

**UNHCR Annual Consultations with NGOs**  
International Conference Centre Geneva (CICG)  
**27-29 JUNE 2018**

**INFORMATION NOTE**

“PUTTING PEOPLE FIRST”


**1. VENUE**

- The **Annual Consultations with NGOs** will take place **from 27 to 29 JUNE 2018 at the [International Conference Center Geneva \(CICG\)](#)** (17 rue de Varembé – 1211 Geneva 20 – Switzerland)
- A map of Geneva and other useful information are available on the UNHCR **website at [www.unhcr.org/ngo-consultations](http://www.unhcr.org/ngo-consultations)**.

**2. CRITERIA FOR PARTICIPATION**

NGOs who wish to attend the consultations **should meet at least one of the below listed criteria:**

- Member of **ICVA** ([International Council of Voluntary Agencies – www.icvanetwork.org](http://www.icvanetwork.org))
- **Implementing partner** of UNHCR in 2017/2018 whose expertise or work are relevant to at least one topic of the sessions and in particular with the theme *“Putting People First”*.
- **Operational partner** of UNHCR with **1) a demonstrated interest in the solution to the problems of refugees and other persons of concern to UNHCR and whose expertise or work are pertinent to the theme of the Consultations “Putting People First” AND 2) Mandatory:** a recommendation letter supporting NGO participation should be provided by the UNHCR Country Office.
- **Consultative status with ECOSOC** (Economic and Social Council) with a demonstrated interest in the solution to the problem of refugees and other persons of concern to UNHCR and whose expertise or work are pertinent to the theme. For more details, refer to <http://esango.un.org/civilsociety>

 **As an operational partner, please contact your UNHCR Country Office to get an official letter of recommendation addressed to the Partnership Section. It is mandatory to upload the letter of recommendation during the online registration in the INDICO system.**

**3. REGISTRATION (from 19 FEBRUARY to 25 MAY 2018)**

- **The number of delegates attending the Consultations should not exceed 4 participants per organization or 6 participants per NGO consortium.**
- Registration must be done using the new **INDICO** system (put in place by the United Nations Office at Geneva). An INDICO registration form must be filled out for each individual participant using the following link: <http://reg.unog.ch/e/UNHCRNGOs>

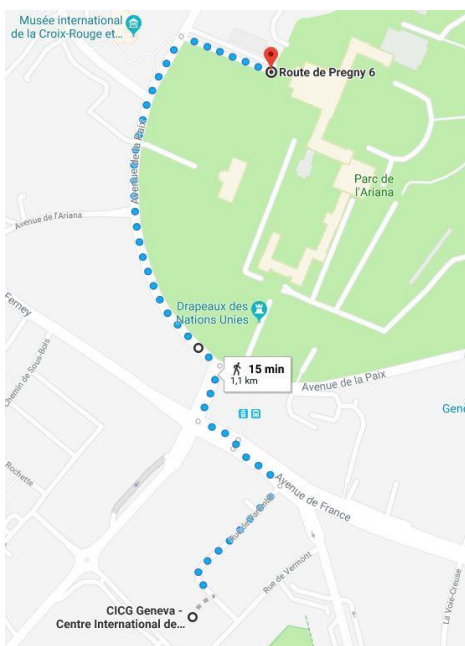
- When completing INDICO online registration form, each participant is requested to follow carefully the instructions provided, submitting a passport-type photograph with a blank background, as well as uploading a letter of accreditation from the organization, including the names and titles of all delegates. Failure to complete the INDICO registration form correctly will delay your security badge collection at the Palais des Nations.
- Upon completion of the INDICO registration form and approval of participation by the Partnership Section, participants will be provided with a QR code.
  - **For participants who have a UNOG identification badge:** once you receive the confirmation that your registration is approved, you can come directly to CIGG with your UNOG badge.
  - **For participants who do not have a UNOG identification badge:** the QR code (printed copy or on mobile) should be provided to the UNOG Pass and Identification Unit when collecting security badge.

✚ **All participants (including those already in possession of a UNOG identification badge) are required to register on INDICO in order to have their participation acknowledged and to be included in the list of participants.**

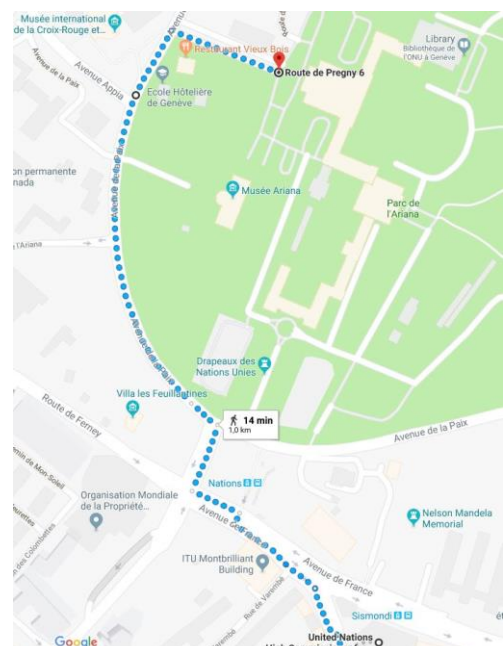
**4. COLLECTION OF BADGES AT THE PREGNY GATE, PALAIS DES NATIONS (FOR THOSE WHO DO NOT HAVE A UNOG IDENTIFICATION BADGE):**

- **Please note that this year, badges will not be distributed at UNHCR HQ and CIGG buildings.** Security badges will be available for collection from the **UNOG Pass and Identification Unit at the Pregny Gate entrance of the Palais des Nations (opposite to the ICRC building), Avenue de la Paix (map from: <https://goo.gl/nTb2GP>), as of Monday 25 June 2 p.m.** The office is open every day from 8 a.m. to 5 p.m.
- Please ensure that you collect your badge **well in advance** at the Pregny Gate to be on time for the opening of the meeting on 27 June, at 10 a.m. (CICG building, 17, rue de Varembeé, Geneva). It takes 20 minutes by walk from the Palais des Nations to the CICG building.

