

PRO-NV/IMSIDS

The Chief of Protocol of the United Nations presents her compliments to the Permanent Representatives/Permanent Observers to the United Nations, and Heads of Liaison Offices of United Nations Specialized Agencies and has the honour to bring to their attention the organizational and protocol arrangements, accreditation and issuance of passes and other pertinent information to members of delegations attending the International Meeting to Review the Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States to be held at the Les Pailles Conference Centre in Port Louis, Mauritius. The International Meeting to be held from 10-14 January 2005 will be preceded by two days of informal consultations in Mauritius on 8 and 9 January 2005.

1. **International Meeting**

a) Plenary, Interactive Panels

Interactive panels will be organized in the plenary on Monday through Wednesday from 10-12 January 2005 and there will be no speakers' lists.

b) High-level segment, General debate

The high-level segment of the International Meeting will be held on 13 and 14 January 2005. Inscriptions on the list of speakers for the High-level segment was opened on Monday, 29 November 2004. Statements would be presented by Heads of State or Government, or their high-level appointees, on the basis of the list to be drawn up by the Secretariat in accordance with established practice. It has been recommended that statements not exceed five minutes. Delegations wishing to inscribe should indicate the name and designation for the speakers' list to Ms. Lorna Fidler (tel. 1 (212) 963-2319; fax 1 (212) 963-5935; e-mail fidler@un.org).

c) High-level segment, Roundtables

There will be two roundtables - one on Thursday, 13 January from 3 to 6 p.m., and the other on Friday, 14 January, from 10 a.m. to 1 p.m. Delegations wishing to inscribe should indicate the name and designation and the roundtable to which they would like to inscribe to Ms. Lorna Fidler whose contact information is given above. Each interactive roundtable would have 40-50 participants and would be open to Heads of State or Government or their high-level appointees.

2. **Flag-raising ceremony**

The flag-raising ceremony, in which the flags of the United Nations and the host country are raised, will take place at the Les Pailles Conference Centre on 7 January 2005 at 3:00 p.m. The United Nations will be represented at this ceremony by the Secretary-General of the International Meeting, Mr. Anwarul K. Chowdhury, Under-Secretary-General, and High Representative for Least Developed Countries, Landlocked Developing Countries and Small Island Developing States.

3. **Protocol arrangements**

Each Head of State/Government will be received at the Sir Seewoosagar Ramgoolam International Airport in Mauritius by the Chief of Protocol of the United Nations or a representative of the United Nations Secretary-General and a representative of the Government of Mauritius. All delegations are requested to communicate the arrival details of Heads of State/Heads of Government/Heads of Delegations to the Chief of Protocol of the United Nations in New York (Fax: 212-963-1921) with a copy to Mr. M.I. Dossa, Chief of Protocol at the Ministry of Foreign Affairs, Port Louis (Fax: 011-230-208-8087) as soon as possible. Heads of Delegations at the Cabinet Minister level will be received at the airport by an official of the Government of Mauritius. Special facilities and a help desk will be set up at the airport by the Mauritius authorities to assist the delegates for a quick clearance. Protocol arrangements for the visits of Heads of State or Government during the conference will be coordinated in Port Louis by Mr. Paulose T. Peter (Fax: 212-963-1921) in close cooperation with officials of the Mauritius Government and the United Nations Security and Safety Services.

4. **Entry visas**

Most of the countries participating in the Conference do not require a visa for Mauritius. For those who require a visa, arrangements will be made for visa to be delivered on arrival. However, nationals of certain countries will require a visa before traveling to Mauritius and therefore delegations are advised to check with Mauritius authorities.

5. **Credentials**

Original letters of credentials issued by the Head of State or Government or Minister for Foreign Affairs of a participating State should be addressed to the Secretary-General of the United Nations and must be forwarded to Mr. David Hutchinson, Office of Legal Affairs, United Nations Secretariat or hand-delivered to him at the Conference Centre during the conference. A copy of the credentials must be submitted to the Chief of Protocol, Protocol and Liaison Service, Room S-201 until 20 December 2004 (Fax: 212-963-1921) or after that date faxed to Port Louis (Fax: 230-208-4871) or delivered directly to the Protocol Registration/Accreditation Unit, located at Clos St. Louis, after 1 January 2005. Any additional list submitted should be clearly marked to indicate the exact addition, deletion or correction to the lists submitted earlier.

As stated in the draft provisional rules of procedure of the Conference, delegations of each State participating in the Conference and of the European Commission shall consist of a head of delegation and such other accredited representatives, alternate representatives and advisers as may be required.

The credentials of representatives will be examined by the Credentials Committee which will report its findings to the Conference. Following past practice, duly certified lists of participants may serve in special circumstances as temporary credentials of delegations.

