliminate hunger, empower women, provide housing, education to all children, and health care to all.
- Share with the UN our perspectives of human rights abuses, needs of special populations – the elderly, disabled, displaced, victims of violence, refugees, the very young.
- Share with our Servas communities what is happening at the UN, advocate implementation of the UN agenda, and monitor progress.
- Outreach and network with NGOs in our communities and countries to further build this network of people working together for all people.

NOTE: There are 3 categories of consultative status for NGOs affiliated with ECOSOC. SI is in the “Roster” category that ECOSOC determines can make “*occasional and useful contributions to the work of the Council or its subsidiary bodies*”.

A note from the author of this Guide: I joined Servas in 1995 and through travel and hosting learned about social needs, global concerns, and community celebrations in Asia, Europe, Africa, and the Americas. At home in the U.S., my involvement in immigration, environment, and human rights led to an interest in the UN and the need for collaboration of NGOs. Since 2013, I served as a Servas Representative to the UN in New York and wrote this guide with the assistance of Danielle Serres, past SI-UN Coordinator. Thanks to Mary Jane Mikuriya and Daryl Ngee Chinn for their suggestions and to Dr. Hamsavahini Singh, for assistance on this revised version.

The Guide provides a synopsis of the UN, the Sustainable Development Goals (SDGs), the importance of NGOs including Servas, and info for Servas Representatives to the UN. Please contact me or SI UN Coordinator, uncoordinator@servas.org with questions, corrections, suggestions. Together we build a peaceful and just world!

Jeanne Devine, jdevinesoll@hotmail.com

II. UNITED NATIONS (UN)

History

The UN was founded in 1945 as an international organization to maintain world peace and security. Decolonization followed soon after and the UN grew from 51 member countries to 193 Member States plus 2 non-voting Observer States (State of Palestine and Vatican City). It is the only entity with global legitimacy, multilateral experience, competence, coordinating ability and impartiality. Its purposes are to: 1. Maintain international peace and security; 2. Develop friendly relations among nations; 3. Cooperate in solving international problems and promoting respect for human rights; 4. Be a center for harmonizing the actions of nations.

Some Important UN Events

1945	Founding of UN, San Francisco, U.S.	The UN Charter was ratified by 29 countries
1948	Universal Declaration of Human Rights, Paris, France	Affirms fundamental human rights without distinction of race, sex, language, or religion
1956	1 st UN peacekeeping emergency force (UNEF)	Deployed to address Suez Crisis and withdrawal of foreign troops from Egypt
1961	World Food Program (WFP); HQ: Rome, Italy; in 2020 was awarded Nobel Peace Prize:	Provides food to refugees & victims of natural disasters; in 2021, served 128 million in 80+ countries
1965	UNICEF was awarded Nobel Peace Prize	Provides food, clothing, health care to children
1968	Treaty on Non-Proliferation of Nuclear Weapons (NPT); London, England	Focus on peaceful uses of atomic energy and elimination of weapons of mass destruction
1975	International Women's Year and 1 st World Conference on Women; Mexico City, Mexico	Focus on women's issues and gender equality, a turning point in policy directives
1978	UNESCO named 12 world heritage sites for protection	Protection of natural or man-made sites now includes 1154 sites worldwide
1995	World Conference on Women, Beijing, China	Focus on gender equality, women's empowerment
1997	Kyoto Protocol on climate change; Kyoto, Japan	41 countries and EU committed to reduce emission of greenhouse gases
2001	UN declaration of commitment on HIV/AIDS, NYC, U.S.	Set specific targets and actions to reverse a global epidemic
2012	Rio+20 Earth Summit, Rio de Janeiro, Brazil	Led to UN Climate Change Convention and protection of rights of indigenous people
2015	Paris Agreement – (UNFCCC) signed by 179 countries; Paris, France	Commits countries to combat climate change and move to low-carbon future

UN official languages: English, French, Spanish, Russian, Arabic, Chinese

Where is the UN located?

UN main headquarters is located on an 18-acre site by the East River, New York City, U.S. It is an international zone belonging to all Member States and opened in 1951. It houses the General Assembly, the Security Council, ECOSOC, the Secretariat, the Trusteeship Council and the Dag Hammarskjöld Library. About 37,000 staff work at the UN in NYC.

