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DURBAN REVIEW CONFERENCE
Geneva, 20 – 24 April 2009
Item 8 of the provisional agenda

ORGANIZATION OF WORK

Arrangements for the Durban Review Conference

Note by the Secretary-General

The Secretary-General has the honour to transmit to the Durban Review Conference the information note on practical arrangements for the Conference to be held at the United Nations Office at Geneva from 20 to 24 April 2009. Additional information in this regard can also be obtained on the OHCHR website at www.un.org/durbanreview2009.

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I. INTRODUCTION

1. In addition to the information contained in the annotations to the provisional agenda of the Durban Review Conference (A/CONF.211/1/Add.1), the following information on administrative, logistical and other arrangements for participants is provided below.

II. INFORMATION FOR PARTICIPANTS

A. Dates and venue

2. The Durban Review Conference will take place at the United Nations Office at Geneva (UNOG), from 20 to 24 April 2009. The Conference will be composed of a plenary, a main committee and a drafting committee. All of them will convene at the Palais the Nations.

3. The plenary and the main committee meetings will take place in the Assembly Hall. The drafting committee will be held in parallel to the plenary, as may be needed. It's meetings will take place in Conference Room XX.

B. Arrival of dignitaries

4. Representatives of the Protocol of the United Nations Office at Geneva will greet heads of State and Government, vice-presidents and crown princes/princesses and ministers for foreign affairs, on behalf of the Secretary-General of the United Nations, upon their arrival at Door 14. Permanent missions and permanent observer offices to the United Nations are requested to submit to the Secretariat of the Durban Conference (Fax: +41 22 928 90 50) and to the UNOG Protocol and Liaison Service (Fax: +41 22 917 00 00) detailed information regarding the arrival of the above-mentioned persons to Geneva at least 48 hours in advance.

C. Accreditation, credentials, registration and access to venues

1. Accreditation

5. The Durban Review Conference is open to all States and to entities having received a standing invitation to participate as observers at the sessions and in the work of the General Assembly; intergovernmental organizations having received a standing invitation to participate as observers at the sessions and in the work of the General Assembly; specialized agencies; associate member of regional commissions; United Nations organs, bodies, programmes and relevant mechanisms, including human rights bodies and mechanisms; national human rights institutions; indigenous peoples' representatives and non-governmental organizations accredited pursuant to the established procedure by the Preparatory Committee. Under this procedure the Durban Review Conference will be open for the participation as observers of those NGOs accredited to the 2001 World Conference against Racism (WCAR) and whose accreditation to the Durban Review Conference and its preparatory process was not questioned by any Member State; NGOs in consultative status with ECOSOC; NGOs accredited by the Preparatory Committee for the Review Conference and indigenous peoples' representatives that are accredited in accordance with Economic and Social Council resolution 1995/31 and who express willingness to participate.

2. Credentials

6. The credentials of representatives and the names of members of the delegation of each Member State shall be submitted to the Secretary-General of the Review Conference, if possible not less than one week before the opening of the Conference. They shall be issued either by the Head of the State or Government or by the Minister for Foreign Affairs.

3. Registration

7. All participants at the Durban Review Conference are required to register in advance of the Durban Review Conference. Registration for the third substantive session of the Preparatory Committee (15 – 17 April 2009) automatically implies registration to the Durban Review Conference and vice versa.

8. In order to expedite the process of issuing security passes for the Durban Review Conference, all participants are required to register prior to the Conference. This should be done by sending a letter listing the names of the representatives to the Secretariat. **The deadline for registration is 30 March 2009.**

Member States and other observers should send this information to:
ADUSecretariat@ohchr.org or by Fax: + 41 (0)22 928 90 50.

NGOs should send it to: NGODurbanRevConf@ohchr.org or by Fax: + 41 (0)22 928 90 50.

9. The registration letter for NGOs must comply with the following requirements:

- It should be submitted on the official letterhead of the organization;
- It should clearly state the name and the status of the organization that wishes to attend (e.g.: "Name of NGO, in consultative status with ECOSOC / accredited to take part in the 2001 WCAR / newly accredited by the Preparatory Committee, wishes to send the following members to attend (insert) Preparatory Committee and/or Durban Review Conference. Note: Although registration for any of the two meetings implies registration for both, this information is important for the preparation of lists of participants);
- The letter should be signed by the President or the Main Representative of the organization;
- The letter should also indicate the full name/s (first name and family name) of the person/s who will represent the organization at the Preparatory Committee and/or the Durban Review Conference. Names of persons must appear exactly as they appear in their ID documents. Family name(s) must be capitalized.

