



16 September 2020

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**Information circular\***

To: Members of the staff at Headquarters  
From: The Under-Secretary-General for Safety and Security  
Subject: **Arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of the seventy-fifth session of the General Assembly**

**I. Introduction**

1. The general debate of the seventy-fifth session will be held from Tuesday, 22 September 2020, to Saturday, 26 September 2020, and on Tuesday, 29 September 2020, pursuant to General Assembly resolution [57/301](#).
2. A Sustainable Development Goals Moment virtual event, to be convened by the Secretary-General, will be held on Friday, 18 September 2020.
3. The high-level meeting of the General Assembly to commemorate the seventy-fifth anniversary of the United Nations will be held on 21 September 2020, in accordance with resolution [73/299](#) and decision 74/562.
4. The summit on biodiversity will be held on Wednesday, 30 September 2020, pursuant to resolution [74/269](#) and decision 74/562.
5. The high-level meeting on the twenty-fifth anniversary of the Fourth World Conference on Women will be convened on Thursday, 1 October 2020, pursuant to resolutions [73/294](#) and [73/340](#) and decision 74/562.
6. The high-level plenary meeting to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Friday, 2 October 2020, in accordance with resolution [74/54](#) and decision 74/562.

**II. Admission to the Headquarters premises**

7. In view of the restrictions associated with the coronavirus disease (COVID-19) pandemic and the need for close adherence to recommendations for the safe occupancy and use of Headquarters facilities, heads of entities are asked to limit the number of staff members present during the general debate period to only those necessary for the efficient servicing of the meetings. The United Nations will remain closed to the public, inclusive of guided tours, for the entirety of the high-level

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\* Expiration date of the present information circular: 2 October 2020.



general debate session, which will run from 21 September through the close of business on Friday, 2 October 2020. The reopening of the building to the public and the resumption of guided tours will be announced at a later date.

8. While the premises are closed to the public, staff members are requested to schedule appointments with visitors and guests at locations away from the Headquarters site. The information and reception desk will remain in the General Assembly lobby and will be accessible only to those already cleared to be in the building. The UNITAR Building, at the corner of First Avenue and 45th Street, will remain closed during the high-level period.

9. Individuals holding retiree passes, recreational club passes or courtesy passes (with the exception of Protocol courtesy passes and gold courtesy passes) will not be admitted to the Headquarters premises. This should be taken into account when scheduling appointments and meetings during the period in which the Headquarters premises will be closed to the public.

10. Staff members, affiliates and accredited media representatives who are entitled to obtain access to the Headquarters premises will be admitted only upon presentation of a valid United Nations grounds pass or laissez-passer.

11. In view of the enhanced safety protocols during the General Assembly period, which include the wearing of masks and social distancing, the cooperation of all who are present at the complex is required. Furthermore, the provisions of Secretary-General's bulletin [ST/SGB/259](#) of 2 July 1993, on the wearing of grounds passes, in particular that such passes must be worn prominently on the outer clothing of the holder to aid verification and reduce undue delays, will be strictly enforced.

12. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of grounds passes because of the access that they allow their holder. All authorized pass holders are therefore reminded that their grounds passes are solely for the use of the bearer to whom they are issued and that they cannot be transferred or given to any other person to use. Grounds passes found to be used in any other manner than that for which they were intended will be confiscated by security personnel.

13. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of 320 East 45th Street, upon presentation of an application signed by an authorized signatory from the staff member's executive office or administrative unit.

14. Staff members who arrive without their grounds passes will be directed to the Pass and Identification Office to obtain a day pass.

15. Please be aware that all packages brought to the premises at all entry points will undergo a security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages to the premises during this period.

### **III. Admission of non-United Nations personnel**

16. Outside messengers, family members, visitors and guests are restricted from entering the Headquarters premises during the period that the complex remains closed to the public.

#### **IV. Closure of First Avenue and pedestrian crossing points**

17. There will be no established street closures during the high-level period. However, the usual temporary street closures should be expected if the President of the host country visits Headquarters or nearby venues.

18. The area in front of the United Nations, from 42nd Street to 48th Street, will remain open to all vehicular and pedestrian traffic.

