

**Opening and Closing date of the 65th Session of the
General Assembly:**

Tuesday, 14 September 2010 at 3 p.m. to Monday, 12 September 2011

**General debate¹ of the sixty-fifth session of the
General Assembly:**

Thursday, 23 September 2010-Saturday, 25 September 2010

Monday, 27 September 2010-Thursday, 30 September 2010

HIGH-LEVEL MEETINGS¹

**High-level Plenary Meeting of the sixty-fifth session of the
General Assembly**

Monday, 20 September to Wednesday, 22 September 2010

**High-level review to assess progress made in addressing the
vulnerabilities of small island developing States through the
implementation of the Mauritius strategy for Further
Implementation of the Programme of Action for the Sustainable
Development of Small Island Developing States²**

Friday, 24 September to Saturday, 25 September 2010¹

**High-level meeting as a contribution to the International Year of
Biodiversity³**

Wednesday, 22 September 2010

¹ General Assembly resolution 64/184 and decision 64/555.

² General Assembly resolution 64/199, paras. 2 and 3.

³ General Assembly resolution 64/203, para. 3.

FREQUENTLY ASKED QUESTIONS

1. How do I contact the President of the sixty-fifth session of the General Assembly?

His Excellency, Mr. Joseph Deiss
(Switzerland)

Telephone: 212-963-7555;
Fax: 212-963-3301.

Room NL-2080 [The office of the President is located on the 2nd floor of the North Lawn Building] (see page 21).

2. How many copies of statements are needed for distribution in the General Assembly Hall? Where and when do I deliver them?

Before the meeting begins, deliver statements to the documents counter on the left side of the General Assembly Hall or to the conference officer.

300 copies for general distribution; **or**
30 copies for minimum distribution; **or**
at least 15 copies for interpreters and press officers only
(see page 43).

3. 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 Hall before or during a meeting. Any other pertinent materials can be made available in the General Assembly Hall upon authorization by the Chief of the General Assembly Affairs Branch (ext. 3.2336 in room IN-0610 (Innovation Building, 300 East 42nd Street, entrance on 2nd Avenue), or ext. 3.7787 in GA-200).

4. What is the procedure for tabling a draft resolution/decision?¹

- the electronic version accompanied by a hard copy containing the final text of a draft resolution/decision must be submitted by

¹ A guideline with tips for submission of draft resolutions in the General Assembly is available online at www.un.org/ga/64/resolutions.shtml.

an accredited delegate of a Mission, and signed in the presence of the General Assembly Affairs Branch staff member responsible for processing draft resolutions/decisions;

- the submitting delegation provides a list of co-sponsors if any;
- if the new draft resolution/decision is based on a previous one, the old text may be downloaded from the United Nations Official Document System (ODS), and necessary changes made, i.e. new text in bold and unwanted text clearly marked for deletion.

Sponsors are strongly encouraged to submit draft resolutions/decisions in electronic format by e-mail. However, procedures established by the General Assembly and the Main Committees may vary. Please contact the Secretary of the Main Committee regarding a particular submission procedure (see pages 25-32).

5. How can a Member State co-sponsor a draft resolution/decision?

Member States wishing to co-sponsor a particular draft resolution/decision may sign up with the Member State coordinating the draft resolution or with the staff member of the General Assembly Affairs Branch responsible for draft resolutions/decisions in the General Assembly Hall during plenary meetings or at other times in room IN-0636B.

6. Where can I get a blank copy of the co-sponsorship form?

A blank copy of the co-sponsorship form can be obtained from the offices of the General Assembly Affairs Branch, room IN-0636B, or in the General Assembly Hall during plenary meetings.

7. What is the procedure to reflect in the PV records how a Member State intended to vote on a draft resolution/decision?

A member of the delegation can fill out a form provided by the General Assembly Affairs Branch and a footnote will be added to the PV record of the meeting.

8. Where can I get a copy of the voting record on the resolution/decision adopted?

Voting records are distributed to all Member States in the General Assembly Hall immediately after the adoption. Copies can also be obtained from the General Assembly Affairs Branch in room IN-0636B. The voting record is also available online using the relevant resolution number (entered, for example, as A/RES/64/148) at <http://www.un.org/ga/search/voting.asp>.

9. Where can I get a copy of the resolution/decision adopted?

A few weeks after adoption, resolutions are published in the A/RES/ series of documents. Until then, the text is contained in the “L” document, on the ODS or in the report of the relevant Committee and on the website of the General Assembly (www.un.org/ga) (see page 45). Text of resolutions and decisions are published as supplement no. 49 to the official records of the session in three volumes (e.g. A/64/49 (vol. I) to (vol. III)). Generally, volumes I and II contain resolutions and decisions adopted during the main part of the session, respectively, and volume III contains resolutions and decisions adopted during the resumed part.

10. Where can I find the list of candidates for General Assembly elections?

The list of candidates is available for delegations on the CandiWeb (<https://eroom.un.org/eRoom>). To access the CandiWeb, please send an e-mail to missions-support@un.int or fax to 1-212-963-0952. For queries on plenary elections, please contact Ms. Mary Muturi at: 212-963-2337, fax: 212-963-4230 or muturi@un.org.

11. 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 and if possible with copies to the General Assembly Affairs Branch. A request for inclusion of an item in the provisional agenda of a forthcoming regular session, in accordance with rule 13 of

the rules of procedure, should be made at least sixty days before the opening of the session. A request for inclusion of a supplementary item in the agenda, in accordance with rule 14 of the rules of procedure, should be made at least thirty days before the opening of the session. 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.

12. 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. The calendar is updated in late September, during the general debate under an INF document symbol (e.g. A/INF/64/3). You may contact the Secretary of the respective Main Committee for the programme of work. The Secretaries' names, office locations and telephone numbers are available in document A/INF/65/2 (see pages 25-32).

13. How do I arrange for a videotape of my head of State's statement in the General Assembly Hall? Photographs?

For videotaping, contact the Chief, Broadcast and Conference Support Section, fax: 212-963-3699; e-mail: request-for-services@un.org.

For photographs, photos of heads of State delivering statements in the plenary of the General Assembly are routinely taken and available from the United Nations Photo Resource Centre, room IN-506A (300 E. 42nd Street) telephone: 212-963-6927/963-0034; fax: 212-963-1658. Special requests for other photographs may be addressed to Mr. Mark Garten, room: Studio 4, telephone: 917-367-9652; such requests can be accommodated only as staffing constraints allow (see page 59).

Delegates' Handbook

Delegates' Handbook

**Sixty-fifth session of the
General Assembly of the United Nations**



United Nations

New York, September 2010-September 2011

Note

This booklet contains information of a general nature about United Nations Headquarters and is applicable throughout the sixty-fifth session. Changes or suggestions to the booklet should be addressed to the General Assembly Affairs Branch, room IN-615B, ext. 3.2337, fax: 212-963-3783. This booklet is also available on the Internet at the United Nations Delegates website (www.un.int/wcm/content/site/portal/home) as well as the General Assembly website under quick links (www.un.org/ga/).

Contents

	<i>Page</i>
I. General information	
Entrance.....	4
United Nations building passes and admission to meetings	4
Department of Safety and Security	7
Information (telephones and desk locations)	9
Medical Services	10
Protocol and Liaison Service.....	11
Credentials.....	17
II. The General Assembly and its Main Committees	
General Assembly (Office of the President)	21
General Assembly (Secretariat arrangements)	22
General Assembly (Plenary and General Committee meetings)	23
General Assembly (Main Committees).....	25
Other organs	33
III. Conference services	
Meetings services.....	35
Use and care of United Nations electronic equipment	36
Seating protocol according to the first seat.....	37
Journal of the United Nations.....	38
Interpretation	38
Records of meetings	40
Statements (prepared texts)	43
Documents facilities.....	43
IV. Media, public and library services	
Spokesperson for the Secretary-General.....	47
Public information	48
Radio and television services and facilities	56
Video and photo services and facilities.....	59
United Nations information centres, services provided by.....	59
Civil society, services to.....	60

Contents

Public relations	60
United Nations Depository Libraries.....	63
Maps and geographic information services.....	66
V. Facilities and services for delegations	
Travel entitlements.....	67
Travel facilities.....	70
Delegates' cloakrooms.....	70
Delegates' lounges.....	71
Meditation room.....	71
Delegates' quiet room.....	71
Dining room and cafeteria facilities.....	72
Delegates' guests.....	74
Photocopier for delegates' use.....	74
Sound reinforcement systems.....	75
Sound recordings.....	75
Video projection.....	75
Videoconferencing.....	76
Mail and messenger services.....	76
Computer-related services.....	76
Telecommunication services.....	77
United Nations Postal Administration.....	79
Parking.....	80
Transportation (local).....	85
United Nations Institute for Training and Research.....	86
United Nations International School (UNIS).....	87
City liaison.....	89
Hospitality.....	90
Banking facilities.....	91
Newsstand.....	93
United Nations Bookshop.....	93
Publications, sale of.....	94
United Nations Gift Centre.....	95
United Nations premises, request for use of.....	95
Disabled, facilities for the.....	97
Index.....	98

I. General information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is known now as United Nations Plaza, and on 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, which is currently undergoing renovation, comprises six main structures that are all interconnected: the General Assembly Building, which contains the plenary hall on the second floor, and interim rooms for the Security Council on the concourse level; the North Lawn Building, a temporary structure, where during the current phase of the renovation, the ECOSOC Chamber, the conference rooms, as well as the offices of the Secretary-General and the President of the General Assembly are located; the Library Building with the Dag Hammarskjöld Auditorium, where press conferences are held; the South Annex Building, housing the Main Cafeteria and the temporary Delegates' Dining Room; the long, low Conference Building parallel to the river, which is closed for renovation, and the 39-storey Secretariat building, which is also currently closed. All conference rooms, council chambers and the plenary hall may be reached from the Delegates' Entrance in the General Assembly Building. There is also a direct entrance to the North Lawn Building close to 48th Street, and one to the

Information for delegations

Library and South Annex Buildings near 42nd Street.

Several buildings adjacent to the Headquarters also house some of the United Nations offices including:

- DC1, One UN Plaza, 787 First Avenue¹
- DC2, Two UN Plaza, 323 East 44th Street²
- FF Building, 304 East 45th Street³
- Albano Building, 305 East 46th Street⁴
- Alcoa Building, 866 UN Plaza
- Innovation Building, 300 East 42nd Street⁵
- Madison Building, 380 Madison Avenue between 46th and 47th Streets⁶
- Teacher's Building, 730 Third Avenue between 45th and 46th Streets⁷

¹ Department of Peacekeeping Operations (DPKO), Department of Field Support (DFS), Department of Public Information (DPI), Office of the United Nations High Commissioner for Human Rights (OHCHR), United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (UNHRLLS), Office of the Special Adviser on Africa (OSAA), Office of the Special Representative of the Secretary-General for Children and Armed Conflict (OSRSG/CAAC), Office of the Special Representative of the Secretary-General for the United Nations International School and Department of Economic and Social Affairs (DESA).

² Department for General Assembly and Conference Management (DGACM), Department of Management (DM), DPI, Executive Office of the Secretary-General (EOSG), Regional Commissions New York Office and DESA.

³ DM.

⁴ DGACM and DM.

⁵ DPKO, DFS, DGACM, DM and DPI.

⁶ DFS, DPKO, DM, Department of Political Affairs (DPA), DPI, Department of Safety and Security, EOSG, Office for the Coordination of Humanitarian Affairs (OCHA), Office of Internal Oversight Services (OIOS) and Office of Legal Affairs (OLA).

General information

- Daily News Building, 220 East 42nd Street⁸
- Falchi Building, 31-00 47th Avenue, LIC, Queens⁹
- Court Square (UNFCU), 2401 44th Road, LIC, Queens¹⁰
- UNITAR Building, 801 UN Plaza¹¹
- Library Building, 1st Avenue and 42nd Street¹²
- South Annex, 1st Avenue and 42nd Street¹³
- North Lawn Building¹⁴

A United Nations shuttle service operates, every half hour, between the United Nations Headquarters annex buildings and 380 Madison Avenue. Below are the pick-up points:

- For DC1 and DC2, the UNITAR, Uganda, FF, Albano, Alcoa, 300 E. 42nd Street and Teacher's buildings — central pick-up point in front of Visitors' Entrance Gate (1st Avenue and 45th Street)
- For Madison Avenue, pick-up point at the 46th Street Parking Garage (between Madison and 5th Avenue)

Should you have any queries, please contact the Local Transportation Team at 212-963-5585/9182.

⁷ DM, DPA and EOSG.

⁸ Office for Disarmament Affairs and DPKO.

⁹ United Nations Archives and Records Management Section.

¹⁰ DM and EOSG.

¹¹ DGACM (Verbatim Records).

¹² DGACM, DM, DPI, DSS, OLA, Office of Special Adviser Joseph Verner Reed and External Press office.

¹³ DPI (News and Media Division) and Office of the Spokesperson.

¹⁴ DGACM, DPA, DPI, DSS, EOSG, Office of the President of the General Assembly, Advisory Committee on Administrative and Budgetary Questions, Climate Change Support Team and Group of 77.

Entrance

Pedestrian — the entrance for delegations to the General Assembly Hall is located at First Avenue and 45th Street.

Cars — cars require United Nations diplomatic licence plates (“D” plates) as well as an identification decal for the sixty-fifth session of the General Assembly, in order to enter and to park at United Nations Headquarters. (For more information, please see Parking on pages 80-85.)

United Nations building passes and admission to meetings

1. Accreditation for members of official delegations

Passes for members of official delegations to regular and special sessions of the General Assembly and all other calendar meetings at Headquarters are authorized by the Protocol and Liaison Service (Tel: 212-963-7181) and processed by the Pass and Identification Unit, located at First Avenue and 45th Street. Registration Forms for members of delegations to temporary meetings (Form SG.6) may be accessed through the Protocol and Liaison Service website (www.un.int/protocol) in English, French and Spanish or picked up at the Protocol Office (Room NL-2058).

Types of passes¹⁵

1. VIP pass without photo issued from Protocol Office for Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and spouses.
2. VIP pass with photo issued from Protocol Office for Deputy Prime Ministers, Cabinet Ministers and spouses.
3. Gold pass for Heads of delegations processed at the Pass Office.
4. Blue pass for all delegates processed at the Pass Office.
5. Protocol pass issued from Protocol Office for one day and/or for a short duration with photo.¹⁶

Protocol requirements for issuance of passes

For Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and spouses:

Letter of request for pass from the Permanent Mission, indicating names and titles and specifying the duration of stay. Neither photos nor SG.6 Forms are required.

¹⁵ The requests and duly filled out SG.6 forms must be submitted at least 48 business hours in advance for proper accreditation and issuance of passes. Passes for those delegates who have been already entered into the electronic system may be picked up by a member of the Mission with proper identification. Spouses will be issued same type of passes as the principals.

¹⁶ Issuance of Protocol passes will be curtailed for the duration of the General Debate except under very special circumstances. Protocol passes are not issued for calendar meetings at Headquarters.

For Deputy Prime Ministers and Cabinet Ministers and spouses:

1. Letter of request for pass from the Permanent Mission, indicating names and functional titles and specifying the duration of stay. SG.6 Forms are not required.
2. Two colour passport-size photographs.

For delegates:

1. Registration of members of delegations to temporary meetings (Form SG.6).
2. Covering letter addressed to the Chief of Protocol and signed by Head of Chancery or principal administrative officer, indicating names (no initials) and functional titles.

For Protocol passes:

1. Letter of request for pass addressed to the Chief of Protocol and signed by the permanent representative or the chargé d'affaires, a.i., indicating names, functional titles, reason for visit and duration of stay (SG.6 forms *are not required*).
2. Two colour passport-size photographs.

2. Accreditation for media correspondents

Accreditation for media correspondents with the written and online press, film, television, photo, radio and other media organizations is the responsibility of the *Media Accreditation and Liaison Unit of the News and Media Division/Department of Public Information (DPI)* (room L-248), extension 3.6934 (see page 52). For Press Accreditation requirements, please refer to: www.un.org/media/accreditation.

3. Accreditation for non-governmental organizations

- (a) Grounds passes to designated representatives of non-governmental organizations in consultative status with the Economic and Social Council are issued through the *Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1480, ext. 3.3192)*.
- (b) Grounds passes to designated representatives of non-governmental organizations (NGOs) associated with DPI are issued on an annual basis through the *NGO Relations Cluster, DPI (DPI/NGO Resource Centre, room GA-37, ext. 3.7234, 3.7078 and 3.7233)*.

Department of Safety and Security

	Ext.	Fax	Room
<i>Under-Secretary-General for Safety and Security</i>			
Mr. Gregory Starr	7.3158	3.4104	FF-1708

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

	Ext.	Fax	Room
<i>Office of Security and Safety Service</i>			
<i>Chief</i>			
Mr. David J. Bongi	7.9520	3.6850	NL-2071

Information for delegations

	Ext.	Room
<u>Security Operations Centre</u>	3.6666	NL-1005

Takes enquiries for same-day lost and found items, requests for opening doors after regular office hours or on weekends and returning, after the close of business, IDs previously left at the Visitors Information Desk before it closes for the day. All in-person enquiries should be directed initially to the Security Operations Centre.

In addition to providing security and safety on a 24-hour basis at Headquarters, the Service will:

- (a) Issue grounds passes, which members of delegation may obtain on the *First Floor of the UNITAR Building, 45th Street and First Avenue (First Avenue entrance) from 9 a.m. to 4 p.m.*, after being authorized by the Protocol and Liaison Service;
- (b) Receive official telephone calls, telegrams and cables requiring follow-up action after normal working hours;
- (c) Assist in locating and notifying the Organization's senior officials in an emergency;
- (d) Liaise with national security representatives regarding protection arrangements for dignitaries;
- (e) Liaise with local authorities whenever outside emergency assistance (e.g. ambulance, medical, police) is required;
- (f) Handle lost and found property. During regular working hours, same-day lost property should be handed over or claimed from NL-1005 (ext. 3.6666). At all other times from the first floor of the UNITAR Building (ext. 3.7533).

Grounds passes are subject to check at all entry points. Delegates are expected to wear their

grounds passes visibly on their outermost garment while on the premises.

Missing grounds passes should be reported without delay to the Pass and Identification Unit (UNITAR Building, room U-100, ext. 3.7533).

Delegates are reminded not to leave briefcases or any valuable items unattended in conference rooms.

Information

(Telephones and desk locations)

The Information Unit (ext. 3.7113) will advise on:

- (a) The location and telephone numbers of delegations;
- (b) The office or official to be contacted for technical queries;
- (c) The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 77).

Information desks

- *General Assembly Building*
Public lobby (ext. 3.7758)
- *DC1 building*
Office lobby (ext. 3.8998)
- *DC2 building*
Office lobby (ext. 3.4989)
- *UNICEF House*
Office lobby (212-326-7524)

Information for delegations

Bulletin boards displaying the programme of meetings are located on the first floor of the General Assembly Building just inside the Delegates' Entrance and in the North Lawn Building.

Medical Services

The Medical Services Division provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations.

Locations and working hours of the Medical Clinics:

1. *Innovation Building, 300 East 42nd Street, entrance from 2nd Avenue, 7th floor*
Room IN-703, Telephone 212-963-7090
Monday to Friday from 8.30 a.m. to 5.30 p.m.
Physicians are available from 9 a.m. to 5.30 p.m.
2. *DCI Building*
Room DC1-1190, Telephone 212-963-8990
Monday to Friday from 9 a.m. to 5 p.m.
3. *UNICEF House*
Room H-0545, Telephone 212-326-7541
Monday to Friday from 9 a.m. to 5 p.m.

During the General Assembly (September to December) the operating hours of the Medical Services Division at the Innovation Building remain the same.

In addition, a Satellite Clinic will be opened Monday to Friday 9 a.m. to 11.30 p.m. and Saturday 11 a.m. to 7 p.m. at the North Lawn Building, Room NL-1022. The clinic will be closed on Sunday.

In case of an emergency *within and outside* normal working hours:

- Call United Nations Fire and Safety Unit at extension 3.5555 or call 911.

Protocol and Liaison Service

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

	Ext.	Room
<i>Chief of Protocol</i>		
Mr. Desmond Parker	3.7170	NL-2056
I. <i>Deputy Chief of Protocol</i>		
Ms. Michèle Alzouma	3.7180	NL-2058J
Algeria	Democratic	Namibia
Armenia	Republic of the	Niger
Austria	Congo	Rwanda
Bahrain	Djibouti	Saint Vincent and the Grenadines
Belgium	France	Senegal
Belize	Gabon	Seychelles
Benin	Ghana	Somalia
Botswana	Guinea	South Africa
Burkina Faso	Guinea-Bissau	Suriname
Burundi	Jordan	Swaziland
Cambodia	Lebanon	Trinidad and Tobago
Cape Verde	Liechtenstein	United Republic of Tanzania
Central African Republic	Luxembourg	United States of America
Chad	Madagascar	
Comoros	Maldives	
Congo	Mali	
Côte d'Ivoire	Mauritania	
Croatia	Monaco	
	Mozambique	

Information for delegations

Observers

African Development Bank
African Union
Community of Sahelo-Saharan States
Economic Community of Central African States
Economic Community of West African States
East African Community
International Conference on the Great Lakes Region
International Hydrographic Organization
International Organization of la Francophonie
International Criminal Police Organization (INTERPOL)
League of Arab States
Organization of Eastern Caribbean States
Organization for Economic Cooperation and Development
Organization of the Islamic Conference
Pacific Islands Forum
Partners in Population and Development
Regional Centre on Small Arms and Light Weapons in the Great Lakes Region, the Horn of Africa and Bordering States
South Asian Association for Regional Cooperation
South Centre
Southern African Development Community

General information

Ext. Room

II. Protocol and Liaison Officers

A. Ms. Almudena de Ameller 3.7178 NL-2058L

Andorra	Germany	Peru
Antigua	Guatemala	Philippines
Argentina	Haiti	Samoa
Bahamas	Honduras	Spain
Bolivia	Iceland	Switzerland
(Plurinational	India	Togo
State of)	Israel	Tonga
Chile	Italy	Tunisia
Colombia	Kiribati	Tuvalu
Costa Rica	Kuwait	United Arab
Cuba	Mexico	Emirates
Cyprus	Morocco	United Kingdom
Dominica	Nauru	of Great Britain
Dominican	New Zealand	and Northern
Republic	Nicaragua	Ireland
Ecuador	Pakistan	Uruguay
El Salvador	Palau	Venezuela
Equatorial Guinea	Panama	(Bolivarian
Fiji	Paraguay	Republic of)

Observers

Holy See
Palestine
Agency for the Prohibition of Nuclear Weapons
in Latin America and the Caribbean
Andean Community
Asian Development Bank
Association of Caribbean States
Caribbean Community (CARICOM)
Central American Integration System
Council of Europe

Information for delegations

Customs Cooperation Council
 European Community
 Ibero-American Conference
 Inter-American Development Bank
 Italian-Latin American Institute
 Latin American Economic System (SELA)
 Latin American Integration Association
 Latin American Parliament
 OPEC Fund for International Development
 Organization of American States
 Organization for Security and Cooperation in
 Europe
 Parliamentary Assembly of the Mediterranean

	Ext.	Room
B. Ms. Nicole Bresson-Ondieki	7.4320	NL-2058K
Angola	Grenada	Papua New Guinea
Australia	Guyana	Guinea
Bangladesh	Hungary	Portugal
Barbados	Indonesia	Qatar
Bhutan	Ireland	Republic of Korea
Bosnia and Herzegovina	Jamaica	San Marino
Brazil	Kenya	Sierra Leone
Brunei	Latvia	Singapore
Darussalam	Liberia	Solomon Islands
Cameroon	Malawi	Sri Lanka
Canada	Malaysia	Sudan
China	Malta	Sweden
Czech Republic	Marshall Islands	Timor-Leste
Denmark	Nepal	Vanuatu
Estonia	Netherlands	Zimbabwe
Finland	Nigeria	
Gambia	Norway	
	Oman	

Observers

African, Caribbean and Pacific Group of States
Asian-African Legal Consultative
Organization
Association of Southeast Asian Nations
(ASEAN)
Common Fund for Commodities
Commonwealth
Community of Portuguese-speaking Countries
Conference on Interaction and Confidence-
Building Measures in Asia
Cooperation Council for the Arab States of
the Gulf
Energy Charter Conference
Hague Conference on Private International
Law
Indian Ocean Commission
International Centre for Migration Policy
Development
International Organization for Migration
International Union for the Conservation of
Nature
Permanent Court of Arbitration
Shanghai Cooperation Organization
University for Peace

Information for delegations

	Ext.	Room
C. Mr. Fariz Mirsalayev	3.7177	NL-2058I
Afghanistan	Lesotho	Serbia
Albania	Libyan Arab	Slovakia
Azerbaijan	Jamahiriya	Slovenia
Belarus	Lithuania	Syrian Arab
Bulgaria	Mauritius	Republic
Democratic	Micronesia	Tajikistan
People's	(Federated	Thailand
Republic of	States of)	The former
Korea	Mongolia	Yugoslav
Egypt	Montenegro	Republic of
Eritrea	Myanmar	Macedonia
Ethiopia	Poland	Turkey
Georgia	Republic of	Turkmenistan
Greece	Moldova	Uganda
Iran (Islamic	Romania	Ukraine
Republic of)	Russian	Uzbekistan
Iraq	Federation	Viet Nam
Japan	Saint Kitts and	Yemen
Kazakhstan	Nevis	Zambia
Kyrgyzstan	Saint Lucia	
Lao People's	Sao Tome and	
Democratic	Principe	
Republic	Saudi Arabia	

Observers

Black Sea Economic Cooperation Organization
Collective Security Treaty Organization
Commonwealth of Independent States
Economic Cooperation Organization
Eurasian Development Bank
Eurasian Economic Community
Global Fund to Fight AIDS, Tuberculosis and
Malaria

GUAM

International Committee of the Red Cross

International Criminal Court

International Development Law Organization

International Federation of Red Cross and Red
Crescent Societies

International Fund for Saving the Aral Sea

International Humanitarian Fact-Finding
Conference

International Institute for Democracy and
Electoral Assistance

International Olympic Committee

Inter-Parliamentary Union

International Seabed Authority

International Tribunal for the Law of the Sea

Islamic Development Bank Group

Sovereign Military Order of Malta

Credentials

Credentials are required for representatives of Member States of the General Assembly, the Security Council and the Economic and Social Council.

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 not less than one week before the opening of the session through the Secretary of the Credentials Committee, Office of Legal Affairs (Madison Building, room M-13051, 380 Madison Avenue) and copied to the Protocol and Liaison

Information for delegations

Service (North Lawn Building, room NL-2058) for publication.¹⁷

Permanent Missions to the United Nations handbook “Blue Book”

This handbook, published once a year, lists the diplomatic personnel of Member States, the staff of intergovernmental organizations accredited to the United Nations as observers and the staff of liaison offices of United Nations specialized agencies, as well as the membership of the principal organs of the United Nations.

All interim movements of personnel and changes in address, telephone/fax numbers, national holiday, etc., in the “Blue Book” are updated online as soon as the Protocol and Liaison Service is notified of such changes by the Missions.

¹⁷ The list of delegations to the sixty-fifth session of the General Assembly will be available on ODS towards the end of December 2010. A provisional list of delegations can be found at the Protocol and Liaison Service website www.un.int/protocol at the opening of the General Debate.

Protocol and Liaison Service website

The Protocol and Liaison Service website (www.un.int/protocol) includes the most updated version of the “Blue Book”, lists of Permanent Representatives, Heads of State/Government and Ministers for Foreign Affairs and a list of senior United Nations officials. It also contains the “Manual of Protocol”.

II. The General Assembly and its Main Committees

Sixty-fifth regular session

Information on the General Assembly is available at the United Nations website: www.un.org/ga or at:

Arabic: www.un.org/arabic/ga
Chinese: www.un.org/chinese/ga
French: www.un.org/french/ga
Russian: www.un.org/russian/ga
Spanish: www.un.org/spanish/ga

The President of the General Assembly for the sixty-fifth session

His Excellency Joseph Deiss (Switzerland).

At its sixty-fourth regular session, on 11 June 2010, pursuant to rule 30 of the rules of procedure, the General Assembly elected the President for the sixty-fifth session.

Office of the President

The Office is located on the second floor of the North Lawn Building.

	Ext.	Fax	Room
Office of the President	212-963-7555	212-963-3301	NL-2080
Spokesperson	212-963-0755	212-963-3301	NL-2080

Vice-Presidents

Pursuant also to rule 30, the General Assembly elected the 21 Vice-Presidents for the sixty-fifth session:

Vice-Presidents of the General Assembly for the sixty-fifth session

- | | |
|----------------------|--------------------------|
| 1. Afghanistan | 12. Nicaragua |
| 2. Belarus | 13. Pakistan |
| 3. Botswana | 14. Russian Federation |
| 4. China | 15. Senegal |
| 5. Ecuador | 16. Sudan |
| 6. Equatorial Guinea | 17. Suriname |
| 7. France | 18. United Arab Emirates |
| 8. Gambia | 19. United Kingdom |
| 9. Indonesia | 20. United States |
| 10. Luxembourg | 21. Uzbekistan |
| 11. Mauritania | |

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.

The Director of the General Assembly and ECOSOC 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.

Specific responsibility for the work of the Main Committees and other committees or organs is

The General Assembly and its Main Committees

vested in the representatives of the Secretary-General to those committees, namely, the under-secretaries-general or other officials listed below under the appropriate committee. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are also listed below, are provided by the appropriate departments or offices of the Secretariat.

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

	Ext.	Fax	Room
<i>Under-Secretary-General for General Assembly and Conference Management</i>			
Mr. Shaaban M. Shaaban	3.8362	3.8196	IN-0632

Questions relating to the work of the Assembly should be referred to the General Assembly and ECOSOC Affairs Division.

<i>Director</i>			
Mr. Ion Botnaru	3.0725		IN-0618
			e-mail: botnaru@un.org

General Assembly Affairs Branch

*Programme of work of the General Assembly,
coordination, procedures, organizational matters,
plenary elections and candidatures*
Extension: 3.2332
Faxes: 212-963-4230 (General)
212-963-3783 (List of speakers)

<i>Chief</i>			
Mr. Saijin Zhang	3.2336		IN-0610
			e-mail: zhangs@un.org

Information for delegations

	Ext.	Fax	Room
Mr. Kenji Nakano	3.5411		IN-0619C e-mail: nakano@un.org
Ms. Sonia Elliott	3.2338		IN-0616 e-mail: elliotts@un.org
Mr. Ziad Mahmassani	3.2333		IN-0636A e-mail: mahmassani@un.org
Ms. Anne Kwak	3.3818		IN-0624 e-mail: kwaks@un.org

Arrangements for the list of speakers

Ms. Mériem Heddache	3.5063	3.3783	IN-0613A e-mail: heddachem@un.org
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Information on plenary elections and ...

Ms. Mary Muturi	3.2337	3.3783	IN-0615B e-mail: muturi@un.org
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Membership of Main ...

Mr. Carlos Galindo	3.5307	3.7863	IN-0608C e-mail: galindo@un.org
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While meetings of the General Assembly are in progress, most of the staff listed above may be reached at ext. 3.7786/3.7787/3.7789, fax: 3.4423.

All those listed above deal with matters relating to plenary meetings of the General Assembly and meetings of the General Committee.

Questions relating to General Assembly documentation should be addressed to the staff of the Documents Planning Unit listed below.

¹ CandiWeb (<https://secln069.un.org/candiweb>) is the webpage that provides information on the list of candidates (GA Informal Working Paper) for the session.

² The list of participants to the Main Committees is issued by each Main Committee (A/INF/65/2).

The General Assembly and its Main Committees

Documents Planning Unit

Fax: 212-963-3696

	Ext.	Room
<i>Chief</i>		
Mr. Valeri Kazanli	3.3657	AB-0909 e-mail: kazanliv@un.org
Mr. Manny Abraham	7.5793	AB-0902D e-mail: abrahamm@un.org
Ms. Faika Jackson	3.9221	AB-0902H e-mail: jacksonf@un.org
Ms. AyeAye Than	3.2345	AB-0902G e-mail: thana@un.org

Questions on other matters should be referred to the appropriate offices listed below.

Main Committees of the General Assembly

Pursuant also to rule 30, the First Committee, the Special Political and Decolonization (Fourth) Committee, the Second Committee, the Third Committee, the Fifth Committee and the Sixth Committee elected their respective Chairs. See under each Main Committee for details.

First Committee

Chair: H.E. Mr. Milos Koterec (Slovakia)

High Representative for Disarmament Affairs

Mr. Sergio de Queiroz Duarte

3.1570 3.4066 DN-2502

Information for delegations

	Ext.	Fax	Room
<i>Secretary of the First Committee</i>			
Mr. Timur Alasaniya	3.5143	3.5305	IN-611
<i>Secretary of the Disarmament</i>			
Mr. Sergei Cherniavsky	3.3051	3.5305	IN-629C

Special Political and Decolonization Committee (Fourth Committee)

Chair: H.E. Mr. Chitsaka Chipaziwa (Zimbabwe)

*Under-Secretary-General for Peacekeeping
Operations*

Mr. Alain LeRoy 3.8079 3.9222 DC1-1526

Under-Secretary-General for Political Affairs

Mr. B. Lynn Pascoe 3.5055 3.5065 NL-02060

Under-Secretary-General for Field Support

Ms. Susana Malcorra 3.2199 3.1379 DC1-1518

*Under-Secretary-General for Communications and
Public Information*

Mr. Kiyotaka Akasaka 3.2919 3.4361 DC1-0530

*Commissioner-General of the United Nations
Relief and Works Agency for Palestine Refugees in
the Near East (UNRWA), Gaza*

Mr. Filippo Grandi 3.2255 935-7899 DC1-1265*
One UN Plaza

*Secretary of the Special Political and
Decolonization Committee*

Ms. Emer Herity 7.5816 3.5305 IN-613C

³ The Disarmament Commission works in close cooperation with the First Committee and has similar agenda items on disarmament and international security issues.

* New York office.

The General Assembly and its Main Committees

Ext. Fax Room

Second Committee

Chair: H.E. Ms. Enkhtsetseg Ochir (Mongolia)

Under-Secretary-General for Economic and Social Affairs

Mr. Sha Zukang 3.5958 3.1010/ DC2-2320
3.4324

Under-Secretary-General and High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States

Mr. Cheick Sidi Diarra 3.9078 3.0419 DC1-1218

Executive Secretary of the Economic Commission for Europe (ECE), Geneva

Mr. Ján Kubiš 3.6905 3.1500 DC2-1862*

Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok

Ms. Noeleen Heyzer 3.6905 3.1500 DC2-1862*

Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC), Santiago

Ms. Alicia Bárcena 3.6905 3.1500 DC2-1862*

Executive Secretary of the Economic Commission for Africa (ECA), Addis Ababa

Mr. Abdoulie Jannah 3.6905 3.1500 DC2-1862*

* New York office.

Information for delegations

	Ext.	Fax	Room
<i>Executive Secretary of the Economic and Social Commission for Western Asia (ESCWA), Beirut</i>			
Mr. Bader Al-Dafa	3.6905	3.1500	DC2-1862*
<i>Executive Director of the United Nations Children's Fund (UNICEF)</i>			
Mr. Anthony Lake	326-7028	326-7758	H-1380 UNICEF House
<i>Executive Director of the World Food Programme</i>			
Ms. Josette Sheeran	646-556-6901	646-556-6932	733 3rd Avenue* 23rd Floor
<i>Secretary-General of the United Nations Conference on Trade and Development (UNCTAD), Geneva</i>			
Mr. Supachai Panitchpakdi	3.4319	3.0027	DC2-1120* Two UN Plaza
<i>Administrator of the United Nations Development Programme (UNDP)</i>			
Ms. Helen Clark	906-5791	906-5778	DC1-2128 One UN Plaza
<i>Executive Director of the United Nations Population Fund (UNFPA)</i>			
Ms. Thoraya Obaid	297-5111	297-4911	DN-1901 220 East 42nd St.
<i>Executive Director of the United Nations Environment Programme (UNEP), Nairobi</i>			
Mr. Achim Steiner	3.2111	3.7341	DC2-0816* Two UN Plaza

* New York office.

The General Assembly and its Main Committees

Ext. Fax Room

*Executive Director of the United Nations Institute
for Training and Research (UNITAR), Geneva*

Mr. Carlos Lopes 3.9683 3.9686 DC1-0603*
One UN Plaza

*Rector of the United Nations University (UNU),
Tokyo*

Prof. Dr. Konrad Osterwalder
3.6345 371-2144 DC2-2060*
Two UN Plaza

*Under-Secretary-General, Executive Director of
the United Nations Human Settlements Programme*

Mr. Joan Clos 3.4200 3.8721 DC2-0943*
Two UN Plaza

Secretary of the Second Committee

Ms. Jennifer De Laurentis
3.4640 3.5935 IN-622
300 East 42nd Street
6th Floor

Third Committee

Chair: H.E. Mr. Michel Tommo Monthe (Cameroon)

*Under-Secretary-General, Director-General of the
United Nations Office at Vienna, and Executive
Director of the United Nations Office on Drugs and
Crime*

Mr. Yuri Fedotov 3.5631 3.4185 DC1-0613*
One UN Plaza

* New York office.

Information for delegations

	Ext.	Fax	Room
<i>Under-Secretary-General for Economic and Social Affairs</i>			
Mr. Sha Zukang	3.5958	3.1010/ 3.4324	DC2-2320
<i>Executive Director of the United Nations Children's Fund (UNICEF)</i>			
Mr. Anthony Lake	5.7028	5.7758	H-1380 UNICEF House
<i>United Nations High Commissioner for Human Rights (Geneva)</i>			
Ms. Navanethem Pillay	3.5931	3.4097	DC1-516**
<i>United Nations High Commissioner for Refugees (UNHCR), Geneva</i>			
Mr. António Manuel de Oliveira Guterres	3.6200	3.0074	DN-3000* Daily News Building
<i>Assistant Secretary-General, Office of the Special Adviser on Gender Issues and Advancement of Women</i>			
Ms. Rachel Mayanja	3.5086	3.1802	DC2-1220 Two UN Plaza
<i>Special Representative of the Secretary-General for Children and Armed Conflict</i>			
Ms. Radhika Coomaraswamy	3.3178	3.0807	DC1-623A
<i>Special Representative of the Secretary-General on Violence against Children</i>			
Ms. Marta Santos Pais	5.7400	5.7194	H-504 UNICEF House
<i>Acting Secretary of the Third Committee</i>			
Mr. Otto Gustafik	3.9963	3.5935	IN-620C

* New York office.

The General Assembly and its Main Committees

Ext. Fax Room

Fifth Committee

Chair: H.E. Mr. Gert Rosenthal (Guatemala)

Under-Secretary-General for Management

Ms. Angela Kane 3.2410 3.8424 L-0303

*Under-Secretary-General for Internal
Oversight Services*

Ms. Carman L. Lapointe

3.6196 3.7010 M-10036

*Assistant Secretary-General for Programme
Planning, Budget and Accounts, and Controller*

Mr. Jun Yamazaki 7.9949 3.8061 DC2-0520

*Assistant Secretary-General for Human
Resources Management*

Ms. Catherine Pollard 3.8081 3.1944 M-09035

*Assistant Secretary-General for Central
Support Services*

Mr. Warren Sach 3.5569 3.4168 DC2-2508

*Assistant Secretary-General and Executive
Director, Capital Master Plan*

Mr. Michael Adlerstein 3.1889 7.5377 L-1B102

Secretary of the Fifth Committee

Mr. Movses Abelian 3.8255 3.0360 L-0321

Sixth Committee

Chair: H.E. Mrs. Isabelle Picco (Monaco)

*Under-Secretary-General for Legal Affairs,
The Legal Counsel*

Ms. Patricia O'Brien 3.5338 3.6430 M-13031

Assistant Secretary-General for Legal Affairs

Mr. Stephen Mathias 3.5528 3.6430 M-13047

Information for delegations

	Ext.	Fax	Room
<i>Secretary of the Sixth Committee</i>			
Mr. Vaclav Mikulka	3.5331	3.1963	M-13065

Economic and Social Council

The Bureau of the Economic and Social Council is elected by the Council at large at the beginning of each annual session. The Bureau's main functions are to propose the agenda, draw up a programme of work and organize the session with the support of the ECOSOC secretariat. Information on the Council is available electronically at www.un.org/docs/ecosoc.

The President of the Economic and Social Council is elected in January of each year.

Office of the President

The office is located on the ground floor of the North Lawn Building.

Office of the President
212-963-9326 212-963-8647 NL-1021

Secretary to the President
212-963-7569

Secretariat arrangements for the Economic and Social Council

The Chief of the ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division, Department for General Assembly and Conference Management (DGACM), coordinates the work of the Council, and assumes direct responsibility for

The General Assembly and its Main Committees

the servicing of plenary meetings and the meetings of the subsidiary bodies of the Council.

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

Plenary meetings of the Economic and Social Council

ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division:

	Ext.	Fax	Room
<i>Chief and Secretary of the Council:</i> Ms. Jennifer De Laurentis	3.4640	3.5395	IN-622
			300 East 42nd Street 6th Floor

*Office for ECOSOC Support and Coordination,
Department of Economic and Social Affairs:*

<i>Director:</i> Mr. Nikhil Seth	3.1811	3.1712	DC1-1428
			One UN Plaza e-mail: seth@un.org

Other organs

Credentials Committee

<i>Under-Secretary-General for Legal Affairs, The Legal Counsel</i> Ms. Patricia O'Brien	3.5338	3.6430	M-13031
<i>Secretary</i> Mr. Stadler Trengove	3.1107	3.6430	M-13051

Information for delegations

Ext. Fax Room

**Advisory Committee on Administrative and
Budgetary Questions**

Executive Secretary

Ms. Shari Klugman 3.7456 3.6943 NL-02084

Committee on Contributions

Secretary

Mr. Lionelito Berridge 3.5306 3.1943 FF-0610

**Ad Hoc Committee of the General Assembly for the
Announcements of Voluntary Contributions to the United
Nations Relief and Works Agency for Palestine Refugees
in the Near East**

Secretary

Ms. Emer Herity 7.5816 3.5305 IN-613C

III. Conference services

Meetings services

DGACM is responsible for providing the following meeting services to meetings held in conference rooms located in the North Lawn Building and in the General Assembly Building:

- Interpretation
- Meeting records
- Editing
- Translation
- Reproduction
- Distribution of documents

Contact to answer general enquiries on meeting services: Meetings Management Section (MMS) (room DC2-0887, ext. 3.8114)

Contact to answer general enquiries regarding documents: Documents Control (room AB-903, ext. 3.6579)

Programme of meetings

Prepared by the Meetings Management Section (ext. 3.8114 or 3.7351), the daily programme of meetings for the following day with information on conference rooms and services is printed in the *Journal* (see page 38). This information is displayed on electronic screens alongside the corridors.

Requests for use of conference rooms and interpretation services should be submitted through e-Meets 2.0 (the new electronic meetings management module which has replaced the former eMeets) by all authorized requestors, including

Information for delegations

Permanent Missions to the United Nations. Submission of requests through e-Meets 2.0 does not automatically guarantee approval of conference-servicing facilities. Confirmation of meeting requests by the Meetings Management Section is also done via e-Meets.

Duration of meetings

As a rule, morning meetings are scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m.

Punctuality: Owing to the heavy demand for meetings and the limited facilities available, it is essential that meetings should start on time and that the above schedule be respected to the fullest extent possible. Therefore, delegations are urged to be present at the meetings 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.

Meetings of regional and other major groupings of Member States and other informal meetings can be accommodated only if and when services originally earmarked for meetings of Charter or mandated bodies are released.

Use and care of United Nations electronic equipment

Delegates and other meeting participants are requested not to place water and/or other liquids on tables or surfaces in conference rooms where simultaneous interpretation audio systems are installed. Spillages might occur thus causing

serious malfunction. Care should also be taken in utilizing microphones, channel selectors, voting switches and audio earphones as these are sensitive electronic devices. Placing a cellular phone near the microphone may also interfere with the sound quality.

Use of cameras and cellular phones

Members of delegations are reminded that no photographs are allowed in conference rooms or in the General Assembly Hall and that Security will be instructed to strictly enforce this rule. Members are also reminded to refrain from making or accepting cellular phone calls at their delegation tables (see page 40).

Seating protocol according to the first seat

The Secretary-General on 11 June 2010 drew the name of *Guinea* among the Member States to occupy the first seat in the General Assembly Hall during the sixty-fifth session of the General Assembly. Consequently, the delegation of *Guinea* will be seated at the first desk in the front row at the right of the President. 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 will be available at the Documents Counter located in room NL-1006 (ext. 3.7373).

Journal of the United Nations (room IN-908, 300 East 42nd Street)

All queries may be made from 3 p.m. onwards at ext. 3.3888.

The *Journal of the United Nations* is issued daily on working days in English and French. During the main part of the General Assembly session, it is published in the six official languages (Arabic, Chinese, English, French, Russian and Spanish). The *Journal*, which is also available on the website of the United Nations and on the Official Document System (ODS), contains:

- (a) Programme of meetings and agenda;
- (b) Summary of meetings;
- (c) Signatures and ratifications for multilateral treaties deposited with the Secretary-General;
- (d) Announcements;
- (e) Daily list of and direct link to documents issued at Headquarters;
- (f) List of Chairs of regional groups for each month;
- (g) List of websites.

Material for insertion in the *Journal* should be communicated by e-mail (journal@un.org). The deadline for the inclusion of all material for the *Journal* issue of the next day is 6:30 p.m. for the programme of meetings and 7 p.m. for the summaries.

Interpretation

- (a) Statements made in any of the six official languages of the United Nations are interpreted into the other official languages: *for written statements* it is essential that the delegations provide interpreters with copies of their texts to

the Meetings Servicing Assistant in order to ensure the quality of the interpretation (see page 43). Speakers are requested to deliver the statement at a speed that is interpretable.

- (b) In cases where statements are made *in a language other than the official languages*, (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 interpreter throughout the translated text and to ensure synchronization between the speaker and the interpreter.

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 these 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

Information for delegations

additions, *are unlikely to be reflected in the interpretation* (see page 40).

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 start to operate only when the representative taking the floor has been called upon to speak. To ensure the best possible recording and interpretation of the statement, representatives should speak directly and clearly into the microphone, particularly when giving figures, quotations or highly technical material, or when reading from a prepared text (see also page 43). Tapping on the microphone to test if it is working, turning pages and making or answering cellular phone calls should be avoided (see page 37).

Delivering the statement: while delegations are increasingly 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 the interpretation may suffer.

Records of meetings

Meeting records are provided for the plenary meetings of principal organs, for meetings of the

* For instance, the normal speed in English is 100 to 120 words per minute.

Main Committees of the General Assembly and, on a limited and selective basis, for meetings of certain other bodies. Meeting records are in 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 cover the proceedings *in extenso* utilizing interpretations for languages other than the original.

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 by a number of decisions of the General Assembly and other principal organs.

In addition, sound recordings of meetings are made and may be consulted (see page 75).

Corrections to meeting records

- *Corrections to PVs:* Chief, Verbatim Reporting Service, room U-506.
- *Corrections to SRs:* Chief, Official Records Editing Section, room DC2-0766, Two United Nations Plaza.

Corrections to both PVs and SRs should be indicated in a memorandum. If corrections are inserted in a copy of the record, the front page of the corrected record should bear the signature and

Information for delegations

title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, when 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 sound recording of the relevant speech.
- *Corrections to SRs* should not cover points of style, nor 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 as corrected only in certain cases. These include records of meetings of the Security Council and plenary meetings of the Economic and Social Council. For other bodies, including the General Assembly and its Main Committees, records are issued only once and approved corrections are reflected in a single corrigendum issued periodically. Only in cases of serious errors or omissions materially affecting the course of the proceedings may a correction be issued immediately. In the case of verbatim records, such exceptional corrections will be resorted to only to revise errors or omissions in the original language version of a statement. Other language versions

would be brought into conformity, if necessary, with the corrected text in the original language.

Copies of prepared texts of statements in plenary meetings and in meetings of the Main Committees

In advance: 30 copies (minimum) should be given to the conference officer to help the Secretariat provide the best possible service or failing this,

Right before the speaker takes the floor: 10 copies should be provided urgently for interpreters and record-writers. Copies of the scripts should also be provided, if films or other visual materials are used.

Electronic versions of the statements for posting on the United Nations website: preferably as an MS WORD file attachment, should be sent by e-mail to DPI@un.int and to msu@un.org.

For distribution in the General Assembly Hall and in the Main Committee conference rooms: 300 copies, if delegations wish to have the statement distributed to delegations, specialized agencies, observers, interpreters, record-writers and press officers. Statements should be delivered to the documents counter on the left side of the Hall or to the Meetings Servicing Assistant.

Documents facilities

Translation and reproduction 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 Documents Control is not authorized to accept

Information for delegations

documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

- (a) The “General” series;
- (b) The “Limited” (L) series followed by the serial number: this series comprises 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 arrangements and distributed to participants only. Edited texts and revised translations are issued later;
- (c) The “Restricted” (R) series followed by the serial number: this series contains only those documents whose content requires at the time of issuance that they should not be made public;
- (d) Conference room papers (CRPs) or working papers (WPs): are informal papers, in one or more languages, used in the course of a meeting and distributed only to participants and other interested recipients attending the meetings.

Distribution of documents for delegations

Delegations’ pick-up area is located at the service entrance to the North Lawn complex from 7.30 a.m. to 9.30 a.m. on weekdays.

Special requests for distribution should be addressed to the Chief of the Publishing Section (room GA-3B704C, ext. 3.1807).

The daily list of documents distributed at Headquarters is issued in the *Journal*. Documentation distributed daily to delegations in

accordance with stated requirements will be available for pick-up at the address above.

The Documents Counter located in room NL-1006 on the first floor of the North Lawn Building (ext. 3.7373) is open for secondary requests during working hours on weekdays.

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

To obtain hard copies of any documents, please contact the Publishing Section via e-mail at: publishing@un.org with the following specific instructions: document symbol, languages required, quantity of each document, and your physical delivery address.

Only United Nations documents may be distributed during the meetings (see FAQ/3).

Electronic versions of official documents can be accessed from the United Nations official document system (ODS) free of charge by all Permanent Missions to the United Nations and other government offices. Documents in all official languages stored in the official document system are indexed following the structure of the United Nations Bibliographic Information System (UNBIS) and can be retrieved for viewing, printing and/or downloaded (see pages 63-65).

Information on the official document system can be requested from ext. 3.6439.

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

Delegations requesting issuance of communications as documents of the General

Information for delegations

Assembly should ensure that they are addressed to the Secretary-General and/or the President of the General Assembly, 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.¹

Electronic versions in Microsoft Word should be sent to dpu-dgacm@un.org, so as to facilitate the processing of communications. 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 easily 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 may be obtained by calling 917-367-5895, by e-mailing at dpu-dgacm@un.org or referring to DGACM/CPCS/2008/1.

¹ **A/65/150 or A/65/251.** While the General Assembly is in session, communications will bear the symbol of the Main Committees if the agenda item(s) under which circulation is requested are allocated to a specific Committee.

IV. Media, public and library services

Spokesperson for the Secretary-General

	Ext.	Room
<i>Spokesperson for the Secretary-General</i>		
Mr. Martin Nesirky	3.6172	SA-1B24
<i>Acting Deputy Spokesperson</i>		
Mr. Farhan Haq	3.7460	SA-1B18
<i>Press inquiries</i>	3.7160/3.7161/3.7162	SA-1B15

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesperson for the Secretary-General (room SA-1B15, ext. 3.7160, 3.7161 and 3.7162).

Services to correspondents

Daily press briefings: are given at noon in the Dag Hammarskjöld Auditorium by the Spokesperson for the Secretary-General. During General Assembly sessions, 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 (www.un.org/webcast). Highlights of the noon briefing can be found on the website of the Spokesperson's Office (www.un.org/news/ossg/hilites.htm). For other services, see www.un.org/news/ossg.

For additional services to correspondents, please see pages 50-52.

Information for delegations

Working facilities for correspondents are provided in the press areas on the 2nd floor of the Dag Hammarskjöld Library Building and, *from 20 to 30 September 2010 only*, a press area will be available in Conference Room 1 in the North Lawn Building.

Public information

The Department of Public Information (DPI) provides a wide range of services to representatives of the media, NGOs and the general public.

	Ext.	Room
<i>Under-Secretary-General for Communications and Public Information</i>		
Mr. Kiyotaka Akasaka	3.2912/DC1-0530	3.4361

News and Media Division Director

<i>Deputy Director and Chief, Internet Service</i>		
Mr. Alex Taukatch	3.7158	IN-519

<i>United Nations Web Services Section (United Nations website information, www.un.org)</i>		
<i>Chief</i>		
Mr. Mahbub Ahmad	3.6974	M-16043

<i>News Services Section (United Nations News Centre, www.un.org/news)</i>		
<i>Acting Chief</i>		
Ms. Lydia Lobenthal	3.6447	IN-517B

Media, public and library services

	Ext.	Room
<i>Press Service</i>		
<i>Chief</i>		
Ms. Hua Jiang	3.9653	NL-2072

Meetings Coverage Section (Press Releases)

For English: www.un.org/en/unpress

For French: www.un.org/fr/unpress

Chief

Mr. Collinet Finjap Njinga 3.5850 NL-2066BI

Media Accreditation and Liaison Unit

www.un.org/media/accreditation

Acting Chief

Ms. Isabelle Broyer 3.6934/ L-248C
3.6937

Media Documents Centre

mdc@un.org

Ms. Sylvie Cohen 3.8711 SA-1B-12

Radio and Television Service

Chief

Ms. Susan Farkas 3.3407 IN-221

Radio Section

Chief

Ms. Michele DuBach 3.6957 IN-0219A

Audiovisual Services Section

Chief

Mr. Hak-Fan Lau 3.2123 IN-512B

Information for delegations

	Ext.	Room
<i>Strategic Communications Division</i>		
<i>Director</i>		
Ms. Paula Refolo	3.6867	M-16019
<i>Committee Liaison Unit</i>		
<i>Chief</i>		
Mr. Hasan Ferdous	3.6555	M-16024
<i>Communications Campaigns Service</i>		
<i>Chief</i>		
Ms. Margaret Novicki	7.3214	M-16026
<i>Information Centres Service</i>		
<i>Chief</i>		
Ms. Carolyn Schuler-Uluc	3.1072	M-16020
<i>Outreach Division</i>		
<i>Director</i>		
(vacant post)		
<i>Partnerships & Public Engagement</i>		
<i>Deputy Director</i>		
Mr. Ramu Damodaran	3.6173	DC2-0870
<i>Administration and Management</i>		
<i>Deputy Director</i>		
Ms. Lena Dissin	3.4930	DC2-858

Press releases, distribution of speeches

The Meetings Coverage Section prepares:

- Press release summaries in English and French of most open meetings held at United Nations Headquarters usually available within hours of the end of the meetings.

- Releases on United Nations conferences and meetings held in other parts of the world. These releases, prepared for the use of information media, also contain background information, but are not official records.
- English press releases are available electronically on the United Nations website at: www.un.org/en/unpress/.
- French press releases are at www.un.org/fr/unpress/.

The Media Documents Centre (SA-1B-15, ext. 3.7166).

Accredited correspondents may obtain press releases, documents, press kits and other United Nations materials from the office above.

Delegations wishing to provide texts of speeches or press releases to accredited correspondents should bring 150 copies to the above address where they will be disseminated to the media. These texts must be dated and issued on the letterhead of the mission.

Delegations wishing to have their statements (made during the general debate of the General Assembly, special sessions or other major events at Headquarters) posted on the United Nations website should e-mail the texts as early as possible to webcast@un.org.

The latest news on United Nations-related developments can be found at the United Nations News Centre at www.un.org/news. The Centre also provides an e-mail news service and RSS feeds. The “Issues on the UN Agenda” page also provides a one-stop shop for information on 50 major topics (www.un.org/issues). A list of street and e-mail addresses, telephone and fax numbers of United

Information for delegations

Nations Permanent Missions is also available at www.un.org/Overview/missions.htm.

The audio-visual pages provide access to audio news files from United Nations radio, to video products and to photos. The United Nations website also offers access to research tools and links to the home pages of other parts of the United Nations system.

Additional information can be obtained from the Web Services Section (ext. 3.0780).

Accreditation and liaison to correspondents, film and television crews and photographers

The Media Accreditation and Liaison Unit (room L-248, ext. 3.6937/4, fax 3.4642), besides accreditation and liaison, provides the following services:

- Seats (space permitting) in the press gallery to observe General Assembly, Security Council and other meetings. Members of the visual media can get booth positions for covering meetings and other events;
- Arrangements for pool coverage during visits of Heads of State or Government. Clearance to film/TV crews and photographers for location filming. *These requests should be made in advance in writing* and faxed to 212-963-4642 or e-mailed to: MALU@un.org.

Communications campaigns and focal points

Strategic Communications Division. Director's Office (room M-16019, ext. 3.6867). This Division develops and coordinates strategic communications campaigns on priority issues, including major United Nations conferences and observances. For

more detailed information, contact the Chief of the Communications Campaigns Service (room M-16026, ext. 7.3214). Some of the Department's thematic websites are listed below:

- Gateway to the United Nations System's Work on the Millennium Development Goals: www.un.org/millenniumgoals/
- Gateway to the United Nations System's Work on Climate Change: www.un.org/climatechange/
- UNiTE to End Violence Against Women: www.un.org/en/women/endviolence

Publications

- Peacekeeping
- Human rights
- Economic and social development
- Developments in Africa
- Question of Palestine
- Press kits
- Brochures
- Feature articles
- Educational materials

All the above are available at www.un.org.

- Charter of the United Nations (in the six official languages) and Statute of the International Court of Justice (available at www.un.org/aboutun/charter)
- Universal Declaration of Human Rights
- International Bill of Human Rights (including the Universal Declaration and the International Covenants on civil and political rights and on economic, social and cultural rights)

Some of the Department's publications are listed below:

Information for delegations

Thematic publications

- *Africa Renewal (quarterly periodical)*
 - Room M-16031, Ext. 3.6857 or 3.6833
Fax: 212-963-4556
E-mail: africarenewal@un.org
 - www.un.org/africarenewal
- *Peace and Security Updates*
Facts and figures, background notes and other materials about United Nations work on peacekeeping, peacebuilding, peacemaking and disarmament.
 - Room M-16030, Ext. 3.4481/3.0707
Fax: 212-963-9737
E-mail: coffmand@un.org
 - www.un.org/peace
- *The UN and the Question of Palestine*
A booklet covering the role of the United Nations from 1947 until the present.
 - Room M-16028, Ext. 3.4353
Fax: 212-963-4556
 - www.un.org/Depts/dpa/qpal

Institutional publications

- *UN Chronicle* (quarterly Journal)
Issues and activities of concern to the United Nations system
 - Room DC1-0904C, Ext. 3.5124
Fax: 917-367-6075
E-mail: un_chronicle@un.org
 - www.un.org/chronicle
- *Yearbook of the United Nations: (annual compendium)*
Covers all major activities of the United Nations system and includes full texts of

General Assembly, Security Council and Economic and Social Council resolutions.

- Room IN-910, Ext. 3.4851
Fax: 212-963-8013
E-mail: taylor3@un.org

- *The UN Today*
A comprehensive reference tool providing an overview of the history and ongoing efforts of the entire United Nations system.
 - Room IN-0912, Ext. 3.8275
Fax: 212-963-8013
E-mail: bellando@un.org
 - www.un.org/aboutun/untoday

- *60 Ways the United Nations Makes a Difference*
Through brief and specific examples, this online publication provides clear illustrations of some of the most important achievements and activities of the United Nations system from 1945 until today.
 - Room IN-0912, Ext. 3.8275
Fax: 212-963-8013
E-mail: bellando@un.org
 - www.un.org/un60/60ways

- *UN in Brief*
 - Room IN-0522A, Ext. 3.4137
Fax: 212-963-2591
E-mail: paterniti@un.org
 - www.un.org/Overview/brief.html

- *Image and Reality: Frequently asked questions and answers about the United Nations*
 - Room IN-0522A, Ext. 3.4137
Fax: 212-963-2591
E-mail: paterniti@un.org
 - www.un.org/geninfo.ir/index.html

Information for delegations

- *DPI/NGO briefing update and website*
 - Room GA-37, Ext. 3.7234, 3.7232, 3.7233
 - www.un.org/dpi/ngosection
- *Directory of NGOs Associated with DPI* (online publication)
 - Room GA-37, Ext. 3.7234, 3.7232, 3.7233
 - www.un.org/dpi/ngosection
- *Information guide for the public about the UN*
 - Room GA-057, Ext. 3.4475
 - Fax: 212-963-0071
 - www.un.org/aboutun
- *Everything you always wanted to know about the UN*
An introduction for students
 - Room GA-057, Ext. 3.4475
 - Fax: 212-963-0071
 - www.un.org/geninfo/faq
- *This is the United Nations* (booklet)
 - Room GA-057, Ext. 3.4475
 - Fax: 212-963-0071
 - www.un.org/geninfo/faq

Sale of DPI publications

Many publications are available as sales items. For more information, please see the United Nations Bookshop (page 93) or visit the United Nations publications homepage at: www.unp.un.org/.

Radio and television services and facilities

The News and Media Division produces many products and offers diverse services, including some limited radio and television facilities to delegates and accredited journalists, when such facilities are available. All products are accessible

from www.unmultimedia.org or the respective URL addresses as indicated above.

United Nations Radio

United Nations Radio produces news content and feature programmes about the worldwide activities of the Organization every weekday in the six official languages, Portuguese and Kiswahili, for use by broadcasters around the world. These news stories can be heard on the United Nations website (<http://www.unmultimedia.org/radio/english/>). Also available on the website are weekly programmes produced in the official languages, as well as Bangla, French-Creole, Hindi, Indonesian and Urdu. For the very limited radio studio availability, contact United Nations Radio at ext. 3.7732, or 3.7005.

Audio recordings (digital audio files) of recent statements made at meetings of the Organization's main bodies are available from URL: www.unmultimedia.org/radio/library. For queries, contact the Audio Resource Centre (room IN-503C/D, ext. 3.9272 or 3.9269, fax: 3.4501, e-mail: avlibr@un.org).

Audio archival material is handled by the Broadcast and Conference Support Section (room L-B1-30, ext. 3.9485) and is subject to duplication fees.

United Nations Television

UNTV provides live daily feeds of meetings, conferences and special events at the United Nations Headquarters in New York. The UNTV coverage is sent to international news syndicators — APTN, Reuters, the European Broadcasting Union

Information for delegations

(EBU) — and to rebroadcast organizations such as Ascent Media/Waterfront and The Switch. For queries, contact the TV News and Facilities Unit (room GA-27B, ext. 3.7650, e-mail: ludlam@un.org). Daily programmes of UNTV are also webcast live daily at www.un.org/webcast.

UNifeed broadcasts quality video files featuring breaking news stories and features on a variety of United Nations issues. It can be downloaded in both PAL and NTSC formats from www.unmultimedia.org/tv/unifeed/ and is also made available to broadcasters twice daily (2145-2155 GMT 0145-0155 GMT) via APTN's Global Video Wire (GVW).

Videotape duplications of UNTV's coverage of General Assembly and Security Council meetings and other events are also available for sale to delegates and broadcasters. *Prices vary depending on whether the material is ordered before or after the event.* Current UNTV coverage and archival film and video materials dating back to 1945 can be ordered in NTSC DVD and NTSC Betacam. Royalties, transfer and screening fees are collected as applicable; shipping and messenger costs are borne by the requestor. For queries, contact the Visual Materials Resource Centre (room S-B2-66, ext. 3.0656 and 3.1561, fax: 212-963-4501/3460, e-mail: avlibr@un.org).

When available, studio facilities may be arranged for interviews or statements and satellite transmissions, which are paid by the requestor to an outside provider. *Requests for bookings must be made in advance.* For queries, contact the TV News and Facilities Unit (room GA-27B, ext. 3.7650, e-mail: ludlam@un.org).

United Nations Videos

The Television Section produces news report and educational videos about the work of the United Nations and its specialized agencies. Many of these videos are available at United Nations offices around the world in appropriate standards and formats. For queries, contact the Audio-Visual Promotion and Distribution Unit (room IN-503E, ext. 3.6939 or 3.6982, fax: 212-963-6869, e-mail: audio-visual@un.org).

United Nations Photos

Photos documenting the official United Nations meetings, the Organization's activities and issues are available in digital format (see www.unmultimedia.org/photo/). Photos may not be used in advertising. For queries, contact the Photo Resource Centre (room IN-506A, ext. 3.6927, 3.0034, fax: 212-963-1658 and 963-3430, e-mail: photolibr@un.org).

Services provided by the network of United Nations information centres

Information Centres Service (room M-16020, ext. 3.1072) (<http://unic.un.org>).

Many of the services provided by offices at Headquarters are also available in individual Member States. DPI currently has 63 information centres (UNICs) and services around the world, including information services in Geneva and Vienna, the regional information centre (UNRIC) in Brussels, and information components in eight United Nations Offices.

Services to civil society

ECOSOC

The Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1480, ext. 3.3192) acts as the focal point for non-governmental organizations (NGOs) in consultative status with the Economic and Social Council.

DPI

DPI's Outreach Division engages 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 NGOs, the academic community, private sector entities and the general public.

A website called deleGATE located at www.un.int contains information about meetings, elections, major reports, documents, international days, events at United Nations Headquarters open to delegates, and senior appointments. It also includes content from iSeek, the Secretariat's Intranet. Password protected information linked to/from the site is available for General Assembly Committees, the United Nations Headquarters telephone book and a searchable directory of staff contact information.

Advocacy and Special Events Cluster

Within the Outreach Division, the Advocacy and Special Events Cluster is tasked for creating opportunities designed to highlight, explain and

celebrate the work and mandates of the United Nations. It includes the Creative Community Outreach Initiative and the Messengers of Peace/Goodwill Ambassadors' Programmes; the Holocaust Outreach and Reham Al-Farra Memorial Journalists' Fellowship Programmes as well as other special events such as the United Nations Day Concerts.

Chief: Mr. Juan Carlos Brandt (brandt@un.org, tel.: 212-963-8070, fax: 917-367-6075).

Education Outreach Cluster

The Education Outreach Cluster creates and disseminates educational material on the United Nations for students and teachers at all educational levels to build long-term support for the Organization. The Cluster organizes international student video conferences for high school students and the annual Global Model United Nations conference for university-level students worldwide.

Education Outreach: 212-963-7214
e-mail: education-outreach@un.org

UN Cyberschoolbus: 212-963-1400
e-mail: cyberschoolbus@un.org
www.cyberschoolbus.un.org

Global Model United Nations:
www.un.org/gmun

NGO Relations Cluster

The NGO Relations Cluster (ext. 3.6842, NGO Resource Centre, GA-37, ext. 3.7233-34/7078) serves the associated non-governmental community by providing information about the work of the United Nations, including briefings by United Nations officials. It organizes an annual conference that takes place in September for NGOs on a major United Nations theme.

Publications and Editorial Cluster

The Publications and Editorial Cluster (ext. 3.4851) is responsible for the *UN Chronicle*, the *Yearbook of the United Nations*, *The UN Today*, and *60 Ways the United Nations makes a Difference*. Through its publications, it seeks to serve as a forum to encourage debate on global issues and to provide factual and accurate information on the Organization's activities.

Secretariat of the Exhibits Committee

Exhibits in the Visitors' Lobby inform about priority issues on the United Nations agenda and follow the guidelines of the United Nations Exhibits Committee. For more information, contact the Secretary of the Committee, tel.: 212-963-5455, fax: 212-963-0077, e-mail: exhibitscommittee@un.org.

Visitors' Services

Guided Tours: *Monday through Friday from 9.30 a.m. to 4.45 p.m.* Reservations: 212-963-4440 or via e-mail: unitg@un.org. Groups of 15 or more

persons require advance reservations. Audio tours, available in Arabic, Chinese, English, French, Russian and Spanish, are conducted Monday through Friday from 9.45 a.m. to 4.45 p.m. and Saturdays and Sundays from 10 a.m. to 4.15 p.m.

Group Programmes/Speakers' Bureau (room GA-061, ext. 3.7710, e-mail: unitg@un.org) arranges briefings by United Nations officials at Headquarters for visiting groups, including educational institutions, business associations and others. It also arranges for United Nations officials to speak to groups via videoconference and through an outside speaking engagement programme.

Public Inquiries (room GA-057, ext. 3.4475, e-mail: inquiries@un.org) provides information about the United Nations and its activities in response to queries from the public via letters, e-mails, facsimiles, telephone or in-person. Fact sheets and answers to frequently asked questions (FAQs) can also be accessed online at www.un.org/geninfo/faq.

Dag Hammarskjöld Library

Corner of 42nd Street and First Avenue

Open Monday to Friday during Secretariat working hours.

The Library provides information support and assistance to the Permanent Missions and the Secretariat of the United Nations, including:

United Nations documents and publications in all official languages and League of Nations documents in English and French.

Information for delegations

The following electronic and print collections are also available:

- Resources from the specialized agencies, governments and other sources
- Online information from commercial sources
- Publications about the United Nations and on issues related to the current United Nations work programme
- Statistical data
- Sheet maps and atlases

Workstations with access to online research are available in the reading room on the first floor of the Library (L-105), in the North Lawn Branch (NL-2006), the Economic and Social Affairs Library (DC2-1143), the Legal Library (M-10004) and the Map Library (DN-2436). Wireless Internet access is available in all locations.

Information products of the Dag Hammarskjöld Library

The United Nations Bibliographic Information System (UNBISnet: <http://unbisnet.un.org>) is the guide to the collections of the Library and provides access to United Nations documents and publications, including voting records and statements made during meetings of the General Assembly, Security Council and ECOSOC.

UN Member States on the Record (www.un.org/Depts/dhl/unms/) provides information on the work and actions of individual Member States at the United Nations.

The Library Home Page (www.un.org/Depts/dhl) includes information on services and collections and provides the following reference tools:

(a) *UN Pulse*: an alert to just-released United Nations online information, including major reports, publications and documents;

(b) *United Nations Documentation Research Guide* (www.un.org/Depts/dhl/resguide/): an overview of United Nations documentation and publications that provides guidance on how to locate and work with them and introduces researchers to major fields of United Nations activities.

Training for delegations

The Library offers the following training:

- management and use of United Nations documentation, including the ODS
- use of United Nations and external online databases and resources

Customized programmes and coaching sessions may be arranged on demand to accommodate specific needs and interests. Training is offered on a continuing basis and is open to all delegates and government officials. Further information can be obtained on the Library website or by contacting librarytraining@un.org.

United Nations Depository Libraries

The Library coordinates a network of more than 400 United Nations Depository Libraries in 145 Member States and territories.

Depository Libraries Coordinator (ext. 3.7444, dhldl@un.org)

Contacts

Inquiries may be made to the following service points:

Information for delegations

	Ext.	Fax	Room
<i>Reference services</i>	3.7412	3.8861	L-105
		e-mail: unreference@un.org	
<i>Help Desk/loan services</i>	3.7384	3.9256	L-105
		e-mail: libraryloans@un.org	
<i>Interlibrary loan</i>	3.2015/3.2278	3.9256	L-0125J
		e-mail: dhlill@un.org	
<i>North Lawn Branch</i>	3.1635		NL-2006
<i>Map Library</i>	3.7425	3.2608	DN-2436
		e-mail: dhlmap@un.org	
<i>Legal Library</i>	3.5372	3.1770	M-10004
		e-mail: dhllegal@un.org	
<i>Economic and Social Affairs Library</i>	3.8727	7.6030	DC2-1143
		e-mail: dhlesat@un.org	
<i>Electronic Information Resources</i>	3.7448	3.2608	DN-2424
		e-mail: unseiac@un.org	

Maps and geographic information services

The Cartographic Section of the Department of Peacekeeping Operations produces small-scale maps with basic geographic information for the use of Member States and United Nations departments and agencies. For more information on additional services, please visit www.un.org/Depts/Cartographic/english/htmain.htm. Cartographic information services as well as flag specifications are available from the Map Library (ext. 3.7425, room DN-2436).

V. Facilities and services for delegations

During the capital master plan renovations of the United Nations Headquarters certain facilities and services provided to Delegates will be restricted or withdrawn and many service providers will be located in various swing spaces in the vicinity of United Nations Headquarters.

Services which are expected to be affected are:

**Pedestrian and vehicle access to the complex
Dining facilities
Lounge facilities
Postal services
Garage parking
Banking facilities
Newsstand and gift store facilities**

All efforts will be made to ensure the continued provision of facilities and services and detailed information regarding such facilities and services will be provided during the capital master plan renovations.

Travel entitlements for delegations of least developed countries attending the sessions of the General Assembly

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

Information for delegations

- (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 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 take 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.

Payment by the United Nations of travel expenses will be limited to the cost of journeys actually undertaken.

Reimbursement is limited to the cost of round-trip travel, by most direct route, between the capital city of the Member State to Headquarters, for a maximum of one first-class ticket for the head of delegation and four tickets in the class immediately below first class for journeys exceeding 9 hours' duration by air or four tickets at the least costly economy airfare for journeys under 9 hours' duration by air for other members of the delegation

accredited to the respective session of the General Assembly.

When travel by sea or rail is involved for all or part of the journey, reimbursement shall be limited to the cost of air travel as specified above, unless the actual cost is less.

Delegations entitled to reimbursement of transportation costs, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowance in Respect of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6 of 25 March 1991) may submit claims on form F-56 (Reimbursement voucher for official travel of representatives of Member States). Such claims must be accompanied by original receipts, bills, vouchers, used ticket stubs and boarding passes. *In accordance with a directive from the United Nations Accounts Division, all payments to Member States will be made via electronic funds transfer (EFT). Therefore, the bank account information of the Permanent Mission should also be included when the F.56 Claim is submitted.* If requested, the United Nations would arrange transportation, wherever possible, between the capital city of a Member State to the place of the meeting; for this purpose, delegations should send a “Note verbale” indicating first and last names of the traveller(s) and their date of birth, dates of arrival to, and departure from, New York and should include the fax number and e-mail address of the traveller and/or contact person in New York. The United Nations will not be liable for any claim for reimbursement of travel expenses submitted later than 31 December of the year that follows the

Information for delegations

closing date of the session of the organ or subsidiary organs to which the claim relates.

Reimbursement claims, requests for issuance of tickets and inquiries on travel entitlements should be addressed to:

Executive Officer
Department of Management
Room L-0328
United Nations
New York, N.Y. 10017
Tel.: 212-963-6192/963-8042
Fax: 212-963-3283

Travel services

*American Express (Main line: 917-367-6280)
Reception line: (ext. 7.3514)*

*Located in the FF Building, 2nd Floor
304 East 45th Street (between 1st and
2nd Avenues)
Open from 8.30 a.m. to 6 p.m.*

The official travel agency of the United Nations in New York will assist delegations, to the extent possible, in making travel arrangements, ticketing and hotel reservations.

Delegates' cloakrooms

*General Assembly Building, Delegates' Entrance
(first floor)*

*Open from 9 a.m. to 7 p.m., Monday to Friday, from
October to May.*

A cloakroom is available to delegates. The United Nations is not responsible for money, jewellery, negotiable papers and other valuables

left in cloakrooms. Such valuables should be removed from articles to be deposited.

Self-service facilities are also available in various locations; the United Nations is not responsible for articles left in these areas and signs to this effect are posted.

Delegates' lounges

North Lawn Building (second floor)

*Open from Monday to Thursday 4 p.m. to 8 p.m.,
Friday 4 p.m. to 10 p.m.*

From the first day of the sixty-fifth session of the General Assembly (i.e. 14 September 2010) until its December 2010 recess, members of delegations are asked not to invite to the Delegates' Lounge persons other than those holding valid United Nations identification.

Payment for service should be made in cash.

Meditation room

North-west end of the entrance level of the General Assembly Building

Open from 8 a.m. to 4.45 p.m., Monday to Friday.

The security supervisor in the area will be available to assist with access to the room.

Delegates' quiet room

In the General Assembly Building (1st basement level adjacent to the current temporary Security Council area)

Dining room and cafeteria facilities

Delegates' Dining Room

Secretariat Lobby (first floor, South Annex Building, South side)

Open from 11.30 a.m. to 2.30 p.m. (ext. 3.7625 or 3.7626).

The Delegates' Dining Room will open temporarily for six weeks during the sixty-fifth session of the General Assembly from 20 September 2010 until 29 October 2010. The limited accommodation does not allow for block bookings of tables during the entire period.

Private luncheons — Separate dining rooms may be available for parties of 10 guests or more. To ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance. Arrangements and menus should be coordinated with the United Nations Catering Service (ext. 3.7029 or 3.7099).

Children under 10 years of age cannot be accommodated in the Delegates' Dining Room. Patrons are not permitted to take photographs. Proper attire is required at all times.

Receptions or functions — Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary arrangements through the United Nations Catering Service (ext. 3.7029 or 3.7099).

When formal invitations are to be sent out, all arrangements should be made as far as possible in advance of the function. Invitation cards should stipulate that guests are required to present their cards at the Visitors' Entrance and then to pass

through a magnetometer. Guests will also be required to present their invitation cards at the entrance to the reception room. A list of the guests and a sample invitation should be submitted to the Chief, Security and Safety Service (room U-202C), well in advance of the reception.

Main cafeteria

Secretariat Building (first floor, South Annex, south side)

Open from 8 a.m. to 4 p.m., Monday to Friday (Non-GA period).

Open from 8 a.m. to 6 p.m., Monday to Friday (GA period).

Closed on Saturdays and Sundays.

Breakfast — 8 a.m. to 10 a.m.

Lunch — 11.30 a.m. to 2.30 p.m.

Snacks/coffee — during opening hours.

The menu includes daily specials, pasta and dishes from the grill.

Staff café

Closed due to the capital master plan

Coffee Shop

General Assembly Building (concourse level)

Open from 8.45 a.m. to 4.45 p.m., Monday to Friday.

Café Austria

North Lawn Building (Second Floor)

Open from 8 a.m. to 6 p.m., Monday to Friday.

Information for delegations

Delegates' guests

Unaccompanied guests or visitors meeting a delegate during normal working hours from 9 a.m. to 4.45 p.m. will be directed as follows:

Go to the Visitors' Entrance located at 46th Street and pass through a security screening area before admission to the General Assembly or North Lawn Buildings;

Deposit a photo identification at the visitors' lobby, to be retrieved prior to leaving the premises;

Staff on duty at the visitors' desk will make arrangements for contacting the delegate. The unaccompanied guests or visitors will receive a guest pass, which must be worn at all times. Furthermore, they need to be accompanied by the Member of the delegation at all times inside the premises and escorted back to the visitors' lobby at the time of departure to the Information Desk and exchange the guest pass for their official photo ID.

Photocopier for delegates' use

There are photocopiers for delegates' use in the following locations:

Conference Rooms A, B, C, D and E

Room 1033 in the North Lawn Building

By the west wall of the General Assembly Hall, near the documents distribution counter.

Sound reinforcement systems

Broadcast and Conference Support Section,
e-mail: request-for-services@un.org (room L-B1-30,
ext. 3.9485).

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be addressed to the above address.

Sound recordings

Broadcast and Conference Support Section
fax: 3.3103, e-mail: request-for-services@un.org
(room GA-1B-13C, ext. 3.7658 or 3.9485).

This Section maintains audio recordings of the proceedings of all plenary meetings, major commissions and committees.

Copies of sound recordings are available other than for closed meetings. Written justification for copies of the sound recording of closed meetings may be made by the Chairman or Secretary and addressed to the Chief of the Section. *Orders are accepted at the above address.*

Video projection

Broadcast and Conference Support Section,
e-mail: request-for-services@un.org (room L-B1-30,
ext. 3.9485).

Multi-standard VCRs, DVD players, television sets and video projectors can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, one business day advance notice is required. Written requests should be directed to the above address.

Videoconferencing

Broadcast and Conference Support Section (room L-B1-30, ext. 3.9485, e-mail: request-for-services@un.org).

International videoconferencing is possible from several locations at United Nations Headquarters. Written requests are required for this service.

Mail and messenger services

The Mail Operations Unit provides the following services to delegations:

Distributes official correspondence of delegations intended for Secretariat internal office distribution. Delegations are requested to bring the mail to Post 6 X-ray, located in the Service Drive, telephone 212-963-9431.

Processes United Nations Secretariat mail addressed to delegations. Delegations are requested to pick up mail from the *Delegation Mail Pickup location, NL-300, telephone 212-963-1741 between 7.30 a.m. and 10 a.m.*

Provides messenger services during the main session of the General Assembly meeting period. Service is confined to the area within the conference rooms and the General Assembly Hall area. *Location: Delegates' Entrance, telephone 212-963-8909.*

Computer-related services

The Office of Information and Communications Technology (OICT) provides the following computer-related services to delegations:

1. **Internet e-mail** — Each Permanent Mission may obtain an unlimited number of Internet e-mail accounts from OICT.
2. **Member States portal (“deleGATE”)** — OICT provides an Internet website, www.un.int, which serves as a Member States “portal” that consolidates all relevant information for delegates in New York.
3. **Website service** — OICT hosts websites for Permanent Missions on www.un.int.
4. **Donation of equipment** — OICT donates recycled computer equipment to interested Missions.
5. **Help Desk support** — OICT provides a telephone number 212-963-3157 for assistance with OICT services from 9.30 a.m. to 5.30 p.m. on normal United Nations workdays.
6. **Computers with Internet access** — OICT provides computers with Internet access in the Delegates’ Lounge.
7. **Wireless Internet access** — OICT provides wireless Internet access (WiFi) in most public areas and conference rooms.

For more information on the services listed above, please contact the *Missions Support Help Desk* at 212-963-3157 or e-mail us at: missions-support@un.int.

Telecommunication services

Telephone

Main Number:

- The main number for the United Nations is 212-963-1234. An operator responds to the main listed number during working days between 8 a.m. and 8 p.m. Calls are transferred to Security at all

Information for delegations

other times. In both cases, outside callers are transferred to the person or extension requested.

Operator:

- The operator in the United Nations Secretariat can be reached by dialing “0” from Secretariat extensions. The operator will then connect the call to the requested person or extension.

United Nations Staff and Services:

- United Nations Secretariat staff and services are listed under numbers that begin with 212-963-XXXX or 917-367-XXXX. If a caller is within the United Nations Secretariat buildings, these numbers can be reached by dialing the last 5 digits of the number (e.g. 3.XXXX or 7.XXXX, respectively).
- Note that extensions for Funds and Programmes differ from the United Nations Secretariat and are available as follows:
 - UNDP: Dial access code “4”, and then dial the four digit extension in UNDP.
 - UNICEF: Dial access code “5”, and then dial the four digit extension in UNICEF.
 - UNFPA: Dial access code “63”, and then dial “1” followed by the four digit extension in UNFPA.

Delegates:

- To reach the Delegates’ Lounge Information Desk, dial: 212-963-8902 or 212-963-8741.
- Incoming calls to the Delegates’ Lounge are answered by the Information Desk and delegates are paged on the loudspeaker system.

- Delegates can also make local calls using booths or telephones located in the Delegates' Lounge by first dialing "9" and then the 10-digit telephone number.

United Nations Postal Administration

*Concourse level of the General Assembly Building
(ext. 3.7698)*

*Open from 9 a.m. to 5 p.m. seven days a week from
March to December. Closed on weekends during
January and February.*

Postage and philatelic sales

United Nations stamps may be purchased for both postage and philatelic purposes at the United Nations Postal Administration sales counter. Facilities for posting mail are available at this counter.

Philatelic office (room GA 35/36, ext. 3.7684)

Services mail orders for stamps and other philatelic items. United Nations stamps are issued in three currencies, namely, United States dollars, Swiss francs and euros and are valid for mailing only from United Nations Headquarters, New York, the Palais des Nations, Geneva, and the Vienna International Centre, respectively.

Personalized Stamp Shop

*Main level of the General Assembly Building
(ext. 7.4070)*

*Open from 9 a.m. to 5 p.m. (seven days a week)
from March to December*

(Closed on weekends in January and February).

Information for delegations

The United Nations personalized stamps allow you to create your own photo image together with a United Nations stamp. Available in sheets of 10 or 20 stamps.

Post Office — Sub-branch of the United States Post Office

As a result of the closure of the Secretariat Building due to the capital master plan, the United States Post Office at the United Nations closed after business on 27 August 2010. This is a temporary measure until the re-opening of the Secretariat Building, which is expected to be in early 2013.

The United States Postal Service continues to operate retail facilities in the vicinity of United Nations Headquarters in Tudor City and at the corner of 47th Street and 2nd Avenue.

The Post Office at Grand Central Station (45th Street and Lexington Avenue) is also available for specialized postal services, such as certified mail.

The United Nations Postal Administration (UNPA) will continue to operate in the Visitors' Lobby in the 1st Basement for the purchase of United Nations stamps, postcards and mailing of basic domestic and international letter mail (with UNPA stamps only). No specialized postal services are available at the UNPA counter.

Parking

The information provided below with regard to access arrangements and reserved area parking is subject to change due to construction. All users will be notified of any changes via broadcast e-mails from the United Nations.

Garage Administration (UNITAR Building, room U-210, ext. 3.6212/3)

The Garage Administration will schedule delegations to apply for and pick up parking decals. All applications will require authorized Mission signature accompanied by the Mission seal.

Decals of vehicles registered to the individual delegates: applications attaching a valid vehicle registration and current United Nations identification should be submitted to the *Protocol and Liaison Service (room NL-2058, phone: 212-963-7172)*. After certification by the Protocol and Liaison Service, the application should be hand carried to the Garage Administration for processing. *Only one decal will be issued per delegate for use on a vehicle with “D” plates.* Although multiple vehicles may be listed, only one vehicle may be allowed to park at any given time. Decals will be issued only to members of delegations duly accredited to the United Nations.

Vehicles registered to the Mission: applications with an authorized Mission signature accompanied by the Mission seal, attaching the valid vehicle registration, should be submitted directly to the Garage Administration office for processing.

Only one special decal will be issued per Mission for the vehicle of the Permanent Representative allowing entry at the 43rd Street Gate. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

Decals from observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the “Blue Book”:

Information for delegations

applications must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action. The issuance of parking decals to observer State missions, intergovernmental and other organizations will be limited to persons enjoying diplomatic status.

Vehicles with “S” plates registered in the name of Mission staff will *not* be authorized to park in the United Nations compound.

Temporary identification decal (bright pink) for the sixty-fifth 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 these decals is at the 43rd Street gate for drop-off/pick-up only, with no parking privileges. Application forms may be obtained from the Garage Administration office and thereafter submitted to the Protocol and Liaison Service office. The application and a copy of the rental agreement should be submitted to the Special Services Unit (room L-0113H) for clearance prior to submission to the Garage Administration for issuance.

Parking decals must be displayed prominently and be clearly visible to Security Officers and Garage Administration staff at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid decal are liable to be towed off the premises.

Prior to the issuance of decals for the new General Assembly session, *all previously issued decals to delegations must be returned to the Garage Administration office. Also, decals*

belonging to delegates who are departing from Headquarters must be returned to the Garage Administration office prior to their departure. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

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

Parking for delegation cars with United Nations diplomatic plates and identification decals valid for the current session of the General Assembly: these cars may park on the first level and 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. The capital master plan renovation project at Headquarters has affected the garage space, therefore you are kindly requested to ensure that all designated diplomatic parking areas are filled to capacity prior to parking elsewhere. Roving capital master plan works in different areas within the Garage will necessitate temporary closure of up to 20 parking spaces at a time on short notice to carry out related installation, demolition or abatement. Therefore, you will need to be available to relocate your vehicle at any given time. It should also be noted that during the sixty-fifth session of the General Assembly congestion is expected and, where

Information for delegations

possible, alternate modes of transport should be considered. If not, additional delays on entry should be expected.

Overnight parking is not permitted. Exemptions for a limited number of Mission registered vehicles will be authorized upon written request by the Mission to the Garage Administration. The overnight fee is \$2.50 per night. Invoices for this service are sent to the Mission shortly after the end of every month. These invoices are due upon receipt and should be settled by cash or cheque payable to the “United Nations” forwarding payments to the United Nations Garage Administration, 801 UN Plaza, Room U-210, New York, N.Y. 10017. Please be aware that unauthorized vehicles left over a 24-hour period in the United Nations Garage will be issued violations. Three violations will dictate revocation of parking privileges.

Entrance to the grounds

Secretariat entrance on First Avenue:

- (a) Vehicle of the Permanent Representative, identified by a special sticker. All occupants riding in the car will be required to display valid United Nations identification cards.
- (b) Rented vehicles which have been issued special decals, which permit *drop-off/pick-up only*. Such vehicles will not be permitted to park on United Nations premises.

48th Street entrance: for all other vehicles bearing a decal. Delegation vehicles entering the premises are subject to a security check.

Access to the garage

Chauffeur-driven cars identified by special stickers issued to Permanent Representatives may use the ramp at the 43rd Street entrance for access to the garage.

Chauffeurs should remain in the ready room, located in the first garage level, while on call by delegates. The Security Officer at the Delegates' Entrance of the General Assembly Building pages chauffeurs whenever 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 all the time. The United Nations does not warrant or promise 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.

United Nations Institute for Training and Research

UNITAR New York Office:
1 United Nations Plaza (DC1-Room 603)
Tel: 212-963-9196
Fax: 212-963-9686
Website New York Office: www.unitar.org/ny

UNITAR Headquarters
11-13 Chemin des Anémones
1219 Geneva — Switzerland
Website: www.unitar.org

The United Nations Institute for Training and Research (UNITAR) is Headquartered in Geneva, with offices in New York, Hiroshima, Japan, Port Harcourt, Nigeria, and Brasilia. UNITAR provides capacity development for United Nations Member States in the fields of Environment; Peace, Security and Diplomacy and Governance. In addition, UNITAR conducts research on knowledge systems to explore innovative and modern approaches to teaching and learning.

At the United Nations in New York, UNITAR provides multilateral diplomacy training to assist delegates to perform effectively in the United Nations context. Offered throughout the year, 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 and skills strengthening in the United Nations context. Some courses are available online; most are offered through face-to-face learning. Most courses are fee-based though fee waivers are available for developing and least developed

countries. The annual course calendar is available on www.unitar.org/ny.

