



**UN75**  
2020 AND BEYOND



# Delegates Handbook

Seventy-fifth session of the United Nations General Assembly

Opening date of the seventy-fifth session of the General Assembly  
Tuesday, 15 September 2020

General debate of the seventy-fifth session of the General Assembly  
Tuesday, 22 September to Saturday, 26 September,  
and Tuesday, 29 September 2020

High-level meeting to commemorate the seventy-fifth anniversary of  
the United Nations

Monday, 21 September 2020

Summit on Biodiversity

Wednesday, 30 September 2020

High-level meeting on the twenty-fifth anniversary of  
the Fourth World Conference on Women

Thursday, 1 October 2020

High-level plenary meeting to commemorate and promote  
the International Day for the Total Elimination of Nuclear Weapons

Friday, 2 October 2020

## Emergency information and updates

Hotline for updates during weather  
emergencies or other urgent situations 212-963-9800

COVID-19 helpline 212-963-9999

Websites [emergency.un.org](https://emergency.un.org)  
[www.un.int/](https://www.un.int/)

The websites also offer the option of subscribing to email, text message or  
automated voice call alerts.

# Delegates Handbook



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## Seventy-fifth session of the General Assembly of the United Nations



**United Nations**

New York, September 2020–September 2021

## Note

The present booklet contains information of a general nature about United Nations Headquarters that is applicable throughout the seventy-fifth session of the General Assembly. Suggestions for changes to the booklet should be addressed to the General Assembly Affairs Branch (room S-30FW; tel.: 917-367-2319; email: [gaab@un.org](mailto:gaab@un.org)).

Further information in preparation for the session can be found in the information note for delegations (A/INF/75/4 and A/INF/75/4/Rev.1) and the *Journal of the United Nations*.

The present booklet is also available from the deleGATE website ([www.un.int/pm/delegates-handbook](http://www.un.int/pm/delegates-handbook)) and from the General Assembly website ([www.un.org/en/ga](http://www.un.org/en/ga)).

## Message from the Secretary-General

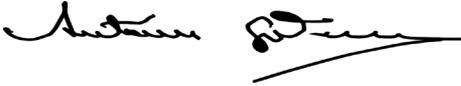
The United Nations marks its seventy-fifth anniversary under unprecedented circumstances. The devastating coronavirus disease pandemic is sparing no country, no community and no economy. But the pandemic is not the only issue we face: humankind must also unite against racism, intolerance, inequality, climate change, poverty, hunger, armed conflict and other ills, while seizing openings for common progress. Global challenges call for global action, and this new session of the General Assembly of the United Nations is a critical opportunity to come together in new and creative ways to address the tests of our times and chart a course to leaving no one behind.



The Delegates Handbook is a valuable guide to the General Assembly and to the services provided by the Secretariat to assist delegates in the conduct of their daily work, from accreditation and protocol to medical services and conference management. I trust that this latest edition will be a useful companion for both new arrivals and veteran diplomats alike.

At a time of profound uncertainty, the United Nations remains strongly committed to its cardinal mission of advancing multilateral cooperation, promoting sustainable development, maintaining international peace and security, protecting the most vulnerable and upholding human rights and human dignity.

I wish you a successful seventy-fifth session of the General Assembly and look forward to working together with you to realize our shared goals.

A handwritten signature in black ink, appearing to read 'António Guterres', with a long horizontal flourish extending to the right.

ANTÓNIO GUTERRES

*Secretary-General of the United Nations*

## Foreword from the Under-Secretary-General

As head of the Department for General Assembly and Conference Management, it is my honour and privilege to present the Delegates Handbook for the seventy-fifth session of the General Assembly. The Handbook, first published in 1952, aims to guide delegates through the work of the Assembly and its subsidiary bodies and provide information on all services and facilities available to delegates. These services and facilities are provided to you from across many departments in the Secretariat, all working together to ensure that the intergovernmental process is facilitated so that you can carry out your work.



The Secretariat of the United Nations has been adopting innovative approaches to ensure business continuity during the unprecedented circumstances of the coronavirus disease pandemic. At the seventy-fifth session, the General Assembly will hold the general debate, the high-level meeting to commemorate the seventy-fifth anniversary of the United Nations, the Summit on Biodiversity, the high-level meeting on the twenty-fifth anniversary of the Fourth World Conference on Women and the high-level plenary meeting to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons, using pre-recorded statements from world leaders to be introduced by representatives present in the General Assembly Hall. This extraordinary measure was adopted by the Assembly, without setting a precedent, with the intention of ensuring that these important meetings take place, all while safeguarding the health and safety of delegates and staff.

The Secretariat has been working to anticipate the needs of delegates and provide them with efficient and environmentally friendly services, adapting to the challenges faced by the global community and the workload and responsibilities of the United Nations.

Further useful information in preparation for the seventy-fifth session can be found in the information note for delegations (A/INF/75/4 and A/INF/75/4/Rev.1), the annotated preliminary list of items to be included in the provisional agenda (A/75/100) and the annotated draft agenda (A/75/100/Add.1), as well as in the multilingual, digital Journal of the United Nations, which provides real-time updates on the venue, format and time of meetings.

I wish you a productive and successful seventy-fifth session.

A handwritten signature in black ink, appearing to read 'M. Abelian', with a stylized, flowing cursive style.

MOVSES ABELIAN

*Under-Secretary-General for General Assembly  
and Conference Management*

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## I. General information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bound to the south by East 42<sup>nd</sup> Street, to the north by East 48<sup>th</sup> Street, to the west by what was formerly a part of First Avenue and is now known as United Nations Plaza, and to 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 complex comprises five main structures that are all interconnected:

- General Assembly Building, housing the General Assembly Hall, conference rooms 4, 5, 6, 7, 8, 11, 12, E and F, and additional offices of the Secretary-General and the President of the General Assembly
- Library Building (reading room open; other areas closed for security reasons)
- South Annex Building (closed for security reasons, except for the cafeteria area, which will be open for a limited period during the general debate)
- Conference Building (a long, low structure parallel to the river), where the Economic and Social Council, Security Council and Trusteeship Council Chambers are located on the 2<sup>nd</sup> and 3<sup>rd</sup> floors, with conference rooms 1, 2, 3, 9, A, B, C and D on the first basement level and conference rooms 1, 2, 3 and 10 on the 1<sup>st</sup> floor.
- Secretariat Building (39 storeys), where press conferences are held on the 2<sup>nd</sup> floor

All conference rooms and chambers in the Conference Building, the General Assembly Hall and other conference rooms in the General Assembly Building can be reached from the delegates' entrance near East 45<sup>th</sup> Street. There is also an entrance by the Library and South Annex Building, near East 43<sup>rd</sup> Street.

Several buildings close to Headquarters house United Nations offices, including:

- DC1, One United Nations Plaza, 787 First Avenue
- DC2, Two United Nations Plaza, 323 East 44th Street
- FF Building, 304 East 45th Street
- Albano Building, 305 East 46th Street
- UNITAR Building, 801 United Nations Plaza
- Falchi Building, 31-00 47th Avenue, Long Island City, Queens

Delegates who wish to locate departments or offices are advised to check with the Information Unit (tel.: 212-963-9999). Internal calls within the telephone system of the United Nations may be placed using the five-digit extension beginning with a "3" or a "7" plus the last four digits of the telephone number. For telephone numbers beginning with the prefix "212-963", the five-digit extension begins with "3", and for those beginning with "917-367", it begins with "7".

## Entrance

- **Pedestrians:** The entrance for delegations to the General Assembly Hall is located at First Avenue and East 45th Street
- **Cars:** To enter and park at Headquarters, cars require United Nations diplomatic license plates ("D" plates), as well as a parking e-Tag for the seventy-fifth session of the General Assembly (for more information, please see the section on parking on page 66).

## United Nations grounds passes and admission to meetings

Owing to the coronavirus disease (COVID-19) pandemic and the limitations on meetings within the United Nations premises recommended as precautionary measures aimed at containing the spread of COVID-19, access to the building may be limited. Please see the information note for delegations (A/INF/75/4) for the latest information on the arrangements for the high-level meetings and the general debate.

## Registration for members of official delegations

Passes for members of official delegations to regular and special sessions of the General Assembly and all other meetings at Headquarters on the official calendar are authorized by the Protocol and Liaison Service (tel.: 212-963-7181) and processed by the Pass and Identification Unit, whose office is located at 320 East 45th Street (FF Building). Registration requests for members of delegations to temporary meetings may be processed through the online eRegistration system, available through the e-deleGATE portal (edelegate.un.int). Guidelines on eRegistration and answers to frequently asked questions can be found on the Protocol and Liaison Service website (protocol.un.org). Owing to the COVID-19 pandemic and the limitations on meetings within the United Nations premises recommended as precautionary measures aimed at containing the spread of COVID-19, access to the building may be limited.

Registration for official delegations of intergovernmental organizations (accredited to the United Nations as observers) that do not have offices in New York should follow the procedure specified under "Guidelines for intergovernmental organizations away from New York", which are posted on the Protocol and Liaison Service website (protocol.un.org), under "Meetings".

## Types of passes<sup>1</sup>

The following types of passes may be issued:

- VIP pass without a photograph, issued by the Protocol and Liaison Service for Heads of State and Government, Vice-Presidents, Crown Princes and Princesses, and their spouses

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<sup>1</sup> Passes for returning delegates whose photographs are already in the electronic system of the Pass and Identification Unit may be picked up by a member of the mission with identification. Spouses will be issued the same type of pass as the principals. Delegates who have photographs in the system that are older than five years are required to upload a new photograph or have their photographs retaken at the office of the Pass and Identification Unit.

- VIP pass with a photograph, issued by the Protocol and Liaison Service for Deputy Prime Ministers, Cabinet Ministers and their spouses
- Gold pass for heads of delegations, processed by the Pass and Identification Unit
- Blue pass for all other members of delegations, processed by the Pass and Identification Unit

## Requirements for issuance of passes

### *VIP passes and delegate passes (gold and blue)*

Requests for passes for the following categories of participants may be processed through the eRegistration system (edelegate.un.int) by submitting to the Protocol and Liaison Service an online application form with a passport-sized photograph (where applicable):

- Heads of State and Government, Vice-Presidents, Crown Princes and Princesses, and their spouses (no photograph required)
- Deputy Prime Ministers, Cabinet Ministers and their spouses (colour photograph in JPEG format required)
- Members of official delegations (colour photograph in JPEG format required)

All requests must be submitted at least two working days in advance of when needed to ensure proper registration and issuance of passes. Additional working days may be required prior to and during the general debate and other high-level meetings. The deadline for the submission of requests for the high-level segment (22–29 September 2020) is Friday, 11 September 2020. To access the second floor during the high-level segment, a secondary pass will be required. For more information, see A/INF/75/4.

## Department of Safety and Security

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

	Tel.	Room
<i>Special Services Unit</i>	212-963-7531	GA-1B-052

The Special Services Unit is located in the first basement of the General Assembly Building in room GA-1B-052. The Unit addresses queries concerning lost and found items, as well as all other in-person enquiries, from 8 a.m. to 5 p.m., Monday to Friday.

The Security Operations Centre operates on a 24-hour basis and can be contacted at 212-963-6666 for all requests for access or general enquiries. The Centre addresses queries concerning lost and found items from 5 p.m. to 8 a.m.

The Centre is staffed with security and fire-safety personnel. For fire or medical emergencies, first call 911 (dial 9-911 from a United Nations telephone) and then contact 212-963-5555 (ext. 35555 from a United Nations telephone). For further details, see [iseek-newyork.un.org/emergencyNY](http://iseek-newyork.un.org/emergencyNY).

## Information (telephones and desk locations)

The Information Unit (tel.: 212-963-9999) can advise on:

- The location and telephone numbers of delegations
- The office or official to be contacted for technical or substantive queries
- The location and telephone numbers of services, information media and United Nations clubs

For information concerning the location and telephone numbers of Secretariat officials and staff, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 65).

## Health-Care Management and Occupational Safety and Health Division

The Health-Care Management and Occupational Safety and Health Division provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations. In addition, the Headquarters Clinical Services team within the Division provides first aid, primary care for illness and injuries, travel-related health advice and guidance on accessing local health-care service providers, including doctors, dentists, pharmacies and hospitals.

