



## **Ninth Session of the Permanent Forum on Indigenous Issues**

New York, 19 - 30 April 2010

# **Arrangements for Participation of NGOs, Indigenous Peoples Organizations (IPOs), and Academic Institutions**

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

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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, Indigenous Peoples Organizations (IPOs), and Academic Institutions with information on practical arrangements relating to their participation in the Ninth Session of the Permanent Forum on Indigenous Issues.

### **GROUND PASSES AND ACCESS TO THE UNITED NATIONS**

2. To facilitate access to the United Nations to participants from NGOs, IPOs and Academic institutions interested in attending the Ninth Session of the Permanent Forum on Indigenous Issues, DSPD and the United Nations Security and Safety Service will conduct registration according to the following arrangement:

3. All participants from NGOs, IPOs and academic institutions will have access to the Lobby through the Visitor's Entrance.
4. Registration will tentatively take place beginning on Friday, 16 April from 10a.m. to 3:45pm. It will continue on Sunday 18 April, from 10:00 a.m. to 1 p.m. On Monday 19, it will take place from 8:00a.m. to 3:45p.m. From Tuesday 20 and for the duration of the Forum, registration will be conducted from 9:00a.m. to 3:45p.m. every day. The Registration Desk will be closed every day from 12:30 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 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.** The Letter of Confirmation can be downloaded at the following link by using the username and password provided for pre-registration: <http://esango.un.org/irene/>

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 session 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 Ninth Session of the Permanent Forum will be held in Conference Room 1, which is located in the United Nations New Conference Building in the Garden at the United Nations Headquarters in New York. The General Assembly Hall may be the venue of the ninth session on specific dates. This information will be confirmed at the following page: [http://www.un.org/esa/socdev/unpfii/en/session\\_ninth.html](http://www.un.org/esa/socdev/unpfii/en/session_ninth.html)

## **PARTICIPATION**

11. To make oral presentations, participants should submit their requests to the Secretariat of the Permanent Forum on Indigenous Issues:

Secretariat of the Permanent Forum on Indigenous Issues  
United Nations, 2 UN Plaza  
Room DC2 1772  
Tel.: (1) 917 367 5100, Email: [IndigenousPermanentForum@un.org](mailto:IndigenousPermanentForum@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 11:30a.m on Monday 19 April 2010.

## **BRIEFINGS, SPECIAL EVENTS, CAUCUSES**

14. A list of special events is available on the website of the Secretariat of the UNPFII at the following link:

[http://www.un.org/esa/socdev/unpfii/en/session\\_ninth.html](http://www.un.org/esa/socdev/unpfii/en/session_ninth.html)

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.

16. When in the cafeteria, please do not move tables and chairs into clusters so as to hold your own spontaneous meetings as the cafeteria is strictly for eating purposes.

17. If you intend to hold a meeting, please get in touch with staff members of the United Nations Secretariat to have access to a room. Please do not conduct meetings in any other areas such as the Cafeteria, the Vienna Café or corridors.

## **DOCUMENTATION**

18. All official documents of the Permanent Forum are available on the Webpage of DSPD: [http://www.un.org/esa/socdev/unpfii/en/session\\_ninth.html](http://www.un.org/esa/socdev/unpfii/en/session_ninth.html). 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**

19. 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**

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

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

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

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

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

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

26. 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.

27. For additional information and assistance, please contact Mr. Amine Lamrabat at (917) 367 9456 or Mr. Carlos Gusukuma at (917) 367 2958.

*DSPD wishes all participants a fruitful session of the Permanent Forum on  
Indigenous Issues*