

User Guide for NGO Accreditations at UNOG

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Abstract This document describes the procedures for accreditation of NGO representatives at the United Nations Office at Geneva.

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Overview

Each NGO in consultative status with ECOSOC may accredit NGO representatives to UNOG to obtain annual grounds passes for UN premises, **valid until 31 December of each year**. A maximum of 5 such passes (1 for the Main representative and up to 4 for the Additional representatives) can be issued for New York, 5 for Geneva, and 5 for Vienna, in addition to the UN grounds pass allocated to the President/Chief Executive Officer (CEO) and to the Chief Administrative Officer (CAO) of the NGO. The same President/Chief Executive Officer must be designated in all 3 locations. There can only be 1 President/CEO and 1 Chief Administrative Officer designated before the United Nations. NGOs should finalize their annual accreditation before requesting temporary or other types of accreditation.

Rules pertaining to the allocation of UN grounds passes:

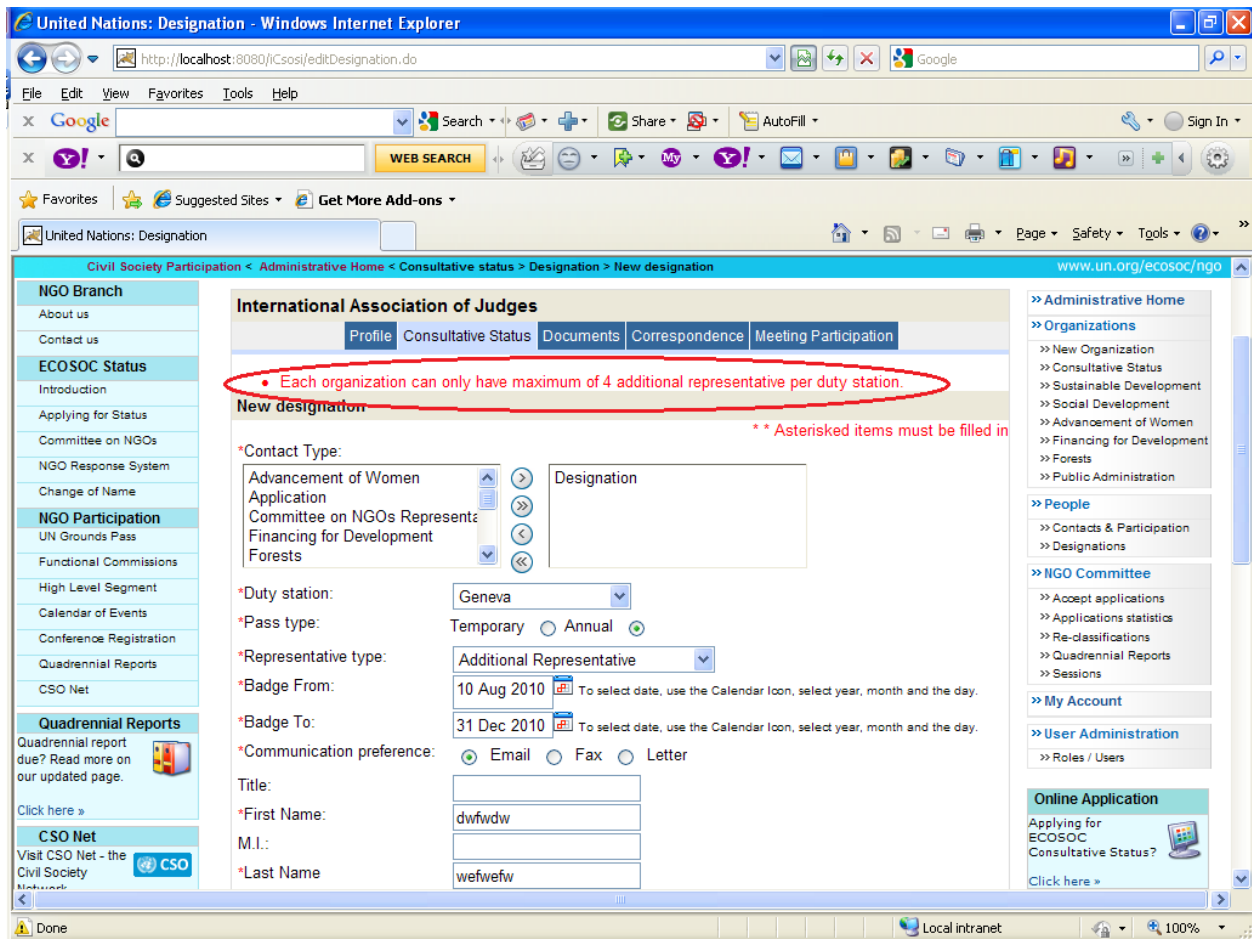
Annual accreditation

For each organization, the rules for the allocation of grounds passes at the United Nations Office at Geneva are:

- Maximum **1** designation with the representative type as “**President/ Chief Executive Officer**” (Head of the NGO)
- Maximum **1** designation with the representative type as “**Chief Administrative Officer**” (Second Head of the NGO who can act on behalf of the President/CEO)

- Maximum 1 designation with the representative type as “Main representative” (who can act on behalf of the President/CEO and CAO with or without accrediting rights)
- Maximum 4 designations with the representative type as “Additional representative”

If these rules are violated, an error message will appear on the top of the page in the online accreditation system. For example, if an administrator user tries to add more than 4 additional representative annual passes, the error message will show up as in the screen below in red.



Temporary accreditation

