United Nations Forum on Forests
Tenth session
8-19 April 2013
Istanbul, Turkey

Information for participants

Note by the Secretariat

I. Background

1. The Economic and Social Council, in its decision 2011/249 of 27 July 2011, accepted the generous offer of the Government of Turkey to host the tenth session of the United Nations Forum on Forests in Istanbul from 8 to 19 April 2013. In accordance with the UNFF multi-year programme of work, the overall theme of the tenth session is “Forests and Economic Development”.

II. Date and venue

2. The tenth session of the Forum on Forests will be held from 8 to 19 April at the Lutfi Kirdar Convention and Exhibition Centre in Istanbul, Turkey.

   Lutfi Kirdar Convention and Exhibition Centre
   Address: 34367 Harbiye
   Istanbul, Turkey
   Website: http://www.icec.org/
   Tel.: 90 212 373 1100
   Fax: 90 212 224 0878

III. Opening of the Forum and seating arrangements

3. The tenth session of the Forum will open on Monday, 8 April, at 10:00 a.m. in the Anadolu Auditorium. Delegations are requested to be in their seats by 9.45 a.m.
4. The Forum will be opened by the Under-Secretary-General for Economic and Social Affairs, who will preside over the designation of the Chair and Rapporteur of the tenth session of the Forum. In accordance with ECOSOC decision 2000/35 of 18 October 2000, seating in the conference room will be provided to all States Members of the United Nations, and States members of the specialized agencies. Each Government will be assigned four seats, two at the table and two adviser seats. Specifically identified seating will be available for other participants in the Forum. Observers to the session will be seated in the back and side of the conference room, in a one plus one format (one seat at table, with one advisor’s seat immediately behind).

5. Delegations will be seated in English alphabetical order.

IV. Provisional agenda and organization of work


7. The programme of meetings will be printed in the United Nations Journal which will be issued daily in English and French. Participants are encouraged to check the Journal for latest information on meetings, such as titles, times and locations of meetings, agenda items to be considered and relevant documentation. The updated programme will also be announced on the programme boards at the information desks.

8. UNFF side events are held during lunch and evening in conference rooms Topkapi A and Topkapi B, and are open to all participants of UNFF sessions. The side events should relate to UNFF goals and objectives and to be relevant to the UNFF process and the theme of the Tenth Session of the Forum, “Forests and Economic Development”. Member States and accredited organizations interested in requesting a side event were requested to do so using the UNFF10 side event guidelines and application form available at http://www.un.org/esa/forests/session-sideevents.html. The UNFF Secretariat made every effort to place each event in the most preferred date and time, although given the number of requests this was not always possible.

V. Flag-raising ceremony

9. The Flag-Raising Ceremony at the Lütfi Kırdar Convention and Exhibition Centre will take place on Saturday, 6 April 2013 at 1pm.

VI. Requests for meetings

10. Subject to the availability of space and services, every effort will be made to accommodate meetings of regional and other major groupings of Member States, as well as informal meetings and bilateral meetings. Requests (other than those for side events mentioned in para. 8 and for bilateral meetings mentioned in para. 11 below), should be sent by e-mail to emeetsm@un.org (specifying the type of meeting in the subject line) or by contacting Ms. Janet Hizon (email hizon@un.org), Programme Officer, Meetings Management Section, located in the lower level of Rumeli Hall.
VII. Bilateral meetings

11. For bilateral meetings among Member States at the Head Government or ministerial level, eight rooms, each with a capacity to hold a maximum of eight participants, will be available in conference room Domabache C of the Lutfi Kirdar Centre from 8 to 19 April 2013. Requests for bilateral meetings should be submitted at icms.un.org, (following the same procedure as at Headquarters in New York) or by email to bilats-msu@un.org. Any other questions on bilateral meetings may be directed to Mr. Kefentse Ndonga (email ndongak@un.org), Chief, Meetings Servicing Unit. Final confirmation of all room assignments will be made the day before the meeting at the latest. To prevent double bookings, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute durations. It is essential that all requests specify the date and time of each meeting, and include the name of the other delegation participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same room.

VIII. Interpretation

12. The six official languages of the Forum are Arabic, Chinese, English, French, Russian and Spanish. Statements made in the plenary and in the two working groups will be interpreted in the official languages. The Host Government will provide interpretation services in Turkish for meetings of the plenary and working groups. The extension of meetings beyond their normal duration, or the provision of interpretation services to regional and other major groups of Member States and bilateral meetings will be arranged according to the availability of interpretation services.

