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## **I. Introductory information**

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is known now as United Nations Plaza, and on the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The six main structures, all interconnected, comprising Headquarters are the General Assembly building, which contains, besides the plenary hall, a large conference room and four medium-sized meeting rooms; the long, low Conference building parallel to the river, which contains council chambers, conference rooms, lounges and restaurants; the 39-storey skyscraper office building, which houses the Secretariat; the Library building; the North Lawn extension; and the South Annex building. The General Assembly Hall and the council chambers are on the second floor level while all the other conference rooms in both buildings are on the concourse level. All conference rooms, council chambers and the plenary hall may be reached from the Delegates' Entrance in the General Assembly building.

Several buildings adjacent to the Headquarters also house some of the United Nations offices including the DC1, DC2 and Nigeria House which are located along 44th Street, UNITAR, the FF Building and Uganda House located along 45th Street, and the Alcoa Building located along 48th Street.

## **Entrance**

Authorization to enter and to park at United Nations Headquarters requires that delegation cars have United Nations diplomatic license plates (“D” plates) as well as identification decal for the fifty-seventh session of the General Assembly. (For information on obtaining parking decals, please see page 76.)

## **Grounds passes and admission to meetings**

United Nations grounds passes for members of official delegations to regular and special sessions of the General Assembly and all other calendar meetings at Headquarters are issued by the Protocol and Liaison Service (room S-0201, ext. 3.7181).

In order to accredit delegates to a specific United Nations calendar meeting, permanent and observer missions must submit to Protocol, properly filled-out SG.6 forms which can be obtained from Protocol in English, French and Spanish. Upon authorization, the forms should be brought by Permanent and Observer Missions to the United Nations Pass and Identification Office for processing. Delegates participating at a United Nations meeting for the first time must appear in person at the Pass and Identification Office with the authorized SG.6 form to be photographed and receive a pass. Passes for delegates who have already been entered into the electronic system of the Pass and ID Office may be received by the representatives of Permanent/Observer Missions on the basis of the authorized SG.6 forms.

Special VIP passes without photos are issued by Protocol, upon request, to Heads of State and Government, Vice-Presidents and members of royal families participating in the United Nations Conferences. Participants on the level of Deputy Prime Ministers or Cabinet Ministers are issued VIP passes with photographs. An appropriate request with two passport-

size photographs should be sent to the Protocol and Liaison Service, 24 hours in advance of the issuance. It is not necessary to fill out SG.6 forms to the above-mentioned categories of participants. Spouses of delegates are entitled to the same type of pass.

Media Correspondents with the written press, film, television, photo, radio and other media organizations are accredited by the Media Accreditation and Liaison Unit of the News and Media Division, Department of Public Information (room S-0250, ext. 3.7164, 3.6934, 3.6936, 3.6937, 3.3866, 3.2393 and 3.2392). To attend open meetings you may call the Media Liaison desk (ext. 3.3353, 3.7756).

Designated representatives of non-governmental organizations in consultative status with the Economic and Social Council are issued grounds passes through the Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1480, ext. 3.3192).

Designated representatives of non-governmental organizations associated with the Department of Public Information are issued grounds passes on an annual basis through the Non-Governmental Organizations Section of the Public Affairs Division of the Department of Public Information (DPI/NGO Resource Centre, room L1B-31, ext. 3.7234, 3.7078 and 3.7233).

