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Seventy-sixth session

## **Arrangements for the high-level meetings and the general debate of the seventy-sixth session of the General Assembly**

**United Nations Headquarters, 20 to 28 September 2021**

**Information note for delegations**



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## I. Introduction

1. The general debate of the seventy-sixth session will be held from Tuesday, 21 September, to Saturday, 25 September, and on Monday, 27 September 2021, pursuant to resolution [57/301](#).
2. The high-level meeting to commemorate the twentieth anniversary of the adoption of the Durban Declaration and Programme of Action will be held on Wednesday, 22 September 2021, in accordance with resolutions [75/237](#) and [75/320](#).
3. The high-level plenary meeting to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Tuesday, 28 September (given that 26 September, the date mandated by the Assembly for the meeting, falls on a Sunday in 2021), in accordance with resolutions [72/251](#) and [75/45](#).
4. In addition, the Secretary-General will convene a number of high-level virtual events. The Sustainable Development Goals Moment will be held on Monday, 20 September. The Food Systems Summit will be held on Thursday, 23 September. The high-level dialogue on energy will be held on Friday, 24 September. On 28 September, the Secretary-General will convene a high-level meeting on jobs and social protection for poverty eradication as part of the Initiative on Financing for Development in the Era of COVID-19 and Beyond.

## II. General considerations in the context of COVID-19

5. The practical arrangements for the conduct of the high-level meetings and general debate of the seventy-sixth session of the General Assembly will be affected by the coronavirus disease (COVID-19) pandemic, including with regard to whether certain events take place, how they are conducted and the number of attendees. All changes will reflect risk assessments and advice provided by the Occupational Safety and Health Committee at Headquarters. The assessments are also based on host city and state guidance (available from [www1.nyc.gov/site/doh/covid/covid-19-main.page](http://www1.nyc.gov/site/doh/covid/covid-19-main.page)), the current phase of the COVID-19 reintegration plan for the United Nations Headquarters complex and an up-to-date understanding of the risks posed by the pandemic to delegates and United Nations personnel.

### Access and movement

6. Entry to the Headquarters complex will continue to be restricted in order to manage overall risk and ensure that adequate space is maintained for physical distancing, where required. No visitors will be allowed entry and external media will be limited (see sect. XIII). All persons will be required to attest as a condition of entry that they have not had symptoms of or been diagnosed with COVID-19, or had close contact with someone who has symptoms of or has been diagnosed with COVID-19, in the previous 14 days. International travellers are required to have met local incoming travel requirements as they relate to COVID-19.
7. Throughout the complex, doors will be opened to allow no-touch passage and walkways will be arranged and signage will be posted to improve one-way flow. All attendees are requested to stagger their arrival and departure from the complex and to avoid congregating in common spaces.

### Personal protective measures

8. All attendees will be expected to wear a mask or face covering at all times when indoors, except when directly addressing a meeting. All attendees will be required to lower their face covering when entering the compound or passing other security

checkpoints if so requested by United Nations security officers to allow confirmation of photo identification. Hand-sanitizing stations will be provided and increased cleaning will be implemented between meetings and for high-touch surfaces in order to reduce contact hazards. Frequent handwashing with soap and water is encouraged.

### **Reporting illness**

9. Attendees who become ill are requested to leave the complex immediately and seek medical care. Attendees who are diagnosed with COVID-19 or show symptoms of the illness after attending an event at the United Nations complex are strongly encouraged to notify the medical service by telephone (212 963 7090) or by email (to the confidential address [unhqclinic@un.org](mailto:unhqclinic@un.org)). See also section XVII.

## **III. Arrivals**

10. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades must have valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters complex;

(b) Heads of State or Government, members of their parties and any delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so – time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving by car unescorted and without a parking e-tag will need a special vehicle permit. Permits can be applied for through the e-deleGATE portal. Car permits will be approved by security and available for pick-up through the Garage Administration, room U-210 (telephone: 212 963 6212);

(d) In view of the ongoing COVID-19 pandemic, all persons accessing the United Nations Headquarters complex, and throughout their time on the premises, are required by the current safety protocols to wear an appropriate mask or face covering that covers the nose and mouth.

## **IV. Schedules, list of speakers, statements and other relevant information**

11. The following points apply to all meetings listed in this section (for further guidelines, see letter dated 14 July 2021 from the President of the General Assembly):

(a) In order to limit the footprint and number of people in the United Nations Headquarters complex, physical access and presence in the General Assembly Hall will be limited to four representatives per Member State and observer State and for the European Union, including the Head of State or Government. In the instance of submission of pre-recorded statements, please see the audio and video guidelines contained in annex I to the present note. All pre-recorded statements should be submitted at least four calendar days before the date on which the statement is scheduled to be played. For further information, please contact [request-for-services@un.org](mailto:request-for-services@un.org);

(b) The proceedings of all meetings will be webcast live and on demand on United Nations Web TV.

## General debate

12. The general debate will begin on Tuesday, 21 September, continue through Saturday, 25 September, and conclude on Monday, 27 September. The general debate will be held from 9 a.m. to 2.45 p.m. and from 3 to 9 p.m., except on Wednesday, 22 September, when it will run from 11 a.m. to 2.45 p.m., from 3 to 6 p.m. and from 7 to 9 p.m. in order to accommodate the high-level meeting to commemorate the twentieth anniversary of the adoption of the Durban Declaration and Programme of Action. The opening plenary of the high-level meeting will be held from 9 to 11 a.m., and the closing plenary meeting from 6 to 7 p.m. (for more information about the high-level meeting, see paras. 18–22)

13. In accordance with resolution [51/241](#), the list of speakers for each day of the general debate will be completed and no speakers will be rolled over to the next day, the implications for the hours of work notwithstanding.

14. The theme “Building resilience through hope – to recover from COVID-19, rebuild sustainably, respond to the needs of the planet, respect the rights of people and revitalize the United Nations” has been proposed for the general debate at the seventy-sixth session, pursuant to resolution [58/126](#) (annex).

15. A representative who is physically present in the General Assembly Hall is to deliver a statement of her or his own for the general debate. Alternatively, in accordance with decision [75/573](#), each Member State, observer State and the European Union may submit a pre-recorded statement by its Head of State, Vice-President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister, which will be played in the General Assembly Hall during the general debate, after introduction by their representative who is physically present in the Assembly Hall (see annex I for the audio and video guidelines). All pre-recorded statements should be submitted at least four calendar days before the date on which the statement is scheduled to be played. In such cases, the time limit shall include introductory remarks and the video itself. The level of the speaker will be determined by that of the pre-recorded statement. Unless otherwise mandated by the Assembly, the two modes of delivery (“in person” and “by pre-recorded statement”) will be treated equally in terms of the order of statements – priority will not be given to in-person statements.

16. In accordance with decision [75/573](#), in addition to the verbatim records of the general debate, the President of the General Assembly will circulate as a document of the Assembly a compilation document of statements delivered by means of pre-recorded statements submitted to the President no later than the day on which the pre-recorded statement is played in the Assembly Hall, and such pre-recorded statements will be attached to the verbatim records of the meetings. Submissions in this regard should be made to [estatements@un.org](mailto:estatements@un.org).

17. In keeping with previous practice, a voluntary 15-minute time limit for statements will be observed. The provisional list of speakers for the general debate was circulated on 13 August 2021, and any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch (email: [galindo@un.org](mailto:galindo@un.org), with a copy to [gaspeakerslist@un.org](mailto:gaspeakerslist@un.org)). The list of Heads of State, Heads of Government and Ministers for Foreign Affairs (<https://protocol.un.org/dgacm/pls/site.nsf/HSHGNFA.xsp>), maintained by the Protocol and Liaison Service, will be used for identifying speakers at those levels during the general debate. Permanent missions should ensure the accuracy of their delegation’s information and contact the Protocol and Liaison Service with any updates. In the case of an in-person address by a Head of State, the President will first announce that the Assembly will hear an address by a Head of State and request Protocol to escort her

or him into the Assembly Hall from room GA-200. After the Head of State has entered the Hall, the President, on behalf of the Assembly, will welcome the Head of State to the United Nations and invites her or him to address the Assembly. After the conclusion of the address, the President, on behalf of the Assembly, will thank the Head of State for the statement just made and the Head of State will be escorted by Protocol straight to room GA-200. In view of the ongoing COVID-19 pandemic, there will be no ceremonial chair on the stage and no handshakes after the address.

