



PROTOCOL AND LIAISON SERVICE
DEPARTMENT FOR GENERAL ASSEMBLY AND CONFERENCE MANAGEMENT

Reference: PRO/NV/5th UN Conference on LDC5/Registration and arrangements

The Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) of the United Nations presents its compliments to the Permanent Missions and Observer Offices to the United Nations and to the Liaison Offices of the Specialized Agencies and related organizations and has the honour to provide them with general information about the second part of the **Fifth United Nations Conference on Least Developed Countries (LDC5)**, which will take place in Doha, Qatar, from 5 to 9 March 2023, pursuant to General Assembly resolutions 73/242, 74/232A, 74/232B, 75/227, 76/216 and 76/251.

The Conference

1. The Conference will be held from 5 to 9 March 2023 at the Qatar National Convention Centre (QNCC), located in Gharafat Al Rayyan, on the Dukhan Highway close to the city of Doha [Telephone: +974 4470 7000; Fax: +974 4470 7001; website: <https://www.qncc.qa/>].
2. It will comprise of ten (10) plenary meetings (including the opening and closing meetings) and eight (8) high-level thematic roundtables, as well as other parallel events. The full programme of the Conference can be found on the Conference website at <https://www.un.org/ldc5/>.

Access to the Conference Site and the Plenary Hall

3. Registered delegates will be issued a conference badge by the United Nations for access to the conference venue, subject to screening at the main entrance and other access points. Holders of VIP passes (Heads of State/Government, Vice Presidents, Crown Princes/Princesses, Deputy Prime Ministers and Cabinet Ministers, as well as their spouses) will be exempt from screening upon presentation of their VIP passes.
4. Access to the Plenary Hall for the opening plenary meeting on 5 March and subsequent plenary meetings will require a secondary access card, in addition to a conference or VIP pass. Each government delegation, including the Holy See, State of Palestine and the European Union, will be assigned four (4) seats in the Plenary Hall: two (2) at the table and two (2) behind. Limited seating will also be available and specifically assigned for other participants of the LDC5 Conference.

Registration of members of official delegations

5. Registration of official delegations of participating Member and Observer States and of the European Union, intergovernmental organizations and entities that have observer status with the General Assembly, associate members of the regional commissions, specialized agencies and related organizations is handled by the Protocol and Liaison Service (Protocol Office) through the

online “eRegistration system”, which is available through the e-deleGATE portal at (<https://edelegate.un.int>).

6. For registration to the Conference, official delegations must go through the “**designated eRegistration focal points**” of their respective missions or liaison offices in New York, who have access to the eRegistration system. Delegations are advised to do so as early as possible to ensure timely registration.

7. Registration period to the Conference is as follows:

Pre-registration in New York: 5 December 2022 to 15 February 2023

On-site registration in Doha: 28 February to 9 March 2023

8. Representatives of intergovernmental organizations and entities accredited with the General Assembly, associate members of regional commissions, specialized agencies and related organizations **without an office in New York or not enrolled in the eRegistration system** that wish to participate in the Conference must enroll in the online “eRegistration system” in advance (**not later than 31 January 2023**) in order to register to the Conference. To enroll in the eRegistration system, the instructions in the “[Guidelines to apply for eRegistration account](#)” posted on the Protocol website need to be followed.

9. Delegations wishing to obtain information on the “eRegistration system” may refer to the updated “Guidelines on e-Registration” and “Frequently asked questions” on the Protocol website at <https://www.un.org/dgacm/en/content/protocol/meetings>.

Pre-registration in New York (5 December 2022 to 15 February 2023)

10. Pre-registration in New York to the Conference will open on Monday, 5 December 2022 through Wednesday, 15 February 2023 to designated eRegistration users of the missions or offices via the online “eRegistration system” at <https://edelegate.un.int>.

11. Following past practice, Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses will be provided with a VIP pass without a photograph. Delegates at the level of Deputy Prime Minister and Cabinet Minister and their spouses will be issued a VIP pass with a photograph.

