SAMPLE LETTER FOR REQUESTING NGO GROUNDS PASSES AT UNOG

OFFICIAL LETTERHEAD OF THE ORGANIZATION

ADDRESSED TO:

Ms. Sophie Torelli Chironi DATE:

Chief, NGO Liaison Unit

H Building

Palais des Nations

1211 Geneva 10

Switzerland

E-mail: unog.ngo@un.org

Fax no: (41) 22 917 05 83

Dear Madam,

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

I am requesting the following grounds pass(es) for the representatives of our organization for **[YEAR]:**

□ Annual Grounds passes

* **[Mr/Ms] [First name, last name], as [President/Chief Executive Officer]**
* **[Mr/Ms] [First name, last name], as [Chief Administrative Officer]**
* **[Mr/Ms] [First name, last name], as [Geneva Main Representative]**
* **[Mr/Ms] [First name, last name], as [Geneva Additional Representative]**
* **[Mr/Ms] [First name, last name], as [Geneva Additional Representative]**
* **[Mr/Ms] [First name, last name], as [Geneva Additional Representative]**
* **[Mr/Ms] [First name, last name], as [Geneva Additional Representative]**

□ Temporary Grounds passes

* **[Mr/Ms] [First name, last name], as** **[Geneva Additional Representativ****e] from [1 day up to 3 months]**

□ 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 not be used to attend a specific meeting for which an online registration page exists on the UNOG’s registration platform [Indico](https://reg.unog.ch/) and I understand that registration requests for a specific meeting will be handled by the secretariat of the meeting of interest via [Indico](https://reg.unog.ch/).

□ I am aware that holders of UNOG grounds passes are subject to relevant [UN rules and regulations](https://www.ungeneva.org/en/practical-information/civil-society) and must fully comply with the processes and directions set forth by UNOG Security and Safety Service and the NGO Liaison Unit.

Thank you for your assistance.

Sincerely,

 **NAME, TITLE**

**SIGNATURE (as shown in passport)**