**High-level meeting to commemorate the twentieth anniversary of the adoption of the Durban Declaration and Programme of Action**

18. The high-level meeting to commemorate the twentieth anniversary of the adoption of the Durban Declaration and Programme of Action will take place on Wednesday, 22 September, on the theme “Reparations, racial justice and equality for people of African descent”, in accordance with resolutions [75/237](#) and [75/320](#).

19. The meeting will comprise an opening plenary meeting from 9 to 11 a.m., two consecutive round tables from 11 a.m. to 1 p.m. and from 3 to 5 p.m., and a closing plenary meeting from 6 to 7 p.m. The round tables are envisaged to be held in parallel with the general debate.

20. The opening plenary will include statements by the President of the General Assembly, the Secretary-General, the United Nations High Commissioner for Human Rights and the Head of State of South Africa.

21. At the meeting, the General Assembly will adopt a short and concise political declaration aimed at mobilizing political will at the national, regional and international levels for the full and effective implementation of the Durban Declaration and Programme of Action and its follow-up processes.

22. The President of the General Assembly, in consultation with Member States, will finalize the organizational arrangements for the high-level meeting.

**High-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons**

23. In accordance with General Assembly resolutions [72/251](#) and [75/45](#), the high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will take place on Tuesday, 28 September, given that 26 September, the mandated date for the meeting, falls on a Sunday in 2021.

24. The high-level meeting will be convened in person, in the General Assembly Hall, from 10 a.m. to 1 p.m. and from 3 to 6 p.m., with the participation of the President of the General Assembly and the Secretary-General, in accordance with resolutions [72/251](#) and [75/45](#). The aim of the meeting is to raise awareness about the threat posed to humanity by nuclear weapons and the necessity for their elimination in order to mobilize international efforts towards achieving the common goal of a nuclear-weapon-free world.

25. Similar to the meetings held in previous years on this topic, it will comprise opening statements followed by a general exchange. The provisional programme for the high-level meeting was circulated in a letter dated 20 August 2021 from the President of the General Assembly.

26. Delegations are encouraged to be represented at the highest possible level, and participating States and the European Union will have the option of submitting pre-recorded statements, in accordance with the guidelines in annex I to the present note.

27. The list of speakers opened for inscription on 26 August 2021, and is determined on a first come, first served basis, with priority given to Heads of State and Government, in accordance with the established practices of the General Assembly. The provisional list of speakers will be made available on 17 September 2021.
28. Participating delegations and the European Union wishing to deliver statements, are invited to inscribe to the list of speakers at <https://edelegate.un.int> (please see the annex to the letter dated 20 August from the President of the General Assembly for technical details regarding access to the e-Speakers system in the new e-deleGATE platform). The time limit for statements, which will be strictly observed, will be three minutes for individual delegations and five minutes for statements made on behalf of a group of States.
29. Delegations wishing to submit a pre-recorded statement are invited to refer to annex I to the present note. Speakers are welcome to include multimedia elements in their pre-recorded videos as long as the full length of the video does not exceed the time limits indicated.

## V. Events convened by the Secretary-General

### Sustainable Development Goals Moment

30. In accordance with General Assembly resolution 74/4, the Secretary-General will convene the 2021 Sustainable Development Goals Moment virtually on Monday, 20 September, from 10 a.m. to 5 p.m. (see [www.un.org/sustainabledevelopment/sdg-moment](http://www.un.org/sustainabledevelopment/sdg-moment)).
31. Taking place in the context of a deeply uneven response to the COVID-19 pandemic, the second Sustainable Development Goals Moment will reinforce the continued relevance of the 2030 Agenda for Sustainable Development and highlight urgent actions needed to ensure that COVID-19 response and recovery efforts are equitable, inclusive and supportive of the transitions required to achieve sustainable development. It will also serve to demonstrate that transformative change is possible at scale during the decade of action for the Sustainable Development Goals and to build momentum in advance of major summits and intergovernmental meetings in the coming period.
32. Approximately 35 Heads of State and Government, nominated through a process involving the regional groups, will make statements at the meeting. Statements should be 3–4 minutes in duration and should serve to outline national plans and pathways for recovering from the COVID-19 crisis and accelerating implementation of the Sustainable Development Goals between now and 2030. The Secretariat is liaising directly with delegations of nominated Member States in order to provide further guidance regarding technical requirements.
33. Representatives of civil society, local authorities, the private sector, academia, youth and the United Nations system will also participate in the meeting.
34. All delegations and partners will be able to follow proceedings live on United Nations media channels, including United Nations Web TV, the United Nations YouTube channel, Facebook and Twitter.
35. A draft programme and other information will be communicated in due course (contact email: [ivana.minoska@un.org](mailto:ivana.minoska@un.org)).

### **Food Systems Summit**

36. The Food Systems Summit, convened by the Secretary-General, will be held virtually on Thursday, 23 September, as a full day event in the course of the high-level week.

37. In the context of the decade of action for the Sustainable Development Goals, the Food Systems Summit will serve as a historic opportunity to empower all people to leverage the power of food systems to drive the recovery from the COVID-19 pandemic and accelerate the achievement of all 17 Sustainable Development Goals by 2030. (see [www.un.org/en/food-systems-summit](http://www.un.org/en/food-systems-summit)).

38. As the culmination of an 18-month inclusive, global process including a Pre-Summit held from 26 to 28 July in Rome, the Summit will bring together Heads of State and Government and other constituency leaders from around the world in a catalytic moment for public mobilization and actionable commitments to bring about tangible, positive changes to the world's food systems.

39. Heads of State and Government from all Member States will be invited to make virtual statements of commitment to this agenda, alongside leaders from youth, food producers, indigenous peoples, civil society, researchers, the private sector and the United Nations system.

40. Delegations will be invited to make live statements by video link or submit pre-recorded statements that will be played during the meeting with prior notice. The time limit for statements by Heads of State and Government will be three minutes.

41. The event is open to everyone, everywhere through the Food Systems Summit virtual platform (<https://thevirtual.show/unfss2021/registration/>) and will be live webcast on United Nations Web TV.

42. Additional details will be communicated in due course (contact email: [ivana.minoska@un.org](mailto:ivana.minoska@un.org)).

### **High-level dialogue on energy**

43. In line with General Assembly resolution [74/225](#), the Secretary-General will convene a high-level dialogue on energy at the summit level on Friday, 24 September 2021, to accelerate the implementation of the energy-related goals and targets (Sustainable Development Goal 7) of the 2030 Agenda for Sustainable Development. In addition, a limited number of multi-stakeholder pre-events (side events) will take place for in-depth discussions and action commitments by multi-stakeholders.

44. The official segment of the high-level dialogue on energy will be held virtually from 9.30 a.m. to 6 p.m. on 24 September, in order to maximize participation from capitals around the world. All Member States and multi-stakeholders are also invited to join and observe a multi-stakeholder segment ("fireside chats" on Sustainable Development Goal 7) that will precede the official segment, taking place from 8.30 to 9 a.m.

45. As the first global gathering on energy under the auspices of the General Assembly since the United Nations Conference on New and Renewable Sources of Energy, held in Nairobi in 1981, the dialogue will bring together representatives of Governments, civil society, local authorities, international organizations and the private sector, along with other relevant stakeholders, with a view to provide transformational action in the first years of the decade of action for the Sustainable Development Goals, the United Nations Decade of Sustainable Energy for All and the implementation of the Paris Agreement on climate change.



46. The dialogue will result in a global road map towards the achievement of Sustainable Development Goal 7 by 2030 and net zero emissions by 2050. Moreover, the dialogue will feature voluntary commitments and actions, in the form of “energy compacts”, from Member States and non-State actors such as companies, subnational authorities and civil society organizations. All Member States and other stakeholders are encouraged to submit their energy compacts to be announced in conjunction with the dialogue. More information is available on the Energy Compacts website ([www.un.org/en/energycompacts](http://www.un.org/en/energycompacts)).

47. The dialogue will be open to all Member States and multi-stakeholders. All Member States who wish to speak during the high-level dialogue on energy will be invited to register through the e-speakers module on the e-deleGATE portal (<https://edeleGATE.un.int/>). More information on inscriptions and modalities will be provided in due course.

