



Delegates Handbook

Seventy-first session of the United Nations General Assembly

Opening date of the seventy-first session of the General Assembly
Tuesday, 13 September 2016

General debate of the seventy-first session of the General Assembly
Tuesday, 20 September to Saturday, 24 September,
and Monday, 26 September 2016

HIGH-LEVEL MEETINGS

**High-level plenary meeting on addressing large movements
of refugees and migrants**
Monday, 19 September 2016

**High-level meeting on antimicrobial resistance convened
by the President of the General Assembly**
Wednesday, 21 September 2016

**High-level segment of the General Assembly to commemorate the thirtieth
anniversary of the Declaration on the Right to Development**
Thursday, 22 September 2016

**High-level plenary meeting convened by the President
of the General Assembly to commemorate and promote
the International Day for the Total Elimination of Nuclear Weapons**
Monday, 26 September 2016

HIGH-LEVEL EVENT BY THE SECRETARY-GENERAL

High-level event on the entry into force of the Paris Agreement
Wednesday, 21 September 2016, from 8 to 9 a.m. in the General Assembly Hall

Emergency information and updates

**Hotline for updates during weather
emergencies or other urgent situations** 212-963-9800

Websites emergency.un.org
delegatesinfo.un.int

The websites also offer the option of subscription to e-mail,
SMS and voice call alerts

Delegates' Handbook



A close-up of east-facing windows on the United Nations Headquarters Secretariat building in New York. ■ UN Photo/KELVYN PEREZ

Delegates' Handbook

Seventy-first session of the General Assembly of the United Nations



United Nations

New York, September 2016-September 2017

Note

The present booklet contains information of a general nature about United Nations Headquarters which is applicable throughout the seventy-first session of the General Assembly. Suggestions for changes to the booklet should be addressed to the General Assembly Affairs Branch, room S-3048, ext.: 3.2337, or by e-mail: muturi@un.org. The booklet is also available on the Internet from the United Nations deleGATE website (www.un.int/pm/delegates-handbook) and at the General Assembly website under Resources (www.un.org/en/ga).

Message from the Secretary-General

For more than six decades, the Delegates' Handbook has served as an important resource and a ready reference guide for assisting delegates in understanding how the General Assembly and its subsidiary bodies conduct their complex work. The information provided in this useful guide not only facilitates Member States' coordination with relevant offices of the Secretariat, but also contributes to transparency and to further strengthening the relationship of trust between delegates and the Secretariat.



During the seventy-first session, Member States will take critical decisions in responding to significant global challenges, and I offer all of you my best wishes for success in the conduct of your diplomatic responsibilities. It is truly an honour and a privilege to work with you on the global agenda.

BAN KI-MOON

A handwritten signature in black ink that reads "Ki Moon Ban". The signature is written in a cursive style.

Secretary-General of the United Nations



*Projections on Sustainable Development Goals and 70th Anniversary of the United Nations.
A 10-minute film introducing the Sustainable Development Goals is projected
onto the UN Headquarters, north façade of the Secretariat building, and west façade
of the General Assembly building. ■ UN Photo/CIA PAK*

Foreword from the Under-Secretary-General

It is my honour to present the Delegates' Handbook for the seventy-first session of the General Assembly. Following the adoption of the 2030 Agenda for Sustainable Development, the seventy-first session will be critically important in setting the course for its implementation. In addition, we will also conduct the high-level plenary meeting on addressing large movements of refugees and migrants.



Since the publication of the first edition of the Handbook, 64 years ago in 1952, we have continued our efforts to provide delegates with a user-friendly and handy guide on the workings of the General Assembly. This year's edition features further improvements to better cater to delegates' needs, and we hope that the introduction of a mobile app will also enhance its accessibility.

The main objective of the Handbook is to guide delegates — both new and seasoned — in navigating the practices and procedures of the General Assembly and its subsidiary bodies, as well as the related services and facilities of the United Nations. It is hoped that Member States will find the Handbook helpful, handy and practical in assisting with the coordination of offices in the Secretariat and other delegations in covering the Assembly's diversified and extensive agenda. The Handbook is intended to supplement, and not replace, the rules of procedure (A/520/Rev.17) and the annotated preliminary list of agenda items (A/71/100).

The Department for General Assembly and Conference Management is always striving to improve the quality of its

services to its clients and constituents, and stands ready and committed to serve and support Member States. I wish you success in your deliberations.

CATHERINE POLLARD

A handwritten signature in black ink, appearing to read 'Catherine Pollard', with a stylized flourish at the end.

*Under-Secretary-General for General Assembly
and Conference Management*

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A view of the Japanese Peace Bell donated to the United Nations by the UN Association of Japan. Cast from coins and metal donated by people of 60 nations, the bronze bell is located in a landscaped area north-west of the Secretariat building. ■ UN Photo/KELVYN PEREZ



Cherry blossoms at the United Nations Headquarters campus in spring, juxtaposed with a portion of the sculpture "Arrival" by John Behan, a 2000 gift from the people of Ireland to the United Nations. ■ UN Photo/PAULO FILGUEIRAS

I. General information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is now known as United Nations Plaza, and on the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The Headquarters comprises five main structures that are all interconnected:

- General Assembly Building, housing the plenary hall, conference rooms 4, 5, 6, 7, 8, 11, 12, E and F, and additional offices of the Secretary-General and the President of the General Assembly
- Library Building
- South Annex Building (closed for security-related reasons except for the previous main cafeteria area which will be opened during a limited period of the General Debate)
- Conference Building (a long, low structure parallel to the river), where the Economic and Social Council, Security Council and Trusteeship Council Chambers are located on the 1st and 2nd floors, with conference rooms 1, 2, 3, 9, 10, A, B, C and D on the first basement level
- Secretariat Building (39 storeys), where press conferences are held, on the 2nd floor.

All conference rooms and council chambers in the Conference Building and the Plenary Hall and other conference rooms in the General Assembly Building may be reached from the delegates' entrance near 48th Street. There is also an entrance by the Library and South Annex Buildings near 43rd Street.

Several buildings adjacent to Headquarters house United Nations offices, including:

- DC1, One United Nations Plaza, 787 First Avenue.
- DC2, Two United Nations Plaza, 323 East 44th Street.
- FF Building, 304 East 45th Street.
- Albano Building, 305 East 46th Street.
- Innovation Building, 300 East 42nd Street.
- Daily News Building, 220 East 42nd Street.
- Falchi Building, 31-00 47th Avenue, Long Island City, Queens.
- Court Square (United Nations Federal Credit Union), 24-01 44th Road, Long Island City, Queens.
- UNITAR Building, 801 United Nations Plaza.
- Library Building, First Avenue and 42nd Street (Reading room open. Other areas closed for security reasons).
- South Annex Building, First Avenue and 42nd Street, (Closed for security reasons).

Delegates who wish to locate departments or offices are advised to check with the Information Unit (ext. 3.7111) (see p. 8). To call from outside the United Nations, instead of extension prefix "3", use prefix "212-963"; and, instead of prefix "7", use prefix "917-367".

Entrance

- **Pedestrians:** The entrance for delegations to the Plenary Hall is located at First Avenue and 46th Street.
- **Cars:** Cars require United Nations diplomatic licence plates ("D" plates) as well as an identification decal for the seventy-first session of the General Assembly, in order to enter and to park at United Nations Headquarters. (For more information, please see the section on parking on p. 72).

United Nations building passes and admission to meetings

Accreditation for members of official delegations

Passes for members of official delegations to regular and special sessions of the General Assembly and all other official calendar meetings at Headquarters are authorized by the Protocol and Liaison Service (tel: 212-963-7181) and processed by the Pass and Identification Unit, located at 320 East 45th Street. Requests for

accreditation for members of delegations to temporary meetings may be processed through the online accreditation system “eAccreditation” at <https://delegate.un.int>. Guidelines on eAccreditation and frequently asked questions (FAQs), can be found on the Protocol and Liaison Service website (www.un.int/protocol).

Accreditation for official delegations of intergovernmental organizations (accredited to the United Nations as observers) that do not have offices in New York should follow the procedure specified in the “Accreditation Guidelines for intergovernmental organizations away from New York” posted on the Protocol and Liaison Service website (www.un.int/protocol).

Types of passes¹

The following types of passes may be issued:

- VIP pass without a photograph, issued from the Protocol Office for Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and spouses
- VIP pass with a photograph, issued from the Protocol Office for Deputy Prime Ministers, Cabinet Ministers and spouses
- Gold pass for heads of delegations, processed at the Pass and Identification Unit
- Blue pass for all delegates, processed at the Pass and Identification Unit
- Protocol pass with photo, issued by the Protocol Office²

Protocol requirements for issuance of passes

VIP passes and delegate passes (gold and blue)

Requests for the following categories of pass may be processed through the online system by logging on to the eAccreditation website at <https://delegate.un.int>, completing an online accred-

¹ Passes for returning delegates whose photographs are already in the electronic system of the Pass and Identification Unit may be picked up by a member of the Mission with identification. Spouses will be issued the same type of pass as the principals. Delegates who have photographs in the system that are older than five years are required to have their photographs retaken at the Pass and Identification Unit.

² Issuance of protocol passes will be curtailed for the duration of the General Debate and high level meetings except under very special circumstances. Protocol passes are not issued for calendar meetings or for tours at Headquarters.

itation form with passport size photograph and submitting it to the Protocol and Liaison Service:

- (a) Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and spouses (no photograph is required);
- (b) Deputy Prime Ministers and Cabinet Ministers and spouses (colour photograph in JPEG format is required);
- (c) Members of official delegations.

All requests must be submitted at least two working days in advance for proper accreditation and issuance of passes. Additional working days may be required prior to and during the General Debates and other high-level meetings. The deadline of submission of accreditation requests for the high-level week (19-26 September) is **Monday, 12 September 2016**.

For category (a) and (b) passes, a letter from the Permanent Mission indicating names, titles, duration of stay and purpose of visit should be sent to the Chief of Protocol before or immediately after the online submission of pass requests.

Protocol passes

For protocol passes the following are required:

- A letter of request addressed to the Chief of Protocol and signed by the Permanent Representative or the Chargé d'affaires, a.i., indicating names, functional titles, affiliations, reason for visit and duration of stay;
- A colour photograph in JPEG format to be e-mailed to protocolphoto@un.org.
- Requests for protocol passes will not be processed through eAccreditation.

Accreditation for media correspondents

The Media Accreditation and Liaison Unit (room: S-0250, tel.: 212-963-6934, fax: 212-963-4642), provides accreditation and liaison services for members of the written and online press, film, television, photographic, radio and other media organizations. For media accreditation requirements, please see www.un.org/malu.

Missions are required to submit their media accreditation requests in advance by using the online system “eAccreditation”, available through the eDelegate Portal at <https://delegate.un.int>. Please contact 212-963-6934 or malu@un.org for assistance with accreditation, or to coordinate media coverage at UNHQ.

Accreditation for non-governmental organizations

Grounds passes for designated representatives of non-governmental organizations in consultative status with the Economic and Social Council are only approved electronically through the website of the Non-Governmental Organizations Branch of the Department of Economic and Social Affairs at: <http://csonet.org/?menu=86>.

After the NGO receives a confirmation e-mail from the NGO Branch approving its request, the representative(s) of the NGO can collect the pass(es) from the UN Pass and ID Office located at 320 East 45th Street, New York, by carefully following the instructions that are detailed on the website.

For any questions, NGOs may contact the NGO Branch through the CSO Net messaging system at: <http://esango.un.org/irene/index.html?page=publicMessage&nr=39§ion=9>.

Department of Safety and Security

The United Nations Security and Safety Service operates on a 24-hour basis.

	Ext.	Fax	Room
<i>Under-Secretary-General for Safety and Security, Mr. Peter T. Drennan</i>	7.3158	7.1987	S-0809
<i>Chief of Security and Safety Service Mr. Michael Browne</i>	7.9211	3.6850	CB-0109
<i>Central Support Unit</i>	3.1852		GA-2B-555

The Central Support Unit, located in the second basement of the General Assembly Building (GA-2B-555), operates on a 24-hour basis and can be contacted at 212-963-1852. The Unit will handle queries concerning lost and found items as well as all in-person enquiries from 5.00 a.m. to 10.00 p.m.

Security Operations Centre

The Security Operations Centre operates on a 24-hour basis and can be contacted at 212-963-6666 for all access requests or any general enquiries. The Centre will handle queries concerning lost and found items from 10.00 p.m. to 5.00 a.m.

The Centre is staffed with security and fire-safety personnel. For fire or medical emergencies, first call 911 (9-911 from a United Nations telephone) and then contact 212-963-5555 (3.5555 from a United Nations telephone). For further details please see <https://iseek-newyork.un.org/emergencyNY>.

In addition to providing security and safety services on a 24-hour basis at Headquarters, the Security and Safety Service:

- Issues grounds passes, which members of a delegation may obtain from the Pass and Identification Office, main office located on the ground floor of the FF Building, at 304 East 45th Street from 9.00 a.m. to 4.00 p.m., further to authorization by the Protocol and Liaison Service. The satellite office located on the 1st floor of the UNITAR Building, 45th Street and First Avenue (First Avenue entrance) will be opened for press accreditation.
- Receives official telephone calls, telegrams and cables requiring follow-up action after normal working hours.

Information (telephones and desk locations)

The Information Unit (ext. 3.7113) will advise on:

- The location and telephone numbers of delegations;
- The office or official to be contacted for technical or substantive queries;
- The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see p. 70).

Visitors' Information Desk

The Visitors' Information Desk will be relocated to the lobby of the UNITAR Building from Monday, 19 September to Monday, 26 September 2016 and will be operational from 9.00 a.m. to 5.30 p.m.

Medical Services Division

The Medical Services Division provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations. As well as emergency response, the Medical Services Division can provide primary care and first aid, travel health advice, and guidance on accessing local health care services, including doctors, dentists, pharmacies and hospitals.

Emergency response: During the seventy-first session of the General Assembly, an immediate medical response capability for the main campus will be provided by the Medical Services Division, New York City Paramedics and United Nations Security staff.

For a medical emergency, contact the Security Control Centre, ext. 3.6666 or telephone 212-963-6666. The Control Centre will coordinate with the Medical Services Division, other medical assistance, and the local emergency first response capability (911) as appropriate.

Primary care/first-aid: The Medical Service provides a primary care and first-aid service at its walk-in clinic on the 5th floor of the Secretariat Building. The service is available from 8.30 a.m. to 5.00 p.m. on weekdays. Limited primary care support will also be available until 8.30 p.m. during the General Debate period.

The Medical Service also operates two satellite clinics to provide general support:

- **DC1 Building:** Room DC1-1190 (11th floor)
Hours of operation: weekdays 9.00 a.m. to 5.00 p.m.
Tel.: 212-963-8990
- **UNICEF House:** Room: H-0545 (5th floor)
Hours of operation: weekdays 9.00 a.m. to 5.00 p.m.
Tel.: 212-326-7541

Protocol and Liaison Service

The Protocol and Liaison Service is part of the Department for General Assembly and Conference Management (DGACM).

