



# General Assembly

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## Sixty-seventh session

### **Arrangements for the high-level meeting on the rule of law at the national and international levels and the general debate of the sixty-seventh session of the General Assembly**

**United Nations Headquarters, 24 September-1 October 2012**

**Information note for delegations**



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## I. Introduction

1. The general debate of the sixty-seventh session will be held from Tuesday, 25 September, to Monday, 1 October 2012.
2. The General Assembly, by its resolution 66/102, decided that the high-level meeting of the General Assembly on the rule of law at the national and international levels would be held as a one-day plenary on Monday, 24 September 2012.
3. In addition to the above-mentioned General Assembly meetings, the Secretary-General will host the following meetings in September: (a) a high-level meeting on sustainable energy for all, on Monday, 24 September; (b) the launch of the Secretary-General's Global Initiative on Education, on Wednesday, 26 September; (b) a high-level event on polio eradication; (d) a high-level meeting on scaling up nutrition, on Thursday, 27 September; and (e) a high-level meeting on countering nuclear terrorism, with a focus on strengthening the legal framework, on Friday, 28 September.
4. The plenary meetings of the high-level meeting of the General Assembly on the rule of law at the national and international levels and the meetings of the general debate will be held in the General Assembly Hall.

## II. Arrivals

5. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:
  - (a) All persons in motorcades must have valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters Building;
  - (b) Heads of State or Government, members of their parties and other delegations or observers or individual members of such delegations wishing to come to the United Nations on foot from nearby locations are encouraged to do so — time will be saved and possible delays avoided;
  - (c) With the exception of motorcades accompanied by police and/or secret service, any delegation arriving at the United Nations by car will need a special vehicle permit. These permits will be available through the Garage Administration, room U-210 (telephone: 212 963 6212).

## III. Schedules, list of speakers, statements, documentation and interpretation

### High-level meeting of the General Assembly on the rule of law at the national and international levels

6. The high-level meeting of the General Assembly on the rule of law at the national and international levels will take place on 24 September 2012, and will be comprised of a morning and an afternoon plenary meeting, from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

7. The plenary meetings will be held in the General Assembly Hall, and will feature statements by the President of the General Assembly, the Secretary-General, the President of the International Court of Justice, the President of the Security Council, the United Nations High Commissioner for Human Rights, the Administrator of the United Nations Development Programme, the Executive Director of the United Nations Office on Drugs and Crime, the Chair of the International Law Commission, representatives of Member States and observers, as well as a limited number of representatives of non-governmental organizations active in the field of the rule of law.

8. To enable maximum participation within the limited time available, statements in plenary meetings should not exceed five minutes. A list of speakers, maintained in accordance with the regional representation specified in the letter by the President dated 6 July 2012 and on a first-come, first-served basis, will be open for inscription at a later date to be announced, in room IN-613A (e-mail: [heddachem@un.org](mailto:heddachem@un.org); telephone: 212 963 5063; fax: 212 963 3783). Delegations are asked to kindly indicate the level of representation when inscribing on the speakers list.

9. The closing plenary meeting will be comprised of the adoption of a concise outcome document.

#### **General debate**

10. As indicated in the introduction above, the general debate of the sixty-seventh session of the General Assembly will be held from Tuesday, 25 September, to Monday, 1 October 2012. The meetings of the general debate will be held from 9 a.m. to 1 p.m. and 3 p.m. to 9 p.m.

11. The current list of speakers is available in rooms IN-613 and NL-1033. Any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch (room IN-613A, e-mail: [heddachem@un.org](mailto:heddachem@un.org), telephone: 212 963 5063, fax: 212 963 3783).

12. The theme "Adjustment or settlement of international disputes or situations by peaceful means" has been proposed for the general debate at the sixty-seventh session, pursuant to General Assembly resolution 58/126.

13. In keeping with previous practice, a voluntary 15-minute time limit for statements is to be observed in the general debate of the sixty-seventh session.

#### **Statements, documentation and interpretation**

14. A minimum of 30 copies of the text of statements to be delivered at the high-level meetings and the general debate should be submitted in advance to the Conference Officers; failing this, delegations are urged to provide 10 copies for the interpreters before the speaker takes the floor. 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 are required. Delegations who wish to circulate their statements electronically through the e-services portal offered by the Secretariat may send their statement at least two hours in advance to an e-mail address to be announced in the *Journal of the United Nations* or present a copy of the statement for scanning and uploading to the portal as instructed in paragraph 15 below. For distribution of the texts of statements to the press, see section XV below.

15. Given the security arrangements in place for the high-level meeting and the general debate, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass. Access will be through the 46th Street gate to the Visitors Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area, where a representative of the Secretariat will accept the texts at a special counter. Texts of speeches will be accepted only on the day they are to be given.

16. Only official documents of the high-level meeting and the general debate bearing the General Assembly document symbol and texts of statements to be delivered at the high-level meeting and the general debate will be distributed in the General Assembly Hall.

17. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through 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 in the General Assembly Hall, must be made in advance through the Meetings Management Section (telephone: 212 963 8114; e-mail: [emeetsm@un.org](mailto:emeetsm@un.org)). The interpreter or the guide provided by the delegation should be brought in by the delegation to the Conference Officer's desk in front of the General Assembly Hall 30 minutes prior to the speech.

## **IV. Events hosted by the Secretary-General**

### **High-level meeting on sustainable energy for all**

18. The high-level meeting on sustainable energy for all will take place on 24 September 2012, from 3 p.m. to 6 p.m., in Conference Room 2 of the North Lawn Building.

19. The event will highlight commitments made to date and future actions required to achieve the three interlinked objectives of the "Sustainable Energy for All" initiative by 2030: to ensure universal access to modern energy services; to double the rate of energy efficiency improvement; and to double the share of renewable energy in the global energy mix. Guided by an action agenda that identifies high-impact opportunities across all relevant sectors of the economy, this multi-stakeholder initiative is generating significant momentum across the globe. Stakeholders from Government, the private sector and civil society are engaged in a

wide range of actions seeking to achieve the objectives of the Secretary-General and transform the world's energy systems.