### Protocol and Liaison Service

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

	Tel.	Email	Room
Ms. Beatrix Kania <i>Chief of Protocol</i>	212-963-7171	beatrix.kania@un.org	S-0208
Ms. Nicole Bresson-Ondieki <i>Deputy Chief of Protocol</i>	917-367-4320	bresson@un.org	S-0212
Ms. Pilar Fuentes <i>Senior Protocol Officer</i>	212-963-0720	fuentesp@un.org	S-0207
Mr. Fariz Mirsalayev <i>Protocol Officer</i>	212-963-7177	mirsalayev@un.org	S-0205
Ms. Aicha Benmansour <i>Protocol Officer</i>	917-367-8268	aicha.benmansour@un.org	S-0202

For information on the protocol officers and their respective portfolios of Member States, observer States and intergovernmental organizations, as well as detailed information on registration of delegates and staff members, please see the Protocol and Liaison Service website ([protocol.un.org](http://protocol.un.org)).

### Credentials

Credentials are required for representatives of Member States to 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 (email: [iwata@un.org](mailto:iwata@un.org)), with copy to the Protocol and Liaison Service (email: [unprotocol@un.org](mailto:unprotocol@un.org)).

## **Blue Book of Permanent Missions to the United Nations**

The *Blue Book of Permanent Missions to the United Nations* 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 specialized agencies and related organizations. All interim movements of personnel and changes in addresses, telephone and fax numbers, national holidays and so forth are updated in the *Blue Book Online* as soon as the Protocol and Liaison Service is notified of such a change by a mission.

## **Protocol and Liaison Service website**

The most up-to-date version of the *Blue Book* can be found on the Protocol and Liaison Service website ([protocol.un.org](http://protocol.un.org)), along with a list of Heads of State and Government and ministers for foreign affairs, a list of senior United Nations officials, the Manual of Protocol and other useful information.



## II. General Assembly<sup>2</sup> and its Main Committees, the Economic and Social Council and other organs

### General Assembly and its Main Committees

#### President of the General Assembly for the seventy-fifth session

Mr. Volkan Bozkir (Turkey)

On 17 June 2020, the General Assembly elected the President for the seventy-fifth session, pursuant to rule 30 of its rules of procedure.

#### Office of the President

The Office is located on the 2nd floor of the Conference Building.

	Tel.	Fax	Room
Office of the President	212-963-7555	212-963-3301	CB-0246
Spokesperson	212-963-6274	212-963-3301	S-0244

#### Vice-Presidents

On 29 June 2020, pursuant to rule 30 of its rules of procedure, the General Assembly elected the 21 Vice-Presidents for the seventy-fifth session.

#### Vice-Presidents of the General Assembly for the seventy-fifth session

1. Afghanistan	9. Lebanon	16. Russian Federation
2. Albania	10. Libya	17. Somalia
3. Cameroon	11. Mali	18. Togo
4. China	12. Monaco	19. Turkmenistan
5. Eswatini	13. Palau	20. United Kingdom of Great Britain and Northern Ireland
6. France	14. Paraguay	
7. Grenada	15. Peru	21. United States of America
8. Jordan		

<sup>2</sup> Information on the General Assembly is available at [www.un.org/ga](http://www.un.org/ga).

## 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, Movses Abelian.

The Director of the General Assembly and Economic and Social Council 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.

Questions relating to the work of the General Assembly should be referred to the General Assembly and Economic and Social Council Affairs Division.

### *General Assembly and Economic and Social Council Affairs Division*

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#### *Director*

Ms. Ruth de Miranda

Email: demiranda@un.org

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### *General Assembly Affairs Branch*

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#### *Chief*

Mr. Kenji Nakano

Email: nakano@un.org

---

Ms. Radhika Ochalik

Email: ochalik@un.org

---

Ms. Jullyette Ukabiala

Email: ukabiala@un.org

---

Ms. Claudia Gross

Email: claudia.gross@un.org

---

Ms. Svetlana Emelina Sarte

Email: emelina@un.org

---

Ms. Kazumi Kawamoto

Email: kawamoto@un.org

---

Ms. Alexia Poriki

Email: alexia.poriki@un.org

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Mr. Wannes Lint  
Email: lint@un.org

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### *Arrangements for the list of speakers*

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Mr. Carlos Galindo  
Email: galindo@un.org

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### *Information on plenary elections and candidatures<sup>3</sup>*

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Ms. Kazumi Kawamoto  
Email: kawamoto@un.org

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Ms. Alexia Poriki  
Email: alexia.poriki@un.org

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All the individuals listed above attend to matters relating to plenary meetings of the General Assembly and meetings of the General Committee.

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

**Schedule:** A draft programme of work of the plenary for the seventy-fifth session is set out in the report of the Secretary-General on the revitalization of the work of the General Assembly (A/74/953). There is no predetermined programme of work for formal and informal meetings of the plenary for the resumed part of the session (1 January 2021–September 2021). Meetings will be announced in the *Journal of the United Nations* when they have been scheduled.

**Agenda:** The provisional agenda of the seventy-fifth session is set out in A/75/150. The annotations are set out in A/75/100 and A/75/100/Add.1. After its adoption by the plenary, the

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<sup>3</sup> Information on candidates submitted by Member States for the session may be found on CandiWeb, which is available through the e-deleGATE portal (edelegate.un.int).

agenda will be issued as A/75/251 (see A/75/252 for the allocation of agenda items).

**List of speakers:** Focal points from permanent missions are requested to register speakers with the General Assembly Affairs Branch using the e-Speakers system, available through the e-deleGATE portal ([edelegate.un.int](http://edelegate.un.int)). For support with inscription on the lists of speakers, please email [gaspeakerslist@un.org](mailto:gaspeakerslist@un.org) and [galindo@un.org](mailto:galindo@un.org).

**Draft resolutions and decisions:** For the submission of a draft resolution or decision for the plenary, please consult the guidelines for the submission of proposals ([www.un.org/en/ga/pdf/guidelines\\_submit\\_draft\\_proposals.pdf](http://www.un.org/en/ga/pdf/guidelines_submit_draft_proposals.pdf)).

**High-level meetings and the general debate:** The arrangements for the high-level meetings and the general debate are set out in the information note for delegations (A/INF/75/4).

**Other useful documents:** Information on the organization of the session (including the conduct of meetings, the length of statements, explanations of vote, rights of reply, points of order and concluding statements, records of meetings, resolutions, documentation, questions relating to the programme budget, observances and commemorative meetings, and special conferences) can be found in the memorandum by the Secretary-General (A/BUR/75/1). The report of the Ad Hoc Working Group on the Revitalization of the Work of the General Assembly<sup>4</sup> contains, among other things, an inventory chart of General Assembly resolutions on the revitalization of the work of the Assembly.

## e-deleGATE portal

The Department for General Assembly and Conference Management has centralized the digital services made available to delegates through the e-deleGATE portal ([edelegate.un.int](http://edelegate.un.int)). This password-protected portal contains links to general information (e.g. official documents, the *Journal* and the UN News Centre)

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<sup>4</sup> See also [www.un.org/en/ga/revitalization](http://www.un.org/en/ga/revitalization).

and houses specific delegate-facing services, including online registration of delegates participating in meetings (eRegistration), inscription on the list of speakers (eSpeakers) and sponsorship of draft resolutions (eSponsorship) for the General Assembly, its Main Committees and its subsidiary bodies.

Access to e-deleGATE is managed by access administrators in each permanent mission. They can grant access to various parts of the portal to delegates in their missions. New delegates should contact their access admins to gain access. Queries regarding specific committees may be addressed to the individual committee secretaries, while queries about the plenary and the portal as a whole should be addressed to the General Assembly Affairs Branch (gaab@un.org).

## Main Committees of the General Assembly

Pursuant to rule 30 of the rules of procedure of the General Assembly, the First Committee, the Special Political and Decolonization Committee (Fourth Committee), the Second Committee, the Third Committee, the Fifth Committee and the Sixth Committee elected their respective Chairs for the seventy-fifth session of the Assembly. See the sections below for each Main Committee for details.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are listed below, are provided by the respective departments or offices of the Secretariat.

### First Committee

**Chair:** Mr. Agustín Santos Maraver (Spain)

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*Secretary of the First Committee*

Ms. Sonia Elliott

Email: [elliotts@un.org](mailto:elliotts@un.org)

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## Special Political and Decolonization Committee (Fourth Committee)

**Chair:** Mr. Collen Vixen Kelapile (Botswana)

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*Secretary of the Special Political and  
Decolonization Committee*

Ms. Sangeeta Sharma

Email: sharma7@un.org

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## Second Committee

**Chair:** Mr. Amrit Bahadur Rai (Nepal)

---

*Secretary of the Second Committee*

Ms. Emer Herity

Email: herity@un.org

---

## Third Committee

**Chair:** Ms. Katalin Annamária Bogyay (Hungary)

---

*Secretary of the Third Committee*

Mr. Ziad Mahmassani

Email: mahmassani@un.org

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## Fifth Committee

**Chair:** Mr. Carlos Amorín (Uruguay)

---

*Acting Secretary of the Fifth Committee*

Mr. Lionel Berridge

Email: fifthcommittee@un.org

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## Sixth Committee

**Chair:** Mr. Milenko Esteban Skoknic Tapia (Chile)

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*Secretary of the Sixth Committee*

Mr. Huw Llewellyn

Email: [llewellyn@un.org](mailto:llewellyn@un.org)

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## Economic and Social Council

The 2021 session of the Economic and Social Council runs from 23 July 2020 to 22 July 2021. Pursuant to Council decision 2020/200 A, members of the Bureau of the Council were elected for the 2021 session. The Bureau's main functions are to organize the work of the session (see resolution 2021/1 on the working arrangements for the 2021 session of the Council), with the support of the Secretariat (Department for General Assembly and Conference Management and Department for Economic and Social Affairs). More information on the Council is available from the website of the Council ([www.un.org/ecosoc/en](http://www.un.org/ecosoc/en)) and the e-deleGATE portal.

### Office of the President

The office is located on the 2nd floor of the Conference Building (CB-0225).

### Secretariat arrangements for the Economic and Social Council

The Chief of the Economic and Social Council Affairs Branch, General Assembly and Economic and Social Council Affairs Division, Department for General Assembly and Conference Management, coordinates the work of the Council and assumes direct responsibility for the management of plenary meetings and forums convened under the auspices of the Council and the meetings of subsidiary bodies of the Council.

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

## Plenary meetings of the Economic and Social Council

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Economic and Social Council Affairs Branch, General  
Assembly and Economic and Social Council  
Affairs Division

*Chief of Branch and Secretary of the Council*

Ms. Emer Herity

Email: herity@un.org

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Office of Intergovernmental Support and  
Coordination for Sustainable Development,  
Department of Economic and Social Affairs

*Director*

Ms. Marion Barthelemy

Email: barthelemy1@un.org

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## Other organs

### Credentials Committee

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*Secretary of the Committee*

Ms. Tomoko Iwata

Email: iwata@un.org

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### Advisory Committee on Administrative and Budgetary Questions

---

*Executive Secretary*

Ms. Shari Klugman

Email: klugman@un.org

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## Committee on Contributions

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*Secretary of the Committee*

Ms. Sharon Borsits

Email: borsits@un.org

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## Committee on Conferences

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*Secretary of the Committee*

Ms. Xin Tong-Maywald

Email: tongx@un.org

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## III. Conference services

### Meetings services

The Department for General Assembly and Conference Management is responsible for providing the following services to meetings held in conference rooms located in the General Assembly Building and the Conference Building:

- Meeting planning and programming
- Meeting room servicing
- Interpretation
- Documentation and publishing services, including:
  - ◆ Editing
  - ◆ Translation
  - ◆ Text-processing and desktop publishing
  - ◆ Printing
  - ◆ Distribution
- Official, written meeting records

For general enquiries regarding meeting requests and related services, please contact the Meetings Management Section (email: [gmeets@un.org](mailto:gmeets@un.org)).

For general enquiries regarding documents, please contact the Documents Management Section (email: [dms@un.org](mailto:dms@un.org)).

For general enquiries regarding printing and distribution of documents and related services, as well as meetings support services in the conference rooms, please contact the Meetings Support Section (email: [chiefmss-dgacm@un.org](mailto:chiefmss-dgacm@un.org)).

### Programme of meetings

The programme is prepared by the Meetings Management Section. The daily programme of meetings is published online in the *Journal of the United Nations*.

All authorized clients, including permanent missions and United Nations entities, that wish to book conference rooms and meeting services should submit a request through the gMeets portal ([conferences.unite.un.org/gMeets](https://conferences.unite.un.org/gMeets)). The portal is a self-service, single-entry point to submit requests for conference rooms and meeting services at Headquarters. All mandatory fields, including the screening questions, must be completed. Requests are reviewed and confirmed by the Meetings Management Section. Requestors may follow the status of their requests in the “All My Requests” section of the portal. For additional information, please contact the Meetings Management Section (email: [gmeets@un.org](mailto:gmeets@un.org)).

