



Delegates Handbook

Seventy-seventh session of the United Nations General Assembly

Opening date of the seventy-seventh session of the General Assembly
Tuesday, 13 September 2022

General debate of the seventy-seventh session of the General Assembly
Tuesday, 20 September to Saturday, 24 September,
and Monday, 26 September 2022

High-level meeting to mark the commemoration of the thirtieth anniversary
of the adoption of the Declaration on the Rights of Persons Belonging
to National or Ethnic, Religious and Linguistic Minorities
Wednesday, 21 September 2022

High-level plenary meeting to commemorate and promote
the International Day for the Total Elimination of Nuclear Weapons
Monday, 26 September 2022

Emergency information and updates

Hotline for updates during
weather emergencies or other
urgent situations 212-963-7090

Websites emergency.un.org
www.un.int/

The websites also offer the option of subscribing to email, text
message or automated voice call alerts.



Delegates Handbook

Delegates Handbook

Seventy-seventh session of the General Assembly of the United Nations



United Nations

New York, September 2022–September 2023



Note

The present booklet contains information of a general nature about United Nations Headquarters that is applicable throughout the seventy-seventh session of the General Assembly. Suggestions for changes to the booklet should be addressed to the General Assembly Affairs Branch (email: gaab@un.org).

Further information in preparation for the session can be found in the information note for delegations ([A/INF/77/4](#) and [A/INF/77/4/Rev.1](#)) and the *Journal of the United Nations*.

The present booklet is also available on the website www.un.org/dgacm/en/content/protocol/delegates-handbook and from the General Assembly website (www.un.org/en/ga).

Message from the Secretary-General

During the seventy-seventh session of the General Assembly, Member States will be called upon to address some of the most pressing issues facing the international community: maintaining international peace and security, tackling the climate crisis, fighting the ongoing pandemic, ensuring the delivery of humanitarian aid on a record scale, advancing education and skills development and reforming the global financial system.



More than ever, the world needs a strong and effective United Nations that will face up to these challenges and deliver results. The General Assembly, the main deliberative and representative organ of the United Nations, provides a unique platform for dialogue on multilateral issues, agreement around global norms and decisions to secure a better future.

The *Delegates Handbook* is a valuable guide to the General Assembly that also highlights the services provided by the Secretariat to assist delegates in the conduct of their daily work, from accreditation and protocol to medical services and conference management, among other helpful resources. I believe that all participants, whether new or seasoned, will be well served by the information found in the pages of the present *Handbook*.

A handwritten signature in black ink, which appears to be 'António Guterres'. The signature is written in a cursive style and is positioned above a long, thin horizontal line that extends to the right.

ANTÓNIO GUTERRES
Secretary-General of the United Nations

Foreword by the Under-Secretary-General

As head of the Department for General Assembly and Conference Management, it is my honour and privilege to present the *Delegates Handbook* for the seventy-seventh session of the General Assembly. The *Handbook* is intended to guide you through the work of the Assembly and its subsidiary bodies. It lists information on services and facilities provided by several departments and offices of the Secretariat, which all work together to facilitate the intergovernmental process so that you can carry out your valuable work.



In addition to the general debate, the General Assembly will hold a high-level meeting to mark the commemoration of the thirtieth anniversary of the adoption of the Declaration on the Rights of Persons Belonging to National or Ethnic, Religious and Linguistic Minorities and a high-level plenary meeting to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons.

Further information on the session can be found in the information note for delegations ([A/INF/77/4/Rev.1](#)), the annotated preliminary list of items to be included in the provisional agenda ([A/77/100](#)) and the annotated draft agenda ([A/77/100/Add.1](#)). In addition, the multilingual, digital *Journal of the United Nations* provides real-time information and updates on the venue, format and time of meetings.

I wish you a productive and successful session.

A handwritten signature in black ink, appearing to read 'M. Abelian', with a stylized, flowing end.

MOVSES ABELIAN

*Under-Secretary-General for General Assembly
and Conference Management*

Table of contents

Message from the Secretary-General	V
Foreword by the Under-Secretary-General	VII
I. General information	
Entrance	14
United Nations grounds passes and admission to meetings	14
Information (telephones and desk locations)	17
Division of Health-Care Management and Occupational Safety and Health	17
Protocol and Liaison Service	21
II. General Assembly and its Main Committees, the Economic and Social Council and other organs	
General Assembly and its Main Committees	23
Plenary meetings of the General Assembly and meetings of the General Committee	25
Main Committees of the General Assembly	27
Economic and Social Council	29
Other organs	30
III. Conference services	
Meetings and documentation services	31
Use and care of United Nations electronic equipment	36
Use of cameras and cellular phones	36
Seating protocol	36
<i>Journal of the United Nations</i>	37
Statements in plenary meetings and in meetings of the Main Committees	39
Interpretation	39
Records of meetings	41
Document facilities	43
Accessibility Centre	45

IV. Media, public and library services

Spokesperson for the Secretary-General	47
Press conferences.	47
Services to correspondents	47
Department of Global Communications	48
UN News	51
UN Video	52
Media services and facilities	53
United Nations media partnerships.	54
United Nations photographs.	55
Strategic Communications Division.	55
Communications campaigns and focal points.	56
Social media	57
Services provided by the network of United Nations information centres.	57
Dag Hammarskjöld Library	64
United Nations publications.	66
Yearbook of the United Nations	69

V. Facilities and services for delegations

Travel entitlements for delegations of the least developed countries attending the session of the General Assembly	71
Department of Operational Support.	77
Checklist A – Request to travel – Delegates	79
Checklist B – Request for reimbursement (claim) – Delegates’ Travel.	80
Travel services	81
Delegates Lounge	82
Delegates’ Quiet Room	82
Dining room and cafeteria facilities.	82
Delegates’ guests: Admission of non-United Nations guests during and after the general debate period	86
Traffic in the Secretariat Circle and through the East 43rd Street gate	87
United Nations-issued identification	87
Mail and messenger services.	88
Audiovisual services.	89

Archives and Records Management Section 91
Information and communications technology services. 92
United Nations Postal Administration 94
Garage Administration. 95
United Nations Institute for Training and Research 100
United Nations International School 101
New York City liaison 103
Programmes 104
Services. 105
Hospitality Committee. 105
Banking facilities. 106
United Nations maps 107
Request for use of United Nations premises 107
Facilities for persons with disabilities 109
Frequently Asked Questions 111
Index 121

I. General information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded to the south by East 42nd Street, to the north by East 48th Street, to the west by what was formerly a part of First Avenue and is now known as United Nations Plaza, and to the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The Headquarters complex comprises five main structures that are all interconnected:

- General Assembly Building, housing the General Assembly Hall, conference rooms 4, 5, 6, 7, 8, 11, 12, E and F, and the GA-200 suite
- Library Building (reading room open; other areas closed for security reasons)
- South Annex Building (closed for security reasons, except for the cafeteria area, which will be open for a limited period during the general debate)
- Conference Building (a long, low structure parallel to the river), where the Economic and Social Council, Security Council and Trusteeship Council Chambers are located on the 2nd and 3rd floors, with conference rooms 1, 2, 3, 9, A, B, C and D on the first basement level and conference rooms 1, 2, 3 and 10 on the 1st floor
- Secretariat Building (39 storeys), where press conferences are held on the 2nd floor

All conference rooms and chambers in the Conference Building, the General Assembly Hall and other conference rooms in the General Assembly Building can be reached from the delegates' entrance near East 45th Street. There is also an entrance by the Library and South Annex Buildings, near East 43rd Street.

Several buildings close to Headquarters house United Nations offices, including:

- DC1, One United Nations Plaza, [787 First Avenue](#)
- DC2, Two United Nations Plaza, [323 East 44th Street](#)
- FF Building, [304 East 45th Street](#)
- Albano Building, [305 East 46th Street](#)
- One Dag Hammarskjöld Plaza, [885 Second Avenue](#)
- Daily News Building, [220 East 42nd Street](#)
- United Nations Institute for Training and Research (UNITAR) Building, [801 United Nations Plaza](#)
- Falchi Building, [31-00 47th Avenue, Long Island City, Queens](#)

Delegates who wish to locate departments or offices are advised to check with the Information Unit (tel.: 212-963-9999). Internal calls within the telephone system of the United Nations may be placed using the five-digit extension comprising "3" or "7" followed by the last four digits of the telephone number. For telephone numbers beginning with the prefix "212-963", the five-digit extension begins with "3", and for those beginning with "917-367", it begins with "7".

Entrance

- **Pedestrians:** The entrance for delegations to the General Assembly Hall is located at First Avenue and East 45th Street
- **Cars:** To enter and park at Headquarters, cars require United Nations diplomatic licence plates ("D" plates), as well as a parking e-tag for the session of the General Assembly (for more information, please see the section on the Garage Administration on [page 95](#))

United Nations grounds passes and admission to meetings

Registration for members of official delegations

Passes for members of official delegations to regular and special sessions of the General Assembly and all other meetings

at Headquarters on the official calendar are authorized by the Protocol and Liaison Service (tel.: 212-963-7181) and processed by the Pass and Identification Unit, whose office is located at [320 East 45th Street \(FF Building\)](#). Registration requests for members of delegations to temporary meetings may be processed through the online e-Registration system, available through the e-deleGATE portal ([edelegate.un.int](#)). Guidelines on e-Registration and answers to frequently asked questions can be found on the Protocol and Liaison Service website ([www.un.org/dgacm/en/content/protocol/meetings](#)).

Registration for official delegations of intergovernmental organizations (accredited to the United Nations as observers) that do not have offices in New York should follow the procedure specified under "Guidelines for intergovernmental organizations away from New York", which are posted on the Protocol and Liaison Service website ([www.un.org/dgacm/en/content/protocol/meetings](#)).

Types of passes¹

The following types of passes may be issued:

- VIP pass without a photograph, issued by the Protocol and Liaison Service for Heads of State and Government, Vice-Presidents, Crown Princes and Princesses, and their spouses
- VIP pass with a photograph, issued by the Protocol and Liaison Service for Deputy Prime Ministers, Cabinet Ministers and their spouses
- Gold pass for heads of delegations, processed by the Pass and Identification Unit
- Blue pass for all other members of delegations, processed by the Pass and Identification Unit

¹ Passes for returning delegates whose photographs are already in the electronic system of the Pass and Identification Unit may be picked up by a member of the mission with identification. Spouses will be issued the same type of pass as the principals. Delegates who have photographs in the system that are older than five years are required to upload a new photograph or have their photographs retaken at the office of the Pass and Identification Unit.

Requirements for issuance of passes

VIP passes and delegate passes (gold and blue)

Requests for passes for the following categories of participants may be processed through the e-Registration system (edelegate.un.int) by submitting to the Protocol and Liaison Service an online application form with a passport-sized photograph with a white background (where applicable):

- Heads of State and Government, Vice-Presidents, Crown Princes and Princesses, and their spouses (no photograph required)
- Deputy Prime Ministers, Cabinet Ministers and their spouses (colour photograph with white background in JPEG format required)
- Members of official delegations (colour photograph with white background in JPEG format required)

All requests must be submitted at least two working days in advance of when needed in order to ensure proper registration and issuance of passes. Additional working days may be required prior to and during the general debate and other high-level meetings. The deadline for the submission of requests for the high-level segment (19–26 September 2022) is Friday, 9 September 2022. To access the General Assembly Hall and other areas of the buildings during the high-level segment, a secondary pass will be required. For more information, see [A/INF/77/4](#) and [A/INF/77/4/Rev.1](#).

Department of Safety and Security

The Security and Safety Service operates on a 24-hour basis.

	Tel.	Room
<i>Special Services Unit</i>	212-963-7531	GA-1B-052

The Special Services Unit is located in the first basement of the General Assembly Building in room GA-1B-052. The Unit addresses queries concerning lost and found items, as well as all other in-person enquiries, from 8 a.m. to 5 p.m., Monday to Friday.

The Security Operations Centre operates on a 24-hour basis and can be contacted at [212-963-6666](tel:212-963-6666) for all requests for access or general enquiries. The Centre addresses queries concerning lost and found items from 5 p.m. to 8 a.m.

The Centre is staffed with security and fire-safety personnel. For fire or medical emergencies, first call 911 (dial 9-911 from a United Nations telephone) and then contact 212-963-5555 (ext. 3-5555 from a United Nations telephone). For further details, see <https://iseek.un.org/nyc/emergencyNY>.

Information (telephones and desk locations)

The Information Unit (tel.: 212-963-9999) can advise on:

- The location and telephone numbers of delegations
- The office or official to be contacted for technical or substantive queries
- The location and telephone numbers of services, information media and United Nations clubs

For information concerning the location and telephone numbers of Secretariat officials and staff, dial "0" (for further information regarding the telephone system of various offices in the United Nations, please see [page 93](#)).

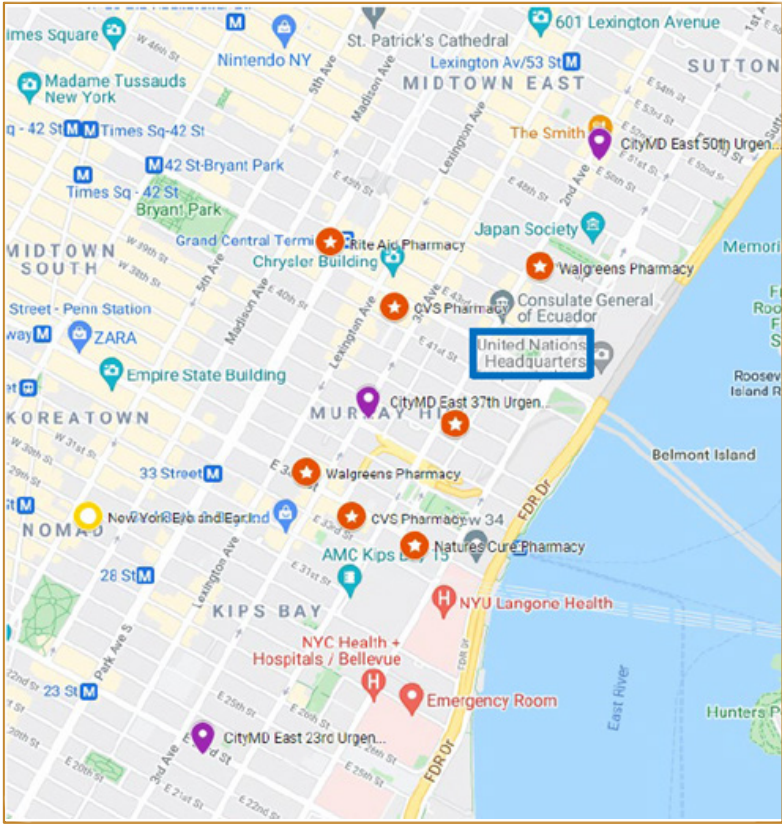
Division of Health-Care Management and Occupational Safety and Health

The Health-Care Management and Occupational Safety and Health Division provides on-site emergency medical assistance to delegates and members of diplomatic missions to the United Nations. In addition, the United Nations Headquarters Clinic within the Division provides first aid for injuries, travel-related health advice and guidance on accessing local health-care service providers, including doctors, dentists, pharmacies and hospitals.

Emergency response: During the high-level segment of the General Assembly, an immediate medical response capability for the main campus will be provided by the United Nations Headquarters Clinic, New York City paramedics and United Nations security staff.

In a medical emergency, contact the Security Control Centre (tel.: [212-963-6666](tel:212-963-6666)), which will coordinate with the United Nations Headquarters Clinic, other medical assistance providers or the local emergency first-response capability (911), as appropriate.

Basic health care: Owing to restrictions related to coronavirus disease (COVID-19), the United Nations Headquarters Clinic is restricting the access of anyone with COVID-19-like symptoms or low-grade illness, who is required to leave the premises immediately and seek care from one of many local providers. Basic care for physical injuries or first aid is available at the walk-in clinic on the 5th floor of the Secretariat Building from 8.30 a.m. to 5 p.m., Monday to Friday. Limited primary care support will be available by telephone during business hours.



Source: Map data © 2021 Google, United States of America

Service	Name	Contact
General medical consultations in the United Nations Headquarters area	CityMD East 50th Street	952 Second Avenue (between 50th and 51st Streets) 212-271-4864
	CityMD East 37th Street	561 Third Avenue 212-729-4668
	MedRite	919 Second Avenue 212-935-3333

Service	Name	Contact
Emergency care	Bellevue Hospital	Via Security and Safety Service, Security Control Centre Ext. 36666 Emergency room – 462 First Avenue <u>212-562-8052</u>
	Cornell	
	New York-Presbyterian	Emergency room – 525 East 68th Street <u>212-746-5454</u>
Eye emergencies	New York Eye and Ear Infirmary of Mount Sinai	310 East 14th Street 212-979-4000
Dental	Emergency Dentist New York	9 East 45th Street, 6th floor 646-783-1175
	Emergency Dental Center	18 East 48th Street, room 1702 646-992-0930
	Emergency Dentist 24/7	8 Gramercy Park South 888-896-1427
Infectious diseases	Mount Sinai-Union Square	10 Union Square East, suite 3H 212-420-4005
	Bellevue Virology Clinic	462 First Avenue 212-562-4038
	Travel Medicine NYC	109 East 38th Street 212-725-0580
COVID-19 testing	CityMD East 50th Street	952 Second Avenue (between 50th and 51st Streets) 212-271-4864
Also available at most pharmacies and pop-up testing sites	CityMD East 37th Street	561 Third Avenue 212-729-4668
	MedRite	919 Second Avenue 212-935-3333
	Medical Offices of Manhattan	211 East 51st Street 212-398-1709
	LEAA Health	509 Fifth Avenue 866-275-7594

Protocol and Liaison Service

The Protocol and Liaison Service is part of the Department for General Assembly and Conference Management.