10. Upon arrival, participants should proceed to the Pregny Gate of the Palais des Nations (14, avenue de la Paix, Geneva) to complete the formalities and receive the badge.

11. Participants are advised to ensure they have a valid identification document with them in order to facilitate the issuing of the badge.

4. Access to the Palais des Nations

12. All participants issued with a photo security badge will be allowed access to Conference venues. For security reasons, this pass must be visible at all times.
13. Participants without a photo security badge are directed to a special access point leading to the Accreditation Tent (see plan attached, Annex II).
14. Participants having received a photo security badge may enter the Palais des Nations by using either the special access point or the main Pregny Gate entrance. Access of participants of the Conference through the Nations Gate at Place des Nations will not be allowed. Access to the Assembly Hall will be clearly indicated through Security channels.
15. Only those vehicles with stickers issued by UNOG Security and Safety Section can access Palais des Nations.
16. Access to the premises of the Palais des Nations by taxi is prohibited at all times. Hence, taxis will take participants no further than the entrance at the Pregny Gate.
17. Access to the United Nations premises with large luggage (i.e. bigger than carry-on size) is not authorized. Participants carrying large luggage are kindly asked to make other arrangements for their safe-keeping.
18. In light of the security measures, participants are encouraged to arrive early to facilitate passage through the security controls leading to the Conference Rooms.
19. Please note that the access doors within the buildings are open from 7 a.m. to 8 p.m.

D. Sitting and other arrangements in the conference rooms

20. The plenary and the main committee meetings will take place in the Assembly Hall. Its total sitting capacity is about 1200 seats *par terre* and 700 seats in the galleries. The sitting arrangements for delegations will be organized as follows:

Member States: 2 seats at table and 2 seats behind per delegation. Certain number of seats in the Assembly Hall will also be reserved for overflow.

Observers (including other entities, intergovernmental and regional organizations, specialized agencies, United Nations departments, programmes and funds, human rights bodies and mechanisms, national human rights institutions): 1 seat at table and 1 seat behind per delegation;

NGOs: 60 seats in the left wing of the Assembly Hall, 144 seats in the left side gallery on the fifth floor, and 192 seats in the galleries on the sixth floor. In view of the limited number of conference-table seats available for NGOs on the ground floor of the Assembly Hall, NGO representatives are asked not to occupy more than one seat per organization. They are also requested to remove their documents and personal effects from their place each evening. NGOs are not permitted to distribute documents, pamphlets or any other material in the conference rooms. For the written statements, see paras. 40-41 below.

Media: Press gallery on the fifth floor (right side).

21. The signal from the Assembly Hall will be transmitted to Conference Room XVII where a live-feed will be organized.

22. The Drafting Committee meetings will be held in parallel to the plenary, as may be needed, in Conference Room XX. The total sitting capacity of this room is 742 seats. The sitting arrangements for delegations will be organized as follows:

Member States: 1 seat at table and 1 seat behind per delegation.

Observers: 70 seats (1 seat at table and 1 seat behind per delegation).

NGOs: 71 seats in the gallery. 45 more seats are also available in the public gallery above the conference room.

23. Several seats in the conference rooms will be reserved for the exclusive use of disabled persons.

24. When planning to attend the meetings, all delegations are invited to take into account the above sitting arrangements, bearing also in mind that there will be a possibility to follow the proceedings of the plenary of the Review Conference by using the live-feed organized in Conference Room XVII (see para. 21 above).

E. Documentation

25. A dedicated webpage in all official UN languages is accessible through the OHCHR's main webpage at <http://www.un.org/durbanreview2009/index.shtml> where official information and documentation relating to the Durban Review Conference will be available, including the provisional programme of work, draft agenda with annotations, information on accreditation procedure, room-booking for side events, as well as other documentation. The documents issued for the Conference will also be available at the distribution counter at Door 40 (*tel.: + 41 (0)22 917 49 00*).

26. During the Review Conference, a daily journal will be issued containing a list of relevant documents and information on the plenary and other meetings. The journal will be available on the website and at the documentation counter at Door 40.

F. IT arrangements, audio files of meetings and webcast

27. To facilitate the work of the participants, an **information technology corner** will be available next to Conference Room XVII (door 40) from 15 to 24 April 2009. For courtesy reasons, each participant is kindly requested to limit the use of the computer to 15 minutes (per use). If there is a long waiting line, please note that the time limit per user will be a maximum of 10 minutes. Cooperation in respecting these rules will be appreciated.

