

## INFORMATION NOTE

### *Practical information for the UNHCR Annual Consultations with NGOs 17 – 19 JUNE 2014*

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

- The **Annual Consultations with NGOs** will take place from **17 to 19 June 2014** 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 **17 February 2014**. 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 **'Women's leadership and participation'**.

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

- 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](http://www.unog.ch) for further details on ECOSOC)
  - Member of **ICVA** (International Council of Voluntary Agencies) – please refer to [www.icvanetwork.org](http://www.icvanetwork.org)
  - **Implementing partner** of UNHCR in 2013/2014 whose expertise or work are relevant to at least one topic of the sessions and in particular with the theme of "women leadership and participation".
  - **Operational partner** with a demonstrated interest in the solution to the problems of refugees and other persons of concern to UNHCR and whose expertise or work are pertinent to at least one topic of the sessions and in particular with the theme of "women leadership and participation".

**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 Inter-Agency Unit (email: [interagency@unhcr.org](mailto:interagency@unhcr.org)). **The official registration will be done only after the recommendation is received by the Inter-Agency Unit.**

- **THE NUMBER OF DELEGATES CANNOT EXCEED 5 PARTICIPANTS PER ORGANIZATION OR 6-7 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: consult) from **17 February until 16 May 2014**. 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 16 May 2014.**  
**Participation cannot be guaranteed after this date**

**Due to the increasingly strict security arrangements, the Inter-Agency Unit cannot 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.**

#### **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 **Monday 16 June, can collect the security badge at the UNHCR Headquarters (located at 94 rue de Montbrillant in Geneva) from 4 p.m. to 6 p.m.**
- Others can collect it on **Tuesday 17 June from 8.00 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 17<sup>th</sup> of 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 Inter-Agency Unit 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 Inter-Agency Unit will not be in a position to assist you with last minute booking requests.

#### **Useful links:**

Geneva Tourism Office:  
Welcome Centers 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.johnknox.ch](http://www.johnknox.ch)  
[www.tpg.ch](http://www.tpg.ch)

#### **7. CONFERENCE ROOM ARRANGEMENTS**

- The **NGO name plates** will be arranged in alphabetical order by organization, only in the two Plenary Sessions.

## **8. INTERPRETATION**

- Interpretation will be provided in Arabic, English, French, Russian and Spanish for the two plenary sessions and English, French and Spanish for the thematic sessions. 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.**
- **Should you still need/want a hard copy of the material, you should specify it in the registration form.** Those NGOs requiring hard copies will receive the material at the front desk on the first day of the meeting.
- 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.** More details will be provided at a later stage.

## **10. INTERNET FACILITIES**

- Free Wi-Fi access will be provided during the Consultations throughout the International Conference Center Geneva (ICCG). (**username: unhcr and password: ngo14**)

## **11. MEETINGS ON THE MARGINS**

- NGOs are also encouraged to meet with UNHCR managers to discuss issues of common concern and share information and ideas. The UNHCR Organizational Structure of the Regional Bureaux will be posted on our website at **[www.unhcr.org/ngo-consultations/](http://www.unhcr.org/ngo-consultations/)**.

## **12. RECEPTION**

- All NGOs are invited to attend a reception hosted by UNHCR on **Tuesday 17 June 2014, at 7 p.m., in the Cafeteria at UNHCR Headquarters. You will be requested to wear your security badge to access the UNHCR building.**

## **13. JUNE STANDING COMMITTEE MEETING**

- The Standing Committee meeting will take place from **1 to 3 July 2014 in Geneva.**

## **14. UNHCR EXECUTIVE COMMITTEE MEETING**

- The Executive Committee of the High Commissioner's Programme will take place from **29 September to 3 October 2014 in Geneva.**