

**Registration to the high-level political forum on sustainable
development to be held under the auspices of ECOSOC
26 June - 8 July 2015
United Nations Headquarters
New York**

Participation:

Governmental and non-governmental stakeholders planning to participate in the high-level political forum on sustainable development (HLPF), must be accredited to the United Nations in order to register for this meeting.

The following participants may attend or be represented: States Members of the United Nations and States members of specialized agencies, inter-governmental organizations, United Nations system, major groups and other stakeholders, and media.

States:

Government officials, through their Permanent Missions to the United Nations in New York, should notify the UN Protocol and Liaison Service of their participation at the meeting. A letter signed by the head of chancery or an authorizing official with an official seal should be addressed to:

Mr. Peter Van Laere
Chief of Protocol
UN Protocol and Liaison Service
Att. Ms. Wai Tak Chua
Room S-0201
United Nations
New York, NY 10017
Fax + 1 (212) 963 1921

A copy should also be sent to:

Ms. Jennifer DeLaurentis
Secretary of the Economic and Social Council
ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division
Department for General Assembly and Conference Management
Att. Mr. Paolo Dua
Email: duap@un.org
Fax + 1 (212) 963 5935

To obtain UN grounds pass, Permanent Missions in New York may follow the new procedure by submitting their requests via the online accreditation system "eAccreditation" at <http://eaccreditation.un.int>. Information regarding the system can be found at <http://www.un.int/protocol>.

Inter-Governmental Organisations (IGOs):

The HLPF will be open to participation by the following IGOs:

- Those with observer status with the General Assembly
- Those with observer status with the Economic and Social Council (ECOSOC)

IGOs interested in participating as observers in the HLPF are required to be accredited to the United Nations and register accordingly.

(A) United Nations accredited IGOs with an office in New York may follow the same procedure for Member States via the online accreditation system “eAccreditation” at <http://eaccreditation.un.int>. They should also notify the UN Protocol and Liaison Service of their participation at the meeting. A letter signed by the head of the organization with an official seal should be sent to the addresses mentioned above.

(B) United Nations accredited IGOs without an office in New York should follow the procedure below:-

- ❖ Submit a letter to the Chief of Protocol, stamped/sealed and signed by the head of the organization, with the names and functional titles of the delegation attending the meeting. In addition, **the letter must include a name and an email address of the focal point of the organization handling the request.** A copy of this letter should also be sent to the ECOSOC Affairs Branch.
- ❖ Attach an SG.6 form for each member of the delegation; (the SG.6 form can be found at <http://www.un.int/protocol>, under “Forms”)
- ❖ Send both (a) and (b) to the Protocol and Liaison Service at Room S-0201 or by fax to 1-212-963-1921.

The focal point will be notified of the accreditation approval(s) via email. The email is the actual approval notification, a hard copy of which must be presented together with a valid passport or government photo ID to the United Nations Pass and ID Unit for the issuance of a UN grounds pass. The focal point must ensure that copies of the approval notifications be given to the participants before leaving for New York.

A copy should also be sent to:

Ms. Jennifer DeLaurentis
Secretary of the Economic and Social Council
ECOSOC Affairs Branch, GAEAD/DGACM
Att: Mr. Paolo Dua
Email: duap@un.org
Fax + 1 (212) 963 5935

United Nations system:

Specialised agencies and related organisations: The registration of the representative of the specialised agencies and related organizations of the UN system (ILO, FAO, UNESCO, ICAO, WHO, World Bank, IMF, UPU, ITU, WMO IMO, WIPO, IFAD, UNIDO, IAEA, WTO, UNWTO, CTBTO, ICC and OPCW) follows the same procedures as for States and IGOs.

United Nations funds, programmes and other entities (UN, UNOG, UNHCHR, UNOV, UNODC, UNON, UN-HABITAT, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD, UNDP, UNEP, UNHCR, UNRWA, UNICEF, UNFPA, WFP, UN-WOMEN, UNFCCC, UNCCD, CBD, UNU, ITC, UNAIDS, UNITAR).

Registration should be sent directly to:

Pass and ID Unit of the Security and Safety Service
Fax + (212) 963 9541

A copy should also be sent to:

Ms. Jennifer DeLaurentis
Secretary of the Economic and Social Council
ECOSOC Affairs Branch, GAEAD/DGACM
Att: Mr. Paolo Dua
Email: duap@un.org
Fax + 1 (212) 963 5935

Major Groups and other stakeholders:

The participation of non-State actors from major groups and other stakeholders is outlined in General Assembly resolution 67/290, and based on the major groups structure articulated in Agenda 21 and the practices of the Commission on Sustainable Development. The registration of representatives from non-governmental organizations must be completed using the [CSO Net](#) online events registration system.

Accreditation requirements

Representatives from major groups and other stakeholders interested in participating in the HLPF must be affiliated with properly accredited non-governmental organizations, in accordance with ECOSOC resolution 1996/31 governing the consultative relationship between the United Nations and non-governmental organizations. Those NGOs having consultative status with ECOSOC and those on the CSD Roster are eligible to register their representatives online.

The registration of all representatives from major groups and other stakeholders should be coordinated through accredited NGOs. For help with identifying suitable

and accredited partner organizations, inquiries should be directed to the [designated organizing partners](#) for each major groups sector.

For more information, contact:

Ms. Lotta Tahtinen

Stakeholder Engagement Programme Coordinator

Division for Sustainable Development/DESA

Email: tahtinen@un.org

Media accreditation and services:

Media accreditation is strictly reserved for members of the press: print, photo, radio, television, film, news agencies, and online media who represent a bona fide media organization (full guidelines are available at <http://www.un.org/en/media/accreditation/request.shtml>). Requests must include:

(a) Letter of assignment on official letterhead of a media organization signed by the publisher or editor-in-chief indicating the name and duration of assignment of the journalist. The letter should be addressed to the UN Media Accreditation and Liaison Unit, Department of Public Information. It should be sent as a scanned document in pdf format to malu@un.org;

(b) Completed online accreditation form available at:
<http://www.un.org/en/media/accreditation/form/>