28. Wireless Internet access will be available in the Conference Rooms and their immediate surroundings for participants who have laptops/cards for wireless access.
29. In addition to the web page, an extranet page (password protected) for the Durban Review Conference will also be available at: <http://portal.ohchr.org/>

Username: hrc durban
Password: ohchr123

30. A Webcast service, containing the archives of past Preparatory Committee sessions as well as live broadcast of the session in progress, is also available through: www.un.org/durbanreview2009/webcast

31. The Secretariat strongly encourages all future participants to regularly consult the relevant Durban Review Conference webpage, which will be updated as new information becomes available: www.un.org/durbanreview2009

G. Organization of work of the Review Conference

1. Plenary

32. An opening session of the Durban Review Conference will be held in the Assembly Hall on the morning of Monday, 20 April 2009. The provisional programme includes opening addresses by the Secretary-General of the United Nations. The opening session will be followed by a plenary to deal with organizational matters.
33. The regular plenary session is scheduled to start in the afternoon of 20 April with a high-level segment. As the Conference Services can ensure servicing of up to four meetings a day, two of these meetings will be allocated to the plenary and the other two can be allocated to meetings of the main and drafting committees, as may be needed. A daily journal will be issued during the Review Conference giving the timetable and other details of meetings.

(a) High-level segment

34. A high-level segment (HLS) with the participation of heads of State or Government and other dignitaries is scheduled to be held on 20 and 21 April, on the understanding that it may be continued as long as needed, depending on the number of dignitaries and other speakers.
35. The Bureau of the Preparatory Committee proposed the following modalities for the HLS:
1. **Dignitaries:** The HLS will be limited to persons having a ministerial (including vice-ministers) or higher rank. Additionally, heads of specialized agencies, United Nations programmes and intergovernmental organizations will be able to address the HLS after State representatives.
 2. **Timing:** The HLS will begin in the afternoon of Monday, 20 April, and it will continue for three or more plenary meetings, depending on the number of dignitaries.

3. **Speaking time-limits:** Up to 7 minutes (following the practice of 2001 Durban Conference). For planning purposes, slots of eight minutes will be established.

Should a gap arise between the time slots allotted to dignitaries, the HLS will continue with the next speaker. Therefore, delegates should be prepared to take the floor sooner than scheduled.

4. **Other modalities:** The organizational and procedural arrangements for high-level segments followed by the Commission on Human Rights and the Human Rights Council will be applied.
5. The HLS will be followed by a **General segment** during which general statements could be made by Member States and observers whose heads of delegation are below the level of vice-ministers, as well as by delegates of intergovernmental organizations, specialized agencies and UN programmes not represented by the head of the organization, agency or programme, special procedures mandate holders, members of treaty monitoring bodies and other observers.

36. Further details relating to the HLS and the General segment will be announced by the Secretariat as appropriate.

(b) Statements in the plenary

37. The speaking time limits will be as follows: 7 minutes for dignitaries, 5 minutes for States and 3 minutes for all observers. A system of lights will signal the approach of the end of the speaking time.

38. To take the floor, NGO speakers should use only those conference-table seats that are reserved primarily for that purpose.

(c) Written statements

39. NGOs accredited to the Durban Review Conference may submit written statements to the Conference in accordance with rule 67 of the provisional rules of procedure which provides that such written statements will be distributed by the Secretariat to all delegations in the quantities and in the language in which the statements are made available by the NGOs concerned to the Secretariat of the Review Conference. A statement submitted on behalf of an NGO needs to be related to the work of the Review Conference and be on a subject in which this NGO has a special competence.

40. All materials must bear the stamp of the submitting organization. Materials containing abusive and offensive language will not be accepted for distribution.

H. Side events

41. In order to facilitate the broadest participation of all stakeholders in the Durban Review Conference, a number of meeting rooms will be made available for the organization of side events for participants accredited to the Conference. Such events may be held daily from 9:00 a.m. to 6:00 p.m. during the period of the Review Conference at the Palais des Nations.

42. Organizers should consult the Guidance Note on Side Events and complete the inscription form no later than 14 April 2009. The inscription form and Guidance Note are posted on the Durban Review Conference web site at: www.un.org/durbanreview2009/updates.

43. Keeping in mind the goals and objectives of the Durban Review Conference, side events should focus on the Durban Declaration and Programme of Action. They should provide an opportunity to review progress made in the combat against racism, racial discrimination, xenophobia and related intolerance and the actual implementation of the Durban Declaration and Programme of Action at the national, regional and international levels since 2001, as well as the sharing of best practices.

