



THE PRESIDENT  
OF THE  
GENERAL ASSEMBLY

16 August 2018

Excellency,

Further to my letter dated 4 May 2018, please find enclosed herewith the logistics note for the high-level meeting on prevention and control of non-communicable diseases to be held on 27 September 2018.

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

A handwritten signature in blue ink, appearing to read 'M. Lajčák', with a stylized flourish at the end.

Miroslav Lajčák

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

# **Third high-level meeting of the General Assembly on the prevention and control of non-communicable diseases**

**27 September 2018**

## **Logistics Note**

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### **1. Overview**

The General Assembly's high-level meeting to undertake a comprehensive review of the prevention and control of non-communicable diseases will be held on Thursday, 27 September 2018. The modalities for the high-level meeting are set out in resolution 72/274.

The high-level meeting will focus on the theme: Scaling up multi-stakeholder and multisectoral responses for the prevention and control of non-communicable diseases in the context of the 2030 Agenda for Sustainable Development.

The schedule of the meeting will be as follows:

10:00-11:00 a.m.	Opening segment (Conference Room 4)
11:00 a.m.-1:00 p.m. 3:00-5:30 p.m.	Plenary segment (Conference Room 4)
11:00 a.m.-1:00 p.m.	Multi-stakeholder panel 1 (Trusteeship Council Chamber)
3:00-5:00 p.m.	Multi-stakeholder panel 2 (Trusteeship Council Chamber)
5:30-6:00 p.m.	Closing segment (Conference Room 4)

The high-level meeting shall approve a concise and action-oriented outcome document that builds on the opportunities and challenges in the implementation of previous commitments, agreed in advance by consensus through intergovernmental negotiations, to be submitted by the President of the General Assembly for adoption by the Assembly.

### **2. Opening, plenary segments and closing**

The opening segment will feature statements by the President of the General Assembly, the Secretary-General, the Director General of the World Health Organization, a member of the World Health Organization Independent High-level Commission on Non-communicable Diseases, and an eminent champion of the fight against non-communicable diseases.

The plenary segment will comprise statements by Member States and observers of the General Assembly.

The closing segment will comprise summaries of the multi-stakeholder panels and concluding remarks by the President of the General Assembly.

Seating for Member States of the General Assembly will follow the General Assembly seating protocol and will be 1+1 for each delegation.

#### *List of speakers*

In accordance with paragraph 3 (b) of resolution 72/274, the plenary segment will be held from 11 a.m. to 1 p.m. and 3 to 5:30 p.m. A list of speakers for the plenary segment will be established in accordance with established practices of the Assembly, and the time limits for these statements will be three minutes for individual delegations and five minutes for statements made on behalf of a group of States.

Delegations are reminded of the limited time allocated to the plenary segment. The President of the General Assembly sent a letter to the chairs of the regional groups on the subject matter on 2 July 2018.

Member States communicated by their respective regional groups to speak during the plenary segment are encouraged to submit their requests for inscription to the list of speakers through the e-Speakers system, which will be accessible at <https://delegate.un.int> from Friday, 31 August, at 10 a.m. EDT, until Wednesday, 12 September, at noon EDT. An automated e-mail acknowledgement will be sent within one hour of receipt of request for inscription. A list of speakers will be circulated prior to the high-level meeting.

Observers wishing to speak during the plenary segment are kindly requested to inscribe with the list of speakers (Ms. Cassandra Price Taveras at [pricec@un.org](mailto:pricec@un.org)).

PaperSmart Services will be available for the plenary segment. Delegations are kindly requested to submit electronic versions of their statements for posting on the PaperSmart portal to [papersmart@un.org](mailto:papersmart@un.org). The title and the date of the meeting should be indicated in the subject line of the e-mail. Member States and Observers who cannot deliver their statement within the timeframe of the plenary segment may also submit their statement to PaperSmart.

### **3. Multi-stakeholder panels**

The two consecutive multi-stakeholder panels will be held in parallel to the plenary segment, and address two themes:

**Panel 1:** Strengthening health systems and financing for the prevention and control of non-communicable diseases, on each country's path towards achieving universal health coverage, including through sharing evidence-based best practices, scientific knowledge and lessons learned.

Panel 2: Opportunities and challenges in engaging Governments, civil society and the private sector at the global, regional and national levels to promote multisectoral partnerships for the prevention and control of non-communicable diseases and the promotion of healthy lifestyles.

