

Accreditation

All NGOs in consultative status with ECOSOC interested in attending the session of the Human Rights Council must send a scanned letter of request for accreditation to the Secretariat well in advance of the relevant session. The letter must contain the following elements:

- Submitted on the official letterhead of the organization;
- 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 *Xth* session of the HRC (dates of session)...";
- List the name/s (FAMILY NAME, First name) of the person/s who will represent the organization at the HRC session. Names of persons must appear exactly as they appear in their passports;
- For those organizations in need of 'attestation of accreditation' for Swiss visa application purposes, NGOs should explicitly indicate their need in the letter. The HRC Secretariat will accordingly transmit the request to the United Nations Office in Geneva (UNOG) NGO Liaison Office which will issue the attestation and transmit it to the concerned NGO headquarters. Please consult Swiss consular officials regarding visa application deadlines, apply accordingly and ensure documentation is in order;
- The letter must be signed by the President, or Chief Executive Officer of the organization, or the organization's Main Representative to the United Nations Office at Geneva if he/she is so authorized;

Please send letter of request [Subject line: NGO Accreditation letter for HRC session] to:

hrcaccreditation@ohchr.org

Please Note: On occasions of increased demand for participation in a given session, the Secretariat may limit access to the plenary room in terms of the number of accredited participants per NGO delegation.

Attending the Session

The Human Rights Council meets in Room XX (room 20), Palais des Nations, United Nations Office at Geneva, Switzerland.

All representatives of organizations must obtain a photo identity badge upon their arrival at the United Nations and before attending the session:

Palais des Nations - Security entrance
Pregny Gate, 8 - 14 Avenue de la Paix
1211 Geneva 10

Upon presentation of an identity document and a copy of the letter of accreditation (above) sent by the concerned NGO, a photo identity badge valid for the duration of the Council session will be issued.

Annual or temporary NGO representatives in possession of a photo identity badge issued by UNOG Security and Safety Section, and valid for the duration of the session, will have access to the conference rooms.

All travel related-expenses, accommodation and medical insurance arrangements are the responsibility of the participant.

Access to the Public Gallery

A limited number of seats in the Public Gallery, above the main conference, Room XX, are available for persons wishing to observe the proceedings of the HRC without being accredited as participants (i.e. students, and academics).

Access to the public gallery will be granted depending on the availability of seating and other circumstances.

Individuals or groups who wish to attend are required to email (24 hours before the desired date) with the following information:

- Date of the visit;
- Purpose of the visit; and
- Full names of those wishing to attend.

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