UN European headquarters in Geneva, Switzerland (UNOG), the second largest UN center after the UN Headquarters in New York, is housed on international territory at the historic Palais des Nations, originally constructed for the League of Nations in the 1930s. Overlooking Lake Geneva, it is a focal point for multilateral diplomacy. It houses the Human Rights Council, the Office of the High Commissioner on Human Rights, World Health Organization, numerous other UN agencies, and the highest number of international organizations in the world. With its many conference rooms and offices, it services more than 8,000 meetings/year including 600 large conventions. About 8,500 staff work at UNOG in Geneva, Switzerland.

UN headquarters in Vienna (UNOV) is located by the Danube River, Vienna, Austria and has extraterritorial status. It was established in 1980 at the Vienna International Center (VIC) which the government of Austria had built to house the International Atomic Energy Agency (IAEA) and UN Industrial Development Office (UNIDO). In 1997, the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO) was established there. The VIC houses the Office on Drugs and Crime, Office for Outer Space Affairs, High Commissioner for Refugees, and the UN Office for Disarmament Affairs. It has multiple offices and conference rooms and is staffed by 3,600 from more than 100 countries. The NGO liaison function was established at UNOV to facilitate participation of NGOs, enabling views and concerns of civil society to be heard by UN decision-makers. That includes SERVAS International – see list of NGOs at <https://webapps.unvienna.org/web/bluebookngo>.

UN headquarters in Africa (UNON) is located in Nairobi, Kenya and was established in 1996 by the UN General Assembly. It provides administrative and support services for the UN Environmental Programme (UNEP) and UN Human Settlements Programme (UN-Habitat) and 23 country offices. About 5,000 staff work at UNON.

Guided tours are open to anyone at all UN headquarters and help people learn more about UN history, goals and functions. For more information, see “What All Servas Members Can Do”, p.10.

Commonly-used Acronyms

CSO	Civil society organization, including NGOs, governments and businesses which advance UN goals
DESA	UN Dept of Economic and Social Affairs
DGC	UN Dept of Global Communication
ECOSOC	UN Economic and Social Council
ICAN	International Campaign against Nuclear Weapons
GA	General Assembly of the UN
Member States	Countries with representation at the UN
NGO	Non-governmental organization: any non-profit, voluntary citizens' group organized on a local, national, or international level
NPT	Treaty on Non-Proliferation of Nuclear Weapons
OHCHR	UN Office of High Commissioner for Human Rights
SDGs	UN Sustainable Development Goals (2016-2030)
UNOG	UN office at Geneva, Switzerland
UNON	UN office at Nairobi, Kenya
UNOV	UN office at Vienna, Austria
UPR	Universal Periodic Review of Human Rights

The UN Sustainable Development Goals (SDGs)

Background: In 2000, UN leaders made a commitment to eight 15-year goals called the **Millennium Development Goals (MDGs)**. The goals embraced a global partnership to promote peace and security, good governance, attention to the most vulnerable. By 2015, much progress had been made on reducing extreme poverty and hunger, raising primary education, reducing child and maternal mortality, providing access to clean drinking water. UN leaders pledged to continue the work of the MDGs with new goals for 2016-2030.

Sustainable Development Goals (SDGs), 2016-2030, address factors necessary to eliminate war and achieve peace. The 17 goals with 169 measurable targets are specific, realistic, and time-based. They require the input of civil society, governments, businesses, and academia – all of us. Implementation and measurement are critical. We must mobilize society and engage youth to make sure the SDGs become reality for all 8 billion people.

1. End poverty in all its forms
2. End hunger, achieve food security and improve nutrition, promote sustainable agriculture
3. Ensure healthy lives and promote well-being for all at all ages
4. Ensure inclusive and quality education for all and promote lifelong learning
5. Achieve gender equality and empower all women and girls
6. Ensure access to water and sanitation for all
7. Ensure access to affordable, reliable, sustainable and modern energy for all
8. Promote inclusive and sustainable economic growth, employment and decent work for all
9. Build resilient infrastructure, promote sustainable industrialization and foster innovation
10. Reduce inequality within and among countries
11. Make cities inclusive, safe, resilient and sustainable
12. Ensure sustainable consumption and production patterns
13. Take urgent action to combat climate change and its impacts
14. Conserve and sustainably use the oceans, seas and marine resources
15. Sustainably manage forests, combat desertification, halt and reverse land degradation, halt biodiversity loss
16. Promote just, peaceful and inclusive societies
17. Revitalize the global partnership for sustainable development

To learn more about the UN goals, targets, events, actions, and annual progress reports, go to:

<https://sdgs.un.org/goals>

UN Structure and Programs (Source: United Nations System: 7/2015)

