



**Seventeenth session of the United Nations Forum on Forests
Accreditation and access to United Nations Headquarters for in-person participants
9-13 May 2022, United Nations Headquarters, New York**

This note has been compiled to assist in-person participants in the seventeenth session of the United Nations Forum on Forests (UNFF17).

Administrative Arrangements for the Meeting

UNFF17 will be held from 9 to 13 May 2022. The session will be held at the United Nations Headquarters (UNHQ) through in-person formal meetings (to take decisions) and informal “hybrid” meetings with the option of in-person or virtual participation (for the deliberations). The formal and informal meetings of UNFF17 will be convened in Conference Room 4 in the Conference Building (CB). UNFF17 will hold two consecutive daily meetings, the first meeting will be from 9:00 a.m. to 11:00am, and the second meeting from 11:15am to 1:15 p.m. Please enter the UNHQ premises through the Visitor’s Entrance located on First Avenue (between East 45th & East 46th Streets). All documents and information about UNFF17 are available at: <https://www.un.org/esa/forests/forum/index.html>.

Working Language

UNFF17 will be conducted in all six official United Nations languages.

Registration and Grounds Passes

- **Member States and Intergovernmental Organizations (IGOs) with Observer Status to the United Nations**

Registration (request of UN grounds pass) of official delegations will be carried out by the Protocol and Liaison Service. Permanent/Observer Missions and Offices are required to submit their requests for UN grounds pass for members of their delegations (in-person participants) by using the online “**e-Registration system**”, available through the e-deleGATE portal (<https://edelegate.un.int>). Please note that it is not necessary to register “virtual” participants via the eRegistration system in order to follow the meetings, which are broadcast via United Nations Web TV. Delegations wishing to obtain information on the system may refer to the updated “Guidelines on e-Registration” and “Frequently asked questions” sections posted on the Protocol and Liaison Service website (<https://www.un.org/dgacm/en/content/protocol/meetings>).

All UN pass requests, including requests for VIP passes, must be submitted through the e-Registration system.



IGOs with Observer Status to the UN that do not have offices in New York or have not enrolled in the eRegistration system should inform the Protocol and Liaison Service in writing of the composition of delegation (names with functional titles and affiliations) attending the Forum (in-person) at UNHQ.

The letter should be stamped and signed by the head of the organization and include the name and an official email address of a focal point of the organization to receive the registration approval notifications (gmail, hotmail, aol, etc. are not accepted), together with an SG.6 form (request for temporary grounds pass) for each member of the delegation. The SG.6 form can be found on the Protocol website at <https://www.un.org/dgacm/en/content/protocol/meetings>.

The SG.6 form(s) must be duly completed, sealed/stamped and signed by the head of chancery or administrative officer. The form(s) must be submitted together with the covering letter in one package to the office of Protocol and Liaison Service by email to unprotocol@un.org (and copied to chuaw@un.org).

Upon verification of information, the Protocol and Liaison Service will provide the necessary paperwork for grounds pass issuance to the focal point specified in the letter.

For issuance of a UN grounds pass at the Pass and ID Unit, delegates are required to present a printed copy of the approval notification, along with their passport or government issued photo ID.

UN Pass and ID Unit

320 East 45th Street (between 1st and 2nd Ave), Tel: 1-212-963-7533
Pass and ID Unit hours: 9:00 am to 4:00 pm, Monday through Friday

- **IGOs and regional entities with observer status to the United Nations Forum on Forests**

International and regional entities with observer status to the UN Forum on Forests (UNFF) should register their representatives by sending the UNFF Secretariat an official letter on the organization's letter-head and signed by the Executive-Director listing the names and contact information of each representative being nominated to attend the UNFF session.

The letter should be sent to:

Ms. Juliette Biao Koudenoukpo, Director
UN Forum on Forests Secretariat
Department of Economic and Social Affairs
Two UN Plaza, S-26 FW, New York, NY 10017
Fax: +1 917 367 3186



The following IGOs have observer status to the Forum:

- African Forest Forum (AFF)
- Amazonian Cooperation Treaty Organization (ACTO)
- Asia Forest Partnership (AFP)
- Association of Southeast Asian Nations (ASEAN)
- Center for International Forestry Research (CIFOR)
- Central African Forests Commission (COMIFAC)
- World Agroforestry Centre (ICRAF)
- International Network for Bamboo and Rattan (INBAR)
- International Tropical Timber Organization (ITTO)
- Ministerial Conference on the Protection of Forests in Europe (MCPFE)
- Montreal Process
- Secretariat of the Pacific Community
- Secretariat of the Tehran Process for Low Forest Cover Countries (LFCCs)