	Tel.	Email	Room
Beatrix Kania <i>Chief of Protocol</i>	212-963-7171	beatrix.kania@un.org	S-0208
Nicole Bresson-Ondieki <i>Deputy Chief of Protocol</i>	917-367-4320	bresson@un.org	S-0212
Pilar Fuentes <i>Senior Protocol Officer</i>	212-963-0720	fuentesp@un.org	S-0207
Fariz Mirsalayev <i>Protocol Officer</i>	212-963-7177	mirsalayev@un.org	S-0205
Aicha Benmansour <i>Protocol Officer</i>	917-367-8268	aicha.benmansour@un.org	S-0202

For information on the protocol officers and their respective portfolios of Member States, observer States and intergovernmental organizations, as well as detailed information on the registration of delegates and staff members, please see the Protocol and Liaison Service website (www.un.org/dgacm/en/content/protocol).

Credentials

For the sessions of the General Assembly, credentials of representatives (issued by the Head of State or Government or by the Minister for Foreign Affairs) should be submitted to the Secretary-General one week before the opening of the session, if possible.

A scanned copy of the credentials, as well as other communications containing the names of representatives (such as letters and notes verbales from the permanent missions), should be submitted only through the e-Credentials online platform, which can be accessed through the e-deleGATE portal (<https://edelegate.un.int>). Emailed submissions of scanned copies of

the credentials will not be accepted. Only the original hard copy of the credentials should be delivered to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building.

Blue Book of Permanent Missions to the United Nations

The *Blue Book of Permanent Missions to the United Nations* lists the diplomatic personnel of Member States, the staff of inter-governmental organizations accredited to the United Nations as observers, and the staff of liaison offices of specialized agencies and related organizations. All interim movements of personnel, changes in addresses and telephone and fax numbers, national holidays and so forth are updated in the *Blue Book Online* as soon as the Protocol and Liaison Service is notified of such a change by a mission.

Protocol and Liaison Service website

The most up-to-date version of the *Blue Book* can be found on the Protocol and Liaison Service website (www.un.org/dgacm/en/content/protocol), along with a list of Heads of State and Government and ministers for foreign affairs, a list of senior United Nations officials, the Manual of Protocol and other useful information.

II. General Assembly² and its Main Committees, the Economic and Social Council and other organs

General Assembly and its Main Committees

President of the General Assembly

Csaba Kőrösi (Hungary)

On 7 June 2022, the General Assembly elected the President for the session, pursuant to rule 30 of its rules of procedure.

Office of the President

The Office is located on the 2nd floor of the Conference Building.

	Tel.	Email	Room
Office of the President	212-963-7555	opga@un.org	CB-0246
Spokesperson	212-963-6274		S-0244

Vice-Presidents

On 7 June 2022, pursuant to rule 30 of its rules of procedure, the General Assembly elected the 21 Vice-Presidents for the session.

Vice-Presidents of the General Assembly

1. Australia	9. Jamaica	16. Tajikistan
2. Benin	10. Kenya	17. Turkmenistan
3. Burundi	11. Malaysia	18. United Kingdom of Great Britain and Northern Ireland
4. Chile	12. Mauritania	
5. China	13. Nepal	19. United States of America
6. El Salvador	14. Niger	20. Viet Nam
7. France	15. Russian Federation	21. Zimbabwe
8. Israel		

² Information on the General Assembly is available at www.un.org/ga.

Secretariat arrangements for the General Assembly

The Secretary-General acts in his capacity as Chief Administrative Officer of the Organization at all meetings of the General Assembly.

Overall responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for General Assembly and Conference Management, Movses Abelian.

The Director of the General Assembly and Economic and Social Council Affairs Division coordinates the work of the session. The Director also assumes direct responsibility for the servicing of plenary meetings and the meetings of the General Committee.

Questions relating to the work of the General Assembly should be referred to the General Assembly and Economic and Social Council Affairs Division.

General Assembly and Economic and Social Council Affairs Division

Director

Ruth de Miranda

Email: demiranda@un.org

General Assembly Affairs Branch

Chief

Kenji Nakano

Email: nakano@un.org

Sangeeta Sharma

Email: sharma7@un.org

Jullyette Ukabiala

Email: ukabiala@un.org

Svetlana Emelina Sarte

Email: emelina@un.org

Rukshan Perera

Email: perera2@un.org

Wannes Lint

Email: lint@un.org

Rommel Maranan

Email: maranan@un.org

Arrangements for the list of speakers

Carlos Galindo
Email: galindo@un.org

Information on plenary elections and candidatures³

Wannes Lint
Email: lint@un.org

Rommel Maranan
Email: maranan@un.org

All the individuals listed above attend to matters relating to plenary meetings of the General Assembly and meetings of the General Committee.

Plenary meetings of the General Assembly and meetings of the General Committee

Schedule: A draft programme of work of the plenary for the session is set out in the report of the Secretary-General on the revitalization of the work of the General Assembly ([A/76/903](#)). There is no predetermined programme of work for formal and informal meetings of the plenary for the resumed part of the session (1 January 2023–September 2023). Meetings will be announced in the *Journal of the United Nations* when they have been scheduled.

Agenda: The provisional agenda of the session is set out in [A/77/150](#). The annotations are set out in [A/77/100](#) and [A/77/100/Add.1](#). After its adoption by the plenary, the agenda will be issued as [A/77/251](#) (see [A/77/252](#) for the allocation of agenda items).

List of speakers: Focal points from permanent missions are requested to register speakers with the General Assembly Affairs Branch using the e-Speakers system, available through

³ Information on candidates submitted by Member States for the session may be found on CandiWeb, which is available through the e-deleGATE portal (edelegate.un.int).

the e-deleGATE portal (edelegate.un.int). For support with inscription on the lists of speakers, please email gaspeakerslist@un.org and galindo@un.org.

Draft resolutions and decisions: For the submission of a draft resolution or decision for the plenary, please consult the guidelines for the submission of proposals (www.un.org/en/ga/pdf/guidelines_preparation_co-sponsorship_proposals_submission_GA76.pdf).

High-level meetings and the general debate: Arrangements for the high-level meetings and the general debate are set out in the information note for delegations ([A/INF/77/4](#) and [A/INF/77/4/Rev.1](#)).

Other useful documents: Information on the organization of the session (including the conduct of meetings, the length of statements, explanations of vote, rights of reply, points of order and concluding statements, records of meetings, resolutions, documentation, questions relating to the programme budget, observances and commemorative meetings, and special conferences) can be found in the memorandum by the Secretary-General ([A/BUR/77/1](#)). The report of the Ad Hoc Working Group on the Revitalization of the Work of the General Assembly⁴ contains, among other things, an inventory chart of General Assembly resolutions on the revitalization of the work of the Assembly.

e-deleGATE portal, including Plenary Place

The Department for General Assembly and Conference Management has centralized the digital services made available to delegates through the e-deleGATE portal (edelegate.un.int). This password-protected portal contains links to general information (e.g. official documents, the *Journal of the United Nations* and the UN News Centre) and houses specific delegate-facing services, including online registration of delegates participating in meetings (e-Registration), inscription on the list

⁴ See also www.un.org/en/ga/revitalization.

of speakers (e-Speakers), submission and sponsorship of draft resolutions (e-Proposals) for the General Assembly, its Main Committees and its subsidiary bodies, and circulation of the letters from the President of the General Assembly addressed to the Permanent Representatives and Permanent Observers to the United Nations in New York (Plenary Place).

Access to e-deleGATE is managed by access administrators in each permanent mission. They can grant access to various parts of the portal to delegates in their missions. Additional users can be granted access by the e-deleGATE access administrators at the permanent missions through the access management module. New delegates should contact their access administrators to gain access. Questions from access administrators at the permanent missions can be directed to missions-support@un.int.

Queries regarding specific committees may be addressed to the individual committee secretaries, while queries about the plenary and the portal as a whole should be addressed to the General Assembly Affairs Branch (gaab@un.org).

Main Committees of the General Assembly

Pursuant to rule 30 of the rules of procedure of the General Assembly, the First Committee, the Special Political and Decolonization Committee (Fourth Committee), the Second Committee, the Third Committee, the Fifth Committee and the Sixth Committee have elected their respective Chairs for the session of the Assembly. See the sections below on each Main Committee for details.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are listed below, are provided by the respective departments or offices of the Secretariat.

First Committee

Chair: Magzhan Ilyassov (Kazakhstan)

Secretary of the First Committee

Sonia Elliott

Email: elliotts@un.org

Special Political and Decolonization Committee (Fourth Committee)

Chair: Mohamed Al Hassan (Oman)

*Secretary of the Special Political and
Decolonization Committee (Fourth
Committee)*

Jullyette Ukabiala

Email: ukabiala@un.org

Second Committee

Chair: Lachezara Stoeva (Bulgaria)

Secretary of the Second Committee

Emer Herity

Email: herity@un.org

Third Committee

Chair: José Alfonso Blanco Conde (Dominican Republic)

Secretary of the Third Committee

Ziad Mahmassani

Email: mahmassani@un.org

Fifth Committee

Chair: Philippe Kridelka (Belgium)

Secretary of the Fifth Committee

Lionel Berridge

Email: fifthcommittee@un.org

Sixth Committee

Chair: Pedro Comissário Afonso (Mozambique)

Secretary of the Sixth Committee

Huw Llewellyn

Email: llewellyn@un.org

Economic and Social Council

The current session of the Economic and Social Council runs from 25 July 2022 to 26 July 2023. Pursuant to Council decision 2023/200, members of the Bureau of the Council were elected for the 2023 session. The Bureau's main functions are to organize the work of the session (see resolution 2023/1 on the working arrangements for the 2023 session of the Council), with the support of the Secretariat (Department for General Assembly and Conference Management and Department of Economic and Social Affairs). More information on the Council is available from the website of the Council (www.un.org/ecosoc/en) and the [e-deleGATE portal](#).

Office of the President

The office is located on the 2nd floor of the Conference Building (CB-0225).

Secretariat arrangements for the Economic and Social Council

The Chief of the Economic and Social Council Affairs Branch, General Assembly and Economic and Social Council Affairs Division, Department for General Assembly and Conference Management, coordinates the work of the Council and assumes direct responsibility for the management of plenary meetings and forums convened under the auspices of the Council and the meetings of subsidiary bodies of the Council.

Substantive responsibility for the work of the Council and its subsidiary bodies is coordinated by the Director of the Office of Intergovernmental Support and Coordination for Sustainable Development, Department of Economic and Social Affairs.

Plenary meetings of the Economic and Social Council

Economic and Social Council Affairs Branch, General
Assembly and Economic and Social Council
Affairs Division

Chief of Branch and Secretary of the Council

Emer Herity

Email: herity@un.org

Office of Intergovernmental Support and
Coordination for Sustainable Development,
Department of Economic and Social Affairs

Director

Marion Barthelemy

Email: barthelemy1@un.org

Other organs

Credentials Committee

Secretary of the Committee

Tomoko Iwata

Email: ecredentials@un.org

Advisory Committee on Administrative and Budgetary Questions

Executive Secretary

Felista Ondari

Email: ondari@un.org

Committee on Contributions

Secretary of the Committee

Sharon Borsits

Email: borsits@un.org

Committee on Conferences

Secretary of the Committee

Xin Tong-Maywald

Email: tongx@un.org

III. Conference services

Meetings and documentation services

The Department for General Assembly and Conference Management is responsible for providing the following services to meetings held in conference rooms located in the General Assembly Building and the Conference Building:

- Meeting planning and programming
- Meeting room servicing
- Interpretation
- Documentation and publishing services, including:
 - ♦ Editing
 - ♦ Translation
 - ♦ Text-processing and desktop publishing
 - ♦ eStatements
 - ♦ Printing
 - ♦ Distribution
- Official, written meeting records

For general enquiries regarding meeting requests and related services, please contact the Meetings Management Section (email: gmeets@un.org).

For general enquiries regarding documents, please contact the Documents Management Section (email: dms@un.org).

For general enquiries regarding printing and distribution of documents, eStatements and related services, as well as meetings support services in the conference rooms, please contact the Meetings Support Section (email: chiefmss-dgacm@un.org).

Programme of meetings

The programme is prepared by the Meetings Management Section. The daily programme of meetings is published online in the *Journal of the United Nations*.

All authorized clients, including permanent missions and United Nations entities, that wish to book conference rooms and meeting services should submit a request through the gMeets portal (conferences.unite.un.org/gMeets). The portal is a self-service, single-entry point to submit requests for conference rooms and meeting services at Headquarters. All mandatory fields, including the screening questions, must be completed. Requests are reviewed and confirmed by the Meetings Management Section. Requestors may follow the status of their requests in the “All My Requests” section of the portal. For additional information, please contact the Meetings Management Section (email: gmeets@un.org).

Duration of meetings

Morning meetings are generally scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 to 6 p.m. Lunchtime bookings can be accommodated from 1.15 to 2.30 p.m. Owing to limited capacity, interpretation services are not available for non-mandated non-official meetings. No interpretation will be provided for lunchtime events, press conferences or press briefings.

Punctuality: Owing to the large number of meeting requests and the limited facilities available, it is essential that meetings start on time and that the above schedule be strictly followed. Therefore, delegations are urged to arrive at meetings on time. In its resolution 59/313 of 12 September 2005, the General Assembly strongly urged all officers presiding over its meetings to start them on time.

Scheduling of meetings: It is advisable to schedule related meetings consecutively, whenever possible, to ensure the maximum utilization of available services. For ease of transition, however, there should be a short gap between unrelated meetings.

Cancellations: In the event that a scheduled meeting is cancelled, the organizers are requested to inform the Meetings Management Section immediately to allow for the reallocation of resources.

Interpretation requests received from regional and other major groupings of Member States, and requests for interpretation at other informal meetings, can be accommodated only when conference service resources are available. Please note that interpretation services are available only from 10 a.m. to 1 p.m. and from 3 to 6 p.m. on weekdays (Monday to Friday).

For online meetings with interpretation, participants joining meetings live remotely should follow the guidance contained in table A, "Required set-up for virtual meetings with interpretation", and table B, "Technical specifications".

Table A: Required set-up for virtual meetings with interpretation

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.

Good, clear audio is the most important requirement in order for interpreters to provide their service. The risk of disruption in interpretation increases as audio quality deteriorates.

The best way to guarantee audio quality is to observe the following requirements:



- Connect from a **computer or laptop only**.
- Avoid using hand-held devices, including smartphones and tablet computers such as iPads.
- Use Chrome or Firefox (Safari for Macs).



- The Internet connection must be strong and stable (min. download/upload: 10 Mbps).
 - Connecting the broadcasting device via an **Ethernet cable** ensures maximum stability.
 - In the absence of a cabled connection, the Wi-Fi signal must be excellent.
 - Log in early to test the connection.
-



- Please use a high-quality **microphone** such as the following:
- A **lapel microphone**; or
- A **unidirectional table microphone**; or
- A **wired headset with a built-in microphone**.
- **⚠️ Ensure that the broadcasting platform recognizes the microphone.**
- Speaking from a quiet environment is of the utmost importance.
- Avoid sitting in a large empty room to minimize echo.



- **Avoid** using the computer's built-in microphone.
- Omnidirectional microphones pick up ambient noise and should be avoided.
- **Avoid** smartphone-style wireless earbuds and earphones with in-line microphones, and other Bluetooth devices.



Advance sharing of prepared statements with interpreters will minimize the risk of interpretation being suspended should connectivity issues arise.

- Send public statements for open meetings to estatements@un.org.
- Send prepared remarks to is-unhq@un.org. They will NOT be published or shared with anyone but the interpreters.



Deliver statements at a moderate pace, no more than 100–120 words per minute.






Make sure the microphone **IS MUTED AT ALL TIMES** when you are not taking the floor.

When you take the floor, all other devices and notifications should be muted.



Avoid adding background music to pre-recorded statements.

Table B: Technical specifications

Equipment	Technical specifications
<p>Computer minimum requirements</p> 	<p>Memory: 4 GB RAM or higher</p> <p>CPU score: 3,500 or higher</p> <p>Operating system: Windows 8 or higher/macOS High Sierra or higher</p> <p>How to measure CPU score:</p> <p>On Mac: download instructions for Mac (PDF)</p> <p>On Windows: download instructions for Windows (PDF)</p>
<p>Recommended microphones</p> 	<p>Suggested models:</p> <p>Unidirectional microphone: Blue Yeti, Blue Yeti Nano or similar</p> <p>Lapel microphone: Sennheiser ME 4-N cardioid lavalier microphone or similar</p> <p>Tech specs:</p> <p>Polar pattern: cardioid (directional)</p> <p>Frequency response: 20 Hz–20 kHz</p> <p>Max SPL: 120 dB (THD: 0.5% 1 kHz)</p>
<p>Recommended headsets</p> 	<p>Suggested models: Sennheiser SC 660 USB, SC 260 USB, SC 70 USB CTRL, SC 75 USB CTRL or similar</p> <p>Tech specs:</p> <p>Sample rate: at least 44 kHz or above</p> <p>Bit depth: at least 16-bit or above</p> <p>Polar pattern: cardioid (directional)</p> <p>Frequency response: 20 Hz–20 kHz</p> <p>Max SPL: 120 dB (THD: 0.5% 1 kHz)</p>

For further guidance on remote participation in meetings with interpretation and supporting interpreters in performing their work, please visit <https://www.un.org/dgacm/en/content/remote-participation-requirements-multilingual-united-nations-meetings>.