Military - <u>None</u>	12 peacekeeping operations: 100,411 military personnel and civilians	Voluntarily provided by 125 Member States www.un.org/en/peacekeeping
General Assembly (GA)	193 Member States - make recommendations to Security Council	Decisions not legally binding; www.un.org/en/ga
Human Rights Council	47 Member States elected by GA assess the human rights records of all 193 Member States; created 2006; HQ: Geneva	Conducts 3-year Universal Periodic Reviews (UPRs); implements Universal Declaration of Human Rights and international human rights treaties www.ohchr.org
Funds and Programs – a partial list	UN Development Program	UNDP www.undp.org
	UN Environmental Program: Climate change, disasters, natural resources	UNEP www.unep.org
	UN Population Fund	UNFPA www.unfpa.org
	UN High Commissioner for Refugees	UNHCR www.unhcr.org
	UN Children's Fund	UNICEF www.unicef.org
	Gender equality, women's empowerment	UN Women www.unwomen.org
Related Organizations	International Atomic Energy Agency: peaceful use of nuclear materials, Vienna	IAEA www.iaea.org
	World Trade Organization, HQ: Geneva	WTO: www.wto.org
Security Council	15 Members: 5 permanent with veto power (China, U.S, France, the United Kingdom, Russian Federation); 10 elected for 2 year terms. Meets any time; all Members must accept and carry out its decisions	Maintains international peace and security; can impose economic sanctions, diplomatic restrictions, authorize peacekeeping missions or military force

Economic and Social Council (ECOSOC)	54 Member States elected by the GA coordinate economic, social and related work of functional and regional commissions and specialized agencies; provides a central forum for discussion and policy recommendations	<u>Provides an opportunity for NGOs and the UN to work towards a common global agenda. Promotes active NGO participation:</u> e.g. attend meetings, conferences, contribute oral/written statements. Meets in NY and Geneva
Functional Commissions	Commission on Sustainable Development: meets in 2-yr cycles at UN-NY	www.sustainabledevelopment.un.org/csd.html
	Commission on the Status of Women: gender equality & advancement of women	CSW www.unwomen.org
	<i>Indigenous Issues, Science and Technology for Development, other ECOSOC commissions</i>	UNPFII: www.un.org/development/desa/indigenouspeop CSTD: unctad.org/topic/commission-on-science-and.. www.unodc.org/unodc/en/commissions/ECOSOC

Regional Commissions	Economic outposts in 5 regions: Africa; UNECE; Latin America/Caribbean; Asia/Pacific; Western Asia	Promote intra-regional and inter-regional dialogue, cooperation, knowledge sharing and networking at the regional level; www.regionalcommissions.org
Specialized Agencies of interest to Servas – a partial list	<i>Food and Agriculture Organization</i> : HQ: Rome, Italy	FAO www.fao.org
	<i>International Labour Organization</i> : HQ: Geneva, Switzerland	ILO www.ilo.org
	<i>International Monetary Fund</i> : HQ: Washington, D.C., US	IMF www.imf.org
	<i>Education, Science, & Cultural Organization</i> : HQ: Paris, France	UNESCO www.unesco.org
	<i>World Tourism Organization</i> : HQ: Madrid, Spain	UNWTO www.wto.org
	<i>World Bank Group</i> : HQ: Washington, D.C., US	WBG www.wbg.org
	World Health Organization: HQ: Geneva, Switzerland	WHO www.who.org
Committees	NGO branch of ECOSOC	NGO www.csonet.org
Departments & Offices	Dept of Economic and Social Affairs	DESA www.un.org/desa
	Dept of Global Communication: info about UN through operations and offices in 60 countries –	DGC: provides objective info that enables civil society, private sector and Member States to engage in UN work; www.un.org/en/departement-global-communications ;
	Office at Geneva, Switzerland	UNOG www.unog.ch
	Office at Nairobi, Kenya	UNON www.unon.org
	Office at Vienna, Austria	UNOV www.unvienna.org
International Court of Justice (ICJ)	15 judges elected to 9-year terms by GA and Security Council; HQ: The Hague, Netherlands; (<u>not</u> the Intl Criminal Court - ICC)	Settles legal disputes submitted by UN states and departments; provides advisory opinions on legal questions.