44. The Office of the High Commissioner for Human Rights (OHCHR) will compile and review all received requests to ensure the broadest participation of stakeholders and a diverse range of themes and issues relating to the Durban Declaration and Programme of Action. When organizing side events, organizers are encouraged to coordinate their efforts to avoid duplication of events. Where duplicate requests are received, the Secretariat shall endeavour to ensure a coordination of efforts and to encourage the co-sponsorship of events. Where there is clear duplication, the Secretariat reserves the right to facilitate the holding of the event to that which is most closely associated to the Durban Declaration and Programme of Action. Organizers shall only be afforded space should their proposal be clearly in line with these criteria. Should the request be confirmed, the Conference Secretariat shall be in contact with the organizers concerning the next steps to take including possible time slots, rooms and services available.

45. The OHCHR will also host side events relating to the Durban Declaration and Programme of Action. Information on these side events will also be posted on the Durban Review Conference website at: www.un.org/durbanreview2009/updates.

46. Any additional queries on side events should be sent by email to: reviewconferenceevent@ohchr.org or by fax to: + 41 (0)22 928 9050.

I. Rooms reservation for meetings of Member States

47. Member States and regional groups participating in the Durban Review Conference will be able to hold meetings of relevance to the work of the Conference, subject to availability of rooms. Room reservation requests will be processed on a “first come first serve” basis. A special conference room reservation request form (see annex I) should be completed in advance.

48. All such requests should be sent to the Secretariat by fax at: +41 (0) 22 928 90 50 (until 3 April 2009) and afterwards at +41 (0) 22 917 03 50.

J. Facilities for NGOs

49. OHCHR provides regular updates and guidance for NGOs through dedicated E-Bulletins. These are accessible through OHCHR’s main webpage. NGOs are encouraged to visit the site regularly for updated information. During the Durban Review Conference, OHCHR will arrange for briefings for NGOs and OHCHR personnel will be available for advice and assistance. Queries may be addressed to: NGODurbanrevConf@ohchr.org

50. Conference Room XVII reserved for live-feed from the Assembly Hall (see paras. 21 and 24 above) may also be used by NGOs for caucus meetings and other consultations, as needed.

K. Media arrangements and service

(a) Media accreditation

51. Representatives of the mass media – press, photo, radio and television – will need to be accredited for the coverage of the Review Conference.

52. Completed application form available at: www.un.org/durbanreview2009/media_accreditation, together with a letter of assignment on official letterhead from the Editor or Bureau Chief, a copy of the press card and a copy of the passport, should be sent to:

(Pre-accreditation and accreditation)
United Nations Office at Geneva
Information Service
1211 Geneva 10, Switzerland
Fax: +41 (0) 22 917 00 73 or 917 00 30
Email: cfegli@unog.ch

No acknowledgement of the application will be mailed.

53. Application forms will be considered only if accompanied by a letter of assignment. Incomplete applications will not be processed. Accreditation is free of charge.

54. Correspondents already possessing a valid United Nations grounds pass (United Nations Headquarters or United Nations Office at Geneva) will not need additional accreditation for the Conference.

55. Each member of the press accompanying a Head of State, Head of Government or Head of Delegation is also required to complete an application form for accreditation. In these cases, the form must be attached to an official letter from the country concerned and should be addressed to the Chief of the Press and External Relations Section, United Nations Information Service, at the above address. The letter must list the names of the media representatives with their functional titles and affiliation (i.e. news media organization).

56. All members of the press corps accompanying a Head of State, Head of Government or Head of delegation must present themselves to the Security Identification Unit, located at the Pregny Gate (14, avenue de la Paix, Geneva), where they will be issued a ground pass upon presentation of a national passport or another valid photo ID.

57. For security reasons, each member of the press corps will be required to wear the UN press pass which must be visible at all times.

58. The Media Accreditation Office will be open daily until 24 April, from 9 to 12 noon and from 2 to 6 p.m. On 20 April, it will be open from 8 a.m. to 6 p.m.

(b) Entry and screening procedures

59. All media personnel are advised to arrive early to allow sufficient time for screening. Last-minute arrivals may encounter delays.

60. A UN media photo ID will be needed. Only one type of badge will be issued to each media representative (no-NGO/Media or Delegation/Media co-badging).

61. Media will have access to all public meetings. The plenary sessions will take place in the Assembly Hall. Media will be located in the press gallery on the fifth floor.

62. Television crews and photographers may cover the proceedings in the Plenary Hall from the press gallery on the fifth floor. Visual media pools may work on the floor at the beginning of the morning and afternoon sessions of the Conference.

(c) Media Centre

63. A Media Centre will be located in Hall 13/15. The Media Centre will have facilities for print and electronic media and will only be accessible to accredited media representatives. Additionally, the UN will provide the following services and assistance:

- 8 to 10 computers;
- Audio distribution boxes to record proceedings of the plenary in the original language and in French and English. Journalists must bring their own adapters for XLR and 3.5mm mini jacks;
- Local telephone lines;
- Twice daily summaries of the Conference plenary proceedings;
- Press releases.