	Ext.	Room
<i>Chief of Protocol, Mr. Peter Van Laere</i>	3.7171	S-0207
<i>Deputy Chief of Protocol, Ms. Nicole Bresson-Ondieki</i>	7.4320	S-0211
Australia	Iraq	Qatar
Bahrain	Ireland	Republic of Korea
Bangladesh	Jamaica	Saudi Arabia
Bhutan	Japan	Senegal
Bosnia and Herzegovina	Jordan	Seychelles
Brunei Darussalam	Kenya	Sierra Leone
Canada	Latvia	Somalia
China	Liberia	South Africa
Comoros	Malawi	Sri Lanka
Czech Republic	Mozambique	Sudan
Denmark	Namibia	Swaziland
Estonia	Nepal	Sweden
Finland	Netherlands	Trinidad and Tobago
Ghana	Nigeria	United Kingdom of Great Britain and Northern Ireland
Hungary	Norway	Ireland
Indonesia	Oman	United States of America
	Portugal	

Observers

State of Palestine	Intergovernmental Authority on Development
African, Caribbean and Pacific Group of States	International Centre for Migration Policy Development
Association of Southeast Asian Nations	International Conference on the Great Lakes Region of Africa
Common Fund for Commodities	International Hydrographic Organization
Community of Portuguese-speaking Countries	International Organization for Migration
Conference on Interaction and Confidence-building Measures in Asia	International Renewable Energy Agency
Cooperation Council for the Arab States of the Gulf	International Union for the Conservation of Nature
Energy Charter Conference	League of Arab States
European Organization for Nuclear Research	Organization for Economic Cooperation and Development
Hague Conference on Private International Law	Organization of Islamic Cooperation
Indian Ocean Commission	Pacific Islands Forum
Indian Ocean Rim Association	Partners in Population and Development

Protocol and Liaison Officers

	Ext.	Room
Ms. Pilar Fuentes	3.0720	S-0206
Algeria	Egypt	Morocco
Argentina	El Salvador	Nicaragua
Belgium	Equatorial Guinea	Panama
Benin	France	Paraguay
Bolivia (Plurinational State of)	Germany	Peru
Botswana	Guatemala	Philippines
Brazil	Guinea	San Marino
Burkina Faso	Honduras	Singapore
Cambodia	Israel	Spain
Chile	Italy	Switzerland
Colombia	Kuwait	Tunisia
Congo	Lesotho	United Arab Emirates
Costa Rica	Liechtenstein	United Republic of Tanzania
Cuba	Madagascar	Uruguay
Cyprus	Malaysia	Venezuela (Bolivarian Republic of)
Dominican Republic	Mali	
Ecuador	Malta	
	Mexico	

Observers

African Union	International Development Law Organization
Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean	International Federation of Red Cross and Red Crescent Societies
Andean Community	International Organization of la Francophonie
Andean Development Corporation	Latin American Economic System
Association of Caribbean States	Latin American Integration Association
Caribbean Community	Latin American Parliament
Central American Integration System	Organization of American States
Council of Europe	Organization of Eastern Caribbean States
European Union	Union of South American Nations
Ibero-American Conference	University for Peace
Inter-American Development Bank	
International Committee of the Red Cross	

	Ext.	Room
Mr. Fariz Mirsalayev	3.7171	S-0205
Andorra	Lithuania	Serbia
Azerbaijan	Luxembourg	Slovakia
Bahamas	Sao Tome and Principe	Slovenia
Belarus		Tajikistan

Bulgaria	Republic of Moldova	The former Yugoslav
Democratic People's Republic of Korea	Mauritius	Republic of Macedonia
Eritrea	Micronesia (Federated States of)	Timor-Leste
Ethiopia	Mongolia	Tonga
Georgia	Montenegro	Turkey
Iceland	Nauru	Turkmenistan
Iran (Islamic Republic of)	Palau	Tuvalu
Kazakhstan	Poland	Uganda
Kiribati	Romania	Ukraine
Kyrgyzstan	Russian Federation	Uzbekistan
Lao People's Democratic Republic	Saint Kitts and Nevis	Viet Nam
Libya	Saint Lucia	Yemen
	Samoa	Zambia

Observers

Holy See	Inter-American Development Bank
Asian Development Bank	International Anti-Corruption Academy
Black Sea Economic Cooperation Organization	International Fund for Saving the Aral Sea
Central European Initiative	International Institute for Democracy and Electoral Assistance
Collective Security Treaty Organization	International Institute for the Unification of Private Law
Commonwealth of Independent States	Islamic Development Bank Group
Developing Eight Countries Organization for Economic Cooperation	OPEC Fund for International Development
Economic Cooperation Organization	South Asian Association for Regional Cooperation
Eurasian Development Bank	Sovereign Military Order of Malta
Eurasian Economic Community	West African Economic and Monetary Union
Global Green Growth Institute	World Customs Organization
GUUAM	

	Ext.	Room
Mr. Jean-Marc Koumoué	3.7178	S-0204

Afghanistan	Djibouti	Myanmar
Albania	Dominica	New Zealand
Angola	Fiji	Niger
Antigua and Barbuda	Gabon	Pakistan
Armenia	Gambia	Papua New Guinea
Austria	Greece	Rwanda
Barbados	Grenada	Saint Vincent and the Grenadines
Belize	Guinea-Bissau	Solomon Islands
Burundi	Guyana	

Cabo Verde	Haiti	South Sudan
Cameroon	India	Suriname
Central African Republic	Lebanon	Syrian Arab Republic
Chad	Maldives	Thailand
Côte d'Ivoire	Marshall Islands	Togo
Croatia	Mauritania	Vanuatu
Democratic Republic of the Congo	Monaco	Zimbabwe

Observers

African Development Bank	International Olympic Committee
Asian-African Legal Consultative Organization	Inter-Parliamentary Union
The Commonwealth	Italian-Latin American Institute
Community of Sahelo-Saharan States	Organization for Security and Cooperation in Europe
East African Community	Pan African Intergovernmental Agency for Water and Sanitation for Africa
Economic Community of Central African States	Parliamentary Assembly of the Mediterranean
Economic Community of West African States	Permanent Court of Arbitration
Global Fund to Fight AIDS, Tuberculosis and Malaria	Regional Centre on Small Arms and Light Weapons in the Great Lakes Region, the Horn of Africa and Bordering States
International Civil Defence Organization	Shanghai Cooperation Organization
International Criminal Police Organization (INTERPOL)	South Centre
International Humanitarian Fact-Finding Commission	Southern African Development Community
	Union for the Mediterranean

Credentials

Credentials are required for representatives of Member States to the General Assembly, the Security Council and the Economic and Social Council.

For the sessions of the General Assembly, credentials of representatives (issued by the Head of State or Government or by the Minister for Foreign Affairs) should be submitted to the Secretary-General not less than one week before the opening of the session through the Secretary of the Credentials Committee, Office of Legal Affairs, room S-3604, and copied to the Protocol and Liaison Service, room S-0207 for publication.³

³ A comprehensive list of delegations will be available in December.

Blue Book of Permanent Missions to the United Nations

The *Blue Book of Permanent Missions to the United Nations*, which is published once a year, lists the diplomatic personnel of Member States, the staff of intergovernmental organizations accredited to the United Nations as observers and the staff of liaison offices of United Nations specialized agencies, as well as the membership of the principal organs of the United Nations. All interim movements of personnel and changes in address, telephone/fax numbers, national holidays, etc., are updated in the *Blue Book* online as soon as the Protocol and Liaison Service is notified of such changes by the Missions.

Protocol and Liaison Service website

The Protocol and Liaison Service website (www.un.int/protocol) includes the most up-to-date version of the *Blue Book*, lists of Permanent Representatives, Heads of State/Government and Ministers for Foreign Affairs, and a list of senior United Nations officials. It also contains the Manual of Protocol.



On the occasion of the International Year of the Child in 1979, Poland presented the United Nations with this wood-framed self-illuminating stained glass depicting a “Sleeping Child”. This glass, created after a drawing by Polish artist Stanislaw Wyspianski, was executed by a group of Polish artists who volunteered their work for this project. ■ UN Photo/LOIS CONNER

II. The General Assembly¹ and its Main Committees, the Economic and Social Council and other organs

The General Assembly and its Main Committees

President of the General Assembly for the seventy-first session

His Excellency Mr. Peter Thomson (Fiji).

At its seventieth regular session, on 13 June 2016, pursuant to rule 30 of the rules of procedure, the General Assembly elected the President for the seventy-first session.

Office of the President

The Office is located on the 2nd floor of the Conference Building.

	Ext.	Fax	Room
Office of the President	3.7555	212-963-3301	CB-0246
Spokesperson	3.6274	212-963-3301	S-0244

Vice-Presidents

Pursuant also to rule 30, the General Assembly elected the 21 Vice-Presidents for the seventy-first session:

Vice-Presidents of the General Assembly for the seventy-first session

1. Armenia	9. Djibouti	17. Solomon Islands
2. Bahamas	10. El Salvador	18. Turkmenistan
3. Bangladesh	11. France	19. United Kingdom of Great Britain and Northern Ireland
4. Belgium	12. Germany	20. United States of America
5. Belize	13. Mauritania	21. Zambia
6. China	14. Nepal	
7. Congo	15. Nigeria	
8. Côte d'Ivoire	16. Russian Federation	

¹ Information on the General Assembly is available at www.un.org/ga.

Secretariat arrangements for the General Assembly

The Secretary-General acts in his capacity as Chief Administrative Officer of the Organization at all meetings of the General Assembly.

Overall responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for General Assembly and Conference Management.

The Director of the General Assembly and ECOSOC Affairs Division coordinates the work of the session. The Director also assumes direct responsibility for the servicing of plenary meetings and the meetings of the General Committee.

	Ext.	Room
<hr/>		
<i>Under-Secretary-General for General Assembly and Conference Management</i>		
Ms. Catherine Pollard E-mail: pollardc@un.org	3.8081	S-3068
<hr/>		
<i>Assistant Secretary-General and Deputy to the Under-Secretary-General</i>		
Mr. Movses Abelian E-mail: abelian@un.org	3.4151	S-3065

Questions relating to the work of the Assembly should be referred to the General Assembly and ECOSOC Affairs Division.

	Ext.	Room
<hr/>		
<i>Director</i> , Ms. Ruth de Miranda E-mail: demiranda@un.org	3.0725	S-3080

General Assembly Affairs Branch

<hr/>				
Programme of work, coordination, procedures, organizational matters, plenary elections and candidatures		Ext. 3.2332		
<hr/>				
<i>Chief</i> , Mr. Kenji Nakano E-mail: nakano@un.org			3.5411	S-3051
<hr/>				
Ms. Radhika Ochalik E-mail: ochalik@un.org			3.3233	S-3047
<hr/>				
Mr. Georg Zeiner E-mail: zeiner@un.org			3.1174	S-3075

	Ext.	Room
Mr. Irfan Soomro E-mail: soomroi@un.org	3.8547	S-3053
Ms. Jori Joergensen E-mail: joergensenj@un.org	3.7784	S-3044
Mr. Rene Holbach E-mail: holbach@un.org	3.3322	S-3059

Arrangements for the list of speakers

	Ext.	Room
Ms. Antonina Poliakova E-mail: poliakova@un.org	3.5063/3.7624	S-3082

Information on plenary elections and candidatures²

	Ext.	Room
Ms. Mary Muturi E-mail: muturi@un.org	3.2337	S-3048

Membership of Main Committees³

	Ext.	Room
Mr. Carlos Galindo E-mail: galindo@un.org	3.5307	S-3049

While meetings of the General Assembly are in progress, most of the staff listed above may be reached in the General Assembly Hall at extension 3.7786/3.7787/3.9110.

All those listed above deal with matters relating to the plenary meetings of the General Assembly and meetings of the General Committee.

Plenary meetings of the General Assembly and meetings of the General Committee

Schedule. A draft programme of the work of the plenary for the seventy-first session is contained in document A/70/987.

² CandiWeb (<https://eroom.un.org/eRoom/UNHQ01/Candiweb>) is the web page that provides information on candidates submitted by Member States for the session.

³ A list of participants in the Main Committees is issued by each Main Committee (see A/INF/71/2).

During the General Debate, an updated programme of work and schedule of plenary meetings during the main part of the General Assembly's seventy-first session will be issued as document A/INF/71/3. There is no predetermined programme of work for formal and informal meetings of the plenary for the resumed part of the session (1 January 2017-September 2017). Meetings will be announced in the *Journal* when they have been scheduled. For an updated tentative schedule of General Assembly plenary meetings, please visit www.un.org/en/ga/info/meetings/71schedule.shtml.

Agenda. The provisional agenda of the seventy-first regular session is contained in document A/71/150. The annotations are contained in documents A/71/100 and A/71/100/Add.1. After its adoption by the 2nd plenary meeting, scheduled for 16 September 2016, the agenda will be issued in document A/71/251 (see document A/71/252 for allocation of items).

List of speakers. Focal points from Permanent Missions are requested to register speakers with the General Assembly Affairs Branch using the new e-Speakers system at <https://delegate.un.int>. The support contacts for inscription to the lists of speakers are: gaspeakerslist@un.org and poliakova@un.org; tel.: 212-963-5063.

Draft resolutions and decisions. For the submission of a draft resolution or decision for the plenary, please consult the guidelines for submission which can be found at www.un.org/en/ga/67/guidelines_submission_draft_reso.pdf.

High-level meetings and the General Debate. The information note for delegations on arrangements for the high-level meetings and the General Debate was issued in document A/INF/71/4.

Other useful documents. Information concerning the organization of the session (including conduct of meetings, length of statements, explanations of the vote, right of reply, points of order and concluding statements; records of meetings; resolutions; documentation; questions relating to the programme budget; observances and commemorative meetings; and spe-

cial conferences) can be found in document A/BUR/71/1. The report of the Ad Hoc Working Group on the Revitalization of the Work of the General Assembly⁴ (A/70/1003) contains, among other things, an inventory chart of General Assembly resolutions on the revitalization of the work of the General Assembly.

Main Committees of the General Assembly

Pursuant to rule 30, the First Committee, the Special Political and Decolonization (Fourth) Committee, the Second Committee, the Third Committee, the Fifth Committee and the Sixth Committee elected their respective Chairs for the seventy-first session of the General Assembly. See under each Main Committee for details.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees, namely, the Under-Secretaries-General or other officials listed below under the appropriate committee. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are also listed below, are provided by the appropriate departments or offices of the Secretariat.

First Committee

Chair: Mr. Sabri Boukadoum (Algeria)

	Ext.	Room
<i>High Representative for Disarmament Affairs</i>		
Mr. Kim Won-Soo	7.4353	S-3174
<i>Secretary of the First Committee</i>		
Ms. Sonia Elliott elliotts@un.org	3.2338	S-3056
<i>Secretary of the Disarmament Commission</i> ⁵		
Mr. Alexander Lomaia lomaia@un.org	3.4238	S-3061

⁴ See www.un.org/en/ga/revitalization.

⁵ The Disarmament Commission works in close cooperation with the First Committee and has similar agenda items on disarmament and international security issues.

Special Political and Decolonization Committee (Fourth Committee)

Chair: H. E. Mr. Vladimir Drobnyak (Croatia)

	Ext.	Fax	Room
<i>Under-Secretary-General for Peacekeeping Operations</i>			
Mr. Hervé Ladsous	3.8079	3.9222	S-3571
<i>Under-Secretary-General for Field Support</i>			
Mr. Atul Khare	3.2199	3.1379	S-3576
<i>Under-Secretary-General for Political Affairs</i>			
Mr. Jeffrey Feltman	3.5055	3.5065	S-3516
<i>Under-Secretary-General for Communications and Public Information</i>			
Ms. Cristina Gallach	3.2912	3.4361	S-1008
<i>Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Gaza</i>			
Mr. Pierre Krähenbühl	3.2255	7.1988	DC1-1265 ⁶
<i>Secretary of the Special Political and Decolonization Committee</i>			
Ms. Christa Giles	3.0962		S-3066

Second Committee

Chair: H. E. Mr. Dian Triansyah Djani (Indonesia)

	Ext.	Fax	Room
<i>Under-Secretary-General for Economic and Social Affairs</i>		3.1010	
Mr. Wu Hongbo	3.5958	3.4324	S-2922
<i>Under-Secretary-General and High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States</i>			
Mr. Gyan Chandra Acharya	3.9078	7.0556	S-3266
<i>Executive Secretary of the Economic Commission for Europe (ECE), Geneva</i>			
Mr. Christian Friis Bach	3.5565	7.1102	S-1508
<i>Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok</i>			
Ms. Shamshad Akhtar	3.5565	3.1102	S-1508

⁶ **New York offices:** DC1 = One United Nations Plaza.

