

## Forty-ninth session of The Commission on the Status of Women (28 February to 1 March 2005)

### NGO Participation Information Note

(Please check <http://www.un.org/womenwatch/daw/Review/english/news.htm>  
regularly for information updates)

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The Division for the Advancement of Women (DAW) welcomes all NGO participants to the forty-ninth session of the Commission on the Status of Women. Arrangements for NGO representatives attending CSW49 have been made as follows:

#### **GROUND PASSES**

NGO representatives may pick up their UN ground passes at the United Nations Visitor's Lobby (First Avenue and 46<sup>th</sup> Street).

All NGOs should enter via the Visitor's Entrance in the General Assembly Building, at all times, and will be required to pass through the magnetometers. On the first day of the commission session, there will be a separate magnetometer set up exclusively for NGO representatives attending the forty-ninth session of the Commission on the Status of Women.

The registration desk will be located under the Foucault's Pendulum in the General Assembly Visitor's Lobby.

The DAW Registration Desk will be open on

- 25 February (Friday), 9:30a.m - 8:00p.m;
- 27 February (Sunday), 10:00a.m - 10:00p.m;
- 28 February (Monday), 7:00a.m - 4:30p.m;
- 1 March (Tuesday) to 3 March (Thursday), 9:00a.m – 4:30p.m;
- 4 March (Friday), 9:00a.m – 12:30p.m;
- 7 March (Monday) to 10 March (Thursday), 9:00a.m – 4:40p.m;
- 11 March (Friday), 9:00-12:30pm.

*NOTE: The registration desk will be closed everyday 12:30p.m – 2:00p.m.*

Please present the Letter of Confirmation and a photo identification at the Registration Desk. **No pass will be issued without the presentation of a photo identification.**

#### **SECONDARY PASSES FOR ACCESS TO CONFERENCE ROOMS**

Due to the large numbers of both government delegations and NGO organizations participating in the 49th session of the CSW, access to the room where the CSW is meeting will be restricted (for space/security reasons) for both delegations and NGOs through a system of passes.

UN Security has advised DAW that each registered organization be allotted two transferable “secondary passes”, which will be required for access to the restricted rooms. It is therefore important that everyone, even those with year-long ECOSOC passes, to register for the CSW. These passes will be given to the first two representatives of each organization arriving at the DAW registration desk. Organizations will decide among themselves who will use the passes for different sessions of the CSW.

Please note that seating in these “restricted access rooms” will be on first-come first-served basis to pass-holders. We will continually monitor the situation to see if the passes are needed for the whole of the CSW.

For CSW sessions that will take place in the GA Hall, the UN Security has worked out a ticketing system. There are 280 seats for NGO representatives. Tickets for the opening session (on 28 February) will be given out at DAW registration desk, starting Friday 25 February, one per organization on a first-come first-served basis. Tickets for other sessions in the GA will be given out by the NGO Section of the Division for ECOSOC Support and Coordination on the day of the event (1, 2 and 7 March), at a desk near the DAW registration desk.

To accommodate those who will not get into the official meeting, an overflow room with monitors has been requested for both delegates and NGOs for all sessions during the first week. There is an overflow room whenever a room is available - keeping in mind that there are other meetings going on during the same week. Conference Room 2 will be the overflow room when the plenary is in the GA Hall; Conference room 1 will be the overflow room when the plenary is in Conference Room 2 during the first week; on 8 March, Conference Room 1 will be available as the overflow room 9:00a.m -1:00p.m. Please check update for possible room changes. Seating in the overflow room is on a first-come first-served basis.

In addition, there are a large number of side events planned in the UN building. We expect that those delegates and NGOs who are not able to be in the formal meeting or the overflow room will take advantage of these opportunities. A list of events taking place outside the UN building will also be available for reference.

Kindly note that the United Nations grounds passes are to be worn visibly at all time.

## **NGO PARTICIPATION**

Subject to seating limitations (see Secondary Passes), NGO representatives may attend all open meetings of the Commission.

NGO requests to speak in the general debate will be brought to the attention of the Secretary of the Commission to include on the speakers’ list. The chairperson decides who can speak, based on time available, with government delegations having priority. NGO representatives are therefore encouraged to prepare joint statements and preference

will be given to those speaking on behalf of a number of organizations. Please notify Ms. Wenyan Yang well in advance (212-963-4714) if you wish to make an oral intervention.