## **Use and care of United Nations electronic equipment**

Delegates and other meeting participants are requested not to take food and liquids other than water into the conference rooms, to avoid damaging the simultaneous interpretation audio systems. Care should also be taken when utilizing microphones, channel selectors, voting switches and audio earphones, as these are sensitive electronic devices. Placing a cellular phone near a microphone may interfere with sound quality.

## **Use of cameras and cellular phones**

Delegates are reminded to refrain from making or accepting cellular phone calls at their delegation tables.

## **Seating protocol**

The Under-Secretary-General for General Assembly and Conference Management, on behalf of the Secretary-General, on 22 June 2020, drew the name of Iceland from among the Member States to occupy the first seat in the General Assembly Hall during the seventy-fifth session of the General Assembly. Consequently, the delegation of Iceland will be seated in the front row at the first desk to the right of the President. The seating of the 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 are available electronically by sending an email request to the Chief of the Meetings Support Section ([chiefmss-dgacm@un.org](mailto:chiefmss-dgacm@un.org)).

## *Journal of the United Nations*

The *Journal of the United Nations* is prepared by the Journal Unit (email: [journal@un.org](mailto:journal@un.org)). The office opens at 10 a.m.

The *Journal* is issued from Monday to Friday. In accordance with General Assembly resolution 71/323, all content related to official meetings, including summaries, is published in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) throughout the year, in accordance with rule 55 of the rules of procedure of the Assembly.

A multilingual digital version of the *Journal*, compatible with smartphones and tablets, is available at [journal.un.org](http://journal.un.org). The latest PDF version of the online *Journal* can be downloaded and printed from the Journal website, in all six official languages, by clicking "Download PDF". The *Journal* is also accessible through the website of the United Nations, the Official Document System ([documents.un.org/](http://documents.un.org/)), Twitter (@Journal\_UN\_ONU) and Facebook ([facebook.com/UNJournal.Official](https://facebook.com/UNJournal.Official)), and by eSubscription (to subscribe, go to [undocs.org](http://undocs.org)).

The *Journal* contains information on the meetings of the day and forthcoming meetings, including:

- ◆ Official meetings (summaries will be added after the meetings, where applicable)
- ◆ Informal consultations
- ◆ Other meetings
- ◆ Forthcoming meetings

In addition, the digital version features:

- ◆ Real-time updates of meeting information
- ◆ Daily list of documents
- ◆ Signatures and ratifications of multilateral treaties deposited with the Secretary-General
- ◆ Information on press conferences
- ◆ General information

Material related to official meetings for inclusion in the *Journal* should be submitted through the Journal Content Management System ([journal.un.org/jcms](http://journal.un.org/jcms)). Material related to informal consultations and other meetings and events should be communicated by email to [journal@un.org](mailto:journal@un.org). The deadline for the submission of material to be included in the following day's issue of the *Journal* is 4 p.m. for the programme of meetings and the summaries. For other activities, material should be submitted before 6 p.m. at least two days in advance.

## Interpretation

In meetings where interpretation is provided, statements made in any of the six official languages of the United Nations are interpreted into the other official languages. Speakers are requested to deliver their statements at a speed that is interpretable. Although delegations are increasingly being 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 interpretation may suffer. It is suggested that statements be delivered at a speed not exceeding the equivalent of 100 to 120 words per minute in English.

## 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 them 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 additions, is unlikely to be reflected in the interpretation.

**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:** The microphones start to operate only when the representative taking the floor has been called upon to speak and the delegate has pushed the button. To ensure the best possible recording and interpretation of the statement, representatives should speak directly and clearly into the microphone, in particular when providing figures, quotations or highly technical material or when reading from a prepared text. Tapping on the microphone to test if it is working, turning pages, and making or answering cellular phone calls should be avoided.

## Records of meetings

Written meeting records are provided for the plenary meetings of the principal organs, meetings of the Main Committees of the General Assembly and, on a limited and selective basis, meetings of certain other bodies. Meeting records are in one of 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 full*. Each PV in an official language of the United Nations contains translations of speeches made in other official languages and edited transcriptions of speeches delivered in the original language.

- 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 pursuant to decisions of the General Assembly and other principal organs.

In addition, audiovisual recordings of meetings are available for consultation (see page 46).

### Corrections to meeting records

- **Corrections to PVs** should be sent to the Chief of the Verbatim Reporting Service (kazanlio@un.org).
- **Corrections to SRs** should be sent to the Chief of the Documents Management Section (dms@un.org).

Corrections should be in the form indicated in the corrections footnote on the front page of the PV or SR. If corrections are inserted in a copy of the record, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, if 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 audiovisual 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 electronically and posted on the Official Document System (documents.un.org/) in corrected form.

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

If available, at least 20 copies of the text should be submitted to the receiving area at the documentation desk at the rear of the General Assembly Hall or at any conference officer's desk in meeting rooms by a delegation representative in possession of a valid United Nations grounds pass.

Delegations are invited to submit their statements (in both PDF and Microsoft Word formats, whenever possible) by email to [estatements@un.org](mailto:estatements@un.org), no later than two hours *in advance of the meeting*, for their upload to the eStatements section of the digital version of the *Journal*. Alternatively, when meetings are on site, delegations may submit a hard copy (unstapled and printed on one side only) for scanning and uploading to eStatements at the documents distribution counter in the General Assembly Hall or at any conference officer's desk in one of the meeting rooms. The name of the meeting and the speaker, as well as the agenda item, should be indicated in the subject line of the email and in the heading of the statement. The statements will not be released until their delivery. Only statements presented during the course of the meeting will be posted on the eStatements section.

Questions relating to General Assembly documentation should be addressed to the staff of the Documents Management Section.

### *Documents Management Section*

	Email
Documents Management Section	<a href="mailto:dms@un.org">dms@un.org</a>
Chief	
Ms. Deirdre Durrance	<a href="mailto:durrance@un.org">durrance@un.org</a>

## Documents facilities

### Translation and printing 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 the Documents Management Section are not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

- “General” series.
- “Limited” series (L, followed by the serial number), comprising 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 arrangement and distributed to participants in English only. Edited texts and revised translations are issued later.
- The “Restricted” series (R, followed by the serial number), comprising only those documents which, owing to the nature of their content, are not made public at the time of issuance. Such documents are not available on the Official Document System (ODS).
- Conference room papers (CRPs) or working papers (WPs), which are informal papers, in English or the language of submission, that are used in the course of a meeting and distributed only to participants and other interested recipients attending the meeting. These documents may be made available by the substantive secretariats on their websites or by other electronic means. However, they are not available on ODS.

## **Communications from Member States for issuance as documents of the General Assembly**

Delegations requesting issuance of communications as documents of the General Assembly should ensure that they are addressed to the Secretary-General 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.

Electronic versions in Microsoft Word format should be sent to the Executive Office of the Secretary-General (sgcentral@un.org), with a copy to dms@un.org and gaab@un.org, to facilitate the processing of communications. If versions in other official languages of the United Nations are available, they should be included, with a clear indication of the original language and which language versions are to be used for reference only. Materials that are 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***

For further information, please email [dms@un.org](mailto:dms@un.org).



## IV. Media, public and library services

### Spokesperson for the Secretary-General

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*Spokesperson for the Secretary-General*

Mr. Stéphane Dujarric  
Email: dujarric@un.org

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*Deputy Spokesperson*

Mr. Farhan Haq  
Email: haqf@un.org

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*Associate spokespersons*

Ms. Eri Kaneko  
Email: kaneko@un.org  
Ms. Florencia Soto Nino  
Email: sotonino@un.org  
Ms. Stephanie Tremblay  
Email: tremblay@un.org  
Ms. Daniela Gross de Almeida  
Email: daniela.grossdealmeida@un.org

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	212-963-7160	
Press enquiries	212-963-7161	S-0222
	212-963-7162	S-0226

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### Press conferences

Requests for press conferences should be addressed to the Office of the Spokesperson for the Secretary-General (room S-0226; tel.: 212-963-7160, 212-963-7161 or 212-963-7162). Attendance at press conferences is limited to accredited journalists. Press attachés may attend a press conference sponsored by their mission.

### Services to correspondents

**Daily press briefings** are given at noon by the Spokesperson for the Secretary-General. During sessions of the General Assembly, 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 (see [webtv.un.org/media](http://webtv.un.org/media)). Highlights of the noon briefing can be found on the website of the Spokesperson's Office ([www.un.org/sg/en/content/noon-briefing-highlight](http://www.un.org/sg/en/content/noon-briefing-highlight)). For other services, see [www.un.org/sg/spokesperson](http://www.un.org/sg/spokesperson).

## Department of Global Communications

The Department of Global Communications provides a wide range of services to representatives of the media, non-governmental organizations and the public.

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News and Media Division

*Director*, Ms. Hua Jiang

Email: [jiang1@un.org](mailto:jiang1@un.org)

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Coverage and Media Services Branch

*Acting Deputy Director*, Ms. Isabelle Broyer

Email: [broyer@un.org](mailto:broyer@un.org)

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Meetings Coverage Section

(press releases)

English: [www.un.org/press/en/](http://www.un.org/press/en/)

French: [www.un.org/press/fr/](http://www.un.org/press/fr/)

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Multimedia Resource Unit

*Chief*, Mr. Antonio da Silva

Email: [silva@un.org](mailto:silva@un.org)

---

UN Photo

*Chief*, Mr. Mark Garten

Email: [garten@un.org](mailto:garten@un.org)

---

Television Broadcast and Facilities Unit

*Chief*, Mr. David Woodie

Email: [woodie@un.org](mailto:woodie@un.org)

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Webcast Unit ([webtv.un.org](http://webtv.un.org))

*Chief*, Mr. Andreas Damianou

Email: [damianou@un.org](mailto:damianou@un.org)

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Media Accreditation and Liaison Unit ([www.un.org/malu](http://www.un.org/malu))

*Chief*, Mr. Tal Mekel

Email: [mekel@un.org](mailto:mekel@un.org)

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Media Documents Centre  
(mdc@un.org)

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News and Content Branch  
*Deputy Director*, Ms. Mita Hosali  
Email: hosali@un.org

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UN News – Dailies  
(news.un.org)  
*Chief Editor*, Mr. Ben Malor  
Email: malor@un.org

---

UN News – Planning and Features  
(news.un.org)  
*Acting Chief Editor*, Mr. Victor Evans-Harvey  
Email: evans-harvey@un.org

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UN Video Section  
*Chief*, Ms. Sofia Diarra  
Email: sofia.diarra@un.org

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Digital and Promotion Branch  
*Deputy Director*, Mr. Joachim Harris  
Email: Joachim.harris@un.org

---

Web Services Section (www.un.org)  
*Chief*, Mr. Peter Dawkins  
Email: dawkins@un.org

---

Social Media Section  
*Officer-in-Charge*, Mr. Joachim Harris  
Email: Joachim.harris@un.org

---

Digital Support Unit  
*Chief*, Mr. Robert Neshovski  
Email: neshovski@un.org

---

Partnerships Unit  
*Chief*, Ms. Fang Chen  
Email: fchen@un.org

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Strategic Communications Division  
*Officer-in-Charge*, Mr. Janos Tisovszky  
Email: tisovszky@un.org

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Communications Campaigns Service  
*Chief*, Ms. Nanette Braun  
Email: nanette.braun@un.org

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Information Centres Service  
*Chief*, Mr. Janos Tisovszky  
Email: tisovszky@un.org

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Outreach Division  
*Director*, Mr. Maher Nasser  
Email: [nasser@un.org](mailto:nasser@un.org)

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Partnerships and Public Engagement/United Nations Academic Impact Initiative and Secretary, Committee on Information  
*Deputy Director*, Mr. Ramu Damodaran  
Email: [damodaran@un.org](mailto:damodaran@un.org)

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Administration and Management Service  
*Deputy Director*, Ms. Maha El-Bahrawi  
Email: [el-bahrawi@un.org](mailto:el-bahrawi@un.org)

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## Press releases

The Meetings Coverage Section prepares:

- Press release summaries in English and French of open meetings of the principal organs of the United Nations and their principal subsidiaries held at Headquarters, usually the same day.
- Press releases on major United Nations conferences held in other parts of the world, on a case-by-case basis.

