



UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR

Case postale 2500
CH-1211 Genève 2

6 February 2017

Dear Colleague,

I am pleased to invite your organization to participate in the **Annual Consultations with NGOs** to be held from **14 to 16 June 2017**. The meeting will take place at the **International Conference Center Geneva (ICCG)**.

This meeting provides an excellent opportunity to engage with senior level UNHCR staff on issues of common concern, as well as to share experience and develop contacts with non-governmental organizations from different parts of the globe.

I would like to inform you that the overall theme is "***From global responsibility to local action – implementing the Comprehensive Refugee Response Framework - CRRF***".

All documentation (including the registration form) will be available on the UNHCR website at www.unhcr.org/2017-annual-consultations-with-ngos as from **13 February 2017**. The site will be regularly updated with additional documentation related to the consultations, including the final agenda and the background papers prepared for each session.

Please note that the number of delegates attending the Consultations should not exceed 4 participants per organization or 5-6 participants from a NGO consortium.

The deadline to register is **12 May 2017** but the online registration will be closed when the limit of 500 delegates will be reached. Therefore please kindly register on-line (one registration form per participant) via the web link www.unhcr.org/2017-annual-consultations-with-ngos/. To open the registration form, you will be prompted for **User name: ngos and Password: crrf17**. **Please note that we cannot guarantee your participation if the registration deadline is not met.**

I draw your attention to the fact that security measures at the ICCG will be very strict this year. It will not be possible to access conference rooms without a specific conference badge. All delegates (including those already accredited by the UN Geneva) will need to wear their conference badge at all times in the ICCG.

An **information note**, which provides you with practical arrangements including important details on security measures, as well as modalities to collect security badges, is attached for your information. You will also find attached the **Agenda** for the meeting.

UNHCR is unfortunately not able to cover the cost of travel or related expenses for your NGO representative(s), but I hope that this will not prevent your organization from participating. **Should you require a visa for Switzerland, please make arrangements locally and obtain it prior to your departure.**

I very much hope that your organization will be able to attend and look forward to seeing you.

Yours sincerely,

Monika Brühlhart
Chief
Partnership Section