



General Assembly

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

Ad Hoc Working Group of the Whole

United Nations Headquarters, New York
3 to 9 August 2016

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 have consultative status with the Economic and Social Council. 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.



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4. In addition, Form SG6 for issuance of grounds passes for temporary meetings must be submitted with the official nomination letter to the Protocol and Liaison Service at least two weeks prior to the meeting. The form can be downloaded at: <http://www.un.int/protocol/formspage.htm> .

5. Representatives of intergovernmental organizations must pick-up their United Nations grounds passes directly from the United Nations Pass Office at 320 East 45th Street (between 1st and 2nd Ave) on the ground floor, prior to attending the meeting. An official document with photograph (e.g., passport) identifying the representative must be presented at that time. The Pass and ID Office is open from 9:00 AM to 4:00 PM.

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 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, with copy to chung4@un.org), no later than 28 July 2016. They must be accompanied with an indication of the title, organizing institution(s) and preferred date for the event. A suggested template for requests for a side-event is provided below. Unless otherwise indicated, the lunch-time side events are held from 1:15 PM to 2:45 PM.



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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 from intergovernmental organizations without a liaison office in New York

[Letterhead of the Intergovernmental Organization]

[Date]

Dear Sir/Madam,

Pursuant to General Assembly resolution 70/235 and further to the letter of invitation dated 28 June 2016, 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, from 3 to 9 August 2016.

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. A duly completed form SG6 for issuance of grounds passes for temporary meetings is attached.

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]

The Chief of Protocol
United Nations Protocol and Liaison Service
Room S-0201
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



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Side Event Request Form

PLEASE PRINT ALL ENTRIES IN BLOCK LETTERS.

Name of requesting organization: _____

Contact Person: _____

Telephone(s): _____

E-mail: _____

Title of the Side Event (Please attach separate sheet with detailed description, including organizing partners, thematic focus and potential speakers)

Preferred date (Please indicate more than one option)

Priority	Date
First option	
Second option	

Equipment and services (please note that laptops are not provided)

Projector for PowerPoint presentation

☐
☐

Projector for video playback (please provide format)

☐
☐

Room screen

Sound (in room microphones)

The costs related to the use of the above equipment and services will be covered by:

(Name of the Organization and/or sponsor)

Signed by: _____

(Please print full name and title below the signature line)

Please e-mail to doalos@un.org by **22 July 2016**.