



24 May 2022

---

## Secretary-General's bulletin

### United Nations Exhibits Committee

The Secretary-General, in accordance with the procedures for the promulgation of administrative issuances set out in [ST/SGB/2009/4](#), and for the purpose of establishing the terms of reference of the United Nations Exhibits Committee, promulgates the following:

#### Section 1

##### Exhibits Committee: definitions

1.1 The United Nations Exhibits Committee is a standing body that reviews and authorizes proposals for public exhibits. There are three options for the display of such exhibits:

- (a) In publicly accessible gallery areas<sup>1</sup> at Headquarters in New York;
- (b) In publicly accessible gallery areas at Headquarters in New York, with an additional online display on the United Nations exhibits website;
- (c) Virtually only on the United Nations exhibits website.

1.2 The present bulletin does not apply to exhibits displayed in areas at Headquarters in New York that are not publicly accessible.

1.3 For the purposes of the present bulletin, the following definitions shall apply:

- (a) *United Nations entity*: a department or office of the Secretariat, including an office away from Headquarters; a special political or peacekeeping mission; a regional commission; the office of a resident coordinator; a United Nations fund, programme or specialized agency or other entity of the United Nations system; or any other unit tasked with programmed activities;
- (b) *Organizer*: the United Nations entity, the permanent mission or permanent observer mission to the United Nations, or a sponsored entity that has submitted a proposal for an exhibit;

---

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



(c) *Sponsor*: the United Nations entity or the permanent mission or permanent observer mission to the United Nations formally endorsing the proposal by a sponsored entity;

(d) *Sponsored entity*: an organizer that is not a United Nations entity, nor a permanent mission or permanent observer mission to the United Nations, and whose proposal is endorsed by a sponsor.

## **Section 2**

### **Composition**

2.1 The Exhibits Committee shall consist of the representatives of the following Offices and Departments:

- Executive Office of the Secretary-General
- Department of Global Communications
- Department for General Assembly and Conference Management
- Department of Economic and Social Affairs
- Department of Political and Peacebuilding Affairs
- Department of Safety and Security
- Department of Operational Support
- Office of Legal Affairs

2.2 The Exhibits Committee shall be chaired by the Under-Secretary-General for Global Communications. The Chair may invite representatives of other United Nations entities, including individuals with relevant experience, to participate in the meetings of the Committee.

## **Section 3**

### **Functions**

3.1 The Exhibits Committee shall consider the relevance and value of a proposal for an exhibit to be displayed in publicly accessible gallery areas at Headquarters in New York and/or on the United Nations exhibits website, as well as its conformity with relevant rules and procedures governing the use of United Nations Headquarters premises in New York.<sup>2</sup> The Committee shall review and approve such a proposal in accordance with the criteria set out in section 4.3 below.

3.2 The secretariat of the Exhibits Committee is hereby established. The secretariat shall provide support to the Committee and its Chair, organize Committee meetings, determine dates and location of exhibits, respond to enquiries related to exhibits proposed for display in publicly accessible gallery areas at Headquarters in New York and/or on the United Nations Exhibits website, and carry out other functions as necessary.

## **Section 4**

### **Review of proposals for exhibits and responsibility for the exhibit**

4.1 The Exhibits Committee shall review and consider proposals only for exhibits submitted by organizers. Any proposal originating from an organizer that is a

---

<sup>2</sup> This includes, in particular, administrative instruction [ST/AI/2019/4](#), entitled “Use of space at Headquarters in New York for meetings, conferences, events and exhibits”.

sponsored entity must be accompanied by a written communication formally endorsing the proposal from a sponsor.

4.2 The organizer shall bear responsibility for the content and costs of their exhibit. In the event that the organizer is a sponsored entity, the sponsor shall bear responsibility for: (a) the content of the exhibit, in addition to the organizer; and (b) the costs of the exhibit if the organizer concerned fails to meet such costs.

4.3 The following criteria shall serve as the basis for the Exhibits Committee's consideration of proposals for exhibits:

(a) All exhibits to be displayed must be consistent with the aims, purposes and principles of the United Nations, in both content and presentation, and must be non-commercial in nature;

(b) Themes of exhibits must be specific to the activities and work of the organizations of the United Nations system, must be international or universal in character and must illustrate these topics through informative content;

(c) Exhibit proposals focusing exclusively on a specific individual, country, non-United Nations entity or religion, or originating from a single artist, shall not be permitted;

(d) Exhibit proposals promoting any specific for-profit entity, brand, product or service shall not be permitted, especially if such for-profit entity, brand, product or service is associated with the organizer and/or sponsor;

(e) Priority will be given to exhibit proposals relating to commemorations or observances established by the General Assembly or by other governing bodies of the organizations of the United Nations system;

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

(g) The proposal for an exhibit must conform to the requirements set out in an administrative instruction issued in furtherance of the present bulletin.<sup>3</sup>

4.4 The Exhibits Committee may, at its discretion, reject a proposal for an exhibit in part or in its entirety, or require the elimination or alteration of any part thereof. The final decision as to whether an exhibit will be displayed in the publicly accessible gallery areas and/or on the United Nations Exhibits website will rest with the Committee.

4.5 Except as otherwise expressly agreed by the Exhibits Committee, the decisions of the Committee shall be taken by consensus.

## **Section 5**

### **Transmission of decisions**

5.1 Following the review of a proposal for an exhibit by the Exhibits Committee, the secretariat of the Committee shall inform the organizer and, if applicable, the sponsor of the Committee's decision on the proposal.

5.2 The secretariat of the Exhibits Committee shall inform the Director of the Division of Administration in the Department of Operational Support of the authorization granted for a proposed exhibit.

<sup>3</sup> See section 2 of administrative instruction [ST/AI/2022/3](#), entitled "Exhibits in publicly accessible gallery areas at Headquarters in New York and/or on the United Nations exhibits website".

**Section 6**  
**Final provisions**

6.1 The present bulletin shall enter into force on the date of its issuance.

6.2 The present bulletin supersedes Secretary-General's bulletin [ST/SGB/2008/6](#) of 28 April 2008, entitled "United Nations Exhibits Committee", which is hereby abolished.

(*Signed*) António **Guterres**  
Secretary-General

---