20. During the high-level meeting, Heads of State or Government, Ministers and leaders from the United Nations, the private sector and civil society will discuss current and future actions aimed at achieving sustainable energy for all. The Secretary-General will provide opening remarks at the meeting followed by contributions from a number of panellists. A complete list of speakers will be made available prior to the event. Delegates will be welcomed to engage in an open and interactive dialogue with the panellists. The Deputy Secretary-General will provide concluding remarks, followed by a reception from 6 p.m. to 8 p.m. in the Ambassador's River View Tent.

21. Additional inquiries about this event can be directed to the Sustainable Energy for All secretariat (Mr. Jonas von Freiesleben, telephone: 212 963 1660, e-mail: freiesleben@un.org).

### **Launch of the Secretary-General's Global Initiative on Education**

22. The Secretary-General will launch "Education First", his new Global Initiative on Education, on Wednesday, 26 September, at the Economic and Social Council Chamber.

23. The launch will be in two parts:

(a) A high-level political launch, from 1.15 to 2.15 p.m. The Secretary-General will articulate his vision for Education First. Heads of State, VIPs, key opinion makers and business and civil society leaders will come together to show support and announce commitments to achieve quality, relevant and inclusive education for all;

(b) A panel discussion, from 2:30 p.m. to 4 p.m. Influential personalities in the field of education will speak on the three priorities of Education First: putting every child in school; improving the quality of education; and fostering global citizenship;

24. Additional inquiries about the official launch can be directed to the Executive Office of the Secretary-General (Ms. Itai Madamombe, telephone: 212 963 8426; e-mail: madamombe@un.org; Gregory Dubois, telephone: 212 963 5435, e-mail: duboisg@un.org).

### **High-level event on polio eradication**

25. The high-level event, on the theme "Our commitment to the next generation: the legacy of a polio-free world", will take place on 27 September 2012, from 12.30 p.m. to 2.30 p.m., in the Economic and Social Council Chamber, North Lawn Building. The meeting will bring together Heads of State of polio-endemic countries, traditional and emerging donors, Bill Gates of the Bill and Melinda Gates Foundation and other key partners in the fight to eradicate polio around the world. The objectives of the event are to: reinforce and announce specific and tangible commitments from political leaders in polio-endemic countries to implement the Emergency Action Plan for Polio; galvanize both traditional and emerging donors to implement the Emergency Action Plan; demonstrate long-term support for ending polio from a broad coalition, including Governments, civil society organizations and

multilateral institutions; and promote the benefits and long-term impact of a polio-free world.

26. During the high-level event, Heads of State, Bill Gates and other key partners will discuss progress in eradicating polio to date, urgent priorities for the final push towards the total eradication of polio, commitments of polio-affected countries and donors towards these efforts and the wider benefits that polio eradication has on child health.

27. The Secretary-General will provide remarks at the meeting and the complete list of speakers will be made available prior to the event.

28. Additional inquiries about this event can be directed to Kate Dodson of the United Nations Foundation: telephone: 202 887 9040; fax: 202 887 9021; e-mail: [kdodson@unfoundation.org](mailto:kdodson@unfoundation.org); and Anand Balachandran: telephone: 41 22 791 3078; e-mail: [balachandrana@who.int](mailto:balachandrana@who.int); fax: 41 22 791 1571.

#### **High-level meeting on scaling up nutrition**

29. The Secretary-General's high-level meeting on scaling up nutrition will take place on 27 September, from 3 p.m. to 5 p.m. in Conference Room 4 of the North Lawn Building. This meeting will highlight the progress of the Scaling Up Nutrition initiative. It will also introduce the 27 members of the lead group appointed by the Secretary-General to guide the initiative and outline its new strategy for attaining a sustained reduction in the number of children who are undernourished.

30. Since the launch of the Scaling Up Nutrition initiative, 28 countries facing high burdens of undernutrition have declared their intention to scale up nutrition and to play a part in the initiative. Over 100 agencies, including donor groups, the United Nations, civil society, the private sector and research institutions, have pledged to support these countries' plans.

31. During the high-level meeting, Heads of State or Government and leaders from the United Nations, the private sector and civil society will discuss how to accelerate the progress already made and ensure accountability for delivering the promised results.

32. The Secretary-General will provide remarks at the meeting, and a complete list of speakers will be available prior to the event. Topics that will be discussed include the progress made by countries in addressing undernutrition.

33. Additional inquiries about the event can be directed to David Nabarro, Coordinator of the Scaling Up Nutrition initiative and the Special Representative of the Secretary-General for Food Security and Nutrition ([David.Nabarro@undp.org](mailto:David.Nabarro@undp.org)) or the Scaling Up Nutrition secretariat, Anthea Webb: telephone: 212 906 6692; fax: 212 906 6473; e-mail: [anthea.webb@undp.org](mailto:anthea.webb@undp.org); and Matthew Cousins: telephone: + 41 22 917 6019; e-mail: [matthew.cousins@undp.org](mailto:matthew.cousins@undp.org).

#### **High-level meeting on countering nuclear terrorism, with a focus on strengthening the legal framework**

34. The high-level meeting on countering nuclear terrorism, with a focus on strengthening the legal framework, will take place on 28 September 2012, according to the following schedule:

8.45 a.m.	All participants to be seated in General Assembly Hall
9-9.45 a.m.	Opening session: Common approaches to counter the threat of nuclear terrorism (General Assembly Hall)
10-12.30 p.m.	Plenary session: Strengthening the legal framework to counter nuclear terrorism and enhancing capacity-building efforts (Conference Room 2)
12.30-1.15 p.m.	Closing session: The way forward (Conference Room 2).

35. The high-level meeting is an important step, building on the important new momentum in international efforts to prevent nuclear terrorism. The meeting is being held on the fifth anniversary of the entry into force of the International Convention for the Suppression of Acts of Nuclear Terrorism. It is also aimed at furthering the implementation of Security Council resolution 1540 (2004). The General Assembly, including through the United Nations Global Counter-Terrorism Strategy (resolution 60/288), and the Security Council have regularly stressed the importance of universal adherence to the various multilateral counter-terrorism instruments.

36. The international legal framework to tackle the threat of nuclear terrorism can be greatly improved through: an increase in the number of States Parties that adhere to it; effective, more focused implementation; and enhanced international cooperation. The high-level meeting will provide participants with an opportunity to share national practices and lessons learned on countering nuclear terrorism and enhancing nuclear security, including through cooperation, assistance and capacity-building.

