

UNHCR Africa Consultations with NGOs and Multi- Stakeholders

Co-Organized by Nelson Mandela Foundation and UNHCR

'Whole of Society Approach- Working better together'

10-11 September 2019 in Johannesburg, South Africa

Venue: Nelson Mandela Foundation

INFORMATION NOTE

Please note that registration through the INDICO platform (weblink provided through the save the date and letter of invitation) does not automatically ensure participation. Please wait for UNHCR to contact you confirming you as participant. Thank you for your understanding as participation will be limited due to regional representation covering 14 countries in southern Africa and the limited amount of seats in the venue.

1. **VENUE**

- The UNHCR Africa NGO and Multi-stakeholder Consultation will take place **from 10-11 September 2019 at the Nelson Mandela Foundation** (107 Central St, Houghton Estate, Johannesburg, 2198 Johannesburg, South Africa)
- A map of South Africa and other useful information are available at www.unhcr.org/ngo-consultations. MAP OF SOUTH AFRICA <https://www.portfoliocollection.com/map/south-africa>
- Shuttle service will be provided to and from The Capital Melrose Hotel (recommended hotel) and the Consultations (Nelson Mandela Foundation)
- <https://www.nelsonmandela.org/content/page/overview>
- Breakfast, two coffee breaks and lunch will be provided for the two days of the workshop. A reception is scheduled for 10 September at the venue. National dress encouraged.

2. **CRITERIA FOR PARTICIPATION**

NGO, refugees, civil society and private sector who wish to attend the consultations **should meet at least one of the below listed criteria**:

- **Implementing partner** of UNHCR in 2018/2019.
- **Operational partner** of UNHCR with a demonstrated interest in the solution to the problem of refugees, internally displaced persons and/or statelessness and/or in the theme of the Consultations. A mandatory recommendation letter

by the relevant UNHCR field office supporting the NGO's participation should be provided.

- Member of ICVA (International Council of Voluntary Agencies – www.icvanetwork.org)
- 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/or in the theme of the Consultations. For more details, refer to <http://esango.un.org/civilsociety>
- Given the regional nature of the Consultations, we will give priority for participation of NGO colleagues from the Southern Africa. This consultation will encourage lively discussions amongst UNHCR's new southern Africa region: Angola, Botswana, Comoros, Kingdom of eSwatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Zambia and Zimbabwe, Democratic Republic of Congo (DRC) and the Republic of Congo. Moreover, in line with the theme of the consultations, we strongly encourage NGOs with interest and expertise in the Global Compact of Refugees to register.
- Private sector and civil society by invitation

3. **PROGRAMME:**

- A detailed agenda and concept note will be provided and posted on the UNHCR website before the Consultations. <https://www.unhcr.org/afr/unhcr-africa-consultations-with-ngos-and-multi-stakeholders.html>
- All participants are welcomed to the Consultations on the first day, 10 September. The second half day, 11 September will be Consultations with I/NGOs and refugees, only.

4. **REGISTRATION (05 August to 22 August 2019)**

- The number of delegates attending the Consultations should be two participants per organization and two participants per NGO consortium.
- Registration must be done using the **INDICO** system put in place by the United Nations Office at Geneva. A registration form must be filled out for each individual participant using the following link: <https://www.unhcr.org/forms/Africa-NGOs-2019/index.htm>
- Failure to complete the INDICO registration form correctly will delay your security badge collection at the Nelson Mandela Foundation venue.

- Upon completion of the INDICO registration form and approval of participation by UNHCR, participants will be provided with a QR code.
- The QR code (printed copy or on mobile) should be provided to the UNHCR at the registration table at the Nelson Mandela Foundation venue.

5. **COLLECTION OF BADGES AT THE NELSON MANDELA FOUNDATION**

Badges will be distributed at Nelson Mandela Foundation venue. (map from: <https://goo.gl/maps/VNjLPKG99Rjj4tJE8>. Please bring a photo ID.