In addition to the annual accreditation, each NGO in consultative status with ECOSOC may also designate representatives to obtain temporary UN grounds passes for **Geneva for a maximum duration of 3 months, renewable once (total of 6 months)**. There is currently no limit to the number of temporary UN grounds passes NGOs may obtain at the United Nations Office at Geneva, however, the NGO Liaison Unit reserves the right to apply limitations based on capacity or security constraints at the time of the request, and NGOs may be requested to provide relevant justifications. Temporary grounds passes formerly allocated to interns for a duration of 11 months have been discontinued. Interns should therefore be designated to receive a temporary grounds pass, as described above.

Other types of accreditation/registration

The NGO Liaison Unit is responsible for providing annual and temporary accreditation as outlined above. NGOs wishing to register participants to attend a specific UN public meeting or session (such as sessions of the Human Rights Council and its related mechanisms), should request accreditation/registration with relevant secretariats /organizers. For more information on registration of participants to meetings at the Palais des Nations, please contact relevant secretariats. A Guidance chart is available at: <https://goo.gl/NszhqA>.

IMPORTANT: By designating your representatives for a grounds pass, you entitle them to interact with UN staff, Government representatives and other entities on behalf of your organization. Holders of UNOG grounds passes are subject to relevant rules and regulations of the UN and must fully comply with the processes and directions set forth by the UNOG Security and Safety Service and the NGO Liaison Unit. Any case of misuse of the accreditation or grounds passes as well as any transgression of the rules while on UNOG premises will be brought to the attention of the NGO as well as to UNOG Security and Safety. Sanctions may be taken.

A failure to comply with the established procedures and timeframes will likely result in delays or even denials of the issuance of UN grounds passes. Last-minute requests cannot be expected to be processed immediately.

Log into the iCSO database

Each NGO in consultative status with ECOSOC has received a login and a password to enable it to have secure access to the iCSO database of the NGO Branch/DESA website (www.csonet.org).

If you are not in possession of your login and/or password, but have access to the email address registered in the profile of your organization in the iCSO database, you may retrieve your login details by clicking on the link below. Enter the email address registered in the profile of the NGO in the box designated by the sentence "Forgot your login details?" and click "Submit" . You should receive your login and password within a few minutes.