37. The opening session will be held in the General Assembly Hall. The session will be chaired by the President of the General Assembly, with a keynote address by the Secretary-General. Heads of State or Government will also be invited to deliver remarks during the opening session, along with the Director General of the International Atomic Energy Agency.

38. The plenary session will be held in Conference Room 2 (North Lawn Building) and will be co-chaired by ministerial-level representatives of two Member States, to be requested by the Secretary-General. The session will address the theme "Strengthening the legal framework to counter nuclear terrorism and enhancing capacity-building efforts". After brief statements from the two co-chairs, the session will be opened to statements delivered by representatives of Member States from the floor, who will follow a speakers' list.

39. At the closing session, which will also take place in Conference Room 2, the two co-chairs of the plenary session will make remarks summarizing the key elements of that session. The Secretary-General will present a Chair's summary of the discussions during the high-level meeting.

40. The list of speakers for the plenary session will be made available prior to the meeting. Participants wishing to inscribe their names on the list of speakers are invited to contact the Counter-Terrorism Implementation Task Force (CTITF) Office (Fabrizio Trezza, Room TB08004A, telephone: 212 963 4134, fax: 212 963 4199, e-mail: trezza@un.org). In order to accommodate as many speakers as possible and taking into account time constraints, interventions should not exceed three minutes.



41. Because of enhanced security measures during the general debate of the sixty-seventh session of the General Assembly, and in view of the limited capacity of Conference Room 2, delegations are asked to limit the size of their call groups to one plus four for the opening session in the General Assembly Hall, and to one plus two during the remaining. Access for additional participants will be considered on the basis of the availability of seats and upon verification of valid United Nations passes. Eligible representatives of international organizations or non-governmental organizations wishing to attend the meeting should inform Fabrizio Trezza, whose contact information is provided in the paragraph above.

## **V. List of delegations**

42. A provisional list of delegations to the sixty-seventh session of the General Assembly will be available on the Protocol and Liaison Service website ([www.un.int/protocol](http://www.un.int/protocol)) at the beginning of the general debate. Missions are requested kindly to submit a comprehensive official delegation list, including functional titles and affiliations of each member, to the Chief of Protocol, room NL-2058 (fax: 212 963 1921) not later than 23 November 2012. In order to avoid confusion, any changes to the original list should be sent separately, bearing in mind that such changes should not be incorporated into the list previously submitted to the Protocol and Liaison Service. Missions are encouraged to transmit, in MS Word, their comprehensive lists of delegations first electronically to [sutliff@un.org](mailto:sutliff@un.org), followed by a signed copy to be delivered to the Protocol and Liaison Service. A final comprehensive list of delegations to the sixty-seventh session of the General Assembly will be available on the Protocol and Liaison Service website towards the end of December 2012.

43. Each delegation shall consist of not more than five representatives, and five alternate representatives and as many advisers and experts as may be required (rule 25 of the rules of procedure of the General Assembly). With the exception of Heads of State or Government and Vice-Presidents, Crown Princes or Princesses and Ministers for Foreign Affairs, who will be listed as heads of delegation during his/her presence at the session, all other heads of delegation shall be counted as one of the five representatives. If the five representatives and five alternate representatives are not specified, as required by the rules of procedure of the General Assembly, the first 10 members of the delegation in the order of their listing will be considered as representatives and alternate representatives, for the purpose of issuing the lists of delegations. The names of aides de camp, interpreters, physicians, media and security personnel accompanying a Head of State or Government should not be included in the official list of delegations.

## **VI. Protocol accreditation and access arrangements for Member States, observers, intergovernmental organizations and the specialized agencies**

### **Accreditation**

44. Accreditation of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be

carried out by the Protocol and Liaison Service. Detailed information on the accreditation procedure will be communicated to the permanent/observer missions in a separate note verbale at a later stage; the note verbale will also be posted on the Protocol and Liaison Service website at [www.un.int/protocol](http://www.un.int/protocol).

45. Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet ministers and their spouses will be provided with VIP passes with photographs.

46. Working hours of the accreditation unit (telephone 212 963 7181) in the Protocol and Liaison Service in the days prior to and during the high-level meetings and general debate will be posted on the Protocol and Liaison Service website ([www.un.int/protocol](http://www.un.int/protocol)) and at the entry of the Protocol office starting on Tuesday, 4 September 2012.

#### **Access to meeting rooms and restricted areas**

47. During the high-level meetings and the general debate of the sixty-seventh session of the General Assembly from 24 September to 1 October 2012, access to the General Assembly Hall and restricted areas will be based on a regular delegate's pass plus a secondary colour-coded access card. These access cards are transferable strictly among members of a delegation. For that purpose, the Protocol and Liaison Service will proceed as follows:

(a) Every Permanent Mission will be issued six cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the Delegates' Entrance Lobby. These cards will be valid for the entire period of the high-level meetings and the general debate of the sixty-seventh session of the General Assembly from 24 September to 1 October 2012;

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall; in addition, each intergovernmental organization and specialized agency will receive two cards of a different colour for access to the Delegates' Entrance Lobby;

(c) Access cards, if required, will be issued to representatives of Member States, observers, intergovernmental organizations and specialized agencies participating in other closed/restricted high-level meetings for access to conference rooms in the North Lawn Building.

48. Colour-coded access cards for the high-level meetings and the general debate will be ready for collection at the Protocol and Liaison Service (room NL-2063) starting on Friday, 21 September 2012, after 10 a.m.

49. Seats will be reserved in a VIP area for spouses of the Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and Cabinet ministers participating in the general debate, provided that the Chief of Protocol is notified in advance of their attendance at the session. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations in VIP section A (up to 15 seats), the third floor gallery and the fourth floor balcony of the General Assembly Hall. The seats in VIP section A will be allocated only for the duration of the address of the head of delegation at the plenary meeting. Access to these areas at

the General Assembly Hall will require a special courtesy ticket distributed by the Protocol and Liaison Service. To reserve seats in the VIP area for spouses and guests of delegation, as well as tickets for the gallery and balcony in the General Assembly Hall, a written request specifying the names and titles of all attendees (including the spouse of the dignitary speaking), must be delivered to the Chief of Protocol in room NL-2058 or faxed to 212 963 1921 **at least one week in advance of the address**. The special courtesy tickets will be available for collection one day prior to the address of the head of delegation. Ticket holders to these areas who are not in possession of a United Nations grounds pass must be escorted by a representative of the mission bearing a valid United Nations grounds pass and enter the United Nations through the Visitors Entrance.