5. **ACCESSIBILITY**

- Both UNHCR and the Nelson Mandela Foundation venues are generally accessible to persons with disabilities.
- To enable persons with disabilities to fully participate to the Consultations with NGOs and Multi-stakeholders, any specific requests for the provision of accessibility services can be made by directly contacting the Partnership and Coordination Service at rsapr@unhcr.org **as early as possible**. Late requests will be satisfied to the extent possible.

6. **VISAS**

- If a South African visa is required, you must obtain it in your country prior to your departure.
- It is expected that a minimum of a couple of weeks will be required to process visa application.
- If you require assistance please contact the UNHCR office in your country or the UNHCR Pretoria office rsapr@unhcr.org.
- UNHCR Pretoria is providing visa invitation letters.
- UNHCR will not be in a position to assist you with last minute visa issues.

7. **SEATING ARRANGEMENTS IN PLENARY and BREAK OUT SESSIONS**

- **Please ensure relevant coordination between all your delegates to avoid confusion and misunderstanding when collecting your badges.**
- Seating arrangement in plenary sessions is an auditorium. Participants will be asked to sign up to the break out sessions prior.

8. **INTERPRETATION**

- Simultaneous interpretation will be provided in French and Portuguese for most of the sessions.
- For details on the interpretation provided, 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 <https://www.unhcr.org/afr/unhcr-africa-consultations-with-ngos-and-multi-stakeholders.html>.
- Post your anonymous questions to panelists, web link now open: <https://pigeonhole.at/NGOAFRICA2019>
Event name: UNHCR Africa NGO and Multi-stakeholder Consultations 2019
Event code: NGOAFRICA2019

10. EVALUATION

- General evaluations are available on the UNHCR website after the conference. The URL will be communicated at a later stage.
- **Your opinion matters! We kindly ask you to fill the evaluation 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, and network name and password to be provided on the day.

12. RECEPTION

- All participants are invited to attend a **reception** hosted by UNHCR on **Tuesday 10 September 2019, at 6 p.m., on the lower floor of the Nelson Mandela Foundation. Access to the reception only with badge.**

13. TRAVEL AND ACCOMMODATION

It is up to the participants to organize their travel and accommodation in Johannesburg.

See below suggestions for hotels at a UNHCR rate.

The Capital Melrose

- **Address:** Atholl Oaklands road, cnr, Kernick Ave, Melrose North, Johannesburg, 2196. <https://thecapital.co.za/>
- UNHCR has negotiated a special hotel rate, please ask for the UNHCR hotel rate at The Capital Melrose for US\$88.50.
- Shuttle service will be provided to and from The Capital Melrose Hotel and the Consultations (Nelson Mandela Foundation). The Capital Melrose Hotel also provides free shuttle services to certain locations within 7km, including Gautrain Station, shopping and restaurants.

Other hotels:

- -Houghton Hotel- 3.3km from the venue

Address: Lloyds Ellis Ave, Houghton Estate, Johannesburg, 2198

<https://thehoughtonhotel.com/>

-Capital Bath in Rosebank- 3.1km from the venue

Address: 72 Bath Ave, Rosebank

<https://thecapital.co.za/>

- Each participant is expected to cover their own travel and hotel costs. If other financial UNHCR arrangements have been made, you would have been contacted by now and should be in contact with your relevant UNHCR Office in your country.
- Each participant is requested to make their own hotel reservations. Even if you receive a DSA, you are expected to cover your own hotel costs.
- All participants must travel with the yellow vaccination card.

14. Parking:

How to get to the Nelson Mandela Foundation:
<https://goo.gl/maps/VNjLPKG99Rjj4tJE8>

Nelson Mandela Foundation, 107 Central Street
Johannesburg, South Africa *secure parking on Central Street and 16th Avenue

Email us with any questions: rsapr@unhcr.org