



THE PRESIDENT  
OF THE  
GENERAL ASSEMBLY

25 August 2020

**Subject:** Pre-recorded Statements Audio Video Guidelines for the High-level meetings of the General Assembly in September 2020

Excellency,

Sequel to my letter dated 17 July 2020 concerning General Assembly decision 74/562 entitled “High-level meetings of the General Assembly in September 2020” (A/74/L.75), I am pleased to circulate the Secretariat Pre-recorded Statements Audio Video Guidelines in Annex to the present letter.

I avail of this opportunity to express my solidarity with Member States who are fighting COVID-19 and extend my sincere condolences for their loss.

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

A handwritten signature in blue ink, appearing to read 'Tijjani Muhammad-Bande'.

Tijjani Muhammad-Bande

All Permanent Representatives,  
Permanent Observers of the Observer States and  
the Head of Delegation of the European Union  
to the United Nations, New York

**Pre-recorded Statements Audio Video Guidelines  
for the High-level meetings of the General  
Assembly in September 2020**

**United Nations Headquarters, General Assembly Hall**

**ANNEX**

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## **I. Introduction**

1. The General Assembly, in its decision 74/562, decided, “without setting a precedent for future general debates and mandated high-level meetings planned for future high-level weeks, that each Member State, observer State and the European Union can submit a pre-recorded statement of its Head of State, Vice-President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister, which will be played in the General Assembly Hall during the general debate of the Assembly at its seventy-fifth session, the high-level meeting to commemorate the seventy-fifth anniversary of the United Nations and the high-level meetings referred to in paragraph (c) [of the decision], after introduction by their representative who is physically present in the Assembly Hall”
2. For Delegations whose speakers opt to deliver their statement by video, for the following meetings;
  - High-level meeting of the General Assembly to commemorate the seventy-fifth anniversary of the United Nations
  - General debate
  - Summit on biodiversity
  - High-level meeting of the General Assembly on the twenty-fifth anniversary of the Fourth World Conference on Women
  - High-level plenary meeting to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons.

## **II. Technical focal point of each delegation for each meeting**

3. In the first instance please provide no later than 31 August 2020, the name and contact details of the technical focal point for each of the above meetings. The UN will be in contact with the technical focal points related to pre-recorded video statements.
4. Please send the technical focal point contact name and details to: [Request-for-services@un.org](mailto:Request-for-services@un.org). If there are any questions, please call +1 212 963 8648.

## **III. Interpretation requirements related to the pre-recorded video statements**

5. Ensure the speaker speaks clearly and at a moderate pace to enable accurate interpretation;
6. When submitting the pre-recorded statement, provide a copy of the text of the statement for the Interpretation Services;
7. For pre-recorded statement in a language other than an official United Nations (UN) language, provide an audio recording of the interpretation into one of the UN official languages. In addition, provide the text of the statement translated into one of the official languages for the Interpretation Services.<sup>1</sup>

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<sup>1</sup> In case of non-official languages, when a video address is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded translation needs to be synchronously broadcast on the corresponding language channel.

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## **IV. Audio visual file general guidance for Broadcast and Conferences**

### **8. For file submission video quality preferably**

- HD resolution of 1920 x 1080 pixels in an aspect ratio of 16:9
- 29.97 frames per second (60 fields) known as 1080i/29.97, top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

### **9. Alternately file submission video quality as a minimum**

- HD resolution of 1280 x 720 pixels in an aspect ratio of 16:9
- 30 frames per second (60 fields) known as 720p top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

### **10. Audio**

- General recommendation is that material should conform to SMPTE 382M Standard or AES3
- The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
- All audio should be recorded at a minimum sample rate of 48 KHz, although sampling at 96 KHz is encouraged. Recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
- Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
- The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
- The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive. They must be suitable for the whole range of domestic listening situations.
- Surround and Stereo audio must be appropriately balanced and free from phase differences.
- The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
- If possible, please include Closed Captions [subtitles] preferably in one of the official languages of the UN. Please also provide a copy of the translated text.

### **11. Meta Data**

- Metadata should conform to NewsML- G2 2.28

## V. Secretariat contact

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OICT/BCSS

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