

**Fifty-third session of the Commission on the Status of Women
2-13 March 2009**

Important information for NGO participants

Register and obtain a grounds pass (United Nations pass)

- Enter at the visitor's entrance at **1st Avenue and 46th Street**.
- Go to the **DAW NGO registration desk** located in the lobby of the General Assembly Building.
- Present:
 - the **official CSW confirmation letter** that you obtained through the online pre-registration system
 - an **official ID with photo** (such as a passport or driver's license)
- Once you have obtained your grounds pass, make sure that it is visible at all times while on United Nations premises.
- The **opening hours** of the DAW NGO registration desk are:

Prior to the session	Friday, 27 February: 10.30 a.m.-12.30 p.m.; 2-4 p.m. Saturday, 28 February: 10 a.m.-4 p.m.
First week	Monday, 2 March: 8 a.m.-12.30 p.m.; 2-4 p.m. Tuesday, 3 March: 9 a.m.-12.30 p.m.; 2-4 p.m. Wednesday, 4 March: 9 a.m.-12.30 p.m.; 2-4 p.m. Thursday 5, March: 9 a.m.-12.30 p.m.; 2-4 p.m. Friday, 6 March: 9 a.m.-12.30 p.m.
Second week	Monday, 9 March: 8 a.m.-12.30 p.m.; 2-4 p.m. Tuesday, 10 March: 9 a.m.-12.30 p.m.; 2-4 p.m. Wednesday, 11 March: 9 a.m.-12.30 p.m.; 2-4 p.m. Thursday, 12 March: 9 a.m.-12.30 p.m.; 2-4 p.m. Friday, 13 March: 9 a.m.-12.30 p.m.

Official CSW meetings

Location

- Official meetings of the fifty-third session of the Commission on the Status of Women will be held in **conference room 2** in the basement of the Conference Building.
- Enter the conference room area through the doors near the Bookshop and Post Office in the basement.

Participation

Representatives of ECOSOC-accredited NGOs may attend all open official meetings of the Commission. Seats are reserved for NGO representatives in the Gallery, with entrance from the first floor. The seats on the floor of the conference room are reserved for Member State delegates.

Usually, informal consultations on the negotiation of outcomes (decisions and resolutions) are restricted to government delegates. The Chairperson of these closed meetings may allow NGOs to observe some of these consultations during the initial stages of negotiation. When informal consultations are open, NGO representatives should use the reserved seating in the Gallery.

Schedule

Official meetings of the Commission on the Status of Women are normally scheduled from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m., Monday through Friday. Meetings start promptly.

- Pick up document E/CN.6/2009/1, *Annotated provisional agenda and proposed organization of work in conference room B*, located in the basement of the Conference Building, as long as supplies last, or download it on the DAW website (www.un.org/womenwatch/daw/csw/csw53/OfficialDocuments.html). The annex provides a schedule of official CSW meetings.
- Find announcements about **changes in schedules**, meeting room assignments and sundry announcements in the daily Journal of the United Nations, available online at www.un.org/Docs/journal/En/lateste.pdf.
- Find answers to many questions about the session, including the daily schedule of events, at the **DAW information desk** in the Neck Area of the Conference Building (the passage located in the basement of the Conference Building, between the Vienna Café and conference room 2).

Oral statements

During the general discussion

Oral statements may be made during the general discussion by a limited number of NGOs in consultative status with ECOSOC. The number of oral statements to be delivered at the session will depend on the time available. Preference is given to NGOs speaking on behalf of groups of organizations, caucuses, or coalitions. Instructions about the process will be communicated via email to each NGO representative requesting to make a statement.

- Submit a request to make an oral statement during the CSW general discussions through the official CSW e-mail address – CSW53@un.org no later than **27 February 2009**. **The name of the organization/caucus/coalition wishing to speak must be in the subject line of the e-mail.**

- Clearly indicate:
 1. the topic(s) covered by the statement (in summary form)
 2. the organization(s)
 3. the name of the speaker
 4. the speaker's e-mail contact address
 5. the speaker's local (New York) telephone contact number, or a cell phone number
- Be aware that oral statements should not exceed **three minutes** (i.e., about two pages double-spaced using font 12).
- Bring **22 copies of the statement** to the DAW information desk (in the Neck Area) **the day before** the beginning of the general debate. Failure to adhere to this deadline will result in being removed from the Speakers' List.

During interactive panels

A limited number of NGOs in consultative status with ECOSOC will be able to make an oral intervention in the interactive panels. Interventions must be focused on the theme of the panel. Inputs on other issues will not be accommodated. Instructions will be communicated via e-mail to each **NGO representative requesting to make an intervention**.

- Submit a request to participate in an interactive panel through the official CSW e-mail address – CSW53@un.org no later than **27 February 2009**.

Interventions should NOT be in the form of prepared statements and NGOs are therefore not required to submit copies of such interventions. These interventions must take the form of comments or questions to the experts on the panels. Interventions are not to exceed **three minutes**.

The NGO meeting room

Conference room B has been reserved for meetings of NGO representatives (caucus and coalition meetings, workshops, etc.). It is equipped with a **photocopier** that uses US standard letter size paper (8½ in. x 11 in.).

- Bring your **own photocopy paper**, as it will not be provided.
- Refrain from using the photocopier during meetings.
- Find **official documents** in conference room B. The documentation booth in conference room 2 is reserved for government delegations only.