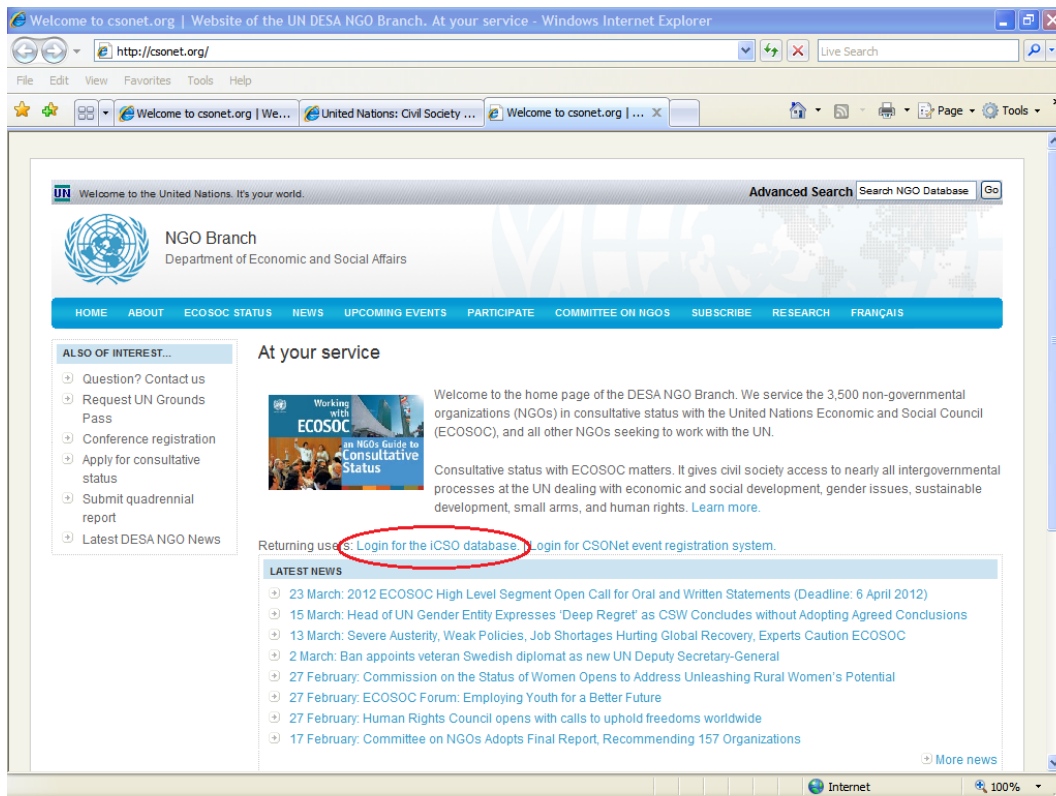
<http://esango.un.org/civilsociety/newLogin.do>

If you do not have access to the email address registered in your profile, a new login and password should be requested by e-mail to the NGO Branch/DESA, using the "Contact us" section of their website (<http://www.csonet.org/?menu=89>).

