



UNHCR

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

INFORMATION NOTE

Arrangements for the Annual Consultations with NGOs

29 JUNE to 1 JULY 2009

1. *VENUE*

The **Annual Consultations with NGOs** will take place **from 29 June to 1 July** at the **Palais des Nations in Geneva**. The plenary sessions will take place in Room XIX. 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.

All documentation for the meeting will be posted on the UNHCR website at www.unhcr.org/ngo-consultations/. Useful **maps** to access the Palais des Nations will be posted at www.unhcr.org/ngo-consultations. You can also get more information on the Palais des Nations at www.unog.ch. The link will be available **as of 1 April 2009** and will be regularly updated with additional documentation related to the consultations.

2. *ORIENTATION SESSION*

An **Orientation Session** will take place on **Monday morning, 29 June, at the Palais des Nations, in Room XXII**. 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 ICVA 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 the room from 9.00 and the orientation session will begin at 9.30.**

3. *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
- **Implementing partner** in 2008/2009
- **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 2009** 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 is necessary to fill. 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 Inter-Agency 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.

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 your passport and a copy of the registration form with you 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 be received at the Inter-Agency Unit **by 5 June 2009**.

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

You will be requested to collect your security badges at the UN Security Section which is located at the UN Pregny Gate, across from the ICRC building. The badges will be available from Friday 26 June, 8 a.m. The office is open from 8 a.m. to 5 p.m. You will be asked to provide your passport as well as a copy of your registration form when collecting your badge. Please ensure that you print your registration form when you register on-line. Also, please ensure that you have time to collect your badge before the meeting which will start at 11 a.m. on Monday 29 June in Room XIX at the Palais des Nations.

Please note that access by vehicle is not permitted within the Palais des Nations.

6. 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.

7. 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. 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. **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 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

Should you find difficulties with accommodation in Geneva, you may wish to consider staying in Lausanne which is only 30 minutes by train from Geneva. Additional information on Lausanne can be obtained from the **Lausanne Tourism Office**, tel. +41 21 613 7373, email: information@lausanne-tourisme.ch, website: www.lausanne-tourisme.ch

8. DOCUMENTATION

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 206 organizations.

9. INTERPRETATION

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

10. INTERNET FACILITIES

In the Palais des Nations, you will be able to use computers with Internet access in the Library, Room B121, Door 20. Additional computers will also be available at UNHCR Secretariat, behind Room XIX (office number will be provided later).

11. 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 folder. These organigrammes will allow you to contact directly the relevant UNHCR staff to organize meetings during your stay in Geneva.

12. ROOM ARRANGEMENT

The Annual Consultations with NGOs will take place at the Palais des Nations from Monday 29 June to Wednesday 1 July 2009 (morning session).

A Plenary Session will be held on Monday 29 June, at the Palais des Nations, in Room XIX, from 11 a.m. to 1 p.m. Room XIX is located in the E. Building, on 3rd floor, access through Door 40 (opposite to the Red Cross building) near the Pregny entrance.

From Monday 29 June, 3 p.m through Tuesday 30 June June (until 6 p.m.), there will be sessions taking place in parallel in Rooms XIX, XXII and XXIII. Rooms XXII and XXIII are located in E.Building, on 1st floor, access through Door 40, opposite to the Red Cross Building, near the Pregny entrance.

On Wednesday 1 July, a Plenary Session will be held at the Palais des Nations, in Room XIX, from 10 a.m. to 1 p.m.

For more details, please refer to the "Agenda at a Glance" which will be posted at www.unhcr.org/ngo-consultations/ from 1st April 2009.

In the plenary room only (Room XIX 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. These folders will be available at the beginning of the meeting on each table, in Room XIX.

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 now available on UNHCR's public website (www.unhcr.org/ngo-consultations) or ICVA's website (www.icva.ch).

13. RECEPTION

All NGOs are invited to attend **a reception** hosted by UNHCR on **Monday 29 June 2009, at 6.30 pm, in the Cafeteria of UNHCR's headquarters.**

14. EXCOM MEETING

The Executive Committee of the High Commissioner's Programme will take place from 28 September to 2 October 2009 in Geneva.

**UNHCR Inter-Agency Unit
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