

WTO ACCESS BADGES

Note by the Secretariat

1. As part of ongoing work to further improve security on the WTO premises, the Secretariat is reinforcing its registration and access control by putting in place a clear and simplified procedure for WTO Members, Observer Governments and International Intergovernmental Organizations with Observer status to WTO bodies. Delegations are kindly requested to note the information below.
2. From **1 September 2011**, all newly-issued badges will bear an expiry date. From **1 February 2012**, access will be refused to any person in possession of a badge which bears no expiry date or which is no longer valid. In the period between these two dates, all delegates are invited to request new badges bearing an expiry date, following the procedures set out in the Annexes to this document.
3. Detailed instructions for online registration will be sent via e-mail to Delegation Coordinators shortly.
4. For certain types of special event, in particular Ministerial Conferences, separate badges will be issued and delegations will be informed in advance of the procedures for these events as necessary.

Annex 1

PROCEDURE FOR WTO ACCESS BADGES

WTO Members

Delegation Coordinators¹ are the focal point for each Delegation with regard to the issuance of WTO badges, and are responsible for the electronic registration of all delegation staff along the lines of the procedures as set out below. The Bureau of Control and Identification (BCI), situated at the entry to the Centre William Rappard, is the focal point within WTO for the issuance of badges, and ensures compliance with the procedures (see below for BCI contact details).

It should be noted that for certain types of special event, in particular Ministerial Conferences, separate badges will be issued and Delegations will be informed in advance of the procedures for these events as necessary.

A. PURPOSE OF THE BADGE

All Delegation staff must be in possession of a valid WTO badge in order to gain access to the WTO premises. For delegates, these badges also facilitate access to meeting rooms and all related support facilities (e.g. documentation).

WTO badges are issued strictly for personal use and remain WTO property at all times. They must be worn in a visible manner and presented to authorized WTO staff on request. The loss of a badge must be immediately reported to WTO. In case a representative or delegate has left his or her post, the badge must be returned to WTO.

B. TYPES OF BADGE

Three types of badge are issued for Member delegation staff, as follows:

| Type of badge | Population | Access |
|--------------------------|---|-------------------------------|
| Head of Delegation (HOD) | Permanent Representatives | No restriction |
| Delegate | Other representatives ² | No restriction |
| Mission employee | Drivers, other employees, administrative staff of mission | No access to conference rooms |

C. VALIDITY OF BADGES

As from 1 September 2011, all badges will bear an expiry date. From 1 February 2012, access will be refused to any person in possession of a badge which bears no expiry date or which is no longer valid. In the period between these two dates, all delegates are invited to request new badges bearing an expiry date, following the procedures set out below.

¹ The procedures for nomination of Delegation Coordinators can be found in WT/INF/160.

² Deputy Permanent Representatives, other Diplomatic and non-diplomatic staff that need access to meeting rooms, visiting delegates and interns.

Each type of badge is available in two categories: a Regular badge with photo and long-term validity and a Daily badge. Both categories give the same access rights for each type of badge, but Daily badges are only valid for the day on which they are issued.

For Regular badges, validity is as follows:

| Type of badge | Validity |
|------------------|----------|
| HOD | 3 years |
| Delegate | 3 years |
| Mission employee | 1 year |

Upon expiry, a Regular badge can be renewed by the Delegation Coordinator by using the online electronic registration mechanism.

Daily badges are valid only on the day on which they were issued and should be returned to BCI at the end of the day concerned.

D. PROCEDURES³

For security purposes, the procedures set out below must be followed in order to obtain a WTO badge. No exceptions will be granted.

1. HOD badge

In line with the practice agreed by the General Council in 2001, which is set out in document WT/GC/47, Delegations are required to address a note of accreditation of their Permanent Representative (PR) to the Director-General.

Once formal accreditation has been duly completed, the PR must be registered electronically by the Delegation Coordinator, following which a HOD badge will be made available at the BCI.

2. Regular Delegate badge

All delegates must first be registered electronically by their Delegation Coordinator, following which they can obtain their badge from the BCI upon presentation of a valid ID.

3. Daily Delegate badge

To obtain a daily badge, delegates should follow one of the following procedures:

- (a) If already registered electronically by the Delegation Coordinator, go directly to the BCI to obtain a badge, in exchange for a valid ID;
- (b) ensure that an official communication concerning their need to access WTO has been sent to the BCI by their Delegation or a governmental authority, then go directly to the BCI to obtain a badge in exchange for a valid ID; or

³ Delegation Coordinators will receive via e-mail detailed instructions on how to conduct registrations electronically.

- (c) if in possession of a Diplomatic passport, Official passport⁴ or Swiss *carte de legitimation*, go directly to the BCI to obtain a badge in exchange for a valid ID.