Other information on the use of the premises by United Nations entities and Member States

In order to ensure the smooth conduct of meetings listed in the official calendar of conferences and meetings of the United Nations, as well as those of regional and other major groups of Member States, and to minimize wear and tear on conference rooms, the use of those rooms and the General Assembly Hall for events that are not official functions of the Organization should be in accordance with the administrative instruction on the use of space at Headquarters in New York for meetings, conferences, events and exhibits ([ST/AI/2019/4](#)). The administrative instruction provides up-to-date guidance on the use of United Nations conference rooms, with an emphasis on the non-commercial nature of such meetings and the responsibilities of the sponsors. Furthermore, a cost-recovery mechanism for meetings not related to the intergovernmental processes in New York will be implemented.

Use and care of United Nations electronic equipment

Delegates and other meeting participants are requested not to take food and liquids other than water into the conference rooms, to avoid damaging the simultaneous interpretation audio systems. Care should also be taken when utilizing microphones, channel selectors, voting switches and audio earphones, as these are sensitive electronic devices. Placing a cellular phone near a microphone may interfere with sound quality.

Use of cameras and cellular phones

Delegates are reminded to refrain from making or accepting cellular phone calls at their delegation tables.

Seating protocol

The Secretary-General, on 7 June 2022, drew the name of Belize from among the Member States to occupy the first seat in the General Assembly Hall during the seventy-seventh session of the General Assembly. Consequently, the delegation of Belize

will be seated in the front row at the first desk to the right of the President. The seating of the delegations of the other Member States will follow in the English alphabetical order of names, in accordance with established practice. The same seating arrangement applies to meetings of the Main Committees.

Copies of the floor plan may be obtained electronically by sending an email request to the Chief of the Meetings Support Section (chiefmss-dgacm@un.org).

Requests by a delegation for accessible seating, in line with paragraphs 33, 34, 36 and 37 of General Assembly resolution 73/341, should be directed to the secretariat of the intergovernmental body concerned.

Journal of the United Nations

The *Journal of the United Nations* is prepared by the Journal Unit (email: journal@un.org). The office opens at 10 a.m.

The *Journal* is issued from Monday to Friday. In accordance with General Assembly resolution 71/323, all content related to official meetings, including summaries, is published in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) throughout the year, in accordance with rule 55 of the rules of procedure of the Assembly.

A multilingual digital version of the *Journal*, compatible with smartphones and tablets, is available at journal.un.org. The latest PDF version of the online *Journal* can be downloaded and printed from the Journal website, in all six official languages, by clicking "Download PDF". The *Journal* is also accessible through the website of the United Nations, the Official Document System (documents.un.org/), Twitter ([@Journal_UN_ONU](https://twitter.com/Journal_UN_ONU)) and Facebook (facebook.com/UNJournal.Official), and by eSubscription (to subscribe, please visit undocs.org).

The *Journal* contains information on the meetings of the day and forthcoming meetings, including:

- ◆ Official meetings (summaries will be added after the meetings, where applicable)
- ◆ Informal consultations
- ◆ Other meetings
- ◆ Forthcoming meetings
- ◆ Conferences away from Headquarters

In addition, the digital version features:

- ◆ Real-time updates of meeting information
- ◆ The daily list of documents
- ◆ Statements delivered by Member-States at an official meeting
- ◆ Signatures and ratifications of multilateral treaties deposited with the Secretary-General
- ◆ Information on press conferences
- ◆ General information

Material related to informal consultations and other meetings and events should be communicated by email to journal@un.org. The deadline for the submission of material to be included in the following day's issue of the *Journal* is 4 p.m. For other activities, material should be submitted before 4 p.m. at least two days in advance.

Events organized by permanent and observer missions to the United Nations, which do not fall under official, informal or other meetings

Material for inclusion as events organized by permanent and observer missions to the United Nations should be sent to the Journal Unit (journal@un.org) by 4 p.m. at least two days in advance using the form at the website <https://cdn.unmeetings.org/OtherEvents/OtherEventsRequestForm.docx>.

The Other Events section of the *Journal* is reserved for announcements by permanent and observer missions to the United Nations. The United Nations neither reviews nor

evaluates in any manner messages posted in the section. The United Nations disclaims all responsibility for messages posted in the section. All responsibility for messages posted in the section is completely and exclusively borne by the permanent or observer missions that post the messages. Such announcements will appear only in the language of submission.

Statements in plenary meetings and in meetings of the Main Committees

Delegations are requested to submit their statements (in both PDF and Microsoft Word formats, whenever possible) by email to the eStatements section of the *Journal* (estatements@un.org) well in advance of the meeting but no later than two hours before delivery and not in hard-copy format. The name of the meeting and the speaker, as well as the agenda item, should be indicated in the subject line of the email message and in the heading of the statement. The statements will not be released until their delivery.

Only statements presented during the course of the meeting will be posted in the eStatements section of the *Journal*.

Questions related to eStatements should be addressed to the Chief of the Meetings Support Section (chiefmss-dgacm@un.org).

Interpretation

In meetings where interpretation is provided, statements made in any of the six official languages of the United Nations are interpreted into the other official languages. Speakers are requested to deliver their statements at a speed that is interpretable. Although delegations are increasingly being given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed, if possible, to enable the interpreters to give an accurate and complete rendition of their statements. When statements are delivered at a fast pace to comply with the time limit, the quality of interpretation may suffer. It is suggested that statements be delivered at a speed not exceeding the equivalent of 100 to 120 words per minute in English.

In cases in which statements are made in a language other than the official languages (see rule 53 of the rules of procedure of the General Assembly), delegations must provide either an interpreter or a written text of the statement in one of the official languages. The interpretation into the other official languages by United Nations interpreters will be based on the interpretation or written text accepted by the Secretariat as representing the official text of the statement. A “pointer” – a person who knows the language in which the statement is to be delivered and the official language into which it has been translated – should be made available by the delegation to guide the United Nations interpreter through the translated text and ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths, must be made in advance through the Meetings Management Section (email: gmeets@un.org).

Written translations of statements delivered in official languages

“Read out verbatim” or “check against delivery” should be specified on the first page of the text when delegations provide a written translation of their statement. For written texts provided in more than one official language, delegations should indicate clearly which of them is to be accepted as the official text.

Read out verbatim: Interpreters will follow the translation. Therefore, any deviation from the text on the part of the speaker, including omissions and additions, is unlikely to be reflected in the interpretation.

Check against delivery: Interpreters will follow the speaker and not the translation. If the speaker deviates from the text, delegations should be aware that the interpretation heard by the audience will not necessarily correspond to the translation that they may have distributed to the audience and the press.

Microphones: The microphones start to operate only when the representative taking the floor has been called upon to speak and the delegate has pushed the button. To ensure the best possible recording and interpretation of the statement, representatives should speak directly and clearly into the microphone, in particular when providing figures, quotations or highly technical material or when reading from a prepared text. Tapping on the microphone to test if it is working, turning pages, and making or answering cellular phone calls should be avoided.

Records of meetings

Written meeting records are provided for the plenary meetings of the principal organs, meetings of the Main Committees of the General Assembly and, on a limited and selective basis, meetings of certain other bodies. Meeting records are in one of two forms: verbatim records (PVs) or summary records (SRs). The records are prepared by the Secretariat and are subject to correction by delegations. **However, corrections that add to or alter the sense of a statement as actually delivered cannot be accepted.**

- PVs contain coverage of the proceedings *in full*. Each PV in an official language of the United Nations contains translations of speeches made in other official languages and edited transcriptions of speeches delivered in the original language.
- Delegates are advised that if any portion of a written statement is not actually read out, it will not appear in the record of that meeting.
- SRs cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention or to reproduce statements textually.
- The provision of written records (verbatim or summary) for United Nations bodies is regulated pursuant to decisions of the General Assembly and other principal organs.
- The Summary section of the *Journal* provides a brief overview of the proceedings as a reference.

In addition, audiovisual recordings of meetings are available for consultation ([see page 91](#)).

Corrections to meeting records

- **Corrections to PVs** should be sent to the Chief of the Verbatim Reporting Service (verbatim@un.org).
- **Corrections to SRs** should be sent to the Chief of the Documents Management Section (dms@un.org).

Corrections should be in the form indicated in the corrections footnote on the front page of the PV or SR. If corrections are inserted in a copy of the record, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, if the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

Corrections to PVs should be limited to errors and omissions in statements as actually delivered, that is, in the original language. When a request is submitted for a correction, a check is made against the audiovisual recording of the relevant speech.

Corrections to SRs should not cover points of style or include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

Issuance of corrections

Records of United Nations bodies are reissued electronically and posted on the Official Document System (documents.un.org/) in corrected form.

Questions relating to General Assembly documentation should be addressed to the Documents Management Section.

Documents Management Section

	Email
Documents Management Section	dms@un.org
<i>Chief</i> Deirdre Durrance	durrance@un.org

Document facilities

Translation and printing of documents

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of the Documents Management Section are not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

- “General” series.
- “Limited” series (L, followed by the serial number), comprising documents of a temporary nature, such as draft resolutions and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked “Provisional” are translated and reproduced immediately by special arrangement and distributed to participants in English only. Edited texts and revised translations are issued later.
- The “Restricted” series (R, followed by the serial number), comprising only those documents which, owing to the nature of their content, are not made public at the time of issuance. Such documents are not available on the Official Document System (ODS).
- Conference room papers (CRPs) or working papers (WPs), which are informal papers, in English or the language of submission, that are used in the course of a meeting and distributed only to participants and other interested recipients attending the meeting. These documents may be made

available by the substantive secretariats on their websites or by other electronic means. However, they are not available on ODS.

Distribution of documents for delegations

Predetermined quantities of specified documents issued at Headquarters will be available for collection at the distribution pick-up area, on the 1B level of the Library Building. Please note that any changes to the quantities of documents requested for distribution to delegations should be submitted in writing at least two working days prior to the date required and addressed to the Chief of the Meetings Support Section (chiefmss-dgacm@un.org).

Documents-on-demand services (printing of documents, assistance with access to online services, etc.) are provided through the Documents Assistance Centre (room CB-0264) and at the Documents Counter (room S-1B-032).

A limited number of copies of documents containing draft proposals for action during meetings in progress will be available in the conference rooms.

Alternatively, requests for hard copies of documents may be made via email to publishing@un.org and should specify the document symbol, the languages required, the quantity of copies requested and the physical delivery address.

Only United Nations documents may be distributed during meetings (see "[Frequently asked questions](#)", No. 9.).

Any additional documentation needed may be retrieved online through ODS (documents.un.org/). No login is required to access the portal. Documents are also available via the eSubscription service (www.undocs.org), through which delegates can sign up to receive email alerts containing weblinks to the latest edition of the *Journal* and to documents issued daily at Headquarters.

Information on ODS can be requested by calling [212-963-6439](tel:212-963-6439).

Communications from Member States for issuance as documents of the General Assembly

Delegations requesting issuance of communications as documents of the General Assembly should ensure that they are addressed to the Secretary-General and signed by the permanent representative or chargé d'affaires of the permanent mission to the United Nations. The communications should indicate the session of the General Assembly and the number and title of the agenda item under which circulation is requested, using the latest agenda.

Electronic versions in Microsoft Word format should be sent to the Executive Office of the Secretary-General (sgcentral@un.org), with a copy to dms@un.org and gaab@un.org, to facilitate the processing of communications. If versions in other official languages of the United Nations are available, they should be included, with a clear indication of the original language and which language versions are to be used for reference only. Materials that are accessible to the public on websites or through the media, such as statements, press releases and images, should be cited rather than included in the communications.

Further information

For further information, please email dms@un.org.

Accessibility Centre

The Accessibility Centre offers assistive information and communications technology to support users with special needs owing to audio, visual or physical disabilities. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building, on level 1B, adjacent to the Secretariat Building escalators. For more information, visit www.un.org/accessibilitycentre/index.html.

IV. Media, public and library services

Spokesperson for the Secretary-General

	Tel.	Room
<hr/>		
<i>Spokesperson for the Secretary-General</i>		
Stéphane Dujarric		
Email: dujarric@un.org		
<hr/>		
<i>Deputy Spokesperson</i>		
Farhan Haq		
Email: haqf@un.org		
<hr/>		
<i>Associate spokespersons</i>		
Eri Kaneko		
Email: kaneko@un.org		
Florencia Soto Nino		
Email: sotonino@un.org		
Stephanie Tremblay		
Email: tremblay@un.org		
Daniela Gross de Almeida		
Email: daniela.grossdealmeida@un.org		
<hr/>		
Press enquiries	212-963-7160	
	212-963-7161	S-0222
	212-963-7162	S-0226

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesperson for the Secretary-General (room S-0226; tel.: 212-963-7160, 212-963-7161 or 212-963-7162). Attendance at press conferences is limited to accredited journalists. Press attachés may attend a press conference sponsored by their mission.

Services to correspondents

Daily press briefings are given at noon by the Spokesperson for the Secretary-General. During sessions of the General Assembly, the Spokesperson for the President of the General Assembly also briefs the press on Assembly matters. These daily briefings are webcast live and are archived for on-demand

viewing immediately afterwards (see webtv.un.org/media). Highlights of the noon briefing can be found on the website of the Spokesperson's Office (www.un.org/sg/en/content/noon-briefing-highlight). For other services, see www.un.org/sg/spokesperson.

Department of Global Communications

The Department of Global Communications provides a wide range of services to representatives of the media, non-governmental organizations and the public.

News and Media Division

The News and Media Division produces multilingual multimedia products related to the work of the United Nations at Headquarters and around the world. It manages the Organization's main website, provides services for journalists, manages the United Nations audiovisual and photo libraries, and works with global partners to disseminate and broadcast United Nations products.

News and Media Division
Director (vacant)

Coverage and Media Services Branch
Deputy Director, Hak-Fan Lau
Email: lau@un.org

Meetings Coverage Section
(press releases)
Chief, Mugeni Badjoko
Email: badjoko@un.org
English Editor, Chris Cycmanick
Email: cycmanick@un.org
English_press@un.org
English website: www.un.org/press/en/
French Editor, Marilyns Duteil
Email: duteil@un.org
French_press@un.org
French website: www.un.org/press/fr/

Multimedia Resource Unit
Chief, Antonio da Silva
Email: silva@un.org
Audiovisual Library: avlibrary@un.org
Photo Library: photolibrary@un.org

UN Photo
Chief, Mark Garten
Email: garten@un.org

Television Broadcast and Facilities Unit
Chief, Ingrid Kasper
Email: untv@un.org , kasper@un.org

Webcast Unit (webtv.un.org)
Chief, Andreas Damianou
Email: damianou@un.org

Media Accreditation and Liaison Unit (www.un.org/malu)
Chief, Tal Mekel
Email: mekel@un.org

Media Documents Centre
Email: mdc@un.org

News and Content Branch
Deputy Director, Mita Hosali
Email: hosali@un.org

UN News – Planning and Features
(news.un.org)
Chief Editor, Victor Evans-Harvey
Email: evans-harvey@un.org

UN Video Section
Acting Chief, Reem Abaza
Email: abaza@un.org

Digital and Promotion Branch
Deputy Director, Joachim Harris
Email: joachim.harris@un.org

Web Services Section (www.un.org)
Chief, Peter Dawkins
Email: dawkins@un.org

Digital Support Unit
Chief, Robert Neshovski
Email: neshovski@un.org

Partnerships Unit
Chief, Fang Chen
Email: fchen@un.org

Press releases

The Meetings Coverage Section prepares:

- ◆ Press releases, in English and French, on open meetings, held at Headquarters by the principal organs of the United Nations and their main subsidiaries. They are usually published two hours after the end of a meeting.
- ◆ Press releases on major United Nations conferences held in other parts of the world.

Please note that press releases are not official records; they are information products for media and the public. English press releases are available at www.un.org/press/en/. French press releases are available at www.un.org/press/fr/.

Accredited correspondents may obtain press releases, links to documents, press kits and other United Nations materials from the Media Documents Centre by emailing mdc@un.org.

United Nations website

The main United Nations website (www.un.org) is available in all six official languages and includes a dedicated section for delegates (www.un.org/about-us/member-states), with details on and links to the *Blue Book of Permanent Missions to the United Nations*, the Manual of Protocol, the *Journal of the United Nations*, United Nations documents, Delegate – The United Nations Intranet-iSeek for Member States portal (www.un.org/delegate) and a number of additional resources.

A list of street and email addresses and telephone and fax numbers of the permanent missions to the United Nations is available at www.un.org/dgacm/en/content/protocol/permanent-missions. The United Nations website also offers access to research tools and links to the home pages of other parts of the United Nations system. The Global Issues section (see www.un.org/en/global-issues) provides one-stop access to information on at least 30 major topics.

Additional information can be obtained from the Web Services Section (webmaster@un.org or dawkins@un.org; tel.: 212-963-6974).

UN News

UN News produces daily multimedia news reports, interviews, feature stories and conference-related content covering the worldwide activities of the United Nations system in nine languages (the six official languages, as well as Hindi, Kiswahili and Portuguese). Visit UN News at news.un.org.

UN News also provides thematic news focus pages on several United Nations priorities, in addition to special reports and photo essays. Audio interviews and news content can be found directly on the UN News audio hub for easy downloading by audio partners and other users, free of charge, and for embedding in online stories.

Delegates may subscribe to receive news updates from the UN News website. Subscribers can receive stories as they are posted online or receive daily news digests at the end of each working day. The UN News Reader app for smartphones, available for iOS and Android devices (in the six official languages, as well as Kiswahili, Portuguese and Hindi), provides access to online stories and live streaming of major United Nations meetings and press conferences. Delegates can follow events live by using the Live tab which links to UN Web TV coverage.

