

UNHCR Annual Consultations with NGOs
International Conference Centre Geneva (CICG)
14-16 JUNE 2017

INFORMATION NOTE

“From global responsibility to local action – implementing the Comprehensive Refugee Response Framework - CRRF”

1. VENUE

- The **Annual Consultations with NGOs** will take place from **14 to 16 JUNE 2017** at the [International Conference Center Geneva \(CICG\)](#) (17 rue de Varembe – 1211 Geneva 20 – Switzerland)
- A map of Geneva and other useful information are available on the UNHCR **website** at www.unhcr.org/2017-annual-consultations-with-ngos/.

2. CRITERIA FOR PARTICIPATION

NGOs who wish to attend the consultations **should meet at least one of the below listed criteria:**

- Member of **ICVA** ([International Council of Voluntary Agencies – www.icvanetwork.org](http://www.icvanetwork.org))
- **Consultative status with ECOSOC** (Economic and Social Council) with a demonstrated interest in the solution to the problem 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. For more details, refer to <http://esango.un.org/civilsociety>
- **Implementing partner** of UNHCR in 2016/2017 whose expertise or work are relevant to at least one topic of the sessions and in particular with the theme *“From global responsibility to local action – implementing the Comprehensive Refugee Response Framework - CRRF”*.
- **Operational partner** of UNHCR with **1) 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 the theme of the Consultations AND 2) an official letter supporting their participation provided by the local UNHCR Field Office.**

- ✚ **As an operational partner, please contact the UNHCR Country Office to get a written recommendation. It is the responsibility of the operational partner to ensure it will be done.**
- ✚ **The operational partner will be officially registered for the meeting only once the recommendation has been received by the Partnership Section (email: interagency@unhcr.org)**

3. REGISTRATION (13 FEBRUARY – 12 MAY 2017)

- The number of participants has been steadily growing in past years, reaching CICG maximum capacity in 2016. To continue ensuring effective participation and fruitful discussions, **the number of participants, this year, will be limited to 500, on first come-first serve basis.**
- The on-line enrolment will be closed once the limit of 500 is reached, even if the deadline has not expired yet, so **do not wait until the last days to register.**

- If you need a visa to attend the Annual Consultations, you can already register and we will keep it pending visa reception.
- **The number of delegates per organization cannot exceed 4 (maximum 6 for NGOs consortia).**
- This year, the CIGC will be hosting a parallel non-UNHCR event requiring special security (metal detectors will be put at the entrance), which will also affect access to the Annual Consultations. In view of this, **ALL PARTICIPANTS (INCLUDING THOSE ALREADY ACCREDITED TO THE UN GENEVA OFFICE) MUST REGISTER ONLINE TO OBTAIN THE CONFERENCE BADGE.**
- The form can be found at www.unhcr.org/2017-annual-consultations-with-ngos/ (**Name:** *ngos* and **Password:** *crrf17*). Please register with the same name written on your passport.

- ✚ The deadline to register is **12 May 2017** but the online registration will be closed when the limit of **500 delegates** will be reached, kindly register as soon as possible.
- ✚ The only exception will be done for delegates with an active role in a session (speakers/moderators).
- ✚ For the reasons mentioned above, access to the premises will be possible only with the conference badge, hence registration and participation on the day of the Consultations will not be possible. **To avoid frustrations and misunderstanding we kindly ask you to not show up unregistered.**

4. COLLECTION OF BADGES AND ACCESS TO CIGC AND UNHCR BUILDING

- **Security badges for the Annual Consultations are compulsory for all NGO delegates (including those who have a permanent accreditation to the UN Office).**
- Delegates who are already in Geneva on **Tuesday 13 June** can collect the security badge at the **UNHCR Headquarters (94 rue de Montbrillant in Geneva) from 2 p.m. to 5 p.m.**
- Others can collect it on **Wednesday 14 June from 8.30 a.m onwards** directly at the UNHCR welcome desk, in the CIGC building.
- You will be requested to wear your badge at all times in the CIGC as well as to access the UNHCR building for the **reception on 14 June. Please note that you will not be able to access CIGC and UNHCR buildings without your badge.**

- ✚ **To collect your security badge, you will be asked to show your ID card or passport and a copy of your conference registration confirmation.**

5. ACCESSIBILITY

- Both UNHCR and CIGC are generally accessible to persons with disabilities.
- To enable persons with disabilities to fully participate to the Annual Consultations with NGOs, any specific requests for the provision of accessibility services can be made by directly contacting the Partnership Section at interagency@unhcr.org as soon as possible. Late requests will be satisfied to the extent possible.

6. VISAS

- ✚ **If a Swiss visa is required, you must obtain it in your country prior to your departure.**
- ✚ It is expected that a **minimum of one month** will be required to process visa application.
- ✚ **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.**

7. SEATING ARRANGEMENTS IN PLENARY (ROOM 2)

- One nameplate per organization will be available in front of Room 2 before the opening plenary. **Please ensure relevant coordination between all your delegates to avoid confusion and misunderstanding when collecting your nameplate.**
- Each organization is responsible to keep its NGO nameplate for whole 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 and space limitations, **each NGO is asked to occupy only ONE seat with a microphone.** Extra seats are available behind the seat with microphone.

8. INTERPRETATION

- Interpretation will be provided in **Arabic-English-French-Russian-Spanish for the opening and closing sessions in Room 2.** For interpretation during the thematic and regional sessions as well as for side events, please refer to the Agenda.

9. DOCUMENTATION

- The Annual Consultations are paperless. All the documents will be available online prior to the Consultations on UNHCR's website at www.unhcr.org/2017-annual-consultations-with-ngos/ and [blog](#).

10. EVALUATION

- Session's evaluations are available on the UNHCR website during and after the conference. The URL will be communicated at a later stage.
- Hard copies of a general evaluation form will be available in Room 2 during the closing.
- **We kindly ask you to fill them to allow the necessary adjustments and continue**

11. INTERNET FACILITIES

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

12. RECEPTION

- All participants are invited to attend a **reception** hosted by UNHCR on **Wednesday 14 June 2017, 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. TRAVEL AND ACCOMMODATION EXPENSES

- ✚ For a very limited number of national NGOs (NNGOs), UNHCR and ICVA will have funds available to cover travel and accommodation expenses. The selection of these NNGOs will be done upon recommendation of UNHCR Country Offices.
- ✚ Assistance for accommodation is provided only to the NNGOs funded by UNHCR and ICVA. 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 Welcome Centre www.cagi.ch
- Geneva Public Transports: www.tpg.ch
- Geneva Tourism Office: www.geneve-tourisme.ch

Suggestions of hotels:

- Hotel Mon Repos: <http://www.hotelmonrepos.ch/>
- Hotel Eden: <http://www.eden.ch/>
- Hotel Montbrillant: <http://www.montbrillant.ch/>
- Hotel Nations: <http://fassbindhotels.ch/hotel/les-nations-geneve>

How to get to the International Conference Centre Geneva (CICG) by public transportation:

- **Public transport from Cornavin train station:**
 - Bus 5: Stop: Vermont
 - Bus 8: Stop: UIT
 - Tram 15: Stop: Nations
- **Public transport from Geneva International Airport:**
 - Bus 5: Stop: Vermont
 - Bus 28: Stop: Nations

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