

USER GUIDE
FOR ONLINE ACCREDITATION OF NGO REPRESENTATIVES
IN THE ICSO DATABASE

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Abstract This document describes the procedure for online accreditation of NGO representatives at the United Nations Office at Geneva (UNOG) using the iCSO database.

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I. LOG IN TO THE iCSO DATABASE

A. LOGIN AND PASSWORD

All NGOs in consultative status with ECOSOC have a **registered profile in the integrated Civil Society Organizations System**, developed by the Department of Economic and Social Affairs (DESA), also called **iCSO database** and should be able to log in with the login and password they have received on <https://esango.un.org/civilsociety/login.do>.

If you are not in possession of your login and/or password but have access to the headquarters email address registered in your organization's profile section of the iCSO database, you may retrieve your login details by clicking on the link below. Enter the email address registered in the NGO's profile section, 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.

<https://esango.un.org/civilsociety/newLogin.do?locale=en>

If you do not have access to the email address registered in your NGO profile section of the iCSO database, a new login and password should be requested by e-mail to the NGO Branch/DESA, using the "Contact us" section of their website: <https://esango.un.org/civilsociety/login.do>

Login details for the secure NGO Branch/DESA website are **confidential** and should not be shared. It is the responsibility of each NGO in consultative status to ensure that its profile section in the iCSO database is up to date, including the email address registered in the NGO profile section of the iCSO database. This email will be used by the United Nations for all important communications.

B. LOG IN TO THE iCSO DATABASE

To log in to the iCSO database, click on [iCSO database](#) and the following screen will appear:

Log into the system by clicking on "Login for the iCSO Database" and the below screen will appear.

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

Welcome to the United Nations. It's your world. [Advanced Search](#) Search iCSO Database

NGO Branch
United Nations Department of Economic and Social Affairs

Civil Society Participation > Login [www.un.org/ecosoc/ngo](#)

NGO Branch
About us
Contact us

ECOSOC Status
Introduction
Applying for Status
Committee on NGOs
NGO Response System
Change of Name

NGO Participation
UN Grounds Pass
Functional Commissions
High Level Segment
Calendar of Events
Conference Registration
Quadrennial Reports
CSO Net

Quadrennial Reports
Quadrennial report due? Read more on our updated page.

[Click here >](#)

CSO Net
Visit CSO Net - the Civil Society Network
[Click here >](#)

Login
All Civil Society Organizations (CSOs) with a registered profile in this database should be able to login and manage the information about their organization.
Registered organizations can share their profile with more than 13,000 CSOs, specify their areas of activities, the scope of their work and their involvement in development issues, including sustainable development, social development and advancement of women.
Organizations with a registered profile can also [apply for consultative status](#) with the Economic and Social Council. If granted, the organization shall be able to participate in relevant international conferences convened by the United Nations and the meetings of the preparatory bodies of the said conferences.
Those organizations that are already in consultative status with the Economic and Social Council can submit their quadrennial reports, designate representatives to United Nations conferences and initiate a re-classification.
If you are not sure that your organization is included, please [search our database](#).
If your organization is included, but you do not know your login details, please [contact us](#).
For all organizations that are not yet registered, please [add your organizational profile](#).

User Login
Username:
Password:
 Remember me

Forgot your login details? Please provide us with your Headquarters email address:

Civil Society Database
>> Organizational Overview
>> Consultative Status
>> Sustainable Development
>> Social Development
>> Advancement of Women
>> Financing for Development
>> Forests
>> Public Administration

Participation
>> Add organizational Profile
>> Apply for Consultative Status
>> Login

Online Application
Applying for ECOSOC Consultative Status?
[Click here >](#)

UN Grounds Pass
Obtaining a UN Grounds Pass
[Click here >](#)

Conference Registration
Registering for a UN Conference?
[Click here >](#)

II. DESIGNATING ANNUAL AND/OR TEMPORARY REPRESENTATIVES

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 website. The form is titled 'New designation' and has several sections. The 'Contact Type' section has a dropdown menu with options: 'Advancement of Women', 'Application', 'Committee on NGOs Representa...', 'Designation', and 'Financing for Development'. A red circle highlights the right arrow button next to the 'Designation' option. A red asterisked note reads: '* * Asterisked items must be filled in'. Other fields include 'Duty station' (a dropdown menu), 'Pass type' (radio buttons for 'Temporary' and 'Annual'), 'Representative type' (a dropdown menu), 'Badge From' (a date field with a calendar icon), 'Badge To' (a date field with a calendar icon), 'Communication preference' (radio buttons for 'Email', 'Fax', and 'Letter'), 'Title', 'First Name', 'M.I.', 'Last Name', 'Permanent Address' (a text area), 'Country' (a dropdown menu), 'Telephone', 'Fax', and 'Email' (text fields). 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 designated in one duty station (for example Geneva) must be the same person designated in the other two duty stations (New York and Vienna). The same applies for the Chief Administrative Officer. 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.

The screenshot shows the 'New designation' form on the United Nations Designation website. The form is divided into several sections:

- Select language:** Flags for English, Spanish, and French.
- Contact type:** A list of designations including 'Advancement of Women', 'Application', 'Committee on NGOs Representati', 'Financing for Development', and 'Forests'. A 'Designation' dropdown menu is also present.
- Duty Station:** A dropdown menu with 'Geneva' selected.
- Pass Type:** Radio buttons for 'Temporary' (selected) and 'Annual'.
- Representative Type:** A dropdown menu with 'Main Representative' selected.
- Accrediting rights:** Radio buttons for 'Yes' (selected) and 'No'. Below this is a text box: 'Our main representative is authorized to accredit temporary additional representatives and to organize meetings in the name of our organization.'
- Badge From:** A date field with '14 Dec 2016' and a calendar icon.
- Badge To:** A date field with '31 Dec 2016' and a calendar icon.
- Communication Preference:** Radio buttons for 'Email' (selected), 'Fax', and 'Letter'.
- Personal Details:** Fields for Title, Name (First Name), M.I., Surname (Last Name, Family Name), Home Address in Country of Residence (Street, City, ZIP code), Country - Geographical area (dropdown), Telephone (+ Country Code), Fax, Email, Place of Birth, Nationality (dropdown), Date of Birth (with calendar icon), Hair Color (dropdown), Eye Color (dropdown), Height, Weight, and Sex.

A red asterisk at the top right of the form indicates that items with an asterisk must be filled in. The website's navigation menu and sidebar are visible on the left and right sides of the page.

5) Select the date of validity of the requested grounds pass (up until 31 December of ongoing year). When selecting the dates, start with the year, month and then day.

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.

Each NGO can designate representatives as follows:

- 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**”
- Maximum 4 designations with the representative type as “**Additional representative**”

If an NGO tries to register more than 4 additional representatives for annual passes, the error message will show up as in the screen below in red.

