

MEMORIAL CEREMONY FOR THE VICTIMS OF THE TERRORIST ATTACK  
ON THE UNITED NATIONS OFFICE IN ALGIERS

Wednesday, 23 January 2007, 15 :00, Assembly Hall, Palais des Nations, Geneva

- 14 :45 All invitees are seated in the Assembly Hall.
- Members of the families of the victims arrive at Hall XIV assisted by volunteers from among UNOG staff.
- The Secretary-General, Mrs. Ban, the Director-General of UNOG, Mrs. Ordzhonikidze join the families of the victims in Hall XIV. Greeting and comforting the families of the victims.
- Six members of the UN Honour guard (three on each side) are pre-positioned in Hall XIV at the central entrance to the Assembly Hall.
- 14:55 The six members of the UN Honour guard in double-file lead the Secretary-General, Mrs. Ban, the Director-General of UNOG, Mrs. Ordzhonikidze and members of the families of the victims into the Assembly Hall down the central aisle. *Solemn music is played.*
- 15 :00 The Secretary-General, Mrs. Ban, the Director-General of UNOG, Mrs. Ordzhonikidze and members of the families are seated in the reserved seats in the first row on both sides of the aisle. *The six members of the UN Honour guard take up their positions on the floor in front of the stage at the extreme left and right of the first row, facing the audience.*
- 15:05 The Director-General of UNOG briefly welcomes the Secretary-General, members of the families of the victims and invites the Secretary-General to the lectern (*The lectern is set up on a riser on the floor of the Assembly Hall between the first row and the stage*).
- The Secretary-General proceeds from his seat in the front row to the lectern and begins by calling for a minute of silence.
- Address by the Secretary-General. (5 – 7 minutes)
- The Secretary-General concludes his address by announcing that he will now proceed to unveil the framed battle-scarred United Nations flag from the United Nations office at Algiers. (*The framed flag is pre-positioned on the stage and draped over by a light-blue cloth. Two UN security officers are standing guard on either side of the draped framed flag and maintain a salute as the Secretary-General approaches*).
- The Secretary-General, escorted by two UN Honour guards from among the six on either side of the Assembly Hall, proceeds from the lectern on to the stage and unveils the framed flag, honours it by a bow and returns to his seat. The UN Honour guard escorts him back to his seat. *The two Honour guards on the stage maintain their salute until the Secretary-General returns to his seat and then continue to stand guard for the framed flag.*

- 15:20 The Master of Ceremonies invites representatives of each of the victims' families to light candles and calls the names of the victims in alphabetical order. *Eighteen candles, one for each victim, are set up along the edge of the stage, nine on either side of the central point of the stage. On the stage, three meters behind every candle, a large photo of each of the victims is positioned, nine on either side of the framed flag. Floral arrangements adorn the stage.*
- A representative of each family is accompanied to the stage by a volunteer assigned to the family and lights a candle. They are escorted back to their seats. Solemn background music plays throughout the candle lighting and continues for 1-2 minutes after the lighting of the last candle.
- 15:45 The Master of Ceremonies announces the conclusion of the ceremony and requests all invitees to remain seated, while the UN Honour guard in double-file leads the Secretary-General, Mrs. Ban, the Director-General of UNOG, Mrs. Ordzhonikidze and members of the families of the victims out of the Assembly Hall up the central aisle. *Solemn music is played.*
- Light refreshments are served in Hall XIV.*
- 16:00 The Secretary-General and Mrs. Ban take leave of the members of the families of the victims and depart the Palais des Nations by Door XIV.
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