

**Secretariat**

16 September 2013

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the high-level meeting of the General Assembly on disability and development, to be held on 23 September 2013, and for the period of the general debate, from 24 September to 4 October 2013**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises during the high-level meeting of the General Assembly on disability and development, to be held on 23 September 2013, and for the period of the general debate, from 24 September to 4 October 2013. Owing to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Monday, 23 September, to Saturday, 28 September 2013. As conditions permit, this restriction may be eased by host country law enforcement authorities. At the present time, it is expected that on the weekend of 21 and 22 September, First Avenue will be open to vehicular traffic.

2. The United Nations will be closed to the public from 4 p.m. on Sunday, 22 September, until close of business on Friday, 4 October 2013. During this period, guided tours will be suspended. While the premises are closed to the public, staff members are requested to schedule appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on Saturday, 5 October 2013, when guided tours will resume a regular schedule.

3. During the same period, individuals holding retiree passes, temporary (non-photo) passes, recreational club passes or courtesy passes (with the exception of Protocol courtesy passes and gold courtesy passes) and outside messengers will not be admitted to the United Nations complex. This should be taken into account when scheduling all appointments and meetings during the period indicated. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in that regard.

* Expiration date of the present information circular: 5 October 2013.



4. Please be aware that all large packages, including bicycles and portable personal carriers, brought onto the premises at all entry points will be subject to security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages onto the premises.

Admission to Headquarters buildings

5. Staff members, affiliates and accredited media representatives will be admitted to United Nations premises only upon the presentation of a valid United Nations grounds pass or laissez-passer. In view of the need for heightened security measures, all are kindly reminded that the provisions of Secretary-General's bulletin [ST/SGB/259](#) of 2 July 1993, on the wearing of grounds passes, will be strictly enforced. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on First Avenue at 45th Street, upon the presentation of an application obtained from the staff member's executive office/administrative unit. Staff members who arrive without their grounds passes will be directed to the information and reception desk located in the lobby of the UNITAR Building, where they will be able to obtain a day pass upon verification of their identity. The entrance of the UNITAR Building is located on 45th Street between First and Second Avenues. The hours of operation of the information desk are from 9 a.m. to 5.30 p.m.

Admission of non-United Nations persons

6. Visitors and guests are not allowed to enter the United Nations during the period of the general debate but will be welcome back on 5 October.

7. During the period of the high-level meetings and the general debate, the information and reception desk in the lobby of the Secretariat Building will be relocated to the lobby of the UNITAR Building, located on 45th Street between First and Second Avenues, as indicated in paragraph 5 above.

Closure of First Avenue and pedestrian crossing points

8. It is anticipated that from Monday, 23 September, to Saturday, 28 September, the area in front of the United Nations along First Avenue from 42nd Street to 48th Street will be closed to all vehicles except escorted motorcades.

9. On Monday, 23 September, delegates, staff members and representatives of non-governmental organizations, including those with disabilities requiring additional assistance, may cross First Avenue at 44th Street or 46th Street upon presentation of their United Nations grounds passes and special event passes. For ease of access, it is recommended that persons with disabilities cross First Avenue at 46th Street, which will lead them straight to the entrance at 46th Street. Staff members, delegates and other individuals with authorized access to United Nations premises who have business in the Secretariat Building and are not part of the general debate need to use the entrance at 42nd Street. At 42nd Street and First Avenue, pedestrians will be directed north on First Avenue to the crossing point at 43rd Street.

10. VIPs, Permanent Representatives to the United Nations, senior United Nations officials bearing a gold-coloured grounds pass and delegates bearing Protocol access

passes who will enter at 47th Street are requested to utilize the crossing point at 46th Street, make a left turn and proceed within a designated area on First Avenue until they reach the 47th Street entrance. Delegates below the level of permanent representative bearing Protocol access passes for the General Assembly Hall will proceed through screening prior to accessing the North Lawn Building.

11. From Tuesday, 24 September, delegates, staff members and representatives of non-governmental organizations will be requested to cross First Avenue at 44th Street. VIPs, Permanent Representatives to the United Nations, senior United Nations officials bearing a gold-coloured grounds pass and delegates bearing Protocol access passes will be requested to utilize the crossing point at 46th Street. Staff, delegates and other individuals with authorized access to United Nations premises who have business in the Secretariat Building and are not part of the general debate will use the access at 42nd Street, as described in paragraph 9 above.

12. The pedestrian crossing points on First Avenue will be closed for brief periods throughout the day owing to the arrival and departure of motorcades. During such intermittent closings of First Avenue, pedestrian traffic will be suspended until the motorcades enter or depart from the United Nations complex. All are kindly requested to allow for extra time when walking to the Headquarters.

13. Staff members and affiliates who encounter difficulties in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the UNITAR Building at 45th Street between First and Second Avenues.