Delegates can listen live to most activities at Headquarters via the UN Audio Channels app for smartphones, available on both iOS and Android. The app also offers daily news, features and audio podcasts on demand. The on-demand audio content is also available on Apple Podcasts, iTunes Google Podcasts, major podcast platforms such as Spotify, SoundCloud, Stitcher and Castbox, and other audio RSS client software.

The multilingual UN News content is also distributed via social media platforms, including Facebook, Twitter, YouTube and SoundCloud, as well as other language-specific platforms.

UN News coverage does not contain detailed reports of statements by Member States. It is not intended to be an official record.

The online content is available for use free of charge with a signed licence agreement (issued by the Department of Global Communications) by media outlets, online news platforms and broadcasters around the world. The content, when used, should give attribution to UN News. All embedded content, such as photos, videos and audio programmes, are covered by copyright and permissions guidelines. If an online or broadcast outlet is interested in using multimedia UN News content, please contact mediapartnerships@un.org or call 212-963-5597.

For more information on UN News, please email unnews@un.org.

UN Video

The UN Video Section produces videos on breaking news, features, social media products, interviews and more. These videos are shared on the flagship United Nations platforms and other outlets across the United Nations system and by partners serving global audiences and local communities.

UN Video products are available in the six official languages, plus Hindi, Kiswahili and Portuguese. Videos are versioned in diverse formats, reflecting the changing landscape of communications, from traditional broadcast outlets to IGTV, reaching a wider audience in terms of geography and age.

UN Video's daily news package service, UNifeed, enables news providers to cover global issues by offering timely broadcast-quality video from throughout the United Nations system. Material is currently available in three broadcast-quality HD formats: 1080i29.97, 1080i25 and 1080p29.97. All material is accompanied by shot lists and story synopses. Stories come from the global network of United Nations specialized agencies, funds and programmes, peacekeeping operations and Headquarters. New stories are posted on the UNifeed website as soon as they become available. UNifeed packages can be

downloaded at www.unmultimedia.org/tv/unifeed/. They are available free of charge for news purposes only, subject to the UNifeed terms of use.

For more information on the UN Video Section, please email the Acting Chief of the Section, Reem Abaza, at abaza@un.org.

Media services and facilities

The News and Media Division offers limited access to television facilities, where available, to delegates and accredited journalists. There may be costs associated with the use of the television studio. All products are accessible from www.unmultimedia.org or the respective websites listed above.

Accreditation for media correspondents

The Media Accreditation and Liaison Unit provides accreditation and liaison services for members of the press. For media accreditation requirements, please see www.un.org/malu or email malu@un.org.

Permanent/observer missions can request temporary media passes through the e-Registration system on the e-deleGATE portal (instructions are available at www.un.org/en/media/accreditation/pdf/eRegistration_guide_media_passes.pdf).

The Unit issues a daily media alert containing information on open intergovernmental meetings, press briefings and conferences, and other outreach activities at Headquarters (see www.un.org/en/media/accreditation/alert.shtml).

Television, webcast and audiovisual library

United Nations Television (UNTV) provides live feeds of meetings, conferences and special events at Headquarters to broadcasters around the world. Daily schedules and access details are available at www.un.org/en/media/accreditation/untv.

shtml. For queries, contact the UNTV team (email: redi@un.org and untv@un.org).

The Webcast Unit provides daily live and on-demand webcast coverage of meetings of the General Assembly, the Security Council, the Economic and Social Council and the Human Rights Council, as well as hearings of the International Court of Justice, press conferences, media stakeouts and events in which the Secretary-General is participating.

The coverage is available to a global audience through the UN Web TV website (webtv.un.org). If interpretation is available, the meetings are covered live in all six official languages, in addition to the original language of the speaker if it is not one of those six. The videos are accessible via the Internet and on mobile devices. The UN Web TV live player allows users to embed any video into their own websites and to share it through social media platforms.

Member States, as well as United Nations departments and organizations, may also request webcast coverage of their events on a cost-recovery basis. Requests for webcast coverage must be made in advance and must be accompanied by a programme, flyer or URL with information about the event. For queries, contact the Webcast Unit (email: damianou@un.org and justin@un.org).

Digital recordings (audio or video) of General Assembly and Security Council meetings can be requested by delegations. Digital file formats can be downloaded online via a link sent by the Audiovisual Library. Orders received after events will be made available as soon as possible. All requests will be serviced in the order in which they are received. To make a request, contact the Audiovisual Library (email: avlibrary@un.org).

United Nations media partnerships

The United Nations welcomes rebroadcasting and republishing partnerships with the world's media organizations, including broadcasters, online publishers, news outlets, digital content

platforms and social media platforms. Content available to broadcast and online media partners through content licence agreements includes multimedia news content, including text and video, high-definition video programming, such as the award-winning series *UN in Action*, and UN News daily audio news and feature programmes.

UNifeed produces broadcast-quality video footage featuring news stories on a range of United Nations issues. News stories can be downloaded in both PAL and NTSC formats from www.unmultimedia.org/tv/unifeed/ and are also available to media organizations via partnerships with Reuters, the Associated Press, CCTV+ and Wochit Inc.

UNTV feature video content may be used, under certain conditions, by partner outlets. For queries, contact the Partnerships Unit (email: mediapartnerships@un.org).

United Nations photographs

Photographs documenting official United Nations meetings and the Organization's activities related to various issues are available for download at <https://dam.media.un.org>. All photographs are the property of the United Nations, which holds all rights in connection with usage. Photographs may not be used in advertising or for any other commercial purpose without prior authorization from the Department of Global Communications. For queries, contact the Photo Library (email: photolibrary@un.org).

Strategic Communications Division

Strategic Communications Division
Director (vacant)

Communications Campaigns Service
Chief, Ms. Nanette Braun
Email: nanette.braun@un.org

Information Centres Service
Chief, Mr. Janos Tisovszky
Email: tisovszky@un.org

The Strategic Communications Division develops and coordinates strategic communications campaigns on priority issues, as well as major United Nations conferences, observances and crisis communications. For more detailed information, contact Nanette Braun (email: nanette.braun@un.org) or Janos Tisovszky (email: janos.tisovszky@un.org).

Communications campaigns and focal points

Some of the Division's thematic websites are:

- **Sustainable Development Goals:** www.un.org/sustainabledevelopment
- **Climate action:** www.un.org/climateaction
- Hate speech: www.un.org/en/hate-speech
- **Decade of action for the Sustainable Development Goals:** www.un.org/sustainabledevelopment/decade-of-action
- **United Nations peacekeeping:** peacekeeping.un.org
- **Service and Sacrifice campaign:** peacekeeping.un.org/en/service-and-sacrifice
- **Africa Renewal:** www.un.org/africarenewal
- **International Decade for People of African Descent (2015–2024):** www.un.org/en/observances/decade-people-african-descent
- **Outreach programme on the 1994 genocide against the Tutsi in Rwanda and the United Nations:** www.un.org/en/preventgenocide/rwanda/index.shtml

The Division's thematic sections within the Communications Campaigns Service are listed below.

Communications Campaigns Service
Chief, Nanette Braun
Email: nanette.braun@un.org

Peace and Security Section
Chief, Sunil Narula
Email: narulas@un.org

Sustainable Development and Human Rights Section
Chief, Francyne Harrigan
Email: harriganf@un.org

Climate Section
Chief, Martina Donlon
Email: donlon@un.org

Africa Section
Chief, Sandra Macharia
Email: sandra.macharia@un.org

Social media

Multilingual updates are provided on all major social media channels. For official social media accounts, see the United Nations website (www.un.org/social) or email Charlotte Scaddan at scaddan@un.org.

Delegates are encouraged to post updates using the [hashtag #UNGA](#).

Services provided by the network of United Nations information centres

Information Centres Service

Email: dgc_dis_unit@un.org

Website: unic.un.org

The Department of Global Communications currently has 59 operational United Nations information centres and services around the world, including information services in Geneva and Vienna, and the regional information centre in Brussels.

The Information Centres Service of the Strategic Communications Division provides programmatic and administrative support to the network of United Nations information centres.

	Email
Information Centres Service <i>Chief</i> , Janos Tisovszky	tisovszky@un.org
Programme Support Section <i>Chief</i> , Chris Woodthorpe	woodthorpe@un.org
Centres Operation Section <i>Acting Chief</i> , Eranjala Gooneratne	gooneratne@un.org

Outreach Division

Outreach Division
Director, Maher Nasser
Email: nasser@un.org

Partnerships and Public Engagement/United Nations Academic Impact Initiative and Secretary, Committee on Information
Deputy Director, Robert Skinner
Email: skinner@un.org

Administration and Management Service
Acting Deputy Director, Isabelle Broyer
Email: broyer@un.org

The Outreach Division of the Department of Global Communications engages with and educates people and their communities worldwide to encourage support for the ideals and activities of the United Nations. The Division's partnership and public engagement initiatives work with key constituencies, including non-governmental organizations (NGOs), the academic community, the publishing industry, libraries, the creative community, private sector entities and the public.

Delegate: the United Nations iSeek intranet for Member States

Chief, Helga Leifsdóttir
E-mail: leifsdottir@un.org

Website: <https://iseek.un.org>

Website: www.un.org/delegate

The Delegate website (www.un.org/delegate) contains select content from iSeek (<https://iseek.un.org>) in English and French, as well as links to information managed by the General Assembly committees, the United Nations Headquarters telephone book, and a searchable staff directory. Delegate is an important resource for information about meetings, elections, major reports, documents, international days, training opportunities and events at Headquarters. Please submit content or queries to iseek@un.org.

NGO Relations, Advocacy and Special Events Section

Acting Chief, Andi Gitow

Email: gitow@un.org

Within the Outreach Division, the role of the NGO Relations, Advocacy and Special Events Section is to raise awareness of the issues and work of the United Nations and to inspire change through creative partnerships, collaborations, co-productions and engagement opportunities. The work of the section encompasses:

- ♦ The Creative Community Outreach Initiative, which works with the entertainment industry, including film, television, music and sports, to encourage the integration of United Nations priority issues into storylines and to develop partnerships, collaborations and projects that amplify the Organization's messaging and inspire action (website: www.un.org/ccoi/; email: creative@un.org).
- ♦ The Messengers of Peace Programme, which manages and coordinates relationships with prominent personalities and influencers who volunteer their time and talent to raise awareness of and amplify the work of the United Nations (website: www.un.org/mop/).
- ♦ Coordination of the United Nations Day Concert, which is typically sponsored by a Member State and held in the General Assembly Hall to mark the entry into force of the

Charter of the United Nations; and the coordination of commemorations for World Autism Awareness Day and International Day of Sport for Development and Peace.

- ◆ The Civil Society Unit, which liaises with NGOs that are formally associated with the Department of Global Communications and supports the Department's efforts to disseminate and amplify information on the work and role of the United Nations and on the priority issues of the Organization. The Unit also facilitates the exchange of information and develops collaborations and engagement opportunities with civil society representatives to enhance their interactions with and understanding of the United Nations and the issues that the Organization promotes.
- ◆ The Non-Governmental Liaison Service, within the Civil Society Unit, which facilitates meaningful stakeholder engagement in United Nations processes, including support for the identification and accreditation of civil society organizations and representatives to participate in high-level events, summits and official meetings, and the facilitation of collaboration among stakeholders to coordinate their input, in collaboration with the Office of the President of the General Assembly, the Executive Office of the Secretary-General, United Nations entities and others.

Civil Society Resource Centre

Website: www.un.org/civilsociety

Facebook: facebook.com/UNDGCCSO

Twitter: [@UNDGC_CS0](https://twitter.com/UNDGC_CS0)

Email: undgccso@un.org

The Civil Society Resource Centre (UNITAR Building, 2nd Floor; tel.: 212-963-7234) is a unique space for networking and collaboration for civil society organizations formally associated with the Department of Global Communications, and the

representatives of such organizations. Among other services, visitors will find:

- ◆ Networking space, including a conference room available for reservation by civil society organizations associated with the Department.
- ◆ Information on events organized by the Civil Society Unit and its partners.
- ◆ A series of informal discussions and conversations, called the Chat Series.
- ◆ Information and material related to the thematic briefings organized by the Civil Society Unit.
- ◆ The documentation and information necessary for representatives of organizations formally associated with the Department to obtain their grounds passes for United Nations Headquarters in New York.
- ◆ Several workstations with computers and free Wi-Fi.
- ◆ Information on how to retrieve tickets to formal United Nations sessions and high-level events, as well as special events such as the United Nations Day Concert.

Services for civil society provided by the Department of Economic and Social Affairs

The Non-Governmental Organizations Branch of the Department of Economic and Social Affairs (room S-2686; tel.: 212-963-3192) acts as the focal point for NGOs in consultative status with the Economic and Social Council. For any questions, the Branch may be contacted through the messaging system on the website of the Civil Society Network (csonet.org/).

Creative Community Outreach Initiative and Messengers of Peace Programme

Jon Herbertsson

Email: herbertsson@un.org

Website: www.un.org/mop/

Website: www.un.org/ccoi/

Email: creative@un.org

Education outreach

Chief, Jayashri Wyatt

Email: wyatt@un.org

Within the Outreach Division, the Education Outreach Section manages two mandated programmes: the Holocaust and the United Nations Outreach Programme and the programme of educational outreach on the transatlantic slave trade and slavery. The Section also houses the United Nations Academic Impact initiative, which aligns institutions of higher education, scholarship and research with the Organization, and with one another, to address priority issues for the United Nations, in particular the Sustainable Development Goals. It provides a point of contact for ideas and initiatives relevant to the work of the Organization.

The Division also takes the lead in developing the strategy for, and planning and implementing global education initiatives on, the main issues, goals and objectives of the United Nations. It organizes activities for students on key issues on the United Nations agenda and supports the evolution of the Model United Nations initiative into a community that can take real action to support the Organization and the Sustainable Development Goals.

Programme of educational outreach on the transatlantic slave trade and slavery, and Model United Nations

Programme Manager, Brenden Varma

Email: varmab@un.org

Websites: www.un.org/en/events/slaveryremembranceday; www.un.org/mun

Facebook: facebook.com/rememberslavery

Twitter: [@rememberslavery](https://twitter.com/rememberslavery)

International Day of Peace

Website: www.un.org/en/observances/international-day-peace

Email: education-outreach@un.org

The Holocaust and the United Nations Outreach Programme

Programme Manager, Tracey Petersen

Email: petersen3@un.org

Website: www.un.org/en/holocaustremembrance/

Facebook: www.facebook.com/unhop

Twitter: [@UNHOP](https://twitter.com/UNHOP)

YouTube: youtube.com/holocaustremembrance

United Nations Academic Impact Initiative

Programme Manager, Omar Hernandez

Email: omar.hernandez@un.org

Website: www.un.org/en/academicimpact

Twitter: [@ImpactUN](https://twitter.com/ImpactUN)

Facebook: facebook.com/ImpactUN

Email: academicimpact@un.org

Linkedin: www.linkedin.com/company/academicimpact

Office of the Envoy of the Secretary-General on Youth

Hosted by the Outreach Division, the Office of the Envoy of the Secretary-General on Youth works to bring the United Nations closer to young people and young people closer to the United Nations. The Envoy leads the system-wide efforts to empower and engage young people at the global, regional and national levels by implementing the United Nations Youth Strategy. The Office works with Member States, United Nations agencies, civil society, academia and other stakeholders to enhance, empower and strengthen the position of young people within and outside the United Nations system.

Envoy of the Secretary-General on Youth

Jayathma Wickramanayake

Email: youthenvoy@un.org

Dag Hammarskjöld Library

Chief, Thanos Giannakopoulos

Email: thanos.giannakopoulos@un.org

Reading room: L-105

405 East 42nd Street and First Avenue

Open Monday to Friday, 10 a.m. to 4 p.m.

Email: library-ny@un.org

Website: www.un.org/library

The Dag Hammarskjöld Library provides research and information services to support the participation of Member States in the United Nations.

The Library also offers the following services:

- Professional research service. Information specialists will respond to requests within one hour. Questions can be asked through:
 - ♦ **Email:** library-ny@un.org
 - ♦ **Ask DAG!:** ask.un.org
- Access to online commercial intelligence sources, which the Library offers free of charge for delegates and their staff. Those resources are available for delegates to use via Wi-Fi from any United Nations building. Contact the Library for details.
- Training in United Nations research for delegates and mission staff. For a calendar of upcoming classes, consult the website: www.un.org/library.
- Specialized websites created by the Library especially for Member States, including:
 - ♦ **Member States on the Record**, an online gateway to the United Nations history of each Member State: www.un.org/en/library/unms?
 - ♦ **Voting Information Database:** research.un.org/en/docs/ga/voting
 - ♦ **Index to speeches:** research.un.org/en/docs/find/meetings

- ◆ **Ask DAG!**, a database of frequently asked questions that offers answers to common United Nations queries: ask.un.org
- Digitize-on-demand service for United Nations documents that are not available online
- Research products focused on key United Nations issues, such as:
 - ◆ **Peace and security:** research.un.org/az.php?s=2253
 - ◆ **Development:** research.un.org/az.php?s=1515
 - ◆ **And much more:** see research.un.org/az.php
- Access to thousands of electronic journals, newspapers and e-books covering all regions and many languages, as well as interlibrary loans for books and articles not available from the Library's collection
- Research guides on United Nations topics of special interest to delegates:
 - ◆ **Overview of United Nations documentation:** research.un.org/en/docs
 - ◆ **Security Council:** includes tables of all past meetings, vetoes and resolutions: research.un.org/en/docs/sc
 - ◆ **General Assembly:** includes a list of resolutions research.un.org/en/docs/ga
 - ◆ **United Nations budget:** research.un.org/en/docs/budget

The reading rooms (L-105 and L-248) are quiet spaces where delegates can browse the latest magazines and books and get assistance from information professionals. Computers, printers and wireless Internet (Wi-Fi) are available.

