



2 September 2015

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 seventieth session of the General Assembly**

I. Introduction

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the seventieth session of the General Assembly. **Please note that specific information concerning the security arrangements for admission to Headquarters during the visit of Pope Francis, the United Nations summit for the adoption of the post-2015 development agenda, the commemoration of the International Day for the Total Elimination of Nuclear Weapons, the Global Leaders' Meeting on Gender Equality and Women's Empowerment: A Commitment to Action, the general debate of the seventieth session of the General Assembly and the treaty events, to be held from 25 September to 6 October, will be released in a separate information circular.**

II. Admission to the Headquarters premises

2. Staff members, affiliates, accredited media representatives, interns and holders of retiree passes, temporary photo and non-photo passes, protocol courtesy passes and gold courtesy passes will be admitted to Headquarters premises only upon the presentation of a valid United Nations grounds pass or laissez-passer.

3. In view of the need for heightened security measures, all are reminded that the provisions of Secretary-General's bulletin [ST/SGB/259](#) of 2 July 1993, on the wearing of grounds passes, i.e., that such passes must be worn prominently on the outer clothing of the holder and that they are subject to verification by security officers, will be strictly enforced.

* Reissued for technical reasons on 16 September 2015.

** Expiration date of the present information circular: 15 September 2016.



4. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of the grounds pass because of the access it allows to its holder. All authorized pass holders are reminded that their United Nations-issued grounds pass is solely for the use of the holder to whom it was issued and that it cannot be transferred or given to any other person to use. Any United Nations grounds pass found to have been used in any manner other than that for which it was intended will be confiscated by Security.

5. 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 the ground floor of the FF Building (320 East 45th Street), upon the presentation of an application signed by an authorized person from the staff member's executive office/administrative unit.

6. Staff members who arrive without their grounds passes will be directed to the information and reception desk, which is located in the lobby of the General Assembly Building, to obtain a day pass upon the verification of the staff member's identity.

III. Admission of non-United Nations personnel

7. Visitors and guests will not be allowed to enter Headquarters premises during the period of the general debate, but will be welcome back on 7 October.

8. Messengers, visitors and guests, including children over the age of 16, will be required to show a personal identification card with a photograph at the 46th Street entrance, where visitors to the public areas, including those taking a guided tour, will be given a wrist band granting them access to the public areas.

9. Messengers, visitors and guests must be met by a staff member and, for access to restricted areas, must sign in at the information and reception desk in the General Assembly Building lobby to be issued a day pass. Staff members must escort their visitors and guests at all times while they are on United Nations premises. Visitors and guests, including children over the age of 16, are required to submit a personal identification card with a photograph to the security officer stationed at the information and reception desk. In order to avoid any inconvenience, visitors and guests should be informed in advance that photo identification is required.

IV. Access at the 42nd, 45th and 46th Street entrances

10. Staff members, including those holding only the United Nations laissez-passer, members of delegations and affiliates and resident correspondents with authorized access that do not require security screening, will have access to the 42nd Street entrance.

11. Only senior United Nations officials (holders of gold passes), members of delegations and holders of gold courtesy passes or VIP passes from national Governments accredited by Protocol will have access to the 45th Street delegates' entrance.

12. The 46th Street entrance is to be used by all categories of pass holders, as well as by those who require security screening, namely, members of the media, messengers, guests and visitors.

13. The opening hours of the pedestrian entrances are as follows:

(a) 42nd Street and First Avenue: 7 a.m. to 9 p.m. on weekdays only. Pedestrian access to and from the Secretariat and other parts of the premises outside the stated operating hours is through the pedestrian gate at the 43rd Street entrance;

(b) 45th Street and First Avenue: 9 a.m. to 7 p.m. on weekdays;

(c) 46th Street and First Avenue: 6 a.m. to 7 p.m. on weekdays and 10 a.m. to 6 p.m. on weekends.

14. Please be aware that packages brought on to the premises at all entry points are subject to security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages on to the premises.

V. Access to restricted areas

15. In accordance with established procedures, the General Assembly Hall and surrounding areas are reserved for members of delegations and United Nations staff conducting official business in those areas.

16. Access to the General Assembly area will be permitted only upon the presentation of the appropriate secondary pass or a special event pass indicating the General Assembly area, together with a United Nations grounds pass. Secondary passes will be issued by the Pass and Identification Unit to the executive offices/administrative units in accordance with the agreed arrangements.

17. Representatives of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured only upon verification of a valid United Nations grounds pass and an appropriate special event pass for the meeting.

VI. Access for members of the media

18. Resident correspondents without equipment will be allowed access at the 42nd and 46th Street entrances with their United Nations-issued grounds passes.

19. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building or the Conference Building must use the 46th Street entrance, present a valid grounds pass and undergo security screening.

20. Unescorted access will be allowed in the Conference Building and the General Assembly Building lobby for members of the media who are not filming.

21. Access to the second floor of the Conference Building is restricted to resident correspondents without equipment.

22. Please note that members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when filming and for access to the General Assembly Hall.

23. Only resident correspondents will be allowed access to the premises after normal business hours and on weekends.

24. Visiting media will be allowed access after normal working hours only if an event or meeting is still in progress.
25. For additional information on media guidelines, please contact the Media and Accreditation Liaison Unit.