	Ext.	Fax	Room
<i>Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC), Santiago</i>			
Ms. Alicia Bárcena	3.5565	3.1102	S-1508
<i>Executive Secretary of the Economic Commission for Africa (ECA), Addis Ababa</i>			
Mr. Carlos Lopes	3.5565	3.1102	S-1508
<i>Executive Secretary of the Economic and Social Commission for Western Asia (ESCWA), Beirut</i>			
Ms. Rima Khalaf	3.5565	3.1102	S-1213
<i>Executive Director of the United Nations Children's Fund (UNICEF)</i>			
Mr. Anthony Lake	212-326-7028	5.7758	H-1380 ⁷
<i>Executive Director of the World Food Programme</i>			
Ms. Ertharin Cousin	646-556-6901	646-556-6932	733 Third Avenue, 23 rd floor
<i>Secretary-General of the United Nations Conference on Trade and Development (UNCTAD), Geneva</i>			
Mr. Mukhisa Kituyi	3.6896	3.0027	DC2-1125 ⁷
<i>Administrator of the United Nations Development Programme (UNDP)</i>			
Ms. Helen Clark	212-906-5791	212-906-5778	DC1-2128 ⁷
<i>Executive Director of the United Nations Population Fund (UNFPA)</i>			
Mr. Babatunde Osotimehin	212-297-5111	212-297-4911	NB-6120 ⁷
<i>Executive Director of the United Nations Environment Programme (UNEP), Nairobi</i>			
Mr. Eric Solheim	3.8210	3.7341	DC2-0803 ⁷
<i>Executive Director of the United Nations Institute for Training and Research (UNITAR), Geneva</i>			
Mr. Nikhil Seth	3.9683	3.9686	DC1-0603 ⁷

⁷ **New York offices:** H = UNICEF House; DC2 = Two United Nations Plaza; DC1 = One United Nations Plaza; NB = 605 Third Avenue, 6th Floor.

	Ext.	Fax	Room
<i>Rector of the United Nations University, Tokyo</i> Dr. David Malone	3.6387		DC2-2060 ^B
<i>Under-Secretary-General, Executive Director of the United Nations Human Settlements Programme</i> Mr. Joan Clos	3.4200	3.8721	DC2-0943 ^B
<i>Secretary of the Second Committee</i> Ms. Emer Herity	7.5816	3.5935	S-1278

Third Committee

Chair: H. E. Ms. María Emma Mejía Vélez (Colombia)

	Ext.	Fax	Room
<i>Director-General of the United Nations Office at Vienna and Executive Director of the United Nations Office on Drugs and Crime</i> Mr. Yury Fedotov	3.5631	3.4185	DC1-0613 ^B
<i>Under-Secretary-General for Economic and Social Affairs</i> Mr. Wu Hongbo	3.5958	3.1010 3.4324	S-2922
<i>Executive Director of the United Nations Children's Fund (UNICEF)</i> Mr. Anthony Lake	212-326-7028	5.7758	H-1380 ^B
<i>Executive Director of the United Nations Population Fund (UNFPA)</i> Mr. Babatunde Osotimehin	212-297-5111	212-297-4911	NB-6120 ^B
<i>United Nations High Commissioner for Human Rights, Geneva</i> H.R.H. Prince Zeid Ra'ad Zeid Al-Husseini	3.5931	3.4097	S-1311
<i>United Nations High Commissioner for Refugees (UNHCR), Geneva</i> Ms. Kelly T. Clements	3.0032	3.0074	DN-3000 ^B
<i>Under-Secretary-General/ Executive Director of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women)</i> Ms. Phumzile Mlambo-Ngcuka	646-781-4502	646-781-4567	DN-1910 ^B

^B **New York offices:** DC2 = Two United Nations Plaza; DC1 = One United Nations Plaza; H = UNICEF House; NB = 605 Third Avenue, 6th Floor; DN = Daily News Building.

	Ext.	Fax	Room
<i>Special Representative of the Secretary-General for Children and Armed Conflict</i>			
Ms. Leila Zerrougui	3.3178	3.0807	S-3124
<i>Special Representative of the Secretary-General on Violence against Children</i>			
Ms. Marta Santos Pais	7.6127	7.6123	FF-1708 ⁹
<i>Secretary of the Third Committee</i>			
Mr. Moncef Khane	3.3390	3.5935	S-1277

Fifth Committee

Chair: H. E. Ms. Inga Rhonda King (Saint Vincent and the Grenadines)¹⁰

	Ext.	Fax	Room
<i>Under-Secretary-General for Management</i>			
Mr. Yukio Takasu	3.8227	3.8424	S-3218
<i>Under-Secretary-General for Internal Oversight Services</i>			
Ms. Heidi Mendoza	3.6196	3.7010	S-0908
<i>Assistant Secretary-General for Programme Planning, Budget and Accounts, and Controller</i>			
Ms. Bettina Tucci Bartsiotas	7.9949	3.8061	S-2111
<i>Assistant Secretary-General for Human Resources Management</i>			
Ms. Carole Wamuyu Wainaina	7.3645	3.1944	S-1967
<i>Assistant Secretary-General for Central Support Services</i>			
Mr. Stephen Cutts	3.5569	3.4168	S-2069
<i>Assistant Secretary-General/Chief Information Technology Officer</i>			
Ms. Atefeh Riazi	3.8975	7.9766	S-1355
<i>Secretary of the Fifth Committee</i>			
Ms. Sharon Van Buerle	3.2021	3.0360	S-3241

Sixth Committee

Chair: H. E. Mr. Danny Danon (Israel)

	Ext.	Fax	Room
<i>Under-Secretary-General for Legal Affairs and United Nations Legal Counsel</i>			
Mr. Miguel de Serpa Soares	3.5338	3.6430	S-3620

⁹ **New York offices:** FF = 304 East 45th Street.

¹⁰ To be appointed at the first meeting of the Fifth Committee at the Seventy-first session of the General Assembly.

	Ext.	Fax	Room
<i>Assistant Secretary-General for Legal Affairs</i>			
Mr. Stephen Mathias	3.5528	3.6430	S-3624
<i>Secretary of the Sixth Committee</i>			
Mr. Huw Llewellyn	7.3154	3.1963	DC2-0566 ¹¹

Economic and Social Council

In accordance with General Assembly resolution 68/1, the programme of work of the Economic and Social Council has been adjusted to a July-to-July cycle. The 2017 session of the Council began on 28 July 2016 and will conclude on 26 July 2017. Pursuant to Council decision 2017/200A, the members of the Bureau of the Council were elected for a term of office beginning on 28 July 2017 and expiring when their successors are elected, which is expected to be at the beginning of the 2018 session, namely, in July 2017, on the understanding that they remain representatives of a member of the Council. The Bureau's main functions are to propose the agenda, draw up a programme of work and organize the session with the support of the Council secretariat. Information on the Council is available electronically at www.un.org/ecosoc/en/.

Office of the President

The office is located on the 2nd floor of the Conference Building (CB-0225).

Secretariat arrangements for the Economic and Social Council

The Chief of the ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division, Department for General Assembly and Conference Management (DGACM) coordinates the work of the Council and assumes direct responsibility for the management of plenary meetings and the meetings of the subsidiary bodies of the Council.

Substantive responsibility for the work of the Council and its subsidiary bodies is coordinated by the Director, Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs.

¹¹ **New York offices:** DC2 = Two United Nations Plaza.

Plenary meetings of the Economic and Social Council

	Ext.	Fax	Room
ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division <i>Chief and Secretary of the Council</i> Ms. Emer Herity E-mail: herity@un.org	7.5816	3.5935	S-1278
Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs <i>Director, Mr. Navid Hanif</i> E-mail: hanif@un.org	3.8415	3.1712	S-2571

Other organs

Credentials Committee

	Ext.	Fax	Room
<i>Under-Secretary-General for Legal Affairs and United Nations Legal Counsel</i> Mr. Miguel de Serpa Soares	3.5338	3.6430	S-3620
<i>Secretary, Mr. Stadler Trengove</i>	3.1107	3.6430	S-3604

Advisory Committee on Administrative and Budgetary Questions

	Ext.	Fax	Room
<i>Executive Secretary, Ms. Shari Klugman</i>	3.7456	3.6943	CB-0169 ¹²

Committee on Contributions

	Ext.	Room
<i>Secretary, Mr. Lionelito Berridge</i>	3.5306	FF-1730 ¹²

Committee on Conferences

	Ext.	Room
Chair, H.E. Ms. Katalin Bogyay (Hungary) E-mail: KBogyay@mfa.gov.hu		
<i>Under-Secretary-General for General Assembly and Conference Management</i> Ms. Catherine Pollard E-mail: pollardc@un.org	3.8081	S-3068

¹² **New York offices:** CB = Conference Building; FF = 304 East 45th Street.



A view of the General Assembly Hall following the adoption of the post-2015 development agenda by the United Nations summit convened for that purpose. ■ UN Photo/CIA PAK

III. Conference services

Meetings services

The Department for General Assembly and Conference Management is responsible for providing the following meetings services to meetings held in conference rooms located in the General Assembly Building and the Conference Building:

- Meetings servicing
- Interpretation
- Documentation services including:
 - ◆ Editing
 - ◆ Translation
 - ◆ Text-processing and desktop publishing
 - ◆ Printing
 - ◆ Distribution
- Official, written meeting records

Contact for general enquiries regarding meetings requests and related services: Meetings Management Section (rooms S-1225 to S-1230, ext. 3.8114 or 3.7351).

Contact for general enquiries regarding documents: Documents Control (room AB-903, ext. 3.6579).

Contact for general enquiries regarding printing and distribution of documents and related services: Meetings Support Section (room S-01B05, ext. 3.7348 or 3.1807).

Programme of meetings

Prepared by the Meetings Management Section (rooms S-1225 to S-1230, ext. 3.8114 or 3.7351). The daily programme of meetings for the current day with information on conference room assignments is displayed on electronic screens alongside the conference rooms.

All authorized requesting parties, including Permanent Missions to the United Nations, wishing to book conference rooms and interpretation services should contact the Section's programme team (at the numbers mentioned above) to ascertain availability of services and to receive a prebooking confirmation through the e-Meets 2.0 meetings management system. Receipt of a prebooking confirmation through e-Meets 2.0 does not automatically guarantee approval of conference-servicing facilities. Meeting requests are confirmed by the Section also through e-Meets.

Duration of meetings

Morning meetings are generally scheduled from 10.00 a.m. to 1.00 p.m. and afternoon meetings from 3.00 p.m. to 6.00 p.m. Lunch-time bookings can be accommodated from 1.15 p.m. to 2.30 p.m., with reduced service capabilities.

Punctuality: Owing to the heavy demand for meetings and the limited facilities available, it is essential that meetings start on time and that the above schedule be followed to the fullest extent possible. Therefore, delegations are urged to be present at the meetings on time. In its resolution 59/313 of 12 September 2005, the General Assembly strongly urged all officers presiding over meetings of the Assembly to start such meetings on time.

Scheduling of meetings: It is advisable to schedule related meetings consecutively whenever possible, to ensure the maximum utilization of available services. For ease of transition, however, there should be a short gap between unrelated meetings.

Cancellations: In the event that a scheduled meeting is cancelled, the organizers are urged to inform the Section immediately to enable reallocation of resources.

Requests for interpretation from regional and other major groupings of Member States as well as other informal meetings can be accommodated only if and when services originally earmarked for meetings of Charter or mandated bodies are released. Please note that interpretation services are available only from 10.00 a.m. to 1.00 p.m. and from 3.00 p.m. to 6.00 p.m.

Use and care of United Nations electronic equipment

Delegates and other meeting participants are requested not to place food, water and other liquids on tables or surfaces in conference rooms where simultaneous interpretation audio systems are installed. Spillages might occur, thus causing serious malfunction. Care should also be taken in utilizing microphones, channel selectors, voting switches and audio earphones, as these are sensitive electronic devices. Placing a cellular phone near the microphone may also interfere with sound quality.

Use of cameras and cellular phones

Members of delegations are reminded that no photographs are allowed in conference rooms or in the General Assembly Hall and that Security is instructed to strictly enforce this rule. Members are also reminded to refrain from making or accepting cellular phone calls at their delegation tables (see p. 32).

Seating protocol

The Secretary-General, on 13 June 2016, drew the name of Bolivia (Plurinational State of) from among the Member States to occupy the first seat in the General Assembly Hall during the seventy-first session of the General Assembly. Consequently, the delegation of Bolivia (Plurinational State of) will be seated at the first desk in the front row at the right of the President. Delegations of the other Member States will follow in the English alphabetical order of names, in accordance with established practice. The same seating arrangement applies to meetings of the Main Committees.

Copies of the floor-plan are available at the Documents Assistance Centre (room CB-0264) and at the Documents Counter (room S-1B-032) or electronically by sending an e-mail request to the Chief of the Meetings Support Section at chiefmss-dgacm@un.org.

Journal of the United Nations (room S-1238)

The *Journal of the United Nations* is prepared by the Journal Unit (Office S-1238, ext. 3.3888 and 3.0493). The Office opens at 3.00 p.m.

The *Journal* is issued from Monday to Friday in English and French. During the main part of the General Assembly session, it is published in the six official languages (Arabic, Chinese, English, French, Russian and Spanish).

The *Journal* is available on the website of the United Nations, the Official Document System (ODS), Twitter (https://twitter.com/Journal_UN_ONU) and Facebook (*Journal of the United Nations*), and by eSubscription (to subscribe, go to <http://undocs.org/> and follow the instructions). The *Journal* features:

- Programme of meetings and agenda;
- Other meetings;
- Other activities;
- Press conferences;
- Forthcoming meetings;
- Announcements;
- Summary of meetings;
- Signatures and ratifications of multilateral treaties deposited with the Secretary-General;
- General information including the list of Chairs of regional groups for each month; and
- Daily list of and direct link to documents issued at Headquarters.

Material for insertion in the *Journal* should be communicated by e-mail (journal@un.org). The deadline for the inclusion of all material for the *Journal* issue of the next day is 6.30 p.m. for the programme of meetings and 7.00 p.m. for the summaries. For other activities, material should be sent before 6.00 p.m. at least two days in advance.

Interpretation

Statements made in any of the six official languages of the United Nations are interpreted into the other official languages: for written statements, it is essential that the delegations provide

interpreters with copies of their texts to the Meetings Servicing Assistant in order to ensure the quality of the interpretation (see p. 34). Speakers are requested to deliver the statement at a speed that is interpretable. While delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed if possible, to enable the interpreters to give an accurate and complete rendition of their statements. When statements are delivered at a fast pace to comply with the time limit, the quality of the interpretation may suffer. It is suggested not to exceed about the speed of 120 words per minute in order to ensure that the statement is delivered at a normal pace.

In cases where statements are made in a language other than the official languages (rule 53 of the rules of procedure of the General Assembly): delegations must provide either an interpreter or a written text of the statement in one of the official languages. The interpretation into the other official languages by United Nations interpreters will be based on the interpretation or written text accepted by the Secretariat as representing the official text of the statement. A “pointer”, a person who knows the language in which the statement is to be delivered and the official language into which it has been translated, should be made available by the delegation, to guide the interpreter throughout the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths, must be made in advance through the Meetings Management Section (tel.: 212-963-8114; e-mail: emeetsm@un.org).

Written translations of statements delivered in official languages

“Read out verbatim” or “check against delivery” should be specified on the first page of the text when delegations provide a written translation of their statement. For written texts provided in more than one official language, delegations should indicate clearly which of these is to be accepted as the official text.

Read out verbatim. Interpreters will follow the translation. Therefore, any deviation from the text on the part of the speaker, including omissions and additions, is unlikely to be reflected in the interpretation.

Check against delivery. Interpreters will follow the speaker and not the translation. If the speaker deviates from the text, delegations should be aware that the interpretation heard by the audience will not necessarily correspond to the translation that they may have distributed to the audience and the press.

Microphones start to operate only when the representative taking the floor has been called upon to speak and the delegate has pushed the button. To ensure the best possible recording and interpretation of the statement, representatives should speak directly and clearly into the microphone, particularly when giving figures, quotations or highly technical material or when reading from a prepared text (see p. 34). Tapping on the microphone to test if it is working, turning pages and making or answering cellular phone calls should be avoided (see p. 29).

Records of meetings

Written meeting records are provided for the plenary meetings of principal organs, for meetings of the Main Committees of the General Assembly and, on a limited and selective basis, for meetings of certain other bodies. Meeting records are in two forms: verbatim records (PVs) or summary records (SRs). The records are prepared by the Secretariat and are subject to correction by delegations. **However, corrections that add to, or alter the sense of, a statement as actually delivered cannot be accepted.**

- PVs cover the proceedings *in extenso* utilizing interpretations for languages other than the original.