Each multi-stakeholder panel will be co-chaired by two representatives of Member States to be appointed by the President of the General Assembly in consultation with the regional groups.

Each multi-stakeholder panel will include speakers invited by the President of the General Assembly. The President of the General Assembly may invite parliamentarians, local governments, the heads or senior representatives of relevant United Nations entities, civil society, the private sector, academia, medical associations, indigenous leadership and community organizations to serve as speakers on the panels, taking into account gender equity, level of development and geographical representation. The panel discussion is expected to last around 45 minutes, after which the floor will be open for interventions.

Discussions in the multi-stakeholder panels are intended to be interactive in nature, and there will be no pre-established list of speakers. Time limits for interventions will be two minutes for individual delegations and three minutes for statements made on behalf of a group of States. For planning purposes, Member States are invited to indicate their interest to intervene in one of the panels, including the name and level of the speaker, through the e-Speakers system, which will be accessible at <https://delegate.un.int> from Friday, 31 August, at 10 a.m. EDT, until Wednesday, 12 September, at noon EDT.

Seating for Member States of the General Assembly will follow the General Assembly seating protocol, and will be 1+1 for each delegation.

#### **4. Participation of Member States and observers**

Member States are encouraged to participate in the high-level meeting, including the multi-stakeholder panels, at the highest possible level, and to consider including in their national delegations representatives such as parliamentarians, mayors and governors, representatives of civil society, including non-governmental organizations, indigenous leadership, community organizations and faith-based organizations, academia, philanthropic foundations and the private sector, with due regard to gender equity.

Observers of the General Assembly are also invited to be represented at the highest possible level.

#### **5. Participation of other stakeholders**

The United Nations system, including funds, programmes and specialized agencies, including the World Health Organization, regional commissions and relevant envoys of the Secretary-General, as well as the United Nations Inter-Agency Task Force on the Prevention and Control on Non-Communicable Diseases, are invited to participate in the high-level meeting, as appropriate, and are invited to consider initiatives in support of the preparatory process and the meeting, in particular with regard to sharing evidence and good practices, challenges and lessons learned from responses related to non-communicable diseases.

Non-governmental organizations in consultative status with the Economic and Social Council with relevant expertise were invited to register with the Secretariat to attend the meeting.

The President of the General Assembly has drawn up a list of other relevant representatives of relevant non-governmental organizations, civil society organizations, academic institutions and the private sector who may attend the high-level meeting and participate in the interactive hearing and the multi-stakeholder panels. The list was submitted to Member States for their consideration on a non-objection basis. The final list of approved organizations was circulated to Member States on 1 June 2018.

The registration process for representatives of non-governmental organizations with ECOSOC consultative status and other organizations with special accreditation has been completed.

## **6. Registration of members of official delegations**

Official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be registered by the Protocol and Liaison Service. Missions/offices are required to submit their registration requests by using the online system “eAccreditation” available through the eDelegate Portal at <https://delegate.un.int> . The deadline for registration to all high-level meetings during the high-level period of the 73<sup>rd</sup> session of the General Assembly is **Friday, 14 September 2018**.

## **7. Access arrangements**

### *Access for Member States and Observers*

In addition to the UN grounds pass needed to access the UN premises, secondary access cards will be needed to enter the opening, plenary and closing segments and multi-stakeholder panels in Conference Room 4 and the Trusteeship Council Chamber respectively.

For that purpose, every Permanent Mission will be issued **two** cards for access to **Conference Room 4** and **two** cards for access to the **Trusteeship Council Chamber**. These secondary access cards, issued by the Protocol and Liaison Service, are transferable amongst members of a delegation.

The secondary access cards for Member States will be distributed by the Protocol and Liaison Service on Thursday, 20 September 2018 between 10:00 am and 5:00 pm in Conference Room B. Thereafter, access cards may be collected in the Protocol Office at Room S-0200 during office hours.

Due to the limited capacity of the conference rooms, delegations of observers of the General Assembly are invited to send an expression of interest to attend the high-level meeting in writing to the General Assembly and ECOSOC Affairs Division (email [pricec@un.org](mailto:pricec@un.org)), from Friday, 31

August to Tuesday 11 September. Access and seating will be allocated on a first come, first served basis.

