

## **Centre for NGOs**

### **General Terms and Conditions of Use**

#### **1. Access**

- 1.1. The Centre for NGOs at the Palais des Nations is placed under the responsibility of the UNOG NGO Liaison Unit.
- 1.2. Access to the Centre and its use are intended for NGO representatives holding a Grounds pass or a Conference badge for the United Nations Office at Geneva.
- 1.3. The Centre for NGOs is open Monday through Friday, from 8:00 a.m. to 7:00 p.m.
- 1.4. It is located in room E.2079/1, building E, level 2.

#### **2. Provision of space and equipment**

- 2.1 The Centre offers tables, computer stations, free Wifi access, and a semi-private meeting space that can accommodate up to 15 people.
- 2.2 A telephone is made available to NGOs for internal calls.
- 2.3 Users are responsible for the equipment made available to them.

#### **3. Use of computers**

- 3.1 Computers connected to the Internet are graciously made available to NGOs to help them in their research of a strictly professional nature and may not be used to consult private documents.
- 3.2 Positions cannot be reserved or retained during the absence of the user, and under no circumstances privatized. During peak periods, computer use may be limited. In this context, it is requested that NGO representatives give way to other users, as applicable.

#### **4. Use of the printer and copier**

- 4.1 Users must provide their own paper for printing documents. The use of the printer and the photocopier is strictly reserved for professional purposes, in line with UN goals and objectives.

#### **5. Information material**

- 5.1 NGOs are authorized to use the boards of the Centre to display information on global issues of common interest, in connection with the mandate of the United Nations.
- 5.2 Disseminating material or information containing defamatory, abusive or offensive language or images is not permitted on United Nations premises.
- 5.3 Once the materials displayed have expired, it is the responsibility of the NGO to remove them accordingly.

## **6. Appropriate behavior**

- 6.1 In the Centre, representatives of NGOs are expected to display a courteous approach. Aggressive behavior, verbal or physical intimidation, threatening statements or gestures, any form of sexual harassment, as well as racism and racial discrimination are prohibited and will not be tolerated.
- 6.2 Disturbing noise must be avoided. Telephone calls must be taken and made outside the Centre.
- 6.3 It is strictly forbidden to smoke, eat or drink (except for bottled water) in the Centre.
- 6.4 If a user persists in disturbing or not respecting the instructions, they may be asked to leave the premises. Behavior deemed unacceptable by the NGO Liaison Unit may lead to exclusions. Any finding of degradation or loss of equipment at the Center might be chargeable to the NGO.

## **7. Final provisions**

- 7.1 The personal belongings of users are placed under their own responsibility and must under no circumstances be stored in the Centre.
- 7.2 NGOs are not allowed to receive mail on their behalf in the Centre.
- 7.3 Users agree to comply with these rules and regulations.

The NGO Liaison Unit in the Office of the Director-General is the focal point for matters on relations between the United Nations and civil society in Geneva and remains at the disposal of NGOs who require more details on any of the above-mentioned points. You can contact the NGO Liaison Unit at + 41 (0)22 917 13 04 or via the email address: [unog.ngo@un.org](mailto:unog.ngo@un.org).

NGO Liaison Unit  
United Nations Office at Geneva  
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