## **Security**

The United Nations Security and Safety Service operates on a 24-hour basis from room C-113 (ext. 3.6666), located on the main level of the Conference building. In addition to providing security and safety on a 24-hour basis at Headquarters, the Service will:

- (a) Issue grounds passes, which members of delegations may obtain on the first floor of the UNITAR building, 45th Street and First Avenue (First Avenue entrance)

#### Information for delegations

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- from 9 a.m. to 1 p.m. and from 2 p.m. to 5.30 p.m. from the first day of the fifty-seventh session of the General Assembly until its recess in December and from 9 a.m. to 1 p.m. and from 2 p.m. to 5 p.m. for the remainder of the year, after being authorized by the Protocol and Liaison Service;
- (b) Receive official telephone calls, telegrams and cables requiring follow-up action after normal working hours;
  - (c) Assist in locating and notifying the Organization's senior officials in an emergency;
  - (d) Liaise with national security representatives regarding protection arrangements for dignitaries;
  - (e) Liaise with local authorities whenever outside emergency assistance (e.g. ambulance, medical, police) is required;
  - (f) Handle lost and found property. Lost property should be handed over to or claimed from the first floor of the UNITAR building (ext. 3.7533) during regular working hours.

Grounds passes are subject to check at all entry points. Delegates are expected to wear their grounds passes visibly on their outermost garment while on the premises.

Missing grounds passes should be reported without delay to the Special Services Unit (room S-0101, ext. 3.7531).

Delegates are reminded not to leave briefcases or any valuable items unattended in conference rooms.

## Information

(Telephones and desk locations)

The Information Unit (ext. 3.7113) will advise on:

- (a) The location and telephone numbers of delegations;
- (b) The office or official to be contacted for technical queries;
- (c) The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 74.)

### Information desks

- *General Assembly building*  
Public lobby (ext. 3.7758)
- *UNDC 1 building*  
Office lobby (ext. 3.8998)
- *UNDC 2 building*  
Office lobby (ext. 3.4989)
- *UNICEF House*  
Office lobby (326-7524)

Bulletin boards displaying the programme of meetings are located on the first floor of the General Assembly building just inside the Delegates' Entrance and on the concourse level between the General Assembly building and the Conference building.

## Medical Services

The Medical Services Division provides emergency medical assistance to delegates and members of diplomatic missions accredited to the United Nations.

## Information for delegations

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The Medical Clinics are situated at the following locations:

### Location

1. *Secretariat Building*  
Room S-0535, Telephone ext. 3.7090
2. *DCI Building*  
Room DC1-1190, Telephone ext. 3.8990
3. *UNICEF House*  
Room H-0545, Telephone ext. 5.7541.

### Time

1. *Secretariat Building*  
the Medical Clinic is open on working days from 8.30 a.m. to 6 p.m. Physicians are available from 9 a.m. through 5 p.m.
2. *DCI Building*  
the Medical Clinic is open on working days from 9.30 a.m. to 5.30 p.m.
3. *UNICEF House*  
the Medical Clinic is open on working days from 9 a.m. to 5 p.m.

During the General Assembly (September to December) the opening hours of the Medical Clinic at the Secretariat are as follows:

Monday to Friday: 8.30 a.m. to 11.30 p.m.  
Saturday: 11 a.m. to 7 p.m.  
Sunday: Closed

In case of an emergency *within and outside* normal working hours:

- Call United Nations Security at extension 3.7777 if you are in the Secretariat Building; or
- Call 911 if located in another United Nations Building.

A United Nations physician is always on call during weekends and official holidays for advice on Medical Evacuations from field duty stations. The physician on duty can be reached by calling United Nations Security at extension 3.6666.

### **Facilities for the disabled**

Facilities available in the meeting areas are:

Easily accessible restroom facilities are located in the General Assembly building first basement in the public concourse area, and in the “Neck” linking the General Assembly building and Conference building in the First Basement. The restroom at the rear of the General Assembly Hall is also accessible.

In the Conference building, the restrooms on the second floor are accessible to the handicapped.

Elevators accessing the first floor and above in the Conference and General Assembly buildings are attended.

The Visitor’s Entrance at 46th Street and First Avenue includes a ramp, allowing access both to the General Assembly and to the gardens.

Automatic teller machines, easily accessible for the disabled, are located at the south end of the main corridor on the first floor of the Conference building.

Special ramps are provided for access to conference room podiums where required.