4. Mission employee badge

All mission employees must first be registered electronically by their Delegation Coordinator, following which they can obtain their badge from the BCI upon presentation of a valid ID.

5. Visitor badge

A general visitor badge is also available to delegations wishing to bring a person with them onto the WTO premises to attend private meetings. Such badges can be requested via a written communication to the BCI. Visitors should then obtain their badge at the BCI in exchange for a valid ID. Upon their arrival at the BCI, visitors must be taken in charge and accompanied during their presence on WTO premises by a member of the Delegation in possession of a Regular badge. The badge should be returned to the BCI at the end of the visit.

All questions pertaining to the above procedures should be addressed to:

Bureau of Control and Identification (BCI)
Security and Safety Section

Tel.: +41 22 739 5958 / 6117

Fax: +41 22 739 6111

E-mail: BCI@wto.org

⁴ Official passport (Service passport or Special passport) issued to persons representing their Government on official business.

Annex 2

PROCEDURE FOR WTO ACCESS BADGES

WTO Observer Governments

Delegation Coordinators⁵ are the focal point for each Delegation with regard to the issuance of WTO badges, and are responsible for the electronic registration of all delegation staff along the lines of the procedures as set out below. The Bureau of Control and Identification (BCI), situated at the entry to the Centre William Rappard, is the focal point within WTO for the issuance of badges, and ensures compliance with the procedures (see below for BCI contact details).

It should be noted that for certain types of special event, in particular Ministerial Conferences, separate badges will be issued and Delegations will be informed in advance of the procedures for these events as necessary.

A. PURPOSE OF THE BADGE

All Delegation staff must be in possession of a valid WTO badge in order to gain access to the WTO premises. For delegates, these badges also facilitate access to meeting rooms and all related support facilities (e.g. documentation).

WTO badges are issued strictly for personal use and remain WTO property at all times. They must be worn in a visible manner and presented to authorized WTO staff on request. The loss of a badge must be immediately reported to WTO. In case a representative or delegate has left his or her post, the badge must be returned to WTO.

B. TYPES OF BADGE

Two types of badge are issued for Observer Government delegation staff, as follows:

| Type of badge | Population | Access |
|-------------------|--|-------------------------------|
| Delegate | Permanent and other representatives ⁶ | No restriction |
| Mission employees | Drivers, other employees, administrative staff of mission | No access to conference rooms |

C. VALIDITY OF BADGES

As from 1 September 2011, all badges will bear an expiry date. From 1 February 2012, access will be refused to any person in possession of a badge which bears no expiry date or which is no longer valid. In the period between these two dates, all delegates are invited to request new badges bearing an expiry date, following the procedures set out below.

⁵ The procedures for nomination of Delegation Coordinators can be found in WT/INF/160.

⁶ Deputy Permanent Representatives, other Diplomatic and non-diplomatic staff that need access to meeting rooms, visiting delegates and interns.

Each type of badge is available in two categories: a Regular badge with photo and long-term validity and a Daily badge. Both categories give the same access rights for each type of badge, but Daily badges are only valid for the day on which they are issued.

For Regular badges, validity is as follows:

| Type of badge | Validity |
|-------------------|----------|
| Delegate | 3 years |
| Mission employees | 1 year |

Upon expiry, a Regular badge can be renewed by the Delegation Coordinator by using the online electronic registration mechanism.

Daily badges are valid only on the day on which they were issued and should be returned to BCI at the end of the day concerned.

D. PROCEDURES⁷

For security purposes, the procedures set out below must be followed in order to obtain a WTO badge. No exceptions will be granted.

1. Regular Delegate badge

All delegates must first be registered electronically by their Delegation Coordinator, following which they can obtain their badge from the BCI upon presentation of a valid ID.

2. Daily Delegate badge

To obtain a daily badge, delegates should follow one of the following procedures:

- (a) If already registered electronically by the Delegation Coordinator, go directly to the BCI to obtain a badge, in exchange for a valid ID;
- (b) ensure that an official communication concerning their need to access WTO has been sent to the BCI by their Delegation or a governmental authority, then go directly to the BCI to obtain a badge in exchange for a valid ID; or
- (c) if in possession of a Diplomatic passport, Official passport⁸ or Swiss *carte de legitimation*, go directly to the BCI to obtain a badge in exchange for a valid ID.

3. Mission employee badge

All mission employees must first be registered electronically by their Delegation Coordinator, following which they can obtain their badge from the BCI upon presentation of a valid ID.

⁷ Delegation Coordinators will receive via e-mail detailed instructions on how to conduct registrations electronically.

⁸ Official passport (Service passport or Special passport) issued to persons representing their Government on official business.