6. **Provisional list of delegations**

Since the Protocol and Liaison Service has been authorised to oversee the publication of the Provisional lists of delegations to the Conference, delegations are urged to communicate as soon as possible the names and functional titles of all the participating delegates to the Protocol and Liaison Service.

7. **Protocol accreditation**

The Accreditation Centre will be located at the Clos St. Louis near Les Pailles Conference Centre. The working hours will be as follows:

Tuesday, Wednesday, Thursday – 4,5,6 January	9:00 am – 5:00 pm
Friday, 7 January	9:00 am – 8:00 pm
Saturday, Sunday – 8, 9 January	10:00 am – 8:00 pm
(opening hours depending on time of pre-conference consultations)	
Monday, Tuesday – 10,11 January	9:00 am – 6:00 pm
Wednesday, Thursday, 12, 13 January	8:00 am – 8:00 pm
Friday, 14 January	8:00 am – 5:00 pm

8. **Issuance of passes**

Access to Les Pailles Conference Centre premises will be granted only to persons in possession of an appropriate identification card. Individual identity cards with photographs of the bearers will be issued to delegates starting from 4 January 2005 by the Protocol Registration/Accreditation Unit located at Clos St. Louis.

A copy of the credentials or a comprehensive list of participants, to whom passes are to be issued, signed either by the Permanent Representative to the United Nations in New York or by the head of Embassy of the sending authority in Port Louis, should be forwarded in advance to the Chief of Protocol, Protocol and Liaison Service in New York (Attn: Mrs. Marybeth Curran) before 20 December 2004, and afterwards to the United Nations Protocol Accreditation Unit in Mauritius. All written requests for passes submitted by 20 December 2004 in New York, with two passport size colour photographs attached and the completed accreditation form SG.6 (Registration of Members of Delegations) , will be processed and be ready for issuance by 4 January 2005 at the Protocol Accreditation Unit in Port Louis. Photographs may be transmitted

electronically in JPG format to curran@un.org **only until 20 December 2004**. Delegates are reminded to clearly identify the photographs with names when electronically transmitted, in order to avoid confusion. Grounds passes will be issued only upon presentation of a valid proof of identity, such as a national passport. Request for issuance of grounds passes in the absence of legally acceptable accreditation documents will not be considered by the Protocol Registration/Accreditation Unit. Spouses are entitled to the same type of passes as the principals.

Heads of State or Government and spouses thereof will be offered special VIP passes without photographs, upon receipt by the Protocol Registration/Accreditation Unit of the appropriate request to that effect.

Members of the parties accompanying Heads of State or Government will be issued appropriate grounds passes in accordance with their designation upon prior written request.

Special VIP passes with photographs will be issued to Cabinet Ministers or their equivalent upon submission of two passport size photographs of the dignitary to the Protocol Registration/Accreditation Unit at least 24 hours in advance. Delegations are urged to send the photographs to the Protocol & Liaison Service in New York as soon as possible but only until 20 December 2004 and thereafter to the Accreditation Unit at Pailles Conference Centre after 1 January 2005. No VIP passes will be issued to deputy Ministers, members of legislative bodies or Ambassadors.

9. **Media accreditation**

Completed application form, together with a letter of assignment on official letterhead from the editor or bureau chief should be sent to (Pre-accreditation – before 3 January 2005): United Nations Office at Geneva, Information Service, Room C323, 1211 Geneva 10, Switzerland; Fax: (+41) 22 917 00 73 or 917 00 31; email: cfegli@unog.ch.

For on-site accreditation after 2 January 2005, the contact address, phone and fax will be published on the web site of the meeting.

10. **Seating arrangements in Plenary Hall**

Four seats will be assigned to each participating State, two for Intergovernmental Organizations, and two for Specialized Agencies in the plenary sessions of the Conference. Additional special access cards may be required for admission to the Plenary Hall/Round Tables in which case an announcement will be made in the Daily Journal published on-site and such access cards can be collected from the Protocol Accreditation Unit.

11. **Security arrangements**

Delegations are advised to contact Mr. P. Valaydon, Director-General of VIP Security Unit (Tel: 230-696-0159 Fax: 230-696-0119 Mobile: 230- 258-0191) for security arrangements outside the premises of the Conference Centre.

The Chief of Protocol of the United Nations is looking forward to the cooperation of the Permanent Representatives/Permanent Observers to the United Nations and Heads of Liaison Offices of United Nations Specialized Agencies in the implementation of the arrangements outlined above, which are designed to provide convenience and protection to the dignitaries and members of delegations attending the International Meeting to Review the Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States to be held at the Les Pailles Conference Centre in Port Louis, Mauritius.

7 December 2004