In addition, the Library maintains several special collections in print, including maps, international law, League of Nations documents and United Nations documents and publications.

The United Nations collection includes more than 10 million documents in all official languages from the earliest days of the Organization. While United Nations documents issued since 1993 are available digitally, millions of documents remain in paper form only and are safeguarded by the Library. The Dag Hammarskjöld Library is undertaking a mass digitization

programme to preserve the Organization's institutional memory. New documents are added daily. The launch of the United Nations Digital Library (digitallibrary.un.org) has made access to these vital documents more convenient.

The Dag Hammarskjöld Library collaborates with other United Nations Secretariat libraries throughout the world to provide fast and effective service to delegates and other stakeholders. The Library also coordinates a network of 356 United Nations depository libraries in 136 Member States and territories (see library.un.org/content/united-nations-depository-library-programme).

Delegations and permanent missions may contact the Library for a personalized introduction to Library services and resources. Comments and suggestions from delegates are always welcome.

United Nations publications

Acting Chief, Sales and Marketing

Irina Lumelsky

Email: lumelsky@un.org

Website: shop.un.org

Online platform: www.un-ilibrary.org

Email: publications@un.org

Social Media: [@unpublications](https://twitter.com/unpublications)

Twitter: twitter.com/unpublications

Facebook: www.facebook.com/unpublications

Instagram: www.instagram.com/unpublications

United Nations publications are available in United Nations bookshops in New York and Geneva, from online and physical retailers, and from the United Nations publications e-commerce website (shop.un.org). The United Nations iLibrary (www.un-ilibrary.org) provides access to more than 10,000 digital publications that can be searched and shared. Popular United Nations titles are also available as e-books and via mobile applications. Publications are available from the United Nations Secretariat as well as from 25 agencies, funds, programmes, institutes and entities. In addition, United Nations publications include accessible e-books for people with print disabilities.

United Nations Bookshop

Visit the United Nations Bookshop in the General Assembly Building, on the first basement level, for United Nations books and publications; high-quality, sustainably sourced stationery and souvenirs; books on United Nations themes and priorities; and a wide selection of children's books and toys.

United Nations Bookshop

General Assembly Building, first basement level
(room GA-1B-103)

Tel.: 212-963-7680

Fax: 212-963-4910

Email: bookshop@un.org

Monday to Friday, 10:30 a.m. to 5 p.m.

Delegates qualify for a 25 per cent discount on United Nations publications and a 10 per cent discount on all other items over \$3. Orders for United Nations publications, souvenirs and gifts can also be placed online at shop.un.org.

Website: shop.un.org

Email: bookshop@un.org

Twitter: [@unpublications](https://twitter.com/unpublications)

Facebook: facebook.com/unpublications

United Nations Development Business

Programme Manager, Reza Mapar

Email: mapar@un.org

Twitter: [@devbusiness](https://twitter.com/devbusiness)

LinkedIn: [www.linkedin.com/company/
united-nations-development-business](http://www.linkedin.com/company/united-nations-development-business)

Website: <https://devbusiness.un.org>

Publication enquiries: dbusiness@un.org

Subscription enquiries: dbsubscribe@un.org

United Nations Development Business is an online platform that publishes procurement announcements for projects financed by multilateral development banks, Member States,

the United Nations system and development agencies, helping them to attract diverse and competitive bids. Businesses and consultants around the world use the platform to stay abreast of contracting opportunities in the global public procurement market.

Visitors Services Section

The Visitors Services Section offers guided tours and briefings to a wide range of audiences and manages exhibits in the public spaces of United Nations Headquarters. Guided tours have been offered at Headquarters ever since the buildings opened in 1952.

Tours and briefings are offered in person to delegates and the general public, including specialized tours on gender, race, and the architecture of United Nations Headquarters. Special webinars and briefings are also available in person and online.

Exhibits are available in person in the Visitors Lobby, as well as online at www.un.org/exhibits.

Website: www.un.org/visit

Twitter: [@VisitUN](https://twitter.com/VisitUN) [#VisitUN](https://twitter.com/VisitUN)

Facebook: www.facebook.com/UNVisitorsCentre

Email: toursunhq@un.org

Chief: Vincenzo Pugliese

Email: pugliesev@un.org

Guided tours: Rula Hinedi (hinedi@un.org)

United Nations Speakers' Bureau: Lilli Schindler
(schindler@un.org)

United Nations Exhibits: Melissa Budinic (budinic@un.org)

UN Chronicle

The *UN Chronicle* has served as the Organization's flagship magazine since 1946, covering information and debate on the activities of the larger United Nations system. It features articles and opinion essays from United Nations officials, as well as non-governmental, academic and policymaking experts. The *UN Chronicle* is published in the six official languages of the Organization. In 2019, the magazine discontinued its print edition in favour of an online format.

Website: www.un.org/chronicle

Email: unchronicle@un.org

John R. Sebesta

Email: sebesta@un.org

Twitter: [_@UNChronicle](https://twitter.com/_@UNChronicle)

Yearbook of the United Nations

The *Yearbook of the United Nations* stands as the authoritative reference work on the annual activities and concerns of the Organization.

Based on official documents, the *Yearbook* provides comprehensive coverage of political and security matters, human rights issues, economic and social questions, legal issues and institutional, administrative and budgetary matters, placing these in a unique narrative context of United Nations consideration, deliberation and achievement. The published *Yearbook* collection is complemented on its website by the online Yearbook Pre-press and Yearbook Express, both updated regularly as new material becomes available. The Yearbook Pre-press features draft chapters or detailed chapter research outlines from Yearbooks currently in production. The multilingual Yearbook Express features the chapter introductions of more recent Yearbooks, along with the report of the Secretary-General on the work of the Organization in those years, in all six official languages. The *Yearbook* website also provides links to other publications of the Yearbook Unit, including *Basic Facts about*

the United Nations (2017), Achieving our common humanity: Celebrating global cooperation through the United Nations (2020) and Building the future: Stepping stones in United Nations history (2022).

Chief, Orrin F. Summerell

Email: summerell@un.org

Website: unyearbook.un.org

Twitter: [@UNYearbook](https://twitter.com/UNYearbook)

V. Facilities and services for delegations

Information on facilities and services available to delegates is provided on Delegate (see www.un.org/delegate).

The following facility located in the first basement level of the General Assembly is temporarily unavailable to delegates:

- ◆ Visitors Cafe

Travel entitlements for delegations of the least developed countries attending the session of the General Assembly

In accordance with General Assembly resolution 1798 (XVII), as amended by resolutions 2128 (XX), 2245 (XXI), 2489 (XXIII), 2491 (XXIII), 41/176, 41/213, 42/214, 42/225, section VI, 43/217, section IX, and 45/248, section XIII, the United Nations shall pay travel, but not subsistence expenses, in the following cases:

- (a) For not more than five representatives, including alternate representatives, of each Member State designated as a least developed country attending a regular session of the General Assembly;
- (b) For one representative or alternate representative of the Member States referred to in subparagraph (a) above attending a special or special emergency session of the General Assembly;
- (c) For the travel of a member of a permanent mission in New York who is designated as a representative or alternate representative to a session of the General Assembly, provided that such travel is within the limits noted in subparagraphs (a) and (b) above, that it is certified by a permanent representative to be in connection with the work of the particular session and that it takes place either during or within three months before or after such a session. The entitlement in respect of a session shall not be increased by reason of the

recessing and resuming of that session. Please note that this entitlement is for one delegate only.

The United Nations will not be liable for any claim for reimbursement of travel expenses submitted after 31 December of the year that follows the closing date of the session of the organ or subsidiary organs to which the claim relates.

Travel may be arranged by the United Nations upon request from delegations, through the permanent missions in New York. Travel requests should be received **at least 30 days** in advance of the date of travel in order to process and approve travel requests within the advance purchase policy directive of at least 16 calendar days, as reiterated in General Assembly resolution 75/253B (section V, paragraph 9). It is important that permanent missions comply with this deadline and provide the United Nations Secretariat with sufficient notice to make the necessary travel arrangements. The United Nations will arrange transportation for the travellers to and from Headquarters in New York.

For each session of the General Assembly, a maximum of one round-trip first-class ticket for the head of delegation will be provided or reimbursed. Up to four additional round-trip tickets will be provided or reimbursed for other members of the delegation accredited to the respective session of the General Assembly in the class immediately below first class for journeys exceeding a duration of nine hours by air, or in economy class for journeys of a duration of less than nine hours by air. Please note that first or business class may not be available on some routes. It should be noted that, in its resolution 75/253B, the General Assembly requested that Secretary-General make additional efforts to encourage all individuals who qualify for first or business class United Nations-funded air travel to voluntarily downgrade from their entitled class, where possible, and to report thereon in his next report on standards of accommodation for air travel.

In this regard, delegations should request that their permanent mission provide the United Nations with the following information by note verbale:

- (a) Reference to the session of the General Assembly for which the representatives are travelling;
- (b) Full name and date of birth (in the format dd/mm/yyyy) of each traveller;
- (c) Class of travel, indicating, if applicable, the head of delegation, and if the delegates would voluntarily downgrade (from first to business, business to premium economy (where available) or business to economy);
- (d) Each traveller's requested date of departure from the capital and date of departure from New York (requested itinerary in cases in which a delegation cannot travel via a particular country owing to visa issues);
- (e) Contact information of each traveller (telephone and email address), so that travellers can receive their electronically issued ticket by email, in addition to information regarding any changes to the itinerary, directly from the airline or travel agent;
- (f) Contact information in New York (name of point of contact in the permanent mission, telephone and email address);
- (g) Scanned copy of the biometric information passport pages of each traveller showing full name and date of birth and machine-readable zone;
- (h) Checklist A – Request to travel – Delegates (checklist should be attached to the note verbale).

When travel is arranged by the United Nations, the Headquarters Client Support Service of the Department of Operational Support will raise individual travel requests and inform the Permanent Mission of the index number of each traveller.

All travellers must have an online profile in the Connect Portal (available at portal.amexgbt.com/login/UNAT), which is the gateway to the online booking and itinerary management

function. To create the profiles, the travellers should use the index number provided to the Permanent Mission by the Headquarters Client Support Service. In addition, it is highly recommended that the profile be created using an official email address, e.g., one ending in "org" or "gov", or one that reflects their affiliation to their government rather than a personal email address (such as Yahoo, Gmail, Hotmail or AOL). The point of contact designated by the Member State will be contacted by the travel agent to approve the issuance of tickets. With the creation of a simple online profile, travellers can:

- (a) Store useful information such as frequent flyer memberships, seat and meal preferences, special needs;
- (b) Contact American Express travel counsellors through live online chat. Please ensure that the profile name matches the name as it appears in the machine-readable zone in the delegate's national passport. Storing relevant passport data will reduce the number of email exchanges drastically and therefore speed up the process.

If a personal deviation is requested by the traveller, please communicate that information as soon as possible to the Headquarters Client Support Service so that the personal deviation can be included in the original travel request. Any difference from the cost of the official itinerary will be borne by the traveller. Any changes to the original itinerary transmitted to the Service by note verbale would need to be communicated to the Service in a new note verbale indicating the updated itinerary. Any changes resulting from personal deviations, including a choice of air carrier different from the one within the entitlements indicated below, will need to be arranged directly with the travel agency and will be at personal or national cost. Please note that delays in submitting the note verbale with the complete travel documentation listed above or any subsequent changes may result in delays in issuing tickets and higher costs to the Organization.

The point of contact designated by the Member State will be contacted by the travel agent to approve the issuance of

tickets within one day of the approval of the travel request. It is recommended that the point of contact in the permanent mission accept the proposed itinerary by no later than the ticketing deadline established by the airline and communicated by American Express Global Business Travel, as reservations cannot be retained beyond that deadline, and the failure to issue a ticket in time may mean that there is no longer availability on the proposed itinerary.

For the seventy-seventh session, given the limited availability of flights at the current time, travel disruptions and delays, it is recommended that delegates plan to travel a few days earlier, and maximum flexibility is encouraged.

Requests for amendments shall be submitted by note verbale at least two weeks before departure date.

The United Nations will not be responsible for, nor will it assist the traveller or permanent missions in obtaining, the issuance of a visa to enter the territory of the United States or of any other countries where a stop-over would be required by the itinerary. If a delegation is subject to travel restrictions, for example, if it cannot travel through a particular country owing to visa issues, kindly notify the Headquarters Client Support Service when the travel request is submitted.

Delegations are entitled to the reimbursement of transportation costs, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowance in respect of members of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6). Therefore, Member States may also arrange their own travel and seek reimbursement by submitting claims.

The claims should be filed once travel has been completed, and reimbursement will be limited to the cost of the journey actually taken. The claim should be transmitted by note verbale and should include:

- (a) Reference to the session of the General Assembly for which the representatives are travelling;

- (b)** Full name and date of birth (in the format dd/mm/yyyy) of each traveller;
- (c)** Form F-56 (reimbursement voucher for official travel of representatives of Member States);
- (d)** Bank account information of the permanent mission (annex to form F-56);
- (e)** Proof of payment/receipts (please note that invoices not containing confirmation and form of payment will not be accepted);
- (f)** Used ticket stubs and/or boarding passes (copies of the relevant pages in passports that clearly show the dates of departure and entry may also be provided);
- (g)** Copy of the e-ticket, which must bear the e-ticket number(s);
- (h)** Scanned copy of the biometric information passport pages of each traveller showing full name, date of birth, and machine-readable zone;
- (i)** Checklist B – Request for reimbursement – Delegate’s travel (form should be attached to the note verbale)
- (j)** Please note that failure to provide all information and documentation requested in paragraph 9 will delay the reimbursement process or may result in tickets not being reimbursed. Permanent missions are encouraged to transmit this information to their capitals and travellers prior to travel taking place to ensure that all documentation is captured and retained.

All payments to Member States will be made via electronic funds transfer to the permanent mission of the Member State. Therefore, the bank account information of the permanent mission should also be included when form F-56 is submitted, preferably with a copy of a voided cheque. Please note that reimbursements cannot be provided in cash and that travellers cannot be reimbursed directly. The United Nations will not be liable for any claim for the reimbursement of travel expenses submitted after 31 December of the year that follows the closing

date of the session of the organ or subsidiary organs to which the claim relates.

Notes verbales, requests for issuance of tickets, enquiries on travel entitlements and reimbursement claims should be sent electronically (in pdf format) and addressed to:

Chief, Headquarters Client Support Service
Email: ldctravel@un.org

Department of Operational Support

Important information pertaining to COVID-19:

Restrictions on travel to New York City are regulated by Federal, State and City authorities. In addition, there are restrictions on access to United Nations premises, regulated by the United Nations in close coordination with Member States.

At the time of issuance of the present document, it had not been determined which restrictions would apply during the seventy-seventh session of the General Assembly, as the pandemic situation remains dynamic.

In line with the General Assembly resolutions referred to in paragraphs 1 and 2 above, the United Nations will be responsible only for the issuance or reimbursement of the airfare and will not be responsible for covering any additional expenses arising as a result of COVID-19. Costs related to travel restrictions and requirements or to transmission risk mitigation, such as testing, quarantine, vaccination and extended stay or travel times, will not be borne by the United Nations and remain the sole responsibility of the traveller.

The United Nations will not facilitate or negotiate exceptions to COVID-19 requirements with the relevant authorities or grant exceptions for its premises.

It is strongly recommended to travel only after full vaccination and after being fully informed about restrictions that apply to

the territory of the United States or any other countries where a stop-over would be required in the itinerary at the time of travel.

The United Nations will not be responsible for covering any medical insurance or any medical expenses that travellers may incur while travelling to attend the General Assembly session or upon return to their own country. Each traveller is strongly recommended to purchase adequate medical insurance before travelling.

In the event that travel arrangements have to be changed because a traveller has tested positive for COVID-19, please take the following steps:

- (a) The point of contact at the permanent mission or the traveler should immediately contact the travel agency, American Express Global Business Travel, before the scheduled travel date, to inform them that they cannot travel owing to a positive COVID-19 test result and ask if the ticket can be suspended until such time that the traveller receives a negative COVID-19 test result;
- (b) The permanent mission should inform the Headquarters Client Support Service (ldctravel@un.org) to update them on the situation and advise whether the ticket has been suspended or not;
- (c) Please do not reschedule the travel or issue a new ticket before the traveller receives a negative test result. This is to avoid incurring additional costs and fees owing to repeated changes and rescheduling;
- (d) If the ticket is not suspended (as indicated in (a) above) and the traveller does not board the scheduled flight, this may result in a “no-show” fee and/or the total loss of the ticket, which will be the responsibility of the Member State;
- (e) Any additional expenses as a result of changes described in paras. 22 (a) to (d) above, including the need to purchase a new ticket, will not be covered by the United Nations.

Checklist A – Request to travel – Delegates

This checklist is intended to facilitate the processing of your requests for travelling delegates (for United Nations-provided tickets only). This checklist should be attached to the note verbale. Please submit all documentation by email to ldctravel@un.org. All documents should be in pdf format.

