



## **INGO Process Overview**

Outreach



Sponsorship arrangements



Identification of Eligible Persons



Registration (upload or self-registration)

## Country Level (Lead Role)

 UNCT members identify INGO partners that are essential to their mandate delivery

- UNCT members agree on local sponsorship arrangements with INGOs amongst UN entities
- Country offices sign local agreements with INGOs
- LVDC and Registrar collect list of INGO sponsorships

- Organization focal points ("evaluators") to collect eligible persons from sponsored INGOs
- Registrar receives from the UNCT members the records of eligible persons from their sponsored INGOs for consolidation
- <u>Upload</u>: Registrar to upload pre-validated personnel for all sponsored INGOs (session organized by DOS)
- <u>Self-registration</u>:
  Organization focal points to
  validate self-registered
  INGO persons directly on
  the Platform

## Central Level (Guidance and Support Role)

- Give guidance and support to country offices to enable them to enter into sponsorships with INGOs locally
- Consider global, coordinated approach to critical INGO partners
- Advise country offices on local sponsorship arrangements
- If appropriate: UN entity HQ may enter into global sponsorship arrangements (exception)
- Consider supporting country teams by collecting personnel data from ERP systems of largest INGOs centrally (to be disseminated to the country teams)

- DOS to facilitate consolidated data upload sessions per country team
- As an option, facilitate mass uploads for large INGOs to be handled centrally through the sponsoring UN organization for all countries

<u>Note</u>: After registration, INGO persons follow the same process as other eligible individuals in terms of prioritization, scheduling, and vaccine administration.