

## Procedure for NGOs in consultative status with ECOSOC to request accreditation at the United Nations Office at Geneva in 2025

### **INTRODUCTION**

NGOs in consultative status with the United Nations Economic and Social Council (ECOSOC) may request **annual and temporary accreditation** to the United Nations Office at Geneva (UNOG). The accreditation process will enable NGOs in consultative status with ECOSOC to engage in multiple ways with the UN in Geneva, including obtaining UN grounds passes, participating in events, international conferences, and other activities of the UN in Geneva, as well as booking conference rooms and meeting spaces at the Palais des Nations.

Requests for accreditation at all UN duty stations will be endorsed only after a thorough check has been completed to ensure that all requirements have been met. Failure to follow the guidelines outlined in this procedure will result in the rejection of the requested accreditations in the [iCSO database](#).

### **MODALITIES AND REQUIREMENTS**

In line with the procedure at the UN Headquarters in New York, NGOs in consultative status with ECOSOC may choose to request **annual and/or temporary accreditation in Geneva for a maximum of 16 representatives of the NGO**, as follows:

- **A total of 7 annual accreditations can be requested:**

The first accreditations must be designated for either the President / Chief Executive Officer (CEO) of the organization and/or the Chief Administrative Officer (CAO). Please note that these two categories are reserved for the CEO and the CAO **only** and cannot be substituted for annual passes for other representatives of your organization. Therefore, unless at least one of these two designations is first approved in the [iCSO database](#), no other designations will be approved.

After the CEO, the CAO, or both are accredited in the system, they can request annual accreditations for 5 other representatives of the NGO as additional or main representatives of the organization.

Annual accreditation and UNOG grounds pass will be valid from 2 January until 31 December 2025.

- **A total of 9 temporary accreditations can be requested:**

The duration of temporary accreditation and UNOG grounds passes must be **at least for 1 month, up to a maximum of 3 months**, and valid only during the 2025 calendar year. Requests that include dates beyond 2025 will not be approved.

UN grounds passes are **individual and non-transferable**.

The minimum age for requesting UN accreditation is **18 years**.

## **STEP BY STEP PROCEDURE TO APPLY FOR UN GROUNDS PASS**

- Step 1:** Log in to the [iCSO database](#) using the username and password assigned to your organization. Go to "Consultative status", "Designations", "Geneva". Pre-register the President/CEO and/or Chief Administrative Officer's (CAO) details.
- Step 2:** Pre-register details of other annual NGO representatives. If you wish to entrust the Main representative with the right to request **temporary** accreditation / grounds passes, please tick the relevant box.
- Step 3:** If temporary accreditation / grounds passes are needed, pre-register details of temporary NGO representatives for a minimum duration of 1 month and a maximum of 3 months at a time.
- Step 4:** **At the latest one week before the desired date of entrance to the Palais des Nations, please send an email to the UNOG NGO Liaison Unit ([unog.ngo@un.org](mailto:unog.ngo@un.org)) with:**
- **A formal designation letter containing all the mandatory elements as per the established [template](#)** (which can be downloaded from the NGO Liaison Unit page on the UNOG website under the section "[Accreditation and grounds pass](#)").
  - **A copy of the passport bearing the signature of the person signing the letter** (President or CAO for annual accreditation and President, CAO or Main representative with accrediting rights for temporary accreditation), unless the copy of the passport was already submitted in 2023 or 2024.

***Important note:*** the President/CEO or CAO signing this letter must also be the same person designated as the President/CEO or CAO in the iCSO database and **in the 3 duty stations (Geneva, New York, and Vienna).**

Once Steps 1 to 4 have been duly completed, the NGO Liaison Unit will approve the NGO request for accreditation and an automated confirmation email will be sent to the NGO representative's email address registered in the [iCSO database](#).

- Step 5:** Only after pending accreditations are approved in the [iCSO database](#), can accredited representatives collect their grounds pass at the [UNOG Pass and Identification Unit](#). Representatives whose request for Grounds pass has been approved must come in person to collect it, **while returning the old Grounds pass** and upon presentation of a valid passport issued by a UN Member State or a valid National Identity card issued by a European Union Member State.

## **ADDITIONAL IMPORTANT INFORMATION**

- Confirmations of approval are not provided over the phone or by email. To find out if the request for accreditation has been approved, designated representatives are invited to log in to the NGO profile in the [iCSO database](#). If the designated representative no longer appears under "pending" but under "Geneva designations", it means the request has been approved.
- If an automated confirmation email was not received within 1 week of the submission of the request, please check your **spam folder**, verify that your email address has been registered correctly in the [iCSO database](#), and that steps 1 to 4 have been duly completed.
- If an accreditation request is denied by the NGO Liaison Unit at UNOG, which may be due to incomplete, incorrect, or inconsistent information, it is the responsibility of the NGO to **re-submit the complete set of information**, as per steps described above.
- To request substitution of passes that have already been issued to accredited NGO representatives, it is required that the existing grounds pass of the current pass holder is first **returned to the UNOG Security** before submitting a request for a new representative.
- NGOs are required to **report lost passes** to the UNOG Security.

## **Changes in leadership**

- Transitions in leadership of an organization (i.e., the President/CEO of an NGO during the calendar year) need to be **properly documented and communicated**. For example, if you are requesting a pass for the new President/CEO in Geneva, who is yet to be approved in any duty station, please take note of the following steps to submit the required documentation to the UN:

A **letter** from the **new** President, on the letterhead of the NGO, stating when s/he was appointed/elected to take over, accompanied by:

- **Either** minutes of the meeting of the General Assembly or Executive Board, announcing the decision to appoint a new leader;
  - **Or** a letter from the outgoing President/CEO stating when s/he left his/her position as the head of the organization.
- All letters must be on the letterhead of the NGO and must be signed by the President/CEO of the organization. Please note that approval for the change in leadership must be accompanied by an online request for an annual pass for the new President/CEO in [iCSO](#) for Geneva.

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NGO Liaison Unit, United Nations Office at Geneva (UNOG)

Email: [unog.ngo@un.org](mailto:unog.ngo@un.org)

For any further information, please visit the civil society page on the UN Geneva website:

[www.ungeneva.org/en/engage/civil-society](http://www.ungeneva.org/en/engage/civil-society)