Check

1	Note verbale – Reference to the session of the General Assembly for which the representatives are travelling	
2	Note verbale – Indication of the representative designated as head of delegation (if applicable)	
3	Note verbale – Full name and date of birth (in the format dd/mm/yyyy) of each traveller as it appears in their passport.	
4	Note verbale – Indicate class of travel and if there is a voluntary downgrade (see para. 3 above)	
5	Note verbale – Each traveller’s requested date of departure from capital and date of departure from New York	
6	Note verbale – Contact information of each representative (telephone and email address at which they may receive ticket information)	
7	Note verbale – Name and email address of the point of contact in the permanent mission	
8	Note verbale – Any additional details, such as travel restrictions related to visas	
9	Scanned copy of relevant passport biometric page of each traveller showing full name and date of birth (including the machine-readable zone at the bottom of the page).	
10	All documents are in pdf format.	
11	A profile been created for each traveller in the Connect Portal (available at https://portal.amexgbt.com/login/UNAT)	

Checklist B – Request for reimbursement (claim) – Delegates’ Travel

This checklist is intended to facilitate the processing of your requests for reimbursement for travelling delegates. This checklist should be submitted after travel has taken place and be attached to the note verbale. Please submit all documentation via email to ldctravel@un.org. All documents should be in pdf format.

CHECK

1	Note verbale – Reference to the session of the General Assembly for which the representatives are travelling	
2	Note verbale – Indication of the representative designated as head of delegation (if applicable)	
3	Note verbale – Full name and date of birth (in the format dd/mm/yyyy) of each traveller	
4	Note verbale – Each traveller’s date of departure from capital and date of departure from New York	
5	Note verbale – Name and email address of the point of contact in the permanent mission	
6	Note verbale – Any additional details, such as travel restrictions related to visas	
7	Scanned copy of relevant passport biometric page of each traveller showing full name and date of birth (including the machine-readable zone at the bottom of the page).	
8	Form F.56 (Claim), duly signed – (reimbursement voucher for official travel of representatives of Member States)	
9	Annex to form F.56 – (Bank account information of the permanent mission)	
10	Proof of payment / receipts	
11	Copy of e-ticket for each traveller – (must show the e-ticket number(s))	
12	Used ticket stubs and/or boarding passes for each traveller for each leg of travel (must show name and dates)	

13	Scanned copy of relevant passport pages of each traveller showing full name and date of birth (including the e-readable portion at the bottom of the page).	
14	All documents are in pdf format.	
15	All documents are clearly readable, in particular names, dates and ports of entry and exit.	

Travel services

American Express Global Business Travel is the official travel agency of the United Nations in New York and will assist delegations, to the extent possible, in making travel arrangements, including ticketing and hotel reservations, for official travel organized and paid for by the United Nations.

For non-emergency travel assistance, please contact the travel agency between the normal business hours of 9 a.m. and 6 p.m., Monday to Friday, by sending an email to us.un.travel@amexgbt.com or calling 844-487-4289 (toll free) or 312-340-2638. Outside normal business hours, callers will automatically be directed to a Global Business Travel after-hours agent. Please mention access code "SK32" in order to expedite the support call.

Emergency calls from outside the United States may be made collect by dialling [+1-312-340-2638](tel:+1-312-340-2638).

Travellers should create an online travel profile to store information useful for itinerary and ticket management, including special needs. For any online navigation support issues, contact the Concur online tool assistance line: +1-646-817-9677.

American Express Global Business Travel continues to monitor the COVID-19 situation, evolving travel guidance and government requirements to keep clients and travellers informed. Travel Vitals™ allows you to search across different components of a trip for information and advisories.

Delegates Lounge

Conference Building (2nd floor)

From the first day of the seventy-seventh session of the General Assembly (19 September 2022) until the Assembly's December 2022 recess, members of delegations are asked not to invite to the Delegates' Lounge persons other than those holding valid United Nations grounds passes.

Delegates' Quiet Room

Conference Building (2nd floor, adjacent to the Security Council area)

Dining room and cafeteria facilities

While patrons at the cafeteria facilities are no longer required to show proof of vaccination to dine at facilities, please note that, to maintain the safety of staff and all persons dining at the café locations or attending catered events at Headquarters, all persons attending catered events should follow the guidelines below:

- (i) Please stay home if you are feeling sick;
- (ii) Help to prevent the spread of germs by washing your hands with soap and water for at least 20 seconds and by not touching your eyes, nose and mouth. Please cover your mouth when coughing;
- (iii) It is highly recommended to wear a mask or face covering in all catering event spaces unless drinking or eating;
- (iv) Please follow the instructions of United Nations Security and Visitors Services staff.

There is an inherent risk of exposure to COVID-19 in any public space where people are present. As such, there is no guarantee that you will not be exposed to COVID-19 during the time you are attending catered events at United Nations premises.

Those attending catered events at Headquarters do so at their own risk of such exposure.

Catered and special events approved outside of the high-level week (from 19 to 26 September 2022 inclusive) should follow the guidelines below:

- (i) Hand sanitizers will be available at the check-in point with signage requesting persons attending catered events to sanitize their hands before entering the event room. Hand sanitizers will also be made available throughout the event rooms, at bars and on tables;
- (ii) Catering event staff are required to be fully vaccinated and will be following sanitary and safety protocols throughout the event;
- (iii) All persons attending events at Headquarters are encouraged to follow the latest guidance on COVID-19 vaccination from the host country Centers for Disease Control and Prevention, the World Health Organization and trusted media outlets;
- (iv) Event sponsors will be required to confirm in writing that they will ensure that all participants in their events adhere to these guidelines.

Delegates' Dining Room

Conference Building (4th floor)

Tel.: 212-963-8897

Owing to the continued effect of the COVID-19 pandemic mitigation measures, the Delegates' Dining Room is temporarily closed. However, it will reopen for the General Assembly high-level week, from Monday 19 to Friday 23 September 2022, from 11.30 a.m. to 2.30 p.m.

It will offer an elegant three-course *prix-fixe* lunch menu for \$39.99 per person, which will have daily features that celebrate culinary trends and classics from across the globe, with the focus on fresh local, organic and/or sustainable produce.

Advance reservations are required and can be made online at www.ddr-reservations.com or by phone at 212-963-8897.

Separate dining rooms may be available for parties of 10-20 guests. To ensure the availability of these facilities, delegation members are requested to make reservations two weeks in advance (tel.: 212-963-8897). Proof of vaccination would be required to be submitted during reservation.

Cafeterias, cafés and bar

Although the main cafeteria has been closed since July 2015, it will be opened for a limited period during the earlier part of the general debate and may be opened at other times of the year depending on security considerations.

Owing to continued COVID-19 restrictions, resulting in reduced occupancy at United Nations Headquarters, only a few cafés will remain open: the Riverview Cafeteria, the Lobby Café, the Vienna Café and the North Delegates Lounge. The Visitors Café, Café de la Paix and One UN Café are temporarily closed because of COVID-19 mitigation measures. Vending machines are also provided.

Single-use plastic is no longer used at Headquarters and should not be brought into the compound. The cafeteria facilities now offer a variety of products in sustainable packaging, as well as stainless steel and wooden cutlery. Delegates are encouraged to bring reusable cups, mugs with lids, bottles or flasks for their beverages. There are water fountains located throughout Headquarters.

Main Cafeteria (open only 19–23 September 2022)

- Secretariat South Annex Building, 1st floor.
- Open from 7:30 a.m. to 4 p.m., Monday to Friday.
- Breakfast: 7:30 to 10.30 a.m.; lunch: 11:30 a.m. to 4 p.m.
- Snacks/coffee.
- Breakfast and lunch, as well as a selection of grab-and-go, pre-packaged hot and cold food, salads, sandwiches and buffet items.

Riverview Cafeteria (closed 19–23 September 2022)

- Conference Building, 4th floor.
- Open from 11:30 a.m. to 3 p.m., Monday to Friday; closed on Saturdays and Sundays.
- Snacks/coffee.
- Lunch as well as a selection of grab-and-go, pre-packaged hot and cold food, salads sandwiches, and buffet items.
- The Riverview Cafeteria may be closed for short periods for high-level events. Those dates and times will be provided as soon as they have been determined.

Lobby Café (closed 16–26 September 2022)

- Secretariat Building, North Lobby.
- Open from 8 a.m. to 3:30 p.m., Monday to Friday; closed on Saturdays and Sundays.
- Provides a full-service coffee bar open for breakfast and lunch and snacks in the afternoon. Offers self-serve and hand-crafted espresso, cappuccino and latte beverages and a selection of pastries, snacks and dessert.
- The Lobby Café may be closed for short periods for high-level events. Those dates and times will be provided as soon as they have been determined.

Vienna Café

- General Assembly Building, first basement level, conference area.
- 16 September 2022 – open from 8 a.m. to 5 p.m.
- 19 – 23 September 2022 – open from 9 a.m. to 6 p.m.
- 24 September 2022 – open from 9 a.m. to 5 p.m.
- 26 September 2022 from 8 a.m. to 5 p.m.
- Normal operating hours: from 10 a.m. to 5 p.m., Monday to Friday, except for the above times.
- Espresso bar.
- Breakfast sandwiches, sweet and savoury crepes, light snacks, pre-packaged sandwiches and salads, snacks, desserts, other quick-pick items and cold beverages.

North Delegates' Lounge (closed 17–20 September 2022)

- Conference Building, 2nd floor.
- 21–23 September 2022 – open from 9 a.m. to 7 p.m.
- Normal operating hours: from 9:30 a.m. to 5 p.m., Monday to Friday, except for the above times.
- Espresso bar.
- Breakfast pastries, light snacks, pre-packaged sandwiches and salads, snacks, desserts and cold beverages.

South garden outdoor dining area (by the satellite dish; this area is accessed through the first basement)

- 19–23 September 2022 – open from 7:30 a.m. to 4 p.m.

Vending machines

Available at the following locations:

- Visitor Centre, General Assembly Building, first basement level.
- Library neck, 1st floor, between South Annex Building and the Library Building.
- Conference Building, 1st floor.
- Corridor by the Pouch Office (room GA-3B-710), General Assembly Building, third basement level.
- United Nations Language Centre, North Lawn Building, third basement level.
- UNDC-1 Building, 3rd floor corridor.

Delegates' guests: Admission of non-United Nations guests during and after the general debate period

Access to the United Nations by visitors and guests is restricted during the period of the high-level meetings and the general debate.

Guests wishing to accompany a delegate during working hours (9 a.m. to 5 p.m.) should:

- Go to the Visitors' Entrance at East 46th Street, where guests must be met by the delegate. They will then be required to

pass through a security screening area. They will be admitted to the General Assembly Building after being issued a United Nations guest pass at the Information Desk in the General Assembly Lobby;

- Deposit valid government-issued identification bearing a photograph at the Information Desk. The identification will be retrieved prior to departure from the premises.

Guests and visitors must wear their guest passes at all times. In addition, they will need to be accompanied by the delegate at all times while inside the premises (but not in the Visitor Centre).

At the end of the visit, the delegate is required to escort the visitor back to the Information Desk, to return the guest pass and retrieve the identification.

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

During the high-level segment, from 19 September to 27 September 2022, only host country-escorted motorcades will be allowed access to the Secretariat Circle. The regular traffic pattern permitting authorized vehicles to enter through the East 43rd Street entrance and exit through the East 45th Street gate will resume on Monday, 3 October 2022.

United Nations-issued identification

In the interest of ensuring the safety of all concerned, members of delegations, staff members, accredited members of NGOs, the press and affiliates will no doubt appreciate the importance of maintaining the integrity of the United Nations identification that is issued, because of the access it allows.

Members of delegations, as with every other authorized pass holder, are reminded that their United Nations-issued grounds pass is solely for the use of the bearer to whom it is issued and that it should not be transferred or given to any other person to use. United Nations identification found to be used in any manner other than for which it was intended will be confiscated by security.

Staff members, members of delegations and other persons who are entitled to access the premises will be admitted to Headquarters only upon presentation of a valid United Nations grounds pass. Passes must be worn at all times in a clearly visible manner while on the premises. It is each card holder's responsibility to ensure that passes are current.

Should a member of a delegation lose or have his or her United Nations grounds pass stolen, he or she should report it immediately to security by calling [212-963-6666](tel:212-963-6666). The delegate should then submit a request for a duplicate pass via the United Nations Protocol e-Registration system. Upon approval by the Protocol Unit, the application should be picked up and brought to the Special Investigations Unit, room GA-1B-052, where a staff member will officially record the circumstances under which the pass was lost or stolen. The duplicate application will then be stamped and signed by the investigator, after which the application can be brought to the Pass and Identification Unit for the issuance of a replacement pass.

Mail and messenger services

The Mail Operations Unit provides the following services to delegations:

- ◆ Distribution of official correspondence from delegations to Secretariat internal offices. Delegations are requested to bring the mail to the security X-ray facility located at the East 48th Street loading dock, Monday through Friday, between 7 a.m. and 3 p.m. After the mail has been screened, delegations can bring it to room S-3B-128 for distribution.
- ◆ Processing of Secretariat mail addressed to delegations. Delegations are requested to pick up their mail from the Delegation Mail Room (room S-3B-128). The facility is accessible Monday through Friday, between 8 a.m. and 5 p.m. For inquiries, please email delegationmail@un.org, or call 212-963-5865 or 212-963-7352.

- ◆ Provision of messenger services during the general debate and the high-level segment. Service is limited to the conference rooms, General Assembly Hall area and Security Council (location: delegates' entrance; tel.: 212-963-8902).

Audiovisual services

Audiovisual services for meetings and events at 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

Tel: +1 212 963 8648

The services of the Broadcast and Conference Support Section include the provision and operation of technology related to conference rooms and meetings, 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 (videoconferencing technology and managed virtual meeting 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). Audiovisual and related meeting and event technology and support is provided on a budgeted and reimbursable basis.

The following services are provided for official calendar meetings.

- Congress microphone and simultaneous interpretation systems
- Remote participation technology (e.g. videoconferencing)
- WebEx, virtual meeting platforms and other support
- Remote simultaneous interpretation
- Sound amplification and public-address systems

- Projection and electronic displays
- Recordings
- Management and playout of pre-recorded speeches
- Statements, interventions and videos
- Broadcast coverage and transmission
- Digital signage and digital name plates
- Teleprompter(s)
- Captioning (open and closed)
- Display of sign-language interpretation

Additional services or services for non-budgeted meetings are provided on a cost-recovery basis. Cost estimates and a rate card are available upon request (email: request-for-services@un.org).

The Broadcast and Conference Support Section also facilitates the provision of accessibility-related support technologies and services, including open and closed captioning and the capture and display of sign-language interpretation.

Fully virtual or hybrid meeting services

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.

Pre-recorded speeches, statements, interventions, and videos

The Broadcast and Conference Support Section facilitates the playout of pre-recorded speeches, statements, interventions, and videos at 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. The Broadcast and Conference

Support Section also 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).

Broadcast, streaming and audiovisual recordings

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.

Video projection and displays

Projectors, monitors and speaker systems for multimedia play-out, 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.

Archives and Records Management Section

FF Building, ground floor

Open from 9 a.m. to 5 p.m., Monday to Friday

Email: arms@un.org

Tel.: 212-963-1747

Delegates are invited to make use of the archives of the United Nations in the public research facility. To make an appointment with an archivist or reserve a seat to conduct research, contact the Archives and Records Management Section by emailing arms@un.org.

Information and communications technology services

The Office of Information and Communications Technology provides the following services to delegations:

- ♦ **Internet email:** each permanent mission may obtain the Internet email accounts, in the domain “[un.int](#)”, required for their New York delegation. Requests must be submitted on letterheaded paper by email to [itservices@un.org](#) and must be signed by the mission’s diplomatic staff, as listed in the *Blue Book*.
- ♦ **Member States’ portal (Delegate):** in partnership with the Department of Global Communications, the Office of Information and Communications Technology provides access to the Delegate web page ([www.un.org/delegate](#)), referred to as “iSeek for Member States”. The website consolidates all information relevant to delegates in New York.
- ♦ **Official Document System (ODS):** ODS is the central repository for United Nations parliamentary documents and is jointly managed by the Department for General Assembly and Conference Management, the Department of Global Communications and the Office of Information and Communications Technology. ODS is available at [documents.un.org](#).
- ♦ **Website service:** the Office of Information and Communications Technology hosts websites for permanent missions at [www.un.int](#) and can provide permanent missions with a web presence through the Unite Web platform. Permanent mission websites are multilingual, secure and mobile-ready. Authorized content managers in the permanent missions are given access to easily update their mission’s website content.
- ♦ **Donation of equipment:** the Office of Information and Communications Technology donates recycled computer equipment to interested missions. The process for obtaining donated equipment requires a formal letter on permanent mission letterhead, signed

by the mission's diplomatic staff, as listed in the Blue Book. The request must be submitted by email to the Office of the Assistant Secretary-General for Information and Communications Technology at the following email address: oiectfrontoffice@un.org. All requests are processed on the basis of availability.

- ♦ **Help-desk support:** the Office provides assistance in relation to information and communications technology services from 8 a.m. to 6 p.m. on regular United Nations workdays (tel.: 212-963-3333).
- ♦ **Computers with Internet access:** the Office provides computers with Internet access in the Delegates' Lounge and in the Secretariat on the first basement level.
- ♦ **Wireless Internet access:** the Office provides wireless Internet access (Wi-Fi) in most public areas and conference rooms.
- ♦ **Enterprise search:** the Office provides an online tool to search multiple United Nations repositories: search.un.org.
- ♦ **Innovation Challenges website:** the Office provides an online tool to collaborate with academia, the private sector and civil society through crowdsourcing competitions: ideas.unite.un.org/main/Page/Home.
- ♦ **Information security-awareness training:** the Office provides a computer-based course on the fundamental tools and knowledge needed to stay "cybersafe". It is available through the following link: training.dss.un.org/thematicarea/detail?id=19956. Kindly report any cybersecurity issues to infosec@un.org.