#### **V. Access to the 42nd, 45th and 46th Street entrances**

19. Staff members, including those holding only the United Nations laissez-passer, affiliates and resident correspondents with authorized access to the Headquarters premises and who have business in the Secretariat Building, authorized areas of the South Annex Building or the Dag Hammarskjöld Library Building, should continue to use the 42nd Street staff entrance.

20. Interns authorized for essential work in the Secretariat Building during the period should also use the 42nd Street staff entrance.

21. Senior United Nations officials holding a gold-coloured grounds pass may obtain access to the premises at either the 42nd Street or the 46th Street entrance.

22. Affiliates and representatives of non-governmental organizations who possess a valid United Nations grounds pass, along with the relevant secondary special event ticket (specific to a particular meeting, date, time and room) issued by the sponsor of the event or the non-governmental organization liaison office, will be subject to screening prior to obtaining access to the General Assembly and Conference Buildings and will be required to use the entrance at 46th Street.

23. The pedestrian gate located at 45th Street and First Avenue, which is normally used by delegations, will be closed. The gate located at 46th Street and First Avenue will be reserved for use by all persons in possession of a secondary access card.

#### **VI. Access to restricted areas**

24. During the high-level period, from 21 September to 2 October 2020, access to restricted areas will be given only to those holding United Nations grounds passes and the appropriate secondary access passes and/or special events tickets. Interns will not be permitted to obtain access to restricted areas.

25. In order to facilitate access to room GA-200, a secondary access pass is issued through the Protocol and Liaison Service to those individuals whose duties or functions require their presence. Only those who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

#### **VII. Access for members of the media**

26. Media access to the premises will be limited primarily to resident correspondents, who will be allowed access to specially designated non-restricted areas inside the building. Members of the media will be granted access to within the restricted areas of the 2nd floor of the General Assembly and Conference Buildings only when escorted by a representative of the Media Accreditation and Liaison Unit. Resident correspondents with equipment must use the 46th Street entrance.

27. Media inquiries during the high-level period should be directed to the Media Accreditation and Liaison Unit at (212) 963-6934.

## VIII. Pass and Identification Unit

28. The Pass and Identification Unit, located on the ground floor of 320 East 45th Street, between First and Second Avenues, is open to staff members and members of delegations.

29. Issuance of annual and temporary non-governmental organization passes is currently suspended, but will resume on 5 October. Any non-governmental organization invited to attend events during the general debate will need a special events ticket (specific to a particular meeting, date, time and room), distributed by event organizers.

30. The days and hours of operation of the Pass and Identification Unit will be as follows:

<i>Date</i>	<i>Hours of operation</i>
Monday, 21 September, to Friday, 25 September	8 a.m. to 4 p.m.
Monday, 28 September, to Friday, 2 October	8 a.m. to 4 p.m.

## IX. Access to the United Nations garage

31. The United Nations garage will maintain normal operations during the general debate period. However, all users should remain alert to special instructions periodically published by the garage administration regarding the use of the garage facilities. Except for those mission vehicles given special provisions, all persons with a grounds pass who are authorized to park in the garage are required to purchase a ticket at the point of entry. The ticket must then be prominently displayed on the dashboard of the vehicle while it remains parked on United Nations premises.

32. Security screening of all vehicles and persons entering the garage is mandatory. Please limit vehicle contents in order to facilitate and expedite the security clearance.

33. During the general debate period, use of the 43rd Street vehicular gate for access and of 45th Street for exit is restricted to escorted motorcades and vehicles conveying Permanent Representatives. All other vehicles should use the 42nd Street garage entrance.

34. Portable personal carriers and bicycles will not be permitted to enter the headquarters premises. All such conveyances should use the area adjacent to the ramp that is located at the corner of 48th Street and First Avenue.

## X. Access to and traffic in the Secretariat Circle and the 43rd Street entrance

35. The very limited operating space of the Secretariat Circle and the delegates' roadway areas requires strict controls on access in order to facilitate safety and avoid undue obstructions and delays for delegation vehicles, other high-level government officials and motorcades. Vehicular access to the premises through the gate at First Avenue and 43rd Street will therefore remain restricted, as indicated in paragraph 33 above.

36. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. to 7 p.m. on weekdays will resume on Monday, 5 October 2020.