9 October 2020

Subject: Election of 15 members of the Human Rights Council to be held on Tuesday, 13 October 2020

Excellency,

I have the pleasure to inform you that the plenary meeting during which the General Assembly will hold the election of 15 members of the Human Rights Council will be held on Tuesday, 13 October 2020, at 10 a.m., in the General Assembly Hall, United Nations Headquarters, New York. The programme for the meeting is published in the Journal of the United Nations.

The Secretary-General’s letter dated 7 July 2020, regarding the reopening of the United Nations Headquarters states that in the event that a meeting is to be held, “Occupational safety experts will be asked to complete a risk assessment of such requests and prepare mitigation measures to minimize the risks to staff and delegates”. Pending receipt of the risk assessment, I have the honour to provide details concerning the conduct of the election set out in the Annex of this letter.

Please note that, as ballot papers must be picked up by delegates prior to taking their seats, delegates are kindly requested to arrive at the General Assembly Hall at least 30 minutes before the start time of the meeting.

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

Volkan Bozkir

All Permanent Representatives and
Permanent Observers to the United Nations
New York
Annex: Conduct of the election of members of the Human Rights Council

Before the election

Campaign material

1. The General Assembly, in its resolution 71/323, decided that on the day of election in the General Assembly the campaign materials distributed in the General Assembly Hall shall be limited to a single page of information regarding the candidates, with a view to preserving the decorum of the Assembly. Any such materials, in a sufficient number of copies, should be submitted to the Secretariat at 11:00 a.m. to 12:00 p.m. noon on Monday, 12 October 2020, at the east doors of the General Assembly Hall (see Annex II, marked “(A) ENTRY”). No late submission will be accepted. The Secretariat will distribute them desk-to-desk in the General Assembly Hall on 13 October 2020.

On the day of the election

Arrival

2. The tellers will confirm before the start of the meeting that the ballot box is empty and will observe the whole process while present in the General Assembly Hall (see Annex II, marked “(F) TELLERS”).

3. Delegates should start arriving to the General Assembly Hall at least 30 minutes before the start time of the meeting.

Ballot papers pick-up desk

4. After showing their regular delegate’s pass and the secondary colour-coded access card to the Security Officer at the entrance of the General Assembly Hall, the delegates will then proceed through the East doors of the General Assembly Hall to the East Documents Counter located toward the back of the Hall to receive the ballot papers from the Secretariat staff (see Annex II, marked “(B) EAST DOCUMENTS COUNTER BALLOT PICK UP”). Delegates will be required to present their delegate’s pass before receiving the ballot papers.

Filling in the ballot papers

5. The delegates will then proceed to their respective national seats in the General Assembly Hall to be seated and wait for the meeting to begin at 10:00 a.m. (see Annex II, marked “(C) FILLING IN THE BALLOT PAPERS AT THE DELEGATION SEATS”). The name plates will be displayed according to the seating chart for the seventy-fifth session of the General Assembly. The tellers will be present in the General Assembly Hall to observe the process.
6. Once the General Assembly has dealt with the item(s) on its programme before the election of the members of the Human Rights Council, the President of the General Assembly will invite delegates to proceed to the election. He will explain the procedure and then allow time for the delegates to fill out the ballot papers.

7. If a delegate makes a mistake with filling in the ballot papers, he/she will have to return to the East Documents Counter to receive a new set of ballot papers.

8. The delegate will be requested to place the ballot papers on the Counter and present a valid delegate’s pass to the Secretariat staff. The ballot papers to be discarded will be shredded and disposed by the Secretariat staff. A new set of ballot papers will be placed on the Counter for the delegate, who will then return to his/her delegation’s seat.

**Ballot papers drop-off**

9. A ballot box will be placed at the front of the Hall at the base of the podium where tellers will be able to observer it from a distance (see Annex II, marked “(D) BALLOT BOX”).

10. Once the ballot papers have been filled within a sufficient amount of time, the Secretariat will call upon the delegates one-by-one to cast (place) the ballot papers in the ballot box. Delegates will be called upon based on the seating chart in the Hall, starting from Iceland.

11. After casting the ballot papers, delegates will leave the Hall and exit the building (see Annex II, marked “(E) EXIT”).

12. Once all the delegates have cast their vote, the President will declare that the voting has closed and suspend the meeting.

**Announcement of results**

13. Upon receipt of the results certified by the tellers, the President of the General Assembly will resume the plenary meeting to announce the results and to declare elected those Member States that have received the greatest number of votes and a required majority.

14. The plenary meeting, including the resumed plenary meeting, will be webcast.

15. If there shall be additional balloting to fill any remaining places, the next round of secret balloting will take place at the plenary meeting to be held on the same day in the afternoon at 4:00 p.m. Delegates should start arriving to the Hall 30 minutes before the start time of the meeting to collect the ballot paper(s) and to take their seats so that the meeting could begin on time.
Annex II    General Assembly Hall layout for the casting of the ballots