

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

To apply for annual and temporary accreditation, please follow the steps as detailed below:

- Step 1:** Login into the iCSO database at <http://esango.un.org/civilsociety/newLogin.do>. 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 accreditations, please tick relevant box.
- Step 3:** **If and when temporary accreditation is needed**, pre-register details of temporary NGO representatives for a maximum duration of 3 months at a time.
- Step 4:** One week before the desired date of entrance to the Palais des Nations, please send by email to the UNOG NGO Liaison Unit (unog.ngo@un.org):
- a [formal designation letter](#) as per the established template;
 - 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 2021 or 2022.

Should you not have access to emails, you can also submit the above-mentioned documents by fax at 0041 (0) 22 917 0583.

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 their profile in the [iCSO database](#).

The NGO Liaison Unit will continue to do its utmost to process the accreditation requests within 3 working days, provided they comply with the established procedure, but delays can be expected during peak periods and holidays. **NGOs are therefore kindly requested to plan accordingly.**

If an automated confirmation email was not received within 1 week of the submission of the request, please check your spam folder and verify that Steps 1 to 4 have been duly completed.

- Step 5:** Once the automated confirmation email is received, Grounds passes can be collected at the UNOG Security and Safety Service at Pregny Pavilion, 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 Pavilion](#). Its office hours are Monday through Friday, from 8:00 am to 4:45 pm. The United Nations Office at Geneva (UNOG) will be closed on Friday 23 December (pm), Monday 26 December 2022 and on Monday 2 January 2023.

Additional information:

The template for preparing the designation letter can be download from the [NGO Liaison Unit page on the UNOG website](#) under the section "[Request a grounds pass](#)".

The letter should contain the following mandatory elements:

- Official letterhead of the NGO;
- For annual Grounds passes: signature of the President/CEO or CAO, whose details have been pre-registered online (see Step 1 above);
- For temporary Grounds passes: signature of the President/CEO or CAO and Main representative with accrediting rights, whose details have been pre-registered online (see Step 3 above);
- Names of designated representatives of the NGO, as registered in the iCSO database and as shown on passport.
- 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.
- Representative types, as selected in the iCSO database;
- Dates requested for the temporary grounds passes, as selected in the iCSO database.

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

To find out if the request for accreditation(s) 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.**

Requests to replace an accredited NGO President in the course of the year should be addressed to the NGO Branch in DESA, New York, by filling an [online form](#) and uploading a letter with the letterhead of the NGO, signed by the outgoing President previously designated before the United Nations.

In case of replacement of accredited NGO representatives in the course of the year, it is required that the Grounds pass of the outgoing representative is returned before submitting a request for a replacement representative.

For any further information on accreditation, please visit the [NGO Liaison Unit page on the UNOG website](#).