50. All documents, forms and information material on the sixty-seventh session of the General Assembly issued by the Protocol and Liaison Service may be accessed at the Service's website at [www.un.int/protocol](http://www.un.int/protocol).

## **VII. Welcoming reception**

51. A welcoming reception will take place on Tuesday morning, 25 September, in honour of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the sixty-seventh session of the General Assembly and their spouses, **from 8 a.m. to 8.50 a.m.**, in the West Foyer (Indonesian Lounge).

## **VIII. State luncheon and ribbon-cutting ceremony**

52. The Secretary-General will host a luncheon (without spouses) in honour of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the sixty-seventh session of the General Assembly. Heads of delegations at a level other than Head of State or Government will also be invited. The luncheon will be held at 1.15 p.m. in the Visitors Lobby of the General Assembly Building. A ribbon-cutting ceremony to inaugurate the reopening of the Secretariat Building will also take place during the State luncheon.

## **IX. Programme for spouses**

53. Mrs. BAN Soon-taek will offer a social programme in honour of the spouses of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the sixty-seventh session of the General Assembly. Details regarding the programme will be communicated to the Permanent Missions at a later stage.

## **X. Protocol/security briefing**

54. There will be a protocol/security briefing for delegations on Wednesday, 12 September 2012 at 3 p.m. in Conference Room 2 of the North Lawn Building. Permanent Missions and Observer Missions are urged to be represented at the briefing.

## **XI. Security arrangements**

### **General considerations**

55. The Headquarters complex will be closed to the public from 4 p.m. on Sunday, 23 September 2012, until the close of business on Friday, 5 October 2012. Access to the United Nations complex during the high-level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat and its funds, programmes and agencies; accredited media; and affiliates who are wearing a United Nations grounds pass. In addition, members of civil society who are invited to attend the high-level meetings will be required to be in possession of a meeting-specific pass at all times.

56. For all Government delegations (Member States or observers), grounds passes will be issued at the Pass and Identification Unit (First Avenue at 45th Street). For grounds passes for national security officers accompanying Heads of State or Government, contact Captain William Ball, Special Services Unit (telephone 212 963 7531). See annex II for a sample of the grounds pass request for security staff.

57. Questions or concerns should be directed to David J. Bongi, Chief of Security, United Nations Headquarters, Security and Safety Service, by contacting the Security Event Planning Unit, Captain Mark Hoffman (telephone 212 963 7028), or through Inspector Matthew Sullivan, Inspector in charge of Operations (telephone 212 963 4601).

58. Kindly note that access to the United Nations will be denied to anyone who is not in the above-listed categories and who is not wearing a valid grounds pass. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

### **Access to the United Nations Headquarters complex**

59. The opening times of the pedestrian entrances are as follows:

42nd Street and First Avenue: 7 a.m. to close of business

46th Street and First Avenue: 6 a.m. to close of business

47th Street and First Avenue: 7 a.m. to close of business

60. Please be aware that all packages brought into the premises by all categories of persons, including delegates and staff, will be subject to security inspection.

61. Prior arrangements are required for press and affiliates during after-hours access to the premises through notification to the Security Operations Centre at extension 3-6666.

62. Given that the 42nd Street and First Avenue entrance will not be open until 7 a.m., access to the South Annex and the Library Building prior to 7 a.m. may be gained by using the 46th Street Visitors Entrance, and proceeding to the screening tent. Following the screening process, pedestrians will continue to the north garden promenade and proceed to the South Annex by way of the East River walkway.

### **Access through the Delegates Entrance**

63. During the sixty-seventh session, the delegates' pedestrian entrance gate, located at 45th Street and First Avenue, will be closed from normal access. Therefore, the entrance gate positioned at the south side entrance of 46th Street and First Avenue will be reserved for the use of high-level VIPs, delegations bearing Protocol access cards, Permanent Representatives to the United Nations and senior United Nations staff who are in possession of their gold-coloured building passes, in order to access the Delegates Entrance.

### **Access to the North Lawn Building**

64. During the sixty-seventh session, the pedestrian entrance at 47th Street and First Avenue will be utilized by VIPs, delegations bearing Protocol access cards, Permanent Representatives to the United Nations and senior United Nations staff who are in possession of their gold-coloured building passes.

65. Please note that all delegates in possession of a valid United Nations grounds pass (with photo) will be allowed access to the North Lawn Building after the standard screening procedure at that designated entry point.

### **Security and Safety Service, pass and identification offices: UNITAR Building and public plaza**

66. In preparation for the sixty-seventh session of the General Assembly, the Pass and Identification Unit, located in room U-100, UNITAR Building, on First Avenue at 45th Street, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the screening and accreditation centre in a tent located on the public plaza. The days and hours of operation of these two pass and identification facilities will be as follows:

<i>Date</i>	<i>Hours of operation</i>
Saturday and Sunday, 15 and 16 September	9 a.m. to 5 p.m.
Monday, 17 September	9 a.m. to 6 p.m.
Tuesday, 18 September	9 a.m. to 6 p.m.
Wednesday, 19 September	9 a.m. to 6 p.m.
Thursday, 20 September	9 a.m. to 6 p.m.
Friday, 21 September	9 a.m. to 6 p.m.
Saturday, 22 September	10 a.m. to 6 p.m.
Sunday, 23 September	10 a.m. to 6 p.m.
Monday, 24 September	8 a.m. to 6 p.m.
Tuesday, 25 September	8 a.m. to 6 p.m.
Wednesday, 26 September	8 a.m. to 6 p.m.

<i>Date</i>	<i>Hours of operation</i>
Thursday, 27 September	8 a.m. to 6 p.m.
Friday, 28 September	8 a.m. to 6 p.m.
Saturday, 29 September	Closed
Sunday, 30 September	Closed
Monday, 1 October	8.30 a.m. to 6 p.m.
Tuesday, 2 October	9 a.m. to 6 p.m.
Wednesday, 3 October	9 a.m. to 6 p.m.
Thursday, 4 October	9 a.m. to 6 p.m.
Friday, 5 October	9 a.m. to 6 p.m.

