



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR

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INFORMATION NOTE

Arrangements for the Annual Consultations with NGOs (Pre-ExCom) (prior to the Fifty-fourth Session of the UNHCR's Executive Committee)

1. VENUE AND DATE

The **Annual Consultations with NGOs (Pre-ExCom)** will be held at the Palais des Nations, in Geneva, from **Wednesday 24 September 2003 (pm) to Friday 26 September 2003 (am), in Room XX**. The **Conference Room XX** is located in E. Building. Access is through Door 40 (opposite to ICRC building), near the Pregny entrance.

2. CRITERIA

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

- Consultative Status with **ECOSOC** (please consult the UN website: www.unog.ch for further details on ECOSOC)
- Member of **ICVA** (International Council of Voluntary Agencies in Geneva) – please refer to www.icva.ch
- UNHCR **implementing partner** in 2002/2003
- UNHCR **operational partner** (written recommendation is requested from the UNHCR Field Office concerned)

3. REGISTRATION

NGO participants must **complete and return the Registration Form to be formally registered for the meeting**. One registration form per participant should be sent by fax to the NGO Liaison Unit (**+41-22-7397302**) or by e.mail (**NGOUnit@unhcr.org**) by **12 September 2003**.

The **Registration Form** is needed for the NGO Liaison Unit to request the issuance of a security badge which will represent your accreditation to the United Nations Security Section during the meeting and will give you access to the Palais des Nations.

Due to the increasingly strict security arrangements of the UN Security, the NGO Liaison Unit can not guarantee your participation if the registration deadline is not met.

4. ACCREDITATION

The security identification badge for NGO participants will be prepared by the United Nations Security Section at the request of the NGO Liaison Unit. **The badge delivered by the UN Security Section will cover both the Pre-ExCom and ExCom meetings (from 24 September to 3 October 2003 inclusive).**

Once the registration form is completed and sent to the NGO Liaison Unit, **the NGO participant must pick up the badge at the UN Security Section**, located in "Villa Les Feuillantines, 13, avenue de la Paix (near the taxi station in front of the main entrance to the Palais des Nations, Place des Nations).

The office is open from 8.00 to 17.00 every day. **Security badges will be available from 23 September 2003.**

NGO representatives who have a permanent accreditation to the United Nations Office at Geneva do not need another badge for these meetings.

5. VISAS

If a Swiss visa is required, please ensure you obtain it in your country prior to your departure. Should you require assistance, please contact the UNHCR delegation in your country who may be able to assist you.

6. HOTEL ACCOMMODATION AND GETTING AROUND GENEVA

There are a number of good hotels in Geneva which can be found on the Geneva Tourism Office website: www.geneve-tourisme.ch. September is a busy period and, therefore, it is suggested that you make an early booking. UNHCR is, unfortunately, not in a position to assist with hotel reservations for NGO participants.

Geneva is served by a very efficient public transport network (TPG), which covers the entire city. More information is available on the website: www.tpg.ch. The attached map should assist you in locating the United Nations area, the Geneva Airport and the Train Station.

Any additional information on 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

7. DOCUMENTATION

Participants will be provided at the venue with a complete set of background documents relating to the meeting. As usual, it will be possible for your organization to display some documentation on tables available at the back of the room during the Pre-ExCom meeting. Please ensure that you bring enough copies as the Conference Room is not equipped with a photocopy machine. For your information, last year's meeting was attended by 180 NGOs.

Documentation related to the meeting will be posted on the UNHCR website: www.unhcr.org/prexcom in due course

8. INTERPRETATION

Interpretation throughout Pre-ExCom will be in English, French and Spanish. Additional interpretation in Arabic and Russian will be provided during the Regional Sessions concerned.

9. EXCOM MEETING

The **UNHCR Executive Committee meeting (ExCom) will take place from 29 September to 3 October 2003** in the Palais des Nations in Geneva. **NGOs** are invited to attend as **Observers**. NGOs may deliver one oral statement per agenda item and these statements must be coordinated through ICVA (International Council of Voluntary Agencies, email: secretariat@icva.ch or www.icva.ch) on behalf of all NGOs. You are encouraged to attend ExCom as it provides you with the opportunity to engage with key stakeholders as well as participating in the deliberations of the UNHCR Executive Committee. On Wednesday morning, 24th September, there will be an orientation/information briefing by ICVA on Pre-ExCom on how NGOs can best contribute and influence decisions taken at the ExCom. Please consult the ICVA website for further information (www.icva.ch).

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