

## INFORMATION NOTE

---

### I. OVERVIEW

1. The [Global Compact on Refugees](#) calls for a periodic Global Refugee Forum (GRF) to be convened at the ministerial level for all United Nations Member States, together with relevant stakeholders, to announce concrete pledges and contributions towards the objectives of the Global Compact and to consider opportunities, challenges and ways in which burden- and responsibility-sharing can be enhanced. The first Global Refugee Forum in 2019 will be dedicated to receiving formal [pledges and contributions](#), as well as to highlighting key achievements and [good practices](#).

2. The Forum will be co-hosted by the Federal Councillor of the Swiss Confederation and the High Commissioner for Refugees. It will be co-convened by Costa Rica, Ethiopia, Germany, Pakistan and Turkey at the head of State/government level. The Secretary-General of the United Nations will be present for the opening plenary.

3. The draft programme, [resources](#) and other information may be found on the Global Refugee Forum webpage: <https://www.unhcr.org/global-refugee-forum>. Please check back regularly for updates.

#### Venue and format

4. The first Global Refugee Forum will be held at the Palais des Nations in Geneva, Switzerland on 17 and 18 December 2019, with a series of spotlight sessions and other events taking place on Monday, 16 December in advance of the GRF. The GRF will include plenary sessions and high-level dialogues aimed at mobilizing action towards the objectives of the [Global Compact on Refugees](#) to bring real change to the lives of refugees and host countries and communities. Please check the GRF webpage frequently for updates on the [programme and practical information](#).

### II. PARTICIPATION AND REGISTRATION

5. Participation in the forum is by invitation only. Invitees are requested to confirm their participation in the Forum by Friday, 6 December 2019.

#### States, intergovernmental organizations, specialized agencies and UN entities

6. States, intergovernmental organizations, specialized agencies and UN entities, as well as ICRC, IFRC, IPU and the Sovereign Order of Malta, are requested to confirm their participation in the Forum by note verbale or letter of accreditation. The note verbale or letter of accreditation, containing the names and titles of all members of the delegation, in order of seniority and indicating the head of delegation, should be sent to: [hggovern@unhcr.org](mailto:hggovern@unhcr.org).

7. Duly accredited members of these delegations – excluding interns – may use their security identification badge from the United Nations Office at Geneva (UNOG) to access the Palais des Nations.

8. Members of these delegations who do not possess a security identification badge from UNOG, including those holding a UNLP, as well as interns, must register online through the UNOG Indico system (see instructions below).

#### Non-governmental organizations (NGOs) and all other participants

9. NGOs and all other participants (including representatives of academia, cities, faith-based organizations and the private sector, as well as refugees), who have received a formal invitation to attend the Global Refugee Forum, are requested to send a letter of accreditation on official letterhead to: [partnership@unhcr.org](mailto:partnership@unhcr.org). In the case of individuals attending in their personal capacity, including refugee representatives, written confirmation, together with a

copy of the signed invitation letter which was issued in their name, should be sent to [partnership@unhcr.org](mailto:partnership@unhcr.org).

10. These participants, including NGOs, regardless of whether the individual is in possession of a UNOG security identification badge, must also register online through the UNOG Indico system (see instructions below). In the case of NGOs, a separate badge for the event will be provided.

### **Indico registration instructions**

11. Should Indico registration be required (see paragraphs 7-10 above), please use the following link: <http://reg.unog.ch/e/grf>. A registration form must be filled out for each individual participant, and the same email address cannot be used for multiple participants. Please use the Firefox or Chrome browser to register in Indico, to ensure compatibility with the system.

12. Participants are advised to follow the instructions carefully when completing the Indico registration form, as the details provided will be used by UNOG to authorize security identification badges. UNHCR has been advised that failure to complete an Indico registration form correctly may result in delays with badge collection and entry to the Palais des Nations.

13. Please note that a copy of the note verbale or letter of accreditation submitted to UNHCR must also be attached to the Indico registration form. In the case of individuals participating in their personal capacity, a copy of the signed invitation letter matching the name of the participant may be used instead. A [digital passport-type photo with a white background](#), will also need to be attached to the Indico registration form.