- Should you not find the official document you are looking for, kindly note that all official documentation is available for download on the DAW website (www.un.org/womenwatch/daw/csw/csw53/OfficialDocuments.html).
- Place notices only on the **notice board** provided for that purpose outside conference room B. Please do not post anything on the walls, or the door of the room.

Daily NGO Briefings

Daily morning briefings are organized by the NGO Committee on the Status of Women (a group of New York-based women's NGOs in consultative status with ECOSOC) in **conference room 2** from 9 a.m. to 9.45 a.m.. These briefings take place every day during the session, except for the first day of the session (Monday, 2 March), and on International Women's Day celebration (Thursday, 5 March).

The CSW Chairperson or another designated Bureau member and the COU Chief update the NGOs on developments of interest and answer questions. These briefing sessions are also convened so that NGOs have an opportunity to keep themselves well-informed of the proceedings of the session and of discussions held in NGO caucuses.

- Arrive promptly to ensure optimal use of time (the conference room opens at 8.30 a.m.).
- Leave the room immediately and quickly after the briefing is over at 9.45 a.m. so that official meetings can start on time.
- Do not remove any paper on the tables: they are the property of the official delegates.
- Please turn off all cell phones and electronic devices while in the conference room.
- No food or drink is allowed in the room.

Parallel events held on United Nations premises

Parallel events are held on United Nations premises during the CSW session by Permanent Missions, United Nations entities and ECOSOC-accredited NGOs collaborating with Member States or United Nations entities.

- Check the **calendar** of parallel events organized by Permanent Missions, United Nations entities and NGOs, which will be placed on the DAW website one week prior to the CSW session and updated regularly.
- A **daily schedule** of these parallel events will be prepared by DAW and made available at the DAW information desk in the Neck Area.

Parallel events held in the Church Center and other locations

Parallel events are also held outside United Nations premises, usually in the Church Center (at the corner of 44th Street and 1st Avenue). NGOs, both with and without ECOSOC accreditation, may organize and attend the events outside the United Nations. These events are scheduled by the NGO Committee on the Status of Women.

- Check the **calendar** of all NGO-organized parallel events, which will be placed on the DAW website one week prior to the CSW session and updated regularly.
- Direct **questions** about NGO-sponsored events and about reserving space for meetings and caucuses to the NGO Committee on the Status of Women at info@ngocsw.org.
- Pick up a **daily schedule** of NGO parallel events in conference room B.
- Notify DAW of any **scheduling changes** at CSW53@un.org. Notifications received by 1 p.m. will be reflected in the next day's schedule.
- Be sure to inform both DAW and the NGO Committee on the Status of Women about parallel events in venues other than the Church Center so that the events can be listed in the calendar of events.

General reminders

- **Under no circumstances are demonstrations of any kind permitted on United Nations premises.**
- Smoking is not allowed on United Nations premises.
- No food or beverages can be brought into or consumed in any of the conference rooms, including the Dag Hammarskjold Library Auditorium.
- Merchandise may not be displayed or sold on United Nations premises. The NGO Committee on the Status of Women holds a crafts fair in the Church Center during the session. For information about this event please send an e-mail to info@ngocsw.org.
- Large bags, suitcases, trolleys and carry-on luggage will not be permitted on United Nations premises.
- Under no circumstances should items be affixed to TV screens, walls, doors or painted surfaces.
- The United Nations will not be responsible for damage or theft of articles.
- Full co-operation with the United Nations Security Service is expected.
- When in the cafeteria, please do not move tables and chairs into clusters to hold impromptu meetings. The cafeteria is strictly for eating purposes; it may not be used as a meeting room.

Finding your way around United Nations Headquarters

- Pick up a map of United Nations Headquarters at the **DAW registration desk**.

Location of some of the most commonly used facilities:

- **United Nations Visitor's Entrance:** 1st Avenue & 46th Street.

- **NGO Resource Center:** located in GA-37, in the basement below the Visitor's lobby, beyond the vending machines.
- **DHL Auditorium:** located in the basement of the Dag Hammarskjold library.
- **Conference rooms 2, 4, 7, 9, B, C, and E:** located in the basement of the Conference Building.
- **Cafeterias** in the United Nations Secretariat:
 - Main cafeteria: South Lobby
Breakfast: 7.15 a.m.-10 a.m.
Lunch: 11 a.m.-3 p.m.
Dinner: 5 p.m.-7 p.m.
 - Vienna Café: GA-B1
8 a.m.-6 p.m.
 - Delegates Dining Room: 4th Floor of the Conference Building
Lunch served daily: 11.30 a.m. to 2.30 p.m., reservations: (212) 963-7625
 - Visitor's coffee shop: located in the basement below the Visitor's lobby.
- **Tourist Information Center:** located in front of the main cafeteria, near the Security Guards' post; it provides information about New York City.

Useful contact details

For fire and other emergencies, please go to a public phone and dial 911

United Nations Security and Safety Services 24-hour emergency line:
(212) 963-6666

NGO Committee on the Status of Women:

Email: info@ngocsw.org.

Phone: (212) 209-3961

Fax: (212) 209-7161

Division for the Advancement of Women (DAW):

Email: csw53@un.org

Public transportation to the United Nations

Bus:

M15, 27, 42, 50, 98, 101, 102, 103, 104

Check map at: <http://www.mta.info/nyct/maps/manbus.pdf>

Metro/Subway:

Grand Central Station (line 4, 5, 6, 7 and S)

Check map at: <http://www.mta.info/nyct/maps/submap.htm>