



Delegates Handbook

Seventy-sixth session of the United Nations General Assembly

Opening date of the seventy-sixth session of the General Assembly
Tuesday, 14 September 2021

General debate of the seventy-sixth session of the General Assembly
Tuesday, 21 September to Saturday, 25 September,
and Monday, 27 September 2021

High-level meeting to commemorate the twentieth anniversary of the adoption of
the Durban Declaration and Programme of Action
Wednesday, 22 September 2021

High-level plenary meeting to commemorate and promote
the International Day for the Total Elimination of Nuclear Weapons
Tuesday, 28 September 2021

Emergency information and updates

Hotline for updates during
weather emergencies or other
urgent situations 212-963-7090

Websites emergency.un.org
www.un.int/

The websites also offer the option of subscribing to email, text
message or automated voice call alerts.



Delegates Handbook

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Seventy-sixth session of the General Assembly of the United Nations



United Nations

New York, September 2021–September 2022



Note

The present booklet contains information of a general nature about United Nations Headquarters that is applicable throughout the seventy-sixth session of the General Assembly. Suggestions for changes to the booklet should be addressed to the General Assembly Affairs Branch (email: gaab@un.org).

Further information in preparation for the session can be found in the information note for delegations ([A/INF/76/4](#) and [A/INF/76/4/Rev.1](#)) and the *Journal of the United Nations*.

The present booklet is also available on the Delegate website (<https://www.un.org/dgacm/en/content/protocol/delegates-handbook>) and from the General Assembly website (www.un.org/en/ga).

Message from the Secretary-General

The seventy-sixth session of the General Assembly is facing a series of complex challenges: an unrelenting global pandemic, a climate emergency, enduring conflicts, increasing inequalities — especially affecting our most vulnerable populations, such as women and girls — and unprecedented humanitarian and human rights crises.

International cooperation is the only pathway to solve these and other global tests. Our common agenda is to help build a world in which everyone can thrive on a healthy planet with peace, dignity and equality.

As we look to the trials and tasks ahead, the mission and work of the United Nations is more important than ever. Let us strive together to advance peace and security, protect human rights, deliver humanitarian aid, promote sustainable development and uphold international law.

The *Delegates Handbook* is a valuable guide to the General Assembly and to the services provided by the Secretariat to assist delegates in the conduct of their daily work, from accreditation and protocol to medical services and conference management, among other helpful resources. I trust that this latest edition will prove to be a useful tool for both new arrivals and veteran diplomats alike.



I wish you a successful seventy-sixth session of the General Assembly and look forward to working together to realize our shared goals.

A handwritten signature in black ink, appearing to read 'António Guterres', followed by a long, sweeping horizontal line that tapers to a point on the right.

ANTÓNIO GUTERRES

Secretary-General of the United Nations

Foreword from the Under-Secretary-General

As head of the Department for General Assembly and Conference Management, it is my honour and privilege to present the Delegates Handbook for the seventy-sixth session of the General Assembly. The Handbook, first published in 1952, aims to guide delegates through the work of the Assembly and its subsidiary bodies and provide information on all services and facilities available to delegates. These services and facilities are provided to you from across many departments in the Secretariat, all working together to ensure that the intergovernmental process is facilitated so that you can carry out your work.



The United Nations Secretariat has adopted and continues to adopt innovative and agile working methods and collaborative solutions, ensuring business continuity in the times of high uncertainty that have resulted from the pandemic. At the seventy-sixth session of the General Assembly, world leaders have the option to either be present in the General Assembly Hall or submit their pre-recorded statements to be introduced by their representatives present in the Hall. This extraordinary measure has been adopted by the Assembly, without setting a precedent, with the intention of ensuring that the general debate takes place, while safeguarding the health and safety of delegates and staff. The Assembly will also hold the high-level meeting to commemorate the twentieth anniversary of the adoption of the Durban Declaration and Programme of Action and the high-level plenary meeting to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons.

The Secretariat has been working to anticipate the needs of delegates and provide them with efficient and environmentally friendly services, adapting to the challenges faced by the global community and the workload and responsibilities of the United Nations.

Further useful information in preparation for the seventy-sixth session can be found in the information note for delegations ([A/INF/76/4](#) and [A/INF/76/4/Rev.1](#)), the annotated preliminary list of items to be included in the provisional agenda ([A/76/100](#)) and the annotated draft agenda ([A/76/100/Add.1](#)), as well as in the multilingual, digital *Journal of the United Nations*, which provides real-time updates on the venue, format and time of meetings.

I wish you a productive and successful seventy-sixth session.

A handwritten signature in black ink, appearing to read 'M. Abelian', with a long, sweeping horizontal stroke at the end.

MOVSES ABELIAN

*Under-Secretary-General for General Assembly
and Conference Management*

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I. General information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded to the south by East 42nd Street, to the north by East 48th Street, to the west by what was formerly a part of First Avenue and is now known as United Nations Plaza, and to the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The Headquarters complex comprises five main structures that are all interconnected:

- General Assembly Building, housing the General Assembly Hall, conference rooms 4, 5, 6, 7, 8, 11, 12, E and F and the GA-200 suite.
- Library Building (reading room open; other areas closed for security reasons)
- South Annex Building (closed for security reasons, except for the cafeteria area, which will be open for a limited period during the general debate)
- Conference Building (a long, low structure parallel to the river), where the Economic and Social Council, Security Council and Trusteeship Council Chambers are located on the 2nd and 3rd floors, with conference rooms 1, 2, 3, 9, A, B, C and D on the first basement level and conference rooms 1, 2, 3 and 10 on the 1st floor.
- Secretariat Building (39 storeys), where press conferences are held on the 2nd floor

All conference rooms and chambers in the Conference Building, the General Assembly Hall and other conference rooms in the General Assembly Building can be reached from the delegates' entrance near East 45th Street. There is also an entrance by the Library and South Annex Buildings, near East 43rd Street.

Several buildings close to Headquarters house United Nations offices, including:

- DC1, One United Nations Plaza, [787 First Avenue](#)
- DC2, Two United Nations Plaza, [323 East 44th Street](#)
- FF Building, [304 East 45th Street](#)
- Albano Building, [305 East 46th Street](#)
- United Nations Institute for Training and Research (UNITAR) Building, 801 United Nations Plaza
- Falchi Building, [31-00 47th Avenue, Long Island City, Queens](#)

Delegates who wish to locate departments or offices are advised to check with the Information Unit (tel.: 212-963-9999). Internal calls within the telephone system of the United Nations may be placed using the five-digit extension comprising "3" or "7" followed by the last four digits of the telephone number. For telephone numbers beginning with the prefix "212-963", the five-digit extension begins with "3", and for those beginning with "917-367", it begins with "7".

Entrance

- **Pedestrians:** The entrance for delegations to the General Assembly Hall is located at First Avenue and East 45th Street
- **Cars:** To enter and park at Headquarters, cars require United Nations diplomatic license plates ("D" plates), as well as a parking e-tag for the seventy-sixth session of the General Assembly (for more information, please see the section on the [Garage Administration on page 91](#)).

United Nations grounds passes and admission to meetings

Owing to the coronavirus disease (COVID-19) pandemic and the limitations on meetings within the United Nations premises as precautionary measures aimed at containing the spread of COVID-19, access to the building may be limited. Please see the information note for delegations ([A/INF/76/4](#) and [A/INF/76/4/Rev.1](#)) for the latest information on the arrangements for the high-level meetings and the general debate.

Registration for members of official delegations

Passes for members of official delegations to regular and special sessions of the General Assembly and all other meetings at Headquarters on the official calendar are authorized by the Protocol and Liaison Service (tel.: 212-963-7181) and processed by the Pass and Identification Unit, whose office is located at 320 East 45th Street (FF Building). Registration requests for members of delegations to temporary meetings may be processed through the online eRegistration system, available through the e-deleGATE portal (edelegate.un.int). Guidelines on eRegistration and answers to frequently asked questions can be found on the Protocol and Liaison Service website (<https://www.un.org/dgacm/en/content/protocol>).

Registration for official delegations of intergovernmental organizations (accredited to the United Nations as observers) that do not have offices in New York should follow the procedure specified under "Guidelines for intergovernmental organizations away from New York", which are posted on the Protocol and Liaison Service website (<https://www.un.org/dgacm/en/content/protocol>), under "Meetings".

Types of passes¹

The following types of passes may be issued:

- VIP pass without a photograph, issued by the Protocol and Liaison Service for Heads of State and Government, Vice-Presidents, Crown Princes and Princesses, and their spouses
- VIP pass with a photograph, issued by the Protocol and Liaison Service for Deputy Prime Ministers, Cabinet Ministers and their spouses
- Gold pass for heads of delegations, processed by the Pass and Identification Unit
- Blue pass for all other members of delegations, processed by the Pass and Identification Unit

¹ Passes for returning delegates whose photographs are already in the electronic system of the Pass and Identification Unit may be picked up by a member of the mission with identification. Spouses will be issued the same type of pass as the principals. Delegates who have photographs in the system that are older than five years are required to upload a new photograph or have their photographs retaken at the office of the Pass and Identification Unit.

Requirements for issuance of passes

VIP passes and delegate passes (gold and blue)

Requests for passes for the following categories of participants may be processed through the eRegistration system (edelegate.un.int) by submitting to the Protocol and Liaison Service an online application form with a passport-sized photograph with a white background (where applicable):

- Heads of State and Government, Vice-Presidents, Crown Princes and Princesses, and their spouses (no photograph required)
- Deputy Prime Ministers, Cabinet Ministers and their spouses (colour photograph with white background in JPEG format required)
- Members of official delegations (colour photograph with white background in JPEG format required)

All requests must be submitted at least two working days in advance of when needed, in order to ensure proper registration and issuance of passes. Additional working days may be required prior to and during the general debate and other high-level meetings. The deadline for the submission of requests for the high-level segment (21–28 September 2021) is Monday, 13 September 2021. To access the General Assembly Hall and other areas of the buildings during the high-level segment, a secondary pass will be required. For more information, see [A/INF/76/4](#).

Department of Safety and Security

The Security and Safety Service operates on a 24-hour basis.

	Tel.	Room
<i>Special Services Unit</i>	212-963-7531	GA-1B-052

The Special Services Unit is located in the first basement of the General Assembly Building in room GA-1B-052. The Unit addresses queries concerning lost and found items, as well as all other in-person enquiries, from 8 a.m. to 5 p.m., Monday to Friday.

The Security Operations Centre operates on a 24-hour basis and can be contacted at 212-963-6666 for all requests for access or general enquiries. The Centre addresses queries concerning lost and found items from 5 p.m. to 8 a.m.

The Centre is staffed with security and fire-safety personnel. For fire or medical emergencies, first call 911 (dial 9-911 from a United Nations telephone) and then contact 212-963-5555 (ext. 3-5555 from a United Nations telephone). For further details, see <https://iseek.un.org/nyc/emergencyNY>.

Information (telephones and desk locations)

The Information Unit (tel.: 212-963-9999) can advise on:

- The location and telephone numbers of delegations
- The office or official to be contacted for technical or substantive queries
- The location and telephone numbers of services, information media and United Nations clubs

For information concerning the location and telephone numbers of Secretariat officials and staff, dial "0" (for further information regarding the telephone system of various offices in the United Nations, please see [page 89](#)).

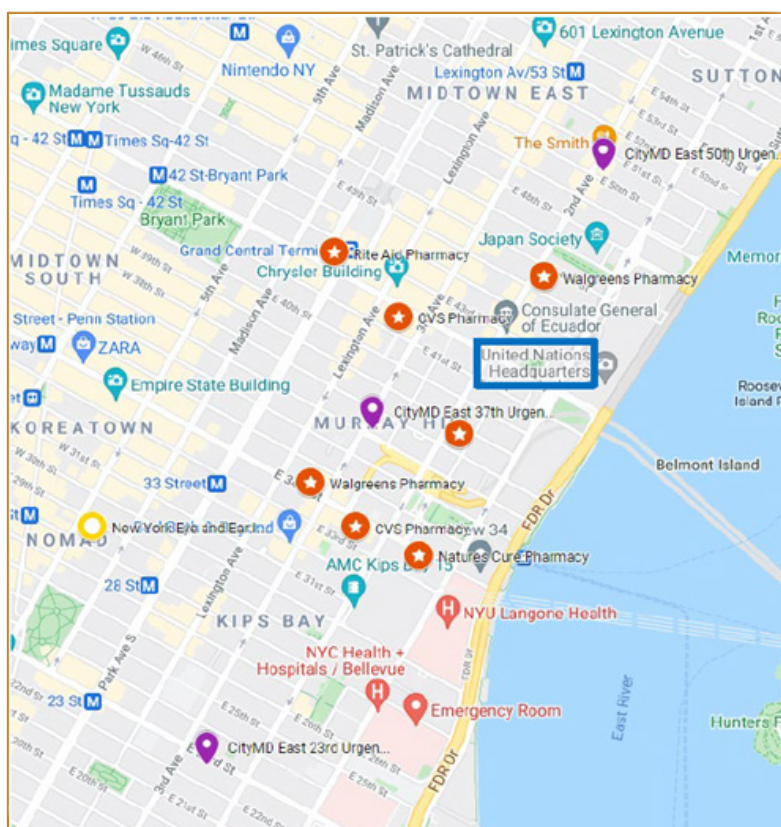
Health-Care Management and Occupational Safety and Health Division

The Health-Care Management and Occupational Safety and Health Division provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations. In addition, the Headquarters Clinical Services team within the Division provides first aid for injuries, travel-related health advice and guidance on accessing local health-care service providers, including doctors, dentists, pharmacies and hospitals.

Emergency response: during the high-level segment of the seventy-sixth session of the General Assembly, an immediate medical response capability for the main campus will be provided by the Headquarters Clinical Services team, New York City paramedics and United Nations security staff.

In a medical emergency, contact the Security Control Centre (tel.: 212-963-6666), which will coordinate with the Headquarters Clinical Services teams, other medical assistance providers or the local emergency first-response capability (911) as appropriate.

Basic health care: owing to COVID-19 related restrictions, the Headquarters Clinical Services team is able to provide first-aid services for physical trauma only at its walk-in clinic on the 5th floor of the Secretariat Building from 8.30 a.m. to 5 p.m., Monday to Friday. Persons who are unwell with fever, COVID-19 like symptoms or low grade illness are advised to leave the campus and seek support from one of the many local walk-in clinics. Limited primary care support will be available by telephone during business hours.



Source: Map data © 2021 Google, United States

Service	Name	Contact
General medical consultations in the United Nations Headquarters area	CityMD East 50th	952 Second Avenue (between 50th and 51st Streets) 212-271-4864
	CityMD East 37th	561 Third Avenue 212-729-4668
	MedRite	919 Second Avenue 212-935-3333

Service	Name	Contact
Emergency care	Bellevue Hospital	Via Security and Safety Service, Security Control Centre Ext. 36666 Emergency room — 462 First Avenue 212-562-8052
	Cornell	
	New York-Presbyterian	Emergency room — 525 East 68th Street 212-746-5454
Eye emergencies	New York Eye and Ear Infirmary of Mount Sinai	310 East 14th Street 212-979-4000
Dental	Emergency Dentist New York	9 East 45th Street, 6th floor 646-783-1175
	Emergency Dental Center	18 East 48th Street, room 1702 646-992-0930
	Emergency Dentist 24/7	8 Gramercy Park South 888-896-1427
Infectious diseases	Mount Sinai-Union Square	10 Union Square East, suite 3H 212-420-4005
	Bellevue Virology Clinic	462 First Avenue 212-562-4038
	Travel Medicine NYC	109 East 38th Street 212-725-0580
COVID-19 testing Also available at most pharmacies and pop-up testing sites	CityMD East 37th	952 Second Avenue (between 50th and 51st Streets) 212-271-4864
	CityMD East 37th	561 Third Avenue 212-729-4668
	MedRite	919 Second Avenue 212-935-3333
	Medical Offices of Manhattan	211 East 51st Street 212-398-1709
	LEAA Health	509 Fifth Avenue 866-275-7594

Protocol and Liaison Service

The Protocol and Liaison Service is part of the Department for General Assembly and Conference Management.

	Tel.	Email	Room
Ms. Beatrix Kania <i>Chief of Protocol</i>	212-963-7171	beatrix.kania@un.org	S-0208
Ms. Nicole Bresson-Ondieki <i>Deputy Chief of Protocol</i>	917-367-4320	bresson@un.org	S-0212
Ms. Pilar Fuentes <i>Senior Protocol Officer</i>	212-963-0720	fuentesp@un.org	S-0207
Mr. Fariz Mirsalayev <i>Protocol Officer</i>	212-963-7177	mirsalayev@un.org	S-0205
Ms. Aicha Benmansour <i>Protocol Officer</i>	917-367-8268	aicha.benmansour@un.org	S-0202

For information on the protocol officers and their respective portfolios of Member States, observer States and intergovernmental organizations, as well as detailed information on the registration of delegates and staff members, please see the Protocol and Liaison Service website (<https://www.un.org/dgacm/en/content/protocol>).