- **Non-governmental organizations and Major Groups and other stakeholders**

Non-governmental organizations that are accredited with the Economic and Social Council of the UN (ECOSOC) and the former Commission on Sustainable Development (CSD) are encouraged to participate in UNFF-related meetings. Please verify that your organization is accredited with the Economic and Social Council of the UN (ECOSOC) log in here to see if your organization is accredited: <http://esango.un.org/civilsociety/newLogin.do?sessionCheck=false>

The Forum welcomes the participation of the nine major groups as identified in Chapter 23 of Agenda 21, including: women, children and youth, indigenous people, non-governmental organizations, local authorities, workers and trade unions, business and industry, scientific and technological communities, and farmers and small forest landowners.

Accredited non-governmental organizations and representatives from the Major Groups and other stakeholders can register for meetings and events at UN Headquarters in New York through the INDICO platform which has replaced the registration functionality of CSO Net. INDICO is an open-source platform customized by our colleagues at the UN Office in Geneva, where it is used for all event registrations. To register for UNFF17 please go to: <https://reg.unog.ch/event/37723/>

- **Media Accreditation**

Media representatives wishing to attend UNFF-related meetings should apply through the web site of the Media Accreditation & Liaison Unit of the UN Department of Global Communications: www.un.org/malu

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.

Missions to the UN and organizations enrolled in the “eRegistration” system may submit requests for media, including journalists in the delegation and official photo and video at <http://edelegate.un.int> (submission instructions can be found [here](#)).



Questions on media accreditation should be referred to the Media Accreditation and Liaison Unit: malu@un.org or 212-963-6934.

Hotels

Arrangements for hotels need to be made by individual participants (or their Mission) at hotels of their own choice. Please note that a credit card is normally required to make a reservation, participants should plan accordingly. A list of hotels in the vicinity of UNHQ is provided on the next page.

Participants should make the necessary reservations at least one week prior to the event. Participants can contact hotels directly, or contact your country's Mission to the UN which may be able to assist you (contact details can be found at www.un.org/en/members/).



HOTEL NAME	HOTEL ADDRESS	TEL NO.
Fifty Hotel & Suites by Affinia	155 East 50 th Street	212-751-5710
Affinia Dumont	150 th East 34 th Street	212-481-7600
Algonquin	59 West 44 th Street	212-840-6800
Barbizon	140 East 63 rd Street	212-715-6928
Amsterdam Court	226 West 50 th Street	212-459-1000
Beekman Tower	3 Mitchell Place	212-355-7300
Benjamin	125 East 50 th Street	212-715-2500
Bentley	500 East 62 nd Street	212-644-6000
Westgate New York Grand Central	304 East 42 nd Street	212-986-8800
DoubleTree by Hilton	569 Lexington Avenue and 53 rd Street	212-752-7000
Oakwood at The Nash	222 East 39 th Street	212-682-9550
Envoy Club	377 East 33 rd Street	212-481-4600
Fitzpatrick Grand Central	141 East 44 th Street	212-351-6800
Grand Hyatt New York	109 East 42 nd Street	212-883-1234
Residence Inn	148 East 48 th Street	212-980-1003
The Westin New York Grand Central	212 East 42 nd Street	212-490-8900
Park Lane Hotel	36 Central Park S	212-371-4000
Marcel	201 East 24 th Street and 3 rd Avenue	212-696-3800
Millennium Hilton New York	1 United Nations Plaza	212-758-1234
Moderne Hotel	243 West 55 th Street	212-397-6767
Paramount Hotel	235 West 46 th Street	212-764-5500
Pod 51 Hotel	230 East 51 st Street	844-763-7666
The Lexington Hotel	511 Lexington Avenue, 48 th Street	212-755-4400
Roger Smith	501 Lexington Avenue	800-445-0277
Shelburne Murray Hill	303 Lexington Avenue	212-689-5200
Stewart Hotel New York	371 7 th Avenue	212-563-1800
Surrey Hotel	20 East 76 th Street	212-288-3700
Warwick New York	65 West 54 th Street	212-247-2700
Dylan Hotel	52 East 41 st Street	212-338-0500
Wyndham Midtown 45	205 East 45 th Street	212-867-5100
Dream Midtown	210 West 55 th Street	212-247-2000
IBEROSTAR 70 Park Avenue Hotel	70 Park Avenue	212-973-2400
Roosevelt Hotel	45 East 45 th Street	212-661-9600