

Note to NGOs on ACCREDITATION to sessions of the UPR working group

Pursuant to General Assembly Resolution 60/251, the participation of NGOs in the Human Rights Council shall be based on the arrangements and practices observed by the Commission on Human Rights, including Economic and Social Council resolution 1996/31 of 25 July 1996.

NGOs in consultative status with ECOSOC wishing to accredit representatives to the first session of the UPR working group are invited to send their letter of accreditation request/s to the Secretariat of the Council, to the attention of **Ms. Valerie Jeantet**, who can be contacted at:

Until Friday 4 April:

Fax: +41 (0)22 917 90 11

Tel: +41 (0)22 917 94 01

During the session (7-18 March):

Fax: +41 (0)22 917 04 94

Tel: +41 (0)22 917 15 25

The letter requesting accreditation should contain the following elements:

- It should be submitted on the **official letterhead** of the organization;
- It should clearly state **the title and duration of the session** the organization wishes to attend, e.g. “Name of NGO, in consultative status with ECOSOC, wishes to send the following members to attend the 1st session of the UPR working group (7-18 April 2008)).....“;
- The letter needs to be **signed by the President or the Main Representative** of the organization in Geneva;
- It should also **indicate the name/s** (first name and family name) of the person/s who will represent the organization at the HRC session:
 - Names of persons must appear **exactly as they appear in the ID document**,
 - **Family Name(s) have to be capitalized.**

NOTE: It is important to ensure that the name(s) of those members already in possession of a valid identity badge issued by UNOG Security and Safety Section, and who plan to attend the first session of the UPR working group, is/are also included in the accreditation letter, with an indication that the person(s) hold(s) an annual badge.

- Annual or temporary representatives of NGOs in possession of an identity badge issued by UNOG Security and Safety Section and valid for the duration of the session, will have unrestricted access to the conference rooms.
- Any other participants without a UNOG identity badge should apply in person to the security entrance at **Pregny Gate**, 8 – 14 Avenue de la Paix; on presentation of an

identity document and a copy of the letter of accreditation, a photo-badge valid for the duration of the Council session will be issued.

The accreditation office for the UPR will be located at the security entrance "Pregny Gate" and will be open from Monday to Friday from 9.00 a.m. - 5.00 p.m. throughout the session.

For further information concerning the accreditation procedure, such as specific access requirements, visa requests, etc., please contact Ms Valerie Jeantet: vjeantet@ochchr.org