64. All accredited journalists will have access to UNOG bars, cafeteria and the restaurant which is located on the 8th floor.

(d) Briefings for journalists

65. Daily briefings for journalists will be held at 12:00 by the Spokesperson of the Conference.

(e) Press conferences and Interviews

66. Heads of State, Heads of Government, heads of delegations or UN senior officials may hold press conferences. The location and list of the press conferences will be announced daily.

67. Interviews can be arranged in advance by calling the Office of the Spokesperson of the Conference.

(f) Audio-visual services

68. Radio studios for interviews and transmissions through ISDN lines may be booked on +41 (0) 22 917 1077 or 41 (0) 22 917 2566.

69. Video drops with a Pal signal will be available at the UN studio. Dubs of short sequences of the Conference material will be available in Pal Betacam SX or SP, DVCAM, IMX or Mini-DV. VHS duplication will not be provided, nor will NTSC in any format.

70. UN photo coverage will be available on-site from an FTP server and will be available after the conference from a UN FTP site. Photo prints will not be made on site.

(g) Pool coverage

71. Owing to logistics and space considerations, some visual media coverage will be carried out by selected media pools. As described above, video feeds (PAL only) of UNTV pool coverage will be available in the UNTV studio area. Audio feeds will be available in the Media Centre.

(h) Visual coverage in the conference room

72. Televisions crews and photographers will be escorted on to the Assembly Hall floor before the start of the meetings.

73. There will be a fifteen-minute photo-opportunity for visual media pools on the floor at the beginning of the morning and afternoon main plenary sessions of the Conference. During the photo-ops, television cameramen may film on the shoulder only. Sound engineers with microphones will not have access to the photo-opportunities. A small pool of photographers may continue to work on the floor during the sessions. Filming on tripods may be done from the fifth floor gallery. Audio distribution boxes with the original language will be provided.

For information about visual coverage, please call + 41 (0) 22 917 4606.

(i) United Nations summaries of the Conference plenary proceedings

74. The United Nations will provide twice daily summaries of the Conference plenary proceedings in English and in French.

(j) Background material

75. For information about negotiations and issues, suggestions for interviews and other related assistance, contact the Office of the Spokesperson of the Conference.

L. Visa issues

1. New visa arrangements for Switzerland

76. Switzerland has now joined the Schengen group of countries, which means visa regulations have changed. Switzerland formally became a part of the European Union's Schengen Agreement on 12 December 2008. This may also mean that applying for a Swiss visa may take more time than on previous occasions. Visitors from some countries who did not previously need visas to enter Switzerland may now need to apply for a visa.

77. It is strongly advised to contact the competent Swiss Representation in your country well in advance to inquire about documentation requirements and the time needed to process visa requests. For general information, please refer to the Website of the Swiss Federal Office of Migration:

http://www.bfm.admin.ch/bfm/en/home/themen/einreise/merkblatt_einreise.html

2. Attestations for NGO visa applications

78. NGOs that are accredited to the Review Process may need formal letters of attestation for their visa applications to the Swiss authorities. Depending on whether or not the NGOs are in consultative status with ECOSOC, the process for acquiring letters of attestation is different:

(a) Attestation for NGOs in consultative status with ECOSOC

Representatives of NGOs in consultative status with the Economic and Social Council who have registered for a meeting in the context of the Review Process and who need attestations for the purpose of visas, can request one, at least 10 days in advance of submitting their request for visa to Swiss authorities in their country, by contacting the NGO Liaison Office of the United Nations Office at Geneva:

NGO Liaison Office
Office of the Director-General
Room 153
Palais des Nations
1211 Geneva 10
Tel: + 41 (0)22 917 1304
Fax: +41 (0)22 917 05 83
Email: ungeneva.ngoliaison@unog.ch

In order to avoid delays in issuing letter/s of attestations, NGOs must provide the name of the person(s) who will be applying for the visa in their request for attestation.

(b) Attestation for accredited NGOs not in consultative status with ECOSOC

Representatives of accredited NGOs who are not in consultative status with the Economic and Social Council and who need attestations for the purpose of visas can request one by contacting: NGODurbanRevConf@ohchr.org They must provide the name of the person who will be applying for the visa as well as the name and address of the organization that the person will be representing at the Durban Review Conference. Participants are requested to note "Attestation" in the subject line of any email communication requesting a letter for attestation.