48. The time limit for virtual statements by Heads of State and Government will be three minutes. Delegations will be required to decide in advance whether they wish to submit a pre-recorded statement to be played during the dialogue or to make a statement live by video link. A deadline for the submission of pre-recorded videos will be announced in due course.

49. The 30 Member State global champions for the dialogue, as well as the Governments that are taking the most ambitious action towards achieving Sustainable Development Goal 7, will play central roles as speakers in relevant segments, taking into account regional balance. Representatives of United Nations entities, business, youth and other constituencies may also be invited to join and speak at the dialogue. There will be a limited number of speakers given the time constraints.

50. Member States and representatives of multi-stakeholders are invited to join and follow the dialogue and the pre-events through the webcast on United Nations Web TV (<https://media.un.org/en/webtv/>). Only invited speakers and a limited number of support staff will be allowed to log in to the online platform hosting the event.

51. More information will be made available on the website of the dialogue ([www.un.org/en/conferences/energy2021](http://www.un.org/en/conferences/energy2021)) (contact emails: [julia.panzer@un.org](mailto:julia.panzer@un.org) and [vanetik@un.org](mailto:vanetik@un.org)).

### **High-level meeting on jobs and social protection for poverty reduction**

52. The Secretary-General will convene a meeting of Heads of State and Government to discuss jobs and social protection for poverty eradication as part of the Initiative on Financing for Development in the Era of COVID-19 and Beyond. It will be held virtually on 28 September, from 9 a.m. to noon.

53. The high-level meeting is intended to identify concrete actions and recommendations to initiate a cycle of job-rich growth and expand social protection systems to facilitate a just transition and eradicate poverty, creating co-benefits for people and the planet in the process.

54. The high-level event will include an opening segment, followed by a policy discussion to frame the ambitions needed for a socioeconomic recovery to advance decent job creation, social protection and poverty eradication. The participants will discuss macroeconomic policies to finance green jobs and social protection and how to create an enabling environment for financing to reach the most vulnerable, promoting environmentally sustainable enterprises and labour formalization. The participants will also discuss the role of the private sector in creating decent jobs, facilitating the green transition and strengthening social protection for poverty eradication.

55. In order to achieve a human-centred recovery, commitments are required from global leaders. The meeting will convene Heads of State and Government, who will be invited to express commitments through a call to action, with the aim of promoting policy coherence. Leaders from the private sector, trade unions and academia will also participate.

56. The event is open to everyone and all delegations and partners will be able to follow proceedings and engage online through a dedicated virtual platform. The meeting will also be broadcast live on United Nations Web TV.

57. Platform details and additional information will be communicated in due course (contact email: [ivana.minoska@un.org](mailto:ivana.minoska@un.org)).

## VI. Documentation and interpretation

58. At the seventy-sixth session of the General Assembly, delegations should submit requests for a limited number of hard copies of official documents to the Chief of the Meetings Support Section (email: [chiefmss-dgacm@un.org](mailto:chiefmss-dgacm@un.org)), at least three working days prior to the date on which they are needed. Official documentation is also available online through the Official Document System (<https://documents.un.org>).

59. The daily *Journal of the United Nations*, featuring information on the current day's meetings and on forthcoming meetings, and summaries of official meetings held the previous day, is available in a multilingual digital format, compatible with mobile devices such as smartphones and tablets, at <https://journal.un.org>. In addition to the programme of meetings being held at Headquarters, the *Journal* provides useful information, including with regard to other meetings, informal consultations by permanent missions, the list of Chairs of regional groups for each month, signatures and ratifications of multilateral treaties deposited with the Secretary-General, the daily list of documents issued at Headquarters, and other events organized by permanent and observer missions. PDF versions may be downloaded from the web page. Inquiries regarding the *Journal* should be addressed to the Journal Unit (email: [journal@un.org](mailto:journal@un.org); telephone: 212 963 3888).

60. The list of documents issued for the day and the *Journal* are also available through the eSubscription service ([www.undocs.org](http://www.undocs.org)) of the Department for General Assembly and Conference Management. Delegates can sign up to receive the latest edition of the *Journal* and documents issued daily at Headquarters for viewing directly on their computers or mobile devices.

61. In order to facilitate the provision of interpretation, verbatim reporting and summary record services, delegations are requested to submit their statements (preferably in Microsoft Word, as well as in PDF format) by email to [estatements@un.org](mailto:estatements@un.org). The name of the meeting and of the speaker, as well as the agenda item, should be indicated in the subject line of the email and in the heading of the statement. The statement should be submitted well in advance of the meeting, but no later than two hours before delivery, and not in hard copy. The statements will remain embargoed until their delivery.

62. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Speakers are requested to deliver the statement at a speed that is interpretable. While delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed, to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English) in order to ensure that the statement is delivered at a normal pace.

63. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide an interpreter from the non-official language into an official language. However, there will be only limited facilities to accommodate such non-official language interpreters on site. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the Meetings Management Section of the Department for General Assembly and Conference Management well in advance by email ([gmeets@un.org](mailto:gmeets@un.org)) and to copy the Interpretation Service ([is-unhq@un.org](mailto:is-unhq@un.org)) and the Protocol and Liaison Service ([unprotocol@un.org](mailto:unprotocol@un.org)). The Meetings Management Section will provide further instructions. Alternatively, any speaker may also make a pre-recorded video address in any of the six official languages, or in a language other than the official languages. In the latter case, the delegation in question should provide an audio recording of the interpretation into one of the official languages as well as the text of the statement translated into one of the official languages. When the pre-recorded video address in a non-official language is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded interpretation will be simultaneously broadcast on the corresponding language channel.

64. For online meetings with interpretation, participants joining meetings live remotely should follow the guidance contained in annex II to the present note entitled “Required set-up for virtual meetings with interpretation”.

## VII. Credentials

65. In accordance with rule 27 of the rules of procedure of the General Assembly, credentials for the seventy-sixth session of the General Assembly must be addressed to the Secretary-General and signed by the Head of State or Government or the Minister for Foreign Affairs. In accordance with rule 25 of the rules of procedure, the delegation may consist of not more than five representatives and five alternate representatives and as many advisers, technical advisers, experts and persons of similar status as may be required by the delegation. A scanned copy of the credentials, as well as other communications containing the names of representatives to the seventy-sixth session (such as letters and notes verbales from the permanent missions), should be submitted, if possible, by 6 September 2021, through the online platform, e-Credentials, which can be accessed through the e-deleGATE portal (<https://edelegate.un.int>). The original hard copy of the formal credentials should be delivered to the Office of Legal Affairs located on the 36th floor of the Secretariat Building (please see the *Journal of the United Nations* for further details).

## VIII. Protocol registration and access arrangements for Member States, observers, intergovernmental organizations, specialized agencies and related organizations

### Registration

66. Registration of official delegations will be carried out by the Protocol and Liaison Service. Missions and offices are required to submit their registration requests for members of their delegations (in-person participants only) by using the existing online e-Registration system, available through the e-deleGATE portal (<https://edelegate.un.int>). Please note that it is not necessary to register as a virtual participant in order to follow meetings online, which are broadcast via United Nations Web TV or on the Internet. Delegations wishing to obtain information on the system may refer to the updated guidelines on e-Registration and frequently asked questions

on the Protocol and Liaison Service website ([www.un.org/dgacm/en/content/protocol/registration-processes](http://www.un.org/dgacm/en/content/protocol/registration-processes)). It should be noted that all registration requests, including requests for VIP passes, must be submitted through the e-Registration system. The deadline for submission of registration requests is Monday, 13 September 2021.

67. Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be offered VIP passes without photographs. Deputy Prime Ministers and cabinet ministers will be provided VIP passes with photographs.

68. The working hours of the registration unit (telephone: 212 963 7181) in the Protocol and Liaison Service in the days prior to and during the high-level meetings and the general debate are posted on the Protocol and Liaison Service website and at the entry to the Protocol Office.