Please note that press releases are prepared for the use of information media and provide background information; they are not official records. English press releases are available at [www.un.org/press/en/](http://www.un.org/press/en/). French press releases are available at [www.un.org/press/fr/](http://www.un.org/press/fr/).

Accredited correspondents may obtain press releases, links to documents, press kits and other United Nations materials from the Media Documents Centre by emailing [mdc@un.org](mailto:mdc@un.org).

## United Nations website

The main United Nations website ([www.un.org](http://www.un.org)) is available in all six official languages and includes a dedicated section for delegates ([www.un.org/en/sections/resources-different-audiences/delegates/](http://www.un.org/en/sections/resources-different-audiences/delegates/)), with details on and links to the *Blue*

*Book of Permanent Missions to the United Nations*, the Manual of Protocol, the *Journal of the United Nations*, United Nations documents, the e-deleGATE portal and a number of additional resources.

A list of street and email addresses and telephone and fax numbers of the permanent missions to the United Nations is available at [www.un.org/en/members](http://www.un.org/en/members).

The United Nations website also offers access to research tools and links to the home pages of other parts of the United Nations system. The Global Issues Overview section provides one-stop access to information on 30 major topics (see <https://www.un.org/en/sections/issues-depth/global-issues-overview/>).

Additional information can be obtained from the Web Services Section ([webmaster@un.org](mailto:webmaster@un.org) or [dawkins@un.org](mailto:dawkins@un.org); tel.: 212-963-6974).

## UN News

UN News produces daily multimedia news reports, interviews, feature stories and conference-related content covering the worldwide activities of the United Nations system in nine languages (the six official languages, as well as Hindi, Kiswahili and Portuguese). Visit UN News at [news.un.org](http://news.un.org).

UN News provides thematic news focus pages on several United Nations priorities, as well as features including special reports and photo essays. Audio interviews and news content can be found directly on the UN News audio hub for easy downloading by audio partners and other users and for embedding in online stories.

Delegates may subscribe to receive news updates from the UN News website. Subscribers can receive stories as they are posted online or receive daily news digests at the end of each working day. The UN News Reader application for smartphones, available for iOS and Android devices (in the six official languages, as well

as Kiswahili, Portuguese and Hindi), provides access to online stories and live streaming of major United Nations meetings and press conferences.

Delegates can listen live to most activities at Headquarters via the UN Audio Channels application for smartphones, available on both iOS and Android. The application also offers daily news, features and audio podcasts on demand. The on-demand audio content is also available on Apple Podcasts, Google Podcasts and other audio RSS client software.

The multilingual UN News content is distributed via social media channels, including Facebook, Twitter, YouTube and SoundCloud, as well as language-specific social media platforms.

UN News coverage is based on a digital media style of reporting, including news, features, photo essays and audio and video content, and will not contain detailed reports of statements by Member States. It is not intended to be an official record.

The online content is available for use free of charge with a signed licence agreement (issued by the Department of Global Communications) by media outlets, online news platforms and broadcasters around the world. The content, when used, should give attribution to UN News. All embedded content, such as photos, videos and audio programmes, are covered by copyright and permissions guidelines. If an online or broadcast outlet is interested in using multimedia UN News content, please contact [mediapartnerships@un.org](mailto:mediapartnerships@un.org) or call 212-963-5597.

For more information on UN News, please email [unnews@un.org](mailto:unnews@un.org).

## UN Video

The UN Video Section produces videos on breaking news, features, social media products, interviews and more. These videos are shared on the flagship United Nations platforms and other outlets across the United Nations system and by partners serving global audiences and local communities.

UN Video products are available in the six official languages, plus Hindi, Kiswahili and Portuguese. Videos are produced in diverse formats, reflecting the changing landscape of communications, from traditional broadcast outlets to IGTV, generating greater understanding of the United Nations among viewers.

UN Video's daily news package service, UNifeed, enables news providers to cover global issues by offering timely broadcast-quality video from throughout the United Nations system. Material is currently available in three broadcast-quality HD formats: 1080i29.97, 1080i25 and 1080p29.97. All material is accompanied by shot lists and story synopses. Stories come from the global network of United Nations specialized agencies, funds and programmes, peacekeeping operations and Headquarters. New stories are posted on the UNifeed website as soon as they become available. UNifeed packages can be downloaded at [www.unmultimedia.org/tv/unifeed/](http://www.unmultimedia.org/tv/unifeed/). They are available free of charge for news purposes only, subject to the UNifeed terms of use.

For more information on the UN Video Section, please email the Chief of the Section, Ms. Sofia Diarra, at [sofia.diarra@un.org](mailto:sofia.diarra@un.org).

## Social media

Multilingual updates are provided on all major social media channels. For official social media accounts, see the United Nations website ([www.un.org/social](http://www.un.org/social)) or email [scaddan@un.org](mailto:scaddan@un.org).

Delegates are encouraged to post updates using the hashtag #UNGA.

## Media services and facilities

The News and Media Division offers limited access to television facilities, where available, to delegates and accredited journalists. There may be costs associated with the use of the television studio. All products are accessible from [www.unmultimedia.org](http://www.unmultimedia.org) or the respective websites listed above.

## Accreditation for media correspondents

The Media Accreditation and Liaison Unit provides accreditation and liaison services for members of the print and online press and film, television, photographic, radio and other media organizations. For media accreditation requirements, please see [www.un.org/malu](http://www.un.org/malu) or email [malu@un.org](mailto:malu@un.org).

The Media Accreditation and Liaison Unit issues a daily media alert containing information on open intergovernmental meetings, press briefings and conferences, and other outreach activities at Headquarters (see [www.un.org/en/media/accreditation/alert.shtml](http://www.un.org/en/media/accreditation/alert.shtml)).

## Television, webcast and audiovisual library

United Nations Television and Video (UNTV) provides live feeds of meetings, conferences and special events at Headquarters to broadcasters around the world and to rebroadcast organizations such as Encompass and The Switch. For queries, contact the UNTV team (email: [redi@un.org](mailto:redi@un.org) or [woodie@un.org](mailto:woodie@un.org)).

The Webcast Unit provides daily live and on-demand webcast coverage of meetings of the General Assembly, the Security Council, the Economic and Social Council and the Human Rights Council, as well as hearings of the International Court of Justice, press conferences, media stakeouts and events in which the Secretary-General is participating.

The coverage is available to a global audience through the UN Web TV website ([webtv.un.org](http://webtv.un.org)). If interpretation is available, the meetings are covered live in all six official languages, in addition to the original language of the speaker if it is not one of those six. The videos are accessible via the Internet and on mobile devices. The UN Web TV live player allows users to embed any video into their own websites and to share it through social media platforms.

Member States, as well as United Nations departments and organizations, may also request webcast coverage of their

events on a cost-recovery basis. Requests for webcast coverage must be made in advance and must be accompanied by a programme, flyer or URL with information about the event. For queries, contact the Webcast Unit (email: [damianou@un.org](mailto:damianou@un.org) and [justin@un.org](mailto:justin@un.org)).

Digital recordings (audio or video) of General Assembly and Security Council meetings can be requested by delegations. Digital file formats can be downloaded online via a link sent by the Audiovisual Library. Orders received after events will be made available as soon as possible. All requests will be serviced in the order in which they are received. To make a request, contact the Audiovisual Library (email: [avlibrary@un.org](mailto:avlibrary@un.org)).

## United Nations media partnerships

The United Nations welcomes rebroadcasting and republishing partnerships with the world's media organizations, including broadcasters, online publishers, news outlets, digital content platforms and social media platforms. Content available to broadcast and online media partners through content licence agreements includes multimedia news content, including text and video, high definition video programming, such as the award-winning series *UN in Action*, and UN News daily audio news and feature programmes.

UNifeed produces broadcast-quality video footage featuring news stories on a range of United Nations issues. News stories can be downloaded in both PAL and NTSC formats from [www.unmultimedia.org/tv/unifeed/](http://www.unmultimedia.org/tv/unifeed/) and are also available to media organizations via partnerships with Reuters News Agency, the Associated Press, CCTV+ and Wochit Inc.

UNTV feature video content may be used, under certain conditions, by partner outlets. For queries, contact the Partnerships Unit (email: [mediapartnerships@un.org](mailto:mediapartnerships@un.org)).

## United Nations photographs

Photographs documenting official United Nations meetings and the Organization's activities on various issues are available for download at [www.unmultimedia.org](http://www.unmultimedia.org). All photographs are the property of the United Nations, which holds all rights in connection with usage. Photographs may not be used in advertising or for any other commercial purpose without prior authorization from the Department of Global Communications. For queries, contact the Photo Library (email: [photolibrary@un.org](mailto:photolibrary@un.org)).

## Communications campaigns and focal points

### Strategic Communications Division

The Strategic Communications Division develops and coordinates strategic communications campaigns on priority issues, including major United Nations conferences, observances and crisis communications. For more detailed information, contact Mr. Janos Tisovszky, Office-in-Charge, Strategic Communications Division (email: [janos.tisovszky@un.org](mailto:janos.tisovszky@un.org)) or Ms. Nanette Braun, Chief, Communications Campaigns Service (email: [nanette.braun@un.org](mailto:nanette.braun@un.org)). Some of the Division's thematic websites are listed below:

- **Sustainable Development Goals:** [www.un.org/sustainabledevelopment](http://www.un.org/sustainabledevelopment)
- **Decade of Action:** [www.un.org/sustainabledevelopment/decade-of-action](http://www.un.org/sustainabledevelopment/decade-of-action)
- **Sustainable Development Goals in Action app:** [sdgsinaction.com](http://sdgsinaction.com)
- **United Nations peacekeeping:** [peacekeeping.un.org/](http://peacekeeping.un.org/)
- **Service and Sacrifice:** [peacekeeping.un.org/en/service-and-sacrifice](http://peacekeeping.un.org/en/service-and-sacrifice)
- **Africa Renewal:** [www.un.org/africarenewal](http://www.un.org/africarenewal)
- **International Decade for People of African Descent (2015–2024):** <https://www.un.org/en/observances/decade-people-african-descent>

- **Outreach Programme on the 1994 genocide against the Tutsi in Rwanda and the United Nations:** [www.un.org/en/preventgenocide/rwanda/index.shtml](http://www.un.org/en/preventgenocide/rwanda/index.shtml)

The Division's thematic sections are listed below.

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Palestine, Decolonization and Human Rights Section

*Chief*, Mr. Mikhail Seliankin

Email: [seliankin@un.org](mailto:seliankin@un.org)

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Peace and Security Section

*Chief*, Mr. Sunil Narula

Email: [narulas@un.org](mailto:narulas@un.org)

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Sustainable Development Section

*Acting Chief*, Ms. Martina Donlon

Email: [donlon@un.org](mailto:donlon@un.org)

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Africa Section

*Chief*, Ms. Sandra Macharia

Email: [Sandra.macharia@un.org](mailto:Sandra.macharia@un.org)

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## Services provided by the network of United Nations information centres

### Information Centres Service

**Email:** [dgc\\_dis\\_unit@un.org](mailto:dgc_dis_unit@un.org)

**Website:** [unic.un.org](http://unic.un.org)

The Department of Global Communications currently has 59 operational information centres and services around the world, including information services in Geneva and Vienna, the regional information centre in Brussels, and information components in eight United Nations offices. The Information Centres Service of the Strategic Communications Division provides programmatic and administrative support to the network of information centres.

[Email](#)

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Information Centres Service

*Chief*, Mr. Janos Tisovszky

[tisovszky@un.org](mailto:tisovszky@un.org)

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## Outreach Division of the Department of Global Communications

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Outreach Division

*Director*, Mr. Maher Nasser

Email: nasser@un.org

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*Deputy Director*, Mr. Ramu Damodaran

Email: damodaran@un.org

*Deputy Director*, Ms. Maha El-Bahrawi

Email: el-bahrawi@un.org

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The Outreach Division of the Department of Global Communications engages with 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 non-governmental organizations, the academic community, the publishing industry, libraries, the creative community, private sector entities and the general public.

### deleGATE and iSeek

The Outreach Division's iSeek Team (iSeek is the United Nations intranet) updates the deleGATE website ([www.un.int](http://www.un.int)) with relevant content from iSeek in English and French and facilitates access to information managed by the General Assembly committees, the United Nations Headquarters telephone book and a searchable directory of staff contact information. deleGATE is an important resource for information about meetings, elections, major reports, documents, international days, training opportunities and events at Headquarters. For content submission or queries, email [iseek@un.org](mailto:iseek@un.org).

