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 and DC2 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.
Information for delegations

Entrance

Pedestrian entrance for delegations to the General Assembly Hall is located at First Avenue and 45th Street.

Authorization for delegation cars to enter and to park at United Nations Headquarters requires United Nations diplomatic licence plates ("D" plates) as well as an identification decal for the sixtieth session of the General Assembly. (For more information, please see Parking on pages 69-73.)

United Nations building passes and admission to meetings

1. Accreditation for members of official delegations

Passes for members of official delegations to regular and special sessions of the General Assembly and all other calendar meetings at Headquarters are authorized by the Protocol and Liaison Service (Room S-0201P, Ext. 3.7181, see pages 9-14 for Liaison Officers) and processed by the Pass and Identification Unit, located at First Avenue and 45th Street. Registration Forms for members of delegations to temporary meetings (Form SG.6) may be accessed through the website (www.missions.un.int) in English, French and Spanish or picked up at the Protocol Office (Room S-0201).

Types of passes: 1

1. VIP pass without photo issued from Protocol Office for Heads of State/Government, Vice-Presidents, Crown Princes/Princesses;

1 The requests and duly filled out forms must be submitted at least 48 hours in advance for proper accreditation and issuance of passes. Passes for those delegates who have been already entered into the electronic system may be picked up by a member of the Mission with proper identification. Spouses will be issued same type of passes as the principals.
2. VIP pass with photo issued from Protocol Office for Deputy Prime Ministers and Cabinet Ministers;
3. Gold pass for Heads of delegations processed at the Pass Office;
4. Red pass for all delegates processed at the Pass Office;
5. Protocol pass issued from Protocol Office for one day without photo and for a short duration with photo.¹

Protocol requirements for issuance of passes:

For Heads of State/Government, Vice-Presidents, Crown Princes/Princesses:
   Letter of request for pass from the Permanent Mission, indicating names and titles and specifying the duration of stay. Neither photos nor SG.6 Forms are required.

For Deputy Prime Ministers and Cabinet Ministers:
1. Letter of request for pass from the Permanent Mission, indicating names and functional titles and specifying the duration of stay. SG.6 Forms are not required.
2. Two colour passport-size photographs.

For delegates:
1. Registration of members of delegations to temporary meetings (Form SG.6).

¹ Issuance of Protocol passes will be curtailed for the duration of the General Debate except under very special circumstances. Protocol passes are not issued for calendar meetings at Headquarters.
Information for delegations

2. Covering letter addressed to the Chief of Protocol and signed by Head of Chancery or administrative officer, indicating names and functional titles.

2. **Accreditation for media correspondents**

   Accreditation for media correspondents with the written and online press, film, television, photo, radio and other media organizations is the responsibility of 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, 3.7463 and 3.2870).

3. **Accreditation for non-governmental organizations**

   (a) 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).

   (b) 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 Civil Society Service, Outreach Division of the Department of Public Information (DPI/NGO Resource Centre, room L1B-31, ext. 3.7234, 3.7078 and 3.7233).

**Department of Safety and Security**

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<thead>
<tr>
<th>Ext.</th>
<th>Fax</th>
<th>Room</th>
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<tr>
<td>Mr. David Veness</td>
<td>7.3158</td>
<td>3.4104 FF-1708</td>
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The United Nations Security and Safety Service operates on a 24-hour basis.

<table>
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<tr>
<th>Office of Security and Safety Service Chief</th>
<th>Ext.</th>
<th>Fax</th>
<th>Room</th>
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<tr>
<td>Mr. Bruno Henn</td>
<td>3.9345</td>
<td>3.6850</td>
<td>S-0945</td>
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<tr>
<th>Security Operations Centre</th>
<th>Ext.</th>
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<td>3.6666</td>
<td>GA-100(^1)</td>
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Takes enquiries for same-day lost and found items, requests for opening doors after regular office hours or on weekends and returning, after the close of business IDs previously left at the Visitors Information Desk before it closes for the day. All in-person inquiries should be directed initially to these offices.

In addition to providing security and safety on a 24-hour basis at Headquarters, the Service will:

(a) Issue grounds passes, which members of delegation may obtain on the First Floor of the UNITAR Building, 45th Street and First Avenue (First Avenue entrance) from 9 a.m. to 4 p.m., 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;

\(^1\) Located opposite the Tour Pay-Desk in the Visitors Lobby.
Information for delegations

(f) Handle lost and found property. During regular working hours, same-day lost property should be handed over or claimed from GA-100 (ext. 3.6666). At all other times from the first floor of the UNITAR building (ext. 3.7533).

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 67.)

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 ((212) 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 to the United Nations.

The Medical Clinics are situated at the following locations:

**Location**

1. **Secretariat Building**  
   Room S-0535, Telephone (212) 963-7090
2. **DC1 Building**  
   Room DC1-1190, Telephone (212) 963-8990
3. **UNICEF House**  
   Room H-0545, Telephone (212) 326-7541

**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. **DC1 Building**
   The Medical Clinic is open on working days from 9 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 3.6666 if you are in the Secretariat Building; or
   - Call 911 if located in any other building.

