

UNDP 50th Anniversary Ministerial Meeting

General Assembly Hall, United Nations Headquarters, New York, 24 February 2016



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[Information Note for Member State Delegations](#)

Venue

The UNDP Ministerial Meeting will take place at the United Nations Headquarters in New York. To allow for ease of access it is recommended that participants allow sufficient time, minimum fifteen minutes, to pass through security clearance and entrance gates during peak times.

Date and Time

The meeting is a one-day high-level event scheduled from 10:00 a.m. to 6:00 p.m. on 24 February 2016. The meeting will include a range of Davos-style plenary sessions and thematic breakout sessions.

The morning plenary sessions will be held in the General Assembly Hall from 10:00 to 11:10 a.m. Thematic break-out sessions will be held in Conference Rooms 6, 8, 11 and 12 in the Conference Building on level 1B from 11:25 a.m to 1:00 p.m. Specific information regarding locations of each thematic break-out session will be shared prior to the event. The afternoon plenary sessions will be held in the General Assembly Hall from 3:00 to 6:00 p.m.

Level of Participation

The meeting will be chaired by the UNDP Administrator. Member States are invited to participate at Ministerial Level. Intervention in the various sessions may be made by Ministers and Heads of Delegations, with priority given to Ministers.

Accreditation

Member State representatives can access the meeting with their UN grounds pass provided by the UN Pass Unit. Permanent Representations are requested to make the necessary arrangements through the UN Protocol Office in due time to obtain VIP passes for their Cabinet Ministers and other officials from the rank of Deputy/Vice Minister (or equivalent) or above. Please refer to www.un.int/protocol/protocol.

Seating Arrangements

In the **General Assembly Hall, during the Plenary Sessions**, the seating arrangements for Member States will be made in accordance with General Assembly seating. Each delegation will have three seats with three microphones and three additional seats immediately behind.

In the Thematic Break-out Sessions, owing to space constraints, the conference rooms will accommodate the Head of Delegation plus two persons.

Format of the Meeting

Ministers or Heads of Delegations who are invited to intervene as panelists, or from the floor, during the plenary or thematic sessions of the meeting are requested to limit their intervention strictly to two to three minutes. Moderators will be asked to enforce this restriction so that the meeting can stay on time and there is an opportunity for all Ministers to speak.

The plenary sessions will comprise panel presentations in a Davos-style format, with the exception of Session VII ("Financing the 2030 Agenda"), which will allow for a limited number of interventions from the floor.

The thematic breakout sessions will comprise a panel discussion followed by a moderated open discussion with interventions from the floor. Delegations are not encouraged to deliver formal statements but rather to engage interactively with the topics at hand. Throughout the course of the day there will be opportunities for Ministers' engagement.

Documentation

The UNDP meeting will be 'PaperSmart', i.e. hard copy versions of documents will not be provided. All official documentation will be electronically available on the conference [PaperSmart](http://papersmart.unmeetings.org/ga/undp/undp-50th-anniversary-ministerial-meeting) portal at papersmart.unmeetings.org/ga/undp/undp-50th-anniversary-ministerial-meeting.

While formal statements are not encouraged, delegations may, however, should they wish, circulate written statement through the PaperSmart portal. Delegations wishing to do so should send a copy of the statement at least *one hour* in advance of the requested time of circulation to papersmart3@un.org.

Interpretation

Interpretation will be available in all UN official languages. Any delegations requiring additional translation arrangements please contact undp50.ministerial.meeting@undp.org.

Luncheon and Reception

The UNDP Administrator will host a luncheon and reception, by invitation only, in the Delegates' Dining Room on the 4th floor of the UN Headquarters on 24 February 2016:

Luncheon: Heads of delegations are invited to attend from 1:15 to 2:45 p.m. Please let us know in advance should you need to bring an interpreter, so arrangements could be made to place a chair behind your seat. RSVP should be made to marcela.romero@undp.org

Reception: Following the conclusion of the meeting, a reception for Heads of Delegations and Permanent Representatives will be held at 6:30 to 8.30 p.m.

Attendance for both social events is by invitation only. Advance invitations will be sent electronically to Permanent Missions, and invitation cards will be delivered on the day of the meeting. It is requested that the cards be presented at the door.

Travel and accommodation

Participants are requested to make their own transportation, visas and accommodation arrangements.

Other Logistical Information

Insurance: Participants are responsible for making their own insurance arrangements, including life, health and other forms deemed appropriate. The United Nations does not take responsibility for the ill health of any participants during their travel and stay.

Health Requirements: Delegations arriving from outside the United States are subject to US and New York State health requirements. Please check any such requirements before commencing travel.

Wi-Fi: Participants will have access to the United Nations Headquarter guest Wi-Fi. No password is required.

Further Information & Contacts

Additional details on the UNDP meeting are available on the website of the meeting, at 50.undp.org/en/meeting or you may contact us at undp50.ministerial.meeting@undp.org. On the day of the conference, participants can contact the meeting help desk that will be set-up on the ground floor of the General Assembly building next the visitor's information booth.

Emergency Contacts

Report life-threatening emergencies, serious accidents, chemical spills, and breaches of security should be immediately reported to:

NYC Fire and Police Department	9-911 (from UN premises)
UN Security & Safety Service Control Center	212-963-6666 or ext. 3-6666 (24 hours)
UN Fire and Safety Unit	212-963-5555 or ext. 3-5555 (24 hours) In the event of a fire, pull the fire alarm and vacate the building
UN Medical Services	212-963-7777 or ext. 3-7777 (Mon-Fri, office hours)