

Annex

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

Annual accreditation

To apply for a UNOG annual accreditation, 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** accreditations, 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 be refused.

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

The letter should contain the following mandatory 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 registered in the iCSO database.

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 their profile in the iCSO database. If an automated confirmation

¹ Copying existing profiles in the iCSO database might be possible as of 20.12.2021. 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.

email was not received three working days after the submission of the request, please check the spam folder and verify that Steps 1-3 have been duly completed.

To find out if the request for accreditations has been approved, designated representatives are invited to 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, grounds passes can be collected at the Security and Safety Service at UNOG Pregny Gate, upon a presentation of a valid passport issued by a United Nations Member State or a valid National Identity card issued by a European Member State. A representative receiving a grounds pass 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 24 December 2021 and on 3 January 2022.

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