Main telephone numbers for the United Nations

The main telephone numbers for the United Nations are [212-963-1234](tel:212-963-1234) and [212-963-9999](tel:212-963-9999). Callers are greeted by an automated response system that allows them to connect to United Nations security personnel, staff and other resources.

United Nations staff and services

United Nations Secretariat staff and services have telephone numbers that begin with 212-963-XXXX or 917-367-XXXX. If a caller is within the United Nations Secretariat buildings, these staff and services can be reached from a United Nations telephone by dialling the last five digits of the number, beginning with 3 or 7 (i.e. 3-XXXX or 7-XXXX).

Note that extensions for United Nations funds and programmes differ from those of the Secretariat and are accessible from Secretariat extensions, as follows:

- ♦ **United Nations Development Programme (UNDP):** Dial access code “4” and then the four-digit extension at UNDP.
- ♦ **United Nations Children’s Fund (UNICEF):** Dial access code “5” and then the four-digit extension at UNICEF.
- ♦ **United Nations Population Fund (UNFPA):** Dial access code “631” and then the four-digit extension at UNFPA.

United Nations Postal Administration

Sales counter and personalized stamp shop

Visitor Centre, General Assembly Building, first basement level

Tel.: [212-963-7698](tel:212-963-7698)

Open from 9 a.m. to 5 p.m., Monday to Friday

Closed on weekends and holidays

Website: unstamps.org

United Nations stamps, postcards and other philatelic items may be purchased at the United Nations Postal Administration sales counter for domestic and international first-class mailing. The sales counter also offers personalized stamp sheets, which allow you to combine your own photograph with a United Nations postage stamp.

United Nations stamps raise global awareness on a variety of important topics, such as endangered species, human rights, education, world heritage and the environment. They are issued in three currencies (United States dollars, Swiss francs and euros) and are valid for mailing only from Headquarters in New York, the Palais des Nations in Geneva and the Vienna International Centre.

Garage Administration

UNITAR Building
801 United Nations Plaza
New York, NY 10017
Room: U-210
Email: garage-admin@un.org

The Garage Administration team will schedule delegations to apply for and collect parking e-tags and temporary short-term decals.

- **Vehicles registered to individual delegates:** Applications with an authorized mission signature accompanied by the mission seal, with a valid vehicle registration and current United Nations identification attached, should be submitted directly to the Garage Administration office for processing. One e-tag will be issued for each registered vehicle with “D” plates. Although an individual delegate may register multiple vehicles, only one of those vehicles will be allowed to park at any given time in the garage. E-tags will be issued only to members of delegations duly accredited to the United Nations.
- **Vehicles registered to the permanent missions:** Applications with an authorized mission signature accompanied by the mission seal, with a valid vehicle registration attached, should be submitted directly to the Garage Administration office for processing. Only one e-tag per mission will be issued for the vehicle of the permanent representative, allowing entry at the East 43rd Street gate. Any changes in vehicle usage must be brought to the attention of the Garage Administration team for processing.

- **E-tags for observer State missions and intergovernmental and other organizations listed in chapters III, IV and V of the *Blue Book*:** Applications must be submitted to the Garage Administration office for appropriate action. The issuance of parking e-tags to observer State missions and intergovernmental and other organizations will be limited to persons enjoying diplomatic status.
- **Temporary identification decal (blue) for the seventy-seventh session of the General Assembly:** permanent missions may apply for a temporary identification decal to admit vehicles rented from established and bona fide companies for use by accredited delegates, visiting dignitaries and diplomats officially attending meetings during the session. Entry for vehicles with these decals is at the East 43rd Street gate for drop-off/pick-up only, with no parking privileges. Application forms are to be submitted electronically through the e-deleGATE portal (edelegate.un.int). Detailed instructions and access to the portal are available to the designated mission focal point. The following documents must be attached to the application: a copy of the note verbale indicating the name, title and period of the VIP visit; the car rental agreement; the vehicle registration card; proof of vehicle insurance; and the driver's licence and a photo of the chauffeur. The Special Services Unit and the Garage Administration team will review the online application form and, if approved, notification will be sent to the mission regarding the pick-up of the temporary identification decal for the vehicle. Please allow two business days for processing.

The parking e-tag must be affixed to the vehicle and be clearly visible to Security Officers and Garage Administration staff at entry points and while the vehicle is on the premises. All vehicles must be registered with the Garage Administration. Vehicles without valid e-tags will not be allowed entry into the garage. Vehicles that do not display a valid e-tag are liable to be towed off the premises. A parking e-tag is non-transferrable and must be affixed only to the vehicle to which it is registered for to be allowed entry into the garage. Detailed instructions will be provided by the Garage Administration team upon issuance of the e-tag.

Prior to the start of the General Assembly session, the Garage Administration will send correspondence regarding any procedural changes. Missions will be requested to provide updated application forms prior to the start of the new session for the continued use of each issued e-tag. Those e-tags belonging to delegates who are departing from Headquarters must be returned to the Garage Administration office prior to the delegate's departure. Any changes in vehicle usage must be immediately reported to the Garage Administration team and e-tags must be returned if a vehicle is no longer in use or if ownership changes. It is important to note that parking e-tags will be automatically deactivated upon the expiration of the vehicle's registration. Upon renewal, the updated vehicle registration should be submitted to the Garage Administration team for the parking e-tag to remain active.

During the seventy-seventh session, Garage Administration will be transitioning to a new parking management system and, as such, new parking e-tags will be issued for access to the garage. The new access system will entail an automated overhead vehicle scanning system. Garage users will be notified during the session via letters and broadcast emails from the United Nations.

In accordance with section II of General Assembly resolution 39/236, the parking privileges of delegates whose parking fees are in arrears for more than three months will be suspended. Privileges will be restored once the arrears have been paid in full. Prior to a delegate's departure, he or she should contact the Garage Administration office to settle any outstanding dues.

- **Delegation vehicles with United Nations diplomatic plates and identification e-tags valid for the current session of the General Assembly:** These vehicles may be parked on the first level and in the designated area of the southern end of the second level, aisles A, B, C and half of D, in the United Nations garage without charge while representatives are on official business. Drivers are kindly requested to ensure that all designated diplomatic parking areas are

filled to capacity prior to parking elsewhere. It should also be noted that, during the seventy-seventh session of the General Assembly, traffic congestion is expected, and delays in reaching the Secretariat by car and entering and exiting the United Nations garage are likely. Where possible, alternate modes of transport should be considered.

- **Overnight parking is generally not permitted.** Exceptions for a limited number of mission-registered vehicles will be authorized upon written request by the mission to the Garage Administration team. The fee is \$2.50 per night. Invoices for this service are sent to the mission shortly after the end of every month. Payment is due upon receipt of the invoice and can be settled by cash, cheque (payable to “United Nations”) or credit card (Visa or Mastercard). Payments are to be submitted to the Garage Administration office (801 United Nations Plaza, room U-210). Please be aware that unauthorized vehicles left in the garage for longer than 24 hours may be issued violations. Three violations will result in the revocation of parking privileges.

Entrance to the grounds

Secretariat entrance on First Avenue:

- Vehicle of the permanent representative, identified by a special e-tag: all occupants riding in the car will be required to display valid United Nations identification cards.
- Rented vehicles that have been issued special decals that permit drop-off/pick-up only: such vehicles will not be permitted to park on United Nations premises.

East 42nd Street entrance:

All other vehicles bearing an e-tag. Delegation vehicles entering the premises are subject to a security check.

Access to the garage

Chauffeur-driven cars identified by special e-tags issued to permanent representatives may use the ramp at the East 43rd Street entrance for access to the garage.

While on call for delegates, chauffeurs should wait in the “ready room” on the first level of the garage. They will be paged by the security officer at the delegates’ entrance of the General Assembly Building when they are required.

Liability for loss and damages

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred inside the garage, as it is not possible to have all vehicles under surveillance at all times. The United Nations does not ensure the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

Local transportation

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements.

Electric vehicle charging ports

Twenty-four electric vehicle charging ports are installed throughout all levels of the United Nations garage, located next to stairwell Q.

To start charging, you will need to download the mobile app from the ChargePoint website (www.chargepoint.com/drivers/mobile).

Effective 1 August 2022, the charging fees are as follows:

- ◆ \$1.50 will be charged for each hour up to 4 hours.
- ◆ \$3.00 will be charged for each hour in excess of the first 4 hours.

Charging stations are available on a “first come, first serve” basis each day. Please park at the spots allocated for electric vehicle charging only when you are charging your vehicle. Please do not unplug anyone else’s vehicle. When charging is complete, please return the charging cord back to its original position in the holder. For any issues, you may contact support (24/7) at 1 888 758 4389.

United Nations Institute for Training and Research

Head of Office

Marco A. Suazo

Focal Points

Pelayo Alvarez

Patricia Romero

Tianyi Zhao

One United Nations Plaza

Room: DC1-603

Tel.: 212-963-9196

Fax: 212-963-9686

Email: nyo@unitar.org

Website: www.unitar.org/ny

The Institute began operating in 1966, with activities primarily supporting the training of diplomats accredited to the United Nations in New York.

The Institute was established for the purpose of enhancing the effectiveness of the United Nations in achieving the major objectives of the Organization through extensive training and research. Operating as an autonomous body within the United Nations system, the Institute has become a leading provider of short-term executive training to national and local government officials of Member States and representatives of civil

society and the private sector, and reaches out to some 25,000 beneficiaries around the world each year.

At the United Nations in New York, the Institute provides multilateral diplomacy training to help delegates to perform effectively at the United Nations and to engage in contemporary global challenges. Offered throughout the year, the courses are concise, accessible and directly relevant to a delegate's workload at the United Nations. They focus on the United Nations system and its functioning, international law and policy, peace and security, migration, negotiations, United Nations reform and sustainable development. Some courses are available online; most are offered through face-to-face learning. Most courses are fee-based, although fee waivers are available for participants from developing and least developed countries. The annual course calendar is available from www.unitar.org.

The Institute is supported by voluntary contributions from Governments, intergovernmental organizations, foundations and other non-governmental sources.

United Nations International School

24-50 Franklin D. Roosevelt East River Drive, Manhattan,
New York

Office of the Special Representative of the Secretary-General for the United Nations International School

Room: DC1-0646

Tel.: [917 367 5592](tel:9173675592)

Email: unis-srsg@un.org

About the School

The United Nations International School (UNIS) (www.unis.org) was established in 1947 under the auspices of the United Nations by a group of United Nations parents to provide an international education for their children. Today, UNIS has about 1,550 students, representing more than 109 countries and speaking over 96 languages, and is enriched by a faculty representing

45 nationalities. Approximately 50 per cent of the student body is affiliated with United Nations families, including staff of the United Nations, the funds, programmes and specialized agencies, and the permanent missions to the United Nations. UNIS also serves those families from the international and New York communities who want an international education conforming to the spirit and principles of the United Nations.

Admissions:

UNIS accepts children of United Nations parents who are transferring from abroad, even during the school year, provided that there is space available in the relevant grades and that the applicants meet the school's entrance criteria. UNIS enrolls children in pre-kindergarten through twelfth grade. For admissions information and procedures, please refer to www.unis.org/admissions.

International Baccalaureate:

The scholastic standards of UNIS are high. The high school was one of the founding schools in the New York area to offer the International Baccalaureate diploma, an internationally recognized academic standard that qualifies students to attend universities and colleges in the United States and worldwide.

Language:

The main language of instruction is English and all students study French or Spanish, beginning in elementary school. Arabic, Chinese, German, Italian, Japanese and Russian are also taught beginning in the seventh grade. Additional mother tongues may be studied after school. The very multiplicity of languages spoken by the international faculty and students provides a rich cultural environment.

Tours and open houses:

Tours and open houses are frequently scheduled and given by appointment. For more information, please visit www.unis.org/admissions/visit.

Department of Admissions

Email: admissions@unis.org

Manhattan campus: 212-584-3071

New York City liaison

Commissioner for International Affairs

Edward Mermelstein

Senior Leadership Team

Aissata M.B. Camara (Chief of Staff & Deputy Commissioner for Policy and Strategic Initiatives)

Dilip Chauhan (Deputy Commissioner for Trade, Investment, and Innovation)

Kristen Edgreen Kaufman (Deputy Commissioner, Public Private Partnerships & Economic Development)

Sarah Friedman (General Counsel)

New York City Mayor's Office for International Affairs

Two United Nations Plaza, 27th floor, New York, NY 10017

Tel.: 212-319-9300

Fax: 212-319-9304

Email: international@cityhall.nyc.gov

Website: www.nyc.gov/international

The New York City Mayor's Office for International Affairs works to foster positive relations and encourages collaboration between the international community and New York City's agencies and local neighbourhoods. The Office is focused on sharing New York City's policies and best practices globally, as well as responding to requests from foreign Governments, the United Nations and the United States Department of State. The Office also advises city agencies on diplomatic and consular matters and provides guidance to the diplomatic and consular community on city-related issues. The Office administers the

city's Diplomatic and Consular Parking Programme and creates opportunities to connect the international community with local communities in New York City.

Programmes

- **Global Vision | Urban Action** works to highlight the synergies between the global Sustainable Development Goals and New York City's local sustainability and development initiatives, set out in "OneNYC 2050", the plan containing the City's Green New Deal policies. By bringing together experts from New York City and the international community, Global Vision | Urban Action is a platform to share information and forge innovative solutions that can be adopted locally and globally. In July 2018, during the high-level forum on sustainable development, New York City became the first city in the world to submit a voluntary local review directly to the United Nations. Since then, hundreds of local and regional governments have joined the voluntary local review movement. Through this programme, the Office for International Affairs is sharing its experience with other cities and calling on them to submit their own voluntary local reviews.
- **NYC Junior Ambassadors** seeks to leverage the United Nations as a resource for seventh graders and to empower students in all five boroughs of New York City to become actively engaged with the United Nations and its mission of addressing some of the most pressing challenges in the world. The programme uses the Sustainable Development Goals as the lens through which young people are able to take local community actions for global impact.
- **Connecting Local to Global** helps to join New York City's diplomatic and consular community to the city in which they live and serve. Working in partnership with our colleagues at city agencies, the Office uses the programme to create opportunities for the 116 consulates in the city to learn about the work of those agencies and share the city's programming

with the communities they serve, while also helping the agencies to learn from their best practices.

Services

- **Parking:** In collaboration with the United States Department of State, the Office administers the New York City Diplomatic and Consular Parking Programme, issuing parking decals annually and assisting diplomatic and consular offices with parking issues throughout the year.
- **Consular notification:** The Office assists consulates in obtaining information regarding incidents involving possible injury or casualty to foreign nationals in New York City.
- **Delegation visits:** The Office facilitates meetings with New York City officials for visiting delegations of foreign government officials at the local and federal levels.
- **Economic development:** The Office works to facilitate the sharing of economic development best practices between Governments, helps to connect international businesses to New York City, and can provide information about programmes and services to help to bring international businesses to New York City.

Hospitality Committee

Hospitality Committee for United Nations Delegations

Room: GA-0142

Tel.: 212-963-8753

The Hospitality Committee is a private, self-supporting and non-political organization devoted to helping delegates and their families to feel welcome in New York and the surrounding area. Volunteers arrange programmes in American homes, walking tours, and visits to such places of interest as museums, parks, schools, hospitals, courts, private art collections, and other institutions. Complimentary tickets to cultural and civic events are often available. The Committee also offers daytime

classes in English. Two sessions are held, in the autumn and spring. An advanced English conversation, writing, and film discussion course is also offered. Programmes are open to diplomats from the missions to the United Nations and members of their immediate families. Information about these activities may also be obtained from the monthly calendar posted on the website of the Committee, available from www.hcund.org.

Banking facilities

The United Nations Federal Credit Union (UNFCU) is a not-for-profit cooperative financial institution owned since 1947 by members, who are staff and retirees of the United Nations and its specialized agencies, and members of their families. Certain permanent missions to the United Nations and their staff in New York may also join. A list of eligible missions is provided on the UNFCU website (www.unfcu.org/who-can-join). UNFCU offers a broad array of financial solutions and consultative services. These include Internet banking, eStatements, eWires, WebChat, 24/7 telephone banking, insurance, investments, mortgages and consumer lending products.

Additional information can be found at www.unfcu.org or by visiting one of the New York branches or the representative offices in Geneva, Nairobi, Rome and Vienna. To speak with a member service representative, call 347-686-6000 or use WebChat at www.unfcu.org. You can also email UNFCU (email@unfcu.com). To follow UNFCU, please visit unfcu.org/facebook.

ATM locations

- 2 United Nations Plaza, 3rd floor (East 44th Street, between First and Second Avenues)
- General Assembly Building, Visitors' Lobby (first basement level)
- 820 Second Avenue, street level
- United Nations International School, 24-50 Franklin D. Roosevelt East River Drive, 1st floor (at East 25th Street)
- UNFCU Headquarters, 24-01 44th Road, Long Island City

United Nations maps

Maps produced by the Geospatial Information Section are available at www.un.org/geospatial/mapsgeo. Maps on this site may be used for exhibition without modification. For publication permission, please refer to the guidelines found at www.un.org/geospatial/mandates/public.

Map printing services for maps produced by the Geospatial Information Section may be requested through a note verbale from the permanent mission addressed to the Office of the Assistant Secretary-General for Information and Communications Technology, with copy to geospatial@un.org, and should include the following information:

- Request for map printing service
- Map title, number and date of production
- Number of maps required
- Size of maps required (the majority of the maps available on the website are suitable for poster size, 24 inches by 18 inches or 24 inches by 30 inches)
- Focal point (name, email and telephone number) to be contacted for pick-up when ready (no delivery service is available)

For more information, contact the Section at 917-367-2043 or geospatial@un.org.