14. Upon completion of the Indico registration form, delegates will receive a QR code. They should provide this QR code alongside an identity document to the UNOG Pass and Identification Unit at the Pregny Gate entrance to the Palais des Nations to receive their security identification badge.

### **Collection of badges at the UNOG Pass and Identification Unit**

15. UNOG security identification badges may be collected as of Friday, 13 December 2019, from 07:30 to 18:30, at the UNOG Pass and Identification Unit (Pregny gate). The UNOG Pass and Identification Unit is located at Avenue de la Paix 8-14, 1211 Geneva, Switzerland. For any queries, please call +41 (0)22 917 50 02.

### **Special assistance**

16. Delegates with special needs who require assistance to enter the building or with respect to seating and other arrangements are invited to contact the conference secretariat for support ([hqgovern@unhcr.org](mailto:hqgovern@unhcr.org)). A [visitor's guide and map](#) of the Palais des Nations includes information about access for persons with disabilities.

### **III. SEATING ARRANGEMENTS**

17. For the opening of the Global Refugee Forum on 17 December, the Assembly Hall (including balconies) is expected to be full. Webcasting in room XIX will be arranged, providing extra seating. For the plenary, registered States will be allocated two seats at the table and two behind. Registered intergovernmental organizations (IGOs), United Nations specialized agencies and related organizations and bodies will be allocated one seat at the table and one behind. NGOs and other participants will be allocated a minimum of one seat per organization.

18. For the parallel high-level dialogues on 18 December, seating arrangements will be more informal and will not necessarily follow protocol.

### **IV. SPEAKING ARRANGEMENTS**

19. There will only be one list of speakers for the debate on burden- and responsibility-sharing in the plenary session. It was opened on **Friday, 15 November 2019**

and will close on **Tuesday, 10 December 2019**. A provisional list of speakers will be made available by close of business on **Friday, 13 December 2019**.

20. Requests for a speaking slot should be submitted in writing to the conference secretariat [hqgovern@unhcr.org](mailto:hqgovern@unhcr.org), indicating “speakers list” in the subject line. The exact name, title and rank (if applicable) of the speaker should be indicated.

21. Speaking slots in plenary will be limited and arranged according to protocol and date of request. The parallel high-level dialogues on 18 December, spotlight sessions and a speakers’ corner will provide an opportunity for engagement for those who are unable to speak in plenary.

22. Due to the limited time available in plenary, delegations will be asked to limit their interventions to three minutes. With this mind, delegations are encouraged to keep their statements as focused as possible, highlighting key messages and the announcement of pledges and contributions.

23. The speaker’s list for the plenary is expected to start in the afternoon of 17 December. Please note that there will be no opportunity for group statements.

24. Please refer to the note on [speaking arrangements](#) for more information.

### **Interpretation**

25. For the plenary session, interpretation will be provided in all six UN languages (Arabic, Chinese, English, French, Russian and Spanish). For all other sessions, interpretation will be provided in English and French, unless otherwise specified.

26. In order to facilitate interpretation, delegations wishing to deliver prepared statements are requested to send them in advance to [hqgovern-statements@unhcr.org](mailto:hqgovern-statements@unhcr.org) with the name of the delegation in the subject line. Statements made in plenary will be posted on the webpage unless otherwise advised in writing by the delegations concerned.

### **V. DOCUMENTATION AND THE SUBMISSION OF PLEDGES AND CONTRIBUTIONS**

27. Information on how to submit pledges and contributions is available on the Forum webpage under [pledges and contributions](#). Contributions may be entered [online](#) or by completing the [template](#) provided and sending it to [hqgrf@unhcr.org](mailto:hqgrf@unhcr.org). Delegations are encouraged to submit any pledges and contributions by the end of November, in order to ensure they are displayed at the Forum. There will also be a pledging booth at the Forum, and any late contributions submitted will be contained in the outcome document.

28. A provisional list of participants will be made available by close of business on Friday, 13 December 2019. Any amendments should be communicated to the conference secretariat [hqgovern@unhcr.org](mailto:hqgovern@unhcr.org) by the close of business on Wednesday, 18 December 2019. The final list of participants will be made available on the Forum webpage.

