



# UNHCR

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

## **INFORMATION NOTE**

### ***Practical information for the UNHCR Annual Consultations with NGOs 15 – 17 JUNE 2016***

#### **1. DATE AND PLACE**

- The **Annual Consultations with NGOs** will take place **from 15 to 17 JUNE 2016 at the International Conference Center Geneva (ICCG)**.
- A map of Geneva and access map for the ICCG are available on the UNHCR **website at [www.unhcr.org/ngo-consultations/](http://www.unhcr.org/ngo-consultations/)**. The link will be available **as of 10 February 2016**. More information on the ICCG is also available at **[www.cicg.ch](http://www.cicg.ch)**.
- The overall theme for this year's Consultations is **'Youth'**.

#### **2. CRITERIA FOR PARTICIPATION**

- NGOs who wish to attend the consultations **should meet one of the below listed criteria:**
  - Member of **ICVA** (International Council of Voluntary Agencies) – please refer to [www.icvanetwork.org](http://www.icvanetwork.org)
  - **Implementing partner** of UNHCR in 2015/2016 whose expertise or work are relevant to at least one topic of the sessions and in particular with the theme of **"Youth"**.
  - **Operational partner** with a ***demonstrated interest in developing a genuine understanding of Youths' capabilities, capacities, needs and desires and who works for the purpose of supporting and protecting this population.***

**N.B.: MANDATORY:** Operational Partners can register only if a written recommendation has been provided by the UNHCR Field Office concerned and shared with the Partnership Section (email: [interagency@unhcr.org](mailto:interagency@unhcr.org)). **The official registration will be done only after the recommendation is received by the Partnership Section.**

- **THE NUMBER OF DELEGATES CANNOT EXCEED 4 PARTICIPANTS PER ORGANIZATION OR 5-6 PARTICIPANTS PER UMBRELLA NGO/CONSORTIUM.**

#### **3. REGISTRATION**

- NGO participants who wish to attend the meeting must **complete the online registration form (one form per participant)** at: [www.unhcr.org/ngo-consultations/](http://www.unhcr.org/ngo-consultations/) (**User name: ngos and Password: voices**) from **10 February until 10 May 2016**. Once registered online, you will receive (by email) a **conference registration confirmation**. Please ensure that you print it out and bring it with you in order to collect your security badge.
- **All participants, including those already accredited to the UN Geneva Office, are requested to register online in order to be included in the list of participants.**

**The deadline to register is 10 May 2016**  
**Participation cannot be guaranteed after this date**

**Due to the increasingly strict security arrangements, the Partnership Section cannot guarantee your participation if the registration deadline is not met. In addition, the Partnership Section will be unable to give accreditation to NGOs wishing to register after the meeting has started.**

#### **4. COLLECTION OF BADGES**

- Security badges will only be issued to NGO representatives who do not have a permanent accreditation to the UN Office at Geneva.
- NGOs that are already in Geneva on **Tuesday 14 June can collect the security badge at the UNHCR Headquarters (located at 94 rue de Montbrillant in Geneva) from 2 p.m. to 5 p.m.**
- Others can collect it on **Wednesday 15 June from 8.30 a.m. onwards** directly from the ICCG building, at the UNHCR welcome desk.
- The security badge will give access to the ICCG premises during the Consultations and to the UNHCR building for **reception on the 15 June. Please note that you will not be able to access UNHCR building without your badge.**

**N.B.: Please bring your passport and a copy of your conference registration confirmation**

#### **5. VISAS**

**N. B:** - If a Swiss visa is required, you must obtain it in your country prior to your departure.  
- If you require assistance please contact the UNHCR office in your country.  
- The Partnership Section will not be in a position to assist you with last minute visa issues.

- The Swiss diplomatic representations is gradually connecting to the Visa Information System (VIS), a system for the exchange of visa data among Schengen member states and used to store the biometric data of the visa applicant.
- As a result of the new procedure, visa applicants have to make an appointment with the Swiss embassy/consulate in their country of residence and present themselves in person to submit and register the biometric data which will remain valid in the VIS system for a period of 5 years. Switzerland has signed agreements with certain countries where it is not represented by a diplomatic or consular entity to allow, under certain conditions the issuance of visas by a Schengen state.
- **It is expected that a minimum of one month will be required to process an application.**

#### **6. HOTEL ACCOMMODATION - GETTING AROUND GENEVA**

**N. B:** - Accommodation is provided only to the NNGOs funded by UNHCR. Other participants are expected to make their own arrangements.  
- The Partnership Section will not be in a position to assist you with last minute booking requests.

#### **Useful links:**

Geneva Tourism Office:  
Welcome Center for NGOs (with very interesting prices)  
Geneva Public Transport:

[www.geneve-tourisme.ch](http://www.geneve-tourisme.ch)  
[www.mandint.org](http://www.mandint.org)  
[www.tpg.ch](http://www.tpg.ch)

#### **7. SEATING ARRANGEMENTS IN PLENARY (ROOM 2)**

- One nameplate per organization will be available at the UNHCR welcome desk once you have collected your badge. **The NGO nameplate will be given to the first participant of your organization who will come to collect the badge. Please ensure relevant coordination between all your delegates to avoid confusion and misunderstanding.**

- You are requested to use your organization nameplate **for opening (15 June) and closing (17 June) plenaries only.**
- **Each organization is responsible to keep its NGO nameplate for all the duration of the event and return it to the welcome desk before departure. NAMEPLATES WILL NOT BE REPLACED IF LOST.**
- Seating arrangement in plenary sessions is informal. Due to the large number of participants expected and to space limitations, **each NGO is asked to occupy only ONE seat with a microphone.** Extra seats are available behind the table with microphone.

## **8. INTERPRETATION**

- Interpretation will be provided in **English and French for the two plenary sessions, for the thematic sessions and side events.** For interpretation during the regional sessions, please refer to the Agenda.

## **9. DOCUMENTATION**

- This year the Annual Consultations will be paperless. All the documents will be available online prior to the Consultations and **we are kindly asking you to ensure that you bring your own copies to the meetings. NO PHOTOCOPY SERVICE WILL BE AVAILABLE DURING THE EVENT.**
- Also, in the same spirit of protecting the environment, **no evaluation forms** will be distributed during the conference. **We will kindly ask you to complete an online evaluation form which will be available during and after the conference.**

## **10. INTERNET FACILITIES**

- **Free Wi-Fi access** will be provided during the Consultations throughout the International Conference Center Geneva (ICCG). (**username: unhcr** and **password: ngo16**)

## **11. RECEPTION**

- All NGOs are invited to attend a **reception** hosted by UNHCR on **Wednesday 15 June 2016, at 7 p.m., in the Cafeteria at UNHCR Headquarters. You will be requested to wear your security badge to access the UNHCR building.**