



First Session of the Open-ended Working Group on strengthening the protection of the human rights of older persons

New York, 18-21 April 2011

**Arrangements for Participation of NGOs
in Consultative Status with ECOSOC and
NGOs accredited to the Open-ended Working Group**

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 NGOs accredited to the Open-ended Working Group on strengthening the protection of the human rights of older persons registered to attend its First Session.

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 NGOs accredited to the Open-ended Working Group, with information on practical arrangements relating to their participation in the Open-ended Working Group on strengthening the protection of the human rights of older persons.

GROUND PASSES AND ACCESS TO THE UNITED NATIONS

2. To facilitate access to the United Nations to participants from NGOs, interested in attending the Open-ended Working Group, 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.

4. Registration will be tentatively conducted beginning on Monday, 18 April 2011 from 9:00a.m. to 4:00p.m. at the Visitor's Lobby (First Avenue and 46th Street).

Registration will be conducted from 9:30a.m. to 4:00p.m from Tuesday 19 April throughout the duration of the meeting. 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. 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.

6. **The Letter of Confirmation** sent by email as a web link to pre-registered participants 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=14762&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.

7. All representatives of entities interested in attending the Open-ended Working Group on strengthening the protection of the human rights of older persons should be patient and indulgent when seeking assistance for registration, especially after the peak-time of the first three days of the registration process. They should also understand that it is not efficient for the United Nations to keep its staff posted at the Registration Desk at all times, especially when there is a very low number of participants to register. Except during lunch-break, interested persons may be assisted for registration, at any regular time, by calling a staff member of DSPD when there is nobody at the Desk. For this purpose, a list of telephone numbers will be displayed at the Registration Desk. Participants seeking assistance for registration should call only the telephone numbers displayed at the Registration Desk.

8. NGO pass holders enter via the Visitor's Entrance (General Assembly Building) through the magnetometers.

9. 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.** Participants who are issued ground-passes for the duration of the session should return them to the United Nations Security and Safety Service at the end of their participation in the session before leaving the United Nations premises. It should be noted that the United Nations ground-passes are issued only for access to United Nations premises.

VENUE

10. The Open-ended working group on strengthening the protection of the human rights of older persons will be held in Conference Room 6, which is located in the United Nations New Conference Building in the Garden at the United Nations Headquarters in New York. This information will be confirmed at the following page: <http://social.un.org/ageing-working-group/>

PARTICIPATION

11. To make oral presentations, participants should sign up for the speakers list in the Conference Room by contacting the Civil Society and Outreach Unit, Division for Social Policy and Development, Email: ngo@un.org.

12. Meetings of the session are 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 18 April 2011.

BRIEFINGS, SPECIAL EVENTS, CAUCUSES

14. A list of special events if any is available on the website of the open-ended working group on strengthening the protection of the human rights of older persons at the following link:

<http://social.un.org/ageing-working-group/>

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 Open-ended working group on strengthening the protection of the human rights of older persons are available on the following website: <http://social.un.org/ageing-working-group>. In-session 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.

REMINDERS

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

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

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

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

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

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

24. 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.

25. For additional information about NGOs participation and issues with the online pre-registration, please contact Mr. Amine Lamrabat by email at ngo@un.org.

UNDESA-DSPD wishes all participants a fruitful session of the Open-ended working group on strengthening the protection of the human rights of older persons.