



REFERENCE: PRO/NV/eAccreditation/2013

The Chief of Protocol of the United Nations presents his compliments to the Permanent Representatives/Observers to the United Nations and Heads of Specialized Agencies stationed in New York, and has the honour to notify them of an ongoing project **“eAccreditation”- a new online system for the accreditation of delegations to meetings at United Nations Headquarters.**

The Protocol and Liaison Service is pleased to inform that, in compliance with the implementation of the “PaperSmart” project, the existing “paper-based” accreditation system will soon be replaced by a new online accreditation system “eAccreditation”. The project has now reached a final phase for testing before it is officially launched for use by all permanent/observer missions to the United Nations and offices of specialized agencies around mid-July at a date to be announced. The primary objective of this new exercise is to streamline business processes and to enhance efficiency, accountability and security. In addition, the transition from paper process to digital process is a part of the policy of greening the United Nations pledged by the Secretary-General.

It is to be noted that “eAccreditation” is separate from the registration process of permanent staff members of the missions and offices in New York, which will remain unchanged.

In order to set up an account for each mission for logging into the new system, missions are requested to provide this office with the name of a focal point (authorized user) responsible for making accreditation requests, as well as one or two back-up authorized users, by completing the attached form and returning it to the Protocol and Liaison Service at Room S-0201 by **Friday, 21 June 2013**. The form should be duly stamped and signed by the permanent representative or in his/her absence, by the chargé d’affaires, a.i. Please note that all fields are mandatory and missions/offices are kindly reminded that the generic email address of the missions/offices should **not** be used as the email address of the authorized users.

Only the head of each permanent mission may designate authorized users to monitor all requests made on its behalf. For security reasons, the authorized users must be tasked to closely monitor activities on the account and safeguard the log in details. It must be emphasized that a person bearing a delegate grounds pass is a representative of a member state/organization who has been authorized to speak or act on its behalf and who has been duly accredited to a conference/meeting. Heads of permanent/observer missions and specialized agencies are strongly recommended to make extra careful consideration in the selection of the authorized users. Any changes of the users must be communicated to this office in writing immediately.

The existing paper-based accreditation system will be discontinued by end of July 2013. The Protocol and Liaison Service will remain in close communication with the permanent/observer missions and offices of the specialized agencies regarding the date of the official launching of "eAccreditation".

The Protocol and Liaison Service expresses its sincere thanks to all permanent/observer missions and offices of specialized agencies for their cooperation and willingness to take part in this crucial exercise and will do its best to ensure a smooth transition to the new system.

The Chief of Protocol of the United Nations avails himself of this opportunity to renew to the Permanent Representatives/Observers to the United Nations and Heads of Specialized Agencies stationed in New York the assurances of his highest consideration.





Protocol and Liaison Service
United Nations

Permanent Mission of : _____
or
Observer Mission of : _____
or
Liaison Office of the Specialized Agency of : _____

This is to confirm that the following focal point and backups have been designated as the "eAccreditation" authorized users of the mission/liaison office responsible for making accreditation requests and to handle accreditation related matters. The mission/liaison is fully responsible for notifying the Protocol and Liaison Service of any changes of the users/backups with immediate effect.

(A) FOCAL POINT

Name: _____
Functional title at the mission/office: _____
Email address: _____
Telephone number: _____(work) _____(mobile)

(B) BACKUP USERS (in the absence of the above)

1. Name: _____
Functional title at the mission/office: _____
Email address: _____
Telephone number: _____(work) _____(mobile)
2. Name: _____ (optional)
Functional title at the mission/office: _____
Email address: _____
Telephone number: _____(work) _____(mobile)

Signature _____

(official seal/stamp)

Name _____
Permanent Representative/Observer
to the United Nations or Head of
Specialized Agency