Beginning Friday, 5 October 2012, all pass and identification operations will return to the Pass and Identification Unit, room U-100, UNITAR Building, on First Avenue at 45th Street, and the hours of operation will be from 9 a.m. to 4 p.m.

#### **Access for members of the information media**

67. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building and the North Lawn Building must use the 46th Street media entrance with a grounds pass or proper documentation for accreditation. Access to the media tent will be gained by using the ramp for disabled persons on the left side of the Visitors Entrance. Following the screening process, personnel who need media accreditation are required to proceed to the media accreditation tent. Media personnel who wish to proceed to the third floor media liaison desk in the General Assembly Building will be required to use the ramp located on the east side of the General Assembly Building and the staircase within the neck area to the third floor. Those media personnel who wish to proceed to the Media Centre (Conference Room 1, North Lawn Building), following the screening process will proceed from the tent area through the plaza and use the metal staircase down to the ground floor and through the south side doors to the back entrance of Conference Room 1. Video crews accompanying resident and non-resident correspondents, as well as all categories of temporary correspondents, will use only the 46th Street entrance, where they and their equipment will be subject to security screening.

68. Members of the media have to be escorted by the Media Accreditation and Liaison Unit at all times in the restricted areas as well as in the North Lawn Building.

#### **Access to restricted areas**

69. In accordance with the established procedures, please note that the second floor of the General Assembly Building is reserved for members of delegations and staff who are conducting official business. In all cases, valid United Nations building passes will be required. Owing to the space constraints on the second floor

of the General Assembly Building, members of delegations are kindly requested not to congregate within that area. As a result, a venue has been designated on the first floor of the General Assembly Building, within the location of the Kuwaiti boat, as the preferred lounge for such activities. Members of non-governmental organizations will not be allowed to gain access to the restricted areas — their access to meetings at Headquarters will be honoured upon verification of a valid United Nations building pass and an appropriate ticket issued for the current day's meeting(s).

#### **Admission of non-United Nations persons**

70. For the period of the general debate and the high-level meetings, the information and reception desk established within the General Assembly Building lobby will be relocated to the UNITAR Building, on the corner of First Avenue at 45th Street. Access to the desk can be gained when entering into the building off of 45th Street. Given the security activity on First Avenue, it will be the responsibility of each staff member to meet his or her guests at the information desk as well as ensuring that they are accompanied at all times. Guests will be permitted to enter the restricted areas at any time.

#### **Guided tours**

71. Regular guided tours will be suspended from 4 p.m. on Sunday, 23 September, until the close of business on Friday, 5 October. On Saturday, 6 October, at 9 a.m., guided tours will resume and the building will reopen to the public.

#### **Escorted motorcade drop-off**

72. Escorted motorcades will be authorized to enter the United Nations premises, at the 43rd Street and First Avenue vehicular entrance, and drop off their passengers at the Delegates tent. Thereafter, they will be required to exit the premises through the 45th Street and First Avenue gate. All escorted motorcade movements onto the premises will be established by the Security and Safety Service and coordinated in conjunction with the host country.

#### **Unescorted motorcade drop-off**

73. Unescorted vehicles will be allowed to drop off passengers at the 47th Street and First Avenue crosswalk. In doing so, a valid grounds pass and an authorized United Nations decal (UNGA67 issued by the Garage Administration) will be required presentation at the 46th Street and Second Avenue vehicle checkpoint prior to this access.

#### **Parking**

74. From Monday to Friday, vehicles other than those belonging to the heads of delegation of the Permanent Missions or Observer Missions to the United Nations will be permitted access to enter the garage through the 48th Street entrance. Upon the conclusion of their official activity, they may depart through the 42nd Street exit. The 48th Street and 42nd Street entrances will be operational on a 24-hour basis. Traffic lanes within the third basement service drive and roadways in the garage must be kept free of stationary vehicles at all times. Vehicles left in this area will be subject to towing.

75. All vehicles entering the garage will be subject to search. Thus, it is highly recommended that members limit the contents inside their vehicles in order to expedite the physical security clearances.

## **XII. Dining room, other catering facilities and commercial operations**

76. The hours of normal operation for the Delegates Dining Room are 11.30 a.m. to 2.30 p.m. From Monday, 24 September, until Friday, 5 October 2012, reservations for private dinners or receptions will be accepted only from Permanent Missions and Observer Missions and from United Nations bodies. It should also be noted that during the period from Monday, 24 September, until Friday, 5 October 2012, no guests will be allowed entry to the United Nations premises for any function without proper accreditation. Additionally, owing to the integration of the Delegates Dining Room within the main Cafeteria area (first floor, South Annex), from 24 September to 5 October 2012, events involving high-level dignitaries may necessitate the implementation of security measures resulting in periodic closures of the Cafeteria and the surrounding areas during the movements of the VIPs.

77. The hours of operation of the various facilities during the sixty-seventh session of the General Assembly will be as follows:

<b>Main Cafeteria (South Annex, first floor)</b>	
	(to be determined)
<b>Vendery (General Assembly Building, third floor)</b>	
Seven days a week	
<b>Delegates Lounge (North Lawn Building, second floor)</b>	
Monday-Friday	4 p.m.-8 p.m.
<b>Delegates Dining Room (South Annex, first floor)</b>	
Monday-Friday	11.30 a.m.-2.30 p.m.
<b>Café Austria (North Lawn Building, second floor)</b>	
Monday-Friday	8 a.m.-6 p.m.
<b>DC-1 Cafeteria (third floor)</b>	
Monday-Friday	8 a.m.-6 p.m.
<b>UNICEF Cafeteria (UNICEF House, first floor)</b>	
Monday-Friday	8 a.m.-4.30 p.m.
<b>Visitors Coffee Shop (General Assembly Building, first basement)</b>	
Periodical	8.45 a.m.-4.45 p.m.



<b>Gift shop (General Assembly Building, first basement)</b>	
Seven days a week	9 a.m.-5.30 p.m.
<b>United Nations Postal Administration stamp counter (General Assembly Building, first basement)</b>	
Seven days a week	9 a.m.-5.30 p.m.
<b>Bookshop (General Assembly Building, first basement)</b>	
Seven days a week	9 a.m.-5.30 p.m.