Request for use of United Nations premises

Facilities and Commercial Activities Service Special Events Unit (room GA-1B-055, 917-367-4254)

Authorization to use the conference facilities will be granted on the understanding that meetings and conferences of the General Assembly and other organs of the Organization take precedence over other meetings or events. The Department for General Assembly and Conference Management reserves

the right to cancel previously authorized bookings at any time prior to the event in case of unforeseen changes in the schedules and/or programmes of the Organization. In such cases, the sponsor will be expeditiously informed and will be responsible for finding an alternative venue.

Non-United Nations entities, including non-governmental organizations, should not hold meetings, conferences, events or exhibits on United Nations premises to conduct their own organizational business or to advance their own purposes or aims, except in the designated catering spaces which can be reserved for private functions, in which case the sponsor of the meeting, conference, event or exhibit must specifically indicate in the information for all participants that the venue at Headquarters is the catering space.

For approved meetings, conferences, events and exhibits involving multiple internal service providers, if additional technical services and equipment are required, the Division of Administration of the Department of Operational Support will coordinate with the appropriate departments and offices in order to provide them.

Sponsoring events. In the interest of ensuring the security and safety of all concerned, and in the light of the increasing number of requests for use of facilities, representatives of permanent missions are asked to use the utmost discretion to ensure that these activities are of a non-commercial nature and consistent with the principles and aims of the United Nations. Missions should note that they are responsible for the content and conduct of any event they may sponsor.

Sponsoring events on behalf of non-governmental organizations accredited with the United Nations. Especially on such occasions, representatives of missions should bear in mind that, notwithstanding the worthiness of the purpose of the event, no substantive business such as the passage of resolutions, holding of elections, presentation of awards or solicitation of funds, nor ceremonies of any kind, may be conducted.

For detailed procedures for requesting the use of United Nations premises for meetings, conferences, special events and exhibits, as well as criteria for the use of United Nations premises and the costs for meetings and events, insurance, etc., please see United Nations document ST/AI/2019/4.

Facilities for persons with disabilities

Restrooms that can accommodate persons with disabilities are located in the Conference Building on all levels, in the Secretariat Building on each floor and in the General Assembly Building on each floor.

Elevators with operators are available to access all floors of the General Assembly and Conference Buildings.

Ramps are located on the ground level at the entrances to the compound at East 42nd and 45th Streets and are fully accessible.

Parking spots designated for delegates with disabilities are located on the first basement level next to the entrance leading to the Vienna Café.

Special ramps to access the conference room podiums are provided where required. The General Assembly Building may be reached from the delegates' entrance at East 48th Street or from the south screening entrance at East 42nd Street.

The General Assembly Hall has been retrofitted to enable the installation of portable seating and the use of wheelchairs, and a ramp has been installed at the main entrance to GA-200.

With regard to hearing aid equipment, requests to connect to conference room audio distribution systems should be addressed to the Broadcast and Conference Support Section (room CB-1B-79, tel.: 212-963-9485, email: request-for-services@un.org). The Section can also loan neck-worn induction loops for hearing aids equipped with a T-Switch.

Frequently Asked Questions

1. **Where can I find information about the COVID-19 pandemic and the United Nations Headquarters in New York?**

Details about medical services, useful contacts, testing and other useful information can be found at www.un.org/en/coronavirus/permanent-missions-ny.

2. **How can I find information about arrangements for the high-level meetings and the general debate of the General Assembly?**

The arrangements for the high-level meetings and the general debate of the General Assembly are set out in the information note for delegations ([A/INF/77/4](#) and [A/INF/77/4/Rev.1](#)).

3. **Where can I find statements made during the general debate of the General Assembly?**

Please see journal.un.org.

4. **How should I submit credentials?**

In accordance with rule 27 of the rules of procedure of the General Assembly, credentials for the 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, credentials may indicate 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 session (such as letters and notes verbales from the permanent missions), should be submitted, if possible by 5 September 2022, only through the e-Credentials online platform, which can be accessed through the e-deleGATE portal (edelegate.un.int). Email submissions of scanned copies of the credentials will not be accepted. Only

the original hard copy of the credentials should be submitted to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building.

5. How can I find the agenda of the General Assembly?

The provisional agenda of the session is set out in [A/77/150](#). Annotations of items on the preliminary list are set out in [A/77/100](#) and [A/77/100/Add.1](#). After its adoption (expected in September 2022), the agenda will be issued as [A/77/251](#) (see [A/77/252](#) for the allocation of agenda items). A revision to the agenda document will be issued at the end of the session, containing resolution and decision numbers adopted under each agenda item (e.g. [A/76/251/Rev.1](#))

6. What is the procedure for requesting the inclusion of an item in the agenda?

A request for the inclusion of an item in the agenda should be addressed to the Secretary-General, with a copy, if possible, to the General Assembly Affairs Branch (gaab@un.org). In accordance with rule 13 of the rules of procedure of the General Assembly, a request for the inclusion of an item in the provisional agenda of a forthcoming regular session should be made at least 60 days before the opening of the session. A request for the inclusion of a supplementary item in the agenda, in accordance with rule 14 of the rules of procedure, should be made at least 30 days before the opening of the session. Afterwards, additional items of an important and urgent character may be proposed for inclusion in the agenda, including during the session, in accordance with rule 15 of the rules of procedure. Unless the Assembly decides otherwise by a two-thirds majority of the members present and voting, no additional item may be considered until seven days have elapsed since it was placed on the agenda and until a committee has reported upon the question concerned. In accordance with rule 20 of the rules of procedure, any items proposed for inclusion in the agenda must be accompanied by an explanatory memorandum and, if possible, by basic documents or a draft resolution.

7. How can I find out the programme of work of the General Assembly and the respective Main Committees?

The draft calendar of the programme of work of the plenary is issued in July, covering September to December. Once the session begins, the calendar is updated on an ongoing basis on the General Assembly website. You may contact the Secretary of a Main Committee for the programme of work of that Committee, as listed in [A/INF/77/2](#).

8. How can I be inscribed on the list of speakers for the General Assembly plenary?

Delegations wishing to be inscribed on the list of speakers of plenary meetings of the General Assembly are requested to do so through the e-deleGATE portal ([edelegate.un.int](#)).

For any access-related questions, please contact missions-support@un.int. For any other inquiries regarding the list of speakers, please contact the General Assembly Affairs Branch (Carlos Galindo; email: galindo@un.org, with a copy to gaspeakerslist@un.org)

9. Can documents or other materials relevant to the meetings be made available in the General Assembly Hall for the meeting?

Only United Nations documents and statements of speakers can be distributed in the General Assembly Hall before or during a meeting. This is subject to additional restrictions owing to COVID-19. On the day of election in the General Assembly, the campaign materials distributed in the Hall shall be limited to a single page of information regarding the candidates, with a view to preserving the decorum of the Assembly, pursuant to resolution 71/323.

10. What is the procedure for submitting a draft resolution or decision?

Draft resolutions and/or draft decisions are submitted electronically. The electronic version, containing the final text of a draft resolution and/or decision, must be submitted by an accredited

delegate of a mission via the e-Proposals module in keeping with the guidelines on the preparation, sponsorship and submission of proposals.⁵

If the submitting delegation wishes to open the proposal for co-sponsorship, it may do so through the e-Sponsorship or e-Proposals module of the plenary or the respective Main Committee on the e-deleGATE portal (edelegate.un.int).

If the draft resolution or decision is based on a previous proposal, the previous text should be downloaded from the Official Document System (ODS) (ods.un.org), and necessary changes made using the track changes feature in Microsoft Word.

As the submission procedures vary in different intergovernmental bodies, please contact the Secretary of the respective Main Committee regarding its particular submission procedure (see [page 27](#)).

11. How can a Member State co-sponsor a draft resolution or decision? Can I still co-sponsor a draft resolution by signing a co-sponsorship form?

Authorized members of delegations wishing to co-sponsor a particular draft resolution or decision may do so through the e-Sponsorship or e-Proposals module for the plenary and for the respective Main Committee on the e-deleGATE portal (edelegate.un.int).⁶

Co-sponsorship cannot be carried out through any kind of correspondence, email or other such means. Co-sponsorship forms in hard copy (paper) are not accepted.

Note that co-sponsorship cannot be accepted after the adoption of draft resolutions and decisions. Additional sponsors are not accepted for drafts recommended by a Main Committee once these have been adopted by the Committee.

⁵ See www.un.org/en/ga/pdf/guidelines_preparation_co-sponsorship_proposals_submission_GA76.pdf.

⁶ Ibid.

12. How can I withdraw my delegation's co-sponsorship?

Delegates can inform the General Assembly Affairs Branch of their mission's intention to withdraw sponsorship via email to the co-sponsorship contact listed [here](#). Co-sponsorship cannot be withdrawn once the resolution has been adopted.

13. Where can I get a copy of the adopted resolution or decision?

A few weeks after adoption, resolutions are published in the "A/RES" series of documents. Until then, the text is contained in an "L" document on ODS. If recommended by a Main Committee, resolutions can also be found in the report of the relevant committee. Resolutions and decisions are published as Supplement No. 49 to the Official Records of the General Assembly of the session in three volumes (e.g. [A/76/49 \(vol. I\) to \(vol. III\)](#)). Volumes I and II contain resolutions and decisions, respectively, adopted during the main part of the session, and volume III contains resolutions and decisions adopted during the resumed part of the session. A list of resolutions adopted can also be found on the website of the General Assembly (www.un.org/en/ga).

14. What does "programme budget implications" mean?

A programme budget implication is a statement detailing the administrative, financial and programmatic changes that the adoption of a draft resolution would entail. Once a programme budget implication is issued, the Advisory Committee on Administrative and Budgetary Questions will also provide its observations for the Fifth Committee to consider.

At least 48 hours are required before action can be taken on a draft resolution containing budgetary implications so that the Secretary-General can prepare the programme budget implication and the Advisory Committee can consider it. For this reason, there is a deadline of no later than 1 December for draft resolutions with financial implications to be submitted to the Fifth Committee (see paras. 12 and 13 of [decision 34/401](#)).

15. Where can I get a copy of the voting record on an adopted resolution or decision?

Voting records are posted on the e-deleGATE portal immediately after adoption of the resolution or decision. Voting records can also be found through www.un.org/en/ga/documents/voting.asp by entering the corresponding resolution symbol (e.g. [A/RES/70/1](#)) in the search field.

16. What is the majority required for decision-making? Who can participate in the vote?

In accordance with Article 18 of the Charter of the United Nations and rule 83 of the rules of procedure of the General Assembly, each member of the Assembly shall have one vote (only Member States can participate in a vote). Decisions of the Assembly on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include: recommendations with respect to the maintenance of international peace and security; the election of the non-permanent members of the Security Council; the election of the members of the Economic and Social Council; the election of members of the Trusteeship Council in accordance with paragraph 1 (c) of Article 86 of the Charter; the admission of new Members to the United Nations; the suspension of the rights and privileges of membership; the expulsion of Members; questions relating to the operation of the trusteeship system; and budgetary questions. Decisions on questions other than those provided for in rule 83, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting. For details relating to the method of voting and elections, please see rules 83–95 of the rules of procedure.

17. What is the procedure to reflect in the verbatim records how a Member State intended to vote on a draft resolution or decision?

A member of the delegation can complete a form, indicating their voting intention, on the e-deleGATE portal ([edelegate](#)).

[un.int](#)) and a footnote will be added to the verbatim record (PV) of the meeting.

18. (a) Where can I find the list of candidates for General Assembly elections?

The list of candidates (candidature chart) is available for delegations on CandiWeb on the e-deleGATE portal ([edelegate.un.int](#)). Information is also available on Candiweb on how to submit a candidature for election by the General Assembly, along with information on the United Nations Secretariat focal points on election matters. Delegations are requested to check Candiweb, as information is updated regularly.

(b) Whom should I contact in case of any change to my mission's Election Officer?

Any changes of election officers from missions should be communicated via email to gaab@un.org. The list of election officers of delegations is available on CandiWeb on the e-deleGATE portal ([edelegate.un.int](#)).

19. How do I request the granting of observer status?

The General Assembly, by its decision 49/426, decided that the granting of observer status should in the future be confined to States and to those intergovernmental organizations whose activities cover matters of interest to the Assembly. The request for the granting of observer status must emanate from a Member State, or Member States, in the form of a letter to the Secretary-General containing a request for the inclusion of the granting of that observer status as an item in the agenda of the Assembly. Taking into account the requirement for the item to be considered in the Sixth Committee (see [resolution 54/195](#)), which meets during the main part of the session between September and December, such requests are normally submitted in time for inclusion in the provisional agenda of the forthcoming session, or the supplementary list thereto. The list of the observers can be found in [A/INF/77/3](#).

20. What rights do observers have in the General Assembly?

The General Assembly has granted to the Holy See and the State of Palestine, in their capacity as Observer States, rights and privileges of participation in the sessions and work of the General Assembly.

For further information concerning the rights and privileges of participation of the Holy See, see resolution 58/314 and the note by the Secretary-General (A/58/871). Concerning those of the State of Palestine, see General Assembly resolutions 3237 (XXIX), 43/160 A, 43/177, 52/250 and 67/19; the note by the Secretary-General (A/52/1002 and A/52/1002/Corr.1); and the report of the Secretary-General (A/67/738).

The General Assembly has also granted to intergovernmental organizations and entities the right to participate as an observer in the session and work of the General Assembly (see A/INF/77/3). Such status is granted by the Assembly in a resolution based on a recommendation received from the Sixth Committee.

Observers can make statements in debates in formal plenary meetings. They cannot co-sponsor resolutions and cannot raise procedural motions, such as points of order. If the President of the General Assembly allows, observers may make statements in response to a statement.

With respect to the European Union, the General Assembly has adopted a resolution outlining the modalities for the participation of their representatives in the General Assembly (see resolution 65/276 and the note by the Secretary-General (A/65/856)).

21. How do I request the issuance of communications addressed to the Secretary-General as official documents?

Delegations requesting issuance of communications addressed to the Secretary-General as official documents of the General Assembly should ensure that they are addressed to the Secretary-General and are signed by the permanent representative or chargé d'affaires of the permanent mission to the United Nations.

The communications should indicate the session of the General Assembly and the number and title of the agenda item under which circulation is being requested, using the agenda of the session of the Assembly ([A/77/251](#)).

Requests should include the following language “I should be grateful if you would circulate the present letter as an official document of the General Assembly, under agenda item ...”. The original letter must be sent to the Executive Office of the Secretary-General, with an original signature or stamp.

In addition, electronic versions in Microsoft Word should be sent to gaab@un.org and to dms@un.org to facilitate processing. Originals may be submitted to Room S-12FW001 in the Secretariat Building. If versions in any other United Nations official languages are available, they should be included with a clear indication of the original language and/or which language versions are to be used for reference only.

Materials that are accessible to the public on websites or through the media, such as statements, press releases, social media and images, should be cited rather than included in the communications.

22. What are the opening dates of future sessions and future general debates?

The opening dates of the regular session of the General Assembly and the general debate vary every year, pursuant to rule 1 of its rules of procedure. Please see [A/INF/77/1](#) for further information.

23. What is the procedure for designating an international day, week, year or decade?

The General Assembly has designated specific days, weeks, years and decades as occasions to mark particular events or topics in order to promote, through awareness and action, the objectives of the Organization. Such days, weeks, years and decades have been proclaimed through the adoption of resolutions by the Assembly, proposed by one or more Member States.

As far as international years are concerned, the annex to Economic and Social Council [resolution 1980/67](#), entitled “Guidelines for future international years”, sets out the criteria and procedures with respect to proposals for future international years. The General Assembly has stressed that the criteria and procedures contained in the guidelines should be taken into account in considering future proposals for international years (see in particular Assembly decision [35/424](#) and resolutions [53/199](#) and [61/185](#)).

On occasion, prior to the General Assembly proclaiming specific days and years, specialized agencies of the United Nations have adopted decisions supporting the establishment of specific days and years.

Index

A

- Accreditation 53
- Audiovisual recordings 91

B

- Banking facilities 106
- Blue Book of Permanent Missions
to the United Nations..... 22
- City liaison..... 103
- Civil society 58
- Communications campaigns
and focal points..... 55
- Correspondents, services to..... 47
- Credentials..... 21

D

- Disabilities, facilities
for persons with 109
- Document facilities 43

E

- Entrance 14
- Equipment, donation of..... 92

G

- General Assembly..... 13
- Grounds, entrance to the 98

H

- Help desk support 93
- Hospitality Committee 105

I

- United Nations
International School..... 101
- Internet access,
computers with 93
- Interpretation..... 39

J

- Journal of the United Nations*..... 37

L

- Library, Dag Hammarskjöld 64
- Loss and damages, liability for 99

M

- Media partnerships..... 54
- Media, public and
library services 47
- Media services and facilities..... 57
- Medical services..... 17
- Meetings, admission to..... 14
- Meetings, records of..... 41
- Member States portal..... 92

P

- Parking 95
- Press conferences 47
- Protocol and Liaison Service..... 21
- Publications..... 69

R

- Reading room..... 65

S

Seating protocol	36
Services provided by the network of United Nations information centres	57
Social media	52
Spokesperson for the Secretary-General.....	47

T

Television and webcast.....	53
Transportation, local.....	99
Travel.....	81

U

United Nations Institute for Training and Research.....	99
United Nations Postal Administration.....	94

V

Video conferencing.....	91
Video projection	91

W

Wireless Internet access (Wi-Fi)	93
---	----



Published by the Department
for General Assembly and
Conference Management
www.un.org/Depts/DGACM



Please
recycle



Accessible
document

22-45259