

# UNITED ECONOMIC AND SOCIAL COUNCIL



Distr.  
GENERAL

E/CONF.14/INF.1  
4 May 1953

ORIGINAL: ENGLISH

## UNITED NATIONS OPIUM CONFERENCE

### INFORMATION FOR DELEGATIONS

#### 1. The United Nations Permanent Headquarters

The United Nations Permanent Headquarters occupies a site on Manhattan Island covering the blocks from 42nd to 43rd Street between First Avenue and the East River.

The three main buildings are the 39-story Secretariat building, the Conference building parallel to the river, containing the council chambers and conference rooms, and the General Assembly Hall. Access to the conference rooms from the street may be had by the delegates' entrance in the General Assembly Hall.

#### Official address:

United Nations, New York

#### Telephone:

Plaza 4-1234

#### 2. Meetings

The plenary meetings of the conference will be held in Conference Room 3 on the first basement level of the Conference building. Committee rooms will be assigned as required.

#### 3. Offices of the President

The offices of the President are adjacent to the Conference Room.

President

Room

CB 3B

Extension

814, ext. 41

4. Secretariat of the Conference

	<u>Room</u>	<u>Extension</u>
Mr. G.E. Yates, Director of the Division of Narcotic Drugs, Executive Secretary of the Conference	3268B	2643
Mr. V. Pastuhov Administrative Secretary	3274B	2651
assisted by		
Miss D. Osborne	3277A	171
and		
Mr. S. Sotiroff	3274A	2652

Further assignment of Secretariat officers to committees will be made as required.

The offices of the Narcotics Division are on the 32nd floor of the Secretariat building. Members of the Secretariat will also be present in the offices adjacent to the President's office immediately before and after the meetings.

5. Journal

A programme of meetings for the following day is printed daily in the Journal, which gives the conference rooms, times of meetings, and agenda for the day.

This information may also be obtained by calling the Conference Section, ext. 595 and 596.

6. Registration and credentials

Representatives may register and present their credentials from 10.00 a.m. on 11 May in Conference Room 3. Before 11 May credentials may be sent to Dr. LeRiche, Legal Department, room 3436B. The first plenary session will be held at 3.00 p.m. on 11 May in Conference Room 3.

Passes will be issued and should be obtained from the Protocol Office, room 3853, ext. 777, for delegations, and from Mr. Serge Sotiroff, of the Conference Secretariat, for other persons.

#### 7. Distribution of documents

Documents will be distributed to delegations according to arrangements made individually between the Distribution Service (Extension 2015) and delegations. Delegations may pick up their documents at the delegation station (headquarters building, first basement level) between 8.00 a.m. and 6.00 p.m., Monday through Friday. On Saturdays there will be service from 8.00 a.m. to 4.30 p.m. Periodic deliveries are made to the Empire State Building for delegations receiving their documents at that point, between 7.00 a.m. and 5.00 p.m., Monday through Friday. There will be a regular delivery at 7.00 a.m. each Saturday, with additional deliveries whenever necessary. A documents officer will be present at all meetings of the Conference to supply representatives with documents issued during the course of the meeting.

Any documents required outside the normal distribution should be obtained at the Delegation Distribution Counter, room 1B-44, Ext. 795.

#### 8. Submission of documents

Documents which delegations wish to have circulated to the Conference should be handed in to the Conference Secretariat (not directly to the Documents Services). In view of the limited number of technical staff available, particularly translation staff, documents should be handed in at least twenty-four hours (not counting Saturday afternoons or Sundays) before the time for which circulation is desired, taking into account the time which is required for consideration of the document by other delegations before it is discussed in a meeting. Whenever possible, documents should be handed in in triplicate in order to expedite their translation and reproduction.

#### 9. Official Records

The Official Records of the Conference will comprise in the two working languages the records of the plenary meetings, together with such other documents as are necessary.