Delegates are advised that if any portion of a written statement is not actually read out, it will not appear in the record of that meeting.

- SRs cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention or to reproduce statements textually.

The provision of written records (verbatim or summary) for United Nations bodies is regulated by a number of decisions of the General Assembly and other principal organs.

In addition, audiovisual recordings of meetings are made and may be consulted (see pp. 46-47).

Corrections to meeting records

- **Corrections to PVs.** Chief, Verbatim Reporting Service, room U-506
- **Corrections to SRs.** Chief, Documents Control Unit (srcorrections@un.org)

Corrections should be in the form indicated in the corrections footnote on the front page of the PV or SR. If corrections are inserted in a copy of the record, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, when the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

- **Corrections to PVs** should be limited to errors and omissions in statements as actually delivered, that is, in the original language. When a request is submitted for a correction, a check is made against the audiovisual recording of the relevant speech.
- **Corrections to SRs** should not cover points of style, nor include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

Issuance of corrections

Records of United Nations bodies are reissued electronically and posted on the Official Document System (<http://documents.un.org/>) in corrected form.

Copies of prepared texts of statements in plenary meetings and in meetings of the Main Committees

If available, 30 copies of the text should be submitted to the receiving area at the documentation desk at the rear of the General Assembly Hall or at any conference officer's desk in meeting rooms between 8.00 a.m. and 9.00 a.m. by a delegation representative in possession of a valid United Nations grounds pass. If delegations wish to have the text of statements distributed to all delegations, observers, the specialized agencies, interpreters, verbatim reporters and press officers, 350 copies will be required.

Delegations are invited to submit PDF versions of their statements via e-mail to e-mail addresses to be announced in the *Journal of the United Nations*. Delegations wishing to circulate their statements electronically through the PaperSmart portal should provide them not later than two hours in advance of delivery. Alternatively, delegations may bring a hard copy (unstapled and printed on one side only) for scanning and uploading to the PaperSmart portal documents distribution counter in the General Assembly Hall or at any conference officer's desk in one of the meeting rooms. The name of the meeting and the agenda item should be indicated in the subject line of the e-mail and in the heading of the statement. The statements will not be released until their delivery and then posted. Only statements presented during the course of the meeting will be posted.

Questions relating to General Assembly documentation should be addressed to the staff of the Documents Planning Unit listed below.

Documents Planning Unit

	Ext.	Room
Documents Planning Unit	3.3696	
Chief, Ms. Xin Tong-Maywald		AB-0905
E-mail: tongx@un.org	3.0883	(Albano Building)
Mr. Dawa Sangey		AB-0909
E-mail: sangey@un.org	3.3924	(Albano Building)

Documents facilities

Translation and reproduction of documents

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of Documents Control are not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

- The “General” series;
- The “Limited” (L) series followed by the serial number: this series comprises documents of a temporary nature such as draft resolutions and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked “Provisional” are translated and reproduced immediately by special arrangement and distributed to participants in English only. Edited texts and revised translations are issued later;
- The “Restricted” (R) series followed by the serial number: this series contains only those documents whose content requires at the time of issuance that they should not be made public; these documents are not available on ODS;
- Conference room papers (CRPs) or working papers (WPs) are informal papers, in English or the language of submission, used in the course of a meeting and distributed only to participants and other interested recipients attending the meetings. These documents may be made available by the substantive secretariats on their websites or by other electronic means. However, they are not available on ODS.

Distribution of documents for delegations

Predetermined quantities of the *Journal of the United Nations* and specified documents issued at Headquarters will be distributed on a daily basis and available for collection at the distribution pick-up area, on the 1B level of the Library Building. Please note that any changes to quantities requested with regard to document distribution for delegations should be sub-

mitted in writing at least two working days prior to the date required and addressed to the Chief of the Meetings Support Section, chiefmss-dgacm@un.org.

Documents-on-demand services (printing of documents, assistance with access to online services, etc.) are provided through the Documents Assistance Centre (room CB-0264) and at the Documents Counter (room S-1B-032).

A limited number of copies of documents containing draft proposals for action during the meetings in progress will be available in the conference rooms.

Alternatively, requests for hard copies of documents may be made via e-mail at publishing@un.org with the following specific instructions: document symbol, languages required, quantity of each document and the physical delivery address.

Only United Nations documents may be distributed during the meetings (see FAQ 3).

Any additional documentation needed may be retrieved online using ODS, or through the PaperSmart portal (papersmart.unmeetings.org). No login is required to access the portal. Documents are also available via the eSubscription service at www.undocs.org. Delegates can sign up to receive the latest edition of the *Journal* and documents issued daily at Headquarters directly to their computer or mobile device.

Information on ODS can be requested from extension 3.6439.

Communications from Member States for issuance as documents of the General Assembly

Delegations requesting issuance of communications as documents of the General Assembly should ensure that they are addressed to the Secretary-General, the President of the General Assembly and/or the President of the Security Council as applicable, and signed by the Permanent Representative or Chargé d'affaires of the Permanent Mission to the United Nations. Communications should indicate the session of the General Assem-

bly and the number and title of the agenda item under which circulation is requested, using the latest agenda.

Electronic versions in Microsoft Word should be sent to dpu-dgacm@un.org, to facilitate the processing of communications. If versions in any other United Nations official languages are available, they should be included with a clear indication of the original language and/or which language versions are to be used for reference only. Materials that are accessible to the public on websites or through the media, such as statements, press releases and images, should be cited rather than being included in the communications.

Further information

Tel.: 917-367-5895

E-mail: dpu-dgacm@un.org

Accessibility Centre

The United Nations Accessibility Centre offers assistive information and communication technology to support audio, visual as well as physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located on Level 1B in the Conference Building (by the Secretariat Building escalators). For more information visit: <http://www.un.org/accessibilitycentre/index.html>.



The Government of Iran presented in October 1971 to the United Nations a clay tablet inscribed with the "Edict of Cyrus", an ancient declaration of human rights made by Cyrus the Great after taking Babylon. ■ UN Photo/LOIS CONNER



This detail of the large free-standing composition in stained glass is part of a memorial to Dag Hammarskjöld, former Secretary-General of the United Nations, and the fifteen others who lost their lives in a plane crash in Ndola, Africa while on a peace mission. It is a gift from United Nations staff members and Marc Chagall, the French artist who executed the work. ■ UN Photo/LOIS CONNER

IV. Media, public and library services

Spokesperson for the Secretary-General

	Ext.	Room
<i>Spokesperson for the Secretary-General</i>		
Mr. Stéphane Dujarric	3.6172	S-0234
<i>Deputy Spokesperson</i>		
Farhan Haq	3.1104	S-0234
<i>Associate spokespeople</i>		
Eri Kaneko	7.5266	S-0230
Mathias Gillmann	3.2932	S-0229
Charlotte Larbuisson	7.8583	S-3482
Press enquiries	3.7160/3.7161/3.7162	S-0222/S-0226

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesperson for the Secretary-General (room S-0226, ext. 3.7160, 3.7161 or 3.7162). Attendance at press conferences is limited to accredited journalists. Press attachés may attend a press conference sponsored by their Mission.

Services to correspondents

Daily press briefings are given at noon in the Press Briefing Room (S-0237) by the Spokesperson for the Secretary-General. During General Assembly sessions, the Spokesperson for the President of the General Assembly also briefs the press on Assembly matters. These daily briefings are webcast live and are archived for on-demand viewing immediately afterwards (www.un.org/webcast). Highlights of the noon briefing can be found on the website of the Spokesperson's Office (www.un.org/sg/spokesperson/highlights/index.asp). For other services, see www.un.org/sg/spokesperson/index.asp.

For additional services to correspondents, please see p. 42.

Working facilities for correspondents are provided in the press area on the 4th floor of the Secretariat Building and, from 19 to 26 September only, a media centre will be available in Conference Room 1.

Public information

The Department of Public Information provides a wide range of services to representatives of the media, non-governmental organizations and the general public.

	Ext.	Room
<i>Under-Secretary-General for Communications and Public Information</i>		
Ms. Cristina Gallach	3.2912	S-1008
News and Media Division		
<i>Director</i> , Ms. Hua Jiang	3.9653	S-1056
News and Content		
<i>Deputy Director</i> , Ms. Mita Hosali	3.1333	S-1166
News Services Section (United Nations News Centre, www.un.org/news)		
<i>Chief</i> , Mr. Ari Gaitanis	7.2908	S-1142
Radio Section		
<i>Chief</i> , Mr. Ben Malor	3.7716	S-1160
TV Section		
<i>Officer-in-Charge</i> , Ms. Gillian Fickling	7.2807	S-1071
UN Webcast Unit (webtv.un.org)		
<i>Chief</i> , Mr. Andreas Damianou	3.6733	S-1101
Web Services Section (United Nations website information, www.un.org)		
<i>Chief</i> , Mr. Peter Dawkins	3.6974	IN-0509D ¹
Coverage and Media Services Branch		
<i>Deputy Director</i> , Mr. Hak-Fan Lau	3.2123	S-1057
Audiovisual Services Section		
<i>Acting Chief</i> , Ms. Isabelle Broyer	3.6937	S-1049
TV Broadcast and Facilities Unit		
<i>Chief</i> , Mr. David Woodie	3.9399	GA-1B0550
Partnerships Unit		
<i>Chief</i> , Ms. Fang Chen	3.5597	IN-0913C ¹
Meetings Coverage Section (Press Releases)		
For English: www.un.org/press/en/ For French: www.un.org/press/fr/		
<i>Chief</i> , Mr. George Ngwa	3.5850	S-0455

¹ **New York offices:** IN = Innovation Building, 300 E. 42nd St. (entrance on 2nd Ave, between 41st/42nd Ave.)

	Ext.	Room
Media Accreditation and Liaison Unit (www.un.org/malu)	3.6934	
<i>Acting Chief</i> , Mr. Tal Mekel	3.6937	S-0250
Media Documents Centre (mdc@un.org)		
Mr. Reynaldo Naval	3.2479	S-0219
Strategic Communications Division		
<i>Acting Director</i> , Ms. Margaret Novicki	7.3214	S-1007
Communications Campaigns Service		
<i>Acting Chief</i> , Mr. Damian Cardona Onses	3.5160	S-1036
Information Centres Service		
<i>Chief</i> , Mr. Janos Tisovszky	3.1270	IN-0518
Outreach Division		
<i>Director</i> , Mr. Maher Nasser	3.3064	S-0956
Partnerships and Public Engagement/United Nations Academic Impact Initiative and Secretary, Committee on Information		
<i>Deputy Director</i> , Mr. Ramu Damodaran	3.6173	S-0937
Administration and Management		
<i>Deputy Director</i> , Ms. Maha El-Bahrawi	3.5950	S-0942

Press releases, distribution of speeches

The Meetings Coverage Section prepares:

- Press release summaries in English and French of most open meetings held at United Nations Headquarters, usually available within hours of the end of the meetings.
- Releases on United Nations conferences and meetings held in other parts of the world. These releases, prepared for the use of information media, also contain background information, but are not official records.
- English press releases are available on the United Nations website at www.un.org/press/en/.
- French press releases are available at www.un.org/press/fr/.

Accredited correspondents may obtain press releases, links to documents, press kits and other United Nations materials from the Media Documents Centre (S-0219 to S-0221, ext. 3.7166), in person or by e-mailing requests to MDC@un.org.

Delegations wishing to have their statements (made during the General Debate of the General Assembly, special sessions or other major events at Headquarters) posted on the United Na-

tions website should contact Mr. Peter Dawkins, Chief, Web Services Section, as early as possible, at ext. 3.6974.

The “Global Issues” pages provide one-stop access to information on 30 major topics (www.un.org/en/globalissues). A list of street and e-mail addresses and telephone and fax numbers of United Nations Permanent Missions is available at www.un.org/en/members.

The audiovisual pages at www.unmultimedia.org provide access to audio news files from United Nations Radio, as well as to video products and photos. The United Nations website also offers access to research tools and links to the home pages of other parts of the United Nations system.

Full coverage of the General Debate can be followed on a dedicated website: <http://gadebate.un.org>. This website is updated in real time and provides multimedia coverage of the General Debate (video, photograph and audio) in all languages and statements in the original language.

Additional information can be obtained from the Web Services Section (ext. 3.6974).

News services

The main news portal of the United Nations, the UN News Centre, offers easy access to a range of news-related products and resources. In addition to providing coverage of developments from within the United Nations system, it includes thematic news focus pages and a searchable database of speeches by the Secretary-General, together with an e-mail news alerts service, RSS feeds, Newsmaker interviews and “photo stories”.

Delegates may request to be subscribed to receive updates by sending an e-mail to the contact provided at www.un.org/apps/news/email/. A daily news digest is available at the end of each working day. In addition, delegates may receive an e-mail with a link to the story and choose to follow certain subjects and regions.

UN News Reader app for smartphones, available for iOS (English only) and Android (six official languages), also provides access to UN News Centre coverage.

The News Centre posts stories that are based on a wire agency style of reporting and do not contain detailed reports of statements by Member States. It is not intended to be an official record. This service is available in all six official languages.

The recently redesigned modern, mobile-friendly United Nations home page is available in all six official languages and provides a dedicated section for delegates. The dedicated section, accessible from the main menu of un.org, provides details and links to (a) the *Blue Book of Permanent Missions to the United Nations*, (b) the *Manual of Protocol*, (c) the *Journal of the United Nations*, (d) United Nations documents, (e) the deleGATE portal and a number of additional resources of particular interest to delegates.

Communications campaigns and focal points

Strategic Communications Division

Director's Office

Room: S-1007

Ext. 7.3214

This Division develops and coordinates strategic communications campaigns on priority issues, including major United Nations conferences and observances. For more detailed information, contact Mr. Damian Cardona Onses, the Chief of the Communications Campaigns Service (room S-1036, ext. 3.5160). Some of the Department's thematic websites are listed below:

- **Sustainable Development Goals: 17 Goals to Transform Our World:** www.un.org/sustainabledevelopment/
- **United Nations system's work on climate change:** www.un.org/climatechange/
- **United Nations peacekeeping:** www.un.org/en/peacekeeping/
- **Africa Renewal:** www.un.org/africarenewal/
- **International Decade for People of African Descent (2015-2024):** <http://www.un.org/en/events/africandescentdecade/>

Social media

Multilingual updates are provided on all major social media channels.

- **English**
Room: S-1038
Ext.: 7.7083
E-mail: grovesn@un.org
Website: www.un.org/social
- **Languages other than English**
Room: IN-0509D
Ext.: 3.6904
E-mail: dawkins@un.org
Website: www.un.org/social

Delegates are encouraged to post social media updates using the following hashtags

- **71st Session of the General Assembly:** #UNGA
- **Sustainable Development Goals: 17 Goals to Transform Our World:** #GlobalGoals, #SDGs
- **Summit on Refugees and Migrants:** #UN4RefugeesMigrants

Publications

- Peacekeeping
- Human rights
- Economic and social development
- Developments in Africa
- Question of Palestine
- Press kits
- Brochures
- Feature articles
- Educational materials

All of the above are available at www.un.org.