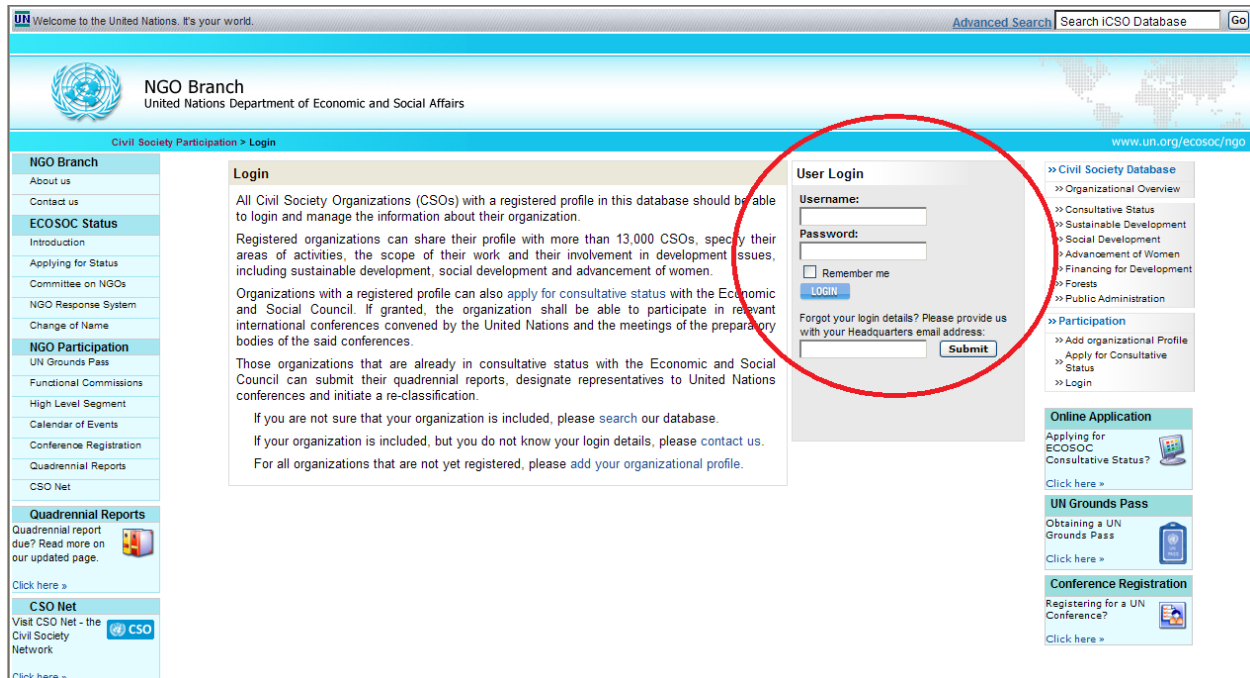
Login details to the secure NGO Branch/DESA website are of a confidential nature and should not be shared. **It is the responsibility of each NGO in consultative status to ensure its profile in the iCSO database is up-to-date, including the email registered in the profile, used by the NGO Branch for any important communication, including reminders for submissions of the quadrennial reports. Failure to submit these reports may affect your rights and may lead to suspension of your consultative status.**

To log into the iCSO database :

Click on www.csonet.org and the following screen will appear :



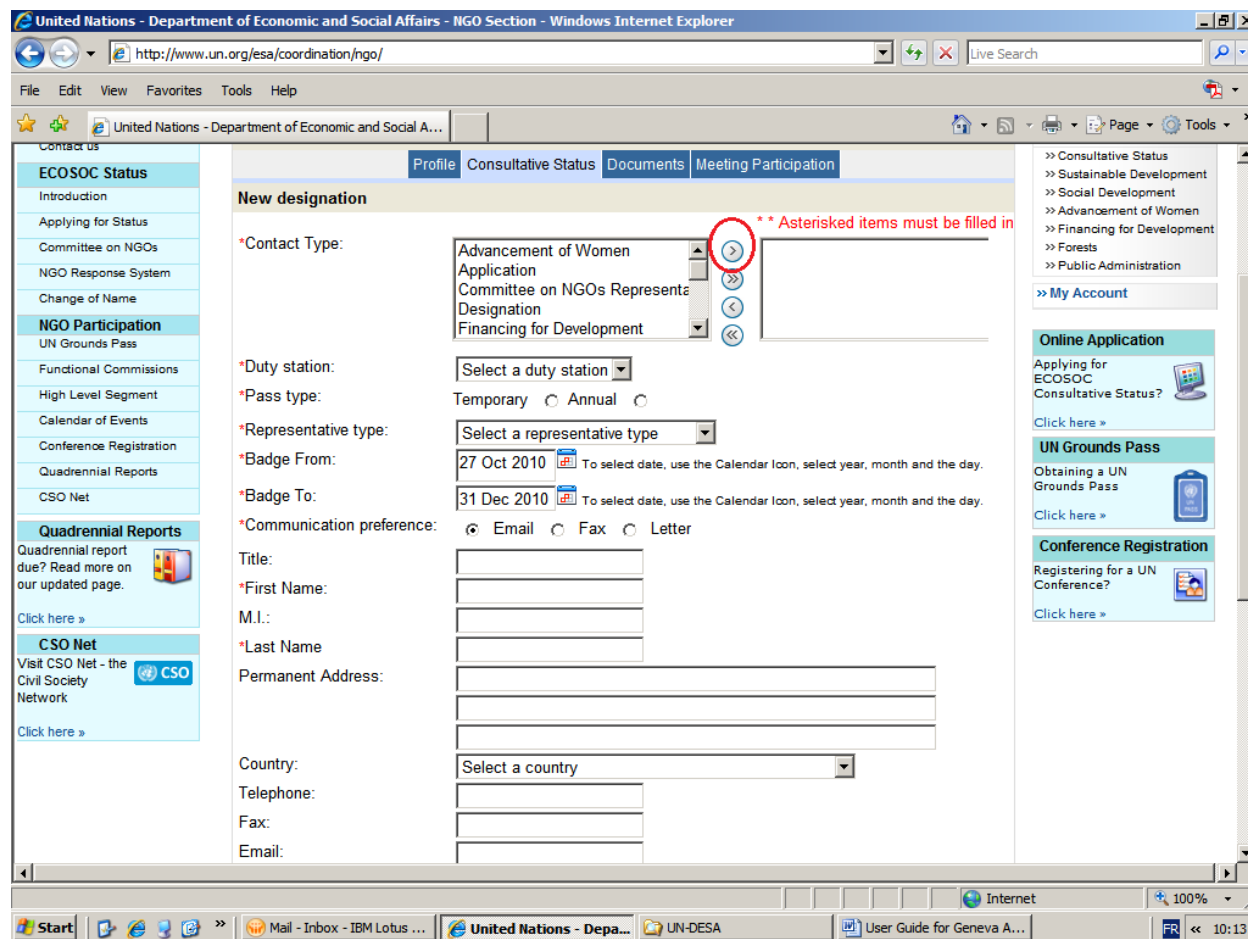
Log into the system by clicking on "Login for the iCSO Database", and the following screen will appear:



