



Information on supporting documents to be uploaded by participants on the registration system when registering. These documents are mandatory for all participants.

	Participants Category	Supporting Document to upload on registration (Mandatory for all participants)
1.	Member States	<p>Letter of accreditation. Consist of a communication such as a letter or note verbale addressed to the Secretariat of Governing Bodies, printed on official letterhead and signed or rubricated by an authorized representative. It should include the name(s) of the delegate(s) or representative(s) seeking registration. Any given Member State can submit several letters of accreditation as required. The letter of accreditation can be issued by authorities such as Ministry of Foreign Affairs, Ministry of Environment or other governmental institutions, or permanent missions. The letter of accreditation is issued for registration purposes and is not to be confused with the credentials of representatives (Letters of Credentials) which should be submitted to the Executive Director prior to the first meeting of the session. Member States are requested to send a copy of the credentials, signed by either Head of State/Government or Minister of Foreign Affairs, by Wednesday, 15 November 2017, two weeks ahead to (unep.sgb@unep.org) and submit the original upon arrival.</p>
2.	Observer States	<p>Letter of accreditation. Consist of a communication such as a letter or note verbale addressed to the Secretariat of</p>



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		<p>Governing Bodies, printed on official letterhead and signed or rubricated by an authorized representative. It should include the name(s) of the delegate(s) or representative(s). The letter of accreditation can be issued by authorities such as Ministry of Foreign Affairs, Ministry of Environment or other governmental institutions, or permanent missions. The letter of accreditation is issued for registration purposes and is not to be confused with the credentials of representatives (Letters of Credentials) which should be submitted to the Executive Director prior to the first meeting of the session. Observer States are requested to send a copy of the credentials, signed by either Head of State/Government or Minister of Foreign Affairs, by Wednesday, 15 November 2017, two weeks ahead to (unep.sgb@unep.org) and submit the original upon arrival.</p>
3.	<p>Non-Governmental Organizations</p> <p>i. Accredited NGOs- A list of NGOs accredited to UN Environment is available at http://www.unep.org/about/majorgroups/resources</p>	<p>A nomination letter from their accredited organization. The letter must be on the Organizations' letterhead, dated and signed by an authorized representative of the Organization and may list all the representatives of the organization to a maximum of 5 persons per Organization.</p>



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	<p>ces/list-accredited-organizations</p> <p><i>The list is already in the system and participants should type in the name of their organization, which will appear when they type and click enter when their organization appears.</i></p>	
	<p>ii. Non-Accredited NGOs</p> <p><i>Manually type in the name of Organization for consideration and approval.</i></p>	<p>A nomination letter from their organization. The letter MUST be on the Organizations' letterhead, dated and signed by an authorized representative of the Organization and may list all the representatives of the organization to a maximum of 5 persons per Organization.</p>
4.	<p>Intergovernmental Organisations Observers (IGOs)</p> <p>i. IGOS Accredited to the UN General Assembly</p> <p><i>The list is already in the system and participants should type in the name of their organization, which will appear when they type and click enter when their organization appears.</i></p>	<p>A nomination letter from their organization. The letter MUST be on the Organizations' letterhead, dated and signed by the Head of the Organization or an authorized representative of the organization and may list all the representatives of the organization to a maximum of 5 persons per Organization.</p>



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	<p>ii. Other IGOs <i>Manually type in the name of Organization for consideration and approval. To qualify under this category, an Organization MUST be established by a treaty or other instrument governed by international law, possess its own international legal personality and an interest in the field of the environment</i></p>	
5.	Private Sector, Trusts, Foundations	A nomination letter from their organization. The letter MUST be on the Organizations' letterhead, dated and signed by an authorized representative of the Organization and may list all the representatives of the organization to a maximum of 5 persons per Organization.
6.	UN System Organisations (including UN Environment staff)	Memo in the Organizations' official letterhead. It should include the name(s) of the delegate(s) or representative(s). This category includes staff members on UN system organizations as per the drop down menu on the registration tool. It includes staff of UN Environment except those who will be approved under the 'Secretariat of the Assembly' category here below, to register using the generic memo of August 31 2017 from the Secretariat of Governing Bodies and will be required to present a valid UN Environment ground pass or



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7.	MEA's and UNEP affiliated Entities	Memo in the Organizations' official letterhead. It should include the name(s) of the delegate(s) or representative(s).
8.	Media	Valid Press Card
9.	Side Events Participants (including organizers unless they are already under another category appearing herein)	Confirmation letter sent by UN Environment to side event organizers.
10.	Invited Independent Experts	Personalized invitation letter from UN Environment's divisions or offices inviting an expert(s) for a specific event(s)
11.	Secretariat of the Assembly	Memo by the Secretary of Governing Bodies.
12.	Academia i) Faculty ii) Students	Nomination letter on the Institutions letterhead signed by the University Dean/ vice chancellor, preferably one letter listing all nominated faculty and students.
13.	VIP Security- A letter indicating the VIP security detail should first be sent to Janet.Okal@unon.org for pre-screening.	Clearance letter from UN Offices at Nairobi's Department of Safety & Security
14.	Others or Support	Invitation or confirmation letter from the service provider , who should be pre- approved as a service provider by the United Nations Offices at Nairobi- Commercial Services Unit