12. Missions/offices are kindly reminded that, as part of the registration process, copies of credentials/delegation lists must be uploaded on to the online registration form at the time of registration. It should also be noted that passport-size colour photographs (with white background) of all listed members of delegations, including the VIPs specified in paragraph 11 above (except Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses), are a mandatory requirement and need to be uploaded in the registration form for each member of the delegation. All photographs must be recent and taken not more than six months prior to the Conference. The attached photo specifications provide further information. The review and verification process of the online registrations may take up to 4-5 days.

13. Delegations are kindly reminded that the Protocol Office will not register representatives of non-governmental organizations and side events participants who do not form part of the official delegations of participating States, intergovernmental organizations, associate member of the

regional commissions, specialized agencies and related organizations. Representatives of non-governmental organizations and participants attending side events in the margins of the Conference should not be included in the official credentials or official delegation lists. For questions relating to participation of non-governmental organizations, civil society organizations including youth, academic institutions and the private sector, an email should be sent to ldc5@un.org.

On-site registration in Doha (from 28 February to 9 March 2023)

14. On-site registration in Doha and collection of conference passes/secondary access cards for pre-registered participants will begin on Tuesday, 28 February and continue until Thursday, 9 March 2023 at 1:00 p.m. at the United Nations Registration Centre in Doha.

15. Delegates seeking on-site registration will be required to present proof of credentials or letter of nomination/delegation list, together with a passport or valid government-issued photo identification. Upon verification and approval by the Protocol Registration Office, delegates may proceed to the badging booth for a photograph for the issuance of a conference badge. It should be noted that on-site registration may take a day or two, depending on the volume of registrations received.

16. Permanent Missions and Observer Offices are strongly advised to coordinate as early as possible with their embassies and consulates-general in Doha or in the region on the proper registration procedure and make use of the pre-registration option in New York in order to avoid long queues at the Registration Centre in Doha.

Registration of security and media personnel

17. Members of national security accompanying the VIP groups participating in the Conference will need to be registered and have appropriate conference badges issued by the United Nations Security and Safety Service. For additional information, ldc5security@un.org should be contacted.

18. Registration of media personnel, including journalists accompanying the delegation and official photographers and videographers, will be handled by the United Nations Media Accreditation and Liaison Unit (Tel: +1 (212) 963-6934, Email: malu@un.org), through the online “eRegistration system”, which is available through the e-deleGATE portal at (<https://edelegate.un.int>). Instructions for submitting requests for media personnel are posted here: https://www.un.org/en/media/accreditation/pdf/eRegistration_guide_media_passes.pdf. Media personnel seeking on-site registration will be required to present a Note Verbale (with official stamp) from the Permanent Mission of the delegation to the United Nations in New York or the embassy/consulate-general in Doha, together with a valid passport.

Distribution of conference badges and secondary access cards

19. Issuance and distribution of conference badges for approved in-person participants, as well as secondary access cards, will start from 28 February through 9 March 2023 at the United Nations Registration Centre located at the conference venue in Doha.

20. Approved in-person participants may collect their conference badges by visiting the Registration Centre upon presentation of the approval emails issued by the United Nations along with their passports or government-issued photo identifications. Only approved in-person participants will be issued a conference badge for access to the Conference venue at QNCC.

21. Conference badges for approved in-person participants may also be collected by representatives of the embassies/consulates-general of the delegations in Doha or in the region. For this purpose, a Note Verbale (with official stamp) from the Permanent Mission of the delegation to the United Nations in New York or the embassy/consulate-general in Doha, indicating the name (**in English**) and contact mobile number of the representative authorized to collect the conference badges and secondary access cards for the delegation, must be presented at the Registration Centre along with a passport or a government-issued photo identification of the representative in order to collect the conference badges and secondary access cards. Copies of the passports of the delegation must also be presented together with the Note Verbale in order to collect the conference badges.

22. Delegates/representatives collecting the conference badges and secondary access cards must be mindful that it is their responsibility to ensure safe delivery of the badges and access cards to members of their delegations. The Registration Centre will not re-issue duplicate passes/secondary access cards.

Working hours of the Registration Centre in Doha

23. The office hours for the Registration Centre in Doha are as follows (subject to change):

28 February-3 March 2023	9.30 a.m. – 6:00 p.m.
4-5 March 2023	8:00 a.m. – 6:00 p.m.
6-8 March 2023	8:00 a.m. – 5:00 p.m.
9 March 2023	8:00 a.m. – 1:00 p.m.

