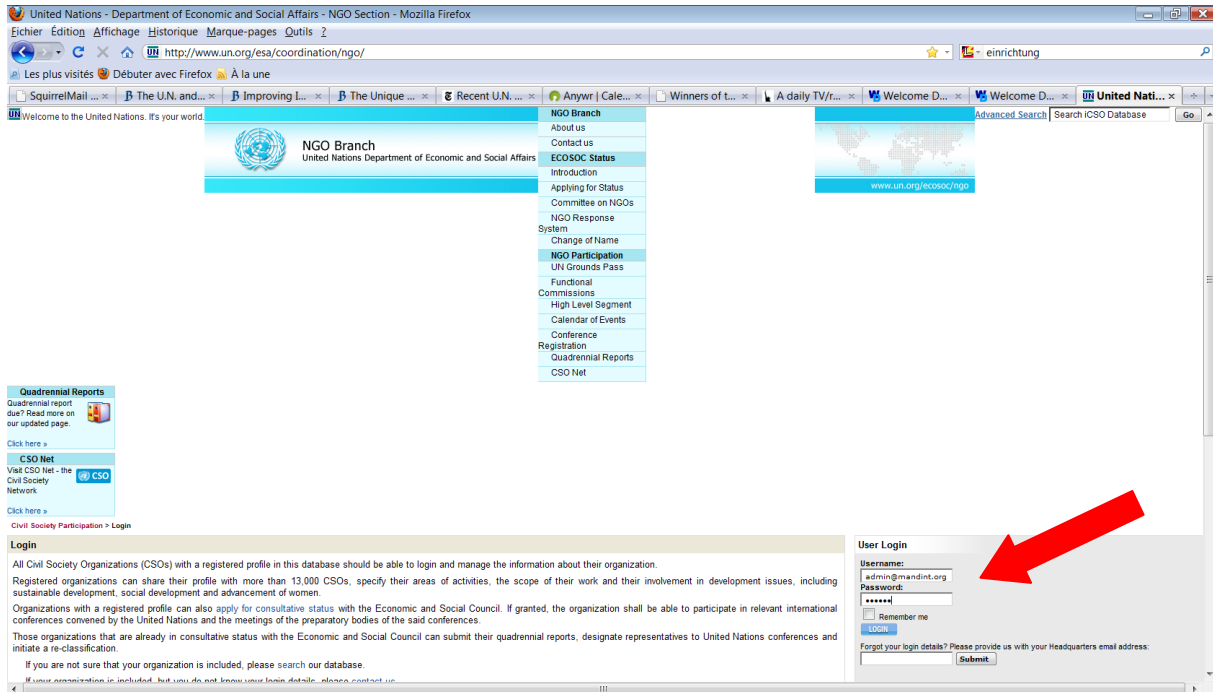


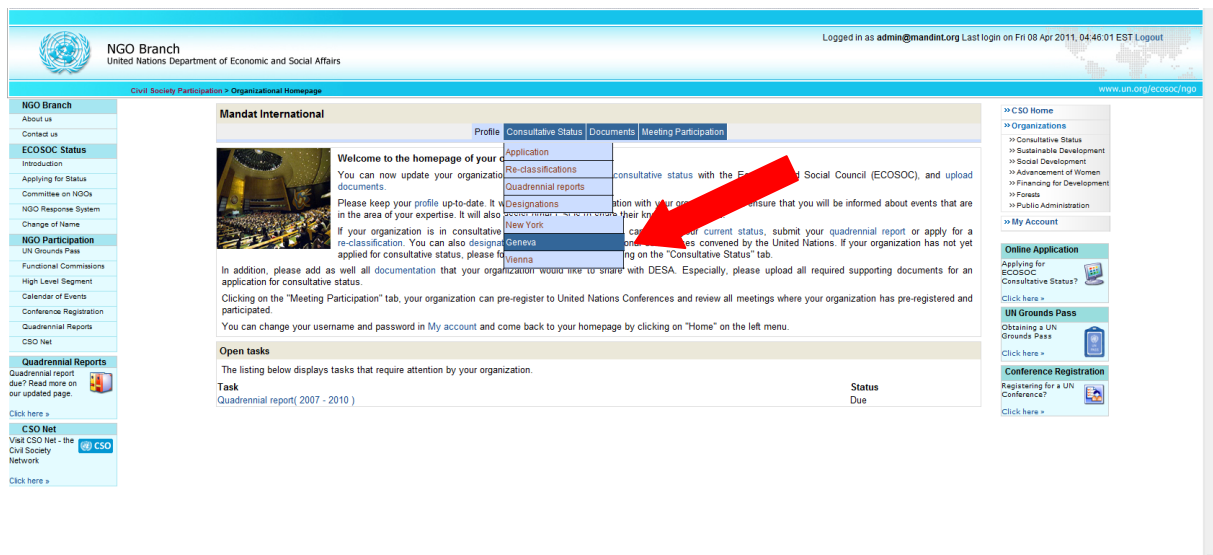
Comment utiliser le nouveau système électronique pour solliciter des badges ECOSOC annuels ou temporaires

Le nouveau système en ligne est disponible [ici](#). Sous "user login" il faut se connecter au système avec les données d'accès de votre organisation:



The screenshot shows the United Nations Department of Economic and Social Affairs - NGO Section website. The main navigation menu includes: NGO Branch, About us, Contact us, ECOSOC Status, Introduction, Applying for Status, Committee on NGOs, NGO Response System, Change of Name, NGO Participation, UN Grounds Pass, Functional Commissions, High Level Segment, Calendar of Events, Conference Registration, Quadrennial Reports, and CSO Net. A 'User Login' form is visible on the right side, with a red arrow pointing to it. The form fields are: Username (admin@mandint.org), Password (*****), and a 'Remember me' checkbox. Below the form is a 'Submit' button and a link for 'Forgot your login details? Please provide us with your Headquarters email address:'. The page also features a 'Login' section with instructions for Civil Society Organizations (CSOs) and a 'Civil Society Participation > Login' link.

Une fois connecté, cliquez sur "consultative status", ensuite sur "designations", et finalement sur "Geneva":