- Charter of the United Nations (in the six official languages) and Statute of the International Court of Justice (available at www.un.org/en/documents/charter)
- Universal Declaration of Human Rights

- International Bill of Human Rights (including the Universal Declaration and the International Covenants on Civil and Political Rights and on Economic, Social and Cultural Rights)

Some of the Department's publications are listed below:

Thematic publications

	Ext.	Fax	Room
<i>Africa Renewal</i> (quarterly magazine) africarenewal@un.org http://www.un.org/africarenewal/	3.6857	3.4556	S-1033
<i>Peace and Security updates</i> Facts and figures, background notes and other materials about United Nations work on peacekeeping, peacebuilding, peacemaking and disarmament E-mail: narulas@un.org http://www.un.org/en/sections/what-we-do/maintain-international-peace-and-security/index.html	3.1262 3.3944	3.9737	S-1078

Institutional publications

	Ext.	Fax	Room
<i>UN Chronicle</i> (quarterly journal) Issues and activities of concern to the United Nations system E-mail: unchronicle@un.org Website: https://unchronicle.un.org/	3.0405	7.6075	S-0920
<i>Yearbook of the United Nations</i> (annual reference work) Covers all major activities of the United Nations system and includes full texts of General Assembly, Security Council and Economic and Social Council resolutions with accompanying explanatory narratives E-mail: unyearbook@un.org Website: https://unyearbook.un.org/	3.8293	7.6075	S-0927
<i>Basic Facts about the United Nations</i> A comprehensive guidebook providing an overview of the history and ongoing efforts of the entire United Nations system E-mail: moore1@un.org	3.3854	7.6075	S-0936
<i>Department of Public Information, NGO Relations and Advocacy Section</i> Website: http://outreach.un.org/ngorelations			
<i>Directory of non-governmental organizations (NGOs) associated with DPI</i> Website: http://outreach.un.org/ngorelations/membership/dpingo-directory/			U-204 801 UN Plaza
UN at a Glance http://www.un.org/en/aboutun/index.shtml	3.4467		

United Nations publications

E-mail: publications@un.org

Website: www.shop.un.org

United Nations publications are available in bookshops, through online retailers, at the United Nations Bookshops at Headquarters and Geneva and from the United Nations publications e-commerce website (www.shop.un.org). The United Nations iLibrary (www.un-ilibrary.org) provides free full-text search, read and share access to digital publications. Popular United Nations titles are also available as e-books and mobile apps. In addition, United Nations Development Business provides information on opportunities to supply products and services for projects financed by the United Nations, Member States and the world's leading development agencies.

	Ext.	E-mail
Sales and Marketing Chief, Ms. Sherri Aldis	7.4717	aldis@un.org

United Nations Development Business

E-mail: dbusiness@un.org

Website: www.devbusiness.com

	Ext.	E-mail
Mr. Reza Mapar	7.3978	mapar@un.org

Media services and facilities

The News and Media Division produces a number of products and offers various services, including some limited radio and television facilities, to delegates and accredited journalists, where such facilities are available. All products are accessible from www.unmultimedia.org or the respective URL addresses, as indicated above. The latest news on United Nations-related developments can be found at the UN News Centre at www.un.org/news. The Centre also features an e-mail news service and RSS feeds.

United Nations Radio

United Nations Radio produces daily news content and feature reports as well as interviews, covering the worldwide activities

of the Organization in eight languages — the six official languages, plus Portuguese and Kiswahili. This content is available for use, free of charge, by broadcasters around the world, and can be heard directly via the United Nations Radio website (www.unmultimedia.org/radio/english/). All eight language units also produce multimedia products, and provide updates on social media mainly on Facebook and Twitter, but also YouTube and SoundCloud. In addition, weekly highlight programmes produced in the official languages, as well as in Bangla, Hindi, and Urdu are available on the UN Radio website. For enquiries contact United Nations Radio at extension 3.7716 or 3.0415.

Audio recordings of statements made at meetings of the Organization's main bodies are available for download in digital format at www.unmultimedia.org/radio/library. Contact the Audio Library (room IN-0503C/D, ext. 3.9272 or 3.9269, fax: 212-963-4501, e-mail: avlibrary@un.org) with any queries.

UN Audio Channels app for smartphones, available for iOS and Android (six official languages plus Kiswahili and Portuguese), provides live audio feeds from the General Assembly Hall, the Security Council Chamber and press briefings, as well as programmes from UN Radio on demand.

Television and Webcast

UN Television Broadcast and Facilities Unit provides live feeds of meetings, conferences and special events at United Nations Headquarters in New York. These live feeds are sent to international news syndicators (Associated Press Television News, Reuters, the European Broadcasting Union) and to rebroadcast organizations such as Encompass/Waterfront and The Switch. For queries, contact the TV News and Facilities Unit (room CB-1B055, 212-963-7650 or 212-963-9399, e-mail: redi@un.org, or woodie@un.org). UN Television programmes are also webcast live daily at www.un.org/webcast.

UNifeed produces broadcast-quality video files featuring breaking news stories and a variety of United Nations issues. News stories can be downloaded in both PAL and NTSC formats from

www.unmultimedia.org/tv/unifeed/ and are also made available to broadcasters via Associated Press Television News Global Video Wire.

Digital files of General Assembly and Security Council meetings can be requested by delegations. Digital file formats such as MPEG-2 and MPEG-4 (H.264) can be downloaded online via a link sent by the AV library. Delegations may request one DVD of each statement made by their representative free of charge. Requests for additional copies of DVDs, or any other special requests, are subject to a charge. DVDs or digital files that have been ordered in advance will generally be available on the day the statement is made. Orders received after events will be made available as soon as possible. All requests will be serviced in the order in which they are received. To request a copy of a statement, contact the United Nations Audiovisual Library (tel: 212-963-0656, 212-963-1561; e-mail: avlibrary@un.org). DVDs may be collected at the Video Library, room GA-2B-620, in the second basement of the General Assembly Building.

Audio files of speeches in digital format (MP3) will be available for download free of charge from the United Nations Audiovisual Library website (www.unmultimedia.org/avlibrary/). Audio enquiries and requests should be addressed to the United Nations Audiovisual Library (tel.: 212-963-0656; e-mail: avlibrary@un.org).

The United Nations Webcast Unit provides daily live and on-demand webcast coverage of meetings of the General Assembly, the Security Council, the Economic and Social Council, and the Human Rights Council, as well as hearings of the International Court of Justice, press conferences, media stakeouts and events in which the Secretary-General is participating. Other departments and delegations may also request webcast coverage of their events. The coverage will be available to a global Internet audience through the UN Web TV website at: <http://webtv.un.org>. In addition, the video statements during the General Debate are available on a dedicated website: <http://gadebate.un.org>. If interpretation is available, the meetings are covered live in all six official languages, plus in the original language of the speaker, if this is not one of the six. The videos are accessible to any user

with a computer and Internet access as well as on mobile devices. The UN Live United Nations Web TV player allows users to embed any video into their own websites and to share it through social media platforms. Requests for webcast bookings must be made in advance and must be accompanied by a programme/flyer/URL with information about the event. For queries, contact the United Nations Webcast Unit (room S-1101, ext. 3.6733, e-mail: damianou@un.org and justin@un.org).

United Nations media partnerships

The United Nations welcomes broadcast partnerships with the world's media organizations, including broadcasters, online news outlets and social media platforms. Programmes ready to air include the award-winning UNTV series *21st Century and UN in Action* and the United Nations Radio daily news and feature programmes. For queries, contact the Partnerships Unit (room IN-0913N, ext. 3.5597, e-mail: mediapartnerships@un.org).

United Nations photographs

Photographs documenting official United Nations meetings and the Organization's activities on various issues are available for download at www.unmultimedia.org/photo. Photographs may not be used in advertising or for any other commercial uses without prior authorization from the Department of Public Information Photo Library. For queries, contact the Photo Library (room S-1047, ext. 3.6927 or 3.0034; fax: 3.1658; e-mail: photolibr@un.org).

Services provided by the network of United Nations information centres

Information Centres Service

Room: IN-0518

Tel.: 3.1270

Website: <http://unic.un.org>

Many of the services provided by offices at Headquarters are also available in individual Member States. The Department of Public

Information currently has more than 60 information centres and services around the world, including information services in Geneva and Vienna, the regional information centre in Brussels and information components in eight United Nations Offices.

Services to civil society

Economic and Social Council

The Non-Governmental Organizations Branch of the Department of Economic and Social Affairs (DESA) (room DC1-1480, ext. 3.3192) acts as the focal point for non-governmental organizations in consultative status with the Economic and Social Council.

Department of Public Information

The Department of Public Information Outreach Division engages and educates people and their communities worldwide to encourage support for the ideals and activities of the United Nations. The Division's partnership and public engagement initiatives work with key constituencies, including non-governmental organizations, the academic community, private sector entities and the general public.

The public website deleGATE (www.un.int), which is updated by the United Nations Intranet iSeek team, informs delegates about meetings, elections, major reports, documents, international days, training opportunities and events at United Nations Headquarters. It also includes content from the United Nations Intranet, iSeek, in English and French, and provides access to information managed by the General Assembly committees, the United Nations Headquarters telephone book and a searchable directory of staff contact information.

For content submission or queries: iseek@un.org.

NGO Relations and Advocacy Section

Within the Outreach Division, the role of the NGO Relations and Advocacy Section is to bring awareness to the issues and work of the United Nations through creative partnerships, including:

the Creative Community Outreach Initiative, which works with film and television productions to encourage the integration of priority United Nations issues into their storylines; the Messengers of Peace Programme, which manages relationships with prominent personalities who volunteer their time and talent to raise awareness of the work of the United Nations; NGO Relations, which serves the informational needs of the NGO community in association with the Department of Public Information and the Special Events Unit devoted to organizing high-level special events at United Nations Headquarters.

Chief

Mr. Jeffrey Brez
Email: brez@un.org
Tel.: 212-963-8070
Twitter: @jeffbrez

NGO Relations, Public Information Officer

Ms. Hawa Diallo
E-mail: diallo9@un.org
Ext.: 7.9380

DPI/NGO Resource Centre

Room: U-204 (801 United Nations Plaza)
Ext.: 3.7234
Website: <http://outreach.un.org/ngorelations>
Facebook: www.facebook.com/UNDPINGO
Tumblr: <http://undpingo.tumblr.com>
Twitter: <https://twitter.com/undpingo>
E-mail: undpingo@un.org

Manager, Creative Community Outreach Initiative (CCOI)

Website: <http://outreach.un.org/ccoi/>
Email: creative@un.org

Manager, Messenger of Peace Programme

Mr. Jon Herbertsson

E-mail: herbertsson@un.org
Ext.: 3.7346
Website: <http://outreach.un.org/mop>

Manager, Special Events

Mr. Carlos Islam
E-mail: islamc@un.org
Ext.: 3.2985
Website: <http://outreach.un.org/specialevents/>
E-mail: specialeventsdpi@un.org

Education Outreach Section

The Education Outreach Section develops global education initiatives on the priority issues and objectives of the United Nations. It creates youth-focused educational material for students and teachers at all educational levels and organizes international student video conferences to encourage learning about the Organization. The Section also partners with Member States and civil society groups to support Model United Nations programmes by focusing on “training the trainers” through the organization of Model United Nations workshops.

In addition, the Section manages two remembrance programmes: the Holocaust and the United Nations Outreach Programme, and the Remember Slavery Outreach Programme.

Chief

Ms. Kimberly Mann
Email: mann@un.org
Ext.: 3.6835
Email: education-outreach@un.org

Manager, Student Initiatives

Mr. Brenden Varma
Email: varmab@un.org
Ext.: 3.7238
Email: education-outreach@un.org

International Day of Peace

Website: <https://www.un.org/peaceday>

Model UN Guidelines

Website: outreach.un.org/mun

Manager, The Holocaust and the UN Outreach Programme

Ms. Tracey Petersen

Email: petersen3@un.org

Ext.: 3.4578

Website: <http://www.un.org/en/holocaustremembrance/>

Facebook: [facebook.com/unhop](https://www.facebook.com/unhop)

Twitter: @UNHOP

YouTube: [youtube.com/holocaustremembrance](https://www.youtube.com/holocaustremembrance)

The Remember Slavery Educational Programme

Website: <http://www.un.org/en/events/slaveryremembranceday/>

Facebook: <https://www.facebook.com/rememberslavery>

Twitter: <http://Twitter.com/rememberslavery>

United Nations Academic Impact initiative

The United Nations Academic Impact initiative aligns institutions of higher education, scholarship and research with the United Nations, and with each other, to address priority issues before the United Nations, particularly the Sustainable Development Goals. It provides a point of contact for ideas and initiatives relevant to the work of the Organization.

Chief

Mr. Ramu Damodaran

E-mail: damodaran@un.org

Ext.: 3.6173

Website: <http://academicimpact.org>

Twitter: @ImpactUN

Facebook: www.facebook.com/ImpactUN

E-mail: academicimpact@un.org

Office of the Secretary-General's Envoy on Youth

Hosted by the DPI Outreach Division, the Office of the Secretary-General's Envoy on Youth is mandated to bring the voices of young people to the United Nations system. The Office works with Member States, United Nations agencies, civil society, academia and other stakeholders towards enhancing, empowering and strengthening the position of young people within and outside the United Nations system.

Secretary-General's Envoy on Youth

Mr. Ahmad Alhendawi

E-mail: youthenvoy@un.org

Ext.: 3.3784

Room: DN-2513A

Publications and Editorial Section

The Publications and Editorial Section (ext. 3.5878) is responsible for the flagship United Nations system publications *UN Chronicle*, *Yearbook of the United Nations*, and *Basic Facts about the United Nations*. These works encourage debate on global issues and offer unique sources and accurate information on the Organization's activities.

Chief

Mr. Russell Taylor

E-mail: taylor3@un.org

Ext.: 3.4763

Room: S-0934

Secretariat of the Exhibits Committee

Exhibits in the Visitors' Lobby, in the General Assembly Building, provide information about priority issues on the United Nations agenda, following the guidelines of the United Nations Exhibits Committee. For more information, contact the Secretary of the Committee, tel.: 212-963-5455, fax: 212-963-0077, e-mail: exhibitscommittee@un.org.

Visitors' Services

Acting Chief

Ms. Lilli Schindler

E-mail: schindler@un.org

Ext.: 3.1361

Room: GA-1B-039 (Visitor Centre)

Website: <http://visit.un.org>

Facebook: <https://www.facebook.com/UNVisitorsCentre>

Guided Tours. Monday to Friday from 9.30 a.m. to 4.45 p.m. Tours are available in all six official languages and others, including German, Italian, Japanese, Korean and Portuguese.

Visitors may purchase advance tickets online at <http://visit.un.org> or on-site on the day (limited availability only). For group bookings (40 persons or more), please contact reservations by telephone (212-963-4440) or by e-mail (unitg@un.org). Complimentary tickets are available (on the day of, from the cashier's desk in the General Assembly Lobby) for staff, interns and delegates. They may join a tour at any time, subject to availability. In addition, staff and delegates may purchase up to two discounted adult tickets (at \$13 each) for guests with their United Nations identification on-site from the cashier's desk.

Group Programmes/Speakers' Bureau (room GA-1B-039-W, ext. 3.7710, e-mail: briefings@un.org) arranges briefings by United Nations officials at Headquarters for visiting groups, as well as speaking engagements throughout the United States and Canada, for educational institutions, business associations, government representatives, journalists and civil society groups.

Public Inquiries (counter in the Visitor's Centre, GA-1B, ext. 3.4475, e-mail: inquiries2@un.org) provides information about the United Nations and its activities in response to queries from the public and distributes information materials. Topical fact sheets and answers to frequently asked questions (FAQs) can be accessed at <http://visit.un.org>.

Reham Al-Farra Memorial Journalists' Fellowship Programme

Programme Coordinator

Mr. Zvi Muskal

E-mail: muskal@un.org

Ext.: 7.5142

Website: <http://outreach.un.org/raf/>

Dag Hammarskjöld Library

Corner of 42nd Street and First Avenue, Reading room L-105

Open Monday to Friday

From 9.00 a.m. to 5.30 p.m. (January-August)

From 9.00 a.m. to 6.00 p.m. (September-December)

E-mail: Library-NY@un.org

Ext.: 3.3000

Website: <http://library.un.org>

The Dag Hammarskjöld Library provides research and information services to support the participation of Member States in the United Nations. This is the Library's first priority.