### **Protocol and Liaison Service**

Being a part of the Executive Office of the Secretary-General, the Protocol and Liaison Service of the United Nations:

- (a) Coordinates visits to the United Nations of Heads of State and Government and other dignitaries in connection with regular and special sessions of the General Assembly and during interim periods;

### Information for delegations

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- (b) Coordinates special events held at UN Headquarters — such as admission of new Members, presentation of credentials by new Permanent Representatives, unveiling of gifts to the United Nations from Member States, etc.;
- (c) Prepares and coordinates protocol activities of the Secretary-General at Headquarters; supervises social events hosted by the Secretary-General, such as luncheons, dinners and receptions; accompanies the Secretary-General in some of his official foreign travel and provides protocol coverage of his activities at major international events;
- (d) Services major United Nations Conferences outside of UN Headquarters in New York in terms of protocol and logistics coverage of the activities of the Secretary-General and other participants on the level of Head of State and Government, provides accreditation and publishes delegates' lists;
- (e) Accredits members of official delegations to the regular and special sessions of the General Assembly, and all other calendar meetings at UN Headquarters;
- (f) Issues protocol UN grounds passes to guests of the Permanent Representatives and visiting officials at the request of Permanent and Observer Missions;
- (g) Prepares for publication comprehensive lists of delegations to the regular and special sessions of the General Assembly;
- (h) Verifies and approves issuance of parking decals for the vehicles belonging to the Permanent and Observer Missions, and — on an “ad hoc” basis — for rented cars of the delegations.

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	Ext.	Room
Ms. Nadia Younes <i>Chief of Protocol</i>	3.7171	S-0201A
I. <i>Deputy Chief of Protocol</i>		
Mr. Igor L. Novichenko	3.7177	S-0201B
Armenia	Lao People's	South Africa
Azerbaijan	Democratic	Tajikistan
Belarus	Republic	The former
Bulgaria	Libyan Arab	Yugoslav
Czech Republic	Jamahiriya	Republic of
Democratic	Mali	Macedonia
People's	Marshall Islands	Trinidad and
Republic of	Mongolia	Tobago
Korea	Morocco	Tunisia
Eritrea	New Zealand	Turkey
Ethiopia	Poland	Turkmenistan
Ghana	Republic of	Uganda
Hungary	Moldova	Ukraine
Iran (Islamic	Romania	Uzbekistan
Republic of)	Russian Federation	Viet Nam
Iraq	San Marino	Yemen
Kazakhstan	Slovakia	Yugoslavia
Kyrgyzstan	Slovenia	Zambia

*Observers*

Palestine  
 Black Sea Economic Cooperation Organization  
 Commonwealth of Independent States  
 Economic Cooperation Organization  
 International Organization of la Francophonie  
 International Seabed Authority

## Information for delegations

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	Ext.	Room
II. <i>Associate Chief of Protocol</i>		
Mr. Paulose T. Peter	3.7179	S-0201M
Afghanistan	Japan	Suriname
Australia	Lesotho	Swaziland
Austria	Liberia	Sweden
Bahamas	Lithuania	Syrian Arab
Bangladesh	Malaysia	Republic
Bhutan	Mauritius	United Arab
Fiji	Micronesia	Emirates
Georgia	Myanmar	United Kingdom of
Germany	Nepal	Great Britain and
Greece	Netherlands	Northern Ireland
Iceland	Nigeria	United Republic of
India	Oman	Tanzania
Israel	Qatar	Zimbabwe
Italy	Republic of Korea	
Jamaica	Sierra Leone	

### *Observers*

Holy See  
Customs Cooperation Council  
International Committee of the Red Cross  
International Federation of Red Cross and Red  
Crescent Societies  
International Tribunal for the Law of the Sea  
League of Arab States  
Pacific Islands Forum

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	Ext.	Room
III. <i>Protocol and Liaison Officers</i>		
A. Mrs. Almudena de Ameller	3.7178	S-0201C