○ **How to go to the Pregny Gate from the CICG?**



○ **How to go to the Pregny Gate from UNHCR?**



- The list of participants will be finalized on the basis of badges collected at the UNOG Pass and Identification Unit.

- ✚ **To avoid frustrations and misunderstanding, please ensure you do not show-up unregistered the first day of the meeting.**
- ✚ **There will be security controls at the CIGC during our three-days meeting.** You are requested to wear your badge at all times.

## 5. ACCESSIBILITY

- Both UNHCR and CIGC are generally accessible to persons with disabilities.
- To enable persons with disabilities to fully participate to the Annual Consultations with NGOs, any specific requests for the provision of accessibility services can be made by directly contacting the Partnership Section at [partnership@unhcr.org](mailto:partnership@unhcr.org) **as early as possible.** Late requests will be satisfied to the extent possible.

## 6. VISAS

- ✚ **If a Swiss visa is required, you must obtain it in your country prior to your departure.**
- ✚ **It is expected that a minimum of one month will be required to process visa application.**
- ✚ **If you require assistance please contact the UNHCR office in your country.**
- ✚ **The Partnership Section will not be in a position to assist you with last minute visa issues.**

## 7. SEATING ARRANGEMENTS IN PLENARY (ROOM 2)

- One nameplate per organization will be available in front of Room 2 before the opening plenary. **Please ensure relevant coordination between all your delegates to avoid confusion and misunderstanding when collecting your nameplate.**
- Each organization is responsible to keep its NGO nameplate for whole duration of the event and return it to the welcome desk before departure. **NAMEPLATES WILL NOT BE REPLACED IF LOST.**
- Seating arrangement in plenary sessions is informal. Due to the large number of participants and space limitations, **each NGO is asked to occupy only ONE seat with a microphone.** Extra seats are available behind the seat with microphone.

## 8. INTERPRETATION

- Interpretation will be provided in **Arabic-English-French-Russian-Spanish for the opening and closing sessions in Room 2.** For interpretation during the thematic and regional sessions as well as for side events, please refer to the Agenda.

## 9. DOCUMENTATION

- The Annual Consultations are paperless. All the documents will be available online prior to the Consultations on UNHCR's website at [www.unhcr.org/ngo-consultations](http://www.unhcr.org/ngo-consultations) and [blog](#).

## 10. EVALUATION

- Session's evaluations are available on the UNHCR website during and after the conference. The URL will be communicated at a later stage.
- Hard copies of a general evaluation form will be available in Room 2 during the closing.
- **Your opinion matters! We kindly ask you to fill them to allow the necessary adjustments and continue to serve you the best way possible.**

## 11. INTERNET FACILITIES

- **Free Wi-Fi access** will be provided during the Consultations throughout the International Conference Centre Geneva (CICG). (**username: unhcr** and **password: meeting**)

## 12. RECEPTION

- All participants are invited to attend a **reception** hosted by UNHCR on **Wednesday 27 June 2018, at 7 p.m., in the Cafeteria at UNHCR Headquarters. You will not be given access to the reception if you don't have a badge.**

## 13. TRAVEL AND ACCOMMODATION

- ✚ For a very limited number of national NGOs (NNGOs), UNHCR and ICVA will have funds available to cover travel and accommodation expenses. The selection of these NNGOs will be done upon recommendation of UNHCR Country Offices, which are also responsible for travel arrangements.
- ✚ Assistance for accommodation is provided only to the NNGOs funded by UNHCR and ICVA. Other participants are expected to make their own arrangements.
- ✚ The Partnership Section will not be in a position to assist you with last minute booking requests.

### How to get to the International Conference Centre Geneva (CICG)?

#### In public transports:

- **From the main train station, Cornavin:**
  - **Bus 5** (direction: *Aéroport*): Stop: Vermont
  - **Bus 8** (direction: *OMS*): Stop: UIT
  - **Tram 15** (direction: *Nations*): Stop: Nations
- **Public transport from Geneva International Airport to the CICG (International Conference Center):** you can get a free bus ticket valid for 80 minutes at the airport from a machine to the left, in the baggage reclaim area, before you pass through customs.
  - **Bus 5** (direction: *Thônex-Vallard*): Stop: Vermont
  - **Bus 28** (direction: *Jardin Botanique*): Stop: Nations

**Taxis** are available from outside the arrivals hall at Geneva Airport; the fare to the Palais des Nations is approximately 30 Swiss francs.

#### **14. OTHER**

##### **Useful links:**

- Geneva Welcome Centre [www.cagi.ch](http://www.cagi.ch)
- Geneva Public Transports: [www.tpg.ch](http://www.tpg.ch)
- Geneva Tourism Office: [www.geneve.com](http://www.geneve.com)

##### **Suggestions of hotels:**

- Hotel Mon Repos: <http://www.hotelmonrepos.ch/>
- Hotel Eden: <http://www.eden.ch/>
- Hotel Montbrillant: <http://www.montbrillant.ch/>
- Hotel Nations: <http://fassbindhotels.ch/hotel/les-nations-geneve>

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