



United Nations High Level Meeting on Youth
New York, 25-26 July 2011

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

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 new accredited NGOs registered to attend the High Level Meeting on Youth.

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 New Accredited NGOs, with information on practical arrangements relating to their participation in the High Level Meeting on Youth.

GROUND PASSES AND ACCESS TO THE UNITED NATIONS

2. To facilitate access to the United Nations to participants from NGOs, interested in attending the High Level Meeting on Youth, DSPD and the United Nations Security and Safety Service will conduct registration according to the following arrangement:

3. All participants from NGOs will have access to the Lobby through the Visitor's Entrance (General Assembly Building).

4. Registration will be tentatively conducted on Monday, 25 July 2011 and Tuesday 26 July 2011. It will take place from 8:30a.m. to 4:00p.m. The Registration Desk may close from 12:30p.m. to 2:00p.m. for lunch-break. Accordingly, no ground-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 Ground Passes for the High Level Meeting on Youth will be distributed on a **FIRST COME, FIRST SERVED**. Even if your organization (enjoying ECOSOC Status) has yearly passes, you **MUST** have this pass to attend the meeting from 25-26 July 2011.
6. The Ground Passes for the side-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 UN Programme on Youth (UNPY) staff members will assist you with the registration process.
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 ground-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=14742&type=8§ion=8>

Arrangements for issuance of ground-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 event, information will be displayed at the Registration Desk on alternative arrangements.

9. All representatives of entities interested in attending the High-level Meeting on Youth 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 ground-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 ground-passes are issued only for access to United Nations premises.

VENUE/TIME



12. The High-level Meeting on Youth will tentatively take place from 25 to 26 July 2011 at the General Assembly, United Nations Headquarters in New York. Further information will be available at the website of the International Year of Youth in due time: <http://social.un.org/youthyear/high-level-meeting.html>.

13. The High Level Meeting on Youth is normally scheduled from 10:00a.m. to 1:00p.m. and from 3:00p.m. to 6:00p.m. every day. The opening meeting will start at 10:00a.m on Monday 25 July 2011.

BRIEFINGS, SPECIAL EVENTS, CAUCUSES

14. A list of special events is available on the website of the High Level Meeting on Youth at the following link:

<http://social.un.org/youthyear/high-level-meeting.html>

15. 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

16. All official documents of the meeting are available on this website: <http://social.un.org/youthyear/high-level-meeting.html>. 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

17. 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

18. 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.**

19. 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

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

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

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

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

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

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

26. 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.

27. 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 High Level Meeting on Youth