



Secretariat

ST/IC/1997/36  
16 June 1997

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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: SPECIAL ARRANGEMENTS FOR ADMISSION TO THE PREMISES,  
PARKING AND CATERING FACILITIES DURING THE NINETEENTH  
SPECIAL SESSION OF THE GENERAL ASSEMBLY

1. The purpose of the present information circular is to inform staff members and other authorized personnel of the special arrangements that will be in effect at Headquarters regarding admission to the United Nations premises, parking and catering facilities during the nineteenth special session of the General Assembly scheduled from Monday, 23 June, to Friday, 27 June 1997.

Closure of the United Nations buildings and First Avenue to the public

2. On the occasion of the nineteenth special session of the General Assembly, approximately 60 heads of State and Government are expected to visit the United Nations. For security considerations, the United Nations buildings will be closed to the public from 3 p.m. on Sunday, 22 June, to 12 noon on Thursday, 26 June. All guided tours will be suspended. Individuals holding the following types of passes will not be given access to the Headquarters buildings during this period: temporary, courtesy, retiree, outside messenger, temporary media, recreational club, guest or library identification cards. All appointments and meetings during this period should be scheduled bearing this in mind. As access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard.

3. In addition, the local authorities will close the section of First Avenue in front of the United Nations starting at 8 a.m. on Monday, 23 June, each day through Thursday, 26 June.



Access to and within the Headquarters buildings

4. Staff members and other authorized personnel will be admitted to the United Nations premises only upon presentation of a valid United Nations Headquarters grounds pass. Arrangements have been made with local police authorities to permit staff members and other authorized personnel to cross First Avenue at 42nd Street. To avoid delays, it is advisable that all personnel arrive at this crossing point well before 8.30 a.m. Staff members may also cross First Avenue at 49th Street, walk to the checkpoint at the north-east corner of 48th Street and First Avenue and enter the building via the garage entrance at 48th Street. United Nations Security Officers will be posted at those designated crossing points to assist the police authorities in identifying staff members and other personnel. See the annex to the present circular for details.

5. During the nineteenth special session, the restricted areas which have been established are the General Assembly Hall; the second, third and fourth balconies of the General Assembly Hall; and all of the second floor of the Conference Building. Special passes will be required for staff members and other personnel who have official duties in the restricted areas. The "C" and "H" restricted-area passes issued for the fifty-first session of the General Assembly will not be valid during the nineteenth special session. The names of personnel who require special restricted-area passes must be submitted to the Chief of the Security and Safety Service by Executive Officers of all departments by Thursday, 19 June 1997. Only staff members and other personnel with valid United Nations grounds passes having specific assignments within the restricted areas will be granted special restricted-area passes or permitted in those areas.

Parking

6. The United Nations garage will be closed to all authorized users from midnight on Saturday, 21 June, until 4 a.m. on Monday, 23 June. All vehicles must be removed from the garage before midnight on Saturday, 21 June. Any remaining vehicles will be towed at the owner's expense. The host Government has agreed to provide alternate parking locations for staff members required to work during this period. Commencing at midnight on Saturday, 21 June, to 4 a.m. on Monday, 23 June, staff members will be permitted to park between 34th and 40th Streets, on both sides of First Avenue. Any staff member required to work during this time and intending to use an alternate parking location should display a United Nations parking decal. The permit must be displayed prominently on the vehicle's dashboard when parked at the special locations.

7. The garage will reopen at 4 a.m. on Monday, 23 June, for access by staff members in possession of valid parking permits. In the light of the special traffic patterns and mandatory vehicle searches, staff members are advised to arrive before 8 a.m. in order to minimize delays in entering the United Nations garage. Parking will be allowed only in some areas of the second level and on the third level. Vehicular traffic will be required to enter the garage at the 48th Street entrance from the FDR Drive and exit through 42nd Street using the south drive. As indicated in information circular ST/IC/1996/53, all vehicles entering the premises are subject to search. It should be noted that there will be occasions when access to the Headquarters area may be delayed by the law enforcement personnel of the host Government. In view of the limited access to

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the United Nations premises during the nineteenth special session, and expected traffic delays, staff members are requested to use public transportation as much as possible.