The Library also offers the following services:

- Professional research service. Information specialists will respond to requests within an hour. Questions can be asked through:
 - ◆ **Email:** library-ny@un.org
 - ◆ **Phone:** (212) 963-3000
 - ◆ **Ask DAG:** <http://ask.un.org>
- Access to online commercial intelligence sources, which the Library offers free of charge for delegates and their staff. Additionally, a selection of these sources has been made available for delegates to use from their home, office or mobile device. Contact the Library for details.
- Training in United Nations research for delegates and Mission staff. For a calendar of upcoming classes, consult the Library website: <http://library.un.org>.
- Specialized websites created by the Library especially for Member States, including:

- ◆ **Member States on the Record:** Online gateway to the United Nations history of each Member State, <http://research.un.org/en/unms>.
- ◆ **Voting Information Database:** <http://research.un.org/en/voting>.
- ◆ **Index to speeches:** <http://research.un.org/en/speeches>.
- ◆ **Ask DAG:** FAQ database that offers answers to common United Nations queries: ask.un.org.
- Digitize-on-demand service for United Nations documents that are not available online.
- Research products focused on key United Nations issues, such as:
 - ◆ **Peace and security:** <http://research.un.org/az.php?s=2253>.
 - ◆ **Development:** <http://research.un.org/az.php?s=1515>.
 - ◆ **And much more:** <http://research.un.org/az.php>.
- Access to thousands of electronic journals, newspapers, and e-books covering all regions and many languages.
- Interlibrary loan for books or articles not available from the Library's collection.
- Research guides on United Nations topics of special interest to delegates:
 - ◆ **Overview of United Nations documentation:** <http://research.un.org/en/docs>.
 - ◆ **Security Council:** Includes tables of all past meetings, vetoes and resolutions: <http://research.un.org/en/docs/sc>.
 - ◆ **General Assembly:** Includes list of resolutions <http://research.un.org/en/docs/ga>.
 - ◆ **United Nations Budget:** <http://research.un.org/en/docs/budget>.
- Reading room (L-105), a quiet space where delegates can browse the latest magazines and books, get assistance from information professionals and make use of the computers, printers, and Wi-Fi.

Additionally, the Dag Hammarskjöld Library maintains several special collections in print: maps, international law, League of Nations documents, and United Nations documents and publications.

The United Nations collection includes over 10 million documents in all official languages from the earliest days of the Organization. While United Nations documents since 1993 are available digitally, millions of documents remain in paper form only and are safeguarded by the Library. The Dag Hammarskjöld Library is currently undertaking a mass digitization programme to preserve the institutional memory of the United Nations. New documents are added daily. The Library is working to make these vital documents easier to find online with the creation of the Dag Digital Library (coming soon).

The Dag Hammarskjöld Library collaborates with other Secretariat libraries throughout the world to provide fast, effective service for delegates and other stakeholders. The Library also coordinates a network of 365 United Nations depository libraries in 135 Member States and territories.

Delegations and Permanent Missions may contact the Library for a personalized introduction to Library services and resources. Comments and suggestions from delegates are always welcome.



A view of the Information Desk at the visitors' Lobby at United Nations Headquarters. ■ UN Photo/KELVYN PEREZ

V. Facilities and services for delegations

The following facilities and services located in the first basement level of the General Assembly building are available to delegates:

- Postal services
- Banking facilities
- Gift store
- Bookstore
- Hospitality services

Travel entitlements for delegations of the least developed countries attending the sessions of the General Assembly

In accordance with General Assembly resolution 1798 (XVII), as amended by resolutions 2128 (XX), 2245 (XXI), 2489 (XXIII), 2491 (XXIII), 41/176, 41/213, 42/214, section VI of 42/225, section IX of 43/217 and section XIII of 45/248, the United Nations shall pay the travel, but not subsistence expenses, in the following cases:

- (a) For not more than five representatives, including alternate representatives, of each Member State designated as a least developed country attending a regular session of the General Assembly;
- (b) For one representative or alternate representative of the Member States referred to in subparagraph (a) above attending a special or special emergency session of the General Assembly;
- (c) For the travel of a member of a Permanent Mission in New York who is designated as a representative or alternate representative to a session of the General Assembly, provided that such travel is within the limits noted in subparagraphs (a) and (b) above, that it is certified by a permanent representative to be in connection with the work of the particular session and that it take place either during or

within three months before or after such a session. The entitlement in respect of a session shall not be increased by reason of the recessing and resuming of that session.

Upon request from delegations, through the Permanent Missions in New York, the United Nations will arrange transportation for the travellers referenced above to/from the United Nations Headquarters in New York. In this regard, delegations are to request their Permanent Mission to provide to the United Nations the following information in a note verbale:

- Reference to the General Assembly session for which the representative is travelling;
- Full name and date of birth (dd/mm/yyyy) of each traveller;
- Each traveller's requested date of arrival in, and departure from, New York;
- Contact information of each representative (telephone and e-mail address);
- Contact information in New York (telephone and e-mail address); and
- Scanned copy of relevant passport pages of each traveller showing full name as well as date of birth.

For each General Assembly session, a maximum of one round trip first-class ticket for the head of delegation will be provided. Up to four additional round trip tickets will be provided for other members of the delegation accredited to the respective session of the General Assembly in the class immediately below first class for journeys exceeding nine hours' duration by air, or in economy class for journeys under nine hours' duration by air. For purposes of entitlement, the least costly round trip tickets by the most direct route between the capital city of the Member State to New York City, will be provided by the United Nations.

When travel is not arranged through the United Nations, reimbursement for each Delegate's travel is limited to the following costs, whichever is lower:

- the least costly of round trip ticket for the dates of travel, by the most direct route between the capital city of the Member State to New York City; or
- the cost of journeys actually undertaken.

Delegations entitled to reimbursement of transportation costs, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowance in respect of Members of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6 of 25 March 1991), may submit claims on form F-56 (reimbursement voucher for official travel of representatives of Member States). Such claims must be accompanied by original proof of payment/receipts (invoices not containing confirmation and form of payment will not be accepted), used ticket stubs or copy of itinerary showing e-ticket number(s) and boarding passes. All payments to Member States will be made via electronic funds transfer (EFT) to the Permanent Mission of the Member State. Therefore, the bank account information of the Permanent Mission should also be included when the F-56 claim is submitted, preferably with a copy of a voided cheque. Please note that reimbursements cannot be provided in cash and that travellers cannot be reimbursed directly. The United Nations will not be liable for any claim for reimbursement of travel expenses submitted later than 31 December of the year that follows the closing date of the session of the organ or subsidiary organs to which the claim relates.

Notes verbale, requests for ticket issuance, enquiries on travel entitlement, and reimbursement claims should be addressed to:

Executive Officer

Department of Management
21st floor, United Nations Secretariat
United Nations
New York, N.Y. 10017
Tel.: +1 212-963-6580
Fax: +1 917-367-0830

Travel services

American Express is the official travel agency of the United Nations in New York and will assist delegations, to the extent possible, in making travel arrangements, ticketing and hotel reservations for official travel organized and paid for by the United Nations.

To contact the travel agency please call 1-877-418-9652 (within the United States only).

When using this number during normal business hours, press 1 when prompted.

Outside of normal business hours press 5 when prompted. Please note there is a fee for this service after normal business hours: for non-emergency travel assistance, please call during normal business hours.

2nd Floor, FF Building,
304 East 45th Street (between First and Second Avenues)
Open from 8.30 a.m. to 6.00 p.m.

Emergency calls from outside the United States of America may be made collect to:

336-291-1394 (operator assisted) or
direct 001-313-317-3657.

Callers must mention SK32 in order to proceed with the call.

Delegates' Lounge

Conference Building (2nd floor)

From the first day of the seventy-first session of the General Assembly (i.e. 13 September 2016) until its December 2016 recess, members of delegations are asked not to invite to the Delegates' Lounge persons other than those holding valid United Nations identification.

Delegates' quiet room

Conference Building (2nd floor, adjacent to the Security Council area)

Dining room and cafeteria facilities

Delegates' Dining Room

Conference Building, 4th floor
Ext.: 7.3314

The executive prefix lunch service at the Delegates' Dining Room is now located at the West Terrace. It is open from 6 September to 23 December 2016, Monday to Friday, 11.30 a.m. to 2.30 p.m. For reservations, please call 917-367-3314 or go to www.ddr-reservations.com.

The West Terrace may be closed for short time periods for high-level events. Those dates and times will be provided as soon as they are determined.

Private luncheons. Separate dining rooms may be available for parties of 10 guests or more. To ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance. Arrangements and menus should be coordinated with the United Nations Catering Service (ext. 3.7029 or 3.7099).

Children under 10 years of age cannot be accommodated in the Delegates' Dining Room. Patrons are not permitted to take photographs. Proper attire is required at all times.

Receptions or functions. Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary arrangements through the United Nations Catering Service (ext. 3.7029 or 3.7099).

When formal invitations are to be sent out, all arrangements should be made as far as possible in advance of the function. Invitation cards should stipulate that guests are required to present their cards at the Visitors' Entrance and then to pass through a magnetometer. Guests will also be required to present their invitation cards at the entrance to the reception room. A list of the guests and a sample invitation should be submitted via e-mail to Lieutenant Malinda McCormack, mccormackm@un.org, and the Security Planning Unit (security_service_coordinator@un.org), well in advance of the reception.

Cafeteria, cafés and bar

The main cafeteria was closed on 10 July 2015 but is being opened for a limited period during the earlier part of the General Debate and may be opened at other times of the year de-

pending on security considerations. Other cafeteria locations are: Riverview Cafeteria, the Lobby Café, and Café de la Paix.

Riverview Cafeteria

- Conference Building (4th floor)
- Open from 8.00 a.m. to 3.00 p.m., Monday to Friday
- Closed on Saturdays and Sundays
- Breakfast: 8.00 a.m. to 10.30 a.m./Lunch: 11.00 a.m. to 3.00 p.m.
- Snacks/coffee: during opening hours
- Breakfast and lunch as well as a selection of grab-and-go pre-packaged hot and cold food and buffet items
- The Riverview Café may be closed for short time periods for high-level events. Those dates and times will be provided as soon as they are determined.

Lobby Café

- Secretariat Building, North Lobby
- Open from 8.00 a.m. to 5.00 p.m., Monday to Friday
- Closed on Saturdays and Sundays
- Provides a full-service coffee bar open for breakfast, and lunch and snacks in the afternoon. Offers self-serve and hand-crafted espresso, cappuccino, latte and a selection of pastries
- The Lobby Café may be closed for short time periods for high-level events. Those dates and times will be provided as soon as they are determined.

Café de la Paix

- Secretariat Building (1st floor basement)
- Open from 8.00 a.m. to 4.00 p.m., Monday to Friday
- Closed on Saturdays and Sundays
- Light breakfasts and a lunch-time menu of soup, with a salad bar, sushi and deli stations.

Visitors' Café

- Visitors' Centre, first basement, General Assembly Lobby
- Open from 8.00 a.m. to 6.00 p.m., Monday to Friday, and from 10.00 a.m. to 5.30 p.m., Saturday

- Has an espresso bar and offers an assortment of breakfast pastries, light snacks, pre-packaged sandwiches and salads, yogurt parfaits, other quick-pick items and cold beverages.

Vienna Café

- General Assembly Building, first basement conference area
- Open from 8.00 a.m. to 6.00 p.m., Monday to Friday
- Has an espresso bar and offers breakfast sandwiches, sweet and savoury crepes, light snacks, pre-packaged sandwiches and salads, other quick-pick items and cold beverages.

North Delegates' Lounge Bar and food service

- Conference Building, 2nd floor
- Open from 10.00 a.m. to 7.00 p.m. Monday to Wednesday; from 10.00 a.m. to 8.00 p.m. on Thursday; and from 10.00 a.m. to 10.00 p.m. on Friday
- The North Delegates' Lounge may be closed for short time periods for high-level events. Those dates and times will be provided as soon as they are determined.
- Has an espresso bar and offers breakfast pastries, light snacks, pre-packaged sandwiches and salads, and cold beverages.

Vending machines

Available at the following locations:

- Visitor Centre, first basement, General Assembly Lobby
- Library neck, DHL Building
- Conference Building, 1st floor

Delegates' guests: Admission of non-United Nations guests, during and after the General Debate period

Access to the United Nations by visitors and guests is restricted during the period of the high-level meetings and General Debate; however they are welcome back on 28 September 2016.

Guests accompanying a delegate after the General Debate during working hours (9.00 a.m. to 5.00 p.m.) will be directed to proceed as follows:

- Go to the Visitors' Entrance at 46th Street, where guests must be met by a delegate. They will then be required to pass through a security screening area. They will be admitted to the General Assembly further to issuance of United Nations credentials at the Information Desk in the General Assembly Lobby;
- Deposit valid government-issued identification bearing a photograph at the Visitors' Lobby, to be retrieved prior to the individual's departure from the premises;
- Guests or visitors will receive a guest pass, which must be worn at all times. Additionally, they will need to be accompanied by the member of the delegation at all times while inside the premises (but not in the Visitor's Centre). At the end of the visit, the member of the delegation is required to escort the visitor back to the Information Desk, to return the guest pass and retrieve his/her identification.

Traffic in the Secretariat Circle and through the 43rd Street gate

During the high-level session, from 19-26 September 2016, only Host Country-escorted motorcades will be allowed access to the circle. The regular traffic pattern permitting authorized vehicles to enter through the 43rd street entrance and exit through the 45th Street gate will resume on 27 September 2016.

General information

- In the interest of ensuring the safety of all concerned, members of delegations, staff members, accredited members of non-governmental organizations, the press and affiliates will no doubt appreciate the importance of maintaining the integrity of the United Nations identification that is issued, because of the access it allows.
- Members of delegations, as with every other authorized pass holder, are reminded that their United Nations-issued identification is solely for the use of the bearer to whom it is issued

and that it should not be transferred or given to any other person to use. United Nations identification found to be used in any manner other than for which it was intended will be confiscated by Security.

- Staff members, members of delegations and other persons who are entitled to access the premises will be admitted to Headquarters only upon presentation of valid United Nations identification cards. All persons holding such cards are reminded that, in accordance with Secretary-General's bulletin ST/SGB/259 of 2 July 1993, identification cards must be worn at all times in a clearly visible manner while on the premises. It is each card holder's responsibility to ensure that cards are current.

Sound reinforcement systems

Broadcast and Conference Support Section

E-mail: request-for-services@un.org

Room: CB-1B-79

Ext.: 3.9485

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be sent to the above address.

Audiovisual recordings

Broadcast and Conference Support Section

E-mail: request-for-services@un.org

Room: CB-1B-79

Ext.: 3.9485

The Broadcast and Conference Support Section maintains audiovisual recordings of the proceedings of all plenary meetings and major commissions and committees.

A single copy of audiovisual recordings is available except for closed meetings. Written justification for copies of the record-

ing of closed meetings may be made by the Chair or Secretary and addressed to the Chief of the Section. Orders are accepted at the above address.

Video projection

Broadcast and Conference Support Section

E-mail: request-for-services@un.org

Room: CB-1B-79

Ext.: 3.9485

Multimedia playout can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, advance notice of one business day is required. Written requests should be directed to the above address.

Teleprompter

Broadcast and Conference Support Section

E-mail: request-for-services@un.org

Room: CB-1B-79

Ext.: 3.9485

Teleprompter support can be provided to all delegations during the General Debate in the General Assembly Hall. Please provide finalized scripts in file form in advance.

Videoconferencing

Broadcast and Conference Support Section

E-mail: request-for-services@un.org

Room: CB-1B-79

Ext.: 3.9485

Videoconferencing is possible from established conference rooms and meeting rooms at United Nations Headquarters. Written requests are required for this service.

Mail and messenger services

The Mail Operations Unit provides the following services to delegations:

- Distributes official correspondence from the delegations intended for Secretariat internal office distribution. Delegations are requested to bring the mail to Post 6 X-ray Mail Screening Room located along the 3B service drive between the hours of 11.00 a.m. to 2.00 p.m. and 3.00 p.m. to 4.00 p.m.;
- Processes United Nations Secretariat mail addressed to delegations. Delegations are requested to pick up their mail from the Delegation Mail Room, GA-3B-710. The facility is accessible electronically via access cards 24 hours a day, 7 days a week. To obtain access please e-mail Delegationmail@un.org or call 212-963-3465, 212-963-2271 or 212-963-7033;
- Provides messenger services during the General Debate and High-level Session. Service is confined to the area within the conference rooms and the General Assembly Hall area. Location: Delegates' Entrance, telephone 212-963-8902.