### **VI. MEDIA ENGAGEMENT, PRESS FACILITIES AND PRESS ACCREDITATION**

29. Opportunities for media engagement at the Forum, including information on press stake-outs, the VIP social media zone and press conferences, may be found under [programme and practical information](#).

30. A press centre will be established in rooms VIII and IX at the Palais des Nations. Further details will be posted on: <https://www.unhcr.org/news-and-media>. The plenary sessions will be livestreamed on the GRF webpage, and video recordings will be made available upon request: [hqvideo@unhcr.org](mailto:hqvideo@unhcr.org).

31. Media representatives who already have permanent accreditation to UNOG will have access to the GRF. Visiting journalists will need to acquire accreditation from the [United Nations Information Service at Geneva](#). To do so, journalists must register in Indico using the following link: <http://reg.unog.ch/e/grf> and attach a number of mandatory documents, including

a letter of assignment and a national press card to their individual registration form. As the accreditation process may take some time, it is strongly recommended that interested journalists apply for accreditation early and, ideally, before the end of November.

32. For questions or assistance with media accreditation, please contact the United Nations Information Service at +41 22 917 43 59 (François Richer, Press Assistant) or +41 22 917 23 36 (Rhéal LeBlanc, Chief, Press and External Relations).

33. The plenary session and high-level dialogues will be webcast and livestreamed on the GRF webpage.

## **VII. OTHER INFORMATION**

### **Bilateral meetings**

34. Bilateral rooms cannot be assigned to individual delegations due to space limitations. However, a slot (30-60 minutes max.) may be requested in writing to Ms. Carole Gil at [gil@unhcr.org](mailto:gil@unhcr.org), bearing in mind that it will not be possible to meet all demands.

### **Code of conduct**

35. UNHCR has recently joined other United Nations organizations in committing to the model Code of Conduct to Prevent Harassment, including Sexual Harassment, at United Nations System Events. In this respect, UNHCR is committed to ensuring that its meetings are guided by the highest ethical and professional standards, and invites all participants to behave with integrity and respect towards all those attending or involved with this and any other UN system event.

### **Visas and accommodation**

36. UNHCR is not responsible for visa arrangements. Participants who require a visa to enter Switzerland are responsible for obtaining one prior to departing for Geneva.

37. UNHCR is not in a position to make accommodation arrangements. Should delegations require assistance with accommodation, general information is available from the Geneva Tourism Office: <https://www.geneve.com/>.

### **Health advisory**

38. Participants attending the Forum are encouraged to bring proof of health insurance with international coverage for use in the event that medical care is required during their stay in Switzerland.

39. Tap water is safe for drinking in Switzerland (unless there is a specific sign indicating otherwise). UNHCR encourages participants to bring their own reusable water bottles.

### **Information about the venue**

40. Please see [the visitor's guide and map](#) of the Palais des Nations for more information about the venue. An annotated map of the Palais des Nations for the Global Refugee Forum will be made available on the GRF webpage in due course. For reference, UNHCR Headquarters is located near the Palais des Nations at 94, rue de Montbrillant.

### **Transportation**

41. When arriving at the Geneva Airport by plane, travellers can obtain a free public transportation ticket valid for 80 minutes. The ticket machine is located in the luggage retrieval hall (before customs control). The free ticket is valid for the train, tram and bus, with some zone limitations. Some hotels also offer free public transportation tickets.

42. Bus no. 5 (direction towards Thônex-Vallard) travels directly from the airport to the Palais des Nations.

43. The train station at Geneva Airport is located on the same level as the arrivals hall. All trains stop at Geneva's main station, Gare Cornavin. The Palais des Nations can then be reached by taking tram no. 15 to the Nations stop.

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

### **Security**

45. Delegates should wear their UNOG security identification badge at all times. Further information regarding security measures for the GRF will be provided in due course.

### **International Geneva Welcome Centre**

46. Please consult the [International Geneva Welcome Centre](#) for practical information, including on transportation and getting around Geneva, and a [practical guide for delegates](#).