
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 licence plates (“D” plates) as well as identification decal for the fifty-eighth session of the General Assembly. (For information on obtaining parking decals, please see page 79.)

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 collected 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 and online 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) 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-eighth 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 76.)

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.

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

The Protocol and Liaison Service is part of the Executive Office of the Secretary-General and its functions, inter alia, include the following:

- (a) Prepares programmes and coordinates the visits of Heads of State/Government, Cabinet Ministers and other high-level officials to Headquarters throughout the year, as well as the programme for their spouses;

- (b) Issues VIP passes for Heads of State/Government, Cabinet Ministers and other high-level dignitaries and their spouses and authorizes issuance of grounds passes to the entourage of VIPs and to all delegates of Member/observer States, intergovernmental organizations, specialized agencies and associate members of regional commissions, except media and security personnel;
- (c) Accredits members of delegations to regular, special and emergency special sessions of the General Assembly and to all other United Nations scheduled and ad hoc meetings held at Headquarters;
- (d) Prepares and coordinates protocol activities of the Secretary-General, including presentation of credentials, bilateral and multilateral meetings; accompanies the Secretary-General in some of his official foreign travel, and provides protocol coverage of his activities at major international events;
- (e) Provides protocol coverage to the activities and high-level meetings of the Deputy Secretary-General;
- (f) Organizes State luncheons/dinners/receptions and other social events hosted by the Secretary-General as well as those for spouses hosted by the spouse of the Secretary-General;
- (g) Prepares and coordinates special events and official ceremonies held at Headquarters such as admission of new Member States, flag-raising, treaty-signing, and unveiling of official gifts to the United Nations;
- (h) Prepares for publication comprehensive lists of delegations attending the sessions of the General Assembly;

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- (i) Processes requests for privileges and immunities for diplomatic personnel and facilitates adjustments of their visa status;
- (j) Authorizes issuance of parking decals to vehicles owned by the diplomatic personnel and, under exceptional circumstances, to rented vehicles;
- (k) Issues protocol passes to delegates for bilateral meetings with senior officials of the Organization and to guests of diplomatic personnel of Permanent/Observer Missions or officials visiting Headquarters, upon request, for short durations;
- (l) Provides guidance and advice on United Nations protocol usage and practice, diplomatic etiquette, order of precedence and use of the United Nations flag.

Introductory information

| | Ext. | Room |
|--|--------------------|---------------------|
| Ms. Aminata Djermakoye <i>Chief of Protocol</i> | 3.7170 | S-0201A |
| <i>I. Deputy Chief of Protocol</i> | | |
| Mr. Igor L. Novichenko | 3.7177 | S-0201B |
| Armenia | Lao People's | Slovakia |
| Azerbaijan | Democratic | Slovenia |
| Belarus | Republic | South Africa |
| Bulgaria | Libyan Arab | Tajikistan |
| Czech Republic | Jamahiriya | The former |
| Democratic | Mali | Yugoslav |
| People's | Marshall Islands | Republic of |
| Republic of | Mongolia | Macedonia |
| Korea | Morocco | Trinidad and Tobago |
| Eritrea | New Zealand | Tunisia |
| Ethiopia | Poland | Turkey |
| Ghana | Republic of | Turkmenistan |
| Hungary | Moldova | Uganda |
| Iran (Islamic | Romania | Ukraine |
| Republic of) | Russian Federation | Uzbekistan |
| Iraq | San Marino | Viet Nam |
| Kazakhstan | Serbia and | Yemen |
| Kyrgyzstan | Montenegro | Zambia |

Observers

Palestine
Black Sea Economic Cooperation Organization
Commonwealth of Independent States
Economic Cooperation Organization
Inter-Parliamentary Union
International Development Law Institute
International Organization of la Francophonie
International Seabed Authority

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

Observers

Holy See
Asian Development Bank
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. Ms. Michèle Fatima Alzouma | 3.7180 | S-02010 |
| Algeria | Côte d'Ivoire | Luxembourg |
| Bahrain | Croatia | Madagascar |
| Belgium | Democratic | Maldives |
| Belize | Republic of the | Mauritania |
| Benin | Congo | Monaco |
| Botswana | Djibouti | Mozambique |
| Burkina Faso | Egypt | Namibia |
| Burundi | France | Niger |
| Cambodia | Gabon | Rwanda |
| Cape Verde | Guinea | Senegal |
| Central African | Jordan | Somalia |
| Republic | Lebanon | United States of |
| Chad | Liechtenstein | America |
| Congo | | |

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
Partners in Population and Development
Sovereign Military Order of Malta

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| | Ext. | Room |
|-----------------------------|-------------------|-------------------------------------|
| B. 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 | Switzerland |
| Costa Rica | Mexico | Togo |
| Cuba | Nauru | Tonga |
| Cyprus | Nicaragua | Tuvalu |
| Dominica | Pakistan | Uruguay |
| Dominican Republic | Palau | Venezuela |
| Ecuador | Panama | |
| | Paraguay | |

Observers

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

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| | Ext. | Room |
|------------------------|---------------|-----------------------|
| C. Ms. Li Xiaoyi | 3.5941 | S-02010 |
| Angola | Estonia | Papua New Guinea |
| Antigua and Barbuda | Finland | Portugal |
| Australia | Gambia | Saint Kitts and Nevis |
| Barbados | Grenada | Saint Lucia |
| Bosnia and Herzegovina | Guinea-Bissau | Sao Tome and Principe |
| Brazil | Guyana | Saudi Arabia |
| Brunei Darussalam | Ireland | Seychelles |
| Cameroon | Kenya | Singapore |
| Canada | Latvia | Solomon Islands |
| China | Liberia | Sri Lanka |
| Comoros | Malawi | Sudan |
| Denmark | Malta | Vanuatu |
| | Netherlands | |
| | 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 Centre for Migration Policy Development
International Organization for Migration
International Union for the Conservation of Nature and Natural
Resources
Permanent Court of Arbitration

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).