



**Regular Process for Global Reporting and Assessment of the State of
the Marine Environment, including Socioeconomic Aspects**

General Assembly Ad Hoc Working Group of the Whole

**31 March 2014
United Nations, New York**

Information for participants

Participation

1. In accordance with paragraph 204 of General Assembly resolution 65/37 A of 7 December 2010, the meetings of the Ad Hoc Working Group of the Whole are open to:
 - a) Member States and Observers of the United Nations;
 - b) In accordance with past practice of the United Nations, relevant intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council; and
 - c) Relevant scientific institutions and major groups identified in Agenda 21 that request an invitation to participate in the meetings of the Ad Hoc Working Group of the Whole.

2. Non-governmental organizations, as well as, relevant scientific institutions and major groups identified in Agenda 21 wishing to attend the meetings of the Ad Hoc Working Group of the Whole must either have consultative status with the Economic and Social Council or, be accredited to the roster of the Commission on Sustainable Development. For information on how to obtain such status, the following website may be consulted: <http://www.un.org/esa/coordination/ngo/>

United Nations Grounds Passes

Intergovernmental organizations

3. Representatives from intergovernmental organizations invited to attend the meetings of the Ad Hoc Working Group of the Whole should communicate their request to attend the meeting directly to the Protocol and Liaison Service, with a copy to the Division for Ocean Affairs and the Law of the Sea (DOALOS), Office of Legal Affairs, for issuance of grounds passes, which will allow access to United Nations premises. Communications should include the names and contact details of the representatives of the intergovernmental organization concerned. A suggested template for such communication is attached hereto.

4. In addition, Form SG6 for issuance of grounds passes for temporary meetings can be downloaded from the website of the Protocol and Liaison Service at:

<http://www.un.int/protocol/formspage.htm>, and submitted with the official nomination letter to the Protocol and Liaison Service, at least 48 hours in advance of the meeting.

5. Representatives of intergovernmental organizations must pick-up their United Nations grounds passes directly from the United Nations Pass Office at 801 United Nations Plaza (45th Street and First Avenue), prior to attending the Ad Hoc Working Group of the Whole. An official document (e.g. passport) identifying the representative should be presented at the time.
6. Representatives from intergovernmental organizations having a Liaison Office in New York should endeavour to obtain their United Nations grounds pass from that Office.

Non-governmental organizations

7. For the issuance of United Nations grounds passes for non-governmental organizations with a consultative status with the United Nations Economic and Social Council (ECOSOC), please visit <http://csonet.org/?menu=86>.
8. The names and contact details of representatives of other non-governmental organizations attending the meeting of the Ad Hoc Working Group of the Whole should, no later than two weeks prior to the meeting, be communicated to DOALOS for issuance of United Nations grounds passes in order to have access to United Nations premises.
9. DOALOS will communicate directly to the non-governmental organization representatives where and when their United Nations grounds pass may be picked up. An official document (e.g. passport) identifying the representative should be presented at the time of pick-up of the grounds pass.

Side Events

10. Requests to hold side events during the meeting of the Ad Hoc Working Group of the Whole must be communicated in writing to the Secretariat (doalos@un.org) no later than 15 March 2014. They must be accompanied with an indication of the title, organizing institution(s) and preferred date for the event. Unless otherwise indicated, the lunch-time side events are held from 1:15pm to 2:45pm.
11. Applicable United Nations rules and regulations require payment for services rendered by the Facilities and Commercial Services Division, Department of Management, when holding side events. Booking of side events will be considered final by the Secretariat only upon the fulfillment of all necessary requirements by the sponsor(s) of the event.



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**Annex
Template of letter to the United Nations Protocol and Liaison Service**

[Letterhead of the Organization]

[Date]

Dear Mr. Yoon,

Pursuant to General Assembly resolution 67/78 and further to the letter of invitation dated 13 February 2014, which was sent by the Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs, United Nations, we hereby inform you that the [official name of the organization] wishes to attend the meeting of the Ad Hoc Working Group of the Whole on the Regular Process for Global Reporting and Assessment of the State of the Marine Environment, including Socioeconomic Aspects, which will take place in New York, on 31 March 2014.

The [official name of the organization] will be represented by Mr. / Ms. [full name of the representative, which should be consistent with the name in his/her official identification document, e.g., passport] at the meeting.

Thank you for your assistance in issuing a United Nations grounds pass to the above representative(s) for the duration of the meeting.

Yours sincerely,

[signature and name and
title of the head of the
organization]

[official name of the
organization]

[official seal of the
organization]

Mr. Yoon Yeocheol
Chief of Protocol
The United Nations Protocol and
Liaison Service
Room NL-2056
United Nations
New York, NY 10017
Fax: 1-212-963-1921

cc: Division for Ocean Affairs and the Law of the Sea,
Office of Legal Affairs, United Nations