79. It is strongly advised to contact the competent Swiss Representation in your country well in advance to inquire about documentation requirements and the time needed to process visa requests. For general information, please refer to the website of the Federal Office of Migration: http://www.bfm.admin.ch/bfm/en/home/themen/einreise/merkblatt_einreise.html

80. Any questions regarding the registration process should be directed to ngodurbanrevconf@ohchr.org

M. Practical information

1. Accommodation

The Mandat International website <http://www.welcomedesk.org> provides practical information to facilitate visits to Geneva, including advice on reasonably-priced accommodation. OHCHR is unable to provide direct assistance in this regard.

2. Public transport

- From the airport, the Palais des Nations is accessible by taxi (15mn, about CHF30,-) or by bus N° 28.
- From the railway station, a bus service (Bus No.5, 8, F, V and Z, and Tram No.13 and No. 15) operates to Palais des Nations. Also the Buses No.28 (from the airport), 11, 14 and F head for the Palais des Nations.
- Taxis can be ordered through the guard on duty at door 6, door 40 and Pregny gate. Please note that taxis will not be allowed inside the premises of Palais des Nations.
- For further information on public transportation, you may visit: <http://www.tpg.ch/>
- For further information on the city of Geneva, you may visit: <http://www.geneve-tourisme.ch/>

3. Traffic and parking of vehicles

Motorists are asked:

- To exercise care and drive slowly within the grounds and immediate vicinity of the Palais des Nations;
- To observe traffic signs and instructions given by the attendants in charge of traffic and parking;

In the event of an accident to follow the attendant's instructions or, in his absence, those of the official in charge at the Security Control Centre (Room A.220, Ext. 72900/72902) with regard to first-aid arrangements and certain necessary formalities.

4. Post, Postage stamps - United Nations Postal Administration

The Post Office (operated by the Swiss Postal Authority) is situated in Council Building: ground floor (Door 6, Ext.72568). *Opening hours: Monday-Friday only, 8.30 a.m.- 5.30 p.m.*

In accordance with the Postal Agreement signed by the United Nations and the Swiss Federal Postal Administration, mail despatched from the Palais des Nations is franked exclusively with United Nations stamps in Swiss francs. These stamps are valid only for mail posted in the Palais des Nations. Swiss stamps may not be used for franking mail posted in the Palais des Nations.

A United Nations Postal Administration sales counter, where philatelists can purchase United Nations stamps in Swiss francs or United States dollars, is open from 8:30 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:00 p.m., on the ground floor of the Council building, Door 6.

Stamps in United States dollars are used for franking mail posted at United Nations Headquarters in New York.

5. Telephone facilities and instructions for use

The telephone number of the Palais des Nations is + 41 (0)22 917 1234 or 022 907 1234. Each staff member can be reached on 917 or 907 (Palais des Nations and Palais Wilson) and 928 (Motta) followed by the extension (last four digits). The telefax number of the Palais des Nations is + 41 (0)22 917 0123, the telefax number of the Secretariat of the Durban Review Conference is: + 41 (0)22 928 90 50. For assistance, dial 111.

Telephone facilities (booth using prepaid or credit cards) are available in the Palais des Nations. They are located near Door 6 (corner of American Express and corridor leading to Cafeteria); Wing B corridor leading to the New Building; the second floor of the New Building (corner of UBS bank) and near Conference Room XVII on the first floor ("Bar Serpent" area).

- (a) To obtain a number within the building, lift the receiver and dial the required number (5 digits) as soon as the dialling tone is heard.
- (b) Private inter-urban and international calls can be made during the day from the pay telephone booths located in the "Bar Serpent" area adjoining Conference Room XVII; in the hall of the 2nd floor, Door 41, as well as on the 3rd, 4th, 6th, 8th and 10th floors, near lifts 42A, 42B, 43A and 43B.

6. Restaurants, cafeteria and bars

The restaurant on the 8th floor of the Assembly Building serves hot meals from 12:00 noon to 2:30 p.m. The restaurant is closed on Saturdays and Sundays. The restaurant will make arrangements for cocktail parties, private luncheons and dinner parties (Ext. 73588)

The cafeteria (Ext. 73467), on the ground floor of the Assembly Building, is open to members of delegations, journalists, etc., and to officials from Monday to Friday, from 8:15 a.m. to 4:45 p.m. Lunch is served from 11:30 a.m. to 2:00 p.m.

The bar on the ground floor of the Council Building (Press Bar- Door 6) is open from 8:30 a.m. to 6:30 p.m., from Monday to Friday.

The "Bar Serpent" in the Conference room area of the E-Building is open from 9:00 a.m. to 5:30 p.m.