#### **Access to meeting rooms and restricted areas**

69. During the high-level meetings and the general debate of the seventy-sixth session of the General Assembly, from 20 to 28 September 2021, access to the General Assembly Hall and restricted areas will require a regular delegate's pass and a secondary colour-coded access card. The access cards are transferable strictly among members of a delegation only. For that purpose, the Protocol and Liaison Service will proceed as follows:

##### *Access to the General Assembly Hall and restricted areas from 20 to 28 September 2021*

(a) Access to the General Assembly and Conference Buildings will require a regular delegate's pass and a secondary colour-coded access card;

(b) Every permanent mission of a Member or observer State and the delegation of the European Union will be issued four colour-coded access cards for access to the General Assembly Hall and three cards of a different colour for access to areas of the General Assembly and Conference Buildings (details to be determined);

(c) It should be noted that, in order to limit the footprint and the number of people on United Nations premises, presence in the General Assembly Hall for Member or observer States and the delegation of the European Union will be limited to four delegates per delegation (including the Head of State or Government);

(d) Representatives of intergovernmental organizations and other entities who have received a standing invitation to participate as observers in the sessions and the work of the General Assembly will be issued one colour-coded access card for access to the General Assembly Hall and one card of a different colour for access to areas of the General Assembly and Conference Buildings (details to be determined);

(e) Representatives of specialized agencies and related organizations will be issued one colour-coded access card for access to the General Assembly Hall and one card of a different colour for access to areas of the General Assembly and Conference Buildings (details to be determined);

(f) The access cards for the General Assembly Hall and the General Assembly and Conference Buildings will be valid for the period of the high-level week from 20 to 28 September 2021;

(g) If required, access cards will be issued to representatives of Member States, observers, intergovernmental organizations and specialized agencies participating in other high-level meetings and associated panel discussions for access to various conference rooms during the high-level week from 20 to 28 September 2021.

70. Colour-coded access cards for the high-level meetings and the general debate will be distributed by the Protocol and Liaison Service in room S-0200 through the counter windows on a staggered schedule, as follows:

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**Wednesday, 15 September**

10 a.m. to noon                      Afghanistan to Dominican Republic

3 p.m. to 5 p.m.                      Ecuador to Luxembourg

**Thursday, 16 September**

10 a.m. to noon                      Madagascar to Saudi Arabia

3 p.m. to 5 p.m.                      Senegal to Zimbabwe, Holy See, State of Palestine  
and European Union

**Friday, 17 September**

10 a.m. to noon                      General Assembly-accredited intergovernmental  
organizations, specialized agencies and related  
organizations

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71. Reservations for guests of delegations on the fourth-floor balcony of the General Assembly Hall will not be available during the general debate. A very limited number of seats (up to five seats, on a rotation basis) may be reserved for guests of delegations in VIP section A of the General Assembly Hall during the address of the head of delegation at the plenary meeting of the general debate. Permanent missions are kindly requested to include only members of the delegation who are in possession of a valid United Nations grounds pass as their guests for the VIP section. Outside guests will not be allowed at this time in view of the ongoing COVID-19 pandemic.

72. Access to VIP section A will require, in addition to a valid United Nations grounds pass, a special courtesy ticket distributed by the Protocol and Liaison Service. To make a reservation, permanent missions are required to submit a request, by completing an SG.40 form (available at [www.un.org/dgacm/en/content/protocol/forms](http://www.un.org/dgacm/en/content/protocol/forms)) specifying the names and titles of all attendees (up to five guests) and the date (morning or afternoon) of the address of the head of delegation, to the Chief of Protocol by email ([unprotocol@un.org](mailto:unprotocol@un.org)) at least one week in advance of the address. The special courtesy tickets will be available for collection at the Protocol Office one day prior to the address of the head of delegation.

73. All documents, forms and information material on the seventy-sixth session of the General Assembly issued by the Protocol and Liaison Service may be accessed at its website ([www.un.org/dgacm/en/content/protocol](http://www.un.org/dgacm/en/content/protocol)).

## **IX. Welcoming**

74. Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventy-sixth session of the General Assembly will be welcomed by the Secretary-General from 8 to 8.50 a.m. on Tuesday, 21 September 2021, in the Economic and Social Council Chamber and North Delegates Lounge on the second floor of the General Assembly Building.

## **X. State luncheon**

75. There will be no State luncheon as part of the mitigation measures regarding the pandemic situation.

## **XI. Joint briefings**

76. Online joint briefings on the high-level meetings scheduled for September 2021 were held on 16 August and 1 September 2021 by the Department for General Assembly and Conference Management, including the Protocol and Liaison Service, and by the Department of Safety and Security, the Health-Care Management and Occupational Safety and Health Division of the Department of Operational Support, the Office of Information and Communications Technology and the Department of Global Communications.

## **XII. Arrangements for meetings**

### **Facilities (side events and bilateral meetings)**

77. In accordance with the letter dated 14 July 2021 from the President of the General Assembly, no side events will take place at United Nations Headquarters during the high-level week of the seventy-sixth session. All side events should be held off-site or virtually.

78. For bilateral meetings, a limited number of temporary booths will be available in the General Assembly Building.

### **Reservation system for bilateral meetings**

79. An electronic reservation system will be activated through gMeets (<https://conferences.unite.un.org/gMeets>) on 7 September 2021 in order to provide for the equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through gMeets by accessing <https://conferences.unite.un.org/gMeets>, logging in with their username and password and clicking on the “Bilateral” tab. The date and time of the bilateral meeting and the name of the other delegation participating in the meeting should be specified in the request. Reservations will be accepted for bilateral meetings of 20 minutes duration, on the hour and half hour. To prevent double bookings, only the delegations initiating the bilateral meeting(s) should submit the request.

80. Information about booth assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation’s consecutive appointments in the same booth. Late requests will be accepted until 6 p.m. on the day prior to the meeting, and every effort will be made to assign a booth on the basis of the availability of space at that time. Delegations requiring further information regarding bilateral meeting requests should send their questions or enquiries to [bilats-msu@un.org](mailto:bilats-msu@un.org).

### **XIII. Security arrangements**

#### **General considerations**

81. The Headquarters complex will remain closed to the public, inclusive of guided tours, for the entirety of the high-level period and the general debate, which ends at close of business on Friday, 1 October 2021. The reopening of the complex to the public and the resumption of guided tours will be announced at a later date.

82. Access to the United Nations complex during the high-level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat and of the funds, programmes and agencies of the United Nations system; accredited media; and affiliates who have been issued a United Nations grounds pass.

83. Owing to COVID-19 restrictions, civil society participation in the seventy-sixth session is expected to be online only.

84. For all government delegations (Member States or observers), grounds passes will be issued at the office of the Pass and Identification Unit, located at 320 East 45th Street. For grounds passes for national security officers accompanying Heads of State or Government, contact Captain Eric Bramwell, Special Services Unit (telephone: 212 963 7531). See annex III for a sample of the grounds pass request form for security staff.

85. It should be noted that access to the United Nations Headquarters complex will be denied to anyone who is not in the above-listed categories and who is not in possession of a valid grounds pass. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

86. Questions or concerns should be directed to Michael Browne, Chief of the Security and Safety Service, United Nations Headquarters, by contacting the Security Event Planning Unit (Captain Charlene Wilson, telephone: 212 963 2867), or through Inspector Bernard Robinson (telephone: 212 963 4400).

#### **Access to the United Nations Headquarters complex**

87. The opening hours of the pedestrian entrances are as follows:

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42nd Street and First Avenue	7 a.m. to close of business
46th Street and First Avenue	6 a.m. to close of business

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88. Please be aware that all packages brought onto the premises by all categories of persons, including delegates and staff, will be subject to security inspection.

89. Prior arrangements are required to be made through notification to the Security Operations Centre at extension 3-6666 for after-hours access to the premises by the press and affiliates.

#### **No pedestrian access through the delegates' entrance**

90. During the seventy-sixth session, the pedestrian gate located at 45th Street and First Avenue, which is normally used by delegations, will be closed owing to increased vehicular activity. The gate located at 46th Street and First Avenue will be reserved for use by all persons in possession of a secondary access card.

**Pass and identification office: issuance of grounds passes**

91. In preparation for the seventy-sixth session of the General Assembly, the Pass and Identification Unit, located on the ground floor of the FF Building at 320 East 45th Street, will be open to staff members and members of delegations.

