

UNITED NATIONS



NATIONS UNIES

NEW YORK

OFFICE OF THE PRESIDENT OF THE GENERAL ASSEMBLY

13 September 2016

Excellency,

Further to the letter of the President of the General Assembly dated 2 August 2016, I enclose herewith the logistics note for the 19 September high-level meeting of the General Assembly on addressing large movements of refugees and migrants.

Please accept, Excellency, the assurances of my highest consideration.

A handwritten signature in dark ink, appearing to read 'T.A. Christensen', written in a cursive style.

Tomas Anker Christensen  
Chef de Cabinet

To All Permanent Representatives and  
Permanent Observers to the United Nations  
New York



## Organizational arrangements for the Summit on Refugees and Migrants

19 September 2016

<http://www.un.org/pga/70/2016/03/23/united-nations-summit-on-refugees-and-migrants/>

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### Participation

1. The UN General Assembly on 19 September 2016 will host a high-level meeting to address large movements of refugees and migrants, with the aim of bringing countries together behind a more humane and coordinated approach. The high-level meeting will be attended by a number of Heads of State and Government and Ministers participation. Leaders from business, philanthropy, academia and civil society will also participate.

### Programme

2. The high-level meeting will be composed of an opening segment, a plenary meeting to be held simultaneously, six interactive multistakeholder round tables, and a closing plenary meeting. Additional explanatory details are provided below.

### Plenary Meeting

3. The Opening of the high-level meeting will take place in the **General Assembly Hall from 8:30 am to 9:30 am on 19 September 2016** and will be co-chaired by the President of the General Assembly and the President of the General Assembly at its seventieth session.

4. The opening plenary meeting will feature statements of up to three minutes each involving the President of the General Assembly, the President of the General Assembly at its seventieth session, the Secretary General, the President of the World Bank Group, the High Commissioner for Refugees, the Director General of the International Organization for Migration, the High Commissioner for Human Rights, the Special Representative of the Secretary-General for International Migration, the Executive Director of UN Women on



behalf of the Global Migration Group, the Executive Director of the United Nations Office on Drugs and Crime, a representative of a migrant community, a representative of a refugee community, a representative of civil society and a representative of the private sector. The signing ceremony of the UN-IOM agreement will take place during the opening segment. A more detailed outline of the Programme for the opening and other segments of the Summit is available on the PGA's website (shown above)

5. The formal simultaneous plenary meeting will be held, in the ECOSOC Chamber and the Trusteeship Council Chamber, **from 9:30 am and will continue through to 7:30 pm.**
6. The plenary meeting will hear statements by Member States, Observer States and intergovernmental organizations and entities that have observer status with the General Assembly, the list of speakers to be established in accordance with the rules of procedure and established practices of the General Assembly. To enable maximum participation within the limited time available and in accordance with the modalities resolution, statements in the plenary meetings **should not exceed four minutes.**
7. Delegations wishing to speak in the plenary segment are kindly requested to inscribe to the list of speakers through the e-speakers system. Please consult the UN journal for more information.
8. Speaking order will follow the customary protocol order. Accordingly, precedence will be accorded to representatives at the Heads of State or Government and Ministerial levels, with some flexibility accorded to allow for Observers, UN system, and four CSO's to address the plenary during the day.
9. A lectern will be provided for the delivery of statements.
10. The closing plenary meeting will take place in the **General Assembly Hall from 7:30 pm to 8 pm.** The Secretary-General will deliver closing remarks, which will include a summary of the plenary debate as well as of the interactive multi-stakeholder round tables.



## **Documentation, statements and interpretation**

11. Delegations are invited to submit PDF formatted versions of their statements to [papersmart@un.org](mailto:papersmart@un.org) for electronic circulation through the PaperSmart portal. Delegations wishing to do so should provide them no later than two hours in advance of delivery to [papersmart@un.org](mailto:papersmart@un.org). The name of the meeting, agenda item, speaker and country should be indicated in the subject line of the e-mail and in the heading of the statement. The statements will remain embargoed until their delivery and then posted. Only statements presented during the course of the meeting will be posted.

12. Alternatively, delegations can bring a hard copy (unstapled and printed single-sided), for scanning and uploading, to the PaperSmart portal at the documents distribution counter located the booths outside the General Assembly Hall, inside the Trusteeship Council Chamber or at the conference officers' desk in ECOSOC Chamber. This applies not to the posting of statements to the PGA's website. Only electronically transmitted statements will be uploaded.

13. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, the delegation in question must provide either an interpreter from the non-official language into an official language, or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to 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 booth in the General Assembly Hall, the Trusteeship Council Chamber and in the ECOSOC Chamber, must be made in advance through the Meetings Management Section (telephone: 212 963 8114; e-mail: [emeetsm@un.org](mailto:emeetsm@un.org)). The interpreter or the guide provided by the delegation should be brought by the delegation to the conference officers' desk in the Chambers 60 minutes prior to the delivery of the statement.

### **Interactive multistakeholder round tables**

14. The interactive multistakeholder round tables will consist of six segments. Round tables 1, 2 and 3 will be held in parallel, each running from **10 am to 1 pm**, and round tables 4, 5 and 6 will be held in parallel, each running from **3 pm to 6 pm**;
15. The themes for each of the six round tables will be as follows:
  - (i) Round table 1: addressing the root causes of large movements of refugees;
  - (ii) Round table 2: addressing drivers of migration, particularly large movements, and highlighting the positive contributions of migrants;
  - (iii) Round table 3: international action and cooperation on refugees and migrants and issues related to displacement: the way ahead;
  - (iv) Roundtable 4: global compact for responsibility sharing for refugees; respect for international law;
  - (v) Round table 5: global compact for safe, regular and orderly migration: towards realizing the 2030 Agenda for sustainable development and achieving full respect for the human rights of migrants;



(vi) Round table 6: addressing vulnerabilities of refugees and migrants on their journeys from their countries of origin to their countries of arrival.

16. Each interactive multi-stakeholder round table will normally be presided over by two co-chairs, to be appointed by the President of the General Assembly in consultation with regional groups and with due regard for geographical balance. Each interactive multi-stakeholder round table will reserve at least two seats for non-governmental actors.

The interactive multi-stakeholder round tables will provide opportunities to have in-depth discussions on the themes identified above. To promote interactive, free-flowing discussions without prepared statements, participants will be invited to make very brief remarks, **not to exceed five minutes**. All speakers will make remarks from their seats.

### **Access**

17. Access to the chambers and conference rooms 2, 3 and 4 will require a regular delegate's pass plus a secondary colour-coded access card. These access cards will be distributed to the missions by the Protocol and Liaison on Thursday, 15 September 2016 in Conference Room B, from 10 am to 5 pm. Member States will get two access cards each for the plenary meetings in the Trusteeship Council Chamber and the ECOSOC Chamber, as well as two access cards each for the six roundtables. For the access to the General Assembly hall for opening and closing meetings, delegations are advised to use the "General Assembly Hall access card" issued for the period of the high-level week from 19-26 September 2016, which will also be distributed to missions by the Protocol and Liaison Service on 15 September 2016.

### **Webcast / Communications**

18. The Plenary Meetings, the six round tables and statements during the opening and the closing segments will be transmitted via live webcast at [webtv.un.org](http://webtv.un.org)



19. During the Summit media stakeouts will happen in several areas:
  - a. Delegates Entrance – MALU escort needed (Area can be frozen as VIPs enter the GA building)
  - b. Formal stakeout: 3rd floor, between Conference Building and Ga Building – the stakeout can be booked through the Office of the Spokesperson - +1 212-963-7160 – and is open to all media
  - c. Informal stakeout area: East Lounge or Rose Garden
20. UN Photo will do its best to facilitate coverage needed. All images will be available through the photo library and the UN photo website. For requests, contact the photo library at [photolibr@un.org](mailto:photolibr@un.org) or go to <http://www.un.org/av/photo> and register to download directly from the site.
21. Official hashtag of the Summit: #UN4RefugeesMigrants and #UNGA.
22. Feature digital products in the six official languages and suggested social media messages, available at <http://j.mp/ungasocial> and <http://bit.ly/UNRefugeesMigrants>
23. Follow the UN for updates. A list of the UN's social media platforms can be found at: [www.un.org/social](http://www.un.org/social).
24. High-level attendees are invited to showcase their commitment and actions on international issues to an extensive global audience by visiting the VIP Social Media Space, which will be located behind the ceremonial stairs in the Visitors' Lobby on 19, 20 and 21 September. The following activities will be available:
  - a. A cinemagraph – a portrait-style photograph with a digitally-enhanced moving element – taken by a professional photographer for Instagram. Attendees may provide a quote to appear either on the photograph or in the body of the Instagram caption.