Access at the 43rd, 46th and 47th Street entrances

14. During the general debate, members of delegations, staff members, including those bearing only a United Nations laissez-passer, and resident correspondents utilizing the main Cafeteria, Library or Secretariat Buildings, will have access to the entrance on First Avenue at 43rd Street.

15. The entrance and screening area at 46th Street will, owing to the heightened security arrangements in effect, be used by all United Nations staff members, interns, affiliates and representatives of non-governmental organizations who possess a valid United Nations grounds pass along with the relevant secondary special event pass issued by the sponsor of the event or the non-governmental organization liaison office. Delegates who are not in possession of Protocol passes for the General Assembly Hall, members of the media and those who possess gold courtesy and special event passes will be required to utilize the entrance at 46th Street and pass through a magnetometer.

16. Please be advised that a disability access ramp, leading from the entrance on First Avenue at 46th Street to the screening facility, will be available to enable the aforementioned persons with disabilities to be screened.

17. The entrance at 47th Street will be utilized by VIPs, Permanent Representatives to the United Nations, senior United Nations officials bearing a gold-coloured grounds pass and delegates bearing Protocol access passes. Delegates below the level of permanent representative bearing Protocol access passes for the General Assembly Hall, in addition to their United Nations grounds passes, will proceed through screening prior to accessing the North Lawn Building.

18. There is a disability access ramp available at the entrance on First Avenue at 47th Street to facilitate access for persons who need to pass through screening at that point.

19. The opening hours of the pedestrian entrances will be as follows:

43rd Street and First Avenue:	from 6 a.m. to close of business
46th Street and First Avenue:	from 7 a.m. to close of business
47th Street and First Avenue:	from 7 a.m. to close of business

No access through the delegates entrance

20. There will be no access for pedestrians or vehicles owing to closure for construction activities.

Access to the North Lawn and Conference Buildings

21. VIPs, Permanent Representatives to the United Nations, senior United Nations officials bearing a gold-coloured grounds pass and delegates bearing Protocol access passes in addition to their United Nations grounds passes will enter the North Lawn Building through the eastern entrance on First Avenue at 47th Street.

22. Delegates and invited special representatives with disabilities will access the North Lawn Building through the driveway immediately north of the media screening tent and proceed through the doors on the west side of the North Lawn Building.

23. To access the Conference Building, the aforementioned persons are requested to pass through the North Lawn Building, exit on the eastern side and follow the pathway, through the rose garden, that leads to the Conference Building.

24. All staff members, delegates without protocol passes, affiliates and representatives of non-governmental organizations with a secondary pass will enter the North Lawn or Conference Buildings through the entrance at 46th Street. They will be required to pass through the main screening tent. To access the North Lawn Building, they will either use the metal staircase on the left-hand side of the plaza and pass through the south doors or continue down the stairs towards the rose garden and bear left to access the North Lawn Building's east entrance. To access the Conference Building, they will continue down the stairs towards the rose garden and bear right.

Access for members of the media

25. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Hall in the North Lawn Building must use the 46th Street and First Avenue media entrance and present a valid United Nations grounds pass or other proper documentation for accreditation. Two tents, one for screening and one for accreditation, have been installed on the public plaza. Access to the media screening tent will be gained by using the ramp for persons with disabilities, located on the north side of the entrance at 46th Street. Following the screening process, persons who need media accreditation will be required to proceed to the media accreditation tent. Members of the media who wish to proceed to the Media Centre (Conference Room 1, North Lawn Building) and have followed the screening

process will proceed from the media screening area or the media accreditation tent across the plaza, take the metal staircase on the north side down to the ground level of the North Lawn Building and access the south side doors to the back entrance of Conference Room 1. Video crews accompanying resident and non-resident correspondents, as well as all categories of temporary correspondents, will use only the entrance at 46th Street, where correspondents and their equipment will be subject to security screening.

26. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times within restricted areas, as well as in the North Lawn Building.

27. In connection with the closure of First Avenue, the east side of First Avenue between 43rd and 44th Streets will be used by satellite communications vehicles and their personnel.

Access to restricted areas

28. During the period from Sunday, 22 September, to Friday, 4 October 2013, access to restricted areas will be given only to those bearing United Nations grounds passes and the appropriate secondary passes.

29. The bilateral meeting areas are located on the second floor of the North Lawn Building and in conference rooms C and D, located in the 1st basement of the Conference Building. Those areas will be reserved for members of delegations and staff conducting official business and will be accessible only with proper United Nations grounds passes. The conference rooms in the North Lawn Building will be utilized during the period of the high-level meetings and the general debate; admission to the conference rooms during this period will require secondary access cards.