The provisional drafts of all plenary meeting records will be distributed in mimeographed form in English and French.

Any corrections to these records should be submitted within the time-limit specified on the first page of each. Since the reproduction of the printed record is now organized on the basis of a strictly pre-planned schedule of

concurrent printing, it is of the utmost importance that the time-limit indicated be strictly observed. These corrections will not be distributed, but will be taken into account as appropriate in the production and final preparation of records.

#### 10. Information desks

##### 1. General Assembly Building:

South end: delegates' lobby, ext. 3433

North end: public lobby, ext. 454

##### 2. Secretariat Building:

South end: main lobby, ext. 583

The information unit, ext. 711, will advise on addresses and telephone numbers of delegations and Secretariat.

#### 11. Parking

The Permanent Headquarters contains an underground garage for 1,500 cars. Parking facilities have been set aside for delegation cars on the upper level, to be entered from First Avenue.

Stickers for delegation cars are obtainable from the Protocol and Liaison Office, Secretariat Building, room 3840 (see Protocol and Liaison Section for name of Liaison Officer).

#### 12. Travel and hotel facilities

The United Nations Travel Office, Secretariat Building, room 1119, 11th floor, will assist delegates with hotel accommodations and travel reservations, passport and visa service. Delegates who do not hold diplomatic passports are advised to contact this office regarding exit permits.

Hotel accommodations, ext. 546

Travel reservations, ext. 543

Passport and visa service, ext. 451

#### 13. Library facilities

(1) The Library is in the seven-story building on the south-west corner of the Headquarters site. It is open Monday through Friday, 9.30 a.m. to 6 p.m., and also evenings and Saturdays when meetings make it necessary. Reference services and reading rooms are provided on four different floors. Inquiries may be made personally or by telephone to each of the following points:

United Nations and specialized agencies documents, room L-201, ext. 2501; League of Nations documents, room L-304, ext 2504; Map collection, room L-1, ext. 834; Periodicals and newspapers, room L-116, ext. 830; General reference collection and all other inquiries, room L-115, ext. 821.

The general catalogue is in the Main Reading Room, L-115, ext. 822. The Loan Desk, in the same room, ext. 2579, handles requests for loans and arranges inter-library loans.

(2) Library of the New York Academy of Medicine

The Academy has been kind enough to put the facilities of its library at the disposal of the representatives to the Conference. It is open for consultation from 9 a.m. to 5 p.m. Monday through Saturday.

Address: 2 East 103rd Street. Telephone: Trafalgar 6-8200

(3) New York Public Library

Representatives may also use the New York Public Library.

Address: 42nd Street and 5th Avenue. Telephone: Bryant 9-1500.

Hours: 9 a.m. - 6 p.m. Monday through Saturday.

Representatives should ask for the enquiry desk.

14. Communications

Secretariat building, room 2050, ext. 885 and 886. Postal services: incoming mail, 2074, ext. 2749, 8 a.m. to 6 p.m., Monday through Friday; 9.30 a.m. to 6 p.m., Saturday. Delegations are requested to deliver mail to the Incoming Mail Unit for delivery to the Secretariat. When such mail is urgent and special, the mail clerk in charge should be so advised. Messenger service: 2050D, ext. 622, 8 a.m. to 6 p.m., Monday through Friday; Secretariat building, room 2050C, ext. 476, 6 p.m. to 2 a.m., Monday through Friday; and 9.30 a.m. to 6 p.m., Saturday.

15. United Nations Post Office

United Nations Post Office, first basement, room 1B-26, ext. 2020, 9 a.m. to 5 p.m., Monday through Friday. Services provided: usual postal services for private or official delegation mailings including international money orders, parcel post, air mail, registered and insured mail, information on postage rates and regulations concerning entry or dispatch of parcels to and from various countries. All postings must bear United Nations postage stamps, but these stamps will not be valid as postage if mailed outside United Nations Headquarters.