**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 disabled.

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. Requests to connect hearing aid equipment to conference room audio distribution systems should be addressed to the Broadcast and Conference Support Section (BCSS), room L-1B-30, ext. 3.9485 or 3.7453, e-mail: request-for-services@un.org. BCSS can also loan neck-worn induction loops for hearing aids equipped with a T-Switch.

Protocol and Liaison Service

The Protocol and Liaison Service is part of the Executive Office of the Secretary-General.

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<tr>
<td>Chief of Protocol</td>
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<tr>
<td>Ms. Aminata Djermakoye</td>
<td>3.7170 S-0201A</td>
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I. Deputy Chief of Protocol

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<tr>
<td>Mr. Paulose T. Peter</td>
<td>3.7179 S-0201B</td>
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Afghanistan Japan Sierra Leone
Armenia Kuwait Suriname
Austria Lesotho Swaziland
Bahamas Lithuania Syrian Arab
Bhutan Marshall Islands Republic
Fiji Mauritius Thailand
Georgia Micronesia Timor-Leste
Germany Myanmar United Arab Emirates
Greece Nepal
Iceland New Zealand United Kingdom of
India Oman Great Britain and Northern Ireland
Italy Qatar
Jamaica San Marino Zimbabwe
Information for delegations

Observers
Holy See
Asian Development Bank
Customs Cooperation Council
Eurasian Economic Community
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
South Asian Association for Regional Cooperation

II. Protocol and Liaison Officers

A. Ms. Michèle Fatima Alzouma 3.7180 S-0201N

Algeria         Côte d’Ivoire    Maldives
Bahrain        Croatia        Mauritania
Belgium        Democratic     Monaco
Belize         Republic of the Mozambique
Benin          Congo          Namibia
Botswana        Djibouti      Niger
Burkina Faso    Egypt         Republic of Korea
Burundi       France         Rwanda
Cambodia        Gabon         Senegal
Cape Verde      Guinea        Seychelles
Central African Jordan     Somalia
Republic       Lebanon        United Republic of
Chad            Liechtenstein Tanzania
Comoros         Luxembourg     United States of
Congo           Madagascar    America

Observers
African Development Bank
African Union
Introductory information

Community of Sahelo-Saharan States
Economic Community of Central African States
Economic Community of West African States
East African Community
International Criminal Police Organization (Interpol)
International Hydrographic Organization
International Organization of la Francophonie
Organization for Economic Cooperation and Development
Organization of the Islamic Conference
Partners in Population and Development
Southern African Development Community

Ext. Room

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<th>B. Mrs. Almudena de Ameller</th>
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<td>Dominican Republic</td>
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| Ecuador                     | Paraguay          | (Bolivarian)
| El Salvador                 | Peru              | Republic of |

Observers
Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean
Andean Community
Information for delegations

Association of Caribbean States
Caribbean Community (CARICOM)
Central American Integration System
Council of Europe
European Community
Inter-American Development Bank
Latin American Economic System (SELA)
Latin American Parliament
Organization of Eastern Caribbean States
Organization for Security and Cooperation in Europe
Organization of American States

Ext. Room

C. Ms. Li Xiaoyi 3.5941 S-0201M

Angola  Finland  Norway
Antigua and Barbuda  Gambia  Papua New Guinea
Australia  Grenada  Portugal
Bangladesh  Guinea-Bissau  Saint Kitts and Nevis
Barbados  Guyana  Saint Lucia
Bosnia and Herzegovina  Indonesia  Nevis
Brazil  Ireland  Sao Tome and Principe
Brunei Darussalam  Latvia  Saudi Arabia
Cameroon  Liberia  Singapore
Canada  Malawi  Solomon Islands
China  Malaysia  Sri Lanka
Denmark  Malta  Sudan
Estonia  Netherlands  Vanuatu

Observers
African, Caribbean and Pacific Group of States
Asian-African Legal Consultative Organization
Commonwealth Secretariat
**Introductory information**

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  
Shanghai Cooperation Organization

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<tr>
<td>D. Mr. Fariz Mirsalayev 3.7177 S-0201O</td>
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<td>Iran (Islamic Republic of)</td>
<td>Russian Federation</td>
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<td>Iraq</td>
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*Observers*

Palestine  
Black Sea Economic Cooperation Organization  
Collective Security Treaty Organization  
Commonwealth of Independent States  
Economic Cooperation Organization  
GUUAM
Information for delegations

Inter-Parliamentary Union
International Development Law Organization
International Institute for Democracy and Electoral Assistance
International Organization of la Francophonie
International Seabed Authority
Sovereign Military Order of Malta

Credentials

Credentials are required for representatives of Members States 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). A copy of the credentials should be sent to the Protocol and Liaison Service for accreditation purposes.

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 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. The “Blue Book” may be accessed through the website (www.mission.un.int).