



# NGO Advisory 1

28 January 2011

Dear Organizations that pre-registered to attend CSW55,

Due to the significantly high number of NGO representatives who have pre-registered, and due to the ongoing renovations of the United Nations Headquarters complex which have put a major strain on building facilities and space availability for meetings, NGO access will be extremely limited at official CSW session meetings and events in the North Lawn Building. Please note:

- ⇒ The United Nations grounds pass alone **will not be sufficient** to gain access to the North Lawn Building, where official CSW meetings will take place. **Secondary passes must also be presented to gain access to the building.** *At most, only one time-limited secondary pass will be given to each organization to be shared among its representatives.*
- ⇒ In addition to the above-mentioned limits, the actual number of NGO representatives who will be able to have a seat in the conference room will be determined in accordance with the capacity of the conference rooms.
- ⇒ Attendance at a parallel event organized by Member States and United Nations entities in the North Lawn Building will be **by invitation only**. Distribution of the invitations is the sole prerogative of event organizers (the Missions and the United Nations entities concerned). The number of invitations issued and distributed will vary per event.

The invitation letter dated 1 November 2010 that you received to pre-register at the fifty-fifth session of the Commission on the Status of Women explained that pre-registration was divided into two phases. During the first phase (1 November to 31 December 2010), you were able to designate representatives to the session. You were asked to keep the numbers to a minimum.

Please be reminded that during the second phase, i.e., by **4 February 2011**, your organization is kindly asked to provide more information on each representative who is confirmed to attend the session. Please provide (or confirm) the temporary addresses of your representatives while they are in New York and their mode of transportation to New York. Once all information has been provided, a printable grounds pass form with all of the particulars can be downloaded on CSO net at <http://esango.un.org/irene/?page=login&next=viewRegistrationANDnr=13082ANDtype=8ANDsection=8>. **Each representative will be required to bring their grounds pass form in order to register at United Nations Headquarters and get a grounds pass.**

Your organization is also asked to inform us as soon as possible and by e-mail ([csw@un.org](mailto:csw@un.org)) of the **actual total** number of representatives who will definitely attend the session. This will greatly help us to plan for the session and ease the bottlenecks at registration.

Further details will be posted online as they become available. Advisories will be sent out by e-mail. However, we encourage you to consult the website of UN Women [www.un.org/womenwatch/daw/csw/55sess](http://www.un.org/womenwatch/daw/csw/55sess) on a regular basis from now on for updates.

Please be reminded that the United Nations will not facilitate arrangements, or pay for any costs, such as travel, visa or accommodation expenses, for participants. Such arrangements and costs are the exclusive responsibility of the participants. The United Nations does not charge fees for participation in the Commission on the Status of Women sessions.