

United Nations  Nations Unies

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REFERENCE: GD68

The Secretariat of the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honour to advise it of the procedure for inscriptions on the list of speakers for the general debate of the sixty-eighth session of the General Assembly.

In accordance with General Assembly resolution 57/301 of 13 March 2003, the general debate will take place from Tuesday, 24 September to Friday, 27 September 2013 and from Monday, 30 September to Wednesday, 2 October 2013.

The Secretariat would be pleased to receive the request for inscription at the Mission's convenience, but not later than ***Friday, 28 June 2013***. Requests for inscription on the list of speakers should be communicated, **in writing, and hand-delivered**, to the **General Assembly Affairs Branch (Secretariat building, 30<sup>th</sup> floor, room S-3082)**. Upon delivery, a receipt will be provided by the General Assembly Affairs Branch as proof of delivery prior to the above-mentioned deadline. Any requests for inscription sent to the Branch before the date of the present note **shall not** be considered.

In sending a response to the present note, Missions are requested to specify clearly that they are replying to the request regarding the list of speakers for the general debate of the sixty-eighth session of the General Assembly.

The Mission is invited to submit three preferences of meetings (morning or afternoon) on three different days from within the **seven-day** period of the general debate. **Missions are advised that replies should indicate three preferences and that those preferences should be spread out as widely as possible within the period of the general debate.** Choices should be presented in the order of the Mission's preference, and the level of the speaker should be indicated. **Missions are also advised that only one level of speaker will be accepted.**

In order to provide the necessary time for visiting dignitaries to better plan their trip to New York to participate in the general debate, **the provisional list of speakers will be announced by mid July 2013. Missions are advised to make definitive arrangements for their visiting dignitaries once the list of speakers is announced.**

In accordance with General Assembly resolution 51/241 of 31 July 1997, the list of speakers for each day of the general debate will be completed and no speakers will be rolled over to the next day, notwithstanding the implications for the hours of work. Following with the established practice, **each statement in the general debate of the sixty-eighth session should be limited to fifteen minutes** in order to accommodate speakers for each meeting in a timely fashion.

The initial list of speakers, as well as its subsequent versions, will be sent directly to the Missions by facsimile on the day of issuance. Copies of the list will be available in rooms NL-1033 and S-3082.

**Missions are advised that in the event they request a speaking slot for their Head of State or Head of Government to address the General Assembly during the general debate, and the level of representation changes, the replacement speaker will be accommodated as the last speaker in his/her category.** Conversely, in case there is upgrading to a higher level, the replacement speaker will be accommodated as the last speaker in her/his category. This provision is necessary in order to better accommodate all Heads of State or Heads of Government in an equitable manner. Missions are thus encouraged to ascertain to the most accurate extent possible the fact that their Head of State or Head of Government will be addressing the General Assembly in the general debate prior to making a request for a speaking slot at that level of representation.

In accordance with the established practice, delegations are allocated only one slot during the period of the general debate irrespective of the level of representation. Delegations, represented at the same level, may exchange their slots in the general debate with each other if both delegations inform the staff dealing with the list of speakers, **in writing** (email: [poliakova@un.org](mailto:poliakova@un.org) or fax: 212-963-3783). Exchanges shall not be considered as completed until all the delegations concerned have provided their written confirmation to the focal point for the list of speakers. Completed exchanges are considered binding unless dispensed by all the delegations concerned.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Missions the assurances of its highest consideration.

24 May 2013

J. B.