

**NOTE TO NGOs ON ACCREDITATION TO THE
UPR WORKING GROUP SESSION**

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.

According to Human Rights Council Resolution 5/1 “Other relevant stakeholders may attend the review in the working group (paragraph. 18 (c)), while not taking active part in the interactive dialogue.”

NGOs in consultative status with ECOSOC wishing to accredit representatives to UPR Working Group sessions are invited to send their letter of accreditation request to the Secretariat of the Council at the following address: upraccreditation@ohchr.org or fax number: +41 (0) 22 917 90 11. **During the session, fax number: +41 (0) 22 917 04 94.**

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 [*xth*] session of the UPR Working Group [*from to....*]”;
- 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 UPR Working Group session:
 - Names of persons must appear exactly as they appear in the ID document,
 - Family names 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 a particular UPR Working Group session, is/are 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 access to 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 Working Group will be located at the security entrance “Pregny Gate” and will be open from Monday to Friday from 9:00 am and 5:00 pm throughout the session.