Credentials

24. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs, or in the case of the European Union, by the President of the European Commission. The credentials of representatives and the names of alternate representatives and advisers should be addressed to the Secretary-General of the United Nations.

25. Delegations that have not submitted credentials that would cover the second part of the Conference or that may wish to update their credentials, should deliver the original hard copy of the formal credentials to the Office of Legal Affairs located on the 36th floor of the Secretariat Building, not later than 26 February 2023. A scanned copy of the credentials, as well as other communications containing the names of representatives to the Conference (such as letters and notes verbales from the permanent missions), should also be submitted through the online platform, “e-Credentials”, which can be accessed through the e-deleGATE portal (<https://edelegate.un.int/>). In addition, during the Conference, the original hard copies of the credentials may be submitted to a representative of the Office of Legal Affairs on-site at the conference venue.

Special attention

26. Beginning 26 February 2023, all official communications for the Protocol Office, including credentials/lists of delegations and Conference-related materials, should be sent to the Protocol Registration Office at the Registration Centre located at the Conference venue in Doha by fax or by email to protocolconference@un.org. The fax number will be made available and posted on the Protocol website not later than 20 February 2023.

27. For any changes to the original delegation lists already submitted to the Protocol Office, a separate official letter with the changes only, e.g. name of additional delegate or name of delegate no longer attending the Conference, should be sent. There is no need to resend the entire delegation list every time a change is made to the delegation. Alternatively, the changes may be communicated in an official letter which can be uploaded in the eRegistration system.

28. Regarding COVID-19 requirements, owing to the evolving nature of the situation, participants are advised to refer to the Conference website at <https://www.un.org/ldc5/> regularly for updates and additional information.

29. Regarding entry requirements, all registered participants traveling to Qatar to attend the LDC5 Conference must obtain a “Special Entry Permit”, which will be issued by the State of Qatar free of charge. Delegations are advised to register to the Conference as soon as possible in order to allow sufficient time to apply for the permit. The official registration confirmation/email approval issued by the United Nations must be submitted at the time of application of the permit. The link to apply for the special entry permit will be open in the beginning of January 2023. For questions regarding the special entry permit, ldc5@un.org (*Subject Line: Special Entry Permit*) should be contacted.

Information of the Conference

30. Additional information on the Conference is available on the Conference website at <https://www.un.org/ldc5/>.

The Protocol and Liaison Service of the Department for General Assembly and Conference Management of the United Nations avails itself of this opportunity to renew to the Permanent Missions and Observer Offices to the United Nations and to the Liaison Offices of the Specialized Agencies and related organizations accredited to the United Nations the assurances of its highest consideration.

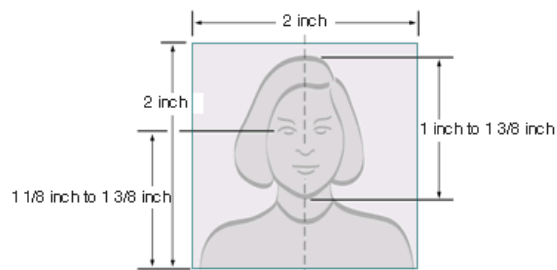


UNITED NATIONS PASS AND IDENTIFICATION UNIT

Photograph specifications for UN grounds pass

- In color
- 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Dimensions The image dimensions must be in a square aspect ratio (the height must be equal to the width). Minimum acceptable dimensions are 600 x 600 pixels. Maximum acceptable dimensions are 1200 x 1200 pixels.
- Color The image must be in color (24 bits per pixel) in sRGB color space which is the common output for most digital cameras.
- File Format The image must be in JPEG file format
- File Size The image must be less than or equal to 240 kB (kilobytes).
- Compression The image may need to be compressed in order for it to be under the maximum file size. The compression ratio should be less than or equal to 20:1.
 - Taken in clothing that you normally wear on a daily basis:
 - Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily.
 - You may only wear a hat or head covering if you wear it daily for religious purposes. Your full face must be visible and your head covering cannot obscure your hairline or cast shadows on your face.
 - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
 - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo. Glare on glasses is not acceptable in your photo.
 - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).

Photo Head Size Template



- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo