

ST/AI/175
15 June 1967

Expired under its own terms

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

Subject: SPECIAL ARRANGEMENTS FOR THE FIFTH EMERGENCY SPECIAL
SESSION OF THE GENERAL ASSEMBLY

During the Fifth Emergency Special Session of the General Assembly the attendance will give rise to major security, protocol and public relations problems. The following notification is accordingly distributed for information of staff members.

1. Effective Monday 19 June and until further notice staff members will be admitted to United Nations premises only upon presentation of valid United Nations Grounds Passes.
2. Except for the South Lounge which will remain open for the staff and correspondents, the entire second floor of both the General Assembly and Conference buildings will be secured and reserved for the use of Delegation members having passes. Staff members having official business in these areas will require to have special passes which will be issued under arrangements made through departmental Executive Officers. Departmental Executive Officers are requested to submit strictly limited requests for such passes to the Executive Officer, Office of General Services, Room 2112 promptly.
3. The entire third floor of the Secretariat and Conference and General Assembly buildings will be reserved as working areas for representatives of the Press and OPI and other staff with official business in the area.
4. The Delegates Dining Room will be restricted to Delegations and Senior *Pme* Secretariat Staff and to accredited information media representatives and those with special passes. Staff luncheon facilities will continue as usual in the cafeteria, *2* Press Bar and Staff Cafe except that during this period only sandwiches and cold plates will be served in the Staff Cafe. The Press Bar on the third floor will be

open for bar and snack service to the Press and to the staff. The Coffee Shop in the public area of the first basement of the General Assembly building will also be open during the period of suspension of the guided tour service. Access to the Coffee Shop from the Secretariat building will be through the first basement.

5. The United Nations North Garden will be closed to visitors during this period.

6. Admission of the public to the Headquarters area including guided tours will be suspended effective 19 June until further notice. Persons required to enter Headquarters for the conduct of official business will be required to obtain a pass at the reception desk at 801 First Avenue (345 East 45th Street, UNITAR Building). During the period of the emergency special session social visits to Secretariat staff are discouraged. Guests and visitors on business to the Secretariat who have obtained passes to visit a United Nations official will be given access to the Headquarters through the public entrance gates at 45th Street from where they will require to be escorted under arrangements which must be made by the office they are visiting. Their escort between Secretariat offices and outside of the building at the conclusion of their business must also be arranged by the offices they visit which will be responsible for turning over the pass to the Security Office.

7. Parking in the garage will be limited to vehicles with medallions or special parking permits. Requests for additional special parking permits will be considered upon application through Executive Officers to the Commercial Management Service of the Office of General Services. Applications must be submitted promptly. Staff who have included non-United Nations people in their car pools will discharge such passengers outside the Headquarters District. Taxicabs will not be permitted to enter the Headquarters District to discharge staff members.

8. Effective Monday 19 June, only Under-Secretaries and senior officials for whom seating accommodations are permanently reserved in the General Assembly Hall and such staff as is engaged on official General Assembly business will have access to General Assembly meetings.

C.V. NARASIMHAN
Chef de Cabinet