Credentials

For the sessions of the General Assembly, credentials of representatives (issued by the Head of State or Government or by the Minister for Foreign Affairs) should be submitted to the Secretary-General one week before the opening of the session, if possible.

A scanned copy of the credentials, as well as other communications containing the names of representatives (such as letters and notes verbales from the permanent missions), should be submitted through the e-Credentials online platform, which can be accessed through the e-deleGATE portal (<https://edelegate.un.int>). A hard copy of the formal credentials (original) should

be brought to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building (please see the *Journal of the United Nations* for further details).

Blue Book of Permanent Missions to the United Nations

The Blue Book of Permanent Missions to the United Nations lists the diplomatic personnel of Member States, the staff of inter-governmental organizations accredited to the United Nations as observers, and the staff of liaison offices of specialized agencies and related organizations. All interim movements of personnel, changes in addresses and telephone and fax numbers, national holidays and so forth are updated in the Blue Book Online as soon as the Protocol and Liaison Service is notified of such a change by a mission.

Protocol and Liaison Service website

The most up-to-date version of the *Blue Book* can be found on the Protocol and Liaison Service website (<https://www.un.org/dgacm/en/content/protocol>), along with a list of Heads of State and Government and ministers for foreign affairs, a list of senior United Nations officials, the Manual of Protocol and other useful information.

II. General Assembly² and its Main Committees, the Economic and Social Council and other organs

General Assembly and its Main Committees

President of the General Assembly for the seventy-sixth session

Mr. Abdulla Shahid (Maldives)

On 7 June 2021, the General Assembly elected the President for the seventy-sixth session, pursuant to rule 30 of its rules of procedure.

Office of the President

The Office is located on the 2nd floor of the Conference Building.

	Tel.	Email	Room
Office of the President	212-963-7555	opga@un.org	CB-0246
Spokesperson	212-963-6274		S-0244

Vice-Presidents

On 7 June 2021, pursuant to rule 30 of its rules of procedure, the General Assembly elected the 21 Vice-Presidents for the seventy-sixth session.

Vice-Presidents of the General Assembly for the seventy-sixth session

1. Bangladesh	9. Finland	16. Russian Federation
2. Belgium	10. France	17. Sierra Leone
3. China	11. Haiti	18. Slovenia
4. Costa Rica	12. Kuwait	19. United Kingdom of Great Britain and Northern Ireland
5. Côte d'Ivoire	13. Lao People's Democratic Republic	20. United Republic of Tanzania
6. Dominican Republic	14. Mozambique	21. United States of America
7. Egypt	15. Philippines	
8. Equatorial Guinea		

² Information on the General Assembly is available at www.un.org/ga.

Secretariat arrangements for the General Assembly

The Secretary-General acts in his capacity as Chief Administrative Officer of the Organization at all meetings of the General Assembly.

Overall responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for General Assembly and Conference Management, Mr Movses Abelian.

The Director of the General Assembly and Economic and Social Council Affairs Division coordinates the work of the session. The Director also assumes direct responsibility for the servicing of plenary meetings and the meetings of the General Committee.

Questions relating to the work of the General Assembly should be referred to the General Assembly and Economic and Social Council Affairs Division.

General Assembly and Economic and Social Council Affairs Division

Director

Ms. Ruth de Miranda

Email: demiranda@un.org

General Assembly Affairs Branch

Chief

Mr. Kenji Nakano

Email: nakano@un.org

Ms. Radhika Ochalik

Email: ochalik@un.org

Ms. Jullyette Ukabiala

Email: ukabiala@un.org

Ms. Claudia Gross

Email: claudia.gross@un.org

Ms. Svetlana Emelina Sarte

Email: emelina@un.org

Ms. Alexia Poriki

Email: alexia.poriki@un.org

Mr. Wannes Lint

Email: lint@un.org

Arrangements for the list of speakers

Mr. Carlos Galindo
Email: galindo@un.org

Information on plenary elections and candidatures³

Mr. Wannes Lint
Email: lint@un.org

Ms. Alexia Poriki
Email: alexia.poriki@un.org

All the individuals listed above attend to matters relating to plenary meetings of the General Assembly and meetings of the General Committee.

Plenary meetings of the General Assembly and meetings of the General Committee

Schedule: A draft programme of work of the plenary for the seventy-sixth session is set out in the report of the Secretary-General on the revitalization of the work of the General Assembly (A/75/965). There is no predetermined programme of work for formal and informal meetings of the plenary for the resumed part of the session (1 January 2022–September 2022). Meetings will be announced in the *Journal of the United Nations* when they have been scheduled.

Agenda: The provisional agenda of the seventy-sixth session is set out in [A/76/150](#). The annotations are set out in [A/76/100](#) and [A/76/100/Add.1](#). After its adoption by the plenary, the agenda will be issued as [A/76/251](#) (see [A/76/252](#) for the allocation of agenda items).

List of speakers: Focal points from permanent missions are requested to register speakers with the General Assembly Affairs Branch using the e-Speakers system, available through

³ Information on candidates submitted by Member States for the session may be found on CandiWeb, which is available through the e-deleGATE portal ([edelegate.un.int](#)).

the e-deleGATE portal (edelegate.un.int). For support with inscription on the lists of speakers, please email gaspeakerslist@un.org and galindo@un.org.

Draft resolutions and decisions: For the submission of a draft resolution or decision for the plenary, please consult the guidelines for the submission of proposals (www.un.org/en/ga/pdf/guidelines_submit_draft_proposals.pdf).

High-level meetings and the general debate: The arrangements for the high-level meetings and the general debate are set out in the information note for delegations ([A/INF/76/4](#) and [A/INF/76/4/Rev.1](#)).

Other useful documents: Information on the organization of the session (including the conduct of meetings, the length of statements, explanations of vote, rights of reply, points of order and concluding statements, records of meetings, resolutions, documentation, questions relating to the programme budget, observances and commemorative meetings, and special conferences) can be found in the memorandum by the Secretary-General (A/BUR/76/1). The report of the Ad Hoc Working Group on the Revitalization of the Work of the General Assembly⁴ contains, among other things, an inventory chart of General Assembly resolutions on the revitalization of the work of the Assembly.

e-deleGATE portal, including GA Plenary Place

The Department for General Assembly and Conference Management has centralized the digital services made available to delegates through the e-deleGATE portal (edelegate.un.int). This password-protected portal contains links to general information (e.g. official documents, the Journal and the UN News Centre) and houses specific delegate-facing services, including online registration of delegates participating in meetings (eRegistration), inscription on the list of speakers (eSpeakers), sponsorship of draft resolutions (eSponsorship) for the General Assembly, its Main Committees and its subsidiary bodies, and

⁴ See also www.un.org/en/ga/revitalization.

circulation of the letters from the President of the General Assembly addressed to the Permanent Representatives and Permanent Observers to the United Nations in New York (GA Plenary Place), as well as information on registration for “virtual” meetings and events.

Access to e-deleGATE is managed by access administrators in each permanent mission. They can grant access to various parts of the portal to delegates in their missions. Additional users can be granted access by the e-deleGATE access administrators at the permanent missions through the access management module. New delegates should contact their access administrators to gain access. Questions from access administrators at the permanent missions can be directed to missions-support@un.int.

Queries regarding specific committees may be addressed to the individual committee secretaries, while queries about the plenary and the portal as a whole should be addressed to the General Assembly Affairs Branch (gaab@un.org).

Main Committees of the General Assembly

Pursuant to rule 30 of the rules of procedure of the General Assembly, the First Committee, the Special Political and Decolonization Committee (Fourth Committee), the Second Committee, the Third Committee, the Fifth Committee and the Sixth Committee have elected their respective Chairs for the seventy-sixth session of the Assembly. See the sections below on each Main Committee for details.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are listed below, are provided by the respective departments or offices of the Secretariat.

First Committee

Chair: Mr. Omar Hilale (Morocco)

Secretary of the First Committee

Ms. Sonia Elliott

Email: elliotts@un.org

Special Political and Decolonization Committee (Fourth Committee)

Chair: Ms. Egriselda Aracely González López (El Salvador)

*Secretary of the Special Political and
Decolonization Committee (Fourth
Committee)*

Ms. Sangeeta Sharma

Email: sharma7@un.org

Second Committee

Chair: Ms. Vanessa Frazier (Malta)

Secretary of the Second Committee

Ms. Emer Herity

Email: herity@un.org

Third Committee

Chair: Mr. Mohamed Siad Doualeh (Djibouti)

Secretary of the Third Committee

Mr. Ziad Mahmassani

Email: mahmassani@un.org

Fifth Committee

Chair: Mr. Mher Margaryan (Armenia)

Secretary of the Fifth Committee

Mr. Lionel Berridge

Email: fifthcommittee@un.org

Sixth Committee

Chair: Ms. Alya Ahmed bin Saif Al-Thani (Qatar)

Secretary of the Sixth Committee

Mr. Huw Llewellyn

Email: llewellyn@un.org

Economic and Social Council

The 2022 session of the Economic and Social Council runs from 23 July 2021 to 22 July 2022. Pursuant to Council decision 2022/200 A, members of the Bureau of the Council were elected for the 2022 session. The Bureau's main functions are to organize the work of the session (see resolution 2022/1 on the working arrangements for the 2022 session of the Council), with the support of the Secretariat (Department for General Assembly and Conference Management and Department of Economic and Social Affairs). More information on the Council is available from the website of the Council (www.un.org/ecosoc/en) and the [e-deleGATE](#) portal.

Office of the President

The office is located on the 2nd floor of the Conference Building (CB-0225).

Secretariat arrangements for the Economic and Social Council

The Chief of the Economic and Social Council Affairs Branch, General Assembly and Economic and Social Council Affairs Division, Department for General Assembly and Conference Management, coordinates the work of the Council and assumes direct responsibility for the management of plenary meetings and forums convened under the auspices of the Council and the meetings of subsidiary bodies of the Council.

Substantive responsibility for the work of the Council and its subsidiary bodies is coordinated by the Director of the Office of Intergovernmental Support and Coordination for Sustainable Development, Department of Economic and Social Affairs.

Plenary meetings of the Economic and Social Council

Economic and Social Council Affairs Branch, General
Assembly and Economic and Social Council
Affairs Division

Chief of Branch and Secretary of the Council

Ms. Emer Herity

Email: herity@un.org

Office of Intergovernmental Support and
Coordination for Sustainable Development,
Department of Economic and Social Affairs

Director

Ms. Marion Barthelemy

Email: barthelemy1@un.org

Other organs

Credentials Committee

Secretary of the Committee

Ms. Tomoko Iwata

Email: ecredentials@un.org

Advisory Committee on Administrative and Budgetary Questions

Executive Secretary

Ms. Felista Ondari

Email: ondari@un.org

Committee on Contributions

Secretary of the Committee

Ms. Sharon Borsits

Email: borsits@un.org

Committee on Conferences

Secretary of the Committee

Ms. Xin Tong-Maywald

Email: tongx@un.org

III. Conference services

Meetings and documentation services

The Department for General Assembly and Conference Management is responsible for providing the following services to meetings held in conference rooms located in the General Assembly Building and the Conference Building:

- Meeting planning and programming
- Meeting room servicing
- Interpretation
- Documentation and publishing services, including:
 - ♦ Editing
 - ♦ Translation
 - ♦ Text-processing and desktop publishing
 - ♦ eStatements
 - ♦ Printing
 - ♦ Distribution
- Official, written meeting records

For general enquiries regarding meeting requests and related services, please contact the Meetings Management Section (email: gmeets@un.org).

For general enquiries regarding documents, please contact the Documents Management Section (email: dms@un.org).

For general enquiries regarding printing and distribution of documents, eStatements and related services, as well as meetings support services in the conference rooms, please contact the Meetings Support Section (email: chiefmss-dgacm@un.org).

Programme of meetings

The programme is prepared by the Meetings Management Section. The daily programme of meetings is published online in the *Journal of the United Nations*.

All authorized clients, including permanent missions and United Nations entities, that wish to book conference rooms and meeting services should submit a request through the gMeets portal (conferences.unite.un.org/gMeets). The portal is a self-service, single-entry point to submit requests for conference rooms and meeting services at Headquarters. All mandatory fields, including the screening questions, must be completed. Requests are reviewed and confirmed by the Meetings Management Section. Requestors may follow the status of their requests in the “All My Requests” section of the portal. For additional information, please contact the Meetings Management Section (email: gmeets@un.org).

Duration of meetings

Morning meetings are generally scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 to 6 p.m. Lunchtime bookings can be accommodated from 1.15 to 2.30 p.m. Owing to limited capacity, interpretation services are not available for non-mandated non-official meetings. No interpretation will be provided for lunchtime events, press conferences or press briefings.

Punctuality: Owing to the large number of meeting requests and the limited facilities available, it is essential that meetings start on time and that the above schedule be strictly followed. Therefore, delegations are urged to arrive at meetings on time. In its resolution 59/313 of 12 September 2005, the General Assembly strongly urged all officers presiding over its meetings to start them on time.

Scheduling of meetings: It is advisable to schedule related meetings consecutively, whenever possible, to ensure the maximum utilization of available services. For ease of transition, however, there should be a short gap between unrelated meetings.

Cancellations: In the event that a scheduled meeting is cancelled, the organizers are requested to inform the Meetings Management Section immediately to allow for the reallocation of resources.

Interpretation requests received from regional and other major groupings of Member States, and requests for interpretation at other informal meetings, can be accommodated only if services originally earmarked for meetings of Charter or mandated bodies have been released. Please note that interpretation services are available only from 10 a.m. to 1 p.m. and from 3 to 6 p.m. on weekdays (Monday to Friday).

For online meetings with interpretation, participants joining meetings live remotely should follow the guidance contained in table A, "Required set-up for virtual meetings with interpretation", and table B "Technical specifications"

Table A: Required set-up for virtual meetings with interpretation

United Nations interpreters always strive to support multilingualism and provide high-quality services. However, in a remote setting, they are increasingly exposed to excessive cognitive stress and, as a consequence, possible health hazards.

Good, clear audio is the most important requirement in order for interpreters to provide their service. The risk of disruption in interpretation increases as audio quality deteriorates.

The best way to guarantee audio quality is to observe the following requirements:



- Connect from a **computer or laptop only**.
- Avoid using hand-held devices, including smartphones and tablet computers such as iPads.
- Use Chrome or Firefox (Safari for Macs).



- The Internet connection must be strong and stable (min. download/upload: 10 Mbps).
 - Connecting the broadcasting device via an **Ethernet cable** ensures maximum stability.
 - In the absence of a cabled connection, the Wi-Fi signal must be excellent.
 - Log in early to test the connection.
-



- Please use a high-quality **microphone** such as the following:
- A **lapel microphone**; or
- A **unidirectional table microphone**; or
- A **wired headset with a built-in microphone**.
- **⚠️ Ensure that the broadcasting platform recognizes the microphone.**
- Speaking from a quiet environment is of the utmost importance.
- Avoid sitting in a large empty room to minimize echo.



- **Avoid** using the computer's built-in microphone.
- Omnidirectional microphones pick up ambient noise and should be avoided.
- **Avoid** smartphone-style wireless earbuds and earphones with in-line microphones, and other Bluetooth devices.



Advance sharing of prepared statements with interpreters will minimize the risk of interpretation being suspended should connectivity issues arise.

- Send public statements for open meetings to estatements@un.org.
- Send prepared remarks to is-unhq@un.org. They will NOT be published or shared with anyone but the interpreters.



Deliver statements at a moderate pace, no more than 100–120 words per minute.



Make sure the microphone **IS MUTED AT ALL TIMES** when you are not taking the floor.

When you take the floor, all other devices and notifications should be muted.



Avoid adding background music to pre-recorded statements.

