



**UNITED
NATIONS**



**Convention to Combat
Desertification**

Distr.
GENERAL

ICCD/COP(ES-1)/INF.1
26 October 2007

Original: ENGLISH

CONFERENCE OF THE PARTIES
First extraordinary session
New York, 26 November 2007

Arrangements for the first extraordinary session of the Conference of the Parties

Information for participants

The first extraordinary session of the Conference of the Parties (COP ES-1) to the United Nations Convention to Combat Desertification (UNCCD) will be held on 26 November 2007 in New York, United States of America. The present document contains general information which may be helpful to participants. Additional information will be provided on the UNCCD website <www.unccd.int>.

1. Secretariat

The secretariat of the UNCCD is headed by the Executive Secretary, Mr. Luc Gnacadja. The secretariat is based in Bonn, Germany, at the following address:

Secretariat of the United Nations Convention to Combat Desertification
Langer Eugen, Hermann-Ehlers-Strasse 10
53113 Bonn, Germany
Tel: + 49 228 815 28 00
Fax: + 49 228 815 28 98/99
E-mail: secretariat@unccd.int

2. Venue and date of the session

COP ES-1 will be held at United Nations Headquarters, in New York City. The address is as follows:

United Nations Headquarters
1st Avenue and 42nd Street
New York, NY 10017, U.S.A.

The session will take place on Monday, 26 November 2007 from 11 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. The meeting room will be announced later in the Journal of the United Nations and displayed on notice boards in all the conference rooms.

3. Registration

Delegations are informed that registration at the conference will be handled by their Permanent Missions to the United Nations in New York. Representatives of United Nations specialized agencies and programmes, and intergovernmental and non-governmental organizations, will be registered through the UNCCD Liaison Office in New York at the following address:

UNCCD Liaison Office
Contact person: Ms. Frederika Teixeira
1 United Nations Plaza
DC1 Building, 11th Floor, Office 1170
New York, NY 10017, U.S.A.
Fax: (+1-917) 367 3441
Tel: (+1-917) 367 4081
Email: teixeira2@un.org

4. Credentials

The credentials of representatives of Parties and the names of alternative representatives and advisers must be communicated to the secretariat either by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of a regional economic integration organization, by the competent authority of that organization as soon as possible and by 23 November at the latest.

To ensure full participation in the work of the conference, representatives of Parties should be provided with full powers to participate in the session and, if necessary, to serve as officers of the Conference of the Parties (COP) and its subsidiary bodies, as well as of any committees or working groups of the session.

Credentials must be submitted through the Permanent Missions to the United Nations to the UNCCD liaison office in New York at the following address:

UNCCD Liaison Office
1 United Nations Plaza
DC1 Building, 11th Floor, Office 1170
New York, NY 10017, U.S.A.
Fax: (+1-917) 367 3441

The Bureau of the COP will examine the credentials and report to the session.

Observer States and intergovernmental and non-governmental organizations must also be accredited before the COP.

5. Information for the media

Applicants for media accreditation need to provide the following documentation:

- (a) A letter of assignment duly signed by the Publisher/Assignment Editor or Bureau Chief indicating that the person will cover the extraordinary session of the Conference of the Parties to the UNCCD
- (b) A passport or identification card for identification purposes
- (c) A valid press card
- (d) On-line request for accreditation.

The on-line form is available at: <<http://www.un.org/media/accreditation/form/index.html>>.

Applicants should fax or e-mail the above-mentioned documentation in advance to:

Mr. Gary Fowlie
Chief, Media Accreditation and Liaison Unit
United Nations Department of Public Information
Room S-250
New York, NY 10017
Fax: (+1-212) 963-4642
E-mail: malu@un.org (as a scanned document in JPEG or PDF format)

The UNCCD secretariat would also appreciate it if copy of these documents could be sent for information purposes to the following address:

E-mail: press@unccd.int
Fax: + 49 228 815 2898 / 99

Additional information for media representatives on the Convention and the conference can be obtained from the Convention secretariat at the above address.

Once the media representative receives an e-mail confirming that the request for accreditation has been approved, representatives from the media can register upon presentation of a valid press card at the following address:

Media Accreditation Pass and ID Office
UNITAR Building
807 United Nations Plaza (corner of 45th Street and 1st Avenue)
Room U-100
Tel: (+ 1 212) 963 7164

The Pass Office opening hours are from 9 a.m. to 4:30 p.m.

6. Hotel accommodation

Participants attending United Nations conferences and meetings can make reservations through the United Nations travel agency American Express at the following address:

AMEX

Tel: (+1 212) 963 6280

Fax: (+1 917) 367 9693

E-mail: brendalin.e.blair@aexp.com and denise.e.rivera@aexp.com.

A list of hotels with whom the United Nations has special preferential room rates is provided in annex.

7. Immigration formalities and customs regulations

Visa regulations

Participants requiring visas to enter the United States of America must obtain these from the United States embassies or consulate offices in their home country. A list of the corresponding embassies providing such consular services can be found at: <http://usembassy.state.gov/>.

In order to obtain visa entries, participants will find all relevant information at: <http://www.unitedstatesvisas.gov/>.

Health regulations

For health or vaccination requirements, participants may contact their corresponding United States embassies in their home country. Specific information can be found at <http://usembassy.state.gov/>.

Customs regulations

Information on customs regulations in force in the United States of America may be obtained from any United States embassy or consulate or at the United States Custom and Border Protection website at: <http://www.cbp.gov/xp/cgov/travel/>.

8. Other services for delegates

General information about the session venue, or any other further requirements including immigration formalities and custom regulations, can be obtained from the Permanent Missions of Parties to the United Nations or from liaison offices of United Nations specialized agencies and programmes, and intergovernmental organizations.

Annex

List of hotels with whom the United Nations has special preferential room rates

Below you can find the current list of hotels and apartment houses in the vicinity of the United Nation Headquarters with whom we have negotiated special preferential room rates. These rates are applicable for all travellers within the United Nations system. Upon check-in you will have to identify yourself as a representative of the United Nations or a related organization by presenting your United Nations ID card, a laissez-passer or a letter of invitation under a United Nations letterhead. Reservations should be made directly with the hotel and must be booked with a credit card. Please check with the hotel for their cancellation policy.

Please note that all rates are subject to availability.

	Hotel (Street Address)	Phone	Sep-Dec
1	<u>AMERITANIA Hotel</u> 230 West 54th Street	(1-212) 247-5000	\$244.00
2	AMSTERDAM COURT 226 West 50th Street	(1-212) 459-1000	\$244.00
3	<u>BENTLEY</u> 500 East 62nd Street	(1-212) 644-6000	\$244.00
4	<u>CROWNE PLAZA</u> 304 East 42nd Street	(1-212) 986-8800	\$280.00
5	<u>DOUBLETREE METROPOLITAN</u> 569 Lexington Avenue	(1-212) 752-7000	\$315.00
6	<u>HELMSLEY MIDDLETOWNE</u> 148 East 48th Street	(1-212) 755-3000	\$220
7	<u>HELMSLEY PARK LANE</u> 36 Central Park South	(1-212) 521-6239	\$285.00 - \$360.00
8	<u>KORMAN COMMUNITIES</u> 234 East 46th Street	(1-646) 291-4200	\$245.00
9	MARCEL 201 East 24th Street	(1-212) 696-3800	\$244.00
10	MODERNE 243 West 55th Street	(1-212) 397-6767	\$244.00
11	<u>NEW YORK HELMSLEY</u> 212 East 42nd Street	(1-212) 490-8900	\$250.00