Enter your username and password and click the button "Login" to login to the iCSO database.

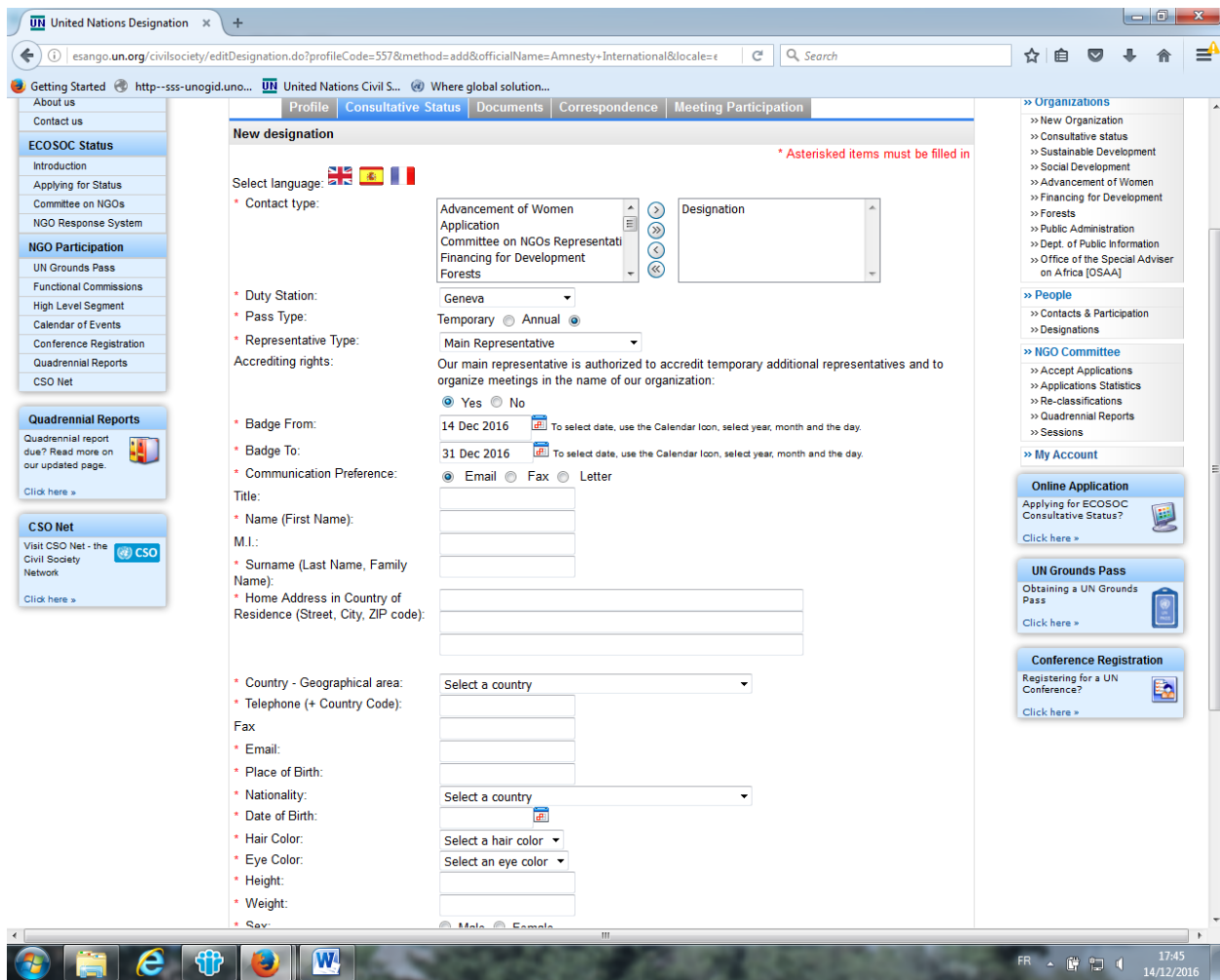
Proceed with the designations (annual and/or temporary)