13. Statements made in any of the six official languages of the Conference will be interpreted into the other official languages. Any representative may make a statement in a language other than the six official languages. In that case, the representative must provide either interpretation services or a written text of the statement in one of the official languages along with a pointer to facilitate its delivery in the meeting. The interpreted version of the statement or the written text submitted in one of the official languages will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

IX. Circulation of written statements

14. Delegations and participants on the list of speakers who wish to circulate their statements in the Plenary Hall are requested to provide an electronic copy of the statement by e-mail to documentation@un.org for upload to the UNFF website http://www.un.org/esa/forests/ as soon as available and at least two hours in advance of their designated speaking slot. A hard copy of the statement may also be delivered to the Documents Distribution Counter outside the Anadolu Auditorium for uploading and for UN services. Statements will be accessible to participants only when delivered.

X. Documentation

15. The official documentation of the Forum will be issued in Arabic, Chinese, English, French, Russian and Spanish. The main documents counter for delegations will be located outside the Anadolu Auditorium. Each delegation will be assigned an
individual box in which copies of all official documents issued during the Forum will be placed. Delegations are reminded that the document boxes are exclusively for the distribution of official documents of the Forum and may not be used for circulation of any other papers or documents.

XI. Hotel

16. Due to limited availability of hotel rooms in Istanbul in April, delegates are encouraged to finalize their UNFF10 accommodations at the earliest. Details on hotel arrangements are available at: http://dekon.com.tr/unff10.

XII. Visa

17. A visa for entry into the Republic of Turkey may be required. Participants concerned are strongly advised to seek information on visa requirements applicable in their case from Turkish diplomatic or consular missions in their home countries. A list of the Turkish diplomatic and consular missions is available at http://www.mfa.gov.tr/turkish-representations.en.mfa.

18. Where a visa is required, applicants are strongly advised to apply as early as possible. Before applying for a visa for entry into the Republic of Turkey, all participants must complete their online registration to UNFF10 (http://iAccredit.un.org). The Note Verbale transmitted by the Secretary-General of the United Nations and/or a document issued by a relevant home country authority that proves official participation may facilitate obtaining a visa.

19. To obtain a visa, applicants must hold a passport valid for at least 6 months, and fill out the visa application form which can be downloaded at http://www.mfa.gov.tr/data/KONSOLUSLUK/visaform.doc provide a passport sized photo and present a copy of confirmation of UNFF10 accreditation.

20. Special visa-on-arrival arrangements will be made for the accredited participants from countries where no Turkish diplomatic or consular mission exists. Those participants can obtain their visas at border gates provided that they hold a passport valid for at least 6 months and a copy of confirmation of UNFF10 accreditation.

21. All visas for participants officially attending UNFF10 will be issued free of charge.

22. The Turkish authorities will do their utmost to facilitate entry procedures for all participants.

XIII. Access, accreditation and registration of delegates

23. Participation in UNFF10 shall be at the invitation of the Secretary-General to all Member States of the United Nations Forum on Forests and will also be open to participation by representatives or observers of:

(a) Intergovernmental organizations and other entities which have received a standing invitation for the General Assembly to Participate in the sessions of the work of all international conferences convened under the auspices of the
General Assembly, in accordance with Assembly resolution 3237 (XXIX) of 22 November 1974 and 43/177 of 15 December 1988;

(b) Intergovernmental organs of the United Nations;

(c) The Government of the Republic of Turkey as host of the Conference;

(d) Specialized and related agencies of the United Nations;

(e) Major groups as identified in Agenda 21, Organizations that are accredited with the Economic and Social Council (ECOSOC) and the Commission on Sustainable Development (CSD) and the United Nations Forum on Forests

(f) Organizations that are accredited with the United Nations Forum on Forests

(g) Collaborative Partnership on Forests (CPF) in accordance with UNFF resolution 1/3

(h) Individual experts and consultants invited by the United Nations; and

(i) Other persons invited by the United Nations

24. There is no registration fee to participate in the Forum. All costs of participation will be the responsibility of participants. However, special arrangements were made to provide financial assistance to facilitate the travel of representatives of the developing countries and countries with economies in transition, as contained in the Note Verbale by the Secretariat dated 5 February 2013.

