

United Nations

Procedures and Rules for non-governmental organizations participating in the Durban Review Conference

The Secretariat to the Durban Review Conference welcomes non-governmental organizations (NGOs) to Geneva and to the Conference. Information and guidance on NGO participation is available on OHCHR's website (<http://www.un.org/durbanreview2009/>) and via the dedicated Extranet (<http://portal.ohchr.org>). User name: hrc Durban. Password: ohchr123)

Keeping in mind the goals and objectives of the Durban Review Conference, all activities and general conduct of all participants should focus on the Durban Declaration and Programme of Action, and the Conference should provide an opportunity to review progress made in the combat against racism, racial discrimination, xenophobia and related intolerance and the actual implementation of the Durban Declaration and Programme of Action at the national, regional and international levels since 2001, as well as the sharing of best practices.

The Secretariat seeks to ensure the smooth running of all meetings and consultations in the context of the Conference and take this opportunity to recall the following rules, regulations and requirements, to which all NGO representatives are required to adhere.

NGOs participating in the Conference are required to comply with the rules, regulations and procedures outlined below, which are based on arrangements, including ECOSOC resolution 1996/31 of 25 July 1996 and practices observed by the Human Rights Council and its predecessor, the Commission on Human Rights.

Upon receipt of the accreditation badge, the individual accredited and the NGO in whose name the individual has been accredited agree to comply with the below rules, regulations and procedures.

Any breach of the below rules, regulations and procedures may result in action being taken by the Secretariat of the Conference, which may include, depending on the circumstances, immediate withdrawal of the badge granted to the individual accredited and/or to the main representative of the NGO who has accredited the individual concerned for the duration of the Conference or a longer period of time if so warranted.

Access to the United Nations premises

On United Nations premises, members of accredited NGOs must comply with the requests and instructions of United Nations officials and security staff relating to access and use of United Nations facilities and premises.

Members or representatives of an accredited NGO should display their badge visibly at all times when entering and exiting, and while present on United Nations premises.

Use of the United Nations emblem or the distinctive emblem of the Conference on documents and publications

The United Nations emblem or the distinctive emblem of the Conference is intended for official use only and may not be used otherwise except with the authorization of the Secretary-General.

Use of the United Nations emblem or the distinctive emblem of the Conference on non-official documents and publications, including NGO material is expressly prohibited.

Use of the United Nations flag

The United Nations flag may not be used whether flown or displayed on the screen of the conference rooms where NGOs organize side events, except with the authorization of the Secretary-General.

Side events

NGO organizers and participants in side events are reminded that they are public meetings that anybody can attend, including Permanent Mission delegates and representatives of the media. The organizing NGO bears full responsibility for the organization and outcome of such events.

NGO organizers of side events are also reminded that the authorization to use the meeting rooms and the Conference facilities at UNOG is granted subject to such meetings being consistent with the purposes and principles of the United Nations and more specifically they also commit to undertake activities in full conformity with the letter and spirit of the Durban Declaration and Programme of Action. Abusive or offensive language is not permitted on United Nations premises or in the Conference rooms.

The distribution of background material is only allowed in the room where the event takes place and not outside. All material distributed must be relevant to event or the panelists. All material distributed must also indicate the logo and full name of the NGO accredited to the Conference who is organizing or sponsoring the event. Materials containing abusive or offensive language or images are not permitted in the conference rooms, or on United Nations premises.

Material (including leaflets, publications, boards, banners, etc) displayed and used within the scope of side events inside the conference room reserved for that purpose must be immediately removed by the NGO organizer at the end of the event.

Smoking, eating and drinking are prohibited in the Conference rooms. Flash cameras are not allowed when meetings are in session and cellular phones must be switched off.

Filming in the Conference rooms where NGOs organize side events or in any other conference room such as Salle des Assemblées, conference room XX, conference room XVII or room XII is prohibited.

NGOs organizing side events should not accredit journalists as participants in side events. Journalists should be accredited as media representatives by the Department of Public Information at UNOG.

Media representatives

Representatives of accredited NGOs must not enter designated media areas such as the Media Centre and Press Room. Persons without a media pass are not permitted to carry media equipment onto United Nations premises. Any person attempting to do so or falsely representing him/herself as a media representative, will be removed from the conference room(s) and from other designated media areas.

NGO material

NGO material should clearly indicate the logo and full name of the NGO accredited to the Conference and may only be displayed on the tables and boards clearly marked for this purpose which are located outside room XVII or in the room where the NGO organizer is organizing a side event.

NGOs may not distribute material in or outside the Conference rooms, in the corridors or in the cafeteria. United Nations Security Officers may stop and search any NGO representative if they have reason to believe that he/she will distribute material in the Conference rooms or on United Nations premises.

Authority of United Nations Security Officers

United Nations security officers function as agents of the Secretary-General to preserve order and to protect persons and property in the premises of UNOG.

All persons on the premises are expected to comply with the directions that may be issued by security officers in the performance of their functions.

Under no circumstances should delegations, including NGO representatives, give instructions to security officers.

Security officers are authorized to search persons, vehicles, handbags, briefcases or packages and to seize property if they have reason to believe that any person is carrying an unauthorized weapon, explosives or other dangerous substances or narcotics, or is removing property from the premises without proper authorization.

As a general rule, access to the UN premises with large luggage is not authorized.

NGO representatives, conference participants and official visitors carrying small luggage will enter exclusively through the special gate at Ariana Park where their luggage may be subjected to in-depth security scrutiny.

Durban Review Conference Secretariat

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