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

United Nations International School (UNIS) founded in 1947

Main campus location: 25th Street and the East River (Manhattan)

Auxiliary facility location: 173-53 Croydon Road, Jamaica Estates (Queens)

Office of the Assistant Secretary-General. Special Representative of the Secretary-General for UNIS: room DC1-646, tel: 212-963-8729, fax: 212-963-1276, e-mail: fuhrman@un.org.

The United Nations International School (UNIS), under the auspices of the United Nations, was founded on the extension of the philosophy of the United Nations that people who work and play together will also negotiate together. It serves mainly the children of United Nations staff and Delegation personnel. It also welcomes for enrolment a limited number of children from abroad and from the United States to make for a balanced educational exposure for all.

Main campus: grades kindergarten through high school graduation (International Baccalaureate Degree).

Auxiliary facility: grades kindergarten through eighth.

English is the normal language of instruction, but all students learn French or Spanish as well,

Information for delegations

with the other official United Nations languages and German, Italian and Japanese within the curriculum. Mother tongue instruction is also offered when requested. The very multiplicity of languages spoken by the international faculty and students provides a rich cultural opportunity. Great emphasis is placed on the teaching of science in ways that are effective for students of high ability who have not yet achieved fluency in English. To that end, particular attention is paid to modern learning equipment, calculators, computers and the like.

The scholastic standards are high. The High School is one of the few institutions of learning in the New York area that offers the International Baccalaureate Degree, which qualifies the recipient to attend colleges in the United States and abroad. The School is chartered by the New York State Board of Regents as a private school, is accredited by the Council of International Schools and recognized by the French Government for francophone students in grades 2 through 5.

Manhattan tours are frequently scheduled and given by appointment.

Website: www.unis.org

Department of Admissions:

212-584-3071, fax: 212-685-5023

E-mail: admissions@unis.org

Queens tours are also arranged by calling 718-658-6166, fax: 718-658-5742.

Additional information, application forms and brochures are available in room DC1-646 or call 212-963-8729, fax: 212-963-1276 or e-mail: fuhrman@un.org.

City liaison

Marjorie B. Tiven, Commissioner
Bradford E. Billet, Deputy Commissioner

Office of the Mayor
New York City Commission for the
United Nations
Consular Corps and Protocol
Two United Nations Plaza (DC2), 27th floor,
New York, NY 10017
Tel: 212-319-9300, fax: 212-319-3430.

New York City greatly values its status of having the largest diplomatic and consular community in the world. The Commission serves as the City's primary liaison between the City of New York and the United Nations, 192 Permanent Missions, and 107 Consulates. As an integral part of the Mayor's Office, the Commission facilitates positive relations among members of the international community, local, state, and federal governments, and New Yorkers. It is comprised of the following divisions:

Diplomatic and Consular Affairs serves as the conduit for the diplomatic and consular community to the respective City agencies able to assist in resolving issues encountered while in residence in New York City. These include legal inquiries related to consumer affairs, real estate, taxation, commercial transactions and legal procedure, as well as general information assistance on questions pertaining to life in New York City. This division also manages the Diplomatic Parking Program.

Protocol extends hospitality due to Heads of State/Government, distinguished visitors, and other

Information for delegations

dignitaries. This office serves as a liaison between dignitaries and the Mayor with respect to requests for meetings and invitations to events.

International Business assists foreign businesses in establishing operations in New York City by coordinating interaction with all city, state and federal agencies. Services provided include assistance in accessing appropriate bank institutions, real estate providers, construction companies, and insurance entities.

New York City Global Partners, Inc. is a tax exempt non-profit organization co-located with the Commission. Its function is to promote international understanding through business, security and cultural exchanges between the City of New York and selected cities throughout the world.

Hospitality

Hospitality Committee for United Nations
Delegations, Inc.
Room GA-101 (ext. 3.7182, 3.7183 or 3.8751)

The 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 day and evening courses at their English Language School. The programmes are open to the diplomatic corps associated with the United Nations. Two sessions

are held in the fall and spring. Evening classes in Professional English are also offered.

Information about these activities may also be obtained from our monthly calendar posted on www.hcund.org.

Banking facilities

Trust. Value. Confidence. Each describes the United Nations Federal Credit Union (UNFCU), a not-for-profit cooperative financial institution owned since 1947 by our members, who are the staff of the United Nations, its specialized agencies, retirees and their families. UNFCU offers a broad array of flexible and tailored products, financial solutions and consultative services to address the unique needs of this dynamic community worldwide. These include Internet Banking, eStatements, eWires, WebChat, 24/7 Telephone Banking, insurance, investments, mortgage and consumer lending products and more. Financially strong, member shares are insured by the National Credit Union Share Insurance Fund up to \$250,000.

For additional information, please visit our website at www.unfcu.org, or one of our New York branches, or representative offices located in Vienna, Geneva, Nairobi and Rome. Call us at 347-686-6000 (international toll-free numbers are available on our website under “Contact Us”), e-mail us at email@unfcu.com or at www.unfcu.org to WebChat in real-time with a member service representative.

Information for delegations

UNFCU branches in New York City and UNFCU ATM locations:

- Two UN Plaza 3rd Floor (E. 44th Street, between 1st and 2nd Avenue) New York, NY
- Madison Avenue Branch, 20th Floor 380 Madison Avenue (between 46th and 47th Street) New York, NY
- Secretariat Building, Gift Center (first basement level), New York, NY 10017 (ATM only)
- 820 Second Avenue, Street Level, New York, NY (ATM only)
- Nairobi Representative Office, United Nations Avenue, Gigiri, Block F, Lower Concourse adjacent to UNON Registry, Nairobi, Kenya (ATM only).

Convenient, surcharge-free non-UNFCU ATMs in the United States of America, Canada, the United Kingdom, Greece, Guam, Italy, Japan, Puerto Rico and Spain are just a click away via our Branch/ATM Locator at www.unfcu.org. Please note: some ATMs may indicate that a surcharge will apply. Be assured that due to UNFCU's arrangement with the CO-OP and Allpoint Networks, you will NOT incur a surcharge.

The *J. P. Morgan Chase Bank* maintains several locations in the United Nations vicinity with one primary location dedicated to United Nations staff and diplomats:

Chase Bank

One United Nations Plaza — street level
First Avenue and 44th Street

Hours: Monday to Friday: 8 a.m. to 6 p.m.

Telephone: 212-740-7093

Vestibule with four Deposit Friendly ATMs
available 24 hours

Deposit Friendly ATM services in Chinese, English, French, Greek, Italian, Korean, Polish, Portuguese, Russian and Spanish. Chase ATM cards access 150,000 network locations, NYCE®, MAC®, Plus®, Cirrus®, Pulse®, MasterCard®/Visa® cash machines, throughout the United States, Canada and worldwide for cash withdrawals and balance inquiries.

Newsstand

Located at the General Assembly Building (concourse level) inside the Gift Centre.

Hours of operation: Open seven days a week from 9 a.m. to 5 p.m. from March to December. Closed on weekends during January and February.

Newspaper and confectionery items.

United Nations Bookshop

General Assembly Building (concourse level)

Room GA-32

Telephone: 212-963-7680

Fax: 212-963-4910

E-mail: bookshop@un.org

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

Weekends from 10 a.m. to 5:30 p.m. Closed on weekends during January and February.

- Publications (United Nations and specialized agencies)
- Books
- Souvenirs
- Assorted cards
- Kids' items
- Music

Information for delegations

- Travel guides
- Posters
- Stationery items

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 can also be placed online at: www.un.org/bookshop.

Sale of publications

e-mail: publications@un.org

Website: <http://www.unp.un.org/>

The Sales and Marketing Cluster (DPI) markets, sells, distributes, and licenses United Nations publications in print and electronic form. An important part of the Cluster is also United Nations Development Business, which provides information on opportunities to supply products and services for projects financed by the United Nations, Member States and the world's leading development agencies.

Chief

Ms. Valentina Kalk Tel: 3.8321
e-mail: kalk@un.org

United Nations Development Business
e-mail: dbusiness@un.org
website: www.devbusiness.com
Ms. Nina Brandt Tel: 7.9110
e-mail: brandtn@un.org

United Nations Gift Centre

General Assembly Building (concourse level)

Open seven days a week from 9 a.m. to 5 p.m. from March to December. Closed on weekends during January and February.

- Objets d'art
- Handicrafts
- Costume jewellery
- Souvenirs
- United Nations medals
- Flags of Member States
- Newspapers and confectionary items

Twenty per cent discount for Delegates on all purchases upon presentation of valid United Nations identification.

Request for use of United Nations premises

Office of Central Support Services (room DC2-2508, ext. 3.5569, fax: 212-963-4168)

Sponsoring events: in the interest of ensuring the security and safety of all concerned, as well as in the light of the increasing number of requests for use of facilities, representatives of Permanent Missions are asked to use the utmost discretion to ensure that these activities are of a non-commercial nature and consistent with the principles and aims of the United Nations. Missions should note that they are responsible for the content and conduct of any event they may sponsor.

Sponsoring events on behalf of NGOs accredited with the United Nations: especially on these occasions, representatives of Missions should

Information for delegations

bear in mind that, notwithstanding the worthiness of the purpose of the event, no substantive business such as the passage of resolutions, holding of elections, presentation of awards or solicitation of funds, nor ceremonies of any kind, may be conducted.

Director, Facilities and Commercial Services Division, OCSS, DM

Requests for the use of the premises should be addressed to the above director of the division. Once approval has been obtained, a ranking member of the Mission must attend and/or preside over the meeting or event in its entirety. Any and all financial obligations arising from the meeting or event shall be the sole responsibility of the sponsoring mission.

Director, General Assembly and ECOSOC Affairs Division, DGACM

Requests for permission to use the General Assembly Hall should be addressed to the Director of the General Assembly and ECOSOC Affairs Division, DGACM. From September to December each year, with the exception of the United Nations Day Concert, the General Assembly Hall is used solely for the meetings of the General Assembly.

For detailed procedures for requesting the use of premises for meetings, conferences, special events and exhibits as well as criteria for the use of United Nations premises costs for meetings and events, insurance, etc., please see United Nations document ST/AI/416.

Facilities for the disabled

Restrooms: (1) General Assembly Building first basement in the public concourse area; (2) In the “neck” previously linking the General Assembly Building and Conference Building in the First Basement; (3) At the rear of the General Assembly Hall; (4) In the North Lawn Building, on each floor.

Elevators are attended to access the first floor of the General Assembly Building and all floors of the North Lawn Building.

Ramps: at the Visitors’ Entrance at 46th Street and First Avenue giving access both to the General Assembly Building and the North Lawn Building and adjacent to Conference Room 8 at the First Basement Level of the General Assembly Building.

Special ramps to access the conference room podiums are provided where required.

Automatic teller machines, easily accessible, are located on the first and second floors of the North Lawn Building.

Hearing aid equipment: requests to connect to conference room audio distribution systems should be addressed to the *Broadcast and Conference Support Section (BCSS), room L-1B-30, ext. 3.9485 or 3.7453*, e-mail: request-for-services@un.org. BCSS can also loan *neck-worn induction loops for hearing aids equipped with a T-Switch*.

Index

- B**
Banking facilities..... 91
Bookshop..... 93
Building passes.....4
- C**
Cafeteria..... 72
City liaison..... 89
Civil society, services to..... 60
Cloakrooms..... 70
Computer-related services... 76
Credentials..... 17
- D**
Dining room..... 72
Disabled, facilities for.....
Documents facilities..... 43
- E**
Entrance.....4
- G**
General Assembly..... 21
Gift Centre..... 95
Guests..... 74
- H**
Hospitality..... 90
- I**
Information (telephones
and desk locations).....9
Internet (United Nations
website)..... 48
Interpretation..... 38
- J**
Journal..... 38
- L**
Library..... 63
Lounges..... 71
- M**
Mail and messenger services... 76
Maps and geographic
information..... 66
Media services..... 47
Medical Services..... 10
Meditation room..... 71
- N**
Newsstand..... 93
- P**
Parking..... 80
Photocopier..... 74
Photo services and
facilities..... 59
Postal Administration..... 79
President, Office of the..... 21
Protocol..... 11
Public information..... 48
Public relations..... 59
Publications, sale of..... 94
- Q**
Quiet room..... 71
- R**
Radio and television
services and facilities..... 56
Records of meetings (verbatim,
summary, corrections)..... 40
- S**
Seating arrangements..... 37
Security..... 7
Services provided by the
network of the
United Nations
Information Centres..... 59
Sound recordings..... 75

Sound reinforcement
 systems 75
Speeches (prepared texts).... 43
Spokesperson for the
 Secretary-General..... 47

T

Telecommunication services... 77
Transportation (local)..... 85
Travel entitlements..... 67
Travel facilities..... 70

U

United Nations Institute for
 Training and Research
 (UNITAR)..... 86
United Nations International
 School (UNIS)..... 87
United Nations premises,
 request for use of..... 95
Use of United Nations electronic
 equipment 36

V

Videoconferencing 76
Video projection..... 75