Information and Communications Technology (ICT) services

The Office of Information and Communications Technology (OICT) provides the following services to delegations:

- **Internet e-mail.** Each Permanent Mission may obtain an unlimited number of Internet e-mail accounts from the Office in the domain un.int.
- **Member States portal ("deleGATE").** In partnership with the Department of Public Information, the Office provides access to a Member State's portal called "deleGATE: iSeek for Member States" (www.un.int) that consolidates all information relevant to delegates in New York.
- **Official Document System (ODS).** ODS is the central repository for United Nations parliamentary documents, which is jointly managed by the Department for General Assembly and Conference Management (DGACM), the Department of Public Information (DPI) and OICT. ODS sites are available at <http://documents.un.org> and <http://ods.un.org>.

- **Website service.** The Office hosts websites for Permanent Missions on www.un.int. The Office can provide Permanent Missions with a web presence through the Unite Web programme. These websites are multi-lingual and allow website owners in Permanent Missions to easily update the content.
- **Donation of equipment.** The Office donates recycled computer equipment to interested Missions.
- **Help Desk support.** The Office provides a telephone number (212-963-3333) for assistance with Office services from 8.00 a.m. to 6.00 p.m. on normal United Nations workdays.
- **Computers with Internet access.** The Office provides computers with Internet access in the Delegates' Lounge and in the Secretariat first basement.
- **Wireless Internet access.** The Office provides wireless Internet access (Wi-Fi) in most public areas and conference rooms.
- **Portable ODS (PODS).** The Office provides a portable version of the Official Document System (ODS) on a memory stick (or "USB drive") for off-line use. PODS sticks have been sent to all Permanent Missions.
- **Enterprise Search.** The Office provides an online tool to search multiple United Nations repositories. The tool can be found on the Web at "search.un.org".

Main number

- The main number for the United Nations is 212-963-1234. Callers are greeted by an automated response system which allows them to connect to United Nations Security, staff, and other resources.

United Nations Staff and Services

- United Nations Secretariat staff and services have telephone numbers that begin with 212-963-XXXX or 917-367-XXXX. If a caller is within the United Nations Secretariat buildings, these numbers can be reached by dialling the last five digits of the number (e.g. 3.XXXX or 7.XXXX, respectively).
- Note that extensions for Funds and Programmes differ from those of the United Nations Secretariat and are accessible from Secretariat extensions as follows:

- ◆ **UNDP:** Dial access code “4”, and then dial the four-digit extension at UNDP.
- ◆ **UNICEF:** Dial access code “5”, and then dial the four-digit extension at UNICEF.
- ◆ **UNFPA:** Dial access code “63”, and then dial “1” followed by the four-digit extension at UNFPA.

For more information on the services listed above, please contact the New York Service Desk at 212-963-3333 or by e-mail at missions-support@un.int, currently forwarded to helpdeskoict@un.org.

Delegates’ Lounge Information Desk

- To reach the Delegates’ Lounge Information Desk, dial 212-963-8902 or 212-963-8888.
- Incoming calls to the Delegates’ Lounge are answered by the Information Desk. If requested, delegations can be paged for messages to be delivered.

United Nations Postal Administration (UNPA)

Sales Counter and Personalized Stamp Shop

General Assembly Building, level 1B

Ext.: 3.7698

Open from 9.00 a.m. to 5.00 p.m. Monday to Friday and from 10.00 a.m. to 5.00 p.m. on weekends

Closed on weekends during January and February

United Nations stamps, postcards and other philatelic items may be purchased at the United Nations Postal Administration (UNPA) Sales Counter for domestic and international first class mailing. The UNPA Sales Counter also offers personalized stamp sheets, which allows you to combine your own photograph with a United Nations postage stamp.

United Nations stamps raise global awareness on a variety of important topics, such as endangered species, education, world heritage and the environment. They are issued in three currencies — the United States dollar, the Swiss franc and the

euro and are valid for mailing only from United Nations Headquarters in New York, the Palais des Nations, Geneva, and the Vienna International Centre.

Visit the UNPA Sales Counter to purchase United Nations stamps, send a postcard, purchase philatelic gift items, or personalize your United Nations experience with your photograph. For more information about United Nations stamps, visit the UNPA website at unstamps.org.

Post Office: Sub-branch of the United States Postal Service

The United States Postal Service (USPS) post office at the United Nations is temporarily closed. It is scheduled to re-open in 2016.

For specialized postal services, please visit the United States Postal Service kiosk at the corner of 47th Street and 2nd Avenue or the Post Office at Grand Central Station (45th Street and Lexington Avenue).

Parking

New for the seventy-first session of the General Assembly, the Garage Administration will upgrade to a more efficient electronic parking management system that will include replacing the current parking decals to electronic parking tags.

Guidelines for the new parking e-Tags will be provided through correspondence to all users.

Garage Administration

UNITAR Building

Room: U-210

Ext.: 3.6212 and 3.6213

The Garage Administration will schedule delegations to apply for and collect parking decals.

- **Vehicles registered to the individual delegates.** Applications with an authorized Mission signature accompanied by the Mission seal, attaching a valid vehicle registration and

current United Nations identification should be submitted to the Protocol and Liaison Service (room S-0201, telephone: 212-963-7172). After certification by the Protocol and Liaison Service, the application should be hand carried to the Garage Administration for processing. One e-Tag will be issued for each registered vehicle with "D" plates. Although an individual delegate may register multiple vehicles, only one vehicle may be allowed to park at any given time in the garage. E-Tags will be issued only to members of delegations duly accredited to the United Nations.

- **Vehicles registered to the Mission.** Applications with an authorized Mission signature accompanied by the Mission seal, attaching the valid vehicle registration, should be submitted directly to the Garage Administration office for processing. Only one special e-Tag will be issued per Mission for the vehicle of the Permanent Representative allowing entry at the 43rd Street gate. Any changes in vehicle usage must be brought to the attention of the Garage Administration for processing.
- **E-Tags for observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the *Blue Book*.** Applications must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action. The issuance of parking e-Tags to observer State missions and intergovernmental and other organizations will be limited to persons enjoying diplomatic status.
- **Vehicles with "S" plates registered in the name of Mission staff.** These vehicles will not be authorized to park in the United Nations compound.
- **Temporary identification decal (pink) for the seventy-first session of the General Assembly.** Permanent Missions may apply for a temporary identification decal to admit vehicles rented from established and bona fide companies for use by accredited delegates, visiting dignitaries and diplomats officially attending meetings during the session. Entry for vehicles with these decals is at the 43rd Street gate for drop-off/pick-up only, with no parking privileges. Application forms may be obtained from the Garage Administration office and thereafter submitted with a copy of the rental agreement, ve-

hicle registration, vehicle insurance and driver's licence of the chauffeur to the Security Special Services Unit (GA-1B-052) for clearance prior to submission to the Garage Administration for issuance. Please note that the new parking e-Tag system will not be applicable to temporary vehicles. Temporary vehicles will continue to receive parking decals.

Parking e-Tags must be affixed to the vehicle, and clearly visible to Security Officers and Garage Administration staff at entry points and while the vehicles are on the premises. Vehicles not having valid e-Tags will not be allowed entry into the United Nations Garage. Vehicles not displaying a valid e-Tag are liable to be towed off the premises. Parking e-Tags are non-transferable and must be affixed only to the vehicle registered with the Garage Administration in order to be allowed entry into the garage. Further instructions will be provided by the Garage Administration upon e-Tag issuance.

Prior to the issuance of e-Tags for the new General Assembly session, all decals previously issued to delegations must be returned to the Garage Administration office. In addition, decals and e-Tags belonging to delegates who are departing from Headquarters must be returned to the Garage Administration office prior to their departure. Any changes in vehicle usage must be immediately reported to the Garage Administration. It is important to note that parking e-Tags will automatically be deactivated upon expiration of the vehicle registration. Upon renewal, updated vehicle registrations should be submitted to the Garage Administration in order for the parking e-Tags to remain active.

In accordance with section II of General Assembly resolution 39/236, parking privileges of delegates whose parking fees are in arrears for more than three months will be suspended. Privileges will be restored once the arrears have been paid in full. Prior to a delegate's departure, he/she should contact the Garage Administration office in order to settle any outstanding dues.

- **Delegation vehicles with United Nations diplomatic plates and identification e-Tags valid for the current session of the General Assembly.** These vehicles may park on the first level and designated area of the southern end of the second

level, aisles A, B, C and half of D in the United Nations Garage without charge while representatives are on official business. You are kindly requested to ensure that all designated diplomatic parking areas are filled to capacity prior to parking elsewhere. It should also be noted that, during the seventy-first session of the General Assembly, congestion is expected and where possible alternate modes of transport should be considered. If not, additional delays on entry should be expected.

- **Overnight parking is not permitted.** Exemptions for a limited number of Mission registered vehicles will be authorized upon written request by the Mission to the Garage Administration. The overnight fee is \$2.50 per night. Invoices for this service are sent to the Mission shortly after the end of every month. These invoices are due upon receipt and should be settled by cash or cheque payable to the "United Nations", forwarding payments to the United Nations Garage Administration, 801 United Nations Plaza, Room U-210, New York, NY 10017. Please be aware that unauthorized vehicles left over a 24-hour period in the United Nations Garage will be issued violations. Three violations will dictate revocation of parking privileges.

Entrance to the grounds

Secretariat entrance on First Avenue:

- Vehicle of the Permanent Representative, identified by a special e-Tag. All occupants riding in the car will be required to display valid United Nations identification cards;
- Rented vehicles which have been issued special decals which permit drop-off/pick-up only. Such vehicles will not be permitted to park on United Nations premises.

48nd Street entrance: for all other vehicles bearing an e-Tag. Delegation vehicles entering the premises are subject to a security check.

Access to the garage

Chauffeur-driven cars identified by special e-Tags issued to Permanent Representatives may use the ramp at the 43rd Street entrance for access to the garage.

While on call for delegates, chauffeurs should wait in the “ready room”, on the first garage level. They will be paged by the security officer at the Delegates’ Entrance of the General Assembly building chauffeurs when they are required.

Liability for loss and damages

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred inside the garage, as it is not possible to have all vehicles under surveillance all the time. The United Nations does not ensure the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

Local transportation

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements.

United Nations Institute for Training and Research

UNITAR, Geneva

Palais des Nations
1211 Geneva 10
Switzerland
Website: www.unitar.org

UNITAR New York Office

Head of Office, Ms. Yvonne Lodico
One United Nations Plaza
Room: DC1-603
Tel.: 212-963-9196
Fax: 212-963-9686
E-mail: info@unitarny.org
Website: www.unitar.org/ny

The Institute began operating in 1966, with activities primarily supporting the training of diplomats accredited to the United Nations in New York.

The Institute was established for the purpose of enhancing the effectiveness of the United Nations in achieving the major objectives of the Organization through extensive training and research. Operating as an autonomous body within the United Nations system, the Institute has become a leading provider of short-term executive training to national and local government officials of Member States and representatives of civil society and the private sector, and reaches out yearly to some 25,000 beneficiaries around the world.

At the United Nations in New York, UNITAR provides multilateral diplomacy training to assist delegates to perform effectively in the United Nations as well as engage in contemporary global challenges. Offered throughout the year, courses are concise, accessible and directly relevant to a delegate's workload at the United Nations. They focus, inter alia, on the United Nations system and its functioning, international law and policy, peace and security, migration, negotiations, United Nations reform and sustainable development. Some courses are available online; most are offered through face-to-face learning. Most courses are fee-based, though fee waivers are available for developing and least developed countries. The annual course calendar is available on www.unitar.org/ny.

The Institute is supported by voluntary contributions from governments, intergovernmental organizations, foundations, and other non-governmental sources.

United Nations International School

Main campus location

24-50 FDR Drive (Manhattan)

Auxiliary facility location

173-53 Croydon Road, Jamaica Estates (Queens)

**Office of the Special Representative of the
Secretary-General for the United Nations International School**

Assistant Secretary-General Michael Adlerstein

Room: DC1-0646

Tel.: 212-963-1889

E-mail: adlerstein@un.org.

The United Nations International School (UNIS) was founded in 1947 under the auspices of the United Nations. The school has nearly 1,600 students, representing 123 countries and speaking 98 languages. Over 60% of the student body is affiliated with United Nations families, including staff of the United Nations or of Permanent Missions. The remaining almost 40% are students from the local area, with no affiliation to the United Nations.

- **Main campus:** grades kindergarten through high school graduation (International Baccalaureate Degree).
- **Auxiliary facility:** grades kindergarten through eighth.

English is the normal language of instruction, but all students learn French or Spanish as well, with the other official United Nations languages and German, Italian and Japanese within the curriculum. Mother-tongue instruction is also offered when requested. The very multiplicity of languages spoken by the international faculty and students provides a rich cultural opportunity. Great emphasis is placed on the teaching of science in ways that are effective for students of high ability who have not yet achieved fluency in English.

The scholastic standards are high. The High School is one of the few institutions of learning in the New York area that offers the International Baccalaureate diploma, which qualifies the recipient to attend colleges in the United States and abroad. The School is chartered by the New York State Board of Regents as a private school, is accredited by the Council of International Schools and is recognized by the French Government for French-speaking students in grades 2 to 5.

Manhattan tours

Frequently scheduled and given by appointment.

Website: www.unis.org

Department of Admissions

Tel.: 212-584-3071

Fax: 212-685-5023

E-mail: admissions@unis.org

Queens tours

Arranged by calling.

Tel.: 718-658-6166

Fax: 718-658-5742.

Additional information, application forms and brochures are available in room DC1-0646 or call 212-963-1889, or e-mail: adlerstein@un.org.

City liaison

Commissioner

Ms. Penny Abeywardena

Deputy Commissioners

Ms. Deanna Bitetti

Ms. Hillary Schrenell

Office of the Mayor

New York City Mayor's Office for International Affairs

Two United Nations Plaza (DC2), 27th floor,

New York, NY 10017

Tel.: 212-319-9300

Fax: 212-319-9304

E-mail: International@cityhall.nyc.gov

Website: www.nyc.gov/international

The New York City Mayor's Office for International Affairs works to foster positive relations and encourage collaboration between the international community and New York City's agencies and

local neighborhoods. The Office is focused on sharing New York City's policies and best practices globally, as well as responding to requests from foreign governments, the United Nations, and the U.S. Department of State. International Affairs also advises City agencies on diplomatic and consular matters, and provides guidance to the diplomatic and consular community on City-related issues. The Office also administers the City of New York/U.S. Department of State Diplomatic and Consular Parking Program, and creates opportunities to connect the international community with New York City's local communities through New York City Global Partners, Inc., a not-for-profit organization.

Programmes

- **Connecting Local to Global** helps join NYC's diplomatic and consular community to the City they live in and serve. Working in partnership with our colleagues at City agencies, the Office uses CL2G to create opportunities for the 114 consulates in NYC to learn about the work of NYC agencies and share NYC's programming with the communities they serve, while also helping NYC to learn from their best practices.
- **NYC Junior Ambassadors** seeks to leverage the United Nations as a resource for NYC seventh graders and empower students in all five boroughs of New York City to become actively engaged with the United Nations and its mission of addressing some of the most pressing challenges in the world.
- **Global Vision | Urban Action** works to highlight the synergies between the global Sustainable Development Goals (SDGs) and New York City's local sustainability and development initiatives contained within OneNYC: The Plan for a Strong and Just City. By bringing together experts from NYC and the international community, Global Vision | Urban Action is a platform to share information and forge innovative solutions to challenges that can be adopted locally and globally.

Services:

- **Parking:** In collaboration with the U.S. Department of State, the Office administers the New York City diplomatic parking programme, issuing parking decals annually and assisting diplomatic and consular offices with parking issues throughout the year.

- **Consular notification:** The Office assists Consulates General in obtaining information regarding incidents involving possible injury or casualty to foreign nationals in New York City.
- **Delegation visits:** The Office facilitates meetings with New York City officials for visiting delegations of foreign government officials, at the local and federal levels.
- **Economic Development:** The Office works to facilitate the sharing of economic development best practices between governments and helps to connect international businesses to New York City, and can provide information about programmes and services to help bring international businesses to New York City.

Hospitality

Hospitality Committee for United Nations Delegations, Inc.

Room: GA-0142

Ext.: 3.8753

The Committee is a private self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange programmes in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and other institutions. Complimentary tickets to cultural and civic events are often available.