92. The days and hours of operation of the office will be as follows:

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Saturday and Sunday, 18 and 19 September	9 a.m. to 5 p.m.
Monday to Friday, 20 to 24 September	8 a.m. to 4 p.m.
Saturday and Sunday, 25 and 26 September	Closed
Monday to Thursday, 27 to 30 September	8 a.m. to 4 p.m.
Friday, 1 October	8 a.m. to 4 p.m.

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**Access to restricted areas**

93. In accordance with the established procedures, it should be noted that access to the General Assembly and Conference Buildings is reserved for members of delegations and staff who are conducting official business. In all cases, valid United Nations grounds passes and secondary colour-coded access cards will be required. Owing to space constraints on the second floor of the General Assembly Building, members of delegations are requested not to congregate within that area and instead to utilize the second floor of the Conference Building.

**Escorted motorcade drop-off**

94. Escorted motorcades will be authorized to enter the United Nations Headquarters complex at the 43rd Street and First Avenue vehicular entrance and drop off their passengers at the delegates' arrival tent. Thereafter, they will be required to exit the premises through the 45th Street and First Avenue gate. All escorted motorcade movements on the premises will be established by the Security and Safety Service and coordinated in conjunction with the host country.

**Unescorted motorcade drop-off**

95. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and First Avenue crosswalk. Properly accredited persons may then enter the premises through the 46th Street entrance.

**Traffic in the Secretariat Circle and through the 43rd Street gate**

96. The very limited operating space in the Secretariat Circle and delegates roadway areas requires strict controls in respect of access to those areas, in order to ensure safety and to avoid undue obstructions and delays of delegation vehicles and the motorcades of high-level government officials.

97. Vehicular access to the premises through the gate at First Avenue and 43rd Street is therefore restricted to host country law enforcement-escorted motorcades.

98. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. to 7 p.m. on weekdays will resume on Monday, 4 October 2021.



## **Parking**

99. For the duration of the high-level meetings and the general debate, with the exception of escorted motorcades, all vehicles authorized to enter the premises will be permitted to enter and exit the garage through the 48th Street entrance, which will be operational from 6 a.m. to close of business daily from 20 to 24 September and from 27 September to 1 October. Please note that traffic lanes within the third basement service drive and roadways in the garage must be kept free of stationary vehicles at all times. Vehicles left in those areas will be subject to towing.

100. All vehicles entering the Headquarters complex will be subject to search. Thus, it is highly recommended that members limit the contents inside their vehicles in order to expedite the physical security clearances.

101. Bicycles and other non-motorized means of transport into Headquarters premises will not be permitted.

## **XIV. Media access arrangements and services**

102. In order to decrease the footprint and number of people at the United Nations Headquarters complex, physical access will be limited to United Nations accredited media representatives who have an office at the United Nations Headquarters building and to the official photographers and videographers accompanying visiting VIPS (1+1).

103. Registration of delegation media (official photographers and videographers only) will be carried out by the Media Accreditation and Liaison Unit. Missions and offices are required to submit their registration requests no later than 13 September, by using the existing online e-Registration system, available through the e-deleGATE portal (<https://edelegate.un.int>).

104. Delegation media will be issued two secondary badges for access to United Nations Headquarters at the 46th Street entrance and must be escorted by Media Accreditation and Liaison Unit staff at all times in the restricted areas. Escort to the General Assembly Hall media booths for the national statement is available from the Media Accreditation and Liaison Unit liaison desk on the third floor of the General Assembly Building, accessible by using the ramp located on the east side of the Building.

105. Official media interested in covering bilateral meetings with the Secretary-General must be at the Media Accreditation and Liaison Unit office (S-250) at least 30 minutes ahead of the meeting time. Please note, the United Nations will provide pool coverage of the welcoming by the Secretary-General in the Economic and Social Council Chamber.

106. There will not be a media centre, however, a workspace for official media will be available in Conference Room F. Each delegation will receive one "Press attaché" secondary badge, which will allow a member of the delegation to escort up to two official media representatives to the bilateral booths in the restricted area and to Conference Room F.

107. Meetings can be watched live and on demand on the United Nations Web TV website (<http://webtv.un.org>). Live video feeds and downloadable files and photographs will be available from the Department of Global Communications (see the section entitled "United Nations audiovisual materials" below and the media resource guide, available at [www.un.org/en/media/accreditation/pdf/GA76\\_NMD\\_media\\_resources.pdf](http://www.un.org/en/media/accreditation/pdf/GA76_NMD_media_resources.pdf)).

108. Members of the media can request documents, statements and press releases from the Media Documents Centre by emailing [mdc@un.org](mailto:mdc@un.org).

109. A list of in-person and online meetings, briefings and other events open to the media will be posted daily at [www.un.org/en/media/accreditation/alert.shtml](http://www.un.org/en/media/accreditation/alert.shtml).

110. Information relevant to the media during the high-level period will be available at [www.un.org/malu](http://www.un.org/malu). For any questions, contact the Media Accreditation and Liaison Unit by emailing [malu@un.org](mailto:malu@un.org).

#### **Audiovisual services**

111. Audiovisual services for meetings and events at the United Nations complex in New York are provided by the Broadcast and Conference Support Section of the Office of Information and Communications Technology (email: [request-for-services@un.org](mailto:request-for-services@un.org); telephone: 212 963 9485; room: CB-1B-79).

112. Clients should initiate all requests for meetings or events requiring audiovisual services through the meetings planning and resource allocation system (gMeets) or One-Stop Shop (please refer to the related user guides). For audiovisual services, please select the Broadcast and Conference Support Section to identify the services required. Following the approval of the meeting or event, clients should engage the services of the Section, if required.

#### **United Nations audiovisual materials**

113. Photographs in digital format (JPG) will be available for download free of charge on the United Nations photo website (<https://dam.media.un.org>). Photo enquiries and requests should be addressed to the United Nations Photo Library (email: [photolibrary@un.org](mailto:photolibrary@un.org)).

114. Digital files of speeches delivered during the general debate and Security Council meetings can be downloaded from the United Nations Audiovisual Library website ([www.unmultimedia.org/avlibrary](http://www.unmultimedia.org/avlibrary)) in MPEG-4 (H.264) format free of charge. Delegations may request high-resolution broadcast-quality video files, such as MOV files, through the Audiovisual Library (email: [avlibrary@un.org](mailto:avlibrary@un.org)). Delegations may also request digital copies of other meetings through the Audiovisual Library, subject to availability. All requests will be serviced in the order in which they are received.

115. Audio files of speeches in digital format (MP3) will also be available for download free of charge from the United Nations Audiovisual Library website. Audio enquiries and requests should also be addressed to the United Nations Audiovisual Library.

116. Live television feeds will be available through commercial carriers (see [www.un.org/en/media/accreditation/pdf/UNTV\\_Transmission\\_Guide.pdf](http://www.un.org/en/media/accreditation/pdf/UNTV_Transmission_Guide.pdf)). For more information, contact Ingrid Kasper (telephone: 212 963 0128; email: [kasper@un.org](mailto:kasper@un.org)) or Cesar Martin Redi (telephone: 917 367 9231; mobile: 914 393 1072; email: [redi@un.org](mailto:redi@un.org)) at United Nations Television.

117. Only pool television production services will be available from United Nations Television. Broadcasters interested in gaining access to United Nations Television live coverage of the high-level meetings and the general debate should contact Ingrid Kasper or Cesar Martin Redi.

118. The United Nations webcast service will provide daily live and on-demand streaming coverage of the high-level meetings and the general debate through the following platforms:

- United Nations Web TV website ([webtv.un.org](http://webtv.un.org)) – live in all six official languages, plus the original language of the speaker
- United Nations channel on YouTube ([youtube.com/unitednations](http://youtube.com/unitednations)) – in English
- Facebook ([facebook.com/UNWebTV](http://facebook.com/UNWebTV)) – in English
- Twitter ([twitter.com/UNWebTV](http://twitter.com/UNWebTV)) – in English

119. Video recordings of each speaker at the general debate will be posted in all six official languages and in the original language of the speaker on the United Nations Web TV website for on-demand access. Additional webcast coverage will include press conferences, media stake-outs and other meetings and events. Queries about webcast coverage should be directed to the United Nations webcast service (telephone: 212 963 6733; email: [damianou@un.org](mailto:damianou@un.org) or [justin@un.org](mailto:justin@un.org)).

