

INFORMATION NOTE

Practical information for the UNHCR Annual Consultations with NGOs

29 JUNE to 1 JULY 2010

1. VENUE

The **Annual Consultations with NGOs** will take place **from 29 June to 1 July 2010**. The meeting will take place at the **International Conference Center Geneva (ICCG)** on **29 and 30 June** and at the **United Nations Office in Geneva on 1 July**.

On 1 July, the plenary session will take place in Room XIX at the Palais des Nations. The Conference Room XIX is located in the E. Building, on 3rd floor. Access is through Door 40 (opposite to the ICRC building) at the UN Pregny Gate.

All documentation for the meeting will be posted on the UNHCR website at **www.unhcr.org/ngo-consultations/**, including useful **maps** to access the ICCG and the Palais des Nations. The link will be available **as of 1 April 2010** and will be regularly updated with additional documentation related to the consultations. You can also get more information on the ICCG at www.cicg.ch, and on the Palais des Nations at www.unog.ch.

2. ORIENTATION SESSION

An **Orientation Session** will be held on **Tuesday morning, 29 June, at the ICCG, in Room 2**. Interpretation will be provided in English and French. 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 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.**

3. CRITERIA

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 2009/2010
- **Operational partner** with a demonstrated interest in the solution to the problems of refugees and other persons of concern to UNHCR (with a written recommendation from the UNHCR Field Office concerned)

4. REGISTRATION

NGO participants who wish to attend the meeting must **complete and return the Registration Form (one form per participant)**.

You are encouraged to register on-line 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. **The site will be available as of 1 April 2010** and will be regularly updated with additional documentation related to the consultations.

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 which will be included in a list of organizations participating in the Annual Consultations. This information 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. However, you may wish to use the space available to describe individual departments if several participants from the same organization represent different departments. 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.

The Registration Form is needed in order for the Inter-Agency Unit to request the issuance of a security badge which will represent your accreditation for the meeting and will give you access to the Palais des Nations.

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 registration form when collecting your badge;**
- 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.**

NGO representatives who have a **permanent accreditation** to the United Nations Office at Geneva do not need another badge for the meeting. Nevertheless, **we are asking those representatives to complete and send the registration form to the Inter-Agency Unit** in order to prepare the list of participants.

All registration forms should reach the Inter-Agency Unit **by 5 June 2010.**

Due to the increasingly strict security arrangements of the UN Security, the Inter-Agency Unit can not 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.

5. COLLECTION OF BADGES

For the NGO representatives who will be in Geneva a day before the meeting, it will be possible to collect your security badge at the UN Security Section (located at the UN Pregny Gate opposite to the ICRC building) on Monday 28 June, from 8 a.m. to 5 p.m.

If you are unable to collect your security badge on Monday 28 June, the Inter-Agency Unit will deliver them on Tuesday 29 June 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 on 29 & 30 June as well as the plenary session which will take place on Thursday 1 July at the Palais des Nations in Room XIX.

For NGO participants who will only be attending the plenary session on Thursday 1 July, please note that the badges will be available at the UN Security Section from 8 a.m. that day. Please ensure that you have time to collect your badge before the meeting which will start at 10 a.m. in Room XIX at the Palais des Nations.

You will be asked to show your passport as well as a copy of your registration form when collecting your security badge. **Please ensure that you print out your registration form when you register online.**

6. 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.

7. HOTEL ACCOMMODATION AND GETTING AROUND GENEVA

A list of Hotels in Geneva with United Nations Preferential Rates **is available on our site at www.unhcr.org/ngo-consultations/**. The John Knox Center which is a Welcome Center (not an 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**. June is a very busy period and you are strongly advised to make an early booking. 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.

Any additional information related to hotel booking in Geneva can also 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**

8. DOCUMENTATION

It will be possible for your organization to display some documentation on tables available at the back of the rooms during the Annual Consultations with NGOs. 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 180 organizations.

9. INTERPRETATION

During the two plenary sessions, interpretation will be provided in Arabic, English, French and Spanish. For the thematic sessions, interpretation will be provided in English and French. Additional interpretation in Russian will be provided during the Regional Sessions concerned.

10. 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: ngo10**

In the Palais des Nations, you will be able to use computers with Internet access in the Library, Room B121, Door 20.

11. SIDE MEETINGS

An agenda of side meetings will be available on our site as soon as it is finalized. The side meetings are taking place during lunch-time on Tuesday 29 June (ICCG), from 1 p.m. to 2 p.m. On Wednesday 30 June, there will be regional breakfast meetings organized in different rooms from 8 a.m. to 9 a.m. It will be an opportunity for NGOs to meet with other colleagues from the region who are working on similar issues. During lunch-time, the side meetings will take place from 1 p.m. to 2 p.m. On Thursday 1 July, the side meetings will take place from 9 a.m. to 10 a.m. in the Palais des Nations. No interpretation will be provided for side meetings.

12. MEETINGS ON THE MARGINS

UNHCR's Annual Consultations with NGOs provide unique opportunities for networking and sharing information both inside and outside the formal sessions. The Annual Consultations with NGOs is organized to provide participants with "free time" for ad-hoc meetings. **A meeting room will be designated for this purpose. NGO colleagues who wish to organize meetings are encouraged to contact the ICVA Secretariat, secretariat@icva.ch.**

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/ and hard copies will be included in your information folder. These organigrammes will allow you to contact directly the relevant UNHCR staff to organize meetings during your stay in Geneva.

13. CONFERENCE ROOM ARRANGEMENTS

The Annual Consultations with NGOs will take place at the International Conference Center Geneva on 29 & 30 June and at the Palais des Nations on Thursday 1 July 2010 (morning session).

A Plenary Session will be held on Tuesday 29 June, at the ICCG in **Room 2** from 11 a.m. to 1 p.m. From Tuesday 29 June at 3 p.m through Wednesday 30 June until 6 p.m., there will be thematic and regional sessions taking place in parallel in **Rooms 2, 3 & 4**.

On Thursday 1 July, a Plenary Session will be held at the Palais des Nations, in **Room XIX**, from 10 a.m. to 1 p.m. The Conference Room XIX is located in the E. Building, on 3rd floor. Access is through Door 40 (opposite to the Red Cross building) near the Pregny entrance.

For more details, please refer to the "**Agenda at a Glance**" which will be posted at www.unhcr.org/ngo-consultations/ from 1st April 2010.

In the plenary rooms only (Room 2 at the International Conference Center on 29 June from 11 a.m. to 1 p.m., and Room XIX at the Palais des Nations on 1 July from 10 a.m. to 1 p.m.), **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.

Each participant will be provided with **a complete set of background documents** related to the Annual Consultations with NGOs. These folders will be distributed with the security badges upon your arrival at the ICCG on Tuesday 29 June.

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.

14. RECEPTION

All NGOs are invited to attend *a reception* hosted by UNHCR on **Tuesday 29 June 2010, at 6.30 pm, in the Cafeteria at UNHCR headquarters.**

15. STANDING COMMITTEE MEETING

The Standing Committee meeting will take place the week preceding the Annual Consultations with NGOs, i.e. from **22 to 24 June 2010 in Geneva.**

16. EXCOM MEETING

The Executive Committee of the High Commissioner's Programme will take place from **4 to 8 October 2010 in Geneva.**

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