Albania	El Salvador	Peru
Andorra	Equatorial Guinea	Philippines
Argentina	Guatemala	Saint Vincent and the Grenadines
Bolivia	Haiti	Samoa
Chile	Honduras	Spain
Colombia	Kiribati	Togo
Costa Rica	Mexico	Tonga
Cuba	Nauru	Tuvalu
Cyprus	Nicaragua	Uruguay
Dominica	Pakistan	Venezuela
Dominican Republic	Palau	
Ecuador	Panama	
	Paraguay	

*Observers*

- Switzerland
- Agency for the Prohibition of Nuclear Weapons  
in Latin America and the Caribbean
- Andean Community
- Association of Caribbean States
- Caribbean Community
- Central American Integration System
- Council of Europe
- European Community
- Inter-American Development Bank
- Latin American Economic System
- Latin American Parliament
- Organization for Security and Cooperation  
in Europe
- Organization of American States

## Information for delegations

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	Ext.	Room
B.	3.5941	S-0201N
Angola	Finland	Papua New Guinea
Antigua and Barbuda	Gambia	Portugal
Barbados	Grenada	Saint Kitts and Nevis
Bosnia and Herzegovina	Guyana	Saint Lucia
Brazil	Indonesia	Sao Tome and Principe
Brunei Darussalam	Jordan	Saudi Arabia
Cameroon	Kenya	Seychelles
Canada	Kuwait	Singapore
Cape Verde	Latvia	Solomon Islands
China	Lebanon	Sri Lanka
Denmark	Malawi	Sudan
Estonia	Malta	Thailand
	Mozambique	
	Norway	

### *Observers*

African, Caribbean and Pacific Group of States  
African Development Bank  
African Union  
Asian-African Legal Consultative Organization  
Commonwealth Secretariat  
Community of Portuguese-speaking Countries  
International Organization for Migration  
International Union for the Conservation of Nature  
and Natural Resources  
Permanent Court of Arbitration

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	Ext.	Room
C. Ms. Michèle Fatima Alzouma	3.7180	S-02010
Algeria	Côte d'Ivoire	Madagascar
Bahrain	Croatia	Maldives
Belgium	Democratic	Mauritania
Belize	Republic of the	Monaco
Benin	Congo	Namibia
Botswana	Djibouti	Niger
Burkina Faso	Egypt	Rwanda
Burundi	France	Senegal
Cambodia	Gabon	Somalia
Central African	Guinea	United States of
Republic	Guinea-Bissau	America
Chad	Ireland	Vanuatu
Comoros	Liechtenstein	
Congo	Luxembourg	

*Observers*

Community of Sahelo-Saharan States  
Economic Community of Central African States  
International Criminal Police Organization  
(Interpol)  
International Hydrographic Organization  
Organisation for Economic Cooperation and  
Development  
Organization of the Islamic Conference  
Sovereign Military Order of Malta

**List of permanent missions to the United Nations**

The Protocol and Liaison Service publishes twice a year a handbook entitled “Permanent Missions to the United Nations” (Blue Book). This publication lists the diplomatic personnel of Member and non-member States, the staff of intergovernmental organizations accredited to the United Nations as observers and the staff of liaison offices of the United Nations specialized agencies as well as the membership of the principal organs of the United Nations.

A weekly addendum to the “Blue Book” records all interim movements of personnel and changes in address, telephone/telefax numbers, national holiday, etc.

**Credentials**

Credentials are required for representatives of States members of the General Assembly, the Security Council, the Economic and Social Council and the Trusteeship Council. For the sessions of the General Assembly, credentials of representatives (issued by the Head of State or Government or by the Minister for Foreign Affairs) should be submitted to the Secretary-General, not less than one week before the opening of the session through the Secretary of the Credentials Committee, Office of Legal Affairs (room S-3420A) or the Protocol and Liaison Service (room S-0201).