- b. The Twitter Mirror, consisting of an iPad in a frame on which attendees can record a short video in the language of their choice or have their photograph taken and, if desired, digitally write a message or sign their name.
  - c. Facebook Live: attendees can answer questions on the topic of their choice either directly to camera (iPhone) or through interview format, streamed live on Facebook.
  - d. Snapchat: attendees can connect with Snapchat users by having their photograph taken or recording a video message in the language of their choice (to iPhone) of 10 seconds or less.
25. All of the above activities will be featured prominently on United Nations social media platforms with support from Instagram, Facebook, Twitter and Snapchat. Appointments are highly recommended and can be made by contacting Francesca Lorusso-Caputti, [lorusso-caputi@un.org](mailto:lorusso-caputi@un.org)
26. A SDG Media Zone, located outside on Visitors Plaza near the entrance to the Visitors lobby, will welcome journalists, bloggers, celebrities, and media influencers to join the conversation, generate discussion and engage the global online community during the United Nations General Assembly. A number of webcast dialogues will be arranged inside the MediaZone during the day. Exhibitions by code.org and GSMA will be open to visitors. For more information about the programme of events inside the Media Zone please visit: <http://sdgmz.org/>.
27. To schedule a visit or event please contact Francyne Harrigan [harriganf@un.org](mailto:harriganf@un.org)

### **Accreditation of Delegations**

28. Accreditation of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be carried out by the Protocol and Liaison Service.



Missions/offices are required to submit their accreditation requests by using the existing online system “eAccreditation”, available through the eDelegate Portal at <https://delegate.un.int>. Delegations wishing to obtain information on the system may refer to the updated “Guidelines on eAccreditation” and “Frequently Asked Questions” posted on the Protocol website at [www.un.int/protocol](http://www.un.int/protocol). It should be noted that all accreditation requests, including requests for VIP passes, must be submitted via the eAccreditation system. Please consult the information note (A/INF/71/4) for further information.

29. Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet Ministers and their spouses will be provided with VIP passes with photographs.

#### **Security and United Nations Pass and Identification Office**

30. For further information, please see the circular provided by United Nations Department of Safety and Security

#### **Facilities for bilateral meetings**

31. For bilateral meetings, a limited number of temporary booths, with a maximum capacity of eight participants, will be available in the General Assembly Building. Booths will be available from xx.

32. An electronic reservation system is available through eMeets 2.0 (<http://icms.un.org>), in order to provide equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through eMeets by accessing <http://icms.un.org>, logging in with the username and password of their permanent mission and clicking on the “Bilateral” tab.

34. The date and time and the name of the other delegation participating in the bilateral meeting should be specified in the request. Reservations will be accepted for periods of 20 minutes, **on the hour and half hour**. To prevent



double bookings, only the delegations initiating the bilateral meeting(s) should submit the request.

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

#### **Media accreditation**

34. Media accreditation for the Summit on Refugees and Migrants closes on Friday, 9 September 2016.

35. All members of the media accompanying Heads of State/Government or Heads of Delegation, including official photo/video, must submit requests for media passes, including official photo/video through the eAccreditation system on the e-deleGATE portal: <https://delegate.un.int/>

36. Media members who wish to apply independently should register at: <http://www.un.org/en/media/accreditation/request.shtml>

37. Badges can be collected starting Tuesday, 13 September 2016, at the UNITAR Building – 801 Frist Avenue (corner of 45th Street and First Avenue), new York, NY 10017.

38. Media can get assistance at:

- a. Media Center: Conference Room 1
- b. GA liaison desk (3rd floor GA Building): for GA Hall booths and Delegate entrance
- c. 3rd floor of the Conference Building: for meeting in CR-1, CR-2, CR-3



d. MALU Office, S-0250: General assistance, CR 5,6,7,8 and press conferences

e. Accreditation area: UNITAR building

39. Members of the media need to be escorted from the Media Accreditation and Liaison Unit office (S-250) or liaison desks. Tickets to the gallery will be available for print press, on a first-come first-served basis.

40. Questions or concerns should be directed to the Media Accreditation and Liaison Unit at [malu@un.org](mailto:malu@un.org)