



MC10  
NAIROBI  
2015

## ACCREDITATION PROCEDURE TO THE 10<sup>th</sup> MINISTERIAL CONFÉRENCE OF THE WTO

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### DETAILED EXPLANATION OF THE ACCREDITATION PROCEDURE

The registration of non-governmental organisations (NGO) to the 10<sup>th</sup> WTO Ministerial Conference (MC10) is three fold:

**1. First, the NGO coordinator registers its organisation.**

The NGO should designate a coordinator which role is the following:

- Register the NGO to enable its accreditation to the Ministerial Conference.
- Invite the NGO representatives to register as participants to the Ministerial Conference.

**2. Second, the WTO reviews the NGO accreditation information and decides to either accept or reject the accreditation.**

**3. Third, the representatives of the accredited NGO register as participants to the Ministerial Conference.**

- The Coordinator invites the accredited NGO representatives to register
- A maximum of four participants per NGO is authorised.

Please find below a detailed explanation describing the various steps to follow in order to register your NGO and your participants.

**4. Deadlines for NGO accreditation and participant registration**

- NGOs should submit their requests for accreditation no later than 16 October 2015 (midnight, GMT).
- Individuals should be registered no later than 13 November 2015 (midnight, GMT).

The WTO accreditation system to the Ministerial Conference is supported by the following portal: <https://iam.unicc.org> .



*Please note that the online accreditation system only works with the latest browsers version: **Chrome, Firefox, Safari and Internet Explorer**. Please download the latest browsers version to be able to register. Older versions do not support the accreditation system.*

9 STEPS TO FOLLOW TO GET ACCREDITED TO MC10	
STEP	DESCRIPTION
<b>REGISTRATION OF THE NGO BY ITS COORDINATOR</b>	
1	Use this link <a href="https://iam.unicc.org">https://iam.unicc.org</a> and create your account.  You will receive a message from <a href="mailto:iamsupport@unicc.org">iamsupport@unicc.org</a> . You will be required to activate your account and validate your email address.
2	Once your account and email are validated, you can connect to the system by logging in.
3	Once in the system, select the link "My Profile" and fill in all the fields.  Make sure that you have completed all your profile. It will be easier to proceed to the next registration steps.
4	Once your profile is completed, select the link "My Services" and click on "Register your NGO for MC10" (in the menu to the left of the screen)  You are now officially identified as the coordination of your NGO.  Complete all the fields needed for the registration of your NGO.  Do not forget to attach the supporting documents relevant and needed for the accreditation of your NGO.  Please note that most of the fields are required. You will not be able to go further if they are not all completed them.  <b><u>Please note:</u></b> The "NGO Full Name" box only contains 30 characters (space included) and the "Description" box only contains 700 characters (space included).
<b>WTO PROCESS</b>	
5	If the WTO approves your accreditation request, you will be able to continue your registration by inviting your participants (see additional explanation below - steps 6 to 9)  If the WTO rejects your accreditation request, you will not be able to go any further in the process. You will receive a message explaining why your request was declined.  The WTO could ask for more information before approving or rejecting the accreditation of your NGO. If this is the case, your registration will be pending until the information is received and validated by the WTO.

## 9 STEPS TO FOLLOW TO GET ACCREDITED TO MC10

STEP	DESCRIPTION
<b>REGISTRATION OF NGO PARTICIPANTS</b>	
6 NGO Coordinator only	<p>The NGO Coordinator will use the system to invite the representatives its NGO that would participate in the Ministerial Conference as follows:</p> <ul style="list-style-type: none"> <li>• Select the link "Invite your participants"</li> <li>• If the NGO Coordinator intends to participate in the Ministerial Conference, he/she can invite himself/herself by selecting the link "Add my participation".</li> <li>• The NGO Coordinator can invite as many participants as he/she wants, but would only be able to validate a maximum of 4 registrations.</li> </ul>
7	<p>Each invited NGO representatives will receive a message from the system, <a href="mailto:iamsupport@unicc.org">iamsupport@unicc.org</a>, containing a link to create an account and register.</p> <p>Each invited NGO representatives should create an account and register in the accreditation system following the below procedure:</p> <ul style="list-style-type: none"> <li>• Use this link <a href="https://iam.unicc.org">https://iam.unicc.org</a> and create your account.</li> <li>• You will receive a message from <a href="mailto:iamsupport@unicc.org">iamsupport@unicc.org</a>. You will be required to activate your account and validate your email address.</li> <li>• Once your account and email are validated, you can connect to the system by logging in.</li> <li>• Once in the system, select the link "My Profile" and fill in all the fields.</li> <li>• Make sure that you have completed all your profile. It will be easier to proceed to the next registration steps.</li> </ul>
8	<p>The invited participant can accept or decline the invitation from the NGO coordinator - use the button «I will participate» or «I can't participate» at the bottom of the page.</p> <p>Make sure that your profile is fully completed before validating your participation.</p>
9 NGO Coordinator only	<p>The NGO Coordinator validates the registration. At all times, he/she can reject a validated registration in order to accept another one if needed.</p> <p>Meaning of the following buttons:</p> <ul style="list-style-type: none"> <li>√ Registrations and participation validated - <u>final step required</u></li> <li>X Allows you to delete the registration of a participant if necessary</li> <li>☒ Possibility to send a message to the participant if necessary</li> </ul>
10	<p>The participant will receive a final positive (or negative) confirmation from the NGO Coordinator.</p>