



24 May 2022

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## Administrative instruction

### Exhibits in publicly accessible gallery areas at Headquarters in New York and/or on the United Nations exhibits website

The Under-Secretary-General for Management Strategy, Policy and Compliance, in accordance with the procedures for the promulgation of administrative issuances set out in Secretary-General's bulletin [ST/SGB/2009/4](#), and for the purpose of setting out the procedures and arrangements concerning exhibits displayed in publicly accessible gallery areas<sup>1</sup> at Headquarters in New York and/or on the United Nations exhibits website, and in furtherance of Secretary-General's bulletin [ST/SGB/2022/1](#), entitled "United Nations Exhibits Committee", promulgates the following:

#### Section 1

##### Scope of application

The present administrative instruction shall apply to all exhibits in publicly accessible gallery areas at Headquarters in New York and/or on the United Nations exhibits website, in accordance with the provisions of Secretary-General's bulletin [ST/SGB/2022/1](#).

#### Section 2

##### Proposals for exhibits

All proposals for an exhibit shall be submitted pursuant to section 4.1 of Secretary-General's bulletin [ST/SGB/2022/1](#) and shall meet the following requirements:

(a) All proposals for an exhibit shall be submitted to the secretariat of the Exhibits Committee at least six months in advance of the proposed exhibit date. In the event that a proposal for an exhibit requires an accompanying letter of endorsement by a sponsor,<sup>2</sup> in accordance with section 4.1 of Secretary-General's

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<sup>1</sup> Publicly accessible gallery areas shall be defined by agreement between the Division of Administration in the Department of Operational Support and the Exhibits Committee.

<sup>2</sup> According to section 1.3 (c) of Secretary-General's bulletin [ST/SGB/2022/1](#), a "sponsor" is defined as the United Nations entity or the permanent mission or permanent observer mission to the United Nations formally endorsing the proposal by a sponsored entity; and, according to section 1.3 (d), the term "sponsored entity" is defined as an organizer that is not a United Nations entity, nor a permanent mission or permanent observer mission to the United Nations, and whose proposal is endorsed by a sponsor.



bulletin [ST/SGB/2022/1](#), such a proposal shall not be considered until the letter of endorsement has been submitted to the secretariat of the Committee. Proposals for an exhibit that are not submitted six months in advance will be considered by the Committee only in exceptional circumstances and at its discretion;

(b) The proposal must be of high quality and include full details of the proposed exhibit, including a portfolio in electronic format containing all content that would be viewed by visitors to the exhibit and for which the organizer<sup>3</sup> bears responsibility, in accordance with section 4.2 of Secretary-General's bulletin [ST/SGB/2022/1](#);

(c) The proposal must demonstrate that the organizer and, as applicable, the sponsor have sufficient funding to cover any and all costs related to the exhibit;

(d) The proposal must further demonstrate that the necessary rights, licences and permissions to use the materials in the exhibit, including all third-party-owned intellectual property in the exhibit, including for promotional purposes of the exhibit, have been obtained;

(e) The proposal must indicate the preferred option for the display of the exhibit according to section 1.1 of Secretary-General's bulletin [ST/SGB/2022/1](#): (a) in publicly accessible gallery areas at Headquarters in New York; (b) in publicly accessible gallery areas at Headquarters in New York, with an additional online display on the United Nations exhibits website; or (c) virtually only on the United Nations exhibits website. The final decision as to whether an exhibit will be displayed in the publicly accessible gallery areas and/or on the United Nations exhibits website will rest with the Exhibits Committee, in accordance with section 4.4 of Secretary-General's bulletin [ST/SGB/2022/1](#).

### **Section 3**

#### **Arrangements for the exhibit**

3.1 All exhibits authorized by the Exhibits Committee shall be coordinated with the Department of Global Communications.

3.2 Exhibits shall be displayed as approved by the Exhibits Committee, subject to section 3.3 below.

3.3 Corrections and/or changes requested by the Exhibits Committee shall be submitted to the secretariat of the Committee at least one month prior to the exhibit date. Should the organizer need to make changes to a proposal that has been approved by the Committee, such proposed changes shall be submitted to the secretariat of the Committee no later than six weeks prior to the exhibit date, for approval by the Committee.

3.4 In accordance with section 2 (d) above, the organizer shall ensure and provide a written confirmation to the secretariat of the Exhibits Committee that the necessary rights, licences and permissions to use the materials in the exhibit, including all third-party-owned intellectual property in the exhibit and for promotional purposes of the exhibit, have been obtained at the time of the submission of the proposal. For the avoidance of doubt, the foregoing requirement also applies to materials for virtual exhibits on the United Nations exhibits website.

3.5 The text of ancillary material, such as invitations, brochures, promotional material and digital materials that visitors are directed to for additional information

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<sup>3</sup> According to section 1.3 (b) of Secretary-General's bulletin [ST/SGB/2022/1](#), an "organizer" is defined as the United Nations entity, the permanent mission or permanent observer mission to the United Nations, or sponsored entity that has submitted a proposal for an exhibit.

about the exhibit, shall be submitted by the organizer to the secretariat of the Exhibits Committee at least one month prior to the exhibit date for review and approval before display or distribution.

3.6 The organizer is responsible for the costs related to the exhibit, including all costs for delivering, insuring, storing, installing, maintaining, dismantling, crating or shipping exhibits, for storage of shipping or packing cases during the exhibit, and the costs specified in section 7 of administrative instruction [ST/AI/2019/4](#), entitled “Use of space at Headquarters in New York for meetings, conferences, events and exhibits”. Should the United Nations incur any cost relating to an exhibit, any such costs shall be paid by the organizer and, as applicable, by the sponsor at least one month in advance of the first day of the exhibit, or at most one month after the end of the exhibit if unforeseen costs have been incurred during the exhibit, its installation or at the time of its dismantling.

3.7 If a sponsor formally endorses a proposal originating from an organizer that is a sponsored entity,<sup>4</sup> the sponsored entity will be responsible for covering any and all costs related to the exhibit as specified in section 3.6 above. However, if the sponsored entity fails to meet the final costs of the exhibit, the sponsor shall be responsible for the amount owed.<sup>5</sup>

3.8 Exhibits in the publicly accessible gallery areas are displayed for an average of six to eight weeks. The secretariat of the Exhibits Committee may change the dates and/or location of an approved exhibit, when necessary. Under such circumstances, the secretariat of the Committee shall give as much advance notice as possible to the organizer that submitted the exhibit proposal or to the sponsor that endorsed it. Virtual exhibits on the United Nations exhibits website will be on view for up to one year and may be subsequently viewed on the “Past exhibits” section of the website.

## Section 4

### Final provisions

4.1 The present administrative instruction supersedes administrative instruction [ST/AI/2008/1](#), which is hereby abolished, and shall enter into force on the date of its issuance.

4.2 The present administrative instruction should be read in conjunction with administrative instruction [ST/AI/2019/4](#), entitled “Use of space at Headquarters in New York for meetings, conferences, events and exhibits”.

(Signed) Catherine Pollard  
Under-Secretary-General for Management Strategy,  
Policy and Compliance

<sup>4</sup> According to section 4.1 of Secretary-General’s bulletin [ST/SGB/2022/1](#).

<sup>5</sup> See also section 4.2 of Secretary-General’s bulletin [ST/SGB/2022/1](#).