Table B: Technical Specifications

Equipment	Technical specifications
Computer minimum requirements 	Memory: 4 GB RAM or higher CPU score: 3,500 or higher Operating system: Windows 8 or higher/macOS High Sierra or higher How to measure CPU score: On Mac: download instructions for Mac (PDF) On Windows: download instructions for Windows (PDF)
Recommended microphones 	Suggested models: Unidirectional microphone: Blue Yeti, Blue Yeti Nano or similar Lapel microphone: Sennheiser ME 4-N cardioid lavalier microphone or similar Tech specs: Polar pattern: cardioid (directional) Frequency response: 20 Hz–20 kHz Max SPL: 120 dB (THD: 0.5% 1 kHz)
Recommended headsets 	Suggested models: Sennheiser SC 660 USB, SC 260 USB, SC 70 USB CTRL, SC 75 USB CTRL or similar Tech specs: Sample rate: at least 44 kHz or above Bit depth: at least 16-bit or above Polar pattern: cardioid (directional) Frequency response: 20 Hz–20 kHz Max SPL: 120 dB (THD: 0.5% 1 kHz)

Other information on the use of the premises by United Nations entities and Member States

In order to ensure the smooth conduct of meetings listed in the official calendar of conferences and meetings of the United Nations, as well as those of regional and other major groups of Member States, and to minimize wear and tear on conference rooms, the use of those rooms and the General Assembly Hall for events that are not official functions of the

Organization should be in accordance with the administrative instruction on the use of space at Headquarters in New York for meetings, conferences, events and exhibits ([ST/AI/2019/4](#)). The administrative instruction provides up-to-date guidance on the use of United Nations conference rooms, with an emphasis on the non-commercial nature of such meetings and the responsibilities of the sponsors. Furthermore, a cost-recovery mechanism for meetings not related to the intergovernmental processes in New York will be implemented.

Use and care of United Nations electronic equipment

Delegates and other meeting participants are requested not to take food and liquids other than water into the conference rooms, to avoid damaging the simultaneous interpretation audio systems. Care should also be taken when utilizing microphones, channel selectors, voting switches and audio earphones, as these are sensitive electronic devices. Placing a cellular phone near a microphone may interfere with sound quality.

Use of cameras and cellular phones

Delegates are reminded to refrain from making or accepting cellular phone calls at their delegation tables.

Seating protocol

The Secretary-General, on 7 June 2021, drew the name of Suriname from among the Member States to occupy the first seat in the General Assembly Hall during the seventy-sixth session of the General Assembly. Consequently, the delegation of Suriname will be seated in the front row at the first desk to the right of the President. The seating of the delegations of the other Member States will follow in the English alphabetical order of names, in accordance with established practice. The same seating arrangement applies to meetings of the Main Committees.

Copies of the floor plan may be obtained electronically by sending an email request to the Chief of the Meetings Support Section (chiefmss-dgacm@un.org).

Journal of the United Nations

The *Journal of the United Nations* is prepared by the Journal Unit (email: journal@un.org). The office opens at 10 a.m.

The *Journal* is issued from Monday to Friday. In accordance with General Assembly resolution 71/323, all content related to official meetings, including summaries, is published in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) throughout the year, in accordance with rule 55 of the rules of procedure of the Assembly.

A multilingual digital version of the Journal, compatible with smartphones and tablets, is available at journal.un.org. The latest PDF version of the online Journal can be downloaded and printed from the Journal website, in all six official languages, by clicking "Download PDF". The Journal is also accessible through the website of the United Nations, the Official Document System (documents.un.org/), Twitter ([@Journal_UN_ONU](https://twitter.com/Journal_UN_ONU)) and Facebook (facebook.com/UNJournal.Official), and by eSubscription (to subscribe, go to undocs.org)

The *Journal* contains information on the meetings of the day and forthcoming meetings, including:

- ◆ Official meetings (summaries will be added after the meetings, where applicable)
- ◆ Informal consultations
- ◆ Other meetings
- ◆ Forthcoming meetings

In addition, the digital version features:

- ◆ Real-time updates of meeting information
- ◆ The daily list of documents
- ◆ Statements
- ◆ Signatures and ratifications of multilateral treaties deposited with the Secretary-General
- ◆ Information on press conferences
- ◆ General information

Material related to official meetings for inclusion in the *Journal* should be submitted through the Journal Content Management System (journal@un.org). Material related to informal consultations and other meetings and events should be communicated by email to journal@un.org. The deadline for the submission of material to be included in the following day's issue of the *Journal* is 4 p.m. for the programme of meetings and the summaries. For other activities, material should be submitted before 6 p.m. at least two days in advance.

Statements in plenary meetings and in meetings of the Main Committees

Delegations are requested to submit their statements (in both PDF and Microsoft Word formats, whenever possible) by email to the eStatements section of the Journal (estatements@un.org), well in advance of the meeting but no later than two hours before delivery and not in hard-copy format. The name of the meeting and the speaker, as well as the agenda item, should be indicated in the subject line of the email message and in the heading of the statement. The statements will not be released until their delivery.

Only statements presented during the course of the meeting will be posted in the eStatements section.

Questions related to eStatements should be addressed to the Chief of the Meetings Support Section (chiefmss-dgacm@un.org).

Interpretation

In meetings where interpretation is provided, statements made in any of the six official languages of the United Nations are interpreted into the other official languages. Speakers are requested to deliver their statements at a speed that is interpretable. Although delegations are increasingly being given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed, if possible, to enable the interpreters to give an accurate and complete rendition of their statements.

When statements are delivered at a fast pace to comply with the time limit, the quality of interpretation may suffer. It is suggested that statements be delivered at a speed not exceeding the equivalent of 100 to 120 words per minute in English.

In cases in which statements are made in a language other than the official languages (see rule 53 of the rules of procedure of the General Assembly), delegations must provide either an interpreter or a written text of the statement in one of the official languages. The interpretation into the other official languages by United Nations interpreters will be based on the interpretation or written text accepted by the Secretariat as representing the official text of the statement. A “pointer” — a person who knows the language in which the statement is to be delivered and the official language into which it has been translated — should be made available by the delegation, to guide the United Nations interpreter through the translated text and ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths, must be made in advance through the Meetings Management Section (email: gmeets@un.org).

Written translations of statements delivered in official languages

“Read out verbatim” or “check against delivery” should be specified on the first page of the text when delegations provide a written translation of their statement. For written texts provided in more than one official language, delegations should indicate clearly which of them is to be accepted as the official text.

Read out verbatim: Interpreters will follow the translation. Therefore, any deviation from the text on the part of the speaker, including omissions and additions, is unlikely to be reflected in the interpretation.

Check against delivery: Interpreters will follow the speaker and not the translation. If the speaker deviates from the text, delegations should be aware that the interpretation heard by

the audience will not necessarily correspond to the translation that they may have distributed to the audience and the press.

Microphones: The microphones start to operate only when the representative taking the floor has been called upon to speak and the delegate has pushed the button. To ensure the best possible recording and interpretation of the statement, representatives should speak directly and clearly into the microphone, in particular when providing figures, quotations or highly technical material or when reading from a prepared text. Tapping on the microphone to test if it is working, turning pages, and making or answering cellular phone calls should be avoided.

Records of meetings

Written meeting records are provided for the plenary meetings of the principal organs, meetings of the Main Committees of the General Assembly and, on a limited and selective basis, meetings of certain other bodies. Meeting records are in one of two forms: verbatim records (PVs) or summary records (SRs). The records are prepared by the Secretariat and are subject to correction by delegations. **However, corrections that add to or alter the sense of a statement as actually delivered cannot be accepted.**

- PVs contain coverage of the proceedings *in full*. Each PV in an official language of the United Nations contains translations of speeches made in other official languages and edited transcriptions of speeches delivered in the original language.
- Delegates are advised that if any portion of a written statement is not actually read out, it will not appear in the record of that meeting.
- SRs cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention or to reproduce statements textually.
- The provision of written records (verbatim or summary) for United Nations bodies is regulated pursuant to decisions of the General Assembly and other principal organs.

In addition, audiovisual recordings of meetings are available for consultation ([see page 87](#)).

Corrections to meeting records

- **Corrections to PVs** should be sent to the Chief of the Verbatim Reporting Service (kazanlio@un.org).
- **Corrections to SRs** should be sent to the Chief of the Documents Management Section (dms@un.org).

Corrections should be in the form indicated in the corrections footnote on the front page of the PV or SR. If corrections are inserted in a copy of the record, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, if the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

Corrections to PVs should be limited to errors and omissions in statements as actually delivered, that is, in the original language. When a request is submitted for a correction, a check is made against the audiovisual recording of the relevant speech.

Corrections to SRs should not cover points of style or include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

Issuance of corrections

Records of United Nations bodies are reissued electronically and posted on the Official Document System (documents.un.org/) in corrected form.

Questions relating to General Assembly documentation should be addressed to the Documents Management Section.

Documents Management Section

Email

Documents Management Section

dms@un.org

Chief

Ms. Deirdre Durrance

durrance@un.org

Document facilities

Translation and printing of documents

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of the Documents Management Section are not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

- “General” series.
- “Limited” series (L, followed by the serial number), comprising documents of a temporary nature, such as draft resolutions and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked “Provisional” are translated and reproduced immediately by special arrangement and distributed to participants in English only. Edited texts and revised translations are issued later.
- The “Restricted” series (R, followed by the serial number), comprising only those documents which, owing to the nature of their content, are not made public at the time of issuance. Such documents are not available on the Official Document System (ODS).
- Conference room papers (CRPs) or working papers (WPs), which are informal papers, in English or the language of submission, that are used in the course of a meeting and distributed only to participants and other interested recipients attending the meeting. These documents may be made available by the substantive secretariats on their websites or by other electronic means. However, they are not available on ODS.

Distribution of documents for delegations

Predetermined quantities of specified documents issued at Headquarters will be available for collection at the distribution pick-up area, on the 1B level of the Library Building. Please note that any changes to the quantities of documents requested for distribution to delegations should be submitted in writing at least two working days prior to the date required and addressed to the Chief of the Meetings Support Section (chiefmss-dgacm@un.org).

Documents-on-demand services (printing of documents, assistance with access to online services, etc.) are provided through the Documents Assistance Centre (room CB-0264) and at the Documents Counter (room S-1B-032).

A limited number of copies of documents containing draft proposals for action during meetings in progress will be available in the conference rooms.

Alternatively, requests for hard copies of documents may be made via email to publishing@un.org and should specify the document symbol, the languages required, the quantity of copies requested and the physical delivery address.

Only United Nations documents may be distributed during meetings (see “Frequently asked questions”, No 9).

Any additional documentation needed may be retrieved online through ODS (documents.un.org/). No login is required to access the portal. Documents are also available via the eSubscription service (www.undocs.org), through which delegates can sign up to receive email alerts containing weblinks to the latest edition of the *Journal* and to documents issued daily at Headquarters.

Information on ODS can be requested from 212-963-6439.

Communications from Member States for issuance as documents of the General Assembly

Delegations requesting issuance of communications as documents of the General Assembly should ensure that they are addressed to the Secretary-General and signed by the permanent representative or chargé d'affaires of the permanent mission to the United Nations. The communications should indicate the session of the General Assembly and the number and title of the agenda item under which circulation is requested, using the latest agenda.

Electronic versions in Microsoft Word format should be sent to the Executive Office of the Secretary-General (sgcentral@un.org), with a copy to dms@un.org and gaab@un.org, to facilitate the processing of communications. If versions in other official languages of the United Nations are available, they should be included, with a clear indication of the original language and which language versions are to be used for reference only. Materials that are accessible to the public on websites or through the media, such as statements, press releases and images, should be cited rather than included in the communications.

Further information

For further information, please email dms@un.org.

Accessibility Centre

The Accessibility Centre offers assistive information and communications technology to support users with special needs owing to audio, visual or physical disabilities. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building, on level 1B, adjacent to the Secretariat Building escalators. For more information, visit www.un.org/accessibilitycentre/index.html.

IV. Media, public and library services

Spokesperson for the Secretary-General

Spokesperson for the Secretary-General

Mr. Stéphane Dujarric
Email: dujarric@un.org

Deputy Spokesperson

Mr. Farhan Haq
Email: haqf@un.org

Associate spokespersons

Ms. Eri Kaneko
Email: kaneko@un.org
Ms. Florencia Soto Nino
Email: sotonino@un.org
Ms. Stephanie Tremblay
Email: tremblay@un.org
Ms. Daniela Gross de Almeida
Email: daniela.grossdealmeida@un.org

	212-963-7160	
Press enquiries	212-963-7161	S-0222
	212-963-7162	S-0226

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesperson for the Secretary-General (room S-0226; tel.: 212-963-7160, 212-963-7161 or 212-963-7162). Attendance at press conferences is limited to accredited journalists. Press attachés may attend a press conference sponsored by their mission.

Services to correspondents

Daily press briefings are given at noon by the Spokesperson for the Secretary-General. During sessions of the General Assembly, the Spokesperson for the President of the General Assembly also briefs the press on Assembly matters. These daily briefings are webcast live and are archived for on-demand viewing immediately afterwards (see webtv.un.org/media). Highlights of the

noon briefing can be found on the website of the Spokesperson's Office (www.un.org/sg/en/content/noon-briefing-highlight). For other services, see www.un.org/sg/spokesperson.

Department of Global Communications

The Department of Global Communications provides a wide range of services to representatives of the media, non-governmental organizations and the public.

News and Media Division

The News and Media Division produces multilingual multimedia products related to the work of the United Nations at Headquarters and around the world. It manages the Organization's main website, provides services for journalists, manages the United Nations audiovisual and photo libraries, and works with global partners to disseminate and broadcast United Nations products.

News and Media Division
Director (vacant)

Coverage and Media Services Branch
Acting Deputy Director, Ms. Isabelle Broyer
Email: broyer@un.org

Meetings Coverage Section
(press releases)
Chief, Ms. Mugeni Badjoko
Email: badjoko@un.org
English Editor, Mr. Chris Cycmanick
Email: cycmanick@un.org
English_press@un.org
English website: www.un.org/press/en/
French Editor, Ms. Marilys Duteil
Email: duteil@un.org
French_press@un.org
French website: www.un.org/press/fr/

Multimedia Resource Unit
Chief, Mr. Antonio da Silva
Email: silva@un.org

UN Photo
Chief, Mr. Mark Garten
Email: garten@un.org

Television Broadcast and Facilities Unit
Chief (vacant)
Email: untv@un.org

Webcast Unit (webtv.un.org)
Chief, Mr. Andreas Damianou
Email: damianou@un.org

Media Accreditation and Liaison Unit (www.un.org/malu)
Chief, Mr. Tal Mekel
Email: mekel@un.org

Media Documents Centre
Email: mdc@un.org

News and Content Branch
Deputy Director, Ms. Mita Hosali
Email: hosali@un.org

UN News – Dailies (news.un.org)
Chief Editor, Mr. Ben Malor
Email: malor@un.org

UN News – Planning and Features
(news.un.org)
Acting Chief Editor, Mr. Victor Evans-Harvey
Email: evans-harvey@un.org

UN Video Section
Acting Chief, Ms. Reem Abaza
Email: abaza@un.org

Digital and Promotion Branch
Deputy Director, Mr. Joachim Harris
Email: Joachim.harris@un.org

Web Services Section (www.un.org)
Chief, Mr. Peter Dawkins
Email: dawkins@un.org

Digital Support Unit
Chief, Mr. Robert Neshovski
Email: neshovski@un.org

Partnerships Unit
Chief, Ms. Fang Chen
Email: fchen@un.org

Strategic Communications Division
Officer-in-Charge, Mr. Janos Tisovszky
Email: tisovszky@un.org

Communications Campaigns Service
Chief, Ms. Nanette Braun
Email: nanette.braun@un.org

Information Centres Service
Chief, Mr. Janos Tisovszky
Email: tisovszky@un.org

Outreach Division
Director, Mr. Maher Nasser
Email: nasser@un.org

Partnerships and Public Engagement/United Nations
Academic Impact Initiative and Secretary, Committee
on Information
Deputy Director, Mr. Robert Skinner
Email: skinner@un.org

Administration and Management Service
Deputy Director, Ms. Maha El-Bahrawi
Email: el-bahrawi@un.org

Press releases

The Meetings Coverage Section prepares:

- Press release summaries, in English and French, of open meetings, held at Headquarters, of the principal organs of the United Nations and their main subsidiaries. The summaries are usually prepared on the day of the meeting.
- Press releases on major United Nations conferences held in other parts of the world. Such releases are prepared on a case-by-case basis.

Please note that press releases are prepared for the use of information media and provide background information; they are not official records. English press releases are available at www.un.org/press/en/. French press releases are available at www.un.org/press/fr/.

Accredited correspondents may obtain press releases, links to documents, press kits and other United Nations materials from the Media Documents Centre by emailing mdc@un.org.

United Nations website

The main United Nations website (www.un.org) is available in all six official languages and includes a dedicated section for delegates (<https://www.un.org/about-us/member-states>), with details on and links to the *Blue Book of Permanent Missions to the United Nations*, the Manual of Protocol, the *Journal of the United Nations*, United Nations documents, the e-deleGATE portal and a number of additional resources.

A list of street and email addresses and telephone and fax numbers of the permanent missions to the United Nations is available at <https://www.un.org/dgacm/en/content/protocol/permanent-missions>. The United Nations website also offers access to research tools and links to the home pages of other parts of the United Nations system. The Global Issues Overview section provides one-stop access to information on at least 30 major topics (see <https://www.un.org/en/global-issues/>).

Additional information can be obtained from the Web Services Section (webmaster@un.org or dawkins@un.org; tel.: 212-963-6974).

UN News

UN News produces daily multimedia news reports, interviews, feature stories and conference-related content covering the worldwide activities of the United Nations system in nine languages (the six official languages, as well as Hindi, Kiswahili and Portuguese). Visit UN News at news.un.org.

UN News also provides thematic news focus pages on several United Nations priorities, in addition to special reports and photo essays. Audio interviews and news content can be found directly on the UN News audio hub for easy downloading by audio partners and other users, free of charge, and for embedding in online stories.

Delegates may subscribe to receive news updates from the UN News website. Subscribers can receive stories as they are posted online or receive daily news digests at the end of each working day. The UN News Reader app for smartphones, available for iOS and Android devices (in the six official languages, as well as Kiswahili, Portuguese and Hindi), provides access to online stories and live streaming of major United Nations meetings and press conferences. Delegates can follow events live by using the Live tab which links to UN WebTV coverage.

Delegates can listen live to most activities at Headquarters via the UN Audio Channels app for smartphones, available on both iOS and Android. The app also offers daily news, features and audio podcasts on demand. The on-demand audio content is also available on Apple Podcasts, iTunes Google Podcasts, major podcast platforms such as Spotify, SoundCloud, Stitcher and Castbox, and other audio RSS client software.

The multilingual UN News content is also distributed via social media platforms, including Facebook, Twitter, YouTube and SoundCloud, as well as other language-specific platforms.

UN News coverage does not contain detailed reports of statements by Member States. It is not intended to be an official record.

The online content is available for use free of charge with a signed licence agreement (issued by the Department of Global Communications) by media outlets, online news platforms and broadcasters around the world. The content, when used, should give attribution to UN News. All embedded content, such as photos, videos and audio programmes, are covered by copyright and permissions guidelines. If an online or broadcast outlet is interested in using multimedia UN News content, please contact mediapartnerships@un.org or call 212-963-5597.

For more information on UN News, please email unnews@un.org.

UN Video

The UN Video Section produces videos on breaking news, features, social media products, interviews and more. These

videos are shared on the flagship United Nations platforms and other outlets across the United Nations system and by partners serving global audiences and local communities.

UN Video products are available in the six official languages, plus Hindi, Kiswahili and Portuguese. Videos are versioned in diverse formats, reflecting the changing landscape of communications, from traditional broadcast outlets to IGTV, reaching a wider audience in terms of geography and age.

UN Video's daily news package service, UNifeed, enables news providers to cover global issues by offering timely broadcast-quality video from throughout the United Nations system. Material is currently available in three broadcast-quality HD formats: 1080i29.97, 1080i25 and 1080p29.97. All material is accompanied by shot lists and story synopses. Stories come from the global network of United Nations specialized agencies, funds and programmes, peacekeeping operations and Headquarters. New stories are posted on the UNifeed website as soon as they become available. UNifeed packages can be downloaded at www.unmultimedia.org/tv/unifeed/. They are available free of charge for news purposes only, subject to the UNifeed terms of use.

For more information on the UN Video Section, please email the Acting Chief of the Section, Ms. Reem Abaza, at abaza@un.org.

Social media

Multilingual updates are provided on all major social media channels. For official social media accounts, see the United Nations website (www.un.org/social) or email Ms. Charlotte Scaddan at scaddan@un.org.

Delegates are encouraged to post updates using the [hashtag #UNGA](#).

Media services and facilities

The News and Media Division offers limited access to television facilities, where available, to delegates and accredited journalists. There may be costs associated with the use of the television studio. All products are accessible from www.unmultimedia.org or the respective websites listed above.

Accreditation for media correspondents

The Media Accreditation and Liaison Unit provides accreditation and liaison services for members of the press. For media accreditation requirements, please see www.un.org/malu or email malu@un.org.

The Unit issues a daily media alert containing information on open intergovernmental meetings, press briefings and conferences, and other outreach activities at Headquarters (see www.un.org/en/media/accreditation/alert.shtml).

Television, webcast and audiovisual library

United Nations Television (UNTV) provides live feeds of meetings, conferences and special events at Headquarters to broadcasters around the world. Daily schedules and access details are available at <https://www.un.org/en/media/accreditation/untv.shtml>. For queries, contact the UNTV team (email: redi@un.org and untv@un.org).

The Webcast Unit provides daily live and on-demand webcast coverage of meetings of the General Assembly, the Security Council, the Economic and Social Council and the Human Rights Council, as well as hearings of the International Court of Justice, press conferences, media stakeouts and events in which the Secretary-General is participating.

The coverage is available to a global audience through the UN Web TV website (webtv.un.org). If interpretation is available, the meetings are covered live in all six official languages, in addition to the original language of the speaker if it is not

one of those six. The videos are accessible via the Internet and on mobile devices. The UN Web TV live player allows users to embed any video into their own websites and to share it through social media platforms.

Member States, as well as United Nations departments and organizations, may also request webcast coverage of their events on a cost-recovery basis. Requests for webcast coverage must be made in advance and must be accompanied by a programme, flyer or URL with information about the event. For queries, contact the Webcast Unit (email: damianou@un.org and justin@un.org).

Digital recordings (audio or video) of General Assembly and Security Council meetings can be requested by delegations. Digital file formats can be downloaded online via a link sent by the Audiovisual Library. Orders received after events will be made available as soon as possible. All requests will be serviced in the order in which they are received. To make a request, contact the Audiovisual Library (email: avlibrary@un.org).

United Nations media partnerships

The United Nations welcomes rebroadcasting and republishing partnerships with the world's media organizations, including broadcasters, online publishers, news outlets, digital content platforms and social media platforms. Content available to broadcast and online media partners through content licence agreements includes multimedia news content, including text and video, high definition video programming, such as the award-winning series *UN in Action*, and UN News daily audio news and feature programmes.

UNifeed produces broadcast-quality video footage featuring news stories on a range of United Nations issues. News stories can be downloaded in both PAL and NTSC formats from www.unmultimedia.org/tv/unifeed/ and are also available to media organizations via partnerships with Reuters, the Associated Press, CCTV+ and Wochit Inc.

UNTV feature video content may be used, under certain conditions, by partner outlets. For queries, contact the Partnerships Unit (email: mediapartnerships@un.org).

United Nations photographs

Photographs documenting official United Nations meetings and the Organization's activities related to various issues are available for download at <https://dam.media.un.org/>. All photographs are the property of the United Nations, which holds all rights in connection with usage. Photographs may not be used in advertising or for any other commercial purpose without prior authorization from the Department of Global Communications. For queries, contact the Photo Library (email: photolibrary@un.org)

Communications campaigns and focal points

Strategic Communications Division

The Strategic Communications Division develops and coordinates strategic communications campaigns on priority issues, including major United Nations conferences, observances and crisis communications. For more detailed information, contact Ms. Nanette Braun (email: nanette.braun@un.org) or Mr. Janos Tisovszky (email: janos.tisovszky@un.org) Officer-in-Charge, Strategic Communications Division. Some of the Division's thematic websites are listed below:

- **Sustainable Development Goals:** www.un.org/sustainabledevelopment
- **Climate Action:** www.un.org/climateaction
- **Decade of action for the Sustainable Development Goals:** www.un.org/sustainabledevelopment/decade-of-action
- **Sustainable Development Goals in Action app:** sdgsinaction.com
- **United Nations peacekeeping:** peacekeeping.un.org/

- **Service and Sacrifice campaign:** peacekeeping.un.org/en/service-and-sacrifice
- **Africa Renewal:** www.un.org/africarenewal
- **International Decade for People of African Descent (2015–2024):** <https://www.un.org/en/observances/decade-people-african-descent>
- **Outreach Programme on the 1994 genocide against the Tutsi in Rwanda and the United Nations:** www.un.org/en/preventgenocide/rwanda/index.shtml

The Division's thematic sections within the Communications Campaigns Service are listed below.

Communications Campaigns Service

Chief, Ms. Nanette Braun

Email: nanette.braun@un.org

Peace and Security Section

Chief, Mr. Sunil Narula

Email: narulas@un.org

Sustainable Development and Human Rights Section

Chief, Ms. Francynne Harrigan

Email: harriganf@un.org

Climate Section

Acting Chief, Ms. Martina Donlon

Email: donlon@un.org

Africa Section

Chief, Ms. Sandra Macharia

Email: Sandra.macharia@un.org

Services provided by the network of United Nations information centres

Information Centres Service

Email: dgc_dis_unit@un.org

Website: unic.un.org

The Department of Global Communications currently has 59 operational United Nations information centres and services around the world, including information services in Geneva and Vienna, and the regional information centre in Brussels. The Information Centres Service of the Strategic Communications Division provides programmatic and administrative support to the network of United Nations information centres.

Email

Information Centres Service
Chief, Mr. Janos Tisovszky

tisovszky@un.org

Programme Support Section
Chief, Mr. Chris Woodthorpe

woodthorpe@un.org

Outreach Division of the Department of Global Communications

Outreach Division
Director, Mr. Maher Nasser
Email: nasser@un.org

Deputy Director, Mr. Robert Skinner
Email: skinner@un.org
Deputy Director, Ms. Maha El-Bahrawi
Email: el-bahrawi@un.org

The Outreach Division of the Department of Global Communications engages with and educates people and their communities worldwide to encourage support for the ideals and activities of the United Nations. The Division's partnership and public engagement initiatives work with key constituencies, including non-governmental organizations (NGOs), the academic community, the publishing industry, libraries, the creative community, private sector entities and the public.

Delegate and iSeek

The Outreach Division's iSeek team (iSeek is the United Nations intranet) updates the Delegate website (<https://www.un.org/delegate>) with relevant content from iSeek in English and French

and facilitates access to information managed by the General Assembly committees, the United Nations Headquarters telephone book and a searchable directory of staff contact information. Delegate is an important resource for information about meetings, elections, major reports, documents, international days, training opportunities and events at Headquarters. For content submission or queries, email iseek@un.org.

NGO Relations, Advocacy and Special Events Section

Acting Chief, Ms. Andi Gitow

Email: gitow@un.org

Within the Outreach Division, the role of the NGO Relations, Advocacy and Special Events Section is to raise awareness of the issues and work of the United Nations through creative partnerships and co-productions, including:

- ♦ The Creative Community Outreach Initiative, which works with the entertainment industry, including film, television, music and sports, to encourage the integration of United Nations priority issues into storylines and to develop partnerships and projects that amplify the Organization's messaging and inspire action (website: <https://www.un.org/ccoi/> email: creative@un.org)
- ♦ The Messengers of Peace Programme, which manages relationships with prominent personalities who volunteer their time and talent to raise awareness of the work of the United Nations (website: <https://www.un.org/mop/>).
- ♦ Coordination of the United Nations Day Concert, which is typically sponsored by a Member State and held in the General Assembly Hall to mark the entry into force of the Charter of the United Nations.
- ♦ The Civil Society Unit, which liaises with NGOs that are formally associated with the Department of Global Communications and supports the Department's efforts to disseminate information on the work and role of the United Nations. The Unit also facilitates the exchange of information and develops partnerships with civil society

to enhance their interactions with and understanding of the United Nations.

- ♦ The Non-Governmental Liaison Service, within the Civil Society Unit, which facilitates meaningful stakeholder engagement in United Nations processes, including support for the identification and accreditation of civil society organizations and representatives to participate in high-level events, summits and official meetings, and the facilitation of collaboration among stakeholders to coordinate their input, in collaboration with the Office of the President of the General Assembly, the Executive Office of the Secretary-General, United Nations entities and others.

Civil Society Resource Centre

Website: www.un.org/civilsociety

Facebook: facebook.com/UNDGCCSO

Twitter: [@UNDGC_CSO](https://twitter.com/UNDGC_CSO)

Email: undgccso@un.org

The Civil Society Resource Centre (UNITAR Building, 2nd Floor; tel.: 212-963-7234) is a unique space for networking and collaboration for civil society organizations formally associated with the Department of Global Communications, and the representatives of such organizations. Among other services, visitors will find:

- ♦ Networking space, including a conference room available for reservation by civil society organizations associated with the Department.
- ♦ Information on events organized by the Civil Society Unit and its partners.
- ♦ A series of informal discussions and conversations, called the Chat Series.
- ♦ Information and material related to the thematic briefings organized by the Civil Society Unit.
- ♦ The documentation and information necessary for representatives of organizations formally associated

with the Department to obtain their grounds passes for United Nations Headquarters in New York.

- ♦ Several workstations with computers and free Wi-Fi.
- ♦ Information on how to retrieve tickets to formal United Nations sessions and high-level events, as well as special events such as the United Nations Day Concert.

Services for civil society provided by the Department of Economic and Social Affairs

The Non-Governmental Organizations Branch of the Department of Economic and Social Affairs (room S-2686; tel.: 212-963-3192) acts as the focal point for NGOs in consultative status with the Economic and Social Council. For any questions, the Branch may be contacted through the messaging system on the website of the Civil Society Network (csonet.org/).

Creative Community Outreach Initiative and Messengers of Peace Programme

Mr. Jon Herbertsson

Email: herbertsson@un.org

Website: <https://www.un.org/mop/>

Website: <https://www.un.org/ccoi/>

Email: creative@un.org

Education outreach

The Outreach Division manages two mandated programmes: the Holocaust and the United Nations Outreach Programme and the Outreach Programme on the transatlantic slave trade and slavery. The Division also takes the lead in developing the strategy for, and planning and implementing global education initiatives on, the main issues, goals and objectives of the United Nations. It organizes activities for students on key issues on the United Nations agenda, and supports the evolution of the Model United Nations initiative into a community that can take real action to support the Organization and the

Sustainable Development Goals. It also provides information on bringing Model United Nations simulations into line with the Organization's actual practices and values.

Outreach Programme on the transatlantic slave trade and slavery and Model United Nations

Ms. Tracey Petersen

Email: petersen3@un.org

Websites: www.un.org/en/events/slaveryremembranceday; www.un.org/mun

Facebook: facebook.com/rememberslavery

Twitter: [@rememberslavery](https://twitter.com/rememberslavery)

International Day of Peace

Website: www.un.org/en/observances/international-day-peace

Email: education-outreach@un.org

The Holocaust and the United Nations Outreach Programme

Ms. Tracey Petersen

Email: petersen3@un.org

Website: www.un.org/en/holocaustremembrance/

Facebook: facebook.com/unhop

Twitter: [@UNHOP](https://twitter.com/UNHOP)

YouTube: youtube.com/holocaustremembrance

United Nations Academic Impact initiative

The United Nations Academic Impact initiative aligns institutions of higher education, scholarship and research with the Organization, and with one other, to address priority issues for the United Nations, in particular the Sustainable Development Goals. It provides a point of contact for ideas and initiatives relevant to the work of the Organization.

Chief

Mr. Robert Skinner

Email: Skinner@un.org

Website: www.un.org/en/academicimpact

Twitter: [@ImpactUN](https://twitter.com/ImpactUN)

Facebook: facebook.com/ImpactUN

Email: academicimpact@un.org

Linkedin: www.linkedin.com/company/academicimpact

Office of the Envoy of the Secretary-General on Youth

Hosted by the Outreach Division, the Office of the Envoy of the Secretary-General on Youth works to bring the United Nations closer to young people and young people closer to the United Nations. The Envoy leads the system-wide efforts to empower and engage young people at the global, regional and national levels by implementing the United Nations Youth Strategy. The Office works with Member States, United Nations agencies, civil society, academia and other stakeholders to enhance, empower and strengthen the position of young people within and outside the United Nations system.

Envoy of the Secretary-General on Youth

Ms. Jayathma Wickramanayake

Email: youthenvoy@un.org

Dag Hammarskjöld Library

Chief

Mr. Thanos Giannakopoulos

Email: thanos.giannakopoulos@un.org

Reading room: L-105

405 East 42nd Street and First Avenue

Open Monday to Friday, 9 a.m. to 5.30 p.m.

Email: Library-NY@un.org

Tel.: 212-963-3000

Website: library.un.org

The Dag Hammarskjöld Library provides research and information services to support the participation of Member States in the United Nations. This is the Library's first priority.

The Library also offers the following services:

- Professional research service. Information specialists will respond to requests within one hour. Questions can be asked through:
 - ♦ **Email:** library-ny@un.org
 - ♦ **Tel.:** 212-963-3000
 - ♦ **Ask DAG!:** ask.un.org
- Access to online commercial intelligence sources, which the Library offers free of charge for delegates and their staff. In addition, a selection of these sources has been made available for delegates to use from their home, office or mobile device. Contact the Library for details.
- Training in United Nations research for delegates and mission staff. For a calendar of upcoming classes, consult the website: www.un.org/library.
- Specialized websites created by the Library especially for Member States, including:
 - ♦ **Member States on the Record**, an online gateway to the United Nations history of each Member State: www.un.org/en/library/unms?
 - ♦ **Voting Information Database:** research.un.org/en/docs/ga/voting
 - ♦ **Index to speeches:** research.un.org/en/docs/find/meetings
 - ♦ **Ask DAG!**, a database of frequently asked questions that offers answers to common United Nations queries: ask.un.org
- Digitize-on-demand service for United Nations documents that are not available online
- Research products focused on key United Nations issues, such as:
 - ♦ **Peace and security:** research.un.org/az.php?s=2253

- ♦ **Development:** research.un.org/az.php?s=1515
- ♦ **And much more:** see research.un.org/az.php
- Access to thousands of electronic journals, newspapers and e-books covering all regions and many languages, as well as interlibrary loans for books and articles not available from the Library's collection
- Research guides on United Nations topics of special interest to delegates:
 - ♦ **Overview of United Nations documentation:** research.un.org/en/docs
 - ♦ **Security Council:** includes tables of all past meetings, vetoes and resolutions: research.un.org/en/docs/sc
 - ♦ **General Assembly:** includes a list of resolutions research.un.org/en/docs/ga
 - ♦ **United Nations budget:** research.un.org/en/docs/budget

The reading rooms (L-105 and L-248) are quiet spaces where delegates can browse the latest magazines and books and get assistance from information professionals. Computers, printers and wireless Internet (Wi-Fi) are available.

In addition, the Library maintains several special collections in print, including maps, international law, League of Nations documents and United Nations documents and publications.

The United Nations collection includes more than 10 million documents in all official languages from the earliest days of the Organization. While United Nations documents issued since 1993 are available digitally, millions of documents remain in paper form only and are safeguarded by the Library. The Dag Hammarskjöld Library is undertaking a mass digitization programme to preserve the Organization's institutional memory. New documents are added daily. The launch of the United Nations Digital Library (digitallibrary.un.org) has made access to these vital documents more convenient.

The Dag Hammarskjöld Library collaborates with other United Nations Secretariat libraries throughout the world to provide fast and effective service to delegates and other stakeholders. The Library also coordinates a network of 356 United Nations depository libraries in 136 Member States and territories (see library.un.org/content/united-nations-depository-library-programme).

Delegations and permanent missions may contact the Library for a personalized introduction to Library services and resources. Comments and suggestions from delegates are always welcome.

United Nations publications

Chief, Sales and Marketing

Ms. Sherri Aldis

Email: aldis@un.org

Website: shop.un.org

Online platform: www.un-ilibrary.org

Email: publications@un.org

Twitter: @unpublications

Facebook: www.facebook.com/unpublications

United Nations publications are available in United Nations bookshops in New York and Geneva, (currently closed owing to the pandemic; reopening date to be announced), from online and physical retailers, and from the United Nations publications e-commerce website (shop.un.org). The United Nations iLibrary (www.un-ilibrary.org) provides free access to digital publications that can be searched and shared. Popular United Nations titles are also available as e-books and via mobile applications. Publications are available from the United Nations Secretariat as well as from 25 agencies, funds, programmes, institutes and entities.

United Nations Bookshop (currently closed owing to COVID-19 restrictions; reopening date to be announced)

Visit the United Nations Bookshop in the General Assembly Building, on the first basement level, for United Nations books and publications; high-quality, sustainably sourced stationery and souvenirs; books on United Nations themes and priorities; and a wide selection of children's books and toys

United Nations Bookshop

General Assembly Building, first basement level
(room GA-1B-103)

Tel.: 212-963-7680

Fax: 212-963-4910

Email: bookshop@un.org

Monday to Friday, 9 a.m. to 6 p.m.

Saturday to Sunday, 9 a.m. to 5 p.m.

Delegates qualify for a 25 per cent discount on United Nations publications and a 10 per cent discount on all other items over \$3. Orders for United Nations publications can also be placed online at <https://shop.un.org/>. A catalogue of selected United Nations souvenirs and gifts is available for order via email at shop.un.org/united-nations-bookshop.

Website: shop.un.org

Email: bookshop@un.org

Twitter: [@unpublications](https://twitter.com/unpublications)

Facebook: facebook.com/unpublications

Visitors Services Section

The Visitors Services Section offers guided tours and briefings to a wide range of audiences, and manages exhibits in the public spaces of United Nations Headquarters. Guided tours have been offered at Headquarters ever since the buildings opened in 1952.

During the pandemic, all services are being offered virtually, including tours, briefings, special webinars and exhibits. Specialized tours on gender, race and the architecture of United Nations Headquarters are also available.

In-person guided tours are available to delegates even while the buildings remain closed to the public.

Website: un.org/visit

Twitter: @VisitUN #VisitUN

Facebook: www.facebook.com/UNVisitorsCentre

Email: toursunhq@un.org

Chief: Elisabeth Waechter

Email: waechter@un.org

Guided tours: Vincenzo Pugliese (pugliesev@un.org)

United Nations Speakers' Bureau: Lilli Schindler
(schindler@un.org)

United Nations Exhibits: Melissa Budinic (budinic@un.org)

Publications and Editorial

The Department of Global Communications publishes an online magazine, the UN Chronicle, and reference and guidebooks about the United Nations.

UN Chronicle

The UN Chronicle has served as the Organization's flagship magazine since 1946, covering information and debate on the activities of the larger United Nations system. It features articles and opinion essays from United Nations officials, as well as non-governmental, academic and policymaking experts. The UN Chronicle is published in the six official languages of the Organization. In 2019, the magazine discontinued its print edition in favour of an online format.

Website: www.un.org/chronicle

Email: unchronicle@un.org

Mr. John R. Sebesta

Email: sebesta@un.org

Twitter: [@_UNChronicle](https://twitter.com/_UNChronicle)

Yearbook of the United Nations

The Yearbook of the United Nations stands as the authoritative reference work on the annual activities and concerns of the Organization.

Based on official documents, the Yearbook provides comprehensive coverage of political and security matters, human rights issues, economic and social questions, legal issues and institutional, administrative and budgetary matters, placing these in a unique narrative context of United Nations consideration, deliberation and achievement. The published Yearbook collection is complemented on its website by the online Yearbook Pre-press and Yearbook Express, both updated regularly as new material becomes available. The Yearbook Pre-press features draft chapters or detailed chapter research outlines from Yearbooks currently in production. The multilingual Yearbook Express features the chapter introductions of more recent Yearbooks, along with the report of the Secretary-General on the work of the Organization in those years, in all six official languages.

Mr. Orrin F. Summerell

Email: summerell@un.org

Website: unyearbook.un.org

Twitter: [@UNYearbook](https://twitter.com/UNYearbook)

United Nations Development Business

Email: dbusiness@un.org

Twitter: [@devbusiness](https://twitter.com/devbusiness)

LinkedIn: [linkedin.com/company/
united-nations-development-business](https://www.linkedin.com/company/united-nations-development-business)

Website: <https://devbusiness.un.org>

United Nations Development Business is an online platform that publishes procurement announcements for projects financed by multilateral development banks, Member States, the United Nations system and other development agencies, helping them to attract diverse and competitive bids. Businesses and consultants around the world use the platform to stay abreast of business opportunities in the global public procurement market.

Mr. Reza Mapar

Email: mapar@un.org

V. Facilities and services for delegations

Information on facilities and services available to delegates is provided on Delegate (see <https://www.un.org/delegate>).

The following facilities and services located in the first base-ment level of the General Assembly are temporarily unavailable to delegates:

- ♦ Postal services⁵
- ♦ Gift store
- ♦ Bookstore

Travel entitlements for delegations of the least developed countries attending the seventy-sixth session of the General Assembly

In accordance with General Assembly resolution 1798 (XVII), as amended by resolutions 2128 (XX), 2245 (XXI), 2489 (XXIII), 2491 (XXIII), 41/176, 41/213, 42/214, 42/225,, section VI, 43/217, section IX, and 45/248, section XIII, the United Nations shall pay travel but not subsistence expenses in the following cases:

- (a) For not more than five representatives, including alternate representatives, of each Member State designated as a least developed country attending a regular session of the General Assembly;
- (b) For one representative or alternate representative of the Member States referred to in subparagraph (a) above attending a special or special emergency session of the General Assembly;
- (c) For the travel of a member of a permanent mission in New York who is designated as a representative or alternate representative to a session of the General Assembly, provided that such travel is within the

⁵ The United Nations Postal Administration sales counter will be operational on a trial basis during the High-Level week from 20 to 24 September 2021. An announcement will be made when the sales counter will be reopened on an ongoing basis.

limits noted in subparagraphs (a) and (b) above, that it is certified by a permanent representative to be in connection with the work of the particular session and that it takes place either during or within three months before or after such a session. The entitlement in respect of a session shall not be increased by reason of the recessing and resuming of that session.

Member States are strongly encouraged to arrange their own travel and seek reimbursement by submitting a claim. Please note that such reimbursement is limited to the following costs, whichever is lower:

- (a) Least costly round-trip ticket for the dates of travel, by the most direct route between the capital city of the Member State and New York City
- (b) Cost of the journey actually taken

Delegations are entitled to the reimbursement of transportation costs, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowance in respect of Members of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6). These claims should be filed once travel has been completed and should include:

- (a) Form F-56 (reimbursement voucher for official travel of representatives of Member States);
- (b) Bank account information for the permanent mission (annex to F-56);
- (c) Proof of payment/receipts (invoices not containing confirmation and form of payment will not be accepted);
- (d) Used ticket stubs and/or boarding passes (note that these **are required**; you may also provide copies of the relevant passport pages that clearly show the date of departure/entry);
- (e) Copy of itinerary or e-ticket, which must show the e-ticket number(s);

- (f) Scanned copy of the biometric information passport pages of each traveller, showing the full name and date of birth, and the machine-readable zone;
- (g) Checklist A – Request for reimbursement – Delegates' travel.

Please note that failure to provide the above documentation at the beginning of the process will cause delays in reimbursement or may result in tickets not being reimbursed. Permanent missions are encouraged to transmit this information to their capitals and travellers **prior to travel** to ensure that all the documentation is captured.

All payments to Member States will be made via electronic funds transfer to the permanent mission of the Member State. Therefore, the bank account information of the permanent mission should also be included when the F-56 claim is submitted, preferably with a copy of a voided cheque. Please note that reimbursements cannot be provided in cash and that travellers cannot be reimbursed directly. The United Nations will not be liable for any claim for reimbursement of travel expenses submitted after 31 December of the year that follows the closing date of the session of the organ or subsidiary organs to which the claim relates.

Travel may also be arranged by the United Nations upon request from delegations, through the permanent missions in New York. Travel requests should be received at least 30 days in advance of the trip so that they can be processed. Owing to COVID-19 travel restrictions, it is important that permanent missions comply with this deadline and provide the United Nations Secretariat with sufficient notice to make the necessary travel arrangements. The United Nations will arrange transportation to and from Headquarters in New York for the travellers referred to above. In this regard, delegations are to request their permanent mission to provide the United Nations with the following information by note verbale:

- (a) Reference to the session of the General Assembly for which the representatives are travelling;

- (b)** Full name and date of birth (in the format dd/mm/yyyy) of each traveller;
- (c)** Each traveller's requested date of departure from the capital and date of departure from New York (requested itinerary)⁶;
- (d)** Contact information of each representative (telephone and email address)⁷;
- (e)** Contact information in New York (name of point of contact in the permanent mission, telephone and email address);
- (f)** Scanned copy of the biometric information passport pages of each traveller, showing full name and date of birth, and the machine-readable zone;
- (g)** Checklist B – Request to travel – Delegates.

When travel is arranged by the United Nations, the Headquarters Client Support Service, Department of Operational Support, will raise individual travel authorizations.

The point of contact designated by the Member State will be contacted by the travel agent to approve the issuance of tickets. For this purpose, all travellers should have an online profile in the Connect Portal (available at <https://portal.amexgbt.com/login/UNAT>), which is the gateway to the online booking and itinerary management function. After submission of the note verbale to the United Nations Secretariat, each traveller is required to log into the Connect Portal and fill in their online profile. By creating a simple online profile, travellers can:

- (a)** Store useful information, such as frequent flyer memberships, seat and meal preferences, and special needs; and,
- (b)** Contact American Express travel counsellors through live online chat. Please ensure that the profile name matches

⁶ If a delegation has travel restrictions, e.g. cannot travel via a particular country due to visa issues, kindly notify HQCSS in advance.

⁷ This should be the contact information of the traveller. As tickets are issued electronically, the traveller will receive his/her ticket via email. In addition, he/she will receive information regarding any changes in the itinerary directly from the airline/travel agent

the name as it appears in the machine-readable zone in the delegate's national passport. Storing relevant passport data will reduce the number of email exchanges drastically and therefore speed up the process.

If a personal deviation is requested by the traveller, please communicate that information as soon as possible to the Headquarters Client Support Service so that the personal deviation can be included in the original travel request. Any difference from the cost of the official itinerary will be borne by the traveller. Any changes to the original itinerary transmitted to the Headquarters Client Support Service via note verbale would need to be communicated to the Service via a new note verbale indicating the updated itinerary. Any changes resulting from personal deviations, including a choice of air carrier different from the one within the entitlements indicated below, will need to be arranged directly with the travel agency and will be at the cost of the individual or Member State concerned. Please note that delays in submitting travel requests, the complete travel documentation listed above or any subsequent changes may result in delays in issuing tickets and higher costs to the Organization.

The United Nations will neither be responsible for nor assist the traveller or permanent missions in the issuance of a visa to enter the territory of the United States or of any other countries in which a stopover would be required by the itinerary. If a delegation has travel restrictions, e.g. if it cannot travel via a particular country owing to visa issues, kindly notify the Headquarters Client Support Service in advance, when the travel request is made.

For each session of the General Assembly, a maximum of one round-trip first-class ticket for the head of delegation will be provided or reimbursed. Up to four additional round-trip tickets will be provided or reimbursed for other members of the delegation accredited to the respective session of the General Assembly in the class immediately below first class for journeys longer than nine hours by air, or in economy class for journeys shorter than nine hours by air. Please note that, on some routes, first/business class may not be available.

For purposes of the entitlement, the United Nations will provide or reimburse the least costly round-trip tickets by the most direct route between the capital city of the Member State and New York City.

Notes verbales, requests for the issuance of tickets, enquiries regarding travel entitlements, and reimbursement claims should be sent electronically (in pdf) to:

Chief, Headquarters Client Support Service

Email: ldctravel@un.org

Department of Operational Support

Important information pertaining to COVID-19:

Restrictions on travel to New York City during the COVID-19 pandemic are regulated by the Federal, State and City authorities. In addition, there are restrictions on access to the United Nations premises, restrictions that are regulated by the United Nations in close coordination with Member States. At the time of issuance of the present document, it has not been determined which restrictions will apply during the seventy-sixth session of the General Assembly, as the pandemic situation remains dynamic.

In line with the General Assembly resolutions referred to above, the United Nations will be responsible only for the issuance of the ticket or the reimbursement of the airfare and will not be responsible for covering any additional expenses arising as a result of COVID-19. Costs related to travel restrictions and requirements, or to transmission risk mitigation, such as testing, quarantine, vaccination and extended stay or travel times, will not be borne by the United Nations and remain the sole responsibility of the traveller.

The United Nations will not facilitate or negotiate exceptions to COVID-19 requirements with the relevant authorities, or grant exceptions for its premises.

It is strongly recommended to travel only after full vaccination and after being fully informed about restrictions that apply to the territory of the United States or of any other countries in which a stopover would be required in the itinerary at the time of travel.

The United Nations will not be responsible for covering any medical expenses or medical insurance costs that travellers may incur during their travel to attend the General Assembly session or upon their return to their own country. Each traveller is strongly recommended to purchase medical insurance before travelling.

Checklist A – Request for reimbursement – Delegates’ travel

The present checklist is intended to facilitate the processing of your requests for the reimbursement of delegates’ travel. It must be submitted after travel has taken place. Please submit all documentation via email to ldctravel@un.org. All documents should be in .pdf format.

Check

1	Note verbale – Reference to the session of the General Assembly for which the representatives are travelling	
2	Note verbale – Indication of the representative designated as head of delegation (if applicable)	
3	Note verbale – Full name and date of birth (in the format dd/mm/yyyy) of each traveller	
4	Note verbale – Each traveller’s date of departure from capital and date of departure from New York	
5	Note verbale – Name and email address of the point of contact at the permanent mission	
6	Note verbale – Any additional details, e.g. travel restrictions owing to visas	
7	Scanned copy of relevant biometric information page of each traveller’s passport, showing full name and date of birth (including the e-readable portion at the bottom of the page)	

Check

8	Form F-56 (claim), duly signed (reimbursement voucher for official travel of representatives of Member States)	
9	Annex to form F-56 (bank account information for the permanent mission)	
10	Proof of payment/receipts	
11	Copy of itinerary or e-ticket for each traveller (must show the e-ticket number(s))	
12	Used ticket stubs and/or boarding passes for each traveller for each leg (must show name and dates)	
13	Scanned copy of relevant biometric information page of each traveller's passport, showing full name and date of birth (including the e-readable portion at the bottom of the page)	
14	Are all documents in .pdf format?	
15	Are all documents clearly readable, in particular names, dates and ports of entry and exit?	