## NGO Relations, Advocacy and Special Events Section

Within the Outreach Division, the role of the NGO Relations, Advocacy and Special Events Section is to bring awareness to the issues and work of the United Nations through creative partnerships, including:

- ◆ The Creative Community Outreach Initiative, which works with film and television industries to encourage the integration of United Nations priority issues into storylines.
- ◆ The Messengers of Peace Programme, which manages relationships with prominent personalities who volunteer their time and talent to raise awareness of the work of the United Nations.
- ◆ The Civil Society Unit, which liaises with non-governmental organizations that are formally associated with the Department of Global Communications and supports the Department's efforts to disseminate information on the work and role of the United Nations. The Unit also facilitates the exchange of information and develops partnerships with civil society to enhance their interactions with and understanding of the work of the United Nations.
- ◆ The Non-Governmental Liaison Service, within the Civil Society Unit, which facilitates meaningful stakeholder engagement in United Nations processes, including support for identification and accreditation of civil society organizations and representatives to participate in high-level events, summits and official meetings, and facilitation of collaboration among stakeholders to coordinate their inputs, in collaboration with the Office of the President of the General Assembly, the Executive Office of the Secretary-General, United Nations entities and others.
- ◆ Coordination of the United Nations Day Concert, which is typically sponsored by a Member State and held in the General Assembly Hall to mark the entry into force of the Charter of the United Nations.

## Department of Global Communications/Civil Society Resource Centre

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### **Chief, Civil Society Unit**

Ms. Hawa Diallo

**Email:** diallo9@un.org

**Website:** outreach.un.org/ngorelations

**Facebook:** facebook.com/UNDGCCSO

**Twitter:** @UNDGC\_CS0

**Email:** undgccso@un.org

### **Services for civil society provided by the Economic and Social Council**

The Non-Governmental Organizations Branch of the Department of Economic and Social Affairs (room S-2586; tel.: 212-963-3192) acts as the focal point for non-governmental organizations in consultative status with the Economic and Social Council. For any questions, the Non-Governmental Organizations Branch may be contacted through the messaging system on the website of the Civil Society Network (csonet.org/)

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### ***Creative Community Outreach Initiative and Messengers of Peace Programme***

Mr. Jon Herbertsson

**Email:** herbertsson@un.org

**Website:** outreach.un.org/mop/

**Website:** outreach.un.org/ccoi/

**Email:** creative@un.org

### **Education outreach**

The Outreach Division manages two mandated programmes: the Holocaust and the United Nations Outreach Programme and the Remember Slavery Programme. The Division also takes the lead in developing the strategy for and planning and implementing global education initiatives on the main issues,

goals and objectives of the United Nations. It organizes activities for students on key issues on the United Nations agenda, and supports the evolution of the Model United Nations initiative into a community that can take real action to support the United Nations and the Sustainable Development Goals. It also provides information on bringing Model United Nations simulations into line with actual United Nations practices and values.

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### ***Remember Slavery Programme and Model United Nations***

Mr. Brenden Varma

**Email:** [varmab@un.org](mailto:varmab@un.org)

**Website:** [www.un.org/en/events/slaveryremembranceday](http://www.un.org/en/events/slaveryremembranceday)

**Facebook:** [facebook.com/rememberslavery](https://facebook.com/rememberslavery)

**Twitter:** @rememberslavery

**Website:** [www.un.org/mun](http://www.un.org/mun)

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### ***International Day of Peace***

**Website:** [www.un.org/en/observances/international-day-peace](http://www.un.org/en/observances/international-day-peace)

**Email:** [education-outreach@un.org](mailto:education-outreach@un.org)

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### ***The Holocaust and the United Nations Outreach Programme***

Ms. Tracey Petersen

**Email:** [petersen3@un.org](mailto:petersen3@un.org)

**Website:** [www.un.org/en/holocaustremembrance/](http://www.un.org/en/holocaustremembrance/)

**Facebook:** [facebook.com/unhop](https://facebook.com/unhop)

**Twitter:** @UNHOP

**YouTube:** [youtube.com/holocaustremembrance](https://youtube.com/holocaustremembrance)

### **United Nations Academic Impact initiative**

The United Nations Academic Impact initiative aligns institutions of higher education, scholarship and research with the United Nations, and with one other, to address priority issues for the United Nations, in particular the Sustainable Development Goals. It provides a point of contact for ideas and initiatives relevant to the work of the Organization.

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### **Chief**

Mr. Ramu Damodaran

**Email:** damodaran@un.org

**Website:** academicimpact.un.org

**Twitter:** @ImpactUN

**Facebook:** facebook.com/ImpactUN

**Email:** academicimpact@un.org

**Linkedin:** www.linkedin.com/company/academicimpact

### **Office of the Envoy of the Secretary-General on Youth**

Hosted by the Outreach Division, the Office of the Envoy of the Secretary-General on Youth works to bring the United Nations closer to young people and young people closer to the United Nations. The Envoy leads the system-wide efforts to empower and engage young people at the global, regional and national levels by implementing the United Nations Youth Strategy. The Office works with Member States, United Nations agencies, civil society, academia and other stakeholders to enhance, empower and strengthen the position of young people within and outside the United Nations system.

### **Envoy of the Secretary-General on Youth**

Ms. Jayathma Wickramanayake

**Email:** youthenvoy@un.org

### **Dag Hammarskjöld Library**

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### **Chief**

Mr. Thanos Giannakopoulos

**Email:** thanos.giannakopoulos@un.org

**Reading room:** L-105

405 East 42nd Street and First Avenue

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

**Email:** Library-NY@un.org

**Tel.:** 212-963-3000

**Website:** library.un.org

The Dag Hammarskjöld Library provides research and information services to support the participation of Member States in the United Nations. This is the Library's first priority.

The Library also offers the following services:

- Professional research service. Information specialists will respond to requests within one hour. Questions can be asked through:
  - ♦ **Email:** [library-ny@un.org](mailto:library-ny@un.org)
  - ♦ **Tel.:** 212-963-3000
  - ♦ **Ask DAG!:** [ask.un.org](http://ask.un.org)
- Access to online commercial intelligence sources, which the Library offers free of charge for delegates and their staff. In addition, a selection of these sources has been made available for delegates to use from their home, office or mobile device. Contact the Library for details.
- Training in United Nations research for delegates and mission staff. For a calendar of upcoming classes, consult the website: [library.un.org](http://library.un.org).
- Specialized websites created by the Library especially for Member States, including:
  - ♦ **Member States on the Record**, an online gateway to the United Nations history of each Member State: [research.un.org/en/unms](http://research.un.org/en/unms)
  - ♦ **Voting Information Database:** [research.un.org/en/docs/ga/voting](http://research.un.org/en/docs/ga/voting)
  - ♦ **Index to speeches:** [research.un.org/en/docs/find/meetings](http://research.un.org/en/docs/find/meetings)
  - ♦ **Ask DAG!**, a database of frequently asked questions that offers answers to common United Nations queries: [ask.un.org](http://ask.un.org)
- Digitize-on-demand service for United Nations documents that are not available online
- Research products focused on key United Nations issues, such as:

- ◆ **Peace and security:** [research.un.org/az.php?s=2253](https://research.un.org/az.php?s=2253)
  - ◆ **Development:** [research.un.org/az.php?s=1515](https://research.un.org/az.php?s=1515)
  - ◆ **And much more:** see [research.un.org/az.php](https://research.un.org/az.php)
- Access to thousands of electronic journals, newspapers and e-books covering all regions and many languages, as well as interlibrary loans for books and articles not available from the Library's collection
  - Research guides on United Nations topics of special interest to delegates:
    - ◆ **Overview of United Nations documentation:** [research.un.org/en/docs](https://research.un.org/en/docs)
    - ◆ **Security Council:** includes tables of all past meetings, vetoes and resolutions: [research.un.org/en/docs/sc](https://research.un.org/en/docs/sc)
    - ◆ **General Assembly:** includes a list of resolutions [research.un.org/en/docs/ga](https://research.un.org/en/docs/ga)
    - ◆ **United Nations budget:** [research.un.org/en/docs/budget](https://research.un.org/en/docs/budget)

The reading rooms (L-105 and L-248) are quiet spaces where delegates can browse the latest magazines and books and get assistance from information professionals. Computers, printers and wireless Internet (Wi-Fi) are available.

In addition, the Library maintains several special collections in print, including maps, international law, League of Nations documents and United Nations documents and publications.

The United Nations collection includes over 10 million documents in all official languages from the earliest days of the Organization. While United Nations documents issued since 1993 are available digitally, millions of documents remain in paper form only and are safeguarded by the Library. The Dag Hammarskjöld Library is currently undertaking a mass digitization programme to preserve the institutional memory of the United Nations. New documents are added daily. The launch of the UN Digital Library ([digitallibrary.un.org](https://digitallibrary.un.org)) has made access to these vital documents more convenient.

The Dag Hammarskjöld Library collaborates with other United Nations Secretariat libraries throughout the world to provide fast and effective service to delegates and other stakeholders. The Library also coordinates a network of 356 United Nations depository libraries in 136 Member States and territories (see [library.un.org/content/united-nations-depository-library-programme](http://library.un.org/content/united-nations-depository-library-programme)).

Delegations and permanent missions may contact the Library for a personalized introduction to Library services and resources. Comments and suggestions from delegates are always welcome.

## United Nations publications

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### **Chief, Sales and Marketing**

Ms. Sherri Aldis

**Email:** [aldis@un.org](mailto:aldis@un.org)

**Website:** [shop.un.org](http://shop.un.org)

**Online platform:** [www.un-ilibrary.org](http://www.un-ilibrary.org)

**Email:** [publications@un.org](mailto:publications@un.org)

**Twitter:** [@unpublications](https://twitter.com/unpublications)

**Facebook:** [www.facebook.com/unpublications](http://www.facebook.com/unpublications)

United Nations publications are available in United Nations bookshops in New York and Geneva, from online and physical retailers, and from the United Nations publications e-commerce website ([shop.un.org](http://shop.un.org)). The United Nations iLibrary ([www.un-ilibrary.org](http://www.un-ilibrary.org)) provides free access to digital publications that can be searched and shared. Popular United Nations titles are also available as e-books and via mobile applications. Publications are available from the United Nations Secretariat as well as from 25 agencies, funds, programmes, institutes and entities.

### **Publications and Editorial**

The Department of Global Communications publishes an online magazine, the UN Chronicle, and reference and guidebooks about the United Nations.

## UN Chronicle

The UN Chronicle has served as the Organization's flagship magazine since 1946, covering information and debate on the activities of the larger United Nations system. It features articles and opinion essays from United Nations officials, as well as non-governmental, academic and policymaking experts. The UN Chronicle is published in the six official languages of the United Nations. In 2019, the magazine discontinued its print edition in favour of an all-digital online format.

**Website:** [www.un.org/chronicle](http://www.un.org/chronicle)

**Email:** [unchronicle@un.org](mailto:unchronicle@un.org)

Mr. John R. Sebesta

**Email:** [sebesta@un.org](mailto:sebesta@un.org)

## Yearbook of the United Nations

The Yearbook of the United Nations stands as the authoritative reference work on the annual activities and concerns of the Organization.

Based on official documents, the Yearbook provides comprehensive coverage of political and security matters, human rights issues, economic and social questions, legal issues and institutional, administrative and budgetary matters, placing these in a unique narrative context of United Nations consideration, deliberation and achievement. The published Yearbook collection is complemented on its website by the online Yearbook Pre-press and Yearbook Express, both updated regularly as new material becomes available. The Yearbook Pre-press features draft chapters or detailed chapter research outlines from Yearbooks currently in production. The multilingual Yearbook Express features the chapter introductions of more recent Yearbooks, along with the report of the Secretary-General on the work of the Organization in those years, in all six official languages.

Mr. Orrin F. Summerell

**Email:** [summerell@un.org](mailto:summerell@un.org)

**Website:** [unyearbook.un.org](http://unyearbook.un.org)

## United Nations Development Business

**Email:** [dbusiness@un.org](mailto:dbusiness@un.org)

**Twitter:** [@devbusiness](https://twitter.com/devbusiness) ([twitter.com/devbusiness](https://twitter.com/devbusiness))

**LinkedIn:** [linkedin.com/company/  
united-nations-development-business](https://www.linkedin.com/company/united-nations-development-business)

**Website:** <https://devbusiness.un.org>

United Nations Development Business is an online platform that publishes procurement announcements for projects financed by multilateral development banks, Member States, the United Nations system and other development agencies, helping them to attract diverse and competitive bids. Businesses and consultants around the world use the platform to stay abreast of business opportunities in the global public procurement market.

