9 December 2020

Excellency,

I have the honour to inform you that the General Assembly will hold the election of members of the Organizational Committee of the Peacebuilding Commission by secret ballot during the plenary meeting scheduled for Monday, 14 December 2020, at 10 a.m., in the General Assembly Hall. Please note that the secret ballot will be conducted toward the end of the meeting after the General Assembly has dealt with the other items on its programme (see paragraph 7 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 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 election of members of the Organizational Committee of the Peacebuilding Commission

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, 11 December 2020, at room S-30MM2 on the 30th 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 14 December 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 30 minutes before the start time of the meeting.

Ballot paper 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 paper

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 election of members of the Organizational Committee of the Peacebuilding Commission, 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 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.

10. **It is to be recalled that there is no provision in the past General Assembly resolutions on regional distribution of seats to be filled by election in the category established in paragraph 4 (e) of resolution 60/180, except for paragraph 7 of resolution 60/261 which stipulates that “each of the five regional group shall have no less than three seats in the overall composition of the Organizational Committee”**.

**Ballot paper drop-off**

11. 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”).

12. 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.

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

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

**Announcement of results**

15. 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 elected members of the Organizational Committee of the Peacebuilding Commission.

16. The plenary meeting, including the resumed plenary meeting, will be webcast.
Annex II   General Assembly Hall layout for the casting of the ballots