



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 1 – 3 JULY 2015

1. DATE AND PLACE

- The **Annual Consultations with NGOs** will take place **from 1 to 3 July 2015 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/**. The link will be available **as of 23 February 2015**. More information on the ICCG is also available at **www.cicg.ch**.
- The overall theme for this year's Consultations is **'Solutions'**.

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 for further details on ECOSOC)
 - Member of **ICVA** (International Council of Voluntary Agencies) – please refer to www.icvanetwork.org
 - **Implementing partner** of UNHCR in 2014/2015 whose expertise or work are relevant to at least one topic of the sessions and in particular with the theme of **"Solutions"**.
 - **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.

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). **The official registration will be done only after the recommendation is received by the Partnership Section.**

- **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/** (**User name:** ngos and **Password:** conference) from **23 February until 22 May 2015**. 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 22 May 2015.
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 30 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 **Wednesday 1 July from 9.00 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 1st of July. 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 Centers for NGOs (with very interesting prices)
Geneva Public Transport:

www.geneve-tourisme.ch
www.mandint.org / www.johnknox.ch
www.tpg.ch

7. OPENING AND CLOSING SESSIONS

- At the opening (1 July) and closing (3 July) sessions, the NGO participants will must pick up their **NGO nameplate (1 per organization)** at the back of the room and choose where to sit within the room.

- Due to space limitations, NGO participants are kindly asked to occupy only ONE seat with a microphone. Extra seats are available behind the table with microphone.
- Please note that during the thematic and regional sessions, there will be no NGO nameplate available in the rooms.

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.**
- 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: ngo15**)

11. RECEPTION

- All NGOs are invited to attend **a reception** hosted by UNHCR on **Wednesday 1 July 2015, at 7 p.m., in the Cafeteria at UNHCR Headquarters. You will be requested to wear your security badge to access the UNHCR building.**