Mail may also be dropped in the letter chutes, for collection by messenger and onward dispatch by the Post Office.

16. Philatelic Office

A philatelic office in the basement, room 1.B1., ext. 107, opposite the Post Office, will fill mail orders for stamps for philatelic use. United Nations stamps may also be bought near the public entrance to the General Assembly building.

17. Telegraph service

Secretariat building, third floor:

American Cable and Radio Corporation, room 342, ext. 2391;

Press Wireless, room 358, ext. 2394;

Radio Corporation of America, room 348, ext. 2393;

Western Union, room 344, ext. 2392.

18. Security

A sergeant of the Guard will be on duty on the main level, Conference Building, room C-111, ext. 2461 and 2462, throughout the twenty-four hours and will be responsible for all matters relating to protection and security. After office hours, the guard will: (a) receive incoming telephone calls, telegrams and cables, for action; (b) take lost property for safe-keeping.

19. Lost property

All lost and found property should be reported to the Security Office, main level, Conference area, room C-111, ext. 2461 and 2462. Other members of the Secretariat are not authorized to accept responsibility for valuables.

20. Delegates' writing room

A delegates' writing room is located at the end of the delegates' north lounge on the second floor, Conference Building.

21. Delegates' lounges

The delegates' lounges are located at the north and south ends of the second floor, Conference Building. Delegates' aides on duty at the desk in both lounges will give delegates any information or assistance they may require.



22. Delegates' typists rooms

For the convenience of delegations who may require them, typists' rooms are available for the use of secretaries at the following locations: Conference Building, concourse level, adjoining Conference Room 10, typewriters with English, French, and Spanish keyboards. Conference Building, second floor, room C-207, typewriters with English keyboard; C-211 A, typewriters with French keyboard; C-211 B, typewriters with Spanish keyboard; C-212, typewriters with English and French keyboards.

23. Health service

There is a Health Service (Clinic) with attendant doctors and nurses on the 5th floor, Secretariat Building, room 557, ext. 3243.

24. Bank

A Branch Office of the Chemical Bank and Trust Company is situated in the Secretariat Building at the south end of the 4th floor, for the use of delegates and personnel of the United Nations. This office is prepared to cash travellers' and other cheques, and drafts under travellers' letters of credit. The Bank can also convert foreign currency or obtain it as required. The hours are from 9 a.m. to 3.30 p.m., Monday through Friday; telephone: Murray Hill 8-8070; or, from within the building: dial operator and ask for Chemical Bank. Manager: Mr. R. Balaguer.

25. Dining room and cafeteria

(1) Delegates' dining room

Location: northeast corner of the 4th floor of the Conference Building. Access to the dining room by elevators in the Conference Building. The dining room will be open from 11.30 a.m. to 3 p.m. and from 6 p.m. to 10 p.m., Monday through Friday, and Saturday when meetings are held on that day. During the General Assembly, the delegates' dining room is reserved for members of delegations and their guests.

(2) Press snack bar

Location: 3rd floor, southwest side of the General Assembly Building. Access to Press snack bar from the 3rd floor entrance to the General Assembly Building from the Conference Building and from elevators at the south end of the General Assembly Building.

(3) Cafeteria

Location: 4th floor, southeast side of the Conference Building.  
Access to cafeteria by escalators from the Conference Building and elevators from the main lobby of the Secretariat building. Hours: 9 a.m. to 1 a.m., and hot meals will be served in the evenings from 6 p.m. to 9 p.m., Monday through Friday.

26. Bookshop

The Bookshop in the public lobby at the north end of the General Assembly Building has on sale publications of the United Nations and the specialized agencies. Photographs and other material are also obtainable, and orders for various United Nations periodicals may be entered at the Bookshop.

27. Gift shop

There is also a gift shop, located in the Public Lobby.

28. Representatives' addresses

A list of representatives and their addresses will be circulated as soon as the necessary information is available.

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