The screenshot shows the 'Mandat International' page on the United Nations NGO Branch website. The page is logged in as admin@mandint.org. The main navigation menu includes: Profile, Consultative Status, Documents, and Meeting Participation. The 'Designations' link is highlighted with a red arrow. The page content includes a welcome message, instructions for updating organizational documents, and a list of 'Open tasks' with columns for 'Task' and 'Status'. The 'Task' listed is 'Quadrennial report(2007 - 2010)' with a 'Status' of 'Due'. The page also features a 'CSO Home' section with links to 'Consultative Status', 'Sustainable Development', 'Social Development', 'Advancement of Women', 'Financing for Development', 'Frauds', and 'Public Administration'. There are also sections for 'Online Application', 'UN Grounds Pass', and 'Conference Registration'.

Si vous avez déjà rentré du personnel dans la base de données, les personnes ayant actuellement un badge listées sous "Geneva designations". Le personnel qui a déjà été entré dans la base de données et dont le badge a expiré sera listé sous "Inactive designations". Pour une demande de badge pour une nouvelle personne ou pour quelqu'un listé sous "inactive designations", cliquez sur "new designation":

Civil Society Participation > Organizational Homepage > Consultative status > Designations

Mandat International

Profile Consultative Status Documents Meeting Participation

Geneva designations

New designation

Title	First name	Last name	Representative type	Badge	Print
Mr.	Didier	Dutoit	Additional Representative	31 Dec 2011	
Ms	Elvire	Corboz	Additional Representative	31 Dec 2011	
Ms	Ursula	Sieghnd	Additional Representative	31 Dec 2011	
Mr.	Sébastien	Ziegler	President/Chief Executive Officer	31 Dec 2011	
	Simon	Dufour	Additional Representative	30 Jun 2011	

