

INFORMATION NOTE

Practical information for the UNHCR Annual Consultations with NGOs 3 – 5 JULY 2012

1. DATE AND PLACE

The **Annual Consultations with NGOs** will take place **from 3 to 5 July 2012 at the International Conference Center Geneva (ICCG)**.

Map of Geneva as well as an access map for the ICCG is available on the UNHCR website at www.unhcr.org/ngo-consultations/. The link will be available **as of 19 March 2012**. You can also get more information on the ICCG at www.cicg.ch.

2. CRITERIA FOR PARTICIPATION

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

- Consultative Status with **ECOSOC** (please consult the UN website at www.unog.ch for further details on ECOSOC)
- Member of **ICVA** (International Council of Voluntary Agencies) – please refer to www.icva.ch
- **Implementing partner** of UNHCR in 2011/2012
- **Operational partner** with a demonstrated interest in the solution to the problems of refugees and other persons of concern to UNHCR (when you register as Operational Partner, a written recommendation should be provided by the UNHCR Field Office concerned and should be sent to the Inter-Agency Unit, email: interagency@unhcr.org – **you will be officially registered only once the recommendation is received by the Inter-Agency Unit**)

Due to the size of the meeting rooms and the management of the event, we strongly encourage each organization to limit their delegation to 5 participants.

3. REGISTRATION

NGO participants who wish to attend the meeting have to **complete the online registration form (one form per participant)**.

All participants, whether already accredited to the UN Geneva Office or not, are requested to register online in order to be included in the list of participants. Security badges will only be issued for NGO representatives who do not have a permanent accreditation to the UN Office at Geneva.

As of 19 March 2012, the online registration should be done via the web link **www.unhcr.org/ngo-consultations/**. To open the registration form, you will be prompted for **User name:** ngos and **Password:** consult. Once registered online, you will receive by email a **conference registration confirmation**. **Please ensure that you print it out and bring it with you in order to collect your security badge and/or folder for the meeting.**

The registration form has two Parts. Part I of the registration form asks for the usual information pertinent to the participant. Each participant must submit one individual Part I. **Part II** asks for background information pertinent to the organization. This information will be compiled in the **NGO Profile in Brief** and is intended to facilitate networking and to help you identify organizations with similar or complementary areas of interest. If several persons are representing one organization, only one Part II per organization should be filled in. For NGOs who have already filled in this part last year, we would be grateful if you could check the information provided in the NGO Profile in Brief posted on www.unhcr.org/ngo-consultations/ and re-send an updated version if needed. Otherwise, the text provided last year will be used again.

We draw your attention to the fact that measures laid down by the UN Security Section are increasingly strict. In this regard, you are required to ensure that:

- i) the name on your registration form and on the credential letter (see point iii) are exactly the same as the one indicated on your passport;**
- ii) you bring along your passport and a copy of the conference registration confirmation when collecting your badge and/or folder for the meeting;**
- iii) you provide a credential letter from your organization confirming the name of the representative(s) attending the meeting. This letter is mandatory and should be sent by email to the Inter-Agency Unit at Interagency@unhcr.org.**

The deadline to register is **8 June 2012**.

Due to the increasingly strict security arrangements of the UN Security, the Inter-Agency Unit cannot guarantee your participation if the registration deadline is not met. In addition, the Inter-Agency Unit will be unable to give accreditation to NGOs wishing to register after the meeting has started.

4. COLLECTION OF BADGES

For the NGO representatives who will be in Geneva on Monday 2 July, it will be possible to collect the security badge at the UNHCR Headquarters (located 94 rue de Montbrillant in Geneva) from 2 to 5 p.m.

If you are unable to collect your security badge on Monday 2 July, the Inter-Agency Unit will deliver them on Tuesday 3 July from 8.30 a.m., upon your arrival, at the ICCG building, at the UNHCR welcome desk.

The security badge will cover the meeting at the ICCG from 3 to 5 July and will give you access to the UNHCR building for the reception to be held on 3 July. You won't be able to access UNHCR building without your badge.

You will be asked to show your passport as well as a copy of your conference registration confirmation when collecting your security badge.

5. VISAS

If a Swiss visa is required, please ensure you obtain it in your country prior to your departure. The procedure to ask for a visa should start at least 6 weeks prior to the meeting. Should you require assistance, please contact the UNHCR office in your country. Please note that we will not be in a position to assist you with last minute visa issues.

6. HOTEL ACCOMMODATION AND GETTING AROUND GENEVA

All information related to hotel booking in Geneva can be obtained from the **Geneva Tourism Office**, tel. +41 22 9097000, fax: +41 22 9097011, email: info@geneve-tourisme.ch or website: www.geneve-tourisme.ch

Please note that the John Knox Center which is a Welcome Center (not a hotel) is also offering rooms with interesting prices. You may wish to consult their website at www.johnknox.ch or email at welcome@johnknox.ch.

We strongly advise you to make early booking as Geneva is a busy period at that time of the year. UNHCR is, unfortunately, not in a position to assist with hotel reservations for participants.