During the panel discussions on the thematic areas, NGO representatives may be given the opportunity to speak. NGO representatives wishing to participate during the panel discussions should submit their names to Ms. Wenyan Yang 24 hours before the beginning of the panel discussion. Preference will be given to individuals speaking on behalf of a number of organizations or caucuses. NGO representatives selected to intervene in the discussion will be seated in an area designated for these NGO representatives and will be expected to keep their interventions brief, exceeding no more than three minutes.

### **NGO CAUCUS**

Conference Room A has been reserved for NGO representatives to hold caucuses and workshops. A photocopier has been set up in that room for the use of NGO representatives attending the forty-ninth session of the Commission on the Status of Women. No paper will be provided and NGO representatives are requested to bring their own paper in letter size (American size) since any other size will jam the machine. The photocopier, computers and printers are not to be used while the room is being used for caucuses and workshops.

There will be Daily Briefings for NGO participants in Conference Room 2, from 9:00a.m to 9:45 a.m. No briefing will be held on the 28 February and 8 March.

NGOs who are facilitating workshops or co-organizing events on United Nations premises are requested to keep strictly to the scheduled time so that the next programme may start promptly. Likewise, the daily morning briefing must conclude promptly at 9:45a.m and the room cleared in time for the next official meeting. Lunchtime events must conclude promptly at 2:45p.m.

Please see the attached schedule of events for further information on the caucuses and workshops. Any request for changes in the scheduled events that take place inside the UN should be directed to Michele Burger (1-212-963 3154). Schedule of changes will be posted on the notice board inside Conference Room A. A daily schedule of events will be distributed at the registration desk and at the morning briefings in Conference Room 2. Only those scheduling changes received by 1:00 p.m. each day will be reflected in the next day's schedule.

Limited copies of official documents for the forty-ninth session of the Commission on the Status of Women have been reserved for NGO representatives. Those documents will be kept in Conference Room A. NGO representatives are requested to take only one copy of each official document per organization. NGO representatives are requested not to ask for official documents at the documentation booths in Conference Room area, as distribution of documents to NGOs from these points is not authorized.

Please note that the second floor of the Church Centre Building on the corner of 44<sup>th</sup> street and First Avenue has been reserved by the NGO Committee on the Status of Women to be used by NGO representatives attending the forty-ninth session of the Commission on the Status of Women. Kindly arrange to use this space whenever possible.

## **SCHEDULE AND PROGRAMME INFORMATION**

The opening session in the morning of the 28 February and the High-level Plenary on the 1 March, 2 March and 7 March of the forty-ninth session of the Commission on the Status of Women will be held in the General Assembly Hall. The two parallel High-level Roundtables in the afternoon of 28 February will be in the ECOSCO Chamber and the Trusteeship Council, with all other sessions in Conference Room 2. The Commission session will normally be scheduled from 10:00a.m to 1:00p.m and from 3:00p.m to 6:00p.m every day. All participants are to be seated promptly at 10:00a.m and 3:00p.m.

Conference Rooms are located in the basement of Conference Building. NGO representatives with valid passes will be admitted to the Conference Room area through the doors near the United Nations Bookshop and Post Office in the basement (stairs to the basement are located by the Registration area). Please walk through the corridor and turn left to get to Conference Rooms (a Café in on the right). For representatives who require the use of elevators, elevators are located to the left of the Visitor's Lobby, through the glass door by the Guided Tour desk.

The Journal of the United Nations is issued daily. It contains the daily programme of official meetings in the United Nations as well as announcements. There will also be a daily programme of events issued jointly by the Division for the Advancement of Women and the Secretary of the Commission on the Status of Women. Information can also be obtained at the daily briefings for NGOs.

## **OTHER FACILITIES**

A tented area will be set up on the plaza with tables and seats where a food and beverage counter will be set up. Participants are encouraged to use that space as the consumption of food and beverages is not permitted in the conference area and the corridors and passage ways in the conference area need to be kept clear for safety.

A satellite health clinic will be located in room CB21 during the CSW, with a nurse on duty 10:00a.m to 6:00p.m to provide emergency first aid.

## **REMINDERS**

**Under no circumstances are demonstrations of any kind permitted on United Nations premises.**

The United Nations is a Non Smoking building.

No food or beverages are to be brought into or consumed in any of the conference rooms; including the Dag Hammarskjold Library Auditorium.

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

No luggage is permitted in the United Nations premises, such as carry ons, backpacks. etc.

No items are to be affixed to any walls, doors or painted surfaces by any means. There will be a notice board inside Conference Room A. This will be the only place where NGO representatives may place notices.

The United Nations will not be responsible for damage or theft of articles.

Full co-operation with the UN Security Service is expected.

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