The Delegates' Lounge on the 3rd floor of the Assembly Building (Room VI) is open from 8:30 a.m. to 4:45 p.m.

All bars are closed on Saturdays and Sundays.

7. UNOG Library

The UNOG Library team is available from 8.30 am to 5.30 pm to answer any reference questions concerning current or previous sessions of the Human Rights Council's documentation. Dial 74185 within the Palais des Nations or +41 (0) 22 917 4185.

UNOG Library also provides general assistance by phone at 74181 or +41 (0) 22 917 4181 or by email at library@unog.ch.

Books on the topic of human rights, including recent acquisitions, can easily be searched for on our catalogue (<http://librarycat.unog.ch>) and consulted in Room B.135 as well as in the Legal and Political Reading Room (B.358) or requested at the library's loan service (7-4184 or +41 (0) 22 917 4184) located on the first floor of the Library building (Building B, door 20).

8. Cloak rooms

Unattended cloakrooms and coat racks will be found in close proximity to all conference rooms. However, the United Nations can assume no responsibility for the loss of or damage to any articles deposited there. Please note that no big luggage and suitcases will be allowed inside the premises of the Palais des Nations.

9. Bank

The United Nations branches of the UBS are located as follows:

- Door 6 area of Council Building: ground floor, Ext. 72170.
Opening hours: Monday to Friday, 8:30 a.m. – 4:30 p.m.
- Door 41 area of E-building, 2nd floor, Ext. 74916.
*Opening Hours: Monday to Friday, 8:30 a.m. - 12:30 p.m.
1:30 p.m. – 4:30 p.m.*

Cash machines are available at both locations.

10. First Aid

In case of emergency, dial extension **112**. Otherwise, first aid is available at the Infirmary as follows:

- Secretariat Building: Room No. 016 (basement), Door 2, Ext. 72807.
Opening hours: 8:00 a.m. – 5:00 p.m.
- E-Building: Room E-3053 (3rd Floor), Ext. 75009.
Opening hours: 8:00 a.m. -12:00 p.m.

11. Travel agency

American Express has two offices: one on the ground floor in the lobby of the Council Building (Door 6, Ext.72850) and the other in the entrance hall of E-Building (2nd floor, Door 40, Ext. 74621). *Opening hours: Monday- Friday, 9:00 a.m. – 4:30 p.m.*

12. Sale of publications – UNOG Book Shop

United Nations publications are on sale at the kiosk in the lobby of the Council Building (Door 6) and on the second floor of the E-Building (Door 40) from 9.00 a.m. to 5.30 p.m. Delegates are entitled to a 25 per cent discount on the purchase of any of those

publications. A discount is also applicable to similar purchases by accredited intergovernmental and non-governmental organizations.

13. Sale of newspapers and periodicals

Newspapers and periodicals are on sale at Naville kiosks:

- Council Building: Lobby, Door 6, from 8.00 a.m. to 5.15 p.m.
- E-Building: 2nd floor, Door 40, north end (Lausanne side) from 7.30 a.m. to 5.00 p.m.

14. SAFI (Service d'Achats et de Commandes de Fonctionnaires Internationaux)

The Purchase and Order Group of International Civil Servants is located in the basement of K-Building, entrance Door 1, and is open from Monday to Friday, from 12:00 to 6:30 p.m. It sells various articles such as watches, perfumes, cosmetics, textiles, chocolates, luggage, home equipment, tobacco, alimentation, drinks etc. This is not a duty free shop but a cooperative, whose reduced prices are due to bulk-buying. It is exclusively reserved for the United Nations family, and the badge issued to participants in the Conference gives access to it.

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ANNEX I

Durban Review Conference

**Conference Room Reservation Request
for Member States**

SECTION A

1. **Member State requesting/responsible for the meeting:**

2. **Contact person:**

3. **Phone No.:** **Mobile No. (if available)::**

Email address: **Fax No.:**

SECTION B

1. **Date of the meeting:** **Time of the meeting:**

2. **Number of participants:** 3. **Is the meeting:** Public Private

4. **Equipment of the room:** Video projector via PC (CD, DVD, PowerPoint)

Access to interpretation booths

SECTION C

1. **Member States co-hosting the meeting:**

2. **Suggested Title/Subject of the meeting (in English)**

ORGANIZERS ARE KINDLY REQUESTED TO PROVIDE TITLES WHICH DO NOT CARRY ANY JUDGMENT OR QUALIFICATION.