4. Visitor badge

A general visitor badge is also available to delegations wishing to bring a person with them onto the WTO premises to attend private meetings. Such badges can be requested via a written communication to the BCI. Visitors should then obtain their badge at the BCI in exchange for a valid ID. Upon their arrival at the BCI, visitors must be taken in charge and accompanied during their presence on WTO premises by a member of the Delegation in possession of a Regular badge. The badge should be returned to the BCI at the end of the visit.

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Annex 3

PROCEDURE FOR WTO ACCESS BADGES

International Intergovernmental Organizations Granted Observer Status to WTO Bodies

Delegation Coordinators⁹ are the focal point for each International Intergovernmental Organization (IGO) with regard to the issuance of WTO badges, and are responsible for the electronic registration of all delegation staff along the lines of the procedures as set out below. The Bureau of Control and Identification (BCI), situated at the entry to the Centre William Rappard, is the focal point within WTO for the issuance of badges, and ensures compliance with the procedures (see below for BCI contact details).

It should be noted that for certain types of special event, in particular Ministerial Conferences, separate badges will be issued and Delegations will be informed in advance of the procedures for these events as necessary.

A. PURPOSE OF THE BADGE

All IGO staff must be in possession of a valid WTO badge in order to gain access to the WTO premises. For delegates, these badges also facilitate access to meeting rooms and all related support facilities (e.g. documentation).

WTO badges are issued strictly for personal use and remain WTO property at all times. They must be worn in a visible manner and presented to authorized WTO staff on request. The loss of a badge must be immediately reported to WTO. In case a representative or delegate has left his or her post, the badge must be returned to WTO.

B. TYPES OF BADGE

Two types of badge are issued for Observer IGO delegation staff, as follows:

| Type of badge | Population | Access |
|---------------------------|--|---|
| Delegate | Representatives ¹⁰ | Formal meetings of WTO bodies to which Observer status is granted |
| IGO Secretariat employees | Other employees, administrative staff of IGO | No access to conference rooms |

⁹ The procedures for nomination of Delegation Coordinators can be found in WT/INF/160.

¹⁰ Head of Delegation or Office, Diplomatic and non-diplomatic staff that need access to meeting rooms, visiting delegates and interns.

C. VALIDITY OF BADGES

As from 1 September 2011, all badges will bear an expiry date. From 1 February 2012, access will be refused to any person in possession of a badge which bears no expiry date or which is no longer valid. In the period between these two dates, all delegates are invited to request new badges bearing an expiry date, following the procedures set out below.

Each type of badge is available in two categories: a Regular badge with photo and long-term validity and a Daily badge. Both categories give the same access rights for each type of badge, but Daily badges are only valid for the day on which they are issued.

For Regular badges, validity is as follows:

| Type of badge | Validity |
|---------------------------|----------|
| Delegate | 3 years |
| IGO Secretariat employees | 1 year |

Upon expiry, a Regular badge can be renewed by the Delegation Coordinator by using the online electronic registration mechanism.

Daily badges are valid only on the day on which they were issued and should be returned to BCI at the end of the day concerned.

D. PROCEDURES¹¹

For security purposes, the procedures set out below must be followed in order to obtain a WTO badge. No exceptions will be granted.

1. Regular Delegate badge

Only IGOs with a permanent observer status to WTO bodies can request a Regular Delegate badge. Delegates must first be registered electronically by their Delegation Coordinator, following which they can obtain their badge from the BCI upon presentation of a valid ID.

2. Daily Delegate badge

All IGOs with observer status to WTO bodies¹² can request a Daily Delegate badge.

To obtain a daily badge, delegates should follow one of the following procedures:

- (a) If already registered electronically by the Delegation Coordinator, go directly to the BCI to obtain a badge, in exchange for a valid ID;

¹¹ Delegation Coordinators will receive via e-mail detailed instructions on how to conduct registrations electronically.

¹² Permanent or ad hoc.

- (b) ensure that an official communication concerning their need to access WTO has been sent to the BCI by their Representative or Head Office, then go directly to the BCI to obtain a badge in exchange for a valid ID; or
- (c) if in possession of a Diplomatic passport, Official passport¹³ or Swiss *carte de legitimation*, go directly to the BCI to obtain a badge in exchange for a valid ID.

3. IGO Secretariat employee badge

All IGO employees must first be registered electronically by their Delegation Coordinator, following which they can obtain their badge from the BCI upon presentation of a valid ID.

4. Visitor badge

A general visitor badge is also available to IGO delegates wishing to bring a person with them onto the WTO premises to attend private meetings. Such badges can be requested via a written communication to the BCI. Visitors should then obtain their badge at the BCI in exchange for a valid ID. Upon their arrival at the BCI, visitors must be taken in charge and accompanied during their presence on WTO premises by a member of the IGO Delegation in possession of a Regular badge. The badge should be returned to the BCI at the end of the visit.

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¹³ Official passport (Service passport or Special passport) issued to persons representing their Government on official business.