Place your cursor on the “Consultative Status” divider. Four options will open up (Applications, Re-classification, Quadrennial Report and Designations). Place your cursor on the “Designations” divider and click on “Geneva”. A new page will open. Click on “New Designation” **twice**. The following screen will appear:



The screenshot shows a web browser window displaying the 'New designation' form on the UN-DESA website. The form is titled 'New designation' and includes several sections with asterisks indicating required fields. The 'Contact Type' dropdown menu is open, showing options: 'Advancement of Women', 'Application', 'Committee on NGOs Representa...', 'Designation', and 'Financing for Development'. A red circle highlights the right arrow button on the dropdown menu. A red text annotation reads: '** Asterisked items must be filled in'. The form also includes fields for 'Duty station', 'Pass type' (Temporary or Annual), 'Representative type', 'Badge From' (27 Oct 2010), 'Badge To' (31 Dec 2010), 'Communication preference' (Email, Fax, Letter), 'Title', 'First Name', 'M.I.', 'Last Name', 'Permanent Address', 'Country', 'Telephone', 'Fax', and 'Email'. The browser window shows the URL 'http://www.un.org/esa/coordination/ngo/' and the page title 'United Nations - Department of Economic and Social Affairs - NGO Section - Windows Internet Explorer'.

- 1) Under “contact type”, choose “Designation” and confirm your option by clicking on the first arrow to the right, on top of the list.
- 2) Select a duty station (New York, Geneva or Vienna).
- 3) Select the type of pass you are requesting, either annual or temporary.
- 4) Select the type of representation (President/Chief Executive Officer, Chief Administrative Officer, Main or Additional Representative). The President/Chief Executive Officer and Chief Administrative Officer have to be the same for the 3 duty stations. If you wish to provide your Main representative with accrediting rights so he/she can request **temporary** accreditations and reserve meetings rooms, please tick “Yes” on the online form.



- 5) Select the date of validity of the requested grounds pass (up until 31 December of ongoing year).
- 6) Title should read Mr. or Ms (not Dr., Prof. or any other title)
- 7) Provide the requested details (items with a red asterisk must be filled in).
- 8) If you wish to designate an additional person, click “Add” at the end of the page.

Proceed in the same way for all your designations and click on “logout” on top of the page when you are finished with your accreditations.

TIP: Copying existing profiles is possible as of 19.12.2016. If you wish to do so, find the name of the representative you wish to designate again under inactive designations, click on "Copy", update information and press "Add". This option is only possible for representatives listed under inactive designation. If you wish to designate a representative, whose pass has not yet expired or who has never been registered before, click on “new designation” twice and fill out the details of your representative manually.

