**FAQs on media accreditation to meetings of the conferences of the parties to the Basel, Rotterdam and Stockholm conventions (BRS) and their subsidiary bodies**

1. **Media accreditation**
2. What must I do to receive a permission to cover a BRS meeting?

You must apply for accreditation to the meeting according to the procedure described below.

1. What does the media accreditation cover?

Media accreditation may only be used for coverage of specific BRS meetings. It does not constitute an endorsement for any other purpose.

1. I have covered previous BRS meetings do I have to apply again?

Yes. Press badges issued at previous BRS meetings do not remain valid. Members of the press must be accredited for each meeting.

1. I have a badge from another UN conference. Can I be approved for the BRS meeting on this basis?

No. The fact that you have been accredited for another UN conference can help the accreditation team in evaluating your application. However, it does not guarantee accreditation for BRS meetings.

1. **Eligibility for accreditation**
2. Who can apply for media accreditation?

Media accreditation is reserved for members of the press who represent a bona fide media organization, formally registered as a media organization in a country recognized by the United Nations General Assembly. Media accreditation is not accorded to information outlets of non-governmental organizations.

1. I am under 18 years of age. Can I get accredited

No. Media representatives must be at least 18 years old to apply for accreditation and have an established track record of reporting.

1. I am a student. Can I get accreditation?

No. Media accreditation is for professional members of the press who represent a bona fide media organization and have an established track record of reporting

1. I would like to register as both a member of a party or observer delegation and a member of the press. Is this possible?

No. Double accreditation is not allowed. If you are already registered as a delegation member your application for media accreditation will not be granted.

1. I am a press officer at an embassy, a press officer travelling with a head of state/government or a press officer of a non-governmental organization. Do I need media accreditation to attend?

No. your name should be included on the official delegation list and you will be registered as a member of the delegation. While this registration will not allow you to use the facilities reserved for accredited members of the press you may leave materials for distribution to accredited press and you may be present at any press conferences that you organize. The BRS Secretariat Public Information Officer will be happy to assist.

1. **Request for accreditation**
2. What must I do to become accredited?

You need to submit a request for accreditation to the BRS Secretariat by fax (+41 22 917 80 98) or email ([brs@brsmeas.org](mailto:brs@brsmeas.org)) that includes the following documents:

* Completed accreditation form: The media accreditation form can be downloaded on the BRS website.
* Letter of assignment: The letter of assignment must be on official letterhead of a media organization and addressed to the BRS Secretariat Public Information Officer. The letter must specify the type of coverage, event or project assigned, the period of time for which accreditation is required and the name and professional function(s) of the individual(s) to be assigned. It must be signed by an authorized official (e.g. the Publisher, Assignment Editor or Bureau in Chief), of the media organisation seeking accreditation. Unsigned letters or emails will not be accepted.
* Copy of a press card/work pass: The press card or work pass must be valid. If you don’t have a press card, please see below for more information.
* Copy of passport/national ID

Please note, that you may be asked to submit additional materials in line with UN criteria. If you are accredited to the UN in New York, Geneva, Vienna or Nairobi, please see below.

1. What if I am accredited for the United Nations in New York, Geneva, Vienna or Nairobi? Can I get accredited on the basis of my UN accreditation?

If you are accredited for the United Nations in New York, Geneva, Vienne or Nairobi, please submit a copy of your accreditation badge. We can approve your accreditation on this basis, upon verification with our colleagues in these duty stations. A letter of assignment may still be required.

1. I don’t have a press card. Will you still accredit me?

If you don’t have a press card, you can nonetheless be accredited for the meeting. You may, however, be asked to submit additional materials, in line with United Nations criteria.

1. I am a freelance journalist. Can I still get accreditation?

Freelance journalists are subject to the same requirements for accreditation and must complete the full process, as above. Freelance journalists, including photographers, must provide clear evidence they are on assignment from a specific news organization or publication. A valid assignment letter from that news organization or publication is required. Photographic agencies must provide clear evidence from a client news organization or publication.

1. I am an independent film company that is producing a documentary. Can I get accreditation?

Independent film companies are subject to the same requirements for accreditation and must complete the full process, as above. In line with the criteria for the UN accreditation of media, independent TV production companies are required to provide a letter from a broadcast organization or film distributor which has committed to air or distribute their work, or from the partner organization that supports the production. The project should be related to chemicals or waste management.

