



## **PROTOCOL AND LIAISON SERVICE - DGACM**

Room S-0200 • Tel: +1 (212) 963-7181 (Registration to meetings) • Email: [unprotocol@un.org](mailto:unprotocol@un.org)

### **Guidelines on eRegistration for accredited intergovernmental organizations (IGOs) and entities away from New York**

1. Temporary registration (request for a UN grounds pass) is a separate exercise necessary for participants, namely **official delegations**\* of:
  - a. Participating States
  - b. Intergovernmental organizations accredited with the General Assembly (GA-accredited IGOs)
  - c. Intergovernmental organizations accredited to various UN conferences (ad hoc IGOs)
  - d. Associate members of the regional commissions (AMRC)
  - e. Specialized agencies and related organizations

who require access to United Nations Headquarters in New York (UNHQ) to attend **UN official meetings**\*\* or **specific conferences** held away from UNHQ.

This exercise is carried out by the Protocol and Liaison Service (Protocol Office) using the “eRegistration” system via the edeleGATE portal at <https://edelegate.un.int>.

Members of the official delegations of the above categories are kindly reminded that registration to the meeting hosts/organizers would not automatically grant access to UNHQ or to the conference venue. The following registration procedure must be completed in advance to obtain a valid pass to access UNHQ or a conference venue.

2. The guidelines herein mainly focus on **categories b, c and d**.
3. **For registration to official meetings at UNHQ**, please follow the instructions below:

#### **A. GA-accredited IGOs (category b) already registered with the “eRegistration” system**

- ❖ Log on to the “eRegistration” system via <https://edelegate.un.int> (under the tab of “Protocol”, select “Registration to meetings and conferences”. At the top of the eRegistration front page, use the button “Attach delegation list” to upload a letter (not a note verbale) from the head of the organization to the Chief of Protocol informing the composition of the official delegation (with names, functional titles and affiliations) attending the specific UN official meeting. The letter should be **stamped and signed by the head of the organization**.

- ❖ Go back to the front page and select the button “New Request” to complete an online registration form for each member of the delegation. Review, verify the details, and submit.
- ❖ Online registration must be submitted as early as possible and **at least one week** (hard deadline) prior to the start date of the meeting.
- ❖ For detailed “Guidelines on using the eRegistration system”, please refer to the Protocol website at <https://www.un.org/dgacm/en/content/protocol/meetings>.

**B. GA-accredited IGOs (category b), Associate members of the regional commissions (category c) and ad hoc IGOs (category d) NOT registered with the “eRegistration” system**

- ❖ Submit a letter (not a note verbal) to the Chief of Protocol informing the composition of the official delegation (with names, functional titles and affiliations) attending the specific UN official meeting at UNHQ. **The letter should be stamped and signed by the head of the organization.** Provide in the letter **a name** and **an official email address** of the focal point of the organization to receive the registration approval notifications. [Only an email address with the organization’s official email domain is accepted. Public email domains such as Gmail, Hotmail, AOL, Yahoo, etc. are not acceptable.]
  - ❖ Complete an SG.6 form (see attached Annex) for each member of the delegation; the form(s) must be duly completed, **stamped and signed** by the head of chancery or administrative officer. The SG.6 form in electronic version can be found on the Protocol website at <https://www.un.org/dgacm/en/content/protocol/meetings>. Note that the SG.6 form must be typed and not handwritten.
  - ❖ Send the letter and the SG.6 form(s) together as **one attachment** to the Protocol Office by email to [unprotocol@un.org](mailto:unprotocol@un.org). Please specify the name of the organization in the subject line.
  - ❖ To ensure the issuance of United Nations grounds passes in a timely manner, it is essential that the above requirements are fully met and that the letter containing the composition of the delegations and SG.6 forms must be submitted as early as possible and **at least two weeks** (hard deadline) prior to the start date of the meeting.
4. Once the registration requests (online via eRegistration system or paper form via email) are received in the Protocol Office, they will be reviewed and processed. Upon approval, the focal point of the organization will receive via email the approval notification of each member of the delegation. Each approval notification will be assigned a unique reference number and the focal point should ensure a copy of the respective approval notification be given to members of the delegation before their departure for New York.
  5. Upon arrival in New York, members of the delegations may proceed directly to the Pass and ID Unit along with the approval notification **and** passport or government-issued photo ID for issuance of a UN grounds pass.
  6. The United Nations Pass and ID Unit is located at 320 East 45<sup>th</sup> Street, New York, NY 10017 (Tel: +1 (212) 963-7533). Normal office hours are Monday through Friday, from 9:00 am to 4:00

pm, except for days prior to and during the high-level week of the General Assembly in September, working hours may be extended.

7. **For registration to conferences held away from UNHQ**, please consult the respective conference websites or information notes for proper guidance on the registration procedure and request for conference passes, as the registration arrangement and deadline of each conference for organizations and entities under para. 3B may vary.
8. Please also check out the “Frequently Asked Questions” for all eRegistration-related matters at <https://www.un.org/dgacm/en/content/protocol/meetings>.

**Note:**

\* Official delegations refer to “members of official delegations” appointed by their governments or organizations as “official representatives” in the meetings. “Invited guests” of delegations (not official representatives) will not be registered by the Protocol Office and should not be included in the official delegations.

\*\* UN official meetings refer to mandated meetings listed in <https://www.un.org/calendar/en>, official meetings of the General Assembly and ECOSOC, as well as official meetings of the Security Council. All official UN meetings can be found in the UN daily journal. [UN official meetings **do not** include special meetings, side events, seminars, training courses/workshops, receptions, and exhibitions organized by missions/organizations/UN entities. For access to these events held at UNHQ in New York, please contact the event hosts/organizers directly.]

**Annex**

**PLEASE TYPE OR PRINT ONLY**



**PROTOCOL AND LIAISON SERVICE**

**REGISTRATION OF MEMBERS OF DELEGATIONS TO TEMPORARY MEETINGS**

\_\_\_\_\_ requests the U.N. Protocol and Liaison Service  
Permanent/Observer Mission - Observer Office - Specialized Agency

to issue a building pass to \_\_\_\_\_

who will participate in the meeting of \_\_\_\_\_  
Delegate's date and port of entry in the U.S.: \_\_\_\_\_  
(d/m/y)

Departure date: \_\_\_\_\_  
(d/m/y)

Occupation in the sending State: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME (please type/print) \_\_\_\_\_  
Head of Chancery/Administrative Officer

\_\_\_\_\_  
OFFICIAL SEAL

New York \_\_\_\_\_  
(day/month/year)

**APPLICATION FOR UNITED NATIONS BUILDING PASS**

NAME	COUNTRY/ORG
MEETING	

In the capacity of:

Head of Del. <input type="checkbox"/>	Rep. <input type="checkbox"/>	Alt. Rep. <input type="checkbox"/>	Adviser <input type="checkbox"/>	Expert <input type="checkbox"/>	Interpreter <input type="checkbox"/>	Spouse <input type="checkbox"/>	**Staff <input type="checkbox"/>
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**FOR PROTOCOL USE ONLY**

Expiration date: \_\_\_\_\_

Signature \_\_\_\_\_  
(Approving Officer)

Code:    GD     DE     AD     PS     PC     OS     OC