### **Internet and social media**

120. The United Nations website ([www.un.org](http://www.un.org)) will provide, through a dedicated portal web page (<http://gadebate.un.org>), links to live and on-demand coverage of the high-level meetings of the General Assembly. Any queries about the web page should be directed to Peter Dawkins, Chief of the Web Services Section (telephone: 917 769 1318; email: [dawkins@un.org](mailto:dawkins@un.org)).

121. The Meetings Coverage Section, through its portal websites (English: [www.un.org/press/en](http://www.un.org/press/en); and French: [www.un.org/press/fr](http://www.un.org/press/fr)), will provide coverage of the General Assembly plenary and high-level meetings in both English and French. Copies of press releases will also be available on demand, from the Media Documents Centre.

122. The United Nations News website ([news.un.org/en](http://news.un.org/en)) serves as the main portal for United Nations news and will be continuously updated in the six official languages, as well as Hindi, Kiswahili and Portuguese. It will provide a wide array of links to source materials, including press releases, selected reports and statements of the Secretary-General and the President of the General Assembly. A feed will provide up-to-date news about the work of the General Assembly in all official languages. Readers can also subscribe to a free email news alert service that will deliver stories on the latest United Nations developments straight to their mailboxes or desktops. Daily updates will continue to be provided through the United Nations News social media accounts (Facebook, Twitter and YouTube).

123. Two free smartphone applications are available to enable delegations and the media to follow the proceedings on their mobile phones. The United Nations News Reader app (for Android and iOS devices in the six official languages, as well as Hindi, Kiswahili and Portuguese) provides constantly updated multimedia stories from the United Nations News platforms. Users of the app can also watch meetings live and link to the daily press briefing of the Spokesperson for the Secretary-General, as well as receive news alerts. United Nations Audio Channels (for iOS and Android devices in the six official languages, as well as Kiswahili and Portuguese) provide selected audio from the General Assembly Hall and the Security Council Chamber, in addition to United Nations News audio programmes in eight languages – the six official languages and Kiswahili and Portuguese. For any urgent matters related to United Nations News, please contact Ben Malor ([malor@un.org](mailto:malor@un.org)) and Victor Evans-Harvey ([evans-harvey@un.org](mailto:evans-harvey@un.org)).

124. Regular social media updates will be posted to the flagship accounts managed by the Department of Global Communications, which are listed at [www.un.org/social](http://www.un.org/social). Heads of delegations and influencers will be invited to participate online in General Assembly social media activities. Member States are also encouraged to post social

media updates using the hashtag #UNGA. Questions about social media coverage may be directed to the Social Media Section (telephone: 646 708 3312; email: [scaddan@un.org](mailto:scaddan@un.org)).

#### **Briefings and press conferences**

125. Daily briefings for the media will be given by the Spokesperson for the Secretary-General at noon in room S-0237. Press conferences by senior United Nations officials, delegations and the permanent missions will be held in the same room, unless otherwise indicated. These arrangements may be altered depending on public health issues. The list of press conferences will be announced daily by the Office of the Spokesperson for the Secretary-General. It will also be available on the website of the Media Accreditation and Liaison Unit ([www.un.org/en/media/accreditation/alert.shtml](http://www.un.org/en/media/accreditation/alert.shtml)) and on Twitter (@UNMediaLiaison).

126. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (telephone: 212 963 7707, 212 963 7160 or 212 963 7161).

127. Briefings and press conferences are open only to members of the media.

## **XV. Broadcast and conference support**

128. Audiovisual services for meetings and events at the United Nations Headquarters in New York are provided by the Broadcast and Conference Support Section of the Office of Information and Communications Technology (email: [request-for-services@un.org](mailto:request-for-services@un.org); telephone: 212 963 8648).

#### **Conferences, meetings and events**

129. The services of the Broadcast and Conference Support Section include the provision and operation of conference room- and meeting-related technology, congress microphone and simultaneous interpretation systems, voting and timer systems, broadcast for television, radio and Internet coverage, recordings, digital displays, digital projection, digital name plates, virtual participation technology (videoconferences technology and managed virtual meetings platforms, such as Microsoft Teams and Cisco WebEx), sound amplification, and accessibility-related services such as closed captioning and sign language. Requests for services should be sent to the Broadcast and Conference Support Section ([request-for-services@un.org](mailto:request-for-services@un.org)). Audiovisual and related meeting and event technology and support is provided on a budgeted and reimbursable basis.

130. The following services are provided for official calendar meetings:

- Congress microphone and simultaneous interpretation systems
- Remote participation technology (for example, videoconference and virtual meeting platforms, such as WebEx, and other support)
- Remote simultaneous interpretation
- Sound amplification and public address systems
- Projection and electronic displays
- Recordings
- Management and playout of pre-recorded statements and videos
- Broadcast coverage and transmission

- Digital signage and digital name plates
- Teleprompter(s)
- Captioning (open and closed)
- Display of sign language interpretation

131. Additional services and/or services to non-budgeted meetings are available on request and provided on a cost recovery basis. Cost estimates and a rate card are available upon request (email: [request-for-services@un.org](mailto:request-for-services@un.org); telephone: 212 963 8648).

#### **Fully virtual or hybrid meetings and events**

132. A variety of technology platforms and services are available to support virtual participation and virtual and hybrid meetings and events. Virtual meeting services and options, best practices and support for planning and usage and guidance on technology and bandwidth requirements are available on request (email: [request-for-services@un.org](mailto:request-for-services@un.org); telephone: 212 963 8648).

#### **Pre-recorded statements and videos**

133. The Broadcast and Conference Support Section facilitates the playout of pre-recorded statements and videos in meetings, as required. The preferred file formats, requirements and options for submission, and best practices are available on request. Requests for such services should be communicated as early as possible and no later than four working days prior to the meeting or event. Pre-recorded speeches should be received no later than four calendar days prior to the scheduled time of delivery of the speech (email: [request-for-services@un.org](mailto:request-for-services@un.org); telephone: 212 963 8648). For details, see annex I to the present note.

#### **Audiovisual accessibility-related technologies**

134. The Broadcast and Conference Support Section facilitates the provision of accessibility-related support technologies and services, including open and closed captioning and the capture and display of sign language interpretation (email: [request-for-services@un.org](mailto:request-for-services@un.org); telephone: 212 963 8648).

#### **Broadcast, streaming and recording services**

135. Broadcast, streaming and digital audio and video recording services are available for meetings and events. Requests for the recording of closed meetings and access to closed meeting recordings are restricted to the Chair or secretary of the meeting. For virtual meetings and events, the Broadcast and Conference Support Section provides interpretation platforms, broadcast, webcast, streaming and audio and video recording services. Requests for such services should be communicated as early as possible and no later than five working days prior to the meeting or event (email: [request-for-services@un.org](mailto:request-for-services@un.org); telephone: 212 963 8648).

#### **Video projection, television and computer monitors and other digital display and audio-related services**

136. Projectors, monitors and speaker systems for multimedia playout, presentations and display in conference and meeting rooms are provided by the Broadcast and Conference Support Section. Cost estimates and a rate card are available upon request (email: [request-for-services@un.org](mailto:request-for-services@un.org); telephone: 212 963 8648).

## **XVI. Access to representatives of non-governmental organizations**

137. Owing to the prevailing conditions under COVID-19 and the restricted nature of the arrangements for the seventy-sixth session, access to the United Nations Headquarters premises will not be allowed for representatives of non-governmental organizations in consultative status with the Economic and Social Council or those organizations associated with the Department of Global Communications or of other organizations that do not fall under either category. Special passes for non-governmental organizations either in consultative status with the Economic and Social Council or associated with the Department of Global Communications will therefore not be distributed either by the Non-Governmental Organizations Branch of the Office of Intergovernmental Support and Coordination for Sustainable Development of the Department of Economic and Social Affairs or by the Civil Society Unit of the Outreach Division of the Department of Global Communications. In addition, temporary passes will not be issued.

138. The Civil Society Resource Centre of the Department of Global Communications, located on the second floor of the UNITAR building will remain closed to civil society representatives, with or without grounds passes, during this period.

139. Depending on the modalities of participation determined for each of the high-level meetings scheduled, and in the event that in-person participation is authorized for non-State actors (stakeholders including civil society organizations) the Non-Governmental Liaison Service of the Civil Society Unit in the Department of Global Communications will facilitate the special accreditation and/or registration for such stakeholders, with the exception of those organizations in consultative status with the Economic and Social Council.