### XIII. Arrangements for bilateral meetings

#### Facilities

78. For bilateral meetings, a limited number of temporary booths, with a maximum capacity of eight participants, will be available in the new North Lawn Building and on the second, third and fourth floor balconies of the General Assembly Building.

#### Reservation system

79. An electronic reservation system will be activated through e-Meets 2.0 (icms.un.org) on 31 August 2012, in order to provide equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically through e-Meets by accessing icms.un.org, clicking onto bilateral requests and logging in with the username and password of their Permanent Mission. This electronic request should specify the date and time and the name of the other delegation participating in the bilateral meeting. Reservations will be accepted for periods of 20-minutes duration, **on the hour and half hour**. To prevent double bookings, only the delegations initiating the bilateral meeting(s) should submit the request.

80. Information on actual room assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's consecutive appointments in the same room. Late requests will be accepted until 6 p.m. the day prior to the meeting and every effort will be made to assign a booth based on availability of space at that time. **Delegations wishing further information regarding bilateral requests should send their questions or enquiries to [bilats-msu@un.org](mailto:bilats-msu@un.org).**

### XIV. 2012 treaty event

81. It is recalled that the Secretary-General, in a letter dated 9 May 2012, invited Heads of State or Government to consider signing and ratifying or acceding to multilateral treaties deposited with him during the general debate of the sixty-seventh session of the General Assembly.

82. The treaty event will be held from 24 to 26 September and on 1 and 2 October 2012 in the treaty-signing area in the General Assembly Building (neck area on the second floor). Appointments for signature, ratification or accession should be

arranged well in advance with the Treaty Section (telephone 212 963 5047). Those countries intending to ratify and/or accede to a convention or treaty must submit copies of their instruments to the Treaty Section for review by 6 September 2012. Those countries intending to sign a convention or treaty must submit copies of their full powers to the Treaty Section for review by 6 September 2012. It is noted that Heads of State or Government and Ministers for Foreign Affairs do not require full powers to sign. Copies of instruments and full powers may be faxed to the Treaty Section at 212 963 3693.

83. Information relating to the treaty event, including the letter of invitation from the Secretary-General, the annual publication on treaties entitled *Towards Universal Participation and Implementation*, a list of all multilateral treaties deposited with the Secretary-General and procedural information can be obtained from the United Nations Treaty Collection website (<http://treaties.un.org>).

84. In addition to the Head of State or Government or Minister for Foreign Affairs, two individuals per delegation will be permitted at the event. It is noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue five minutes prior to the scheduled appointment. A Protocol Officer will greet and escort dignitaries (Head of State or Government/Vice-President/Crown Prince or Princess) from the escalators in the main hall.

85. It is further noted that, in order to have access to the premises during the 2012 treaty event, national media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit.

86. Each delegation should designate an individual as a contact person for the purposes of this event.

## **XV. Media arrangements and services**

87. Media representatives with a valid United Nations grounds pass will be allowed to cover the general debate and other high-level meetings without additional accreditation.

88. All others who do not have a valid pass **must apply for accreditation by Friday, 7 September 2012** by submitting a signed letter of assignment from the Bureau Chief or Editor-in-Chief addressed to the Media Accreditation and Liaison Unit and faxed to 212 963 4642 or e-mailed to [malu@un.org](mailto:malu@un.org). They must also fill out an online media registration form, which is available at [www.un.org/en/media/accreditation/form](http://www.un.org/en/media/accreditation/form). Two pieces of photo identification (such as passport, driver's licence or State ID) are also required when passes are picked up.

89. All members of the media accompanying Heads of State or Government or heads of delegation can obtain an accreditation by having the Permanent Mission concerned submit a letter listing the names of the media representatives with their functional titles and affiliation, either by fax: 212 963 4642 or e-mail: [malu@un.org](mailto:malu@un.org) to the Media Accreditation and Liaison Unit.

90. Members of the media accompanying Heads of State or Government or heads of delegation must come in person to the Media Accreditation Office/tent, where they will have their photographs taken and be issued a United Nations grounds pass

upon presentation of national passports and valid photo identification. Updates on media arrangements will be available at:

[www.un.org/en/media/accreditation/events](http://www.un.org/en/media/accreditation/events)

#### **Location and work hours of the Media Accreditation Office**

91. The Media Accreditation Office is situated in Room 102 of the UNITAR Building, 801 First Avenue (located on the north-west corner of 45th Street and First Avenue).

92. From 22 September to 4 October 2012, the Media Accreditation Office will be located in a tent on the United Nations Plaza, just outside of the Visitors Lobby.

93. The hours for media accreditation will be as follows (**Please note that the Pass and Identification Office might have different hours of operation for delegations**):

Saturday and Sunday, 15 and 16 September	Closed
Monday, 17 September, to Friday, 21 September	9 a.m. to 6 p.m.
Saturday and Sunday, 22 and 23 September	12 a.m. to 8 p.m.
Monday, 24 September	7 a.m. to 7 p.m.
Tuesday, 25 September	7 a.m. to 7 p.m.
Wednesday, 26 September	7 a.m. to 7 p.m.
Thursday, 27 September	7 a.m. to 7 p.m.
Friday, 28 September	8 a.m. to 5 p.m.
Saturday and Sunday, 29 and 30 September	Closed
Monday, 1 October	9 a.m. to 4 p.m.
Tuesday, 2 October	9 a.m. to 4 p.m.
Wednesday, 3 October	9 a.m. to 4 p.m.
Thursday, 4 October	9 a.m. to 4 p.m.

94. As of Friday, 5 October, all pass and ID operations will resume at the Main Pass and Identification Office, located on the corner of 45th Street and First Avenue, Monday to Friday, from 9 a.m. to 4 p.m.

95. All media representatives must clearly display their United Nations grounds pass at all times.

#### **Entry and screening procedures**

96. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate. The designated press entrance is at 46th Street and First Avenue.

97. Media are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays and may be further delayed, should First Avenue be closed for motorcades.

**Media centre and other facilities**

98. The United Nations will establish a media centre for local and visiting media in Conference Room 1, located in the North Lawn Building, which will provide the following technical services:

- Video projection showing a split screen of the four United Nations Television programme outputs in the centre of the room
- Audio distribution of United Nations Television programmes over room sound system for listening
- Video and audio distribution for external recording
- Wi-Fi Internet service
- Distribution of documents, statements and press releases.

