

Annex

Procedure for NGOs in consultative status with ECOSOC to request accreditation at UNOG

Annual accreditation

To apply for a UNOG annual grounds pass, please follow the following steps:

Step 1: Login into the iCSO database at <http://esango.un.org/civilsociety/newLogin.do> and go to "Consultative status", "Designations", "Geneva"¹. Pre-register the President/CEO and/or Chief Administrative Officer's 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 grounds passes, please tick relevant box.

Step 3: Send a formal designation letter with a copy of the passport of the person signing the letter (either the President or the Chief Administrative Officer) to the NGO Liaison Unit preferably by e-mail at unog.ngo@un.org or by fax at 0041 (0) 22 917 0583 at least 3 working days before the desired date of entrance to the Palais des Nations. Signatures on the request letters should be authentic. Signatures cut/pasted from other documents will not be accepted. In case of inconsistencies between the content of the accreditation letter, the information registered in the ICSO database and/or signature of the requester, accreditation may not be granted.

Please use the template for preparing such a letter which you may download from [our web page](#), under the section "Request a grounds pass".

The letter should contain the following elements:

- Official letterhead of the NGO;
- Signature of the President/CEO or CAO, whose details have been pre-registered online (see Step 1 above);
- Names of designated representatives of the NGO, namely the CEO, the CAO, and a maximum of 1 Main Representative and 4 Additional representatives, as per registered in the iCSO database and shown on passport.

Accreditation requests will not be processed if one of those elements is missing.

Once Steps 1-3 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 his/her profile in the iCSO database. If an automated confirmation email was not received three business days after the submission of the request, please verify that Steps 1-3 have been duly completed.

To find out if the request for grounds passes has been approved, ask the designated representative if he/she has received the automated confirmation email or login into 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. Confirmations of approval are not provided over the phone or by email.

- **Step 4:** Once the automated confirmation email is received, accredited NGO representatives should bring a valid passport issued by a United Nations Member State or a valid National Identity card issued by a signatory State of the Schengen Agreement to the Security and Safety Service at the Pregny Gate where an annual grounds pass will be issued (the person receiving a pass must be

¹ Copying existing profiles in the database might be possible as of 21.12.2020. If you wish to do so, find the name of the representative you wish to designate again under inactive designations, click on "Copy", update information and press "Add". This option is only possible for representatives listed under inactive designation. If you wish to designate a representative, whose pass has not yet expired or who has never been registered before, click on "new designation" **twice** and fill out the details of your representative manually.

present). Expired grounds passes must be returned to the Security and Safety Service in order to receive new ones.

Temporary accreditation

To apply for a UNOG temporary grounds pass, please follow the following steps:

Step 1: Login into the iCSO database at <http://esango.un.org/civilsociety/newLogin.do> and go to "Consultative status", "Designations", "Geneva". Ensure that the President/CEO and Chief Administrative Officer have been accredited (see above).

Step 2: Pre-register details of temporary NGO representatives for a maximum duration of 3 months.

Step 3: Send a formal designation letter with a copy of the passport of the person signing the letter (either the President, the Chief Administrative Officer, or Main Representative with accrediting rights) to the NGO Liaison Unit preferably by e-mail at unog.ngo@un.org or by fax at 0041 (0) 22 917 0583 at least 3 working days before the desired date of entrance to the Palais des Nations. Signatures on the request letters should be authentic. Signatures cut/pasted from other documents will not be accepted. In case of inconsistencies between the content of the accreditation letter, the information registered in the ICSO database and/or signature of the requester, accreditation may not be granted.

Please use the template for preparing such a letter which you may download from [our web page](#), under the section "Request a grounds pass".

The letter should contain the following elements:

- Reason(s) for requesting a temporary grounds pass;
- Official letterhead of the NGO;
- Signature of the President/CEO or CAO or the Main representative with accrediting rights;
- Names of designated temporary representatives of the NGO, as per registered in the iCSO database and shown on passport;
- Representative type, as per registered in the iCSO database;
- Dates requested for the temporary grounds passes, as per registered in the iCSO database;
- Confirmation that the temporary grounds pass(es) will be used for the period indicated in the letter;
- Confirmation that 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](#).

Accreditation requests will not be processed if one of those elements is missing.

Once Steps 1-3 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 his/her profile in the iCSO database. If an automated confirmation email was not received three business days after the submission of the request, please verify that Steps 1-3 have been duly completed.

To find out if request for grounds passes have been approved, ask the designated representative if he/she has received the automated confirmation email or login into 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. Confirmations of approval are not provided over the phone or by email.

Step 4: Once the automated confirmation email is received, accredited NGO representatives should bring a valid passport issued by a United Nations Member State or a valid National Identity card issued by a signatory State of the Schengen Agreement to the Security and Safety Service at the Pregny Gate where a temporary picture grounds pass will be issued (the person receiving a badge must be present). Expired grounds passes must be returned to the Security and Safety Service in order to receive new ones.

The Security and Safety Service of UNOG is located at Pregny Gate, entrance of the Palais des Nations, 8-14 Avenue de la Paix. Its office hours are Monday through Friday, from 8:00 am to 5:00 pm. UNOG will be

closed on 25 December 2020 and 1 January 2021. It bears mention that during COVID-19, Grounds passes can only be withdrawn when NGO representatives come to attend events they registered for. NGOs in possession of UNOG grounds pass must register and be approved by the organizers of any meeting at the Palais des Nations through *Indico* for access to the Palais in order to ensure contact tracing.

For any further information on accreditation, please visit [our web page](#).
