**Open-ended intergovernmental working group on transnational corporations and other business enterprises with respect to human rights: Important Information on Accreditation Procedure**

At its 26th session, on 26 June 2014, the Human Rights Council adopted [Resolution A/HRC/26/9](http://ap.ohchr.org/documents/dpage_e.aspx?si=A/HRC/RES/26/9) by which it decided “to establish an open-ended intergovernmental working group on transnational corporations and other business enterprises with respect to human rights, whose mandate shall be to elaborate an international legally binding instrument to regulate, in international human rights law, the activities of transnational corporations and other business enterprises.”

The second session of the open-ended intergovernmental working group (OEIWG) will take place from **24 to 28 October** **2016** in Room XX, Palais des Nations, Geneva. Interpretation will be provided in the six official United Nations languages.

All UN Member and Observer States, specialized agencies and other intergovernmental organizations, national human rights institutions accredited by the International Coordinating Committee and non-governmental organizations with ECOSOC consultative status may attend public meetings of the OEIWG.

**1. Access to relevant information on the Web**

All relevant documentation pertaining to the sessions of the OEIWG is accessible from the OHCHR website. Kindly refer to this website for updates:  
<http://www.ohchr.org/EN/HRBodies/HRC/WGTransCorp/Pages/IGWGOnTNC.aspx>

**2. Accreditation and assistance for requesting travel visas**

NGOs in consultative status with ECOSOC wishing to accredit representatives to the second session of the OEIWG must send a letter of request for accreditation to the OEIWG Secretariat, either by email ([igwg-tncs@ohchr.org](mailto:igwg-tncs@ohchr.org)), by fax on +41 22 917 90 08, or by mail to UNOG-OHCHR, CH-1211 Geneva 10, **copying the UNOG NGO Liaison Officer if a visa attestation is required** ([ungeneva.ngoliaison@unog.ch](mailto:ungeneva.ngoliaison@unog.ch) - see further details below).

The letter of request for accreditation should be sent in advance of the session (**at least two weeks in advance if visa attestations are required**). Upon request, the United Nations Office at Geneva (UNOG) NGO Liaison Office (**not the Secretariat of the OEIWG**) may issue relevant ‘attestation of accreditation’ for visa application purposes.

***Letter of Request for Accreditation***

The letter of request for accreditation must contain the following elements:

* Submitted on the official letterhead of the organization;
* State the title and duration of the session the organization wishes to attend, e.g. "[Name of NGO], in consultative status with ECOSOC, wishes to send the following members to attend the *2nd* session of the Open-ended intergovernmental working group on transnational corporations and other business enterprises with respect to human rights (24 to 28 October 2016)...";
* List the name/s (FAMILY NAME, First name) of the person/s who will represent the organization at the session. Names of persons must be exactly as they appear in their passports;
* List the name(s) of those members already in possession of a valid identity badge issued by UNOG Security and Safety Section, and who plan to attend the session, with an indication that the person(s) hold(s) an annual badge. The letter must be signed by the President, or Chief Executive Officer of the organization, or the organization’s Main Representative to the United Nations Office at Geneva if he/she is so authorized.

Annual or temporary NGO representatives in possession of an identity badge issued by UNOG Security and Safety Section, and valid for the duration of the session, will have unrestricted access to the conference rooms. However, it is still necessary to send a letter requesting accreditation.

Any other participants without a UNOG identity badge should apply in person to the security entrance at **Pregny Gate, 8–14 Avenue de la Paix**; on presentation of an official identity document and a copy of the letter of accreditation that has already been faxed to the Secretariat by the NGO concerned, a photo-badge valid for the duration of the session will be issued. **The security entrance at “Pregny Gate” will be open from Monday to Friday from 8.00 a.m. to 5.00 p.m. throughout the session**.

***Attestation for Visa Application Purposes***

In order to obtain such an attestation, NGOs enjoying consultative status with ECOSOC should explicitly indicate this need in the accreditation request that is faxed or sent to the Secretariat, and copied to the UNOG Liaison Office which will issue the attestation and transmit it to the headquarters of the NGO concerned. Please consult Swiss consular officials in your country regarding visa application deadlines, apply accordingly and ensure that all documentation is in order.

The UNOG Liaison Office may be contacted at the following address:

United Nations Office at Geneva   
**NGO Liaison Office**  
Office of the Director-General  
Room 153  
Palais des Nations  
1211 Geneva 10  
Tel: + 41 (0)22 917 13 04/ 917 21 78  
Fax: +41 (0)22 917 05 83  
Email: [ungeneva.ngoliaison@unog.ch](mailto:ungeneva.ngoliaison@unog.ch)

*Please Note:* ﻿On occasions of increased demand for participation in a given session, the Secretariat may limit access to the plenary room in terms of the number of accredited participants per NGO delegation. Therefore it would be useful to indicate in your request for accreditation if you seek access to the plenary, to the public gallery (see also below) or to a parallel event (also see below).

**3. Access to the public gallery**

A limited number of seats in the Public Gallery, above the conference room, are available for persons wishing to observe the proceedings of the OEIWG without being accredited as participants (e.g. students and academics). Individuals or groups who wish to attend are required to send a request (at least **24 hours before the desired date**) to the Secretariat (by fax on +41 22 917 90 08, or by email at [igwg-tncs@ohchr.org](mailto:igwg-tncs@ohchr.org)), containing the following information:

(a) Date(s) of the visit;   
(b) Purpose of the visit; and   
(c) Full name(s) of those wishing to attend;  
(d) Name and website of the institution/organization to which you are affiliated.

Access to the public gallery will be granted according to the availability of seating and other circumstances.

NGOs are requested to provide the Secretariat of the OEIWG with a complete list of guests at least 48 hours prior to the day of the meeting. Accordingly, “Parallel Event” badges will be issued on the day of the scheduled event, at the “Pregny Gate” security entrance, upon presentation of a valid identification paper.

Please be advised that the Secretariat does not provide interpretation for NGO parallel events. NGOs may bring their own interpreters, if they so wish, and inform the Secretariat of the OEIWG accordingly ahead of time. The use of cameras/videos during parallel events is not encouraged. Only journalists and camera-people accredited on a yearly basis with UNOG are allowed to use camera and video equipment.

**4. Webcast and Audio listening**

A webcast of the session will be available on <http://webtv.un.org/>

Audio recordings of the OEIWG session will also be accessible afterwards from the UNOG Digital recordings online portal: <http://conf.unog.ch/digitalrecordings/>

**5. Contact details**

For any further details, please contact the Secretariat by telephone (Ms Eimear Farrell: +41 22 917 9887) or by email ([igwg-tncs@ohchr.org](mailto:igwg-tncs@ohchr.org)).