Non-governmental organizations (NGOs) at the UN

Non-governmental organizations (NGOs) are critically important because they involve civil society in reaching UN goals. Substantive change requires public awareness, input, and involvement. NGOs can provide analysis and hands-on experience, raise public awareness of relevant issues, reach people in communities and avoid top-down decisions. NGOs can receive Consultative Status with the UN Economic and Social Council (ECOSOC), a formal relationship that allows NGO Reps to attend international conferences and events, make written and oral statements, organize side events, enter UN premises, and have opportunities to network and lobby. NGOs also lay the groundwork for advocating public and private support for the financial costs necessary to achieve UN goals. For a current list of NGOs with consultative status at ECOSOC, go to <https://www.un.org/ecosoc/en/ngo>

Some International Days The UN designates specific days, weeks, and decades to create awareness and promote actions on specific topics. For a complete list plus resources, messages, and events: [List of International Days and Weeks | United Nations](#)

Feb 20	World Day of Social Justice
March 8	International Women's Day
April 22	International Mother Earth Day
June 20	World Refugee Day
July 30	International Day of Friendship
August 9	International Day of the World's Indigenous Peoples
September 21	International Day of Peace
October 24	United Nations Day
November 20	International Children's Day

FOR MORE INFORMATION AND CURRENT EVENTS:

- ✓ **United Nations:** www.UN.org (click on language)
- ✓ **UN Meetings live and on-demand:** Webtv.un.org
- ✓ **UN News:** www.news.un.org up-to-date global perspectives and human stories
- ✓ **Convention on the Elimination of All Forms of Discrimination against Women (CEDAW):** <https://www.un.org/womenwatch/daw/cedaw/>
- ✓ **Dept of Global Communication:** outreach.un.org/ngorelations; news and upcoming events:
- ✓ **Sustainable Development Goals:** <https://sdgs.un.org/goals>
- ✓ **Free online courses by www.Coursera.org** "[Global Diplomacy: The United Nations in the World](#)", "[The Sustainable Development Goals – A Global, Transdisciplinary Vision for the Future](#)",
- ✓ **Universal Declaration of Human Rights;** <https://www.un.org/en/universal-declaration-human-rights/>
- ✓ **Who is the UN delegate from your country? Check:** https://en.wikipedia.org/wiki/List_of_current_permanent_representatives_to_the_United_Nations

YOUTH PARTICIPATION

- ✓ **Youth Program:** forum.generationequality.org
- ✓ **NMUN:** National Model UN: advances understanding of the UN and contemporary international issues through direct participation - especially useful for college students

PARTICIPATION of NGOS AT UN

- ✓ **CoNGO,** Conference of NGOs and UN events in general: www.ngocongo.org
- ✓ **NGO branch of ECOSOC:** calendar of events open to NGOs: www.csonet.org;
- ✓ **NGO-CSW Committees:** www.ngocsw.org , www.ngocsw-geneva.ch; www.ngocswvienna.org
- ✓ **UN Commission on the Status of Women:** www.UNwomen.org

RESOURCES FOR YOUR LIBRARY

- ✓ [Working with ECOSOC: an NGO's Guide to Consultative Status](#); download at www.csonet.org
- ✓ [United Nations at a Glance](#); download at www.un.org/publications

TERMINOLOGY - Don't get confused on meaning of CSW, parallel events, side events ...

- **CSW** refers to the UN Commission on the Status of Women, a functional commission of UN ECOSOC that promotes gender equality and the empowerment of women.
- **CSW** also refers to sessions held each March that bring together UN Member States, UN entities, and ECOSOC -accredited NGOs. (e.g. CSW67 was held in March, 2022); At CSW, "**Parallel Events**" are workshops/events organized by NGOs, not by government or UN entities and "**Side Events**" are organized by governments or UN entities
- "**Side Events**" also refers to workshops/events organized by NGOs at UN events in UN headquarters

III. SERVAS AT THE UNITED NATIONS

SERVAS is an international, non-profit, non-governmental organization (NGO) which builds world peace, goodwill and understanding by providing opportunities for personal contacts among people of different cultures, backgrounds, and nationalities.

SERVAS INTERNATIONAL (SI) is the federation of national Servas groups in more than 100 countries with about 15,000 members. Servas is organized on a national level. To be recognized as a national Servas group, a country must have a minimum of 10 members and an elected Board; many also have National Peace Secretaries. To become an individual member of a national Servas group, an application and interview is required; Servas travelers are issued an LOI (Letter of Introduction). An annual membership fee is determined by each Servas country.

Partnerships: SI is an official partner of ICAN, International Campaign against Nuclear Weapons (www.icanw.org). The SI website (<https://www.servas.org/en/links>) maintains a list of other NGOs which are related to Servas International.

