



**United Nations Global Launch of the
International Year of Cooperatives (IYC)**
New York, 31 October 2011

**Arrangements for Participation of NGOs
in Consultative Status with ECOSOC and Other Accredited Cooperatives**

The Civil Society and Outreach Unit of the Division for Social Policy and Development (DSPD), Department of Economic and Social Affairs (DESA), United Nations welcome representatives of ECOSOC accredited Non-Governmental Organizations (NGOs) and Other Accredited Cooperatives pre-registered to attend the Global Launch of the International Year of Cooperatives (IYC).

1. The Civil Society and Outreach Unit of the Division for Social Policy and Development (DSPD) has prepared this note to provide representatives of Non-Governmental Organizations (NGOs) in consultative status with ECOSOC and Other Accredited Cooperatives, with information on practical arrangements relating to their participation in the Global Launch of the International Year of Cooperatives (IYC).

ACCESS TO THE UNITED NATIONS – GROUNDS PASSES AND SPECIAL-EVENT PASSES

2. To facilitate access to the United Nations to participants from *ECOSOC accredited Non-Governmental Organizations (NGOs) and Other Accredited Cooperatives*, DSPD and the United Nations Security and Safety Service will conduct registration according to the following arrangement:

3. All participants will have access to the Lobby of the United Nations General Assembly Building through the Visitor's Entrance at First Avenue and 46th Street.

4. Registration will be conducted on Monday, 31 October 2011. It will take place from 9:00a.m. to 4:00p.m. the Visitor's Entrance at First Avenue and 46th Street. The Registration Desk may close from 12:30p.m. to 2:00p.m. for lunch-break. Accordingly, no grounds pass will be issued during the lunch-break. Exceptionally, registration may be conducted during lunch-break if a large number of people are still in line.

5. The Grounds Passes for the Global Launch of the International Year of Cooperatives (IYC) are required for entry into the United Nations North Lawn Building. They will be distributed on a **FIRST COME, FIRST SERVED** to the confirmed representatives. Even if your organization (enjoying ECOSOC Status) has yearly passes, you **MUST** have this pass to attend the meeting on 31 October 2011.
6. The Grounds Passes for the special-events will be also available at the UN visitors' Entrance (UN General Assembly Building), at 46th Street and 1st Avenue, where a team of the IYC Secretariat staff members will assist you with the registration process. **Only special-events Grounds Passes guarantee entry** to the specific events.
7. Participants interested in attending only side-events held from 1:15 p.m. to 2:45 p.m. should be reminded to register prior to the actual time of those side-events, since the Registration Desk will be closed at lunch time.
8. **The Letter of Confirmation** and a **photo identification** document are required to facilitate the issuance of grounds passes. It should be noted that for security reasons, only official documents (passports, state-issued driver's license and similar documents), issued by recognized authorities are accepted. **No other documents will be accepted.**

Please note that the Letter of Confirmation can be downloaded online once your representatives are approved at the following link by using the **username and password** provided for pre-registration:

<http://esango.un.org/irene/?page=viewContent&nr=17012&type=8§ion=8>

Arrangements for issuance of grounds passes in the letter of confirmation as well as in the present note are offered as general guidelines. They may be adjusted depending on the pace of the registration process. In such an event, information will be displayed at the Registration Desk on alternative arrangements.

9. All representatives of entities interested in attending the International Year of Cooperatives (IYC) should be patient and indulgent when seeking assistance for registration.
10. NGO pass holders enter via the Visitor's Entrance (General Assembly Building) through the magnetometers.
11. Please note that the United Nations grounds passes and/or special-event passes are to be worn visibly at all times while you are on the United Nations premises. Please do not lose them. It should be noted that the United Nations grounds passes are issued only for access to United Nations premises.

VENUE/TIME



12. The Global Launch of the International Year of Cooperatives (IYC) will take place on 31 October 2011 in Conference Room 4 in the North Lawn Building, United Nations Headquarters in New York. Further information will be available at the website of the International Year of Cooperatives in due time: <http://social.un.org/coopsyear>.

13. The Global Launch of the International Year of Cooperatives (IYC) is normally scheduled from 10:00a.m. to 1:00p.m. and from 3:00p.m. to 6:00p.m. The opening meeting will start at 10:00a.m on Monday 31 October 2011.

SIDE-EVENTS

14. Entities that are interested in convening side-events during the Global Launch of the International Year of Cooperatives should follow the instructions given on the website of the International Year of Cooperatives at the following link: <http://social.un.org/coopsyear/ngosparticipation.html#sideevents>

15. A list of side-events will be available on the website of the International Year of Cooperatives at the following link: <http://social.un.org/coopsyear/global-launch.html>

16. Pre-registration is required for participation in approved side-events. Pre-registration will be facilitated by event organizers. The necessary contact information will be provided at the link noted above.

17. Entities facilitating workshops or organizing events on United Nations premises are requested to keep strictly to the scheduled time so that the next programme may start promptly.

DOCUMENTATION

18. All official documents of the meeting are available on this website: <http://social.un.org/coopsyear>. In-meeting documents may be available from the documents booth. It is strongly recommended to participants to take no more than one

copy of each official document per organization and arrange, whenever possible, to retrieve documents from the Internet.

PROGRAMME INFORMATION

19. The Journal of the United Nations is issued daily. It contains the daily programme of official meetings at the United Nations as well as announcements and room numbers. The website of the United Nations Journal is available: <http://www.un.org/en/documents/journal.asp>.

TRAVEL AND FUNDING

20. Arrangements for travel, including visa procedures, accommodation and transportation are the responsibility of NGOs. NGOs need to deal directly with United States authorities for obtaining a visa. The United Nations may send a confirmation letter to accredited NGOs, once their representatives have completed the process of pre-registration.

The confirmation letter is often used by representatives of NGOs as proof of their registration to attend a meeting organized by the United Nations, when they submit a request for a visa to United States authorities. If necessary, the Civil Society and Outreach Unit of DSPD will assist in providing information regarding the status of NGOs at the request of United States authorities. However, the United Nations cannot get involved in procedures relating to visas for individual representatives of NGOs. **Please note that it is the policy of UNDESA-DSPD to not send letters of confirmation to United States Consulates to support a request for visa.**

21. The United Nations does not have any funding for this purpose. The costs of travel, accommodation, daily subsistence and other arrangements, including visas, are of the responsibility of NGOs. The United Nations is not in a position to assist in finding other sources of funding for NGOs.

REMINDERS

22. No food or beverages are to be brought into or consumed in any of the conference rooms.

23. No items are to be sold on the premises of the United Nations.

24. No luggage is permitted on the United Nations premises.

25. No items are to be affixed to any walls, doors or painted surfaces by any means.

26. The United Nations will not be responsible for damage to or theft of personal items.

27. Cooperation with the UN Security Service and other Secretariat staff is highly required.

28. When materials are brought into or removed from the United Nations, measures must be taken to ensure that the floors, walls, doorframes of the area are not damaged, e.g., no heavy loads should be dragged across the floor; dollies should have rubber, not metal wheels.

29. For additional information, please contact Mr. Amine Lamrabat, Civil Society and Outreach Unit, Division for Social Policy and Development (DSPD), United Nations Department of Economic and Social Affairs (UNDESA) by email at ngo@un.org.

UNDESA-DSPD wishes all participants a fruitful Global Launch of the IYC.