#### *Access for specialized agencies*

Specialized agencies of the United Nations are invited to send an expression of interest to attend the high-level meeting to WHO New York Office ([NMajoor@whoun.org](mailto:NMajoor@whoun.org) with copy to [i3@whoun.org](mailto:i3@whoun.org)) no later than 31 August 2018. Access and seating will be allocated on a first come, first served basis, and secondary access cards will be distributed by the Protocol and Liaison Service on Thursday, 20 September 2018 between 10:00 am and 5:00 pm in Conference Room B. Thereafter, access cards may be collected in the Protocol Office at Room S-0200 during office hours.

#### *Access for UN entities*

United Nations entities, including funds and programmes, are invited to send an expression of interest to attend the high-level meeting to WHO New York Office ([NMajoor@whoun.org](mailto:NMajoor@whoun.org) with copy to [i3@whoun.org](mailto:i3@whoun.org)) no later than 31 August 2018. Access and seating will be allocated on a first come, first served basis, and participants should expect an email with details on time and location at which the secondary access cards are to be collected.

#### *Access for NGOs and other stakeholders*

The registration process for representatives of non-governmental organizations with ECOSOC consultative status and other organizations with special accreditation has been completed via the UN Indico platform. Once the applicant has received a confirmation email, they should expect a further email with details on time and location at which the special event ticket is to be collected.

Due to security restrictions for the High-Level week of the General Assembly, access to the UN will be via the checkpoint at 46<sup>th</sup> Street and 2nd Avenue. Please note that for security purposes, a government issued photo ID is required (1) to receive the special events ticket and (2) to enter the United Nations compound. Participants should arrive one hour prior to the start of the event to ensure enough time for the mandatory airport-standard security screening.

## **8. Media and Accreditation**

Media are welcome to cover the high-level meeting and to conduct press encounters, in accordance with the United Nations media accreditation procedure. The accreditation for the high-level meeting closes on 5 September 2018.

The information on press encounters can be found at the Media Accreditation and Liaison Unit (MALU) website, under Media Alert (<http://www.un.org/en/media/accreditation/alert.shtml>). For any other media inquiry other than accreditation, please contact the Office of the President of the General Assembly (Ms. Katharina Kandt at [kandt@un.org](mailto:kandt@un.org)).

Regarding accreditation, media accompanying Heads of State or Government or Heads of Delegation, including official photo and video, must request media passes in advance through the

eAccreditation system on the e-Delegate portal: <https://delegate.un.int/>. Media members who wish to apply independently should follow the instructions at: <http://www.un.org/en/media/accreditation/accreditation.shtml>.

All members of the media, with valid pass, will be escorted to designated media areas by MALU. Questions or concerns should be directed to MALU at [malu@un.org](mailto:malu@un.org) or 212-963-6934. Information on media arrangements during the high-level week can be found at <http://www.un.org/en/media/accreditation/unga.shtml>

## **9. Webcast**

The United Nations Webcast services will provide live streaming coverage of the high-level meeting in 6 languages as well as on-demand coverage (recorded video) in English and original language, through the UN Web TV website at: <http://webtv.un.org>. The coverage will include the opening segment, plenary segment, the multi-stakeholder panels and the closing segment.

## **10. Documentation, Statements, Non-official language interpretation and Accessibility**

Delegations wishing to circulate their statements are invited to submit PDF versions of their statements via email to [papersmart@un.org](mailto:papersmart@un.org), no later than two hours in advance of delivery. The name of the meeting should be indicated in the subject line of the email and in the heading of the statement. The statements will remain embargoed until their delivery and then posted.

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, in accordance with rule 53 of the Rules of Procedure of the Assembly, 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 booths in the conference room, must be made in advance through the Meetings Management. The interpreter or the guide provided by the delegation should be brought by the delegation to the conference officers' desk in the conference room 30 minutes prior to the delivery of the statement.

Closed captioning (CART services) will be provided for the opening, plenary and closing segments as well as for the multi-stakeholder panels of the high-level meeting.

The United Nations Accessibility Centre offers assistive information and communication technology to support audio, visual as well as physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building, Room S-1B032 (Level 1B) by the Secretarial Building escalators.

The DGACM Documents Assistance Centre (DAC) located in the North Delegates Lounge in Room CB-0264 is a central point of support for delegates seeking documentation assistance.