

INFORMATION NOTE

Arrangements for the Annual Consultations with NGOs and the Fifty-eighth Session of the UNHCR's Executive Committee (ExCom)

VENUE AND DATES OF MEETINGS

This year, the **Annual Consultations with NGOs** will take place at two different venues. The principal location will be the **International Conference Center Geneva (ICCG)** on **Wednesday 26 September and Thursday 27 September 2007**. The final session in **the morning of Friday 28 September** will take place at the **Palais des Nations**, in Room XVIII. The Conference Room XVIII is located in the E. Building. Access is through Door 40 (opposite to the Red Cross building) near the Pregny entrance. All documentation for the meeting will be posted on the UNHCR website at **www.unhcr.org/ngo-consultations/**. The link will be available **as of 1 June 2007** and will be regularly updated with additional documentation related to the consultations.

An **Orientation Session** will take place on **Wednesday morning, 26 September, at the International Conference Center Geneva (ICCG), in Room 3**. The Session is particularly useful to NGOs attending the Annual Consultations or ExCom for the first time. The meeting will begin with a short introduction by UNHCR, followed by an orientation session by ICVA which will give an overview of the forthcoming meetings and explain 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 Room 3 from 9.00 and the orientation will begin at 9.30.**

The **UNHCR Executive Committee** will be held from **1 to 5 October 2007**, in the Assembly Hall, at the Palais des Nations in Geneva. All NGO representatives with an official Observer Status are welcome. Please consult the UNHCR website at **www.unhcr.org/excom/** to get updated information on the meeting.

Useful **maps** to access the International Conference Center Geneva and the Palais des Nations will be posted at www.unhcr.org/ngo-consultations. You can also get more information on the ICCG at **www.cicg.ch** and on the Palais des Nations at **www.unog.ch**.

ANNUAL CONSULTATIONS WITH NGOS

1. 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 at www.unog.ch for further details on ECOSOC)
- Member of **ICVA** (International Council of Voluntary Agencies) – please refer to www.icva.ch
- UNHCR **implementing partner** in 2006/2007
- UNHCR **operational partner** (written recommendation should be provided by the UNHCR Field Office concerned and should be sent with the registration form)

2. REGISTRATION

NGO participants who wish to attend one or all of these meetings 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 June 2007** and will be regularly updated with additional documentation related to the consultations.

This year, the registration form has two Parts. Part I of the registration form asks for the usual information pertinent to the participant. **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. It is not necessary to fill both parts for each participant, if several persons are representing one organization. However, you may wish to use the space to describe individual departments if several participants from the same organization represent different departments. For NGOs who have already filled 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 for the NGO Liaison Unit to request the issuance of a security badge which will represent your accreditation to the United Nations and will give you access to the Palais des Nations. The same registration form will also be used to prepare a badge which will give you access to the ICCG building.

We would like to 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 a copy of the registration form with you when collecting your badge; and iii) you provide a credential letter from your organization confirming the name of the representative(s) attending the meetings. This letter is mandatory and should be sent by email to the NGO Liaison Unit at NGOUnit@unhcr.org.

NGO representatives who have a **permanent accreditation** to the United Nations Office at Geneva do not need another badge for the meeting to be held at the Palais des Nations. Nevertheless, **we are asking those representatives to complete and send the registration form to the NGO Liaison Unit** in order to prepare the badge to access the ICCG building and to prepare the list of participants.

All registration forms should be received at the NGO Liaison Unit **by 7 September 2007**.

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. In addition, the NGO Liaison Unit will be unable to give accreditation to NGOs wishing to register after the meeting has started.

3. COLLECTION OF BADGES

As this year's meeting is taking place for two days at the ICCG, **the NGO Liaison Unit will provide you with a badge which will give you access to the ICCG building.** The badge will be provided to each participant upon arrival at the ICCG. The registration will take place from 8.30 on Wednesday 26 September and will continue during the day. This badge can only be used at the ICCG and will not give you access to the Palais des Nations for the meeting taking place on Friday 28 September. Please ensure that you register well in advance so you will not be delayed for the meeting.