What all SERVAS members can do:

Take a 1-hour guided tour of the UN – in NY, Geneva, Vienna, or Nairobi; available in many languages; The UN is open to the public only as part of a tour.	Make reservations in advance or check same-day cancellations; requires govt-issued photo-ID and maybe COVID-19 vaccination and masks. www.un.org/en/visit ; ungeneva.org ; unvienna.org ; un.org/en/visit/Nairobi
Network with ICAN and other NGOs and orgs	Social justice, women's issues, sustainability, human rights
Join UN events open to the public	CSW, UN Women, UNA, MNUN, DGC
Learn about poverty, sustainability, and human rights in your country.	Become informed and involved

SERVAS Representatives at the UN in NY, Geneva, and Vienna:

SI is one of 5451 NGOs with “consultative status” through UN ECOSOC. ECOSOC is the main entry point into the UN system for NGOs and provides the formal framework for NGO participation. SI Reps can get annual passes to enter UN premises, attend conferences and events, make written and oral statements, organize side events, and have opportunities to network. They contribute to UN goals and programs by giving input to UN and participating in NGO meetings.

How Reps apply for a UN Grounds Pass (www.csonet.org); a UN grounds pass is required to enter the UN and attend any “public” meeting or NGO event within a UN venue. Passes are issued annually and are valid until Dec 31. Check days and times and register in person at:

- **UN-NY:** Pass & ID office, ECOSOC, 320 E 45th St, New York; www.un.org
- **UN-Geneva:** Pregny Gate, Ave de la Paix 8-14, Palais des Nations, www.unog.ch
- **UN-Vienna:** Gate 1, Vienna International Center, 1400 Vienna, www.unvienna.org

Applicants must bring:

1. An official letter on SI letterhead signed by SI President designating you as a SI Representative: Request it from the SI-UN Coordinator
2. A security form: Request it from the SI-UN Coordinator.
3. A valid Government-issued photo ID

Note: Temporary passes for non-reps: To attend an event, non-reps must request a UN grounds pass from the SI-UN Coordinator or SI Main Rep.

Note: NGOs are not representatives or agents of the UN, nor are they authorized to enter into business arrangements on behalf of the UN. Consultative status does not entitle them to special privileges, tax exemptions, diplomatic passports, etc. NGOs are not authorized to use the UN logo unless they obtain a written authorization from the UN Office of Legal Affairs.

IV. JOB DESCRIPTION FOR SI REPRESENTATIVES TO THE UN

NGOs with consultative status at ECOSOC can designate annual representatives to:

- *Attend international conferences and events*
- *Make written and oral statements at these events¹*
- *Organize side events*
- *Enter United Nations premises*
- *Have opportunities to network and lobby.*

SI can designate 5 representatives to the UN in New York, Geneva, and Vienna plus SI President and SI Chief Administrative Officer (CAO): a total of 7 representatives at each UN headquarter.

One of the five SI Reps at each UN locations is designated as "SI Main Representative to the UN" at that site. The SI Main Rep helps coordinate the work of the five Reps at that UN location. One annual pass at each center is designated for a "Main Representative" and up to 4 for "Additional Representatives". The job description for Main Rep is included at the end of this Guide on p.13.

SI Representatives to the UN Responsibilities, Qualifications, Application

Responsibilities of SI Representatives

- Be informed about Servas background and goals. Promote Servas as a peace organization within the UN environment, Servas and local communities.
- Be informed about UN history, structure, and goals and be a UN advocate. Be familiar with human rights and social justice issues.
- Identify specific topics of interest in which you want to be involved.
- Attend UN sessions at least once/year in person, on-line or related.
- Obtain information of UN sessions/events of interest to Servas members and disseminate it to the Servas community. Also recommend sources of UN info to the Servas community.
- After attending UN sessions and events, submit a short report (100-200 words) to Main Rep and SI-UN Coordinator to share with SI Executive Committee (EXCO) and Servas community (e.g. SI News Bulletin). Submit articles at www.servas.org and include photo, headline, summary, how it relates to Servas, ideas for actions.
- Submit reports of your participation in UN events to your National Secretary and National Peace Secretary for inclusion in national Servas news.
- Attend national and/or international Servas conferences when possible.
- Meet other NGO reps and build Servas networks.
- Participate in UN Day and other UN observances.
- Work in close collaboration with SI Reps, including Main Rep and SI UN Coordinator.
- Be a mentor/contact person for any SI officer wishing to attend UN sessions

Qualifications:

- Active participation with Servas preferably as host and traveler
- Interest and experience in human rights and social justice issues
- Knowledge and access to modern technology – email account, cell phone, Skype, social media
- Fluency in English (strongly recommended); other languages used at the UN welcomed

Going further

- Contribute to the work of UN bodies
- Join oral or written statements of NGOs and/or prepare written and/or oral statements (in agreement with SI President and SI-UN Coordinator)
- Organize/help organize parallel events on issues of concern for our advocacy work.