The Committee also offers daytime classes in English. The programmes are open to diplomats from the Missions to the United Nations and their immediate families. Two sessions are held in the fall and spring. Advanced English conversation, writing and film discussions are also offered.

Information about these activities may also be obtained from the monthly calendar posted on www.hcund.org.

Banking facilities

The United Nations Federal Credit Union (UNFCU) is a not-for-profit cooperative financial institution owned since 1947 by members, who are the staff of the United Nations, its specialized agencies,

retirees and their families. UNFCU offers a broad array of financial solutions and consultative services. These include Internet banking, eStatements, eWires, WebChat, 24/7 telephone banking, insurance, investments, mortgage and consumer lending products.

Additional information can be found at www.unfcu.org or at one of the New York branches or representative offices in Vienna, Geneva, Nairobi and Rome. Speak with a member service representative by telephone at 347-686-6000 or contact UNFCU using WebChat at www.unfcu.org. You can also e-mail UNFCU at email@unfcu.com. To follow UNFCU, please visit unfcu.org/facebook.

UNFCU branches in New York City and UNFCU ATM locations:

- Two United Nations Plaza, 3rd floor (E. 44th Street, between First and Second Avenue) New York, NY
- General Assembly Building Visitors' Lobby (first basement level)
- 820 Second Avenue, street level, New York, NY (ATM only)
- United Nations International School: 24-50 FDR Drive, at 25th Street, 1st floor, New York, NY 10010
- UNFCU Headquarters: 24-01 44th Road, Long Island City, NY 11101-4605.

United Nations Bookshop

46th Street and First Avenue

Room: GA-1B-103

Tel.: 212-963-7680

Fax: 212-963-4910

E-mail: bookshop@un.org

Monday to Friday, from 9.00 a.m. to 6.00 p.m.

Saturday to Sunday, from 9.30 a.m. to 5.30 p.m.

- Publications (United Nations and specialized agencies)
- Books
- Souvenirs
- Assorted cards
- Children's items
- Music
- Travel guides

- Posters
- Stationery items

Delegates qualify for a 25% discount on United Nations publications and a 10% discount on all other items over \$3. Orders can also be placed online at: www.un.org/publications for selected items.

Website/e-mail

- **Website:** www.shop.un.org
- **Email:** bookshop@un.org

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- **Facebook:** <http://www.facebook.com/unpublications>

Chief

Ms. Sherri Aldis

Tel.: 917-367-4717

E-mail: aldis@un.org

United Nations Gift Centre

Visitor's Centre, Room GA-1B-067

Monday to Friday, from 9.00 a.m. to 5.30 p.m.

Saturday to Sunday, from 10.00 a.m. to 5.00 p.m.

- Objets d'art
- International handicrafts and jewellery
- United Nations and New York souvenirs
- United Nations apparel
- Flags of Member States

Twenty per cent discount for delegates on all purchases upon presentation of valid United Nations identification.

United Nations Stamps

Visitor's Centre, Room GA-1B-071

Monday to Friday, from 9.00 a.m. to 5.00 p.m.

Saturday to Sunday, from 9.30 a.m. to 5.30 p.m.

- United Nations stamps and philatelic gifts
- Post Office counter
- Personalized stamps

Request for use of United Nations premises

Office of Central Support Services Special Events Unit (Room NL-2054, ext. 7.4254)

Sponsoring events. In the interest of ensuring the security and safety of all concerned, as well as in the light of the increasing number of requests for use of facilities, representatives of Permanent Missions are asked to use the utmost discretion to ensure that these activities are of a non-commercial nature and consistent with the principles and aims of the United Nations. Missions should note that they are responsible for the content and conduct of any event they may sponsor.

Sponsoring events on behalf of NGOs accredited with the United Nations. Especially on these occasions, representatives of Missions should bear in mind that, notwithstanding the worthiness of the purpose of the event, no substantive business such as the passage of resolutions, holding of elections, presentation of awards or solicitation of funds, nor ceremonies of any kind, may be conducted.

Requests for the use of the premises should be addressed to the Director, Facilities and Commercial Services Division, Office of Central Support Services, Department of Management. Once approval has been obtained, a ranking member of the Mission must attend and/or preside over the meeting or event in its entirety. Any and all financial obligations arising from the meeting or event shall be the sole responsibility of the sponsoring Mission.

Requests for permission to use the plenary hall should be addressed to the Director of Central Planning and Coordination Division, DGACM. From September to December each year, with the exception of the United Nations Day Concert, the plenary hall is used solely for the meetings of the General Assembly.

For detailed procedures for requesting the use of United Nations premises for meetings, conferences, special events and

exhibits as well as criteria for the use of United Nations premises and the costs for meetings and events, insurance, etc., please see United Nations document ST/AI/416.

Facilities for the disabled

- **Restrooms.** (1) Conference Building on all levels; (2) in the Secretariat Building, on each floor; (3) in the General Assembly Building, on each floor.
- **Elevators** with operators to access the 2nd floor of the Conference Building and all floors of the General Assembly Building.
- **Ramps.** The entrances to the compound at 42nd and 45th Streets are on the ground level and fully accessible.

Special ramps to access the conference room podiums are provided where required. The General Assembly Building may be reached from the Delegates' Entrance at 48th Street or from the south screening entrance at 42nd Street.

Hearing aid equipment. requests to connect to conference room audio distribution systems should be addressed to the Broadcast and Conference Support Section, Room CB-1B-79, ext. 3.9485 or 3.7453, e-mail: request-for-services@un.org. The Section can also loan neck-worn induction loops for hearing aids equipped with a T-Switch.



The seven nickel-silver doors for the General Assembly building, public entrance to the United Nations, a Canadian Gift to the United Nations (1953), were executed by Ernest Cormier. Each door is faced with four bas-relief panels symbolizing peace, justice, truth and fraternity, ideals upon which the United Nations is founded. ▪ UN Photo/DN



"Golden Rule", a mosaic based on a work by American artist Norman Rockwell, was presented to the United Nations in 1985 as a 40th anniversary gift on behalf of the United States by then First Lady Nancy Reagan, made possible by the Thanks-Giving Square Foundation. It depicts people of different nationalities standing together with the words "Do unto others as you would have them do unto you" inscribed on the surface. ■ UN Photo/KELLYN PEREZ

Frequently asked questions

1. How do I contact the President of the seventy-first session of the General Assembly?

His Excellency Mr. Peter Thomson (Fiji)¹

Telephone: 212-963-7555

Fax: 212-963-3301

Room: CB-0246 (see p. 15)

2. How many copies of statements are needed for distribution in the General Assembly Hall? Where and when do I deliver them?

If available, 30 copies of the text of statements to be delivered at the high-level meetings and the General Debate should be submitted at the documentation desk located at the rear of the General Assembly Hall or at the Conference Officers' desk in meeting rooms between 8.00 a.m. and 9.00 a.m. by a delegation representative in possession of a valid United Nations grounds pass. Failing this, delegations are urged to provide 10 copies for the interpreters before the speaker takes the floor. Delegations are invited to submit their statements in PDF format via e-mail to the e-mail addresses to be announced in the *Journal of the United Nations*. Alternatively, delegations may bring a hard copy (unstapled and printed single-sided) for scanning and uploading to the PaperSmart portal documents distribution counter located inside the General Assembly Hall or at any conference officer's desk in the meeting rooms. (see p. 34 for more details).

¹ A list of the Presidents of previous sessions is available from www.un.org/pga/about-the-president/presidents-of-the-general-assembly.

3. Can documents or other materials relevant to the meetings be made available in the General Assembly Hall for the meeting?

Only United Nations documents and statements of speakers can be distributed in the Hall before or during a meeting. Any other pertinent materials can be made available in the General Assembly Hall upon authorization by the Chief of the General Assembly Affairs Branch (ext. 3.2336 in room S-3051 or ext. 3.9110 in GA-200).

4. What is the procedure for tabling a draft resolution/decision?²

The electronic version accompanied by a hard copy containing the final text of a draft resolution/decision must be submitted by an accredited delegate of a Mission and signed in the presence of the General Assembly Affairs Branch staff member responsible for processing draft resolutions/decisions.

The submitting delegation provides a list of co-sponsors, if any.

If the new draft resolution/decision is based on a previous one, the old text may be downloaded from the United Nations Official Document System (ODS) at <http://ods.un.org>, and necessary changes made, i.e. new text in bold and unwanted text clearly marked for deletion.

Sponsors are strongly encouraged to submit draft resolutions/decisions in electronic format by e-mail. However, procedures established by the General Assembly and the Main Committees may vary. Please contact the Secretary of the respective Main Committee regarding a particular submission procedure (see p. 19).

5. How can a Member State co-sponsor a draft resolution/decision?³

Member States wishing to co-sponsor a particular draft resolution/decision must sign the co-sponsorship form with: (a) the

² Guidelines with advice on the submission of draft resolutions to the General Assembly is available online at www.un.org/en/ga/guidelines_submission_draft_reso.pdf.

³ Guidelines with advice on the submission of draft resolutions to the General Assembly is available online at www.un.org/en/ga/guidelines_submission_draft_reso.pdf.

Member State coordinating the draft resolution; or (b) the staff member of the General Assembly Affairs Branch responsible for draft resolutions/decisions, in the General Assembly Hall during plenary meetings or at other times in room S-3053.

Co-sponsorship cannot be carried out through any kind of correspondence, e-mail, etc.

Note that co-sponsorship cannot be accepted after the adoption of draft resolutions and decisions. **Additional sponsors are not accepted for drafts recommended by a Main Committee once these have been adopted by the Committee.**

6. Where can I get a blank copy of the co-sponsorship form?

A blank copy of the co-sponsorship form can be obtained from the offices of the General Assembly Affairs Branch, room S-3053, or in the General Assembly Hall during plenary meetings.

7. What is the procedure to reflect in the verbatim records (PVs) how a Member State intended to vote on a draft resolution/decision?

A member of the delegation can complete a form provided by the General Assembly Affairs Branch and a footnote will be added to the PV record of the meeting.

8. Where can I get a copy of the voting record on the resolution/decision adopted?

Voting records are distributed to all Member States in the General Assembly Hall immediately after the adoption. Copies can also be obtained from the General Assembly Affairs Branch in room S-3053. The voting record is also available online using the relevant resolution number (entered, for example, as A/RES/64/148) at www.un.org/en/ga/documents/voting.asp.

9. What is the majority required for decision-making? Who can participate in the vote?

In accordance with Article 18 of the Charter of the United Nations and rule 83 of the rules of procedure, each member of the

General Assembly shall have one vote. (Only the Member States can participate in a vote). Decisions of the General Assembly on important questions shall be made by a two-thirds majority of the members present and voting. These questions shall include: recommendations with respect to the maintenance of international peace and security, the election of the non-permanent members of the Security Council, the election of the members of the Economic and Social Council, the election of members of the Trusteeship Council in accordance with paragraph 1 (c) of Article 86 of the Charter, the admission of new Members to the United Nations, the suspension of the rights and privileges of membership, the expulsion of Members, questions relating to the operation of the trusteeship system, and budgetary questions. Decisions on questions other than those provided for in rule 83, including the determination of additional categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting. For details relating to the method of voting, and elections, please see rule 83-95 of the General Assembly Rules of Procedure.

10. Where can I get a copy of the resolution/decision adopted?

A few weeks after adoption, resolutions are published in the A/RES/ series of documents. Until then, the text is contained in the “L” document, on the ODS or in the report of the relevant Committee and on the website of the General Assembly (www.un.org/ga) (see p. 34). Texts of resolutions and decisions are published as supplement No. 49 to the official records of the session in three volumes (e.g. A/65/49 (vol. I) to (vol. III)). Generally, volumes I and II contain resolutions and decisions adopted during the main part of the session, respectively, and volume III contains resolutions and decisions adopted during the resumed part.

11. Where can I find the list of candidates for General Assembly elections?

The list of candidates is available for delegations on the CandiWeb (<https://eroom.un.org/eRoom>). To access the CandiWeb, please send an e-mail to missions-support@un.int or fax to

212-963-0952. For queries on plenary elections, please contact Ms. Mary Muturi at: 212-963-2337 or 212-963-5522, fax: 212-963-3783 or muturi@un.org.

12. How can I find the agenda of the General Assembly?

The provisional agenda of the seventy-first regular session is contained in document A/71/150. The annotations are contained in documents A/71/100 and A/71/100/Add.1. After its adoption at the 2nd plenary meeting, scheduled for 18 September 2016, the agenda will be issued in document A/71/251 (see document A/71/252 for allocation of items).

13. What is the procedure for requesting the inclusion of an item in the agenda?

A request for the inclusion of an item in the agenda should be addressed to the Secretary-General and, if possible, with copies to the General Assembly Affairs Branch. A request for inclusion of an item in the provisional agenda of a forthcoming regular session, in accordance with rule 13 of the rules of procedure, should be made at least 60 days before the opening of the session. A request for inclusion of a supplementary item in the agenda, in accordance with rule 14 of the rules of procedure, should be made at least 30 days before the opening of the session. In accordance with rule 20 of the rules of procedure, any items proposed for inclusion in the agenda must be accompanied by an explanatory memorandum and, if possible, by basic documents or a draft resolution.

14. How can I find out the programme of work of the General Assembly and the respective Main Committees?

The draft calendar of the programme of work of the plenary is issued in July, covering September to December. The calendar is updated in late September, during the General Debate under an INF document symbol (A/INF/71/3). You may contact the Secretary of the respective Main Committee for the programme of work (see p. 19). The secretaries' names, office locations and telephone numbers are available in document A/INF/71/2.

15. How do I request the granting of observer status?

The General Assembly, by its decision 49/426, decided that the granting of observer status should in the future be confined to States and to those intergovernmental organizations whose activities cover matters of interest to the Assembly. The request for the granting of observer status must emanate from a Member State, or Member States, in the form of a letter to the Secretary-General containing a request for the inclusion of an item in the agenda of the General Assembly. Taking into account the requirement for the item to be considered in the Sixth Committee (resolution 54/195), which meets during the main part of the session between September and December, such requests are normally submitted in time for inclusion in the provisional agenda of the forthcoming session, or the supplementary list thereto. The list of the observers can be found in document A/INF/[current session]/5 (e.g. A/INF/69/5).

16. How do I request a DVD/photographs of my Head of State's statement in the General Assembly Hall?

For digital recordings, delegations may request one DVD of each statement free of charge. Digital file formats such as MPEG-2 and MPEG-4/H.264 are also available on demand and can be downloaded online. Additional copies of DVDs or any other special requests are subject to a charge. All requests are handled in the order in which they are received. To request a videotape of a statement, contact: United Nations Audiovisual Library (room NL-2058L, tel.: 212-963-0656 or 212-963-1561; fax: 3.4501; e-mail video-library@un.org). Live television feeds will be available through commercial carriers. For information, contact United Nations Television (tel.: 212-963-7650; fax: 212-963-3860; e-mail redi@un.org).

For photographs, photographs in digital format (JPG) will be available for download free of charge on the United Nations Photo website (www.un.org/av/photo). Photograph enquiries and requests should be addressed to the United Nations Photo Library: room S-1047; telephone: 212-963-6927; e-mail photolibr@un.org (see p. 49).

17. How do I request the use of the General Assembly Hall for an event?

From September to December each year, with the exception of the United Nations Day Concert, the General Assembly Hall is used solely for the meetings of the General Assembly. Requests for permission to use the Hall during the rest of the year should be addressed to the Director of Central Planning and Coordination Division, DGACM. Requests for special events should be made at least three months in advance of the proposed event and should contain the information requested in question 4 above. Permission to use the Hall is granted on the understanding that, should the Assembly need to meet at a time when the use of the Hall has been authorized for another meeting or event, the sponsor of that meeting or event would have to make alternate arrangements (see ST/AI/416 for details).



On his official visit to the United Nations in 1979, Pope John Paul II presented the United Nations with a mosaic of the "Dove of Peace", a reproduction of a mosaic executed in the 12th century. ■ UN Photo/KELVYN PEREZ



The General Assembly building topped with a shallow dome and some flags of the 193 Member States fly at the United Nations Headquarters in New York City. ■ UN Photo/KELVYN PEREZ

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