The badge giving access to the Palais des Nations for NGO participants will be prepared by the United Nations Security Section at the request of the NGO Liaison Unit. **The badge will cover the meetings taking place at the Palais des Nations, which includes the last day of the Annual Consultations with NGOs and the ExCom meetings (from 28 September to 5 October 2007 inclusive).**

The NGO participant must pick up the badge at the United Nations Security Section which has moved to a new location which is at the United Nations Pregny Gate, across from the ICRC

building. Please note that access by vehicle is not permitted. The office is open from 8.00 to 17.00 every day. **UN security badges for NGO participants will be available from Thursday 27 September 2007 at 2.00 pm.**

You are requested to bring a copy of your registration form with you when collecting your badge at the United Nations Security.

4. 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 office in your country that may be able to help you.

5. HOTEL ACCOMMODATION AND GETTING AROUND GENEVA

A list of Hotels in Geneva with United Nations Preferential Rates **is available at www.unhcr.org/ngo-consultations/**. You can also consult the Geneva Tourism Office on the website at **www.geneve-tourisme.ch** for additional hotels. The John Knox Center is also offering rooms with interesting prices. You may wish to consult their website at **www.johnknox.ch** or email at **welcome@johnknox.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 participants. **Also available on the site is a map of Geneva.**

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 may arrive at Geneva International Airport or at the Geneva Cornavin Train Station. As well as an excellent public transport network, these places are served by a good taxi service. The **map which is available on the site** 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**

6. DOCUMENTATION

As usual, it will be possible for your organization to display some documentation on tables available at the back of the room during the Annual Consultations with NGOs. 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 170 NGOs.

7. INTERPRETATION

Interpretation throughout the Annual Consultations with NGOs will be in English, French and Spanish in Plenary sessions. Additional interpretation in Arabic and Russian will be provided during the Regional Sessions concerned.

8. INTERNET FACILITIES

In the International Conference Center Geneva (ICCG), the access to Wi-Fi is free for all throughout the whole building.

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

9. SIDE MEETINGS

UNHCR's Annual Consultations with NGOs and ExCom 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 folder. These organigrammes will allow you to contact directly the relevant UNHCR staff to organize meetings during your stay in Geneva.

10. ROOM ARRANGEMENT

The Annual Consultations with NGOs are taking place at the International Conference Center Geneva (ICCG) on Wednesday 26 and Thursday 27 September and at the Palais des Nations on Friday 28 September 2007 (morning session).

A Plenary Session will be held on Wednesday 26 September, at the ICCG, in Room 2, Level 0, from 1130 to 1300. From Wednesday 26 September (from 3.00 pm) through Thursday 27 September (until 6.00 pm), there will be Regional Sessions and Round-table Sessions taking place in parallel in Rooms 2, 3 & 4. All these rooms are located at Level 0.

On Friday 28 September, a Plenary Session will be held at the Palais des Nations, in Room XVIII, from 1000 to 1300. Room XVIII is located in E. Building. Access is through Door 40 (opposite to the Red Cross Building), near the Pregny entrance.

For more details, please refer to the Draft Agenda which will be posted at www.unhcr.org/ngo-consultations/ from 1st of June 2007.

In the plenary rooms only (Room 2 at the ICCG & Room XVIII at the Palais des Nations), **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 at the back of the table.

Each participant will be provided with **a complete set of background documents** related to the Annual Consultations with NGOs, which will be available on the table behind the NGO name plate.

11. RECEPTION

All NGOs are invited to attend **a reception** hosted by the NGO Liaison Unit on **Thursday 27 September 2007, at 6.30 pm (venue to be confirmed)**.

EXCOM MEETING

The **UNHCR Executive Committee meeting (ExCom)** will take place from **1 to 5 October 2007** in the Palais des Nations in Geneva, **in the Assembly Hall**. **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). ICVA may be contacted via the website www.icva.ch or email: secretariat@icva.ch. 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. Documentation related to the ExCom meeting will be available on the UNHCR website at www.unhcr.org/excom/ in September.

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