

17 November 2020

Excellency,

I have the honour to inform you that the General Assembly will hold an advisory vote by secret ballot to select one country from the Latin American and Caribbean States to be requested to propose a candidate for appointment to the Joint Inspection Unit during the plenary meeting scheduled for Monday, 23 November 2020, at 10 a.m., in the General Assembly Hall. **Please note that the advisory vote by secret ballot will be conducted toward the end of the meeting from 12:20 p.m. after the General Assembly has dealt with the other items on its programme before the appointment of members of the Joint Inspection Unit (see paragraph 6 of Annex I).** The programme for the meeting is published in the Journal of the United Nations and the webpage “Schedule of General Assembly plenary and related meetings” (<https://www.un.org/en/ga/info/meetings/75schedule.shtml>).

It is suggested that the delegate who will be casting the vote should pick up the ballot paper upon arrival at the General Assembly Hall. Additional details concerning the conduct of the advisory vote by secret ballot are also provided in the Annex. I urge all to follow the guidelines, including not to congregate, to maintain the recommended physical distancing, and to have a face covering on the day 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 I: Conduct of the advisory vote by secret ballot to select one country from the Latin American and Caribbean States to be requested to propose a candidate for appointment to the Joint Inspection Unit**

### **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 noon on Friday, 20 November 2020, at room S-30MM2 on the 30<sup>th</sup> floor of the Secretariat building**. No late submission will be accepted. The Secretariat will distribute them desk-to-desk in the General Assembly Hall on 23 November 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 paper 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 paper.

5. It is suggested that the delegate who will be casting the vote should pick up the ballot paper upon arrival at the General Assembly Hall.

### ***Filling in the ballot papers***

6. 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 **Error! Reference source not found.** 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.

7. **Once the General Assembly has dealt with the item(s) on its programme before the appointment of members of the Joint Inspection Unit, the President of the General Assembly will, at around 12:20 p.m., invite delegates to proceed to the election. He will explain the procedure and then allow time for the delegates to fill out the ballot paper.**

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

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

### ***Ballot papers drop-off***

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

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

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

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

### ***Announcement of results***

14. Upon receipt of the results certified by the tellers, the President of the General Assembly will resume the plenary meeting to announce the results. In accordance with existing practice, the country obtaining the required majority and

the greatest number of votes, shall be the country selected to propose a candidate for appointment to the Joint Inspection Unit.

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

## Annex II General Assembly Hall layout for the casting of the ballots