XIV. **Accreditation of Member States, intergovernmental organizations and specialized agencies**

25. Delegations of Member States, intergovernmental organizations and specialized agencies are required to submit a letter signed by an authorizing official, no later than Friday, 29 March 2013, providing a list of official delegation with names, functional titles and affiliates, through their Permanent Missions or Liaison Offices to the United Nations Protocol and Liaison Service in New York: [http://www.un.int/protocol](http://www.un.int/protocol)

UN Protocol and Liaison Service
Att. Ms. Wai Tak Chua
Fax + (212) 963 1921
[http://www.un.int/protocol](http://www.un.int/protocol)

A copy should also be sent to:
ECOSOC Affairs Branch
General Assembly and ECOSOC Affairs Division/DGACM
Fax: +1 (212) 963 5935

26. Submission of the letter signed by an authorizing official should be followed by on-line registration by logging onto [http://iAccredit.un.org](http://iAccredit.un.org) and completion of the following procedure:
Step 1: Register and confirm your account by clicking the link in the confirmation email
Step 2: Log into the website and create your personal and business profiles
Step 3: Upload your photograph
Step 4: Submit your profile for the conference

27. Upon verification of the information on the lists of delegations, the Protocol and Liaison Service will authorize pass applications. Delegations are kindly reminded to send in their official lists before the deadline on Friday, 29 March 2013. It is to be noted that no approval will be granted prior to receipt of the official lists of delegations or letters of nomination.

28. The on-site accreditation of delegates of Member States/Observers, intergovernmental organizations and specialized agencies will begin in Istanbul on Friday, 5 April 2013 by the Protocol Accreditation Unit at the Accreditation Center located at:

Harbiye Military Museum and Convention Hall
Ahmet Fethi Paşa Hall
34369 Harbiye – İSTANBUL
Phone: +90 (212) 233 27 20
Fax: +90 (212) 296 86 18
www.tsk.tr/ing/2_general_issues/2_1_military_museum/military_museum.htm

29. Please access the building through Cumhuriyet Street. To avoid long queues, participants are kindly recommended to pick up their badges at the earliest convenience.

XV. Accreditation of Major Groups

30. Major groups organizations that are accredited with the Economic and Social Council of the UN (ECOSOC) and the Commission on Sustainable Development (CSD) can participate in UNFF10. To pre-register log into: http://esango.un.org/irene/?page=viewContent&nr=20832&type=8&section=8. Pre-registration will close on 25 March 2013. No requests can be entertained after this date.

31. Organizations that are not accredited with ECOSOC or CSD may attend the session as part of the delegation of their country or as part of the delegation of an accredited organization.

XVI. Accreditation of Media Representatives

32. Media accreditation for UNFF10 is strictly reserved for members of the press - print, photo, radio, TV, film, news agencies, and online media who represent a bona fide media organization. The deadline to apply for early accreditation is 4 April, 2013; on-site accreditation starts on 5 April, 2013.

33. Until 4 April, media representative can send their UNFF10 accreditation request by sending a letter of assignment on official letterhead of a media organization signed by the Publisher or Editor-in-chief, indicating the name and duration of assignment of the journalist(s) who will cover the conference. Scanned letters should be sent as a PDF
attachment to malu@un.org (with UNFF10 as the subject) or faxed to +1-212-963-4642.

34. Media representatives are required to also register for UNFF10 on-line by logging onto http://iAccredit.un.org and completion the following procedure:

   Step 1: Register and confirm your account by clicking the link in the confirmation email
   Step 2: Log into the web site and create your personal and business profiles
   Step 3: Upload your photograph
   Step 4: Submit your profile for the conference

35. Press passes can be picked up or applied for on site from 5 to 12 April, 2013. Media representatives must present valid ID. It must include a current passport from a State recognized by the United Nations General Assembly, along with a press card, work ID, driver's license or other form of official photo ID

36. From 5-12 April, Media representative can bring their letter of assignment in person with them to the accreditation site:

   Harbiye Military Museum and Convention Hall
   Ahmet Fethi Paşa Hall
   34369 Harbiye – ISTANBUL

37. Further details on media accreditation are available at the Media Accreditation & Liaison Unit of the UN Department of Public Information website at http://www.un.org/en/media/accreditation/UNFF10.shtml.

XVII. Access to the conference site and conference rooms

38. Access to the conference site and conference rooms will be granted upon presentation of a valid United Nations conference pass or a VIP pass issued by the United Nations. Participants holding a conference pass are subject to screening at the main entrance of the Lutfi Kirdar Convention and Exhibition Centre. VIP pass holders (VIP group) including Heads of State or Government, Vice-Presidents, Crown Princes and cabinet ministers, as well as their spouses, will be exempt from screening. To obtain a conference pass or a VIP pass, the accreditation procedure specified herein must be fully respected.