Checklist B – Request to travel – Delegates

This checklist is intended to facilitate the processing of your requests for travel by delegates (United Nations-provided tickets). Please submit all documentation via email to ldctravel@un.org. All documents should be in .pdf format.

Check

1	Note verbale – Reference to the session of the General Assembly for which the representatives are travelling	
2	Note verbale – Indication of the representative designated as head of delegation (if applicable)	
3	Note verbale – Full name and date of birth (in the format dd/mm/yyyy) of each traveller	
4	Note verbale – Each traveller's requested date of departure from capital and date of departure from New York	
5	Note verbale – Contact information of each representative (telephone and email address at which they may receive ticket information)	

6	Note verbale – Name and email address of the point of contact at the permanent mission	
7	Note verbale – Any additional details, e.g. travel restrictions owing to visas	
8	Scanned copy of relevant biometric information page of each traveller's passport, showing full name and date of birth (including the e-readable portion at the bottom of the page)	
9	Are all documents in .pdf format?	

Travel services

American Express Global Business Travel is the official travel agency of the United Nations in New York and will assist delegations, to the extent possible, in making travel arrangements, including ticketing and hotel reservations, for official travel organized and paid for by the United Nations.

For non-emergency travel assistance, please contact the travel agency between the normal business hours of 9 a.m. and 6 p.m., Monday to Friday, by sending an email to us.un.travel@amexgbt.com or calling 844-487-4289 (toll free) or 312-340-2638. Outside normal business hours, callers will automatically be directed to a Global Business Travel after-hours agent. Please mention access code "SK32" in order to expedite the support call.

Emergency calls from outside the United States may be made collect by dialling +1-312-340-2638.

Travellers should create an online travel profile to store information useful for itinerary and ticket management, including special needs. For any online navigation support issues, contact the Concur online tool assistance line: +1-646-817-9677.

American Express Global Business Travel continues to monitor the COVID-19 situation, evolving travel guidance and government requirements to keep clients and travellers informed. Travel Vitals™ allows you to search across different components of a trip for information and advisories.

Delegates' Lounge

Conference Building (2nd floor)

From the first day of the seventy-sixth session of the General Assembly (20 September 2021) until the Assembly's December 2021 recess, members of delegations are asked not to invite to the Delegates' Lounge persons other than those holding valid United Nations grounds passes.

Delegates' quiet room

Conference Building (2nd floor, adjacent to the Security Council area)

Dining room and cafeteria facilities

From 13 September 2021, in order to ensure a safe and healthy environment for our delegates, staff, personnel and commercial contractors, proof of COVID-19 vaccination will be required, as an additional precautionary measure, for seated meals at cafeterias with indoor dining facilities at United Nations Headquarters.

All patrons wishing to dine in will be asked to present their United Nations identification and proof of vaccination, provided through a vaccination card or app, at cafeteria locations with indoor dining facilities.

Proof of vaccination may be provided through, inter alia:

- (i) The NYC COVID Safe app (Android or iOS);
- (ii) The Excelsior Pass;
- (iii) The Centers for Disease Control and Prevention vaccination card (or a photograph thereof);
- (iv) A New York City vaccination record;
- (v) An official immunization record from outside the City or the United States.

If you received the vaccine outside the United States, you must have an official immunization record that includes:

- (i) Your first name and last name;
- (ii) Your date of birth;
- (iii) The vaccine product name;
- (iv) The date(s) on which the vaccine was administered;
- (v) The site at which the vaccine was administered or the name of the person who administered it.

Delegates' Dining Room

Conference Building (4th floor)

Tel.: 212-963-8897

Owing to COVID-19 pandemic mitigation measures, the Delegates' Dining Room is temporarily closed. However, it will reopen for the General Assembly high-level week, from Monday 20 to Friday 24 September 2021, from 11.30 a.m. to 2.30 p.m.

It will offer an elegant buffet-style lunch menu for \$39.99 per person, which will have daily features that celebrate culinary trends and classics from across the globe, with the focus on fresh local, organic and/or sustainable produce.

Advance reservations are required and can be made online at www.ddr-reservations.com or by phone at 212-963-8897.

Separate dining rooms may be available for parties of 10-20 guests. To ensure the availability of these facilities, delegation members are requested to make reservations two weeks in advance (tel.: 212-963-8897). Proof of vaccination would be required to be submitted during reservation.

Cafeterias, cafés and bar

Although the main cafeteria has been closed since July 2015, it will be opened for a limited period during the earlier part of the general debate and may be opened at other times of the year depending on security considerations.

Owing to continued COVID-19 restrictions, resulting in reduced occupancy at United Nations Headquarters, only a few cafés will remain open: the Riverview Cafeteria, the Lobby Café and the Vienna Café. Food and bar service will be available at the North Delegates' Lounge during the high-level week only, i.e. 22–24 September 2021. The Visitors Café, Café de la Paix and One UN Café are temporarily closed because of COVID-19 mitigation measures. Vending machines are also provided.

Single-use plastic is no longer used at Headquarters and should not be brought into the compound. The cafeteria facilities now offer a variety of products in sustainable packaging, as well as stainless steel and wooden cutlery. Delegates are encouraged to bring reusable cups, mugs with lids, bottles or flasks for their beverages. There are water fountains located throughout Headquarters.

Main Cafeteria (open only 20–24 September 2021)

- Secretariat South Annex Building, 1st floor.
- Open from 7:30 a.m. to 4 p.m., Monday to Friday.
- Breakfast: 7:30 to 10:30 a.m.; lunch: 11:30 a.m. to 4 p.m.
- Snacks/coffee.
- Breakfast and lunch, as well as a selection of grab-and-go, pre-packaged hot and cold food, salads, sandwiches, and buffet items.

Riverview Cafeteria (closed 20–24 September 2021)

- Conference Building, 4th floor.
- Open from 8 a.m. to 3:30 p.m., Monday to Friday; closed on Saturdays and Sundays.
- Breakfast: 8 to 10:30 a.m.; lunch: 11 a.m. to 3:30 p.m.
- Snacks/coffee.
- Breakfast and lunch, as well as a selection of grab-and-go, pre-packaged hot and cold food, salads sandwiches, and buffet items.
- The Riverview Cafeteria may be closed for short periods for high-level events. Those dates and times will be provided as soon as they have been determined.

Lobby Café (closed 20-24 September 2021)

- Secretariat Building, North Lobby.
- Open from 8:30 a.m. to 3:30 p.m., Monday to Friday; closed on Saturdays and Sundays.
- Provides a full-service coffee bar open for breakfast and lunch and snacks in the afternoon. Offers self-serve and hand-crafted espresso, cappuccino and latte beverages and a selection of pastries, snacks and dessert.
- The Lobby Café may be closed for short periods for high-level events. Those dates and times will be provided as soon as they have been determined.

Vienna Café

- General Assembly Building, first basement level, conference area.
- 20–24 September 2021 – open from 9 a.m. to 6 p.m.
- Normal operating hours: from 10 a.m. to 5 p.m., Monday to Friday, except for the above times.
- Espresso bar.
- Breakfast sandwiches, sweet and savoury crepes, light snacks, pre-packaged sandwiches and salads, snacks, desserts, other quick-pick items and cold beverages.

North Delegates' Lounge (open during the General Assembly high-level week only)

- Conference Building, 2nd floor.
- 22 September 2021 – open from 10 a.m. to 7 p.m.
- 23–24 September 2021 – open from 9 a.m. to 7 p.m.
- Espresso bar.
- Breakfast pastries, light snacks, pre-packaged sandwiches and salads, snacks, desserts and cold beverages.
- Vending machines are available during the General Assembly period when the bar is not in operation.

Vending machines

Available at the following locations:

- Visitor Centre, General Assembly Building, first basement level.
- North Delegates' Lounge, Conference Building, 2nd floor.
- Library neck, 1st floor, between South Annex Building and the Library Building.
- Conference Building, 1st floor.
- Corridor by Pouch Office (room GA-3B-710), General Assembly Building, third basement level.
- United Nations Language Centre, North Lawn Building, third basement level.
- UNDC-1 Building, 3rd floor corridor.

Delegates' guests: Admission of non-United Nations guests during and after the general debate period

Access to the United Nations by visitors and guests is restricted during the period of the high-level meetings and the general debate.

NOTE: At the time of publication, there is no decision to admit guests after the high-level meetings. A decision may be made to admit guests after a date to be determined. The present guidelines would apply in the event that guests are admitted.

Guests wishing to accompany a delegate during working hours (9 a.m. to 5 p.m.) should:

- Go to the Visitors' Entrance at East 46th Street, where guests must be met by the delegate. They will then be required to pass through a security screening area. They will be admitted to the General Assembly Building after being issued a United Nations guest pass at the Information Desk in the General Assembly Lobby;
- Deposit valid government-issued identification bearing a photograph at the Information Desk. The identification will be retrieved prior to departure from the premises.

Guests and visitors must wear their guest passes at all times. In addition, they will need to be accompanied by the delegate at all times while inside the premises (but not in the Visitor Centre).

At the end of the visit, the delegate is required to escort the visitor back to the Information Desk, to return the guest pass and retrieve the identification.

Traffic in the Secretariat Circle and through the East 43rd Street gate

During the high-level segment, from 21 September to 28 September 2021, only host country-escorted motorcades will be allowed access to the Secretariat Circle. The regular traffic pattern permitting authorized vehicles to enter through the East 43rd Street entrance and exit through the East 45th Street gate will resume on Monday, 4 October 2021.

United Nations-issued identification

In the interest of ensuring the safety of all concerned, members of delegations, staff members, accredited members of NGOs, the press and affiliates will no doubt appreciate the importance of maintaining the integrity of the United Nations identification that is issued, because of the access it allows.

Members of delegations, as with every other authorized pass holder, are reminded that their United Nations-issued grounds pass is solely for the use of the bearer to whom it is issued and that it should not be transferred or given to any other person to use. United Nations identification found to be used in any manner other than for which it was intended will be confiscated by security.

Staff members, members of delegations and other persons who are entitled to access the premises will be admitted to Headquarters only upon presentation of a valid United Nations grounds pass. Passes must be worn at all times in a clearly visible manner while on the premises. It is each card holder's responsibility to ensure that passes are current.

Should a member of a delegation lose or have his or her United Nations grounds pass stolen, he or she should report it immediately to security by calling 212-963-6666. The delegate should then submit a request for a duplicate pass via the United Nations Protocol eRegistration system. Upon approval by the Protocol Unit, the application should be picked up and brought to the Special Investigations Unit, room GA-1B-052, where a staff member will officially record the circumstances under which the pass was lost or stolen. The duplicate application will then be stamped and signed by the investigator, after which the application can be brought to the Pass and Identification Unit for the issuance of a replacement pass.

Mail and messenger services

The Mail Operations Unit provides the following services to delegations:

- ♦ Distribution of official correspondence from delegations to Secretariat internal offices. Delegations are requested to bring the mail to the security X-ray facility located at the East 48th Street loading dock, Monday through Friday, between 7 a.m. and 3 p.m. After the mail has been screened, delegations can bring it to room S-3B-128 for distribution.
- ♦ Processing of Secretariat mail addressed to delegations. Delegations are requested to pick up their mail from the Delegation Mail Room (room S-3B-128). The facility is accessible Monday through Friday, between 8 a.m. and 5 p.m. For inquiries, please email delegationmail@un.org, or call 212-963-5865 or 212-963-7352.
- ♦ Provision of messenger services during the general debate and the high-level segment. Service is limited to the conference rooms, General Assembly Hall area and Security Council (location: delegates' entrance; tel.: 212-963-8902).

Audiovisual services

Audiovisual services for meetings and events at United Nations Headquarters in New York are provided by the Broadcast and Conference Support Section of the Office of Information and Communications Technology.

Email: request-for-services@un.org

Tel: +1 212 963 8648

The services of the Broadcast and Conference Support Section include the provision and operation of technology related to conference rooms and meetings, congress microphone and simultaneous interpretation systems, voting and timer systems, broadcast for television, radio and Internet coverage, recordings, digital displays, digital projection, digital name plates, virtual participation technology (videoconferencing technology and managed virtual meeting platforms, such as Microsoft Teams and Cisco WebEx), sound amplification and accessibility-related services, such as closed captioning and sign language. Requests for services should be sent to the Broadcast and Conference Support Section (request-for-services@un.org). Audiovisual and related meeting and event technology and support is provided on a budgeted and reimbursable basis.

The following services are provided for official calendar meetings.

- Congress microphone and simultaneous interpretation systems
- Remote participation technology (e.g. videoconferencing)
- WebEx, virtual meeting platforms and other support
- Remote simultaneous interpretation
- Sound amplification and public-address systems
- Projection and electronic displays
- Recordings
- Management and playout of pre-recorded speeches
- Statements, interventions and videos
- Broadcast coverage and transmission
- Digital signage and digital name plates

- Teleprompter(s)
- Captioning (open and closed)
- Display of sign-language interpretation

Additional services or services for non-budgeted meetings are provided on a cost-recovery basis. Cost estimates and a rate card are available upon request (email: request-for-services@un.org).

The Broadcast and Conference Support Section also facilitates the provision of accessibility-related support technologies and services, including open and closed captioning and the capture and display of sign-language interpretation.

Fully virtual or hybrid meeting services

A variety of technology platforms and services are available to support virtual participation, and virtual and hybrid meetings and events. Virtual meeting services and options, best practices and support for planning and usage, and guidance on technology and bandwidth requirements are available on request.

Pre-recorded speeches, statements, interventions, and videos

The Broadcast and Conference Support Section facilitates the playout of pre-recorded speeches, statements, interventions, and videos at meetings as required. The preferred file formats, requirements and options for submission, and best practices, are available on request. Requests for such services should be communicated as early as possible and no later than four working days prior to the meeting or event. The Broadcast and Conference Support Section also facilitates the provision of accessibility-related support technologies and services, including open and closed captioning and the capture and display of sign-language interpretation (email: request-for-services@un.org).

Broadcast, streaming and audiovisual recordings

Broadcast, streaming and digital audio and video recording services are available for meetings and events. Requests for the recording of closed meetings and access to closed meeting recordings are restricted to the Chair or secretary of the meeting. For virtual meetings and events, the Broadcast and Conference Support Section provides interpretation platforms, broadcast, webcast, streaming and audio and video recording services. Requests for such services should be communicated as early as possible and no later than five working days prior to the meeting or event.

Video projection and displays

Projectors, monitors and speaker systems for multimedia payout, presentations and display in conference and meeting rooms are provided by the Broadcast and Conference Support Section. Cost estimates and a rate card are available upon request.

Archives and Records Management Section

FF Building, ground floor

Open from 9 a.m. to 5 p.m., Monday to Friday

Email: arms@un.org

Tel.: 212-963-1747

Delegates are invited to make use of the archives of the United Nations in the public research facility. To make an appointment with an archivist or reserve a seat to conduct research, contact the Archives and Records Management Section by emailing arms@un.org.

Information and communications technology services

The Office of Information and Communications Technology provides the following services to delegations:

- ♦ **Internet email:** each permanent mission may obtain the Internet email accounts, in the domain "un.int", required for their New York delegation. Requests must be

submitted on letterheaded paper by email to itservices@un.org and must be signed by the mission's diplomatic staff, as listed in the *Blue Book*.

- ♦ **Member States' portal (Delegate):** in partnership with the Department of Global Communications, the Office of Information and Communications Technology provides access to the Delegate web page (<https://www.un.org/delegate>), referred to as "iSeek for Member States". The website consolidates all information relevant to delegates in New York.
- ♦ **Official Document System (ODS):** ODS is the central repository for United Nations parliamentary documents and is jointly managed by the Department for General Assembly and Conference Management, the Department of Global Communications and the Office of Information and Communications Technology. ODS is available at documents.un.org.
- ♦ **Website service:** the Office of Information and Communications Technology hosts websites for permanent missions at www.un.int and can provide permanent missions with a web presence through the Unite Web platform. Permanent mission websites are multilingual, secure and mobile-ready. Authorized content managers in the permanent missions are given access to easily update their mission's website content.
- ♦ **Donation of equipment:** the Office of Information and Communications Technology donates recycled computer equipment to interested missions. The process for obtaining donated equipment requires a formal letter on permanent mission letterhead, signed by the mission's diplomatic staff, as listed in the *Blue Book*. The request must be submitted by email to the Office of the Assistant Secretary-General for Information and Communications Technology at the following email address: oiectfrontoffice@un.org. All requests are processed on the basis of availability.

