



Twelfth Session of the Permanent Forum on Indigenous Issues
New York, 20-31 May 2013

Arrangements for Participation

The Secretariat of the Permanent Forum on Indigenous Issues and 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 Indigenous Peoples Organizations (IPOs), Non-Governmental Organizations (NGOs) and Academic Institutions registered to attend the Twelfth Session of the Permanent Forum on Indigenous Issues.

This note is to provide representatives of **Indigenous Peoples Organizations (IPOs), Non-Governmental Organizations (NGOs) in consultative status with ECOSOC and Academic Institutions** with information on practical arrangements relating to participation at the Twelfth Session of the Permanent Forum on Indigenous Issues.

GROUND PASSES AND ACCESS TO THE UNITED NATIONS

1. All participants will have to access the UN premises through the Visitor's Entrance (1st Avenue and 45th Street).
2. Registration for grounds passes will take place in the Main Lobby as follows:

Sunday 19 May **12.00p.m. to 5:00p.m.**
Monday 20 May **8.00 a.m. to 3:45p.m.**
Tuesday 21 May **9.00a.m. to 3:45p.m.**
From Wednesday 22 to Friday 31 May **9:30a.m. to 3:45p.m.**

Please note that this year we will have three lines at the registration desk for participants:

- a. Blue line** for NGOs in consultative status with ECOSOC
- b. Orange Line** for New IPOs and Academics
- c. Green line** for Returning IPOs and Academics

3. The Registration Desk will be closed every day from 12.30 to 2:00 p.m. Accordingly no ground-passes will be issued during this time. Exceptionally, registration may be conducted during lunch-break if a large number of people are still in line.

4. **The Letter of Confirmation** sent to pre-registered participants and photo **identification** is 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), 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/index.html?page=viewContent&nr=21003&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 phase of the registration process. In such event, information will be displayed at the Registration Desk on alternative arrangements.

5. 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.

6. **Renovation work at UN Headquarters**

Due to the ongoing renovation work at UN Headquarters, we continue to face space constraints. There is limited space in the conference rooms due to safety and security rules and regulations.

We apologize for the difficulties this will cause, and ask for your understanding and cooperation in dealing with this as best we can.

7. **Side events**

Participants interested in attending side-events (held at 1:15 p.m. and 6.30 p.m.) should **register prior to the actual time of these side-events**, since the Registration Desk will be closed at lunch time.

Please note that we will not issue any **secondary passes** for side events.

VENUE

8. The Twelfth Session of the Permanent Forum will be held at United Nations Headquarters in New York as the following:

- 20 May (Monday) – 11.00 a.m. to 1.00 p.m.:
The **opening ceremony** of the Twelfth session will be held at the **General Assembly Hall** of the Main Building;
- 20-31 May - 10.00 a.m. to 1.00 p.m. and 3.00 p.m. to 6.00 p.m.
As of Monday afternoon, all other sessions of the Forum will be held at the **Trusteeship Council Chambers** (3rd Floor of the UN Conference Building).
- Please note that there will be overflow rooms to accommodate participants on Monday afternoon and all day Tuesday, and other days (to be confirmed).

Please note that the United Nations will be **CLOSED** on 27 May.

Speaker's List for Indigenous Peoples' Organizations and NGO's

9. To make oral presentations, participants should sign up for the speakers list that will be located at the third floor of the Conference Building, at the entrance to the Trusteeship Council. **The list for the day will be opened as of 12:30 p.m. on Monday 20 May.**

For the rest of the Forum session, **the list will be open from 10 a.m. to 1 p.m. and from 3:00 to 6:00 p.m.** The list for a specific agenda item will be opened during the preceding agenda item.

10. Kindly note that the list will be closed when the Permanent Forum meets in closed session.

11. Meetings of the session are normally scheduled from 10.00 a.m. to 1.00 p.m. and from 3.00 p.m. to 6.00 p.m. everyday. On Monday 20 May 2013, the opening meeting will start at 11:00a.m

BRIEFINGS, SPECIAL EVENTS, CAUCUSES

12. A list of special events is available on the website of the Secretariat of the UNPFII at the following link: www.un.org/indigenous

13. 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

14. All official documents of the Permanent Forum are available on: www.un.org/indigenous 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. As mentioned earlier, the Forum session will be 'Paper Smart'.

PROGRAMME INFORMATION

15. 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 link is: <http://www.un.org/Docs/journal/En/lateste.pdf>

REMINDERS

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

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

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

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

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

21. Cooperation with the UN Security Service and other Secretariat staff is highly required. ***Please note that demonstrations and protests are not permitted on UN Premises.***

22. When materials are brought into or removed from the United Nations, measures must be taken to ensure that the floors, walls, door frames of the area are not damaged, e.g., no heavy loads should be dragged across the floor; trollies should have rubber, not metal wheels.

23. For additional information and technical issues with the pre-registration, please contact us by email at ngo@un.org.

The Secretariat of the Permanent Forum on Indigenous Issues and the Civil Society and Outreach Unit of the Division for Social Policy and Development (DSPD) wish all participants a fruitful session of the Permanent Forum on Indigenous Issues.

We look forward to seeing you at the session.