

Towards a global compact on refugees:
Organizational note for the formal consultations

Palais des Nations, Geneva, Switzerland

ORGANIZATIONAL NOTE

I. BACKGROUND

1. The New York Declaration for Refugees and Migrants, adopted by the United Nations General Assembly in September 2016, called for the High Commissioner for Refugees, in consultation with States and other stakeholders, to develop a global compact on refugees for inclusion in his annual report to the General Assembly in 2018.

2. The global compact on refugees will consist of two complementary parts: (i) the comprehensive refugee response framework (CRRF) as contained in annex I to the New York Declaration; and (ii) a programme of action, which will underpin the CRRF and facilitate its application.

3. In line with UNHCR's roadmap towards a global compact on refugees, the formal consultations are the last step in the development of this compact. The roadmap document and other background information are available from the following webpage: www.unhcr.org/refugeecom pact.

II. DOCUMENTATION

4. The English draft of the global compact on refugees will serve as the basis for discussions during the formal consultations. UNHCR will share revised drafts, which will reflect the key outcomes and suggestions received. Informal translations may also be provided in French and Spanish. Other documentation relating to the consultations will be provided in English and French.

5. UNHCR will continue to welcome general written contributions on the global compact on refugees for posting online (refugeecom pact@unhcr.org). For guidance on written contributions, please visit the following webpage: www.unhcr.org/writtencontributions.

6. Additional information will be made available in due course on the following webpage: www.unhcr.org/formalconsultations. Please visit the webpage regularly for updates.

III. ORGANIZATIONAL MATTERS

7. Six rounds of consultations will be held at the Palais des Nations in Geneva, Switzerland. The dates and locations are as follows:

- [Formal consultation 1](#): 13-14 February 2018 (room XVIII)
- [Formal consultation 2](#): 20-21 March 2018 (room XVIII)
- [Formal consultation 3](#): 10-11 April 2018 (room XVI)
- [Formal consultation 4](#): 8-10 May 2018 (room XVII)
- [Formal consultation 5](#): 12-13 June 2018 (room XVII)
- [Formal consultation 6](#): 3-4 July 2018 (room XVII)

Participation

8. All United Nations Member and non-Member Observer States will be invited to participate in the consultations. Specialized agencies and intergovernmental organizations with which the Secretary-General has established a working relationship will be invited as observers. Non-governmental organizations (NGOs) that have obtained consultative status with the United Nations Economic and Social Council (ECOSOC) or which are a member of the International Council of Voluntary Agencies (ICVA), may be invited as observers. The consultations will be private meetings; they will not be webcast, nor will they be open to the media.

9. The consultations will be co-chaired by a member of the Executive Committee Bureau and UNHCR's Assistant High Commissioner for Protection, Mr. Volker Türk.

Seating and speaking arrangements

10. Seating will follow the General Assembly seating for the seventy-third session and will be in English alphabetical order. States will be allocated one seat at the table and one seat behind. Intergovernmental organizations and NGOs will be seated behind States and according to room capacity.

11. There will be no formal list of speakers nor rules of procedure. Participants wishing to make an intervention will be asked to raise their nameplates and to limit their remarks to three minutes or less. Those speaking on behalf of a group or region are requested to notify the UNHCR Secretariat in advance and to limit their interventions to five minutes or less.

12. Depending on the number of delegations that wish to take the floor, the co-chairs may reduce the speaking time, which may vary during the various rounds of consultations. As observers, NGOs will be invited to speak once under each agenda item. ICVA will coordinate the interventions of NGOs.

Interpretation

13. Interpretation will be provided in English, French and Spanish.

IV. REGISTRATION

14. Delegations are requested to register for each round of consultations during a two-week period, which will end on the Wednesday prior to the meeting. A list of key dates for registration is available on the formal consultations website: www.unhcr.org/formalconsultations. Participants will be advised via email when registration for each round of consultations has opened and is about to close.

15. To register, all participants, except NGOs, must send a note verbale to the UNHCR Secretariat (hggovern@unhcr.org), with all members of the delegation listed in hierarchical order. NGOs are requested to send their letter of accreditation to the UNHCR Partnership Section (partnership@unhcr.org). Due to seating limitations, NGOs are asked to limit the size of their respective delegations to two people.

16. For participants who require a badge to access the Palais des Nations, including those who are not based in Geneva, accreditation requests must also be made online through the UNOG Indico system (<https://reg.unog.ch/category/745>).

Obtaining an entry-badge through Indico

17. Each individual participant requiring an entry badge must register through Indico. Please note that the same email address cannot be used for multiple registrants. The note verbale must also be attached to each participant's online form. Registration through Indico must be done for each round of consultations, and the registration form will be accessible during the relevant two-week registration period corresponding with each meeting.

18. Participants are reminded to take care when completing their Indico registration forms. UNHCR has been advised that failure to complete an Indico registration form correctly, including submitting a passport-style photograph with a blank background, may result in delays with badge collection and entry to the Palais des Nations.

19. Upon completion of the Indico registration form, participants will be provided with a QR code. Participants who do not already possess a UNOG grounds pass must provide this QR code to the UNOG Pass and Identification Unit at the Pregny Gate entrance to the Palais des Nations to receive their visitor's badge.

20. Badges will be available for collection from the UNOG Pass and Identification Unit from 2 p.m. on the day before each round of consultations. Permanent Missions arranging entry to the Palais des Nations for delegates coming from capital and who wish to collect badges in advance of the meeting are encouraged to contact the UNOG Pass and Identification Unit for guidance (+41.22.917.5002/+41.22.917.2953).

V. OTHER

21. For any questions or assistance, please contact the UNHCR Secretariat (hggovern@unhcr.org). NGOs should contact the UNHCR Partnership Section (partnership@unhcr.org).

UNHCR, 16 April 2018