**\* Media representatives are kindly requested to bring their own headphones to listen to the proceedings; no headphones will be available on site.**

99. A Media Liaison Desk will have representatives of the Media Accreditation and Liaison Unit and the Office of the Spokesperson for the Secretary-General in the Media Centre to assist media representatives.

100. Statements, documents and press releases related to the General Assembly will be available at the Media Documents Centre located in South Annex 1B-15.

**United Nations audio-visual materials**

101. Photographs in digital format (jpg) will be available for download free of charge on the United Nations photo website (<http://www.un.org/av/photo>). Photo enquiries and requests should be addressed to the United Nations Photo Library, room IN-506B (telephone 212 963 6927, 212 963 0034; fax 212 963 1658; e-mail: [photolib@un.org](mailto:photolib@un.org)).

102. Delegations may request one DVD of each statement free of charge. Digital files formats (such as MPEG2, MPEG4 (H.264)) are also available on demand and can be downloaded online. Additional copies of DVDs, Betacam SP, back orders or any other special requests are subject to charge. Tapes that have been ordered in advance will generally be available on the day the statement is made. Tapes ordered afterwards will be made available as soon as possible. All requests are serviced in the order in which it is received. To request a videotape of a statement, contact: United Nations Video Library (telephone 212 963 1561, 212 963 0656; fax 212 963 4501; e-mail: [video-library@un.org](mailto:video-library@un.org)).

103. B-roll video material (on Betacam NTSC) is available on selected topics, such as historical footage of the United Nations, the Millennium Development Goals and other thematic compilations.

104. Live television feeds will be available through commercial carriers. For information, contact United Nations Television (telephone 212 963 7650; fax 212 963 3860).

105. Only pool television production services will be available from United Nations Television. Broadcasters interested in accessing United Nations Television's live coverage of the high-level meetings and the general debate should call

212 963 7650. Those wishing to book a television studio should call 212 963 9399 or 212 963 7650. A detailed schedule of live and handheld camera coverage will be e-mailed to broadcast clients in advance of the high-level meetings.

106. Audio files of speeches in digital format (MP3) will be available for download free of charge on the United Nations Audio Library website (<http://www.unmultimedia.org/radio/library/>). Audio enquiries and requests should be addressed to the United Nations Audio Library (telephone 212 963 9513, 212 963 9272, 212 963 9269; e-mail: [audio-library@un.org](mailto:audio-library@un.org)).

107. Statements are normally available in the original language in which they were delivered. Special requests for a recording of the interpretation in one of the six official languages should be made in advance and are subject to the limitations of recording facilities.

108. Limited radio studio facilities will be provided to delegates and accredited journalists, when available, during the general debate. There will be charges to cover the additional contractor costs for after-hour use. For radio studio availability, and cost estimates for after-hour use, contact the Broadcast and Conference Support Section ([request-for-services@un.org](mailto:request-for-services@un.org); 212 963 9485) and copy United Nations Radio ([bobb@un.org](mailto:bobb@un.org), [kwiatkowski@un.org](mailto:kwiatkowski@un.org)).

## Internet

109. The United Nations website through a dedicated portal web page (<http://www.un.org/ga>) will provide coverage of the General Assembly meetings, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photographs and access to radio programmes, webcast videos and statements. To ensure timely posting of the statements on the United Nations website, the texts should be sent to [dpigaweb@un.org](mailto:dpigaweb@un.org). The dedicated website for all of the high-level meetings is <http://www.un.org/en/ga/67/meetings/index.shtml>.

110. The United Meetings Coverage Section, through its portal web page ([www.un.org/en/unpress](http://www.un.org/en/unpress) or [www.un.org/fr/unpress](http://www.un.org/fr/unpress)), will provide full coverage of the General Assembly plenary and high-level meetings, as well as round tables and press conferences, in both English and French. Sample copies of press releases will also be available in relevant conference rooms.

111. The United Nations News Centre, at [www.un.org/news](http://www.un.org/news), will serve as a main portal for United Nations news, and will be continuously updated. It will provide a wide array of links to related source materials, including press releases, selected reports and statements of the Secretary-General as well as those of the President of the General Assembly and its high-level meetings. **United Nations News Centre readers can also follow stories on Facebook and Twitter**, and subscribe to a free e-mail news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

112. The United Nations Webcast service ([www.un.org/webcast](http://www.un.org/webcast)) will provide daily live and on-demand broadcasting over the Internet of the General Assembly open meetings, press conferences and briefings and events. The meetings will be covered live in English and the original language of the speaker (floor). In order to facilitate timely availability of statements on the website, delegations should send them via e-mail to [dpigaweb@un.org](mailto:dpigaweb@un.org). Queries about webcast and on-demand videos should

be directed to the United Nations Webcast (telephone 212 963 6733). Queries about the availability of statements on the General Assembly website should be directed to the United Nations Web Services Section (telephone 212 963 5148).

### **Pool coverage**

113. Some visual media coverage might be done by selected media pools owing to logistics and space considerations. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association (UNCA) may be asked to provide one or several representatives.

114. The official media accompanying a Head of State or Government or head of delegation, including the official photographer, will not be permitted to participate in these pools. Media accompanying Heads of State or Government will be able to cover the activities of their delegation if the event is open to the press.

115. Official photographers and television crews will have an opportunity to cover the statement of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain in the booth to cover other speeches. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during statements. These operations will be coordinated by the liaison officers accompanying the media.

### **Tickets to the press gallery in the General Assembly Hall**

116. There are a limited number of tickets available for the press gallery of the General Assembly Hall. The Media Liaison Desk on the third floor will distribute tickets on a first-come, first-served basis 30 minutes before the meeting.

### **Briefings and press conferences**

117. Daily briefings for the media will be held at noon, as appropriate, by the Spokesperson for the Secretary-General and the Spokesperson for the President of the General Assembly in the Dag Hammarskjöld Library Auditorium. Press conferences by senior United Nations officials, delegations and the Permanent Missions will take place in the same room unless otherwise indicated. The list of press conferences will be announced daily by the Office of the Spokesperson for the Secretary-General and will be posted at [www.un.org/news/ossug/conf.htm](http://www.un.org/news/ossug/conf.htm). It will also be available on the website of the Media Accreditation and Liaison Unit at [www.un.org/en/media/accreditation/alert](http://www.un.org/en/media/accreditation/alert) and on Twitter@UNmedialiaison.

118. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (telephone 212 963 7707, 212 963 7160 or 212 963 7161).

119. Briefings and press conferences are **only** open to members of the media.

**Coverage of bilateral meetings**

120. Photo opportunities may be available for bilateral meetings. Media representatives interested in covering the meetings will need to contact the relevant delegations in order to get permission to attend the photo-op.

**XVI. Medical services**

121. The United Nations Medical Service operates a walk-in clinic from 8.30 a.m. to 5 p.m. weekdays for the duration of the General Assembly. The clinic is located in the main Secretariat building, fifth floor (telephone 212 963 7080). In addition, a satellite clinic will be open from 8.30 a.m. to 7.00 p.m. weekdays in the North Lawn Building, room NL-1022. The North Lawn clinic will operate from 18 September to 5 October. Weekend opening is dependent upon demand and the meeting schedule. During the high-level meetings, an immediate response capability will also be set up on the second floor of the General Assembly Building, adjacent to the General Assembly Hall.

122. Physicians travelling with Heads of State or Government may contact the Senior Medical Officer — Secretariat Operations if they have special needs or if they need to view the facilities available at the Medical Service (Dr. Mike Rowell, 917 367 8506 or 646 491 1779).

**XVII. Host country liaison**

123. All enquiries concerning host country matters should be directed to Russell F. Graham at the United States Mission to the United Nations during regular business hours (telephone 212 415 4330; after hours 212 415 4444).

**XVIII. Additional information and briefing sessions**

124. Additional information will be issued if the need arises to update and expand the information contained herein. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the high-level meetings and the general debate.

125. In the lead-up to the high-level meetings, the following documents will be issued:

- Note verbale from Protocol on protocol/accreditation arrangements
- Press kit for the sixty-seventh session of the General Assembly
- Delegates Handbook
- Information circular to media.

**XIX. Focal points for arrangements related to the high-level meetings**

General Assembly Affairs	Ion Botnaru Telephone 212 963 0725  Saijin Zhang Telephone 212 963 2336
Conference Services	Mildred Fernandes Telephone 212 963 8114  Rukshan Perera Telephone 212 963 7351
Bilateral meetings coordination	Reservations: <a href="mailto:icms.un.org">icms.un.org</a> E-mail: <a href="mailto:bilats-msu@un.org">bilats-msu@un.org</a>  Emma Pioche Telephone 212 963 2952
Logistics coordination	Sahar Wanly Telephone 212 963 9364
Protocol	YOON Yeocheol Telephone 212 963 7171 Fax 212 963 1921
Delegation accreditation and access	Wai Tak Chua Telephone 212 963 7181 Fax 212 963 1921
Security	Deputy Chief Michael Browne Telephone 917 367 9211 E-mail: <a href="mailto:browne2@un.org">browne2@un.org</a>  Captain Mark Hoffman (Security Event Planning Unit) Telephone 212 963 7028 Fax 917 367 7032 E-mail: <a href="mailto:hoffmanm@un.org">hoffmanm@un.org</a>
Media	Hua Jiang (Press Service) Telephone 212 963 9653  Collinet Finjap Njinga (Meetings Coverage) 212 963 5850  Isabelle Broyer (Accreditation) Telephone 212 963 6934 Fax 212 963 4642  David Woodie (Broadcast and United Nations Television) Telephone 212 963 9399



	Jamille McCord (Press Conferences) Telephone 212 963 7707 E-mail: <a href="mailto:mccord@un.org">mccord@un.org</a>
Facilities Management Service	Andrew Nye Telephone 212 963 7453
Broadcast and Conference Support Section	Patrick Morrison Telephone 212 963 0407
Interpretation services	Hossam Fahr Telephone 212 963 8235
Capital Master Plan	Peter Smith Telephone 917 367 5853  Werner Schmidt Telephone 917 367 5420

## **Annex I**

### **Request for accreditation of media representatives**

#### **High-level meetings and sixty-seventh session of the General Assembly**

#### **United Nations**

**New York, September 2012**

#### **Procedures to apply for media accreditation**

**Bona fide representatives of media — print, photo, radio, television and film — will be accredited for coverage of the high-level meetings and the sixty-seventh session of the General Assembly of the United Nations to be held in New York from 24 September to 1 October 2012.**

**Those not in possession of a valid United Nations grounds pass should submit completed application forms, together with a letter of assignment, on official letterhead from the Editor or Bureau Chief, to:**

**Media Accreditation and Liaison Unit  
Department of Public Information  
United Nations  
Room L-248C  
New York, NY 10017, USA  
Fax: 1 212 963 4642**

**No acknowledgement will be sent to you. Applicants may call to confirm that their assignment letter and form have been received. Telephone 1 212 963 7164 or 1 212 963 4642.**

**Please be advised that applicants should bring with them their letter of assignment, together with two forms of photo identification (passport, national press credentials, driver's licence or work identification) when presenting themselves at the Media Accreditation Office on 801 First Avenue (room U-100), located at the north-west corner of First Avenue and 45th Street. From 15 August to 29 September, the Media Accreditation Office will be located in a tent on the United Nations Plaza, just outside of the Visitors Lobby.**

**Please note: Application forms can be filled in online prior to printing and will be considered only if accompanied by a letter of assignment. Accreditation is free of charge. Incomplete applications will not be processed.**

**Annex II****Request for Grounds Pass****Request for Grounds Pass — Security Staff**

Issuance \_\_\_\_\_ Renewal \_\_\_\_\_ Duplicate \_\_\_\_\_

Name: \_\_\_\_\_

Country/Agency: \_\_\_\_\_

Protectee: \_\_\_\_\_

\_\_\_\_\_  
Official seal\_\_\_\_\_  
Date\_\_\_\_\_  
Authorized signature\_\_\_\_\_  
Print name*(To be completed by the Special Services Unit)*

Code/Weapon:        UA        A \_\_\_\_\_

*(Must obtain prior approval from the Chief of Security and Safety Service)*

Expiration date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Proof of identification (Must be presented at the Pass and Identification Office) \_\_\_\_\_