SAMPLE LETTER REQUESTING UNOG TEMPORARY GROUNDS PASSES

OFFICIAL LETTERHEAD OF THE ORGANIZATION\*

ADDRESSED TO:

Ms. Lidiya Grigoreva DATE:

NGO Liaison Officer

Offices S-143/S-145

Palais des Nations

1211 Geneva 10

Switzerland

E-mail: unog.ngo@un.org

Fax no: (41) 22 917 05 83

Dear Ms. Grigoreva,

The **[PLEASE ENTER NAME OF YOUR ORGANIZATION]** is a non-governmental organization in consultative status with the Economic and Social Council since **[YEAR].**

I am requesting a UNOG temporary grounds pass for the following representatives of our organization:

[Mr/Ms] [**First name, last name**], as [**Add Representative Type** - Main Representative or Additional Representative] from [**insert dates, from 1 day up to 3 months**] \*.

The Temporary representative(s) will use the temporary grounds pass(es) to ... **[Please specify reasons] \***

󠆺\* I hereby confirm that I have pre-registered the above-mentioned representatives in the iCSO database of the [www.csonet.org](http://www.csonet.org) website.

󠆺\* I hereby confirm that the temporary grounds pass(es) will be used for the period indicated above.

󠆺\* I hereby confirm that the temporary grounds pass(es) will not be used to attend a specific meeting for which an online registration page exists on UNOG’s registration platform [Indico](https://reg.unog.ch/). Registration requests for a specific meeting will be handled by the secretariat of the meeting via [Indico](https://reg.unog.ch/).

Thank you for your assistance.

Sincerely,

**[NAME, TITLE, SIGNATURE OF THE PRESIDENT, CHIEF ADMNISTRATIVE OFFICER OR MAIN REPRESENTATIVE WITH ACCREDITING RIGHTS\*]**

***\** No request for temporary grounds pass will be processed unless:**

* ***a reason for such a request is specified;***
* ***the dates for the period covered by the temporary grounds pass are indicated;***
* ***the official letterhead of the NGO is present;***
* ***the three boxes are checked, and appropriate action taken;***
* ***the letter is signed by duly authorized NGO representative;***
* ***the NGO representative eligible to a temporary grounds pass is registered in the iCSO database;***
* ***the information provided in the letter matches with the information provided in the iCSO database (first & last name, pass type, representative type, & requested dates).***