THIRD INTERNATIONAL CONFERENCE ON SMALL ISLAND DEVELOPING STATES
Registration information for the preparatory process taking place in New York

Participation:

Governmental and non-governmental stakeholders planning to participate in the Conference and the meetings of its Preparatory Committee, including its Intersessional meeting, must be accredited to the United Nations for registering to this process.

The following participants may attend or be represented: States Members of the United Nations or members of specialized agencies, Inter-Governmental Organizations, Associate members of the regional commissions, United Nations system, Major Groups and other stakeholders, and Media.

States Members:

Registration to the Preparatory Committee and the Intersessional meetings
(UNHQ, New York, USA):

Government officials, through their Permanent Missions to the United Nations in New York, should notify the UN Protocol and Liaison Service of their participation at the meetings. A letter signed by the head of chancery or an authorizing official with an official seal should be addressed to:

Mr. YOON Yeocheol
Chief of Protocol
UN Protocol and Liaison Service
Att. Ms. Wai Tak Chua
Room S-0201
United Nations
New York, NY 10017
Fax + 1 (212) 963 1921

A copy should also be sent to:
General Assembly and ECOSOC Affairs Division/DGACM
Secretary of the Preparatory Committee
Mr. Kenji Nakano
Att. Mr. Paolo Dua
Email: duap@un.org
To obtain UN grounds pass, permanent missions in New York may follow the new procedure by submitting their requests via the online accreditation system “eAccreditation” at http://eaccreditation.un.int. Information regarding the new system can be found at http://www.un.int/protocol.

**Inter-Governmental Organisations (IGOs):**

**Registration to the Preparatory Committee and the Intersessional meetings (UNHQ, New York, USA)**

IGOs interested in participating as observers in the Third International Conference on Small Island Developing States Conference and the Preparatory Committee as well as the Intersessional meetings are required to be accredited to the United Nations and register accordingly.

(A) United Nations accredited IGOs with an office in New York may follow the same procedure for member states via the online accreditation system “eAccreditation” at http://eaccreditation.un.int. They should also notify the UN Protocol and Liaison Service of their participation at the meeting. A letter signed by the head of the organization with an official seal should be sent to the addresses mentioned above.

(B) United Nations accredited IGOs without an office in New York should follow the procedure below:-

- Submit a letter to the Chief of Protocol, stamped/sealed and signed by the head of the organization, with the names and functional titles of the delegation attending the meeting. In addition, the letter must include a name and an email address of the focal point of the organization handling the request. A copy of this letter should also be sent to the ECOSOC Affairs Branch.

- Attach an SG.6 form for each member of the delegation; (the SG.6 form can be found at http://www.un.int/protocol, under “Forms”)

- Send both (a) and (b) to the Protocol and Liaison Service at Room S-0201 or by fax to 1-212-963-1921.

The focal point will be notified of the accreditation approval(s) via email. The email is the actual approval notification, a hard copy of which must be presented together with a valid passport or government photo ID to the United Nations Pass and ID unit for the issuance of a UN grounds pass. The focal point must ensure that copies of the approval notifications be given to the participants before leaving for New York.

A copy should also be sent to:
Accredited IGOs:

The Conference will be open to participation by the following IGOs:

- Those with observer status with the General Assembly
- Those with observer status with the Economic and Social Council (ECOSOC)
- Those that were previously accredited to the World Summit on Sustainable Development (WSSD)
- Those that were previously accredited to the International Meeting to Review the Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States (Mauritius Conference)
- Those that were previously accredited to the high level review meeting on the implementation of the Mauritius Strategy for the Further Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States (Mauritius + 5)
- Those that were accredited to the United Nations Conference on Sustainable Development (Rio+20)

Non-accredited IGOs

Other IGOs interested in obtaining an ad hoc accreditation for the purpose of the Third International Conference on Small Island Developing States Conference and its preparatory process can submit an application to:

General Assembly and ECOSOC Affairs Division/DGACM
Secretary of the Preparatory Committee
Mr. Kenji Nakano
Att: Ms. Radhika Ochalik
Email: ochalik@un.org

The application will be reviewed against the existing criteria (geographical scope, membership note that at least three Member countries must be specified in the application) and if these are met, the requesting IGO will be submitted through the Bureau to the approval of the Preparatory Committee. Only after the approval, the newly accredited IGO representative(s) will be issued a UN-ID Pass in accordance with the same procedures highlighted in para (B) for not NY based IGOs.