30. Grounds passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

Access to room GA-200 (located in the North Lawn Building)

31. In order to facilitate access to room GA-200 (a restricted area), a secondary access card will be required in conjunction with the United Nations grounds pass. The GA-200 secondary access card will be issued by the Protocol and Liaison Service to those individuals whose duties/functions require them to be there. Only those individuals who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

Pass and identification offices: UNITAR Building and the public plaza

32. The Pass and Identification Unit, located in room U-100, UNITAR Building, on First Avenue at 45th Street, will be open to staff members and members of delegations. Temporary non-governmental organization passes will not be issued from 13 September 2013 until the end of the general debate.

33. Members of the media will be assisted with accreditation at the screening and accreditation centre located on the public plaza.

34. On Monday, 7 October 2013, all pass and identification operations will return to normal and the hours of operation will be from 9 a.m. to 4.30 p.m.

Closure of the United Nations garage

35. For security reasons, the garage will be closed for parking at 8 p.m. on Sunday, 22 September, and will reopen for authorized vehicles at 4 a.m. on Monday, 23 September. Please be advised that all vehicles must be removed no later than 10 p.m. on Sunday, 22 September, until the reopening of the garage.

36. The Secretariat Circle will be accessible to escorted motorcades for entry and exit through the gate on First Avenue at 43rd Street. On Monday, 23 September 2013, authorized vehicles may enter the United Nations garage beginning at 4 a.m. at the 48th Street vehicular entrance and depart through the 42nd Street vehicular exit. Thereafter, the process will continue on a 24-hour basis until the close of business on Saturday, 28 September 2013.

Alternative parking while the garage is closed

37. Staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 22 September, will be able to park along both sides of First Avenue from 50th Street to 57th Street. Properly identified vehicles will be permitted to park in those locations from 7 a.m. on Sunday, 22 September, to 7 a.m. on Monday, 23 September 2013. A special parking decal, which can be obtained from the Garage Administration, must be displayed on the dashboard of the vehicle and will be honoured by host country authorities. Parking at bus stops and hydrants and double parking are not permitted.

Access to the United Nations garage

38. Passenger vehicles with valid authorization to park in the United Nations garage will be required to adhere to specific instructions from 6 a.m. to 8 a.m. from Monday, 23 September, through Saturday, 28 September, as follows:

(a) **Northbound on First Avenue.** Passenger vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the extreme right lane of the underpass between 41st Street to 49th Street. Upon exiting the underpass, staff members will be required to make a U-turn onto First Avenue (counter flow, which will be coordinated by the New York City Police Department) between 49th and 48th Streets and then make a left turn onto 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage;

(b) **Southbound on FDR Drive.** Passenger vehicles travelling southbound on FDR Drive, upon exiting 49th Street and FDR Drive, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counter flow, which will be coordinated by the New York City Police Department) and follow the extreme left lane of First Avenue to 48th Street. Staff members will then be required to make a left turn onto 48th Street and undergo screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage.

39. Passenger vehicles with valid authorization to park in the United Nations garage from 8 a.m. onward are instructed to proceed to the 49th Street and FDR Drive exit from Monday, 23 September, to Saturday, 28 September, as follows:

(a) **Northbound on First Avenue.** Vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right hand lane, which will be set off by traffic cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the Service Drive leading to the 48th Street garage entrance;

(b) **Southbound on FDR Drive.** Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will stay in the extreme left lane, which will permit them to proceed to the security checkpoint at the garage entrance;

(c) **Vehicles coming from the north (not on FDR Drive) or west side of Manhattan.** Vehicles travelling from the north, but not on FDR Drive, or from the west side of Manhattan will need to access the underpass, which begins at 41st Street and First Avenue. In order to approach the underpass, vehicles travelling on Second Avenue will be required to turn onto any eastbound street leading to First Avenue (39th Street or any corresponding streets below). Upon exiting the underpass, staff members will be required to follow instructions as indicated in subparagraph (a) above.

Please see the diagrams at the end of this information circular for vehicular access to the garage.

40. Individuals parking in the United Nations garage are kindly advised that the entrance to the garage will be closed for brief periods to allow for the arrival and departure of motorcades.

Parking

41. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked within the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart from the vehicle at the appropriate checkpoint before the vehicle enters the premises.

42. All vehicles entering the premises will be searched. Please limit vehicle contents in order to facilitate and expedite the security clearance.

43. Owing to the traffic restrictions, staff members are strongly encouraged to use public transportation from Monday, 23 September, to Saturday, 28 September.

Dining room, other catering facilities and commercial operations

44. The normal hours of operation for the Delegates Dining Room are from 11.30 a.m. to 2.30 p.m., and reservations for private dinners or receptions will be accepted only from permanent and observer missions and from United Nations bodies. It should be noted that during the period from Monday, 23 September, until Friday, 4 October, no guests will be allowed onto the United Nations premises for any function without proper accreditation.

45. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m.