¹ . NGOs without a presence in Geneva can send video statements to the Human Rights Council.

Application for Servas International Representative to the UN

(OK to answer on more than one page)

NAME _____

EMAIL _____ TELE _____

SERVAS: Member since _____ Traveler in what countries? _____

Application for Rep- check 1 or more: NY _____; GENEVA _____; VIENNA _____;

Have you read the job description? _____

1. Briefly state your professional and volunteer work.
2. Describe your involvement with Servas.
3. Why are you interested in becoming a Servas representative at the UN?
4. Describe any experience with the United Nations, United Nations Association, or other UN- affiliated organizations?
5. Identify UN goals that you would like to specifically focus on. Explain why.
6. Indicate how your UN activities will mutually benefit Servas and the UN?

Process: Submit your application to UNcoordinator@servas.org

- Write “*Servas-UN Rep application*” on the subject line.
- Your application will be forwarded to SI Main Rep at NY, Geneva, or Vienna.
- You may be contacted by the SI Main Rep for clarifications or questions.
- The SI-UN Coordinator may ask for letters of recommendation: These letters should state their relationship to you and why they recommend you for a position promoting Servas as a peace organization at the UN.
- The SI-UN Coordinator and/or SI Main Rep may request an interview (in person or Skype).
- You will receive notice of the status of your application within 1 month.

Job Description for SI Main Representative **Revised August, 2022**

SCOPE OF ROLE: The SI Main Rep at the UN is selected by SI-UN Coordinator

Reports to and submits annual report to: SI-UN Coordinator

Staff reporting to this post: SI Additional Representatives at the UN

Term of Service: 2-year renewable based on approval of SI-UN Coordinator

MAIN RESPONSIBILITIES

- Oversees and coordinates work of SI -UN Reps and builds team cohesion
- Recruits SI- UN Reps through outreach to national secretaries and peace secretaries. Interviews and refers qualified applicants to UN Coordinator. To help coordinate activities at UN, Main Reps maintain a minimum of 2 Reps in NY area, and 1 each in Geneva and Vienna areas.
- Assists new SI-UN Reps to get annual UN passes and develop annual action plans
- Maintains regular contact with SI UN Coordinator and SI Reps through emails and Skype, and organizes team meetings, in person whenever possible. Quarterly meetings are recommended.
- Works with team members to submit articles for publication in SINB and social media advocating UN SDGs and UN actions to keep all Servas members informed and encourage participation in social justice for peace.
- Submits Annual Report and helps other Reps if needed; reports are submitted to the SI-UN Coordinator
- Shares relevant information about UN related events to SI-UN reps
- Works with SI-UN Coordinator to revise and update the Guide for SI Reps at the UN, as needed
- Maintains communication with SI-UN reps in NY, Geneva and Vienna
- Networks and develops partnerships with other NGOs involved with UN goals
- Can prepare/validate/cosign oral or written statements to the UN on behalf of SI
- Main Rep can accept responsibility of serving as UN Events Coordinator OR recruit someone for this position to enable Servas members attendance at UN conferences in NY, Vienna, or Geneva. This includes coordination with local Servas members to host participants for extended times.
- Remains informed of important UN decisions, accomplishments, and actions.

BUDGET RESPONSIBILITIES: as needed

ACCOUNTABILITY: Holds team members accountable for staying informed and advocating UN goals and maintaining professional performance; provides assistance and consequences if needed.

EXPERIENCE, SKILLS AND KNOWLEDGE

Experience:

- At least 1 year in a Servas leadership role, preferably doing team work.
- Experience with UN, SDGs and related activities
- Experience with other international NGOs

Skills:

- Good communication skills, including ability to facilitate diverse groups
- High level of proficiency in written and verbal English
- Knowledge and access to modern technology – Email, cell phone, Skype, social media, etc.

Knowledge

- Knowledge of Servas governance and activities at the UN in NY, Geneva, and Vienna
- Advocate for Servas, peace, human rights, UN SDGs

Other:

- Must be current Servas member.
- Ability to delegate tasks to team members.
- Ability to trouble-shoot problems.