## **XVII. Medical services**

140. All attendees who are unwell should immediately leave the complex and seek medical support. Any attendee who becomes ill with COVID-19-like symptoms or who tests positive for COVID-19 after attending an event at the United Nations complex is strongly encouraged to notify the medical service by telephone (212 963 7090) or by email at the confidential address [unhqclinic@un.org](mailto:unhqclinic@un.org). A review will be conducted to determine whether confidential contact tracing and subsequent testing are required, which will be initiated by clinical staff of the Health-Care Management and Occupational Safety and Health Division. Attendees with any other illness are encouraged to see a local physician for further care. Attendees with physical injuries due to trauma may seek support from the Headquarters medical clinic on the fifth floor of the Secretariat Building. Visiting delegates with medical questions are encouraged to send an email to [unhqclinic@un.org](mailto:unhqclinic@un.org) rather than attend in person.

141. During the high-level meetings, an immediate medical response capability for emergencies will operate from the Headquarters medical clinic in the Secretariat Building and, depending on the circumstances, may be supported by New York City emergency response services.

## **XVIII. Host country liaison**

142. All enquiries concerning host country matters should be directed to James Donovan at the United States Mission to the United Nations during regular business hours (telephone: 646 510 0008; after hours, 212 415 4444, 646 510 0008).

## **XIX. Additional information and briefing sessions**

143. Additional information will be issued if the need arises to update and expand the information contained in the present note. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings and the general debate.

144. In the lead-up to the high-level meetings, the following information documents will be issued:

- Note verbale from the Protocol and Liaison Service on protocol/accreditation arrangements
- Press kit for the seventy-sixth session of the General Assembly
- Delegates' handbook
- Required set-up for virtual meetings with interpretation (already issued, see annex II)

145. To ensure a safe and healthy environment for delegates, staff, personnel and commercial contractors, as from 13 September 2021, the additional precautionary measure requiring the presentation of proof of COVID-19 vaccination for seated meals at cafeterias with indoor dining facilities on the premises will be implemented at United Nations Headquarters.

146. All patrons wishing to dine in at the cafeteria locations with indoor dining facilities will be asked to present their United Nations grounds pass and proof of vaccination, in the form of a vaccination card or app.

147. Proof of vaccination may include:

- (a) NYC COVID Safe app;
- (b) Excelsior Pass;
- (c) CDC vaccination card (or photo);
- (d) NYC vaccination record;
- (e) An official immunization record from outside New York City or the United States.

148. If you received the vaccine outside the United States, you must have an official immunization record that includes:

- (a) First name and last name;
- (b) Date of birth;
- (c) Vaccine product name;
- (d) Date(s) administered;
- (e) Site where the vaccine was administered or name of the person who administered it.

149. Owing to COVID-19 restrictions, there will be reduced cafeteria services at Headquarters, as follows:

- Delegates Dining Room, fourth floor of the Conference Building, open from 20 to 24 September 2021, from 11.30 a.m. to 2.30 p.m., for a buffet lunch. Advance reservations are required and can be made online at [www.ddr-reservations.com](http://www.ddr-reservations.com) or by telephone at 212 963 8897. Private rooms are available



and may be reserved for groups of 10–20 guests. Submission of proof of vaccination is required at the time of reservation.

- Riverview Café, fourth floor of the Conference Building, open from 12 July to 17 September 2021; closed from 20 to 24 September; reopens from 27 September 2021, from 8 a.m. to 3.30 p.m.
- Vienna Café, first basement level of the General Assembly Building, open from 20 to 24 September 2021, from 9 a.m. to 6 p.m. and, as from 27 September, from 10 a.m. to 5 p.m.
- Main Café, first floor of the South Annex Building, open from 20 to 24 September 2021, from 7.30 a.m. to 4 p.m.
- Lobby Café, first floor of the Secretariat Building, open until 17 September 2021; closed from 20 to 27 September; reopens from 28 September 2021, from 8 a.m. to 3.30 p.m.
- North Delegates Lounge, second floor of the Conference Building, open on 22 September, from 10 a.m. to 7 p.m., and on 23 and 24 September 2021, from 9 a.m. to 7 p.m.

150. A total of 18 vending machines are in operation at United Nations Headquarters, as follows:

- Visitors Centre, General Assembly Building, first basement level (two snack, one hot beverage and two cold beverage)
- Library neck area, first floor, between the South Annex Building and the Library Building (one snack and one cold beverage)
- Conference Building, first floor (one snack, one hot beverage and one cold beverage)
- Corridor by the Pouch Office (GA-3B-710), General Assembly Building, third basement level (one snack and one cold beverage)
- Language Learning Centre (corridor by NL-3B-BCSTN-25), North Lawn Building, third basement level (one snack and one cold beverage)
- Department of Safety and Security Command Centre Pantry, Conference Building, second basement level (one snack and one cold beverage)
- DC1 Building, third floor corridor (one snack and one cold beverage)

## **XX. Sustainability**

151. The United Nations is taking a number of measures to minimize its environmental impact and maximize social, economic and environmental sustainability. All participants are encouraged to contribute to sustainability efforts.

152. Waste management is a particular concern and the United Nations is determined to reduce and dispose of its waste sustainably. To this end, United Nations Headquarters implements measures to eliminate single-use plastics from the complex to reduce the impact of plastic pollution. Participants are urged to comply with relevant procedures and waste separation signage. More information is available at <http://greeningtheblue.org/unhq>, and questions can be directed to [Greeningunhq@un.org](mailto:Greeningunhq@un.org). Participants are also encouraged to bring reusable bottles and mugs and to avoid disposable cups and plastic water bottles.



153. Participants are encouraged to minimize paper consumption. Participants are urged to use portable devices as the main way to access documentation, including the daily *Journal of the United Nations*, to limit demand for printed materials and reduce paper consumption. Participants are also encouraged to distribute non-official documentation electronically.

154. In accordance with paragraphs 22 and 23 above, a number of online services are made available for the benefit of delegations. Participants should consider the eSubscription service ([www.undocs.org](http://www.undocs.org)) of the Department for General Assembly and Conference Management mentioned in paragraph 22 before printing documents.

## **XXI. Accessibility: arrangements for persons with disabilities**

155. Delegations are requested to inform the Secretariat of the accessibility requirements of delegates in order to facilitate participation in meetings. Upon request, adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities, in accordance with paragraphs 33 and 34 of General Assembly resolution 73/341. For individual requests, please contact the Meetings Support Section of the Department for General Assembly and Conference Management (email: [prepwork@un.org](mailto:prepwork@un.org); telephone: 212 963 7349) no later than three working days prior to the meeting.

156. The United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (first basement level, by the Secretariat Building escalators). For more information, please visit [www.un.org/accessibilitycentre/](http://www.un.org/accessibilitycentre/).

157. Attendees with disabilities who require accommodations in the light of the additional restrictions and requirements relating to COVID-19 should contact the Meetings Support Section of the Department for General Assembly and Conference Management (email: [prepwork@un.org](mailto:prepwork@un.org)).

