

Procedure for NGOs in consultative status with ECOSOC **to request accreditation at the United Nations Office at Geneva in 2024**

INTRODUCTION

NGOs in consultative status with the United Nations Economic and Social Council (ECOSOC) may request **annual and temporary accreditation** to the United Nations Office at Geneva (UNOG).

The accreditation process will enable NGOs in consultative status with ECOSOC to engage in multiple ways with the UN in Geneva, including obtaining UN grounds passes, participating in events, international conferences and other activities of the UN in Geneva, and booking conference rooms / meeting spaces at the Palais des Nations.

Requests for accreditation at all UN duty stations will be endorsed only after a thorough check has been completed to ensure that all requirements have been met. Failure to follow the guidelines outlined in detail in this procedure will result in the rejection of the requested accreditations.

MODALITIES AND REQUIREMENTS

In line with the procedure at the UN Headquarters in New York, NGOs in consultative status with ECOSOC may choose to request **annual and/or temporary accreditation in Geneva for a maximum of 16 representatives of the NGO in any given year**, as follows:

- **A total of 7 annual accreditations can be requested in any given year.**

The first accreditation must be designated for either the President/CEO of the organization and/or the Chief Administrative Officer (CAO). Please note that unless at least one of these two designations is first approved in the [iCSO database](#), no other designation will be approved.

After the CEO, the CAO, or both are accredited in the system, they can request annual accreditations for 5 other representatives of the NGO as additional or main representatives of the organization.

Annual accreditation and UNOG grounds pass will be valid from 3 January until 31 December 2024.

- **A total of 9 temporary accreditations can be requested in any given year.**

The duration of temporary accreditation and UNOG grounds passes must be **at least for 1 month**, up to a maximum of 3 months, and valid only during the 2024 calendar year. Requests that include dates beyond 2024 will not be approved.

UN grounds passes are **individual and non-transferable**.

The minimum age for requesting UN accreditation is **18 years**.

STEP BY STEP PROCEDURE TO APPLY FOR UN GROUNDS PASS

- Step 1:** Log in to the [iCSO database](#) using the username and password assigned to your organization. Go to "Consultative status", "Designations", "Geneva". Pre-register the President/CEO and/or Chief Administrative Officer's (CAO) details.
- Step 2:** Pre-register details of other annual NGO representatives. If you wish to entrust the Main representative with the right to request **temporary** accreditation / grounds passes, please tick the relevant box.
- Step 3:** If temporary accreditation / grounds passes are needed, pre-register details of temporary NGO representatives for a minimum duration of 1 month and a maximum of 3 months at a time.
- Step 4:** **At the latest one week before the desired date of entrance to the Palais des Nations, please send an email to the UNOG NGO Liaison Unit (unog.ngo@un.org) with:**

- **A formal designation letter containing all the mandatory elements as per the established [template](#)** (which can be downloaded from the NGO Liaison Unit page on the UNOG website under the section "[Accreditation and grounds pass](#)").
- **A copy of the passport bearing the signature of the person signing the letter** (President or CAO for annual accreditation and President, CAO or Main representative with accrediting rights for temporary accreditation), unless the copy of the passport was already submitted in 2022 or 2023.

The President/CEO or CAO signing this letter must also be the same person designated as the President/CEO or CAO in the iCSO database and in the 3 duty stations (Geneva, New York and Vienna).

Once Steps 1 to 4 have been duly completed, the NGO Liaison Unit will approve the NGO request for accreditation and an automated confirmation email will be sent to the NGO representative's email address registered in the [iCSO database](#). Only once pending accreditations are approved in the [iCSO database](#), accredited representatives can collect their grounds passes at UNOG.

- Step 5:** Once the automated confirmation email is received, **grounds passes can be collected at the UNOG Security and Safety Service identification desk.** Representatives receiving a Grounds pass must come in person to collect it and present a [valid passport](#) issued by a UN Member State or a **valid National Identity card** issued by a European Union Member State.

ADDITIONAL IMPORTANT INFORMATION

- Confirmations of approval are not provided over the phone or by email. To find out if the request for accreditation(s) has been approved, designated representatives are invited to log in to the NGO profile in the [iCSO database](#). If the designated representative no longer appears under “pending” but under “Geneva designations”, it means the request has been approved.
- If an automated confirmation email was not received within 1 week of the submission of the request, please check your spam folder, verify that your email address has been registered correctly in the [iCSO database](#), and that steps 1 to 4 have been duly completed.
- If an accreditation request is denied by the NGO Liaison Unit at UNOG, which may be due to incomplete, incorrect or inconsistent information, it is the responsibility of the NGO to re-submit the complete set of information, as per steps described above.
- It is important that any **change in the leadership of an NGO be properly documented and communicated to the NGO Branch in DESA, New York**. Requests to replace an accredited NGO President/CEO should be addressed to the NGO Branch by filling an [online form](#) and uploading a letter with the letterhead of the NGO, signed by the outgoing President previously designated before the United Nations.
- In case of replacement of accredited NGO representatives in the course of the year, it is required that the grounds pass of the outgoing representative is returned to the UNOG Security before submitting a request for a new representative.

NGO Liaison Unit

Unog.ngo@un.org

For any further information on accreditation, please visit the [civil society page on the UN Geneva website](#).