Confirmation of designations

Once you have pre-registered your NGO representatives at the iCSO database, proceed to the following steps:

Annual Representatives:

- Prepare a formal letter on the official letterhead of the organization, signed by your President/CEO or CAO ([download a sample annual designation letter](#)), designating the representatives of the NGO, namely the CEO, the CAO, and a maximum of five annual representatives (1 Main representation and 4 Additional representatives).
- Please note that the letter requesting annual UN grounds passes must be signed by the President/CEO or CAO, whose details must have been pre-registered online. **Letters bearing a signature of a CEO or CAO who has not previously been registered online will not be accepted and UN grounds passes will not be issued.**
- The letter should be sent to the NGO Liaison Unit, United Nations Office at Geneva, preferably by e-mail at ungeneva.ngoliaison@unog.ch or by fax at 0041 (0) 22 917 0583 **at least 3 business days before the desired date of entrance to the Palais des Nations;**

Please note: if you are already in possession of a United Nations Headquarters grounds pass issued in New York, you will be able to use it to access the Palais des Nations, except for automatic doors and turnstiles. To request a UNOG Grounds pass, please follow the procedure as described above.

Temporary Representatives:

- Prepare a formal letter on the official letterhead of the organization, signed by your President/CEO, CAO, or Main representative with accrediting rights - if already accredited annually ([download a sample temporary designation letter](#)) - with full name of the representative(s) designated for a temporary pass while stating the requested date of validity, as well as the reasons for requesting a temporary grounds pass.
- Please note that the letter requesting temporary UN grounds passes must be signed by the President/CEO, CAO, or Main representative whose details must have been pre-registered online. **Letters bearing a signature of a CEO, CAO or a Main representative who has not previously been registered online will not be accepted and UN grounds passes will not be issued.**
- The letter should be sent to the NGO Liaison Unit, United Nations Office at Geneva, preferably by e-mail at ungeneva.ngoliaison@unog.ch or by fax at 0041 (0) 22 917 0583 **at least 3 business days before desirable date of entrance to the Palais des Nations;**

Picking up your UN Grounds pass at UNOG

Once all steps have been duly completed, the NGO Liaison Unit will approve the NGO request for accreditation and an automatic confirmation email will be sent to the NGO representative's email address registered in his/her profile in

the iCSO database. If an automatic confirmation email was not received three days after the submission of the request, please verify that all steps have been duly completed.

Once a confirmation email is received, accredited NGO representatives should bring a valid picture ID to the Security and Safety Service at the Pregny Gate where a temporary picture grounds pass will be issued (the person receiving a badge must be present). For 5 days or less, a non-picture badge will be issued. In order to receive a new grounds pass, NGO representatives must return their expired grounds pass to UNOG Security and Safety Service.

Cancellation of designations

Cancellation of annual or temporary representatives cannot be done on the iCSO database.

To proceed, send a formal letter on the official letterhead of the organization to the NGO Liaison Unit, signed by your President/ Chief Executive Officer or Chief Administrative Officer for annual representatives and by your President/ Chief Executive Officer, Chief Administrative Officer or Main representative with accrediting rights for temporary accreditation, with the full name of the representative whose UNOG ground pass has to be cancelled. The grounds pass to be cancelled should be returned to the Security and Safety Service at Pregny Gate or mailed to the NGO Liaison Unit, United Nations Office at Geneva.

If your NGO wishes to replace the accredited representative during the course of the year, it is the responsibility of your NGO to ensure that the valid grounds pass of the outgoing representative is returned to the Security and Safety Service at Pregny Gate before submitting the request for a replacement representative.

The request to replace a President in the course of the year should be first addressed to the NGO Branch at DESA, New York, through a letter bearing the letterhead of the NGO and signed by the outgoing President designated before the United Nations. To contact the NGO Branch, please fill out the online form available at the below link and upload relevant documentation:

<http://esango.un.org/irene/index.html?page=publicMessage&nr=39§ion=9>