No pending designation

Inactive designations

Title	First name	Last name	Representative type	Badge	Copy
	Sandra	SINOPOLI	Additional Representative	28 Mar 2011	
	Renata	PRZERADA	Additional Representative	28 Mar 2011	
	Oyungereel	BAT-OCHR	Additional Representative	28 Mar 2011	
	Lola	MALAUNAY	Additional Representative	28 Mar 2011	
	Maria	SIMONOFF	Additional Representative	28 Mar 2011	
	Christine Joan	DE CASTRO	Additional Representative	28 Mar 2011	

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Pour faire une demande de badge pour un nouveau membre du personnel, cliquez sur "new designation". Pour faire une demande de badge pour une personne qui est déjà listée (et qui détenait donc déjà un badge dans le passé), cliquez sur le petit icône correspondant à son nom dans la colonne "designate":

Civil Society Participation > Organizational Homepage > Designation > New designation

Mandat International

Profile Consultative Status Documents Meeting Participation

Contacts without designation

The following contacts have no designation.

Title	First Name	Last Name	Position	Designate
	Oyungereel	BAT-OCHR	Intern	
	Christine Joan	DE CASTRO		
Ms	Christel	Dayer		
	Qazim	ELMAZIM	Driver	
	Marie-Josée	GALLIKER		
	Marie-Josée	GALLIKER		
	Serife	GOCMEN		
	Regina	GONZALEZ		
Mrs.	Regina	Gonzalez Medel		
	Amira	Larbi		
	Lola	MALAUNAY		

Dans le formulaire maintenant ouvert, sélectionnez "designation" dans la boîte en haut à gauche, cliquez sur la petite flèche qui pointe à droite, et "designation" va maintenant apparaître dans la boîte à droite:

New designation

Profile Consultative Status Documents Meeting Participation

*Contact Type:

Advancement of Women
Application
Committee on NGOs Representations
Financing for Development

*Duty station:
Select a duty station

*Pass type:
Temporary Annual

*Representative type:
Select a representative type

*Badge From:
08 Apr 2011

*Badge To:
31 Dec 2011

*Communication preference:
Email Fax Letter

New designation

Profile Consultative Status Documents Meeting Participation

*Contact Type:

Advancement of Women
Application
Committee on NGOs Representations
Financing for Development
Forests

*Duty station:
Select a duty station

*Pass type:
Temporary Annual

*Representative type:
Select a representative type

*Badge From:
08 Apr 2011

*Badge To:
31 Dec 2011

*Communication preference:
Email Fax Letter

Sous “Duty station”, sélectionnez “Geneva”, cliquez pour indiquer si vous faites une demande pour un badge annuel ou temporaire, et sous “Representative type” sélectionnez ce qui correspond. Ensuite, entrez les dates de validité du badge et les détails personnels de la personne que souhaitez accréditer:

The screenshot shows a web form titled "New designation" with a navigation bar at the top containing "Profile", "Consultative Status", "Documents", and "Meeting Participation". The form fields are as follows:

- Contact Type:** A list box with options: Advancement of Women, Application, Committee on NGOs Representing, Financing for Development, and Forests. A "Designation" field is visible to the right.
- Duty station:** A dropdown menu with "Geneva" selected.
- Pass type:** Radio buttons for "Temporary" (selected) and "Annual".
- Representative type:** A dropdown menu with "Additional Representative" selected.
- Badge From:** A date field containing "30 May 2011".
- Badge To:** A date field containing "17 Jun 2011".
- Communication preference:** Radio buttons for "Email" (selected), "Fax", and "Letter".

Terminez en cliquant sur “add”.

N’oubliez pas que vous devrez toujours envoyer une lettre signée par le président ou le chef de l’administration de votre organisation, afin d’obtenir un badge pour le personnel que vous avez enregistré !