Mr. Reza Mapar

**Email:** [mapar@un.org](mailto:mapar@un.org)



## V. Facilities and services for delegations

Information on facilities and services available to delegates is provided on deleGATE (see [www.un.int/pm/delegates-corner](http://www.un.int/pm/delegates-corner)).

### United Nations-issued identification

In the interest of ensuring the safety of all concerned, members of delegations, staff members, accredited members of non-governmental organizations, the press and affiliates will no doubt appreciate the importance of maintaining the integrity of the United Nations identification that is issued, because of the access it allows.

Members of delegations, as with every other authorized pass holder, are reminded that their United Nations-issued grounds pass is solely for the use of the bearer to whom it is issued and that it should not be transferred or given to any other person to use. United Nations identification found to be used in any manner other than for which it was intended will be confiscated by security.

Staff members, members of delegations and other persons who are entitled to access the premises will be admitted to Headquarters only upon presentation of a valid United Nations grounds pass. Passes must be worn at all times in a clearly visible manner while on the premises. It is each card holder's responsibility to ensure that passes are current.

Should a member of a delegation lose or have his or her United Nations grounds pass stolen, he or she should report it immediately to security by calling 212-963-6666. The delegate should then submit a request for a duplicate pass via the United Nations protocol e-accreditation system. Upon approval by the Protocol Unit, the application should be picked up and brought to the Special Investigations Unit, room GA-1B-052, where a staff member will officially record the circumstances under which the pass was lost or stolen. The duplicate application will then be

stamped and signed by the investigator, after which the application can be brought to the Pass and Identification Unit for the issuance of a replacement pass.

## Audiovisual services

Audiovisual services for meetings and events at Headquarters in New York are provided by the Broadcast and Conference Support Section of the Office of Information and Communications Technology.

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### **Broadcast and Conference Support Section**

**Email:** [request-for-services@un.org](mailto:request-for-services@un.org)

Audiovisual and related meeting and event technology support is provided on a budgeted and reimbursable basis. Such services include the provision and operation of microphones and simultaneous interpretation systems, voting and timer systems, broadcast for television, radio and Internet coverage, recordings, digital displays, digital projection, digital name plates, virtual participation technology (video conferences technology and managed virtual meetings platforms, such as Microsoft Teams and Cisco WebEx), sound amplification, and accessibility-related services such as closed captioning and sign language. Requests for services should be sent to the Broadcast and Conference Support Section ([request-for-services@un.org](mailto:request-for-services@un.org)).

The following standard services for official calendar meetings are provided at no cost.

- ◆ Microphones and simultaneous interpretation systems
- ◆ Sound amplification and public-address systems
- ◆ Projection and electronic display for presentations
- ◆ Broadcast coverage
- ◆ Digital signage and digital name plates
- ◆ Teleprompters
- ◆ Remote participation technology (e.g. videoconference and other support)

- ◆ Captioning
- ◆ Sign language display

Additional services or services for non-budgeted meetings are provided on a cost recovery basis. Cost estimates and a rate card are available upon request.

The Broadcast and Conference Support Section also facilitates the provision of accessibility-related support technologies and services, including open and closed captioning and the capture and display of sign language interpretation.

### **Broadcast, streaming and audiovisual recordings**

Broadcast, streaming and digital audio and video recording services are available for meetings and events. Requests for the recording of closed meetings and access to closed meeting recordings are restricted to the Chair or secretary of the meeting. For virtual meetings and events, the Broadcast and Conference Support Section provides interpretation platforms, broadcast, webcast, streaming and audio and video recording services. Requests for such services should be communicated as early as possible and no later than 5 working days prior to the meeting or event.

### **Video projection and displays**

Monitors and speaker systems for multimedia playout, presentations and display in conference and meeting rooms are provided on a cost recovery basis

In the instance of requests for similar services for virtual meetings and events, the Broadcast and Conference Support Section provides the appropriate platform for virtual functionality.

## Archives and Records Management Section

FF Building, ground floor

**Email:** arms@un.org

**Tel.:** 212-963-1747

Delegates are invited to make use of the archives of the United Nations in the public research facility. For additional information, contact the Archives and Records Management Section by emailing arms@un.org.

## Information and communications technology services

The Office of Information and Communications Technology provides the following services to delegations:

- **Internet email:** each permanent mission may obtain the Internet email accounts, in the domain “un.int”, required for their New York delegation. Requests must be submitted on letterheaded paper by email to itservices@un.org and must be signed by the mission’s diplomatic staff, as listed in the *Blue Book*.
- **Member States’ portal (deleGATE):** in partnership with the Department of Global Communications, the Office of Information and Communications Technology provides access to the deleGATE web page (www.un.int), referred to as “iSeek for Member States”. The website consolidates all information relevant to delegates in New York.
- **Official Document System (ODS):** ODS is the central repository for United Nations parliamentary documents and is jointly managed by the Department for General Assembly and Conference Management, the Department of Global Communications and the Office of Information and Communications Technology. ODS is available at documents.un.org.
- **Website service:** the Office of Information and Communications Technology hosts websites for permanent missions at www.un.int. and can provide permanent missions with a web presence through the Unite Web platform.

Permanent mission websites are multilingual, secure and mobile-ready. Authorized content managers in the permanent missions are given access to easily update their mission's website content.

- **Donation of equipment:** the Office of Information and Communications Technology donates recycled computer equipment to interested missions.
- **Help desk support:** the Office provides assistance in relation to information and communications technology services from 8 a.m. to 6 p.m. on regular United Nations workdays (tel.: 212-963-3333).
- **Computers with Internet access:** the Office provides computers with Internet access in the Delegates' Lounge and in the Secretariat on the first basement level.
- **Wireless Internet access:** the Office provides wireless Internet access (Wi-Fi) in most public areas and conference rooms.
- **Enterprise search:** the Office provides an online tool to search multiple United Nations repositories: [search.un.org](http://search.un.org).
- **Innovation Challenges website:** the Office provides an online tool to collaborate with academia, the private sector and civil society through crowdsourcing competitions: [ideas.unite.un.org/main/Page/Home](http://ideas.unite.un.org/main/Page/Home).
- **Information security-awareness training:** the Office provides a computer-based course on the fundamental tools and knowledge needed to stay "cybersafe". It is available through the following link: [training.dss.un.org/course/detail/19913](http://training.dss.un.org/course/detail/19913). Kindly report any cybersecurity issues to [infosec@un.org](mailto:infosec@un.org).

## Main telephone number for the United Nations

The main telephone numbers for the United Nations are 212-963-1234 and 212-963-9999. Callers are greeted by an automated response system that allows them to connect to United Nations security personnel, staff and other resources.

## United Nations staff and services

United Nations Secretariat staff and services have telephone numbers that begin with 212-963-XXXX or 917-367-XXXX. If a caller is within the United Nations Secretariat buildings, these staff and services can be reached from a United Nations telephone by dialling the last five digits of the number, beginning with 3 or 7 (i.e., 3-XXXX or 7-XXXX).

Note that extensions for United Nations funds and programmes differ from those of the Secretariat and are accessible from Secretariat extensions as follows:

- **UNDP:** Dial access code "4", and then the four-digit extension at UNDP.
- **UNICEF:** Dial access code "5", and then the four-digit extension at UNICEF.
- **UNFPA:** Dial access code "631", and then the four-digit extension at UNFPA.

## Garage Administration

UNITAR Building  
801 United Nations Plaza  
New York, NY 10017  
**Room:** U-210  
**e-mail:** garage-admin@un.org

The Garage Administration team will schedule delegations to apply for and collect parking e-Tags and temporary short-term decals.

- **Vehicles registered to individual delegates:** Applications with an authorized mission signature accompanied by the mission seal, with a valid vehicle registration and current United Nations identification attached, should be submitted to the Protocol and Liaison Service (room S-0201, tel.: 212-963-7172). After certification by the Protocol and Liaison Service, the application should be hand-carried to the Garage Administration office for processing. One e-Tag will be issued

for each registered vehicle with “D” plates. Although an individual delegate may register multiple vehicles, only one of those vehicles will be allowed to park at any given time in the garage. E-Tags will be issued only to members of delegations duly accredited to the United Nations.

- **Vehicles registered to the permanent missions:** Applications with an authorized mission signature accompanied by the mission seal, with a valid vehicle registration attached, should be submitted directly to the Garage Administration team for processing. Only one special e-Tag per mission will be issued for the vehicle of the permanent representative, allowing entry at the East 43rd Street gate. Any changes in vehicle usage must be brought to the attention of the Garage Administration team for processing.
- **E-Tags for observer State missions and intergovernmental and other organizations listed in chapters III, IV and V of the *Blue Book*:** Applications must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration team for appropriate action. The issuance of parking e-Tags to observer State missions and intergovernmental and other organizations will be limited to persons enjoying diplomatic status.
- **Vehicles with “S” plates registered in the name of mission staff:** These vehicles will not be authorized to park in the United Nations compound.
- **Temporary identification decal (gold) for the seventy-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 vehicles with these decals is at the East 43rd Street gate for drop-off/pick-up only, with no parking privileges. Application forms are to be submitted electronically through the e-deleGATE portal ([edelegate.un.int](http://edelegate.un.int)). Detailed instructions and access to the portal are available to the designated mission focal point. The following documents must be attached to the

application: a copy of the note verbale indicating the name, title and period of the VIP visit; the car rental agreement; the vehicle registration card; proof of vehicle insurance; and the driver's license and a photo of the chauffeur. The Special Services Unit and the Garage Administration team will review the application and, if approved, notify the mission to pick up the temporary identification decal for the vehicle. Please allow two business days for processing.

The parking e-Tag must be affixed to the vehicle and be clearly visible to Security Officers and Garage Administration staff at entry points and while the vehicle is on the premises. All vehicles must be registered with the Garage Administration. Vehicles not having valid e-Tags will not be allowed entry into the garage. Vehicles that do not display a valid e-Tag are liable to be towed off the premises. A parking e-Tag is non-transferrable and must be affixed only to the vehicle to which it is registered in order to be allowed entry into the garage. Further instructions will be provided by the Garage Administration team upon issuance of the e-Tag.

Prior to the start of the session of the General Assembly, the Garage Administration will send correspondence regarding any procedural changes. Missions will be requested to provide updated application forms prior to the start of the new session for the continued use of each issued e-Tag. Those e-Tags belonging to delegates who are departing Headquarters must be returned to the Garage Administration office prior to the delegate's departure. Any changes in vehicle usage must be immediately reported to the Garage Administration team and e-Tags must be returned if a vehicle is no longer in use or if ownership changes. It is important to note that parking e-Tags will be automatically deactivated upon the expiration of the vehicle's registration. Upon renewal, the updated vehicle registration should be submitted to the Garage Administration team for the parking e-Tag to remain active.

In accordance with section II of General Assembly resolution 39/236, the parking privileges of delegates whose parking fees are in arrears for more than three months will be

suspended. Privileges will be restored once the arrears have been paid in full. Prior to a delegate's departure, he or she should contact the Garage Administration office in order to settle any outstanding dues.

- **Delegation vehicles with United Nations diplomatic plates and identification e-Tags valid for the current session of the General Assembly:** These vehicles may be parked on the first level and in the 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. Drivers are kindly requested to ensure that all designated diplomatic parking areas are filled to capacity prior to parking elsewhere. It should also be noted that, during the seventy-fifth session of the General Assembly, traffic congestion is expected, and delays in reaching the Secretariat by car and entering and exiting the United Nations garage are likely. Where possible, alternate modes of transport should be considered.
- **Overnight parking is generally not permitted.** Exceptions for a limited number of mission-registered vehicles will be authorized upon written request by the mission to the Garage Administration team. The fee is \$2.50 per night. Invoices for this service are sent to the mission shortly after the end of every month. Payment is due upon receipt of the invoice and can be settled by cash, cheque (payable to "United Nations") or credit card (Visa or Mastercard). Payments are to be submitted to the Garage Administration office (801 United Nations Plaza, room U-210). Please be aware that unauthorized vehicles left in the garage for longer than 24 hours may be issued violations. Three violations will result in the revocation of parking privileges.

### *Entrance to the grounds*

#### **Secretariat entrance on First Avenue:**

- Vehicle of the permanent representative, identified by a special e-Tag: all occupants riding in the car will be required to display valid United Nations identification cards.

- Rented vehicles that have been issued special decals that permit drop-off/pick-up only: such vehicles will not be permitted to park on United Nations premises.

### **East 42nd Street entrance:**

All other vehicles bearing an e-Tag. Delegation vehicles entering the premises are subject to a security check.