- ♦ **Help-desk support:** the Office provides assistance in relation to information and communications technology services from 8 a.m. to 6 p.m. on regular United Nations workdays (tel.: 212-963-3333).
- ♦ **Computers with Internet access:** the Office provides computers with Internet access in the Delegates' Lounge and in the Secretariat on the first basement level.
- ♦ **Wireless Internet access:** the Office provides wireless Internet access (Wi-Fi) in most public areas and conference rooms.
- ♦ **Enterprise search:** the Office provides an online tool to search multiple United Nations repositories: search.un.org.
- ♦ **Innovation Challenges website:** the Office provides an online tool to collaborate with academia, the private sector and civil society through crowdsourcing competitions: ideas.unite.un.org/main/Page/Home.
- ♦ **Information security-awareness training:** the Office provides a computer-based course on the fundamental tools and knowledge needed to stay "cybersafe". It is available through the following link: <https://training.dss.un.org/thematicarea/detail?id=19956>. Kindly report any cybersecurity issues to infosec@un.org.

Main telephone numbers for the United Nations

The main telephone numbers for the United Nations are 212-963-1234 and 212-963-9999. Callers are greeted by an automated response system that allows them to connect to United Nations security personnel, staff and other resources.

United Nations staff and services

United Nations Secretariat staff and services have telephone numbers that begin with 212-963-XXXX or 917-367-XXXX. If a caller is within the United Nations Secretariat buildings, these

staff and services can be reached from a United Nations telephone by dialling the last five digits of the number, beginning with 3 or 7 (i.e. 3-XXXX or 7-XXXX).

Note that extensions for United Nations funds and programmes differ from those of the Secretariat and are accessible from Secretariat extensions, as follows:

- ♦ **United Nations Development Programme (UNDP):** Dial access code "4" and then the four-digit extension at UNDP.
- ♦ **United Nations Children's Fund (UNICEF):** Dial access code "5" and then the four-digit extension at UNICEF.
- ♦ **United Nations Population Fund (UNFPA):** Dial access code "631" and then the four-digit extension at UNFPA.

United Nations Postal Administration

Sales counter and personalized stamp shop

The United Nations Postal Administration sales counter will be operational on a trial basis during the high-level week from 20 to 24 September 2021. An announcement will be made regarding when the sales counter will be reopened on an ongoing basis.

Visitor Centre, General Assembly Building, first basement level

Tel.: 212-963-7698

Open from 9 a.m. to 5 p.m., Monday to Friday

Closed on weekends and holidays

Website: unstamps.org

United Nations stamps, postcards and other philatelic items may be purchased at the United Nations Postal Administration sales counter for domestic and international first-class mailing. The sales counter also offers personalized stamp sheets, which allow you to combine your own photograph with a United Nations postage stamp.

United Nations stamps raise global awareness on a variety of important topics, such as endangered species, human rights, education, world heritage and the environment. They are issued in three currencies (United States dollars, Swiss francs and euros) and are valid for mailing only from Headquarters in New York, the Palais des Nations in Geneva and the Vienna International Centre.

Garage Administration

UNITAR Building
801 United Nations Plaza
New York, NY 10017
Room: U-210
Email: garage-admin@un.org

The Garage Administration team will schedule delegations to apply for and collect parking e-tags and temporary short-term decals.

- **Vehicles registered to individual delegates:** Applications with an authorized mission signature accompanied by the mission seal, with a valid vehicle registration and current United Nations identification attached, should be submitted directly to the Garage Administration office for processing. One e-tag will be issued for each registered vehicle with “D” plates. Although an individual delegate may register multiple vehicles, only one of those vehicles will be allowed to park at any given time in the garage. E-tags will be issued only to members of delegations duly accredited to the United Nations.
- **Vehicles registered to the permanent missions:** Applications with an authorized mission signature accompanied by the mission seal, with a valid vehicle registration attached, should be submitted directly to the Garage Administration office for processing. Only one e-tag per mission will be issued for the vehicle of the permanent representative, allowing entry at the East 43rd Street gate. Any changes in vehicle usage must be brought to the attention of the Garage Administration team for processing.

- **E-tags for observer State missions and intergovernmental and other organizations listed in chapters III, IV and V of the *Blue Book*:** Applications must be submitted to the Garage Administration office for appropriate action. The issuance of parking e-tags to observer State missions and intergovernmental and other organizations will be limited to persons enjoying diplomatic status.
- **Vehicles with “S” plates registered in the name of mission staff:** These vehicles will not be authorized to park in the United Nations compound.
- **Temporary identification decal (gold; same as at seventy-fifth session) for the seventy-sixth session of the General Assembly:** Permanent missions may apply for a temporary identification decal to admit vehicles rented from established and bona fide companies for use by accredited delegates, visiting dignitaries and diplomats officially attending meetings during the session. Entry for vehicles with these decals is at the East 43rd Street gate for drop-off/pick-up only, with no parking privileges. Application forms are to be submitted electronically through the e-deleGATE portal (edelegate.un.int). Detailed instructions and access to the portal are available to the designated mission focal point. The following documents must be attached to the application: a copy of the note verbale indicating the name, title and period of the VIP visit; the car rental agreement; the vehicle registration card; proof of vehicle insurance; and the driver’s licence and a photo of the chauffeur. The Special Services Unit and the Garage Administration team will review the online application form and, if approved, notification will be sent to the mission regarding the pick-up of the temporary identification decal for the vehicle. Please allow two business days for processing.

The parking e-tag must be affixed to the vehicle and be clearly visible to Security Officers and Garage Administration staff at entry points and while the vehicle is on the premises. All vehicles must be registered with the Garage Administration. Vehicles without valid e-tags will not be allowed entry into the garage. Vehicles that do not display a valid e-tag are

liable to be towed off the premises. A parking e-tag is non-transferrable and must be affixed only to the vehicle to which it is registered in order to be allowed entry into the garage. Detailed instructions will be provided by the Garage Administration team upon issuance of the e-tag.

Prior to the start of the session of the General Assembly, the Garage Administration will send correspondence regarding any procedural changes. Missions will be requested to provide updated application forms prior to the start of the new session for the continued use of each issued e-tag. Those e-tags belonging to delegates who are departing from Headquarters must be returned to the Garage Administration office prior to the delegate's departure. Any changes in vehicle usage must be immediately reported to the Garage Administration team and e-tags must be returned if a vehicle is no longer in use or if ownership changes. It is important to note that parking e-tags will be automatically deactivated upon the expiration of the vehicle's registration. Upon renewal, the updated vehicle registration should be submitted to the Garage Administration team for the parking e-tag to remain active.

During the seventy-sixth session, Garage Administration will be transitioning to a new parking management system and, as such, new parking e-tags will be issued for access to the garage. The new access system will entail an automated overhead vehicle scanning system. Garage users will be notified during the session via letters and broadcast emails from the United Nations.

In accordance with section II of General Assembly resolution 39/236, the parking privileges of delegates whose parking fees are in arrears for more than three months will be suspended. Privileges will be restored once the arrears have been paid in full. Prior to a delegate's departure, he or she should contact the Garage Administration office in order to settle any outstanding dues.

- **Delegation vehicles with United Nations diplomatic plates and identification e-tags valid for the current**

session of the General Assembly: These vehicles may be parked on the first level and in the designated area of the southern end of the second level, aisles A, B, C and half of D, in the United Nations garage without charge while representatives are on official business. Drivers are kindly requested to ensure that all designated diplomatic parking areas are filled to capacity prior to parking elsewhere. It should also be noted that, during the seventy-sixth session of the General Assembly, traffic congestion is expected, and delays in reaching the Secretariat by car and entering and exiting the United Nations garage are likely. Where possible, alternate modes of transport should be considered.

- **Overnight parking is generally not permitted.** Exceptions for a limited number of mission-registered vehicles will be authorized upon written request by the mission to the Garage Administration team. The fee is \$2.50 per night. Invoices for this service are sent to the mission shortly after the end of every month. Payment is due upon receipt of the invoice and can be settled by cash, cheque (payable to "United Nations") or credit card (Visa or Mastercard). Payments are to be submitted to the Garage Administration office (801 United Nations Plaza, room U-210). Please be aware that unauthorized vehicles left in the garage for longer than 24 hours may be issued violations. Three violations will result in the revocation of parking privileges.

Entrance to the grounds

Secretariat entrance on First Avenue:

- Vehicle of the permanent representative, identified by a special e-tag: all occupants riding in the car will be required to display valid United Nations identification cards.
- Rented vehicles that have been issued special decals that permit drop-off/pick-up only: such vehicles will not be permitted to park on United Nations premises.

East 42nd Street entrance:

All other vehicles bearing an e-tag. Delegation vehicles entering the premises are subject to a security check.

Access to the garage

Chauffeur-driven cars identified by special e-tags issued to permanent representatives may use the ramp at the East 43rd Street entrance for access to the garage.

While on call for delegates, chauffeurs should wait in the “ready room” on the first level of the garage. They will be paged by the security officer at the delegates’ entrance of the General Assembly Building when they are required.

Liability for loss and damages

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred inside the garage, as it is not possible to have all vehicles under surveillance at all times. The United Nations does not ensure the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

Local transportation

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements.

Electric vehicle charging ports

Twenty-four electric vehicle charging ports are installed throughout all levels of the United Nations garage, surrounding stairwell Q. The easiest way to start charging is to download the mobile app from the ChargePoint website (www.chargepoint.com/drivers/mobile).

United Nations Institute for Training and Research

Head of Office

Mr. Marco A. Suazo

Focal Points

Mr. Pelayo Alvarez

Ms. Patricia Romero

Ms. Tianyi Zhao

One United Nations Plaza

Room: DC1-603

Tel.: 212-963-9196

Fax: 212-963-9686

Email: nyo@unitar.org

Website: www.unitar.org/ny

The Institute began operating in 1966, with activities primarily supporting the training of diplomats accredited to the United Nations in New York.

The Institute was established for the purpose of enhancing the effectiveness of the United Nations in achieving the major objectives of the Organization through extensive training and research. Operating as an autonomous body within the United Nations system, the Institute has become a leading provider of short-term executive training to national and local government officials of Member States and representatives of civil society and the private sector, and reaches out to some 25,000 beneficiaries around the world each year.

At the United Nations in New York, the Institute provides multi-lateral diplomacy training to help delegates to perform effectively at the United Nations and to engage in contemporary global challenges. Offered throughout the year, the courses are concise, accessible and directly relevant to a delegate's workload at the United Nations. They focus on the United Nations system and its functioning, international law and policy, peace and security, migration, negotiations, United Nations reform and sustainable development. Some courses are available

online; most are offered through face-to-face learning. Most courses are fee-based, although fee waivers are available for participants from developing and least developed countries. The annual course calendar is available from www.unitar.org.

The Institute is supported by voluntary contributions from Governments, intergovernmental organizations, foundations and other non-governmental sources.

United Nations International School

Manhattan campus

24-50 Franklin D. Roosevelt East River Drive, Manhattan,
New York

Queens campus

173-53 Croydon Road, Jamaica Estates, Queens, New York

Office of the Special Representative of the Secretary-General for the United Nations International School

Room: DC1-0646

Tel.: 917 367 5592

Email: caceresk@un.org

About the School

The United Nations International School (UNIS) (www.unis.org) was established in 1947 under the auspices of the United Nations by a group of United Nations parents to provide an international education for their children. Today, UNIS has 1,600 students, representing more than 110 countries and speaking over 96 languages, and is enriched by a faculty representing 69 nationalities. Approximately 50 per cent of the student body is affiliated with United Nations families, including staff of the United Nations, the funds, programmes and specialized agencies, and the permanent missions to the United Nations. UNIS also serves those families from the international and New York communities who want an international education conforming to the spirit and principles of the United Nations.

Admissions:

UNIS accepts children of United Nations parents who are transferring from abroad, even during the school year, provided that there is space available in the relevant grades and that the applicants meet the school's entrance criteria. UNIS enrolls children in pre-kindergarten through twelfth grade at its Manhattan campus, and in kindergarten through eighth grade at its Queens campus; students completing eighth grade in Queens are automatically accepted into the Manhattan campus in ninth grade. For admissions information and procedures, please refer to www.unis.org/admissions.

International Baccalaureate:

The scholastic standards of UNIS are high. The high school was one of the founding schools in the New York area to offer the International Baccalaureate diploma, an internationally recognized academic standard that qualifies students to attend universities and colleges in the United States and worldwide.

Language:

The main language of instruction is English and all students study French or Spanish, beginning in elementary school. Arabic, Chinese, German, Italian, Japanese and Russian are also taught beginning in the seventh grade at the Manhattan campus. Additional mother tongues may be studied after school. The very multiplicity of languages spoken by the international faculty and students provides a rich cultural environment.

Tours and open houses:

Tours and open houses are frequently scheduled and given by appointment. For more information, please visit www.unis.org/admissions/visit.

Department of Admissions

Email: admissions@unis.org

Manhattan campus: 212-584-3071

Queens campus: 718-658-6166

New York City liaison

Commissioner for International Affairs

Ms. Penny Abeywardena

Deputy Commissioners

Ms. Aissata M.B. Camara (Operations and Strategic Partnerships)

Ms. Tanyanika Davis (Speechwriting and Communications)

New York City Mayor's Office for International Affairs

Two United Nations Plaza, 27th floor, New York, NY 10017

Tel.: 212-319-9300

Fax: 212-319-9304

Email: international@cityhall.nyc.gov

Website: www.nyc.gov/international

The New York City Mayor's Office for International Affairs works to foster positive relations and encourages collaboration between the international community and New York City's agencies and local neighbourhoods. The Office is focused on sharing New York City's policies and best practices globally, as well as responding to requests from foreign Governments, the United Nations and the United States Department of State. The Office also advises city agencies on diplomatic and consular matters and provides guidance to the diplomatic and consular community on city-related issues. The Office administers the city's Diplomatic and Consular Parking Programme and creates opportunities to connect the international community with local communities in New York City.

Programmes

- **Global Vision | Urban Action** works to highlight the synergies between the global Sustainable Development Goals and New York City's local sustainability and development initiatives, set out in "OneNYC 2050", the plan containing the

City's Green New Deal policies. By bringing together experts from New York City and the international community, Global Vision | Urban Action is a platform to share information and forge innovative solutions that can be adopted locally and globally. In July 2018, during the high-level forum on sustainable development, New York City became the first city in the world to submit a voluntary local review directly to the United Nations. Since then, hundreds of local and regional governments have joined the voluntary local review movement. Through this programme, the Office for International Affairs is sharing its experience with other cities and calling on them to submit their own voluntary local reviews.

- **NYC Junior Ambassadors** seeks to leverage the United Nations as a resource for seventh graders and to empower students in all five boroughs of New York City to become actively engaged with the United Nations and its mission of addressing some of the most pressing challenges in the world. The programme uses the Sustainable Development Goals as the lens through which young people are able to take local community actions for global impact.
- **Connecting Local to Global** helps to join New York City's diplomatic and consular community to the city in which they live and serve. Working in partnership with our colleagues at city agencies, the Office uses the programme to create opportunities for the 116 consulates in the city to learn about the work of those agencies and share the city's programming with the communities they serve, while also helping the agencies to learn from their best practices.

Services

- **Parking:** In collaboration with the United States Department of State, the Office administers the New York City Diplomatic and Consular Parking Programme, issuing parking decals annually and assisting diplomatic and consular offices with parking issues throughout the year.

- **Consular notification:** The Office assists consulates in obtaining information regarding incidents involving possible injury or casualty to foreign nationals in New York City.
- **Delegation visits:** The Office facilitates meetings with New York City officials for visiting delegations of foreign government officials at the local and federal levels.
- **Economic development:** The Office works to facilitate the sharing of economic development best practices between Governments, helps to connect international businesses to New York City, and can provide information about programmes and services to help to bring international businesses to New York City.

Hospitality Committee

Hospitality Committee for United Nations Delegations

Room: GA-0142

Tel.: 212-963-8753

The Hospitality Committee is a private, self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange programmes in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and other institutions. Complimentary tickets to cultural and civic events are often available.

The Committee also offers daytime classes in English. Programmes are open to diplomats from the missions to the United Nations and members of their immediate families. Two sessions are held, in the fall and spring. Advanced English conversation, writing and film discussion courses are also offered.

Information about these activities may also be obtained from the monthly calendar posted on the website of the Committee, available from www.hcund.org.

Banking facilities

The United Nations Federal Credit Union (UNFCU) is a not-for-profit cooperative financial institution owned since 1947 by members, who are staff and retirees of the United Nations and its specialized agencies, and members of their families. Certain permanent missions to the United Nations and their staff in New York may also join. A list of eligible missions is provided on the UNFCU website (www.unfcu.org/who-can-join). UNFCU offers a broad array of financial solutions and consultative services. These include Internet banking, eStatements, eWires, WebChat, 24/7 telephone banking, insurance, investments, mortgages and consumer lending products.