## **XXII. Focal points for arrangements related to high-level meetings**

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General Assembly Affairs

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Documents Management Section	Deirdre Durrance Telephone: 917 367 5409 Email: <a href="mailto:durrance@un.org">durrance@un.org</a>  Masud Rana Telephone: 917 367 2141 Email: <a href="mailto:rana@un.org">rana@un.org</a>  Manuel Abraham Telephone: 917 367 5793 Email: <a href="mailto:dms@un.org">dms@un.org</a>
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Journal Unit	Meena Sur Telephone: 917 367 2454 Email: <a href="mailto:journal@un.org">journal@un.org</a> , <a href="mailto:surm@un.org">surm@un.org</a>
Interpretation services	Sergey Kochetkov Telephone: 212 963 8233 Email: <a href="mailto:kochetkov@un.org">kochetkov@un.org</a>
Meetings support and logistics	Narendra Nandoe Telephone: 212 963 1807 Email: <a href="mailto:nandoe@un.org">nandoe@un.org</a>  Denitsa Dimitrova Petrova Telephone: 917 367 9925 Email: <a href="mailto:Denitsa.petrova@un.org">Denitsa.petrova@un.org</a>  Statements submission Telephone: 212 963 7349 Email: <a href="mailto:estatements@un.org">estatements@un.org</a>
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Non-Governmental Liaison Service (Civil Society Unit, Department of Global Communications)	Email: <a href="mailto:ngls@un.org">ngls@un.org</a>
Civil Society Resource Centre (Civil Society Unit, Department of Global Communications)	Email: <a href="mailto:undgccso@un.org">undgccso@un.org</a>
Major groups and other stakeholders (Office of Intergovernmental Support and Coordination for Sustainable Development, Department of Economic and Social Affairs)	Irena Zubcevic Email: <a href="mailto:zubcevic@un.org">zubcevic@un.org</a>
Host country	James Donovan Telephone: 646 510 0008 (after hours: 212 415 4444, 646 510 0008) Email: <a href="mailto:donovanjb@state.gov">donovanjb@state.gov</a>

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## Annex I

### **Pre-recorded statements: audio and video guidelines for the general debate in September 2021**

#### **I. Introduction**

1. The General Assembly, in its decision 75/573, decided, “without setting a precedent for future general debates, that each Member State, observer State and the European Union may submit a pre-recorded statement of its Head of State, Vice-President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister, which will be played in the General Assembly Hall during the general debate of the Assembly at its seventy-sixth session, after introduction by their representative who is physically present in the Assembly Hall”.

#### **II. Technical focal point of each delegation**

2. For delegations whose speaker opts to deliver her or his statement by video, please provide, no later than 31 August 2021, the name and contact details of the technical focal point for the general debate of the Assembly at its seventy-sixth session. The United Nations will be in contact with the technical focal points for all matters pertaining to the pre-recorded video statements. Pre-recorded speeches should be received no later than four calendar days prior to the scheduled time of delivery of the speech.

3. Please send the name and contact details of the technical focal point to [request-for-services@un.org](mailto:request-for-services@un.org). If there are any questions, please call 212 963 8648.

#### **III. Interpretation requirements related to pre-recorded video statements**

4. Ensure that the speaker speaks clearly and at a moderate pace to enable accurate interpretation.

5. When submitting the pre-recorded statement, provide a copy of the text of the statement for the interpretation services.

6. For pre-recorded statements in a language other than an official United Nations language, provide an audio recording of the interpretation into one of the United Nations official languages. In addition, provide the text of the statement translated into one of the official languages for the interpretation services.<sup>1</sup>

#### **IV. General guidance on audiovisual file submission**

7. For file submission, video quality should preferably be as follows:

- HD resolution of 1920x1080 pixels in an aspect ratio of 16:9.

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<sup>1</sup> In the case of non-official languages, when a video address is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded interpretation needs to be synchronously broadcast on the corresponding language channel.

- 29.97 frames per second (60 fields), known as 1080i/29.97, top field first; colour subsampled at a ratio of 4:2:2 (8 bits per channel, with 10 bits per channel preferred), as is common with MPEG4 and MOV files.
8. Alternatively, video quality should as a minimum be as follows:
- HD resolution of 1280 x 720 pixels in an aspect ratio of 16:9.
  - 30 frames per second (60 fields) known as 720p top field first; colour subsampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred), as is common with MPEG4 and MOV files.
9. Audio standards should conform to the following:
- The general recommendation is that material should conform to SMPTE 382M Standard or AES3.
  - The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
  - All audio should be recorded at a minimum sample rate of 48 kHz, sampling at 96 kHz is encouraged, as is recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
  - Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
  - The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
  - The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive.
  - Surround and stereo audio must be appropriately balanced and free from phase differences.
  - The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
  - Please kindly refrain from including any background music with the statement.
  - Please insert the original language audio into the left channel (or channel 1) of the video, and kindly include interpretation into one of the official languages of the United Nations in the right channel (or channel 2). English is the preferable language of interpretation. The audio should not be submitted in separate files. Both audio channels (original and official language) should be embedded in the video file.

## V. Secretariat contact

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Broadcast and Conference Support  
Section, Office of Information and  
Communications Technology






Patrick Morrison  
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## Annex II




### Required set-up for virtual meetings with interpretation

1. United Nations interpreters always strive to support multilingualism and provide high-quality services. However, in a remote setting, they are increasingly exposed to excessive cognitive stress and, as a consequence, possible health hazards.
2. Good, clear audio quality is the most important element for interpreters to provide their services. The risk of disruptions in interpretation increases as audio quality deteriorates.
3. The best way to guarantee audio quality is to observe the following requirements:

	<ul style="list-style-type: none"> <li>▫ Connect from a <b>computer or laptop only</b>.</li> <li>▫ Avoid using hand-held devices or tablet computers such as smartphones or iPads.</li> <li>▫ Use Chrome or Firefox (Safari for Macs).</li> </ul>
	<ul style="list-style-type: none"> <li>▫ The Internet connection must be strong and stable: min download/upload: 10 Mbps.</li> <li>▫ Connecting the broadcasting device via an <b>Ethernet cable</b> ensures maximum stability.</li> <li>▫ In the absence of a cabled connection, the Wi-Fi signal must be excellent.</li> <li>▫ Log in early to test the connection.</li> </ul>
	<ul style="list-style-type: none"> <li>▫ Please use high-quality <b>microphones</b>:             <ul style="list-style-type: none"> <li>◦ <b>Lapel microphone</b>; or</li> <li>◦ <b>Unidirectional table microphone</b>; or</li> <li>◦ <b>Wired headset with a built-in microphone</b>.</li> </ul> </li> <li>▫ <b>⚠ Ensure that the broadcasting platform recognizes the microphone.</b></li> <li>▫ Speaking from a quiet environment is of the utmost importance.</li> <li>▫ Avoid sitting in a large empty room to minimize echo.</li> </ul>
	<ul style="list-style-type: none"> <li>▫ <b>Avoid</b> using the computer's built-in microphone.</li> <li>▫ Omnidirectional microphones pick up ambient noise and should be avoided.</li> <li>▫ <b>Avoid</b> smartphone-style earbuds/earphones with in-line microphones and other Bluetooth devices.</li> </ul>
	<p>Advance sharing of <b>prepared statements</b> with interpreters will minimize the risk of interpretation being suspended should connectivity issues arise.</p> <ul style="list-style-type: none"> <li>◦ Send public statements for open meetings to <a href="mailto:estatements@un.org">estatements@un.org</a>.</li> <li>◦ Send prepared remarks to <a href="mailto:is-unhq@un.org">is-unhq@un.org</a>; they will not be published or shared beyond the interpreters.</li> </ul>

	<p><b>Deliver statements at a moderate pace, no more than 100–120 words per minute.</b></p>
	<p>Make sure the microphone <b>is muted at all times</b> when not taking the floor. When taking the floor, all other devices and notifications should be muted.</p>
	<p><b>Avoid</b> adding background music to pre-recorded statements.</p>

**Technical specifications**

Equipment	Technical specifications
<p><b>Computer minimum requirements</b></p> 	<p><b>Memory:</b> 4 GB RAM or higher. <b>CPU score:</b> 3,500 or higher. <b>Operating system:</b> Windows 8 or higher/macOS High Sierra or higher.</p> <p><b>How to measure CPU score:</b> On Mac: <a href="#">Download instruction PDF for Mac</a>. On Windows: <a href="#">Download instruction PDF for Windows</a></p>
<p><b>Recommended microphones</b></p> 	<p><b>Suggested models (or similar):</b> Unidirectional microphone: Blue Yeti or Blue Yeti Nano. Lapel microphone: Sennheiser ME 4-N, Cardioid lavalier microphone.</p> <p><b>Technical specifications:</b> Polar pattern: Cardioid (directional) Frequency response: 20Hz–20kHz Max SPL: 120dB (THD: 0.5% 1kHz)</p>
<p><b>Recommended headsets</b></p> 	<p><b>Suggested models (or similar):</b> Sennheiser SC660 USB/ SC260 USB/SC 70 USB CTRL/SC 75 CTRL</p> <p><b>Technical specifications:</b> Sample rate: at least 44kHz or above. Bit depth: at least 16-bit or above. Polar pattern: Cardioid (directional). Frequency response: 20Hz–20kHz. Max SPL: 120dB (THD: 0.5% 1kHz).</p>