### *Access to the garage*

Chauffeur-driven cars identified by special e-Tags issued to permanent representatives may use the ramp at the East 43rd Street entrance for access to the garage.

While on call for delegates, chauffeurs should wait in the “ready room” on the first level of the garage. They will be paged by the security officer at the delegates’ entrance of the General Assembly Building when 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 at all times. The United Nations does not ensure 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.

### *Electric vehicle charging ports*

Twenty-four electric vehicle charging ports are installed throughout all levels of the United Nations garage, surrounding stairwell Q. The easiest way to start charging is to download the mobile app from the ChargePoint website ([www.chargepoint.com/drivers/mobile](http://www.chargepoint.com/drivers/mobile)).

## United Nations Institute for Training and Research

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### **Head of Office**

Mr. Marco A. Suazo

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### **Focal Point**

Mr. Pelayo Alvarez

One United Nations Plaza

**Room:** DC1-603

**Tel.:** 212-963-9196

**Fax:** 212-963-9686

**Email:** nyo@unitar.org

**Website:** [www.unitar.org/ny](http://www.unitar.org/ny)

The Institute began operating in 1966, with activities primarily supporting the training of diplomats accredited to the United Nations in New York.

The Institute was established for the purpose of enhancing the effectiveness of the United Nations in achieving the major objectives of the Organization through extensive training and research. Operating as an autonomous body within the United Nations system, the Institute has become a leading provider of short-term executive training to national and local government officials of Member States and representatives of civil society and the private sector, and reaches out to some 25,000 beneficiaries around the world each year.

At the United Nations in New York, the Institute provides multilateral diplomacy training to assist delegates to perform effectively at the United Nations and to engage in contemporary global challenges. Offered throughout the year, the 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, peace and security, migration, negotiations, United Nations reform and sustainable development. Some courses are available online; most are offered through face-to-face learning. Most courses are fee-based, although fee waivers are available for participants from developing and least developed countries. The annual course calendar is available from [www.unitar.org](http://www.unitar.org).

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

## United Nations International School

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### ***Manhattan campus***

24-50 Franklin D. Roosevelt East River Drive, Manhattan,  
New York

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### ***Queens campus***

173-53 Croydon Road, Jamaica Estates, Queens, New York

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### ***Office of the Special Representative of the Secretary-General for the United Nations International School***

Ms. Joan W. McDonald

**Room:** DC1-0646

**Tel.:** 212-963-1889

**E-mail:** mcdonald@un.org

## About the School

The United Nations International School (UNIS) ([www.unis.org](http://www.unis.org)) was established in 1947 under the auspices of the United Nations by a group of United Nations parents to provide an international education for their children. Today, UNIS has 1,600 students, representing more than 110 countries, speaking over 96 languages, and is enriched by a faculty representing 69 nationalities. Approximately 50 per cent of the student body is affiliated with United Nations families, including staff of the United Nations, the funds, programmes and specialized agencies, and the permanent missions to the United Nations. UNIS also serves those families from the international and New York communities who want an international education conforming to the spirit and principles of the United Nations.

### *Admissions:*

UNIS accepts children of United Nations parents who are transferring from abroad, even during the school year, provided there is space available in the relevant grades and the applicants meet the school's entrance criteria. UNIS Manhattan enrolls children in pre-kindergarten through 12th grade, while UNIS Queens enrolls children in kindergarten through 8th grade; students completing 8th grade in Queens are automatically accepted into the Manhattan campus in 9th grade. For admissions information and procedures, please refer to [www.unis.org/admissions](http://www.unis.org/admissions).

### *International Baccalaureate:*

The scholastic standards of UNIS are high. The high school was one of the founding schools in the New York area to offer the International Baccalaureate diploma, an internationally recognized academic standard that qualifies students to attend universities and colleges in the United States and worldwide.

### *Language:*

The main language of instruction is English and all students study French or Spanish, beginning in elementary school. Arabic, Chinese, German, Italian, Japanese and Russian are also taught beginning in the 7th grade at the Manhattan campus. Additional mother tongues may be studied after school. The very multiplicity of languages spoken by the international faculty and students provides a rich cultural opportunity.

### *Tours and open houses:*

Tours and open houses are frequently scheduled and given by appointment. For more information, please visit [www.unis.org/admissions/visit](http://www.unis.org/admissions/visit).

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### **Department of Admissions**

**E-mail:** [admissions@unis.org](mailto:admissions@unis.org)

**Manhattan Campus:** 212-584-3071

**Queens Campus:** 718-658-6166

## New York City liaison

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### **Commissioner for International Affairs**

Ms. Penny Abeywardena

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### **Deputy Commissioners**

Ms. Aissata M.B. Camara (Operations and Strategic Partnerships)

Ms. Tanyanika Davis (Speechwriting and Communications)

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### **New York City Mayor's Office for International Affairs**

Two United Nations Plaza, 27th floor, New York, NY 10017

**Tel.:** 212-319-9300

**Fax:** 212-319-9304

**Email:** [international@cityhall.nyc.gov](mailto:international@cityhall.nyc.gov)

**Website:** [www.nyc.gov/international](http://www.nyc.gov/international)

The New York City Mayor's Office for International Affairs works to foster positive relations and encourages collaboration between the international community and New York City's agencies and local neighbourhoods. The Office is focused on sharing New York City's policies and best practices globally, as well as responding to requests from foreign Governments, the United Nations and the United States Department of State. The Office also advises city agencies on diplomatic and consular matters and provides guidance to the diplomatic and consular community on city-related issues. The Office administers the city's Diplomatic and Consular Parking Programme and creates opportunities to connect the international community with local communities in New York City.

## Programmes

- **Global Vision | Urban Action** works to highlight the synergies between the global Sustainable Development Goals and New York City's local sustainability and development initiatives set

out in OneNYC: the Plan for a Strong and Just City. By bringing together experts from New York City and the international community, Global Vision | Urban Action is a platform to share information and forge innovative solutions that can be adopted locally and globally. In July 2018, New York City became the first city in the world to submit a voluntary local review of its progress on the Goals directly to the United Nations during the high-level political forum on sustainable development. Through this programme, the Office for International Affairs is sharing its experience with other cities and calling on them to submit their own voluntary local reviews.

- **NYC Junior Ambassadors** seeks to leverage the United Nations as a resource for seventh graders and to empower students in all five boroughs of New York City to become actively engaged with the United Nations and its mission of addressing some of the most pressing challenges in the world. The programme uses the Sustainable Development Goals as the lens through which young people are able to take local community actions for global impact.
- **Connecting Local to Global** helps to join New York City's diplomatic and consular community to the city in which they live and serve. Working in partnership with our colleagues at city agencies, the Office uses the programme to create opportunities for the 116 consulates in the city to learn about the work of city agencies and share the city's programming with the communities they serve, while also helping city agencies to learn from their best practices.

## Services

- **Parking:** In collaboration with the United States Department of State, the Office administers the New York City Diplomatic and Consular Parking Programme, issuing parking decals annually and assisting diplomatic and consular offices with parking issues throughout the year.
- **Consular notification:** The Office assists consulates in obtaining information regarding incidents involving possible injury or casualty to foreign nationals in New York City.

- **Delegation visits:** The Office facilitates meetings with New York City officials for visiting delegations of foreign government officials at the local and federal levels.
- **Economic development:** The Office works to facilitate the sharing of economic development best practices between Governments, helps to connect international businesses to New York City, and can provide information about programmes and services to help to bring international businesses to New York City.

## Hospitality Committee

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### *Hospitality Committee for United Nations Delegations*

**Room:** GA-0142

**Tel.:** 212-963-8753

The Hospitality 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 daytime classes in English. Programmes are open to diplomats from the missions to the United Nations and members of their immediate families. Two sessions are held, in the fall and spring. Advanced English conversation, writing and film discussion courses are also offered.

Information about these activities may also be obtained from the monthly calendar posted on the website of the Committee, available from [www.hcund.org](http://www.hcund.org).

## Banking facilities

The United Nations Federal Credit Union (UNFCU) is a not-for-profit cooperative financial institution owned since 1947 by members, who are staff and retirees of the United Nations and

its specialized agencies, and members of their families. Certain permanent missions to the United Nations and their staff in New York may also join. A list of eligible missions is provided on the UNFCU website ([www.unfcu.org/who-can-join](http://www.unfcu.org/who-can-join)). UNFCU offers a broad array of financial solutions and consultative services. These include Internet banking, eStatements, eWires, WebChat, 24/7 telephone banking, insurance, investments, mortgages and consumer lending products.

Additional information can be found at [www.unfcu.org](http://www.unfcu.org) or by visiting one of the New York branches or the representative offices in Geneva, Nairobi, Rome and Vienna. To speak with a member service representative, call 347-686-6000 or use WebChat at [www.unfcu.org](http://www.unfcu.org). You can also email UNFCU ([email@unfcu.com](mailto:email@unfcu.com)). To follow UNFCU, please visit [unfcu.org/facebook](http://unfcu.org/facebook).

### *ATM locations*

- 2 United Nations Plaza, 3rd floor (East 44th Street, between First and Second Avenues)
- General Assembly Building, Visitors' Lobby (first basement level)
- 820 Second Avenue, street level
- United Nations International School, 24-50 Franklin D. Roosevelt East River Drive, 1st floor (at East 25th Street)
- UNFCU Headquarters, 24-01 44th Road, Long Island City

### **United Nations maps**

Maps produced by the Geospatial Information Section are available at [www.un.org/gis](http://www.un.org/gis). Maps on this site may be used for exhibition without modification. For publication permission, please refer to the guidelines found at [www.un.org/Depts/Cartographic/english/about.htm](http://www.un.org/Depts/Cartographic/english/about.htm).

Map printing services for maps produced by the Geospatial Information Section may be requested through a note verbale from the permanent mission addressed to the Office of the Assistant Secretary-General for Information and

Communications Technology, with copy to [gis@un.org](mailto:gis@un.org), and should include the following information:

- Request for map printing service
- Map title, number and date of production
- Number of maps required
- Size of maps required (the majority of the maps available on the website are suitable for poster size, 24 inches by 18 inches or 24 inches by 30 inches)
- Focal point (name, email and telephone number) to be contacted for pick-up when ready (no delivery service is available)

For more information, contact the Section at 917-367-2043 or [gis@un.org](mailto:gis@un.org).

## Facilities for persons with disabilities

**Restrooms** that can accommodate persons with disabilities are located in the Conference Building on all levels, in the Secretariat Building on each floor and in the General Assembly Building on each floor.

**Elevators** with operators are available to access the 2nd floor of the Conference Building and all floors of the General Assembly Building.

**Ramps** are located on the ground level at the entrances to the compound at East 42nd and 45th Streets and are fully accessible.

Parking spots designated for delegates with disabilities are located on the 1st basement level next to the entrance leading to the Vienna Café.

Special ramps to access the conference room podiums are provided where required. The General Assembly Building may be reached from the delegates' entrance at East 48th Street or from the south screening entrance at East 42nd Street.

The General Assembly Hall has been retrofitted to enable the installation of portable seating and the use of wheelchairs, and a ramp has been installed at the main entrance to GA-200.

**With regard to hearing aid equipment,** requests to connect to conference room audio distribution systems should be addressed to the Broadcast and Conference Support Section (room CB-1B-79, tel.: 212-963-9485, email: [request-for-services@un.org](mailto:request-for-services@un.org)). The Section can also loan neck-worn induction loops for hearing aids equipped with a T-Switch.



## Frequently asked questions

### 1. **Where can I find information about the COVID-19 pandemic and the United Nations Headquarters in New York?**

Details about medical services, useful contacts, testing and other useful information can be found at [www.un.org/en/coronavirus/permanent-missions-ny](http://www.un.org/en/coronavirus/permanent-missions-ny).

### 2. **How can I find information about arrangements for the high-level meetings and the general debate of the General Assembly?**

The arrangements for the high-level meetings and the general debate of the General Assembly are set out in the information note for delegations (A/INF/75/4). A note verbale from the Protocol and Liaison Service on protocol and accreditation arrangements, sent by email and facsimile directly to the permanent missions, is also available online.

### 3. **Where can I find statements made by my country during the general debate of the General Assembly?**

Please see [journal.un.org](http://journal.un.org).