Associate members of the regional commissions

Representatives of Associate members of the regional commissions (American Samoa, Anguilla, Aruba, Bermuda, British Virgin Islands, Cayman Islands, Commonwealth of the Northern Mariana Islands, Curaçao, French Polynesia,
Guadeloupe, Guam, Martinique, Montserrat, New Caledonia, Puerto Rico, Turks and Caicos Islands, and United States Virgin Islands) are required to follow the same accreditation procedure as that for States Members by submitting a letter with a list of delegation to the Protocol and Liaison Service and registering online.

**United Nations system:**

**Registration to the Preparatory Committee and the Intersessional meetings (UNHQ, New York, USA)**

**Specialised agencies and related organisations:** The registration of the representative of the Specialised agencies and related organizations of the UN system (ILO, FAO, UNESCO, ICAO, WHO, World Bank, IMF, UPU, ITU, WMO IMO, WIPO, IFAD, UNIDO, IAEA, WTO, UNWTO, CTBTO, ICC and OPCW) follows the same procedures as for states and IGOs for both the Preparatory Committee and the Intersessional meetings (UNHQ, New York, USA).

**United Nations funds, programmes and other entities** (UN, UNOG, UNHCHR, UNOV, UNODC, UNON, UN-HABITAT, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD, UNDP, UNEP, UNHCR, UNRWA, UNICEF, UNFPA, WFP, UN-WOMEN, UNFCCC, UNCCD, CBD, UNU, ITC, UNAIDS, UNITAR).

Registration to the Preparatory Committee and the Intersessional meetings (UNHQ, New York, USA):

Registration should be sent directly to:

Pass and ID Unit of the Security and Safety Service
Fax + (212) 963 9541

A copy should also be sent to:
General Assembly and ECOSOC Affairs Division/DGACM
Secretary of the Preparatory Committee
Mr. Kenji Nakano
Att: Mr. Paolo Dua
Email: duap@un.org

**NGOs and other Major Groups organisations**

**Registration to the Preparatory Committee and the Intersessional meetings (UNHQ, New York, USA)**

The participation of stakeholders from civil society and other non-state actors is organized according to the major groups structure articulated in Agenda 21. Representatives from major groups interested in participating as observers in the Third International Conference on Small Island Developing States Conference and the Preparatory Committee as well as the Intersessional meetings are required to be accredited to the United Nations and register accordingly.
NGOs and other major groups that are eligible for registration are those that are:

- In consultative status with the Economic and Social Council.
- Accredited to previous conferences on the sustainable development of the Small Island Developing States, held in Barbados and Mauritius.

NGOs and other major groups and other accredited organizations can register their representatives for the PrepCom and the Intersessional meetings through the Conference web site at www.sids2014.org/majorgroups.

**Applications for accreditation**

NGOs and other Major Groups organizations that are not accredited to ECOSOC or not previously accredited to previous conferences on the sustainable development of the Small Island Developing States, held in Barbados and Mauritius (BPOA, BPOA+5, MSI, MSI+5), may participate in the Third International Conference on Small Island Developing States Conference and the Preparatory Committee through an ad-hoc accreditation process.

More information is available on the Conference website at www.sids2014.org/majorgroups. The deadline for submitting accreditation applications is 15 May 2014.

**Media accreditation and services:**

Media accreditation is strictly reserved for members of the press: print, photo, radio, television, film, news agencies, and online media who represent a bona fide media organization (full guidelines are available at http://www.un.org/en/media/accreditation/request.shtml). Requests must include:

(a) Letter of assignment on official letterhead of a media organization signed by the publisher or editor-in-chief indicating the name and duration of assignment of the journalist. The letter should be addressed to Isabelle Broyer, Chief, Media Accreditation and Liaison Unit, United Nations Secretariat, Department of Public Information. It should be sent as a scanned document in pdf format to malu@un.org;

(b) Completed online accreditation form available at: http://www.un.org/en/media/accreditation/form/

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