Additional information can be found at www.unfcu.org or by visiting one of the New York branches or the representative offices in Geneva, Nairobi, Rome and Vienna. To speak with a member service representative, call 347-686-6000 or use WebChat at www.unfcu.org. You can also email UNFCU (email@unfcu.com). To follow UNFCU, please visit unfcu.org/facebook.

ATM locations

- 2 United Nations Plaza, 3rd floor (East 44th Street, between First and Second Avenues)
- General Assembly Building, Visitors' Lobby (first basement level)
- 820 Second Avenue, street level
- United Nations International School, 24-50 Franklin D. Roosevelt East River Drive, 1st floor (at East 25th Street)
- UNFCU Headquarters, 24-01 44th Road, Long Island City

United Nations maps

Maps produced by the Geospatial Information Section are available at www.un.org/geospatial/mapsgeo. Maps on this site may be used for exhibition without modification. For publication permission, please refer to the guidelines found at <https://www.un.org/geospatial/mandates/public>.

Map printing services for maps produced by the Geospatial Information Section may be requested through a note verbale from the permanent mission addressed to the Office of the Assistant Secretary-General for Information and Communications Technology, with copy to geospatial@un.org, and should include the following information:

- Request for map printing service
- Map title, number and date of production
- Number of maps required
- Size of maps required (the majority of the maps available on the website are suitable for poster size, 24 inches by 18 inches or 24 inches by 30 inches)
- Focal point (name, email and telephone number) to be contacted for pick-up when ready (no delivery service is available)

For more information, contact the Section at 917-367-2043 or geospatial@un.org.

Facilities for persons with disabilities

Restrooms that can accommodate persons with disabilities are located in the Conference Building on all levels, in the Secretariat Building on each floor and in the General Assembly Building on each floor.

Elevators with operators are available to access the 2nd floor of the Conference Building and all floors of the General Assembly Building.

Ramps are located on the ground level at the entrances to the compound at East 42nd and 45th Streets and are fully accessible.

Parking spots designated for delegates with disabilities are located on the first basement level next to the entrance leading to the Vienna Café.

Special ramps to access the conference room podiums are provided where required. The General Assembly Building may be reached from the delegates' entrance at East 48th Street or from the south screening entrance at East 42nd Street.

The General Assembly Hall has been retrofitted to enable the installation of portable seating and the use of wheelchairs, and a ramp has been installed at the main entrance to GA-200.

With regard to hearing aid equipment, requests to connect to conference room audio distribution systems should be addressed to the Broadcast and Conference Support Section (room CB-1B-79, tel.: 212-963-9485, email: request-for-services@un.org). The Section can also loan neck-worn induction loops for hearing aids equipped with a T-Switch.

Frequently asked questions

1. **Where can I find information about the COVID-19 pandemic and the United Nations Headquarters in New York?**

Details about medical services, useful contacts, testing and other useful information can be found at www.un.org/en/coronavirus/permanent-missions-ny.

2. **How can I find information about arrangements for the high-level meetings and the general debate of the General Assembly?**

The arrangements for the high-level meetings and the general debate of the General Assembly are set out in the information note for delegations ([A/INF/76/4](#) and [A/INF/76/4/Rev.1](#)). A note verbale from the Protocol and Liaison Service on protocol and accreditation arrangements, sent by email and facsimile directly to the permanent missions, is also available online.

3. **Where can I find statements made during the general debate of the General Assembly?**

Please see journal.un.org.

4. **How should I submit credentials?**

In accordance with rule 27 of the rules of procedure of the General Assembly, credentials for the session of the General Assembly must be addressed to the Secretary-General and signed by the Head of State or Government or the Minister for Foreign Affairs. In accordance with rule 25 of the rules of procedure, credentials may indicate not more than five representatives and five alternate representatives, and as many advisers, technical advisers, experts and persons of similar status as may be required by the delegation. A scanned copy of the credentials, as well as other communications containing the names of representatives to the session (such as letters and notes verbales from the permanent missions), should be submitted, if possible by 7 September 2021, through the e-Credentials online

platform, which can be accessed through the e-deleGATE portal (<https://edelegate.un.int>). The original hard copy of the credentials should be submitted to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building (please see the *Journal of the United Nations* for further details).

5. How can I find the agenda of the General Assembly?

The provisional agenda of the seventy-sixth regular session is set out in [A/76/150](#). Annotations of items on the preliminary list are set out in [A/76/100](#) and [A/76/100/Add.1](#). After its adoption (expected in September 2021), the agenda will be issued as [A/76/251](#) (see [A/76/252](#) for the allocation of agenda items). A revision to the agenda document will be issued at the end of the session, containing resolution and decision numbers adopted under each agenda item (e.g. [A/75/251/Rev.1](#)).

6. What is the procedure for requesting the inclusion of an item in the agenda?

A request for the inclusion of an item in the agenda should be addressed to the Secretary-General, with a copy, if possible, to the General Assembly Affairs Branch (gaab@un.org). In accordance with rule 13 of the rules of procedure of the General Assembly, a request for the inclusion of an item in the provisional agenda of a forthcoming regular session should be made at least 60 days before the opening of the session. A request for the inclusion of a supplementary item in the agenda, in accordance with rule 14 of the rules of procedure, should be made at least 30 days before the opening of the session. Afterwards, additional items of an important and urgent character may be proposed for inclusion in the agenda, including during the session, in accordance with rule 15 of the rules of procedure. Unless the Assembly decides otherwise by a two-thirds majority of the members present and voting, no additional item may be considered until seven days have elapsed since it was placed on the agenda and until a committee has reported upon the question concerned. In accordance with rule 20 of the rules

of procedure, any items proposed for inclusion in the agenda must be accompanied by an explanatory memorandum and, if possible, by basic documents or a draft resolution.

7. How can I find out the programme of work of the General Assembly and the respective Main Committees?

The draft calendar of the programme of work of the plenary is issued in July, covering September to December. Once the session begins, the calendar is updated on an ongoing basis on the General Assembly website. You may contact the Secretary of a Main Committee for the programme of work of that Committee.

8. How can I be inscribed on the list of speakers for the General Assembly plenary?

Delegations wishing to be inscribed on the list of speakers of plenary meetings of the General Assembly are requested to do so through the e-deleGATE portal (edelegate.un.int).

For any access-related questions, please contact missions-support@un.int. For any other inquiries regarding the list of speakers, please contact the General Assembly Affairs Branch (Mr. Carlos Galindo; email: galindo@un.org, with a copy to gaspeakerslist@un.org)

9. Can documents or other materials relevant to the meetings be made available in the General Assembly Hall for the meeting?

Only United Nations documents and statements of speakers can be distributed in the General Assembly Hall before or during a meeting. This is subject to additional restrictions owing to COVID-19. On the day of election in the General Assembly, the campaign materials distributed in the Hall shall be limited to a single page of information regarding the candidates, with a view to preserving the decorum of the Assembly, pursuant to resolution 71/323.

10. What is the procedure for submitting a draft resolution or decision?⁸

Draft resolutions and/or draft proposals are submitted electronically. The electronic version, containing the final text of a draft resolution and/or decision, must be submitted by an accredited delegate of a mission to the submission contact listed [here](#).

If the submitting delegation wishes to open the proposal for co-sponsorship, it may do so through the eSponsorship module of the plenary or the respective Main Committee on the e-deleGATE portal (edelegate.un.int).⁹

If the draft resolution or decision is based on a previous proposal, the previous text should be downloaded from the Official Document System (ODS) (ods.un.org), and necessary changes made using the track changes feature in Microsoft Word.

Detailed information on the submission of proposals is provided [here](#). As the submission procedures vary in different intergovernmental bodies, please contact the Secretary of the respective Main Committee regarding its particular submission procedure ([see page 27](#)).

11. How can a Member State co-sponsor a draft resolution or decision? Can I still co-sponsor a draft resolution by signing a co-sponsorship form?

Authorized members of delegations wishing to co-sponsor a particular draft resolution or decision may do so through the eSponsorship module for the plenary and for the respective Main Committee on the e-deleGATE portal (edelegate.un.int).¹⁰

Co-sponsorship cannot be carried out through any kind of correspondence, email or so forth. Co-sponsorship forms in hard copy (paper) are not accepted.

⁸ See www.un.org/en/ga/pdf/guidelines_submit_draft_proposals.pdf.

⁹ Guidelines on initiating a proposal for sponsorship are available at www.un.org/en/ga/pdf/e-sponsorship_initiating_ga_rev1.pdf.

¹⁰ Guidelines on co-sponsoring a draft proposal are available at www.un.org/en/ga/pdf/e-sponsorship_cosponsor_ga.pdf.

Note that co-sponsorship cannot be accepted after the adoption of draft resolutions and decisions. Additional sponsors are not accepted for drafts recommended by a Main Committee once these have been adopted by the Committee.

12. How can I withdraw my delegation's co-sponsorship?

Delegates can inform the General Assembly Affairs Branch of their mission's intention to withdraw sponsorship via email to the co-sponsorship contact listed [here](#). Co-sponsorship cannot be withdrawn once the resolution has been adopted.

13. Where can I get a copy of the adopted resolution or decision?

A few weeks after adoption, resolutions are published in the "A/RES" series of documents. Until then, the text is contained in an "L" document on ODS. If recommended by a Main Committee, resolutions can also be found in the report of the relevant committee. Resolutions and decisions are published as Supplement No. 49 to the Official Records of the General Assembly of the session in three volumes (e.g. [A/75/49 \(vol. I\) to \(vol. III\)](#)). Volumes I and II contain resolutions and decisions, respectively, adopted during the main part of the session, and volume III contains resolutions and decisions adopted during the resumed part of the session. A list of resolutions adopted can also be found on the website of the General Assembly (www.un.org/en/ga).

14. What does "programme budget implications" mean?

A programme budget implication is a statement detailing the administrative, financial and programmatic changes that the adoption of a draft resolution would entail. Once a programme budget implication is issued, the Advisory Committee on Administrative and Budgetary Questions will also provide its observations for the Fifth Committee to consider.

At least 48 hours are required before action can be taken on a draft resolution containing budgetary implications so that the Secretary-General can prepare the programme budget

implication and the Advisory Committee can consider it. For this reason, there is a deadline of no later than 1 December for draft resolutions with financial implications to be submitted to the Fifth Committee (see paras. 12 and 13 of [decision 34/401](#)).

15. Where can I get a copy of the voting record on an adopted resolution or decision?

Voting records are posted on the e-deleGATE portal immediately after adoption of the resolution or decision. Voting records can also be found through www.un.org/en/ga/documents/voting.asp by entering the corresponding resolution symbol (e.g. [A/RES/70/1](#)) in the search field.

16. What is the majority required for decision-making? Who can participate in the vote?

In accordance with Article 18 of the Charter of the United Nations and rule 83 of the rules of procedure of the General Assembly, each member of the Assembly shall have one vote (only Member States can participate in a vote). Decisions of the Assembly on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include: recommendations with respect to the maintenance of international peace and security; the election of the non-permanent members of the Security Council; the election of the members of the Economic and Social Council; the election of members of the Trusteeship Council in accordance with paragraph 1 (c) of Article 86 of the Charter; the admission of new Members to the United Nations; the suspension of the rights and privileges of membership; the expulsion of Members; questions relating to the operation of the trusteeship system; and budgetary questions. Decisions on questions other than those provided for in rule 83, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting. For details relating to the method of voting and elections, please see rules 83–95 of the rules of procedure.

17. What is the procedure to reflect in the verbatim records how a Member State intended to vote on a draft resolution or decision?

A member of the delegation can complete a form, indicating their voting intention, on the e-deleGATE portal (edelegate.un.int) and a footnote will be added to the verbatim record (PV) of the meeting.

18. (a) Where can I find the list of candidates for General Assembly elections?

The list of candidates (candidature chart) is available for delegations on CandiWeb on the e-deleGATE portal (edelegate.un.int). Information is also available on Candiweb on how to submit a candidature for election by the General Assembly, along with information on the United Nations Secretariat focal points on election matters. Delegations are requested to check Candiweb, as information is updated regularly.

(b) Whom should I contact in case of any change to my mission's Election Officer?

Any changes of election officers from missions should be communicated via email to gaab@un.org. The list of election officers of delegations is available on CandiWeb on the e-deleGATE portal (edelegate.un.int).

19. How do I request the granting of observer status?

The General Assembly, by its decision 49/426, decided that the granting of observer status should in the future be confined to States and to those intergovernmental organizations whose activities cover matters of interest to the Assembly. The request for the granting of observer status must emanate from a Member State, or Member States, in the form of a letter to the Secretary-General containing a request for the inclusion of the granting of that observer status as an item in the agenda of the Assembly. Taking into account the requirement for the item to be considered in the Sixth Committee (see [resolution 54/195](#)), which meets during the main part of the session between September

and December, such requests are normally submitted in time for inclusion in the provisional agenda of the forthcoming session, or the supplementary list thereto. The list of the observers can be found in [A/INF/76/3](#).

20. What rights do observers have in the General Assembly?

The General Assembly has granted to the Holy See and the State of Palestine, in their capacity as Observer States, rights and privileges of participation in the sessions and work of the General Assembly.

For further information concerning the rights and privileges of participation of the Holy See, see resolution 58/314 and the note by the Secretary-General ([A/58/871](#)). Concerning those of the State of Palestine, see General Assembly resolutions 3237 (XXIX), [43/160 A](#), [43/177](#), [52/250](#), [67/19](#) and [73/5](#); the note by the Secretary-General ([A/52/1002](#) and [A/52/1002/Corr.1](#)); and the report of the Secretary-General ([A/67/738](#)).

The General Assembly has also granted to intergovernmental organizations and entities the right to participate as an observer in the session and work of the General Assembly. Such status is granted by the Assembly in a resolution based on a recommendation received from the Sixth Committee.

Observers can make statements in debates in formal plenary meetings. They cannot co-sponsor resolutions and cannot raise procedural motions, such as points of order. If the President of the General Assembly allows, observers may make statements in response to a statement.

With respect to the European Union, the General Assembly has adopted a resolution outlining the modalities for the participation of their representatives in the General Assembly (see resolution [65/276](#) and the note by the Secretary-General ([A/65/856](#))).

21. How do I request the issuance of communications addressed to the Secretary-General as official documents?

Delegations requesting issuance of communications addressed to the Secretary-General as official documents of the General Assembly should ensure that they are addressed to the

Secretary-General and are signed by the permanent representative or chargé d'affaires of the permanent mission to the United Nations.

The communications should indicate the session of the General Assembly and the number and title of the agenda item under which circulation is being requested, using the agenda of the seventy-sixth session of the Assembly ([A/76/251](#)).

Requests should include the following language "I should be grateful if you would circulate the present letter as an official document of the General Assembly, under agenda item ...". The original letter must be sent to the Executive Office of the Secretary-General, with an original signature or stamp.

In addition, electronic versions in Microsoft Word should be sent to gaab@un.org and to dms@un.org to facilitate processing. Originals may be submitted to Room S-12FW001 in the Secretariat Building. If versions in any other United Nations official languages are available, they should be included with a clear indication of the original language and/or which language versions are to be used for reference only.

Materials that are accessible to the public on websites or through the media, such as statements, press releases, social media and images, should be cited rather than included in the communications.

22. What are the opening dates of future sessions and future general debates?

The opening date of the regular session of the General Assembly varies every year, pursuant to rule 1 of its rules of procedure, which stipulates that "the General Assembly shall meet every year in regular session commencing on the Tuesday of the third week in September, counting from the first week that contains at least one working day." In line with [resolution 57/301](#), the general debate shall open on the Tuesday following the opening of the regular session and shall be held without interruption. Please see [A/INF/76/4](#) and [A/INF/76/1/Rev.1](#) for further information.

23. What is the procedure for designating an international day, week, year or decade?

The General Assembly has designated specific days, weeks, years and decades as occasions to mark particular events or topics in order to promote, through awareness and action, the objectives of the Organization. Such days, weeks, years and decades have been proclaimed through the adoption of resolutions by the Assembly, proposed by one or more Member States.

As far as international years are concerned, the annex to Economic and Social Council [resolution 1980/67](#), entitled “Guidelines for future international years”, sets out the criteria and procedures with respect to proposals for future international years. The General Assembly has stressed that the criteria and procedures contained in the guidelines should be taken into account in considering future proposals for international years (see in particular Assembly decision 35/424 and resolutions [53/199](#) and [61/185](#)).

On occasion, prior to the General Assembly proclaiming specific days and years, specialized agencies of the United Nations have adopted decisions supporting the establishment of specific days and years.

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