### 4. **How should I submit credentials?**

In accordance with rule 27 of the rules of procedure of the General Assembly, credentials for the seventy-fifth session of the General Assembly must be addressed to the Secretary-General and signed by the Head of State or Government or the Minister for Foreign Affairs. In accordance with rule 25 of the rules of procedure, credentials may indicate not more than five representatives and five alternate representatives, and as many advisers, technical advisers, experts and persons of similar status as may be required by the delegation. A scanned copy of the credentials, as well as other communications containing the names of representatives to the seventy-fifth session (such as letters and notes verbales from the permanent missions), should be submitted, if possible by 8 September 2020, through the online platform "e-Credentials", which can be accessed through

the e-deleGATE portal. While the original hard copy of the credentials should be submitted to the Office of Legal Affairs, owing to the restricted access to the Secretariat Building, the Office is unable to receive the original hard copies until further notice. An announcement will be made in the *Journal of the United Nations* when the Office is in a position to receive the original hard copies.

## **5. How can I find the agenda of the General Assembly?**

The provisional agenda of the seventy-fifth regular session is set out in A/75/150. Annotations of items on the preliminary list are set out in A/75/100 and A/75/100/Add.1. After its adoption (expected to be 18 September 2020), the agenda will be issued as A/75/251 (see A/75/252 for the allocation of agenda items).

## **6. 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, with a copy, if possible, to the General Assembly Affairs Branch (gaab@un.org). In accordance with rule 13 of the rules of procedure of the General Assembly, a request for the inclusion of an item in the provisional agenda of a forthcoming regular session should be made at least 60 days before the opening of the session. A request for the inclusion of a supplementary item in the agenda, in accordance with rule 14 of the rules of procedure, should be made at least 30 days before the opening of the session. Afterwards, additional items of an important and urgent character may be proposed for inclusion in the agenda, including during the session, in accordance with rule 15 of the rules of procedure. Unless the Assembly decides otherwise by a two-thirds majority of the members present and voting, no additional item may be considered until seven days have elapsed since it was placed on the agenda and until a committee has reported upon the question concerned. 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.

## **7. 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. Once the session begins, the calendar is updated on an ongoing basis on the General Assembly website. You may contact the Secretary of a Main Committee for the programme of work of that Committee (see page 23).

## **8. How can I be inscribed on the list of speakers for the General Assembly plenary?**

Delegations wishing to be inscribed on the list of speakers of plenary meetings of the General Assembly are requested to do so through the e-deleGATE portal ([edelegate.un.int](http://edelegate.un.int)).

For inquiries regarding usernames and passwords, kindly contact the DGACM Help Desk ([help-desk@un.org](mailto:help-desk@un.org)). For any other inquiries regarding the list of speakers, please contact the General Assembly Affairs Branch (Mr. Carlos Galindo; email: [galindo@un.org](mailto:galindo@un.org); tel.: 212-963-5063; with copy to [gaspeakerslist@un.org](mailto:gaspeakerslist@un.org)).

## **9. 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 General Assembly Hall before or during a meeting. On the day of election in the General Assembly, the campaign materials distributed in the Hall shall be limited to a single page of information regarding the candidates, with a view to preserving the decorum of the Assembly, pursuant to resolution 71/323.

## **10. What is the procedure for submitting a draft resolution or decision?<sup>5</sup>**

The electronic version, accompanied by a hard copy containing the final text of a draft resolution or decision, must be submitted

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<sup>5</sup> See [www.un.org/en/ga/pdf/guidelines\\_submit\\_draft\\_proposals.pdf](http://www.un.org/en/ga/pdf/guidelines_submit_draft_proposals.pdf).

by an accredited delegate of a mission and signed in the presence of the General Assembly Affairs Branch staff member responsible for processing draft resolutions and decisions.

If the submitting delegation wishes to open the draft resolution for co-sponsorship, it may do so through the eSponsorship portal for the plenary or the respective Main Committee through the e-deleGATE portal (edelegate.un.int).<sup>6</sup>

If the draft resolution or decision is based on a previous one, the previous text should be downloaded from the Official Document System (ODS) (ods.un.org), and necessary changes made using the track changes feature in Microsoft Word.

As procedures established by the General Assembly and the Main Committees may vary, please contact the Secretary of the respective Main Committee regarding its particular submission procedure (see page 64).

## **11. How can a Member State co-sponsor a draft resolution or decision? Can I still co-sponsor a draft resolution by signing a co-sponsorship form?**

Authorized members of delegations wishing to co-sponsor a particular draft resolution or decision may do so through the eSponsorship portal for the plenary and for the respective Main Committee through the e-deleGATE portal (edelegate.un.int).<sup>7</sup>

Co-sponsorship cannot be carried out through any kind of correspondence, email, and so forth. Co-sponsorship forms in hard copy (paper) are not accepted.

Note that co-sponsorship cannot be accepted after the adoption of draft resolutions and decisions. Additional sponsors are not accepted for drafts recommended by a Main Committee once these have been adopted by the Committee.

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<sup>6</sup> Guidelines on initiating a proposal for sponsorship are available at [www.un.org/en/ga/pdf/e-sponsorship\\_initiating\\_ga\\_rev1.pdf](http://www.un.org/en/ga/pdf/e-sponsorship_initiating_ga_rev1.pdf).

<sup>7</sup> Guidelines on co-sponsoring a draft proposal are available at [www.un.org/en/ga/pdf/e-sponsorship\\_cosponsor\\_ga.pdf](http://www.un.org/en/ga/pdf/e-sponsorship_cosponsor_ga.pdf).

## **12. How can I withdraw my delegation's co-sponsorship?**

Delegates can inform the General Assembly Affairs Branch of their mission's intention to withdraw sponsorship and fill out a "Withdrawal of sponsorship" form, to be provided by the Secretariat. Co-sponsorship cannot be withdrawn once the resolution has been adopted.

## **13. Where can I get a copy of the adopted resolution or decision?**

A few weeks after adoption, resolutions are published in the "A/RES" series of documents. Until then, the text is contained in an "L" document on ODS. Resolutions can also be found in the report of the relevant committee and on the website of the General Assembly ([www.un.org/ga](http://www.un.org/ga)). Resolutions and decisions are published as Supplement No. 49 to the Official Records of the General Assembly of the session in three volumes (e.g. A/74/49 (vol. I) to (vol. III)). Generally, volumes I and II contain resolutions and decisions, respectively, adopted during the main part of the session, and volume III contains resolutions and decisions adopted during the resumed part of the session.

## **14. What does "programme budget implications" mean?**

A programme budget implication is a statement detailing the administrative, financial and programmatic changes that the adoption of a draft resolution would entail. Once a programme budget implication is issued, the Advisory Committee on Administrative and Budgetary Questions will also provide its observations for the Fifth Committee to consider.

At least 48 hours are required before action can be taken on a draft resolution containing budgetary implications so that the Secretary-General can prepare the programme budget implication and the Advisory Committee can consider it. For this reason, there is a deadline of no later than 1 December for draft resolutions with financial implications to be submitted to the Fifth Committee (see paras. 12 and 13 of decision 34/401).

**15. Where can I get a copy of the voting record on an adopted resolution or decision?**

Voting records are posted on the PaperSmart portal immediately after adoption of the resolution or decision. Voting records can also be found through [www.un.org/en/ga/documents/voting.asp](http://www.un.org/en/ga/documents/voting.asp) by entering the corresponding resolution symbol (e.g. A/RES/70/1) in the search field.

**16. What is the majority required for decision-making? Who can participate in the vote?**

In accordance with Article 18 of the Charter of the United Nations and rule 83 of the rules of procedure of the General Assembly, each member of the Assembly shall have one vote (only Member States can participate in a vote). Decisions of the Assembly on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include: recommendations with respect to the maintenance of international peace and security; the election of the non-permanent members of the Security Council; the election of the members of the Economic and Social Council; the election of members of the Trusteeship Council in accordance with paragraph 1 (c) of Article 86 of the Charter; the admission of new Members to the United Nations; the suspension of the rights and privileges of membership; the expulsion of Members; questions relating to the operation of the trusteeship system; and budgetary questions. Decisions on questions other than those provided for in rule 83, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting. For details relating to the method of voting and elections, please see rules 83–95 of the rules of procedure.

**17. What is the procedure to reflect in the verbatim records how a Member State intended to vote on a draft resolution or decision?**

A member of the delegation can complete a form through the e-deleGATE portal ([edelegate.un.int](http://edelegate.un.int)) and a footnote will be added to the verbatim record (PV) of the meeting.

## **18. Where can I find the list of candidates for General Assembly elections?**

The list of candidates is available for delegations on CandiWeb on the e-deleGATE portal (edelegate.un.int).

## **19. How do I request the granting of observer status?**

The General Assembly, by its decision 49/426, decided that the granting of observer status should in the future be confined to States and to those intergovernmental organizations whose activities cover matters of interest to the Assembly. The request for the granting of observer status must emanate from a Member State, or Member States, in the form of a letter to the Secretary-General containing a request for the inclusion of the granting of that observer status as an item in the agenda of the Assembly. Taking into account the requirement for the item to be considered in the Sixth Committee (see resolution 54/195), which meets during the main part of the session between September and December, such requests are normally submitted in time for inclusion in the provisional agenda of the forthcoming session, or the supplementary list thereto. The list of the observers can be found in A/INF/75/5.

## **20. What rights do observers have in the General Assembly?**

The General Assembly has granted to the Holy See and the State of Palestine, in their capacity as Observer States, rights and privileges of participation in the sessions and work of the General Assembly.

For further information concerning the rights and privileges of participation of the Holy See, see resolution 58/314 and the note by the Secretary-General (A/58/871). Concerning those of the State of Palestine, see General Assembly resolutions 3237 (XXIX), 43/160 A, 43/177, 52/250, 67/19 and 73/5; the note by the Secretary-General (A/52/1002 and A/52/1002/Corr.1); and the report of the Secretary-General (A/67/738).

The General Assembly has also granted to intergovernmental organizations and entities the right to participate as an observer in the session and work of the General Assembly. Such status

is granted by the Assembly in a resolution based on a recommendation received from the Sixth Committee.

Observers can make statements in debates in formal plenary meetings. They cannot co-sponsor resolutions and cannot raise procedural motions, such as points of order. If the President of the General Assembly allows, observers may make statements in response to a statement.

With respect to the European Union, the General Assembly has adopted a resolution outlining the modalities for the participation of their representatives in the General Assembly (see resolution 65/276 and the note by the Secretary-General (A/65/856)).

## **21. How do I request the issuance of communications addressed to the Secretary-General as official documents?**

Delegations requesting issuance of communications addressed to the Secretary-General as official documents of the General Assembly should ensure that they are addressed to the Secretary-General and are 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 being requested, using the agenda of the seventy-fifth session of the Assembly (A/75/251).

Requests should include the following language "I should be grateful if you would circulate the present letter as an official document of the General Assembly, under agenda item ...". The original letter must be sent to the Executive Office of the Secretary-General, with an original signature or stamp.

In addition, electronic versions in Microsoft Word should be sent to [gaab@un.org](mailto:gaab@un.org) and to [dms@un.org](mailto:dms@un.org) to facilitate processing. Originals may be submitted to Room S-12FW001 in the Secretariat Building. 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 accessible to the public on websites or through the media, such as statements, press releases, social media and images, should be cited rather than included in the communications.

**22. What are the opening dates of future sessions and future general debates?**

The opening date of the regular session of the General Assembly varies every year, pursuant to rule 1 of its rules of procedure, which stipulates that “the General Assembly shall meet every year in regular session commencing on the Tuesday of the third week in September, counting from the first week that contains at least one working day.” In line with resolution 57/301, the general debate shall open on the Tuesday following the opening of the regular session and shall be held without interruption. Please see A/INF/75/1 for further information.

**23. What is the procedure for designating an international day, week, year or decade?**

The General Assembly has designated specific days, weeks, years and decades as occasions to mark particular events or topics in order to promote, through awareness and action, the objectives of the Organization. Such days, weeks, years and decades have been proclaimed through the adoption of resolutions by the Assembly, proposed by one or more Member States.

As far as international years are concerned, the annex to Economic and Social Council resolution 1980/67, entitled “Guidelines for future international years”, sets out the criteria and procedures with respect to proposals for future international years. The General Assembly has stressed that the criteria and procedures contained in the guidelines should be taken into account in considering future proposals for international years (see in particular Assembly decision 35/424 and resolutions 53/199 and 61/185).

On occasion, prior to the General Assembly proclaiming specific days and years, specialized agencies of the United Nations have adopted decisions supporting the establishment of specific days and years.



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Published by the  
Department for General  
Assembly and Conference  
Management [www.un.org/](http://www.un.org/)  
Depts/DGACM

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20-21727