VII. Pass and Identification Unit: FF and UNITAR Buildings

26. The main office of the Pass and Identification Unit is located on the ground floor of the FF Building (320 East 45th Street) and the satellite office is located in the UNITAR Building (First Avenue at 45th Street). The offices are open to staff members and members of delegations from 9 a.m. to 4 p.m. on weekdays.
27. As from 30 September, all staff member grounds pass issuances will be processed at the main office in the FF Building.
28. Representatives of non-governmental organizations requesting annual passes will also be assisted at the main office. Temporary non-governmental organization passes will not be issued from 11 September to 6 October.
29. Members of the media will be assisted with accreditation in the UNITAR Building, after which they are requested to proceed to the main office for pass issuance.
30. During the period of the high-level meetings of the General Assembly and the general debate, additional days and hours of operation will be in place, as well as additional accreditation locations for the media. These are detailed in the information circular that describes the security arrangements during that time frame ([ST/IC/2015/18](#)).

VIII. Access to vehicular entry points

31. Access to the 43rd Street entrance: the very limited operating space of the Secretariat Circle and delegates' roadway areas requires strict controls on access in order to facilitate safety and avoid undue obstructions and delays of the vehicles of delegations and other high-level government officials, as well as motorcades.
32. Vehicular access at the 43rd Street entrance, which is open 24 hours per day, seven days per week, will continue to be restricted to delegation vehicles when permanent and/or deputy permanent representatives are in the vehicle, in accordance with the established delegation access protocols. All vehicles, except for the escorted motorcades of host country law enforcement personnel, will undergo security screening prior to being admitted on to United Nations premises.
33. Outside the high-level period, staff members may use the 43rd Street entrance between the hours of 7 p.m. and 5 a.m. on weekdays and at any time on weekends.
34. The 48th Street garage entrance is open from 5 a.m. to 7 p.m. on weekdays only. Outside those operating hours, vehicles will enter the garage through the 43rd Street entrance.

35. The 42nd Street garage exit is open from 5 a.m. to 7 p.m. on weekdays only. Outside those operating hours, vehicles will exit the garage through the 43rd Street entrance.

36. All vehicles entering the garage, except for the escorted motorcades of host country law enforcement personnel, will undergo security screening prior to being admitted on to United Nations premises. Staff members are requested to limit the quantity of items carried in their vehicles in order to facilitate and expedite the security clearance process.

37. Bicycles and portable personnel carriers are to be walked in through the 42nd Street garage exit. They are also subject to security screening prior to being allowed on to the premises.

IX. Parking

38. Staff member parking 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 on the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons.

39. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart the vehicle at the appropriate checkpoint prior to the entry of the vehicle on to the premises.

40. Bike racks for the parking of bicycles and portable personnel carriers are available along the service drive in the garage.

X. Dining room, other catering facilities and commercial operations

41. The hours of operation of the various facilities during the seventieth session of the General Assembly will be as follows:

Delegates Dining Room, Conference Building, 4th floor

The executive buffet is open Monday through Friday, 11.30 a.m. to 2.30 p.m.

For reservations, call 917-367-3314 or visit www.ddr-reservations.com.

Please note that children under 10 years of age cannot be accommodated in the Delegates Dining Room and that proper attire is required at all times.

Riverview Cafeteria, Conference Building, 4th floor

Open Monday through Friday, 8 a.m. to 3 p.m.

Breakfast: 8 a.m. to 10.30 a.m./lunch: 11 a.m. to 3 p.m.

Serves breakfast and lunch and a combination of grab-and-go pre-packaged hot and cold food and buffet items; snacks and coffee available at all times

Lobby Café, Secretariat Building, lobby

Open Monday through Friday, 8 a.m. to 5 p.m.

Provides a full-service coffee bar, open for breakfast, lunch and afternoon snacks; offers self-serve and hand-crafted espresso, cappuccino, caffè latte and a selection of pastries

Café de la Paix, Secretariat Building, 1st basement

Open Monday through Friday, 8 a.m. to 4 p.m.

Offers light breakfast and soup, salad bar and sushi and deli stations for lunch

Visitors' Café, Visitors' Concourse, 1st basement

Open Monday through Friday, 8 a.m. to 6 p.m., and Saturday, 10 a.m. to 5.30 p.m.

Features an espresso bar and breakfast pastries, light snacks, pre-packaged sandwiches and salads, yoghurt parfaits and other quick-pick items, as well as cold beverages

Vienna Café, General Assembly Building, 1st basement conference area

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

Features an espresso bar and breakfast sandwiches, sweet and savoury crepes, light snacks, pre-packed sandwiches and salads, other quick-pick items and cold beverages

North Delegates Lounge Bar and Food Service, Conference Building, 2nd floor

Open Monday through Wednesday, 10 a.m. to 7 p.m., Thursday, 10 a.m. to 8 p.m. and Friday, 10 a.m. to 10 p.m.

Features an espresso bar and breakfast pastries, light snacks, pre-packaged sandwiches and salads and cold beverages

Gift Centre, Visitors' Concourse, 1st basement

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

United Nations Postal Administration stamp counter, Visitors' Concourse, 1st basement

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

Bookshop, Visitors' Concourse, 1st basement

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

42. Vending machines are available at the following locations:

- (a) Visitors' Concourse, 1st basement;
- (b) Library Neck, DHL Building;
- (c) Conference Building, 1st floor;
- (d) North Lawn Building.