Geneva is served by a very efficient **public transport network (TPG)**, which covers the entire city. More information is available on the website at www.tpg.ch. UNHCR is not able to meet participants attending the meetings who arrive at Geneva International Airport or at the Geneva Cornavin Train Station. These places are served by an excellent public transport network as well as a good taxi service. The **map of Geneva**, which is available on our site at www.unhcr.org/ngo-consultations/ should assist you in locating the United Nations area, the Geneva Airport and the Train Station.

To reach the ICCG using public transport: the Centre is served by bus number 5 and the closest bus stop is "Vermont", on Rue de Vermont. Alternatively, you can go to the "Nations" stop, near the UN Palais des Nations and walk for two minutes to ICCG. "Nations" stop is served by bus 5, 8, 11, 22, 28, F, V, Z and trams 13 and 15. From Geneva Airport, take bus number 5 outside the airport terminal building (direction Hôpital), directly to the "Vermont" stop.

From the Geneva's main train station Cornavin, take bus number 5 (direction Palexpo-Aéroport) to the "Vermont" stop. Number 13 or 15 trams go both to "Nations" from the train station.

A **map access to the ICCG** is also available on our site at www.unhcr.org/ngo-consultations/.

7. ORIENTATION SESSION

An **Orientation Session** will be held on **Tuesday morning, 3 July, at the ICCG, in Room 3**. Interpretation will be provided in English, French and Spanish. The session particularly targets NGOs attending the Annual Consultations for the first time. The meeting will begin with a short introduction by UNHCR after which the International Council of Voluntary Agencies (ICVA) will give an overview of the forthcoming meetings and explain the modalities for the NGO participation in those meetings. Please consult the ICVA website for further information (www.icva.ch). **Coffee/tea will be served in front of the room from 9 a.m. and the orientation session will begin at 9.30 a.m.**

8. CONFERENCE ROOM ARRANGEMENTS

The meeting will start with a Plenary Session, on Tuesday 3 July, in Room 2 from 11 a.m. to 1 p.m.

From Tuesday 3 July at 2.30 p.m through Thursday 5 July until 10.45 a.m., there will be thematic and regional sessions taking place in parallel in Rooms 2, 3 & 4.

The closing Plenary Session will take place on Thursday 5 July, from 11.15 a.m. to 2 p.m. in Room 2.

For more details, please refer to the "Agenda at a Glance" which will be posted at www.unhcr.org/ngo-consultations/ from 19 March 2012.

For the two Plenary Sessions only, **NGO name plates** will be arranged in alphabetical order by organization. Please note that, depending on the number of participants, we will not be able to provide one seat per participant at the table with a microphone. In that case, you will be able to sit behind your colleagues. For thematic and regional sessions, there will be no NGO name plates.

For further information on the UNHCR Annual Consultations with NGOs, we encourage you to consult the "Guide for NGOs to participating in UNHCR's Annual Consultations with NGOs", launched in November 2008 and which is available on UNHCR's public website (www.unhcr.org/ngo-consultations/) or ICVA's website (www.icva.ch). A hard copy of the Guide will also be included in your folder.

9. INTERPRETATION

During the two plenary sessions, interpretation will be provided in Arabic, English, French, Russian and Spanish. For the thematic sessions, interpretation will be provided in English, French and Spanish. For interpretation provided during the regional sessions, please refer to the Agenda at a Glance.

10. DOCUMENTATION

Each participant will be provided with **a complete set of background documents** related to the Annual Consultations with NGOs. These folders will be distributed upon your arrival at the ICCG on Tuesday 3 July.

During the consultations, you will be able to display some documentation from your organization on the tables in front of the rooms. Please ensure that you bring along enough copies as the Conference Room is not equipped with a photocopy machine. For your information, last year's meeting was attended by 212 organizations. **The documentation left on the tables after the meeting will not be taken back by our Unit.**

11. INTERNET FACILITIES

In the International Conference Center Geneva (ICCG), access to Wi-Fi is free for all throughout the whole building. To access Wi-Fi, you will be prompted for a **User name: unhcr** and **Password: ngo12**

12. SIDE MEETINGS

An agenda of side meetings will be available on our site as soon as it is finalized. Please note that no interpretation will be provided for side meetings.

13. MEETINGS ON THE MARGINS

NGOs are also encouraged to meet with UNHCR managers to discuss issues of common concern and share information and ideas. For that purpose, the UNHCR Organizational Structure as well as those of the Regional Bureaux will be posted on our website at **www.unhcr.org/ngo-consultations/**. These organigrammes will allow you to contact directly the relevant UNHCR staff to organize meetings during your stay in Geneva.

14. RECEPTION

All NGOs are invited to attend **a reception** hosted by UNHCR on **Tuesday 3 July 2012, at 7 p.m, in the Caf  teria at UNHCR Headquarters. You will be requested to wear your security badge to access the UNHCR building.**

15. JUNE STANDING COMMITTEE MEETING

The Standing Committee meeting will take place the week preceding the Annual Consultations with NGOs, i.e. from **26 to 28 June 2012 in Geneva.**

16. UNHCR EXECUTIVE COMMITTEE MEETING

The Executive Committee of the High Commissioner's Programme will take place from **1 to 5 October 2012 in Geneva.**

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