Catering facilities

8. As it is anticipated that a very large number of security, support and other staff accompanying heads of State and Government will be on the premises and using the catering facilities at the United Nations, to the extent possible facilities will be expanded to accommodate them. In addition, during this period, the hours of operation for some catering facilities normally used by staff will change. Hours for the following facilities will be in effect from 21 to 27 June:

Cafeteria (Secretariat Building - first floor)

Saturday and Sunday (21 and 22 June)	9 a.m.-6 p.m.
Monday to Thursday (23 to 26 June)	7.30 a.m.-8.30 p.m.
Friday (27 June)	8 a.m.-8.30 p.m.

UNCA Club (Secretariat Building - third floor)

Sunday to Thursday (22 to 26 June)	8 a.m.-6 p.m.
Friday (27 June)	Closed

Staff Café (Conference Building - fourth floor)

Monday to Friday (23 to 27 June)	12 noon-2.30 p.m.
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UNDC-1 Cafeteria (third floor)

Monday to Friday (23 to 27 June)	8 a.m.-4.30 p.m.
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9. The Delegates' Dining Room will be open Monday to Friday, 23 to 27 June, from 11.30 a.m. to 2.30 p.m., except that on Wednesday, 25 June, the Delegates' Dining Room buffet will be served in the West Terrace. Priority will be given to reservations from delegations.

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Annex

SPECIAL SESSION OF THE GENERAL ASSEMBLY, 23-27 JUNE 1997

A. Street checkpoints and pedestrian access

Street checkpoint	Access for:	Entry gate	Building entrance	Duration	Restrictions
42nd Street (west of First Ave.)	Delegates and staff and resident correspondents (no equipment)	42nd Street gate	Library tunnel	7 a.m. until 7 p.m.	Must have valid United Nations ID. May close for motorcade movements.
45th Street (west of First Ave.)	Heads of State and Heads of Government  Heads of delegation and other delegates	46th Street visitors' gate  46th Street visitors' gate	Delegates' entrance  Visitors' entrance (Canadian doors)	8 a.m. until conclusion of the meeting on each day	Must have valid United Nations ID. May close for motorcade departures.
48th Street (east of First Ave.)	Delegates   Staff   Press and NGOs	46th Street visitors' gate  or  48th Street garage entrance  48th Street garage entrance or 46th Street visitors' entrance  46th Street visitors' gate	Visitors' entrance (Canadian doors)  Stairway No. 6  Stairway No. 6  Conference Building 1st basement, North glass doors	8 a.m. until conclusion of the meeting on each day  24 hours  24 hours  5.30 a.m. until conclusion of the meeting on each day	Must have valid United Nations ID.   Must have valid United Nations ID.  Must have valid United Nations ID.

B. Vehicular access

Entry points	Access for:	Building entrance	Duration	Restrictions
43rd Street vehicular entrance	Heads of State, Heads of Government and high-risk motorcades	Delegates' entrance	24 hours	Escorted motorcades only. All passengers must have valid United Nations ID.
46th Street drop-off	Heads of delegation and other VIPs (not part of head of State/Government motorcades)	Visitors' entrance (Canadian doors)	8 a.m. until conclusion of the meeting on each day	All passengers must have valid United Nations ID. All vehicles must have valid United Nations decals.
48th Street garage entrance	Any vehicle with valid United Nations parking permit and pre-authorized delivery trucks	Stairway No. 6	24 hours	All must have valid United Nations ID. Delivery trucks restricted to 4 to 6 a.m.

46th Street will be the route for unescorted vehicles. Must have a valid United Nations vehicle permit.

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