

UNHCR Annual Consultations with NGOs

'Working together, better'

3-5 JULY 2019 - International Conference Centre Geneva (CICG)

INFORMATION NOTE

1. VENUE

- The **Annual Consultations with NGOs** will take place **from 3 to 5 July 2019 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 at 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:**

- **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](http://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 consultations in Africa and MENA regions, we will give priority for participation of NGO colleagues from Asia & Pacific, Americas, and Europe. Moreover, in line with the theme of the consultations, we strongly encourage NGOs with interest and expertise in data and evidence-related work to register.

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

3. REGISTRATION (from 25 March to 24 MAY 2019)

- The number of delegates attending the Consultations should not exceed four participants per organization or six 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: <http://reg.unog.ch/e/UNHCRNGOs>
- Failure to complete the INDICO registration form correctly will delay your security badge collection at the Palais des Nations.

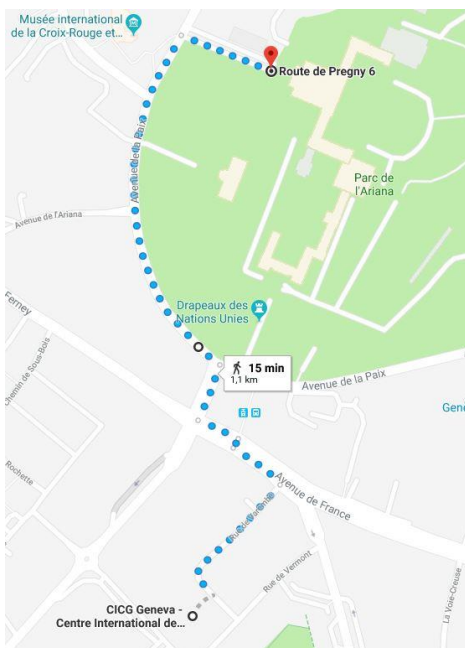
- Upon completion of the INDICO registration form and approval of participation by UNHCR HQ, participants will be provided with a QR code.
 - **For participants who have a UNOG identification badge:** once you receive the confirmation that your registration is approved, you can come directly to CICG 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.**

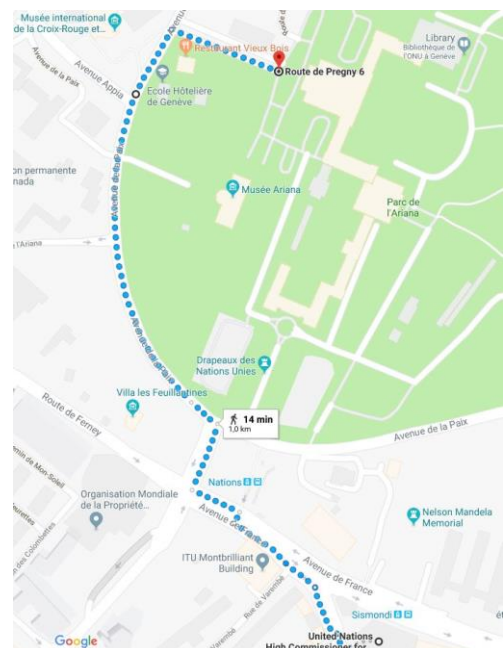
4. COLLECTION OF BADGES AT THE PREGNY GATE, PALAIS DES NATIONS (for those who do not have a UNOG identification badge):

- **Badges will not be distributed at UNHCR HQ and CICG 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 1 July 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 3 July, 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, 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 and Coordination Service at 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 or the Partnership and Coordination Service at partnership@unhcr.org.
- UNHCR 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.**
- 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

- Simultaneous interpretation will be provided in **English, French, Spanish, and Arabic 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 www.unhcr.org/ngo-consultations and [blog](#).

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 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 3 July 2019, at 7 p.m., in the Cafeteria at UNHCR Headquarters. Access to the reception only with badge.**

13. TRAVEL AND ACCOMMODATION

It is up to the participants to organize their travel and accommodation in Geneva. See below suggestions for hotels.

UNHCR will only assist with visa upon special requests. Please contact your local UNHCR office.

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

With public transport:

- **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 60 minutes at the airport from a machine to the left, in the baggage reclaim area, before you pass through customs.
 - **Bus 28** (*direction: Jardin Botanique*): Stop: Nations
 - **Bus 5** (*direction: Thônex-Vallard*): Stop: Vermont

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
- Geneva Public Transports: www.tpg.ch

- Geneva Tourism Office: www.geneve.com

Suggestions of hotels:

- Hotel Ibis Nations : <https://www.accorhotels.com/fr/hotel-8069-ibis-geneve-centre-nations/index.shtml>
- 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>

March 2019, UNHCR Partnership and Coordination Service, Geneva
partnership@unhcr.org