SECTION D

1. **Date of the request:**

2. **Name of authorized officer:**

Signature of the authorized officer:

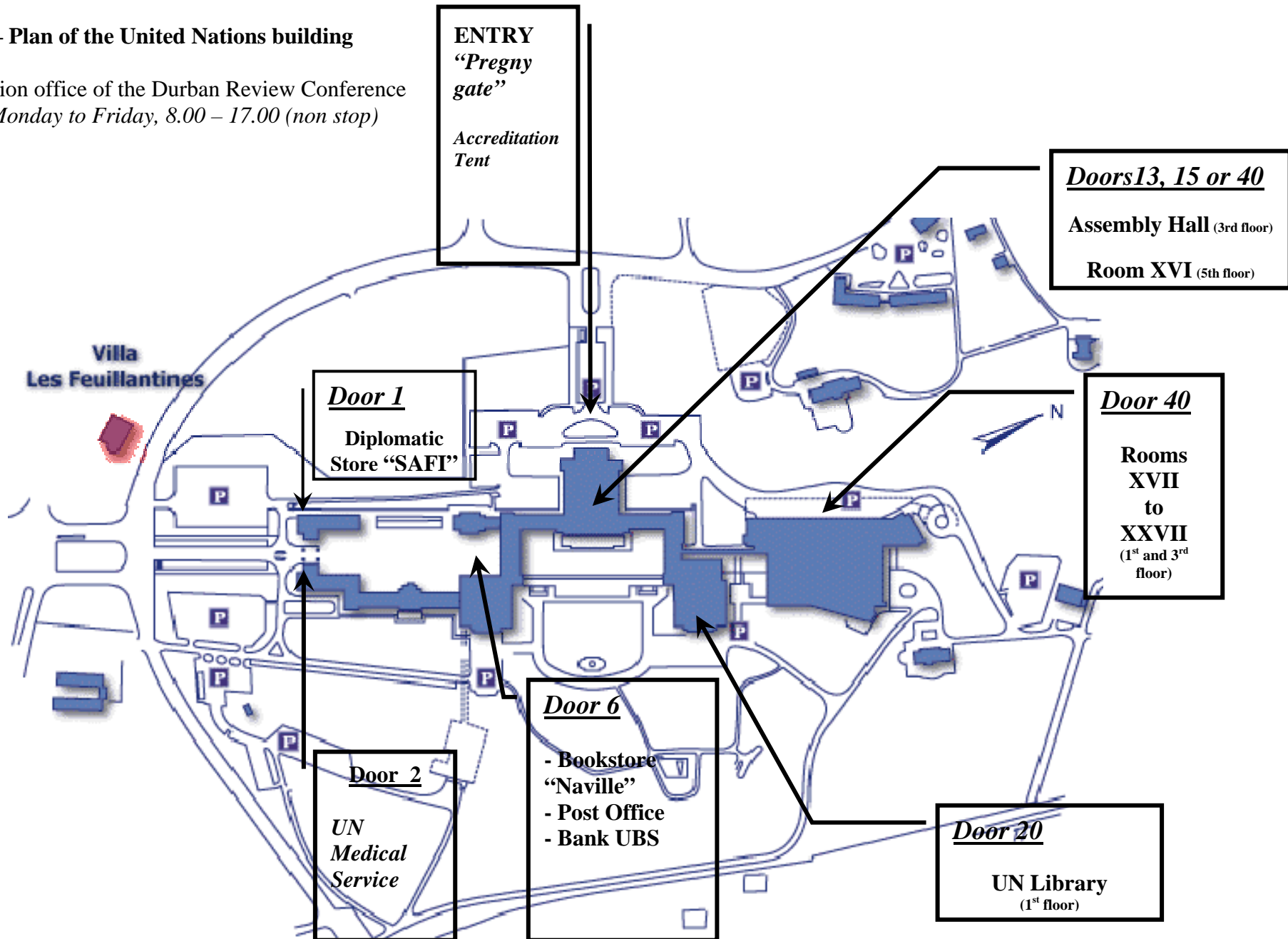
FOR SECRETARIAT USE ONLY

Confirmation:

- YES:** Date: Time: Room:
- NO:** Reason:

Annex II – Plan of the United Nations building

Accreditation office of the Durban Review Conference
Open Monday to Friday, 8.00 – 17.00 (non stop)



ENTRY
“Pregny gate”
Accreditation Tent

Doors 13, 15 or 40
Assembly Hall (3rd floor)
Room XVI (5th floor)

Villa
Les Feuillantines

Door 1
Diplomatic Store “SAFI”

Door 40
Rooms XVII to XXVII
(1st and 3rd floor)

Door 2
UN Medical Service

Door 6
- Bookstore “Naville”
- Post Office
- Bank UBS

Door 20
UN Library
(1st floor)