1. What do you mean by additional materials? What is required?

If you are asked to submit additional materials, the following may be requested:

* Print media representatives may be required to submit two by-lined articles within the past four month and a copy of the publication.
* Radio and TV media representatives may be asked to submit two recordings of reports within the past four month.
* Photographers may be required to submit original tear sheets or photos with credits of the issuing organisation.

Work samples must demonstrate active engagement in covering the activities of the UN, and specifically the chemicals and waste process. Samples must be unaltered clippings or media products of the bona fide organisation with by-lines of the individual requesting accreditation.

Online media (incl. news outlets, blogs, vlogs and others) may, in addition to above mentioned criteria, be required to demonstrate that they fulfil the following requirements:

* The web publications belong to a registered media organisation and have a specific, verifiable non-web address and a telephone number;
* The website has a substantial amount of original news content or commentary or analysis on international issues;

If the website is new, the applicant may further be asked to provide the latest data on the site’s visitors or other relevant material (press citations, etc.) about the outlet’s audience.

1. Is there a deadline for accreditation or can I submit my request onsite?

There is no deadline. Onsite accreditation is possible. The BRS Secretariat, however, strongly suggests that media seek accreditation considerably in advance of the meeting, to prevent any unpleasant surprises and delays to accreditation due to incomplete documentation.

1. Is it possible to receive a blanket press accreditation for our media organization?

No. The BRS Secretariat does not grant blanket press accreditations. Each member of the media team must register separately to be granted access to the venue.

1. What happens if I have to replace someone from my organisation already accredited for the meeting?

The applicant will have to complete the same process, but as long as they have the required valid materials, there is usually little delay in processing.

1. **Request for accreditation**
2. Where can I pick up my press badge?

You may collect your badge onsite at the registration desk at the meeting venue. Registration usually opens the weekend before the meeting starts. You must present a valid photo ID to obtain your badge. Please note that is prohibited to loan your badge to another person.

1. Can I pick up my badge in advance?

For security reasons, it is not possible to collect your badge in advance.

1. What should I do if my badge is lost or stolen?

If your badge is lost or stolen, you must immediately report it to the registration desk in the meeting venue.

1. **Security and etiquette**
2. Do we have to pass through security screening with the equipment?

Yes. All accredited members of the press accessing the conference premises must pass through security screening, including those with equipment.

1. **Access to meeting rooms**
2. Where am I allowed to go?

As an accredited member of the press you have access to:

* Open plenary and working group sessions;
* Side events;
* Press conferences;
* Public exhibitions; and
* Public spaces.

Regional preparatory and coordination meetings, contact groups, bilateral meetings, UN staff and Bureau meetings are closed to the presence of members of the press.

1. **Still photographs and audio/video recordings**
2. Where am I allowed to take still photographs?

You may take still photographs in:

* Open plenary and working group sessions (from designated photographer’s platforms and areas);
* Side events;
* Press conferences;
* Public exhibitions; and
* Public spaces.

These activities should be carried out unobtrusively and without disrupting the activities or movements of other participants or the security provisions of that area.

1. Where am I allowed to make audio/video recordings?

You may make audio/video recordings in:

* Opening ceremony of the conference (fist 15 minutes)
* Opening and closing ceremonies of the high-level segment;
* Side events;
* Press conferences;
* Public exhibitions; and
* Public spaces.

Outside the opening and closing ceremonies, all images from the plenary and working groups must be obtained from the host broadcaster.

1. **Interview requests and press conferences**
2. What if I am an organisation that wishes to hold a press conference?

If you wish to hold press conference you should apply to the BRS Public Information Officer for permission. There is no charge for the use of the press conference facilities, but you will be responsible for providing your own interpretation services, if needed.

1. How do I request interviews?

If you wish to request an interview you should submit the interview request to the BRS Secretariat Public Information Officer who will transmit it to the appropriate person. If your request is directed to the BRS Secretariat, you will receive a reply from the BRS Public Information Officer. If your request is for an interview with a representative of another government or organization, you will receive a reply from them directly. Please note that while the BRS Public Information Officer will attempt to contact delegations with the respective interview requests, the granting of interviews is at the discretion of individuals and delegations. All requests should include the name and contact information of the journalist and agency making the request, a list of indicative questions, proposed time(s) and the length of the interview.

1. **Other**
2. I would like to stay informed about BRS news and events. Can you add me to your mailing list?

If you wish to be added to the BRS media mailing list, send a message to [brs@brsmeas.org](mailto:brs@brsmeas.org)

1. Can you send me a list of accredited members of the press?

No. Information on media accreditation for BRS meetings is for internal use only and confidential. The BRS Secretariat does not publish or distribute media lists.