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Arrangements for the high-level meetings and the general debate of the seventy-fifth session of the General Assembly

United Nations Headquarters, 21 September to 2 October 2020

Information note for delegations



Contents

	<i>Page</i>
I. Introduction	3
II. General considerations in the context of COVID-19	3
III. Arrivals	4
IV. Schedules, list of speakers, statements and other relevant information	5
V. Events convened by the Secretary-General	11
VI. Documentation and interpretation	12
VII. Credentials	14
VIII. Protocol registration and access arrangements for Member States, observers, intergovernmental organizations, specialized agencies and related organizations	14
IX. Joint briefing	16
X. Security arrangements	16
XI. Media access arrangements and services	19
XII. Access to representatives of non-governmental organizations	21
XIII. Medical services	22
XIV. Host country liaison	22
XV. Additional information and briefing sessions	22
XVI. Sustainability	23
XVII. Accessibility: arrangements for persons with disabilities	23
XVIII. Focal points for arrangements related to the high-level meetings	24
Annexes	
I. Pre-recorded messages audio video guidelines for the high-level meetings of the General Assembly in September 2020	27
II. Request for grounds pass	30

I. Introduction

1. The general debate of the seventy-fifth session will be held from Tuesday, 22 September, to Saturday, 26 September, and on Tuesday, 29 September 2020, pursuant to resolution [57/301](#).
2. The high-level meeting 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.
3. The summit on biodiversity will be held on Wednesday, 30 September 2020, pursuant to resolution [74/269](#) and decision 74/562.
4. The high-level meeting on the twenty-fifth anniversary of the Fourth World Conference on Women will be held on Thursday, 1 October 2020, pursuant to resolutions [73/294](#) and [73/340](#) and decision 74/562.
5. 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.
6. A Sustainable Development Goals Moment online event, convened by the Secretary-General, will be held on Friday, 18 September 2020. A high-level meeting convened by the Secretary-General and the Prime Ministers of Canada and Jamaica on the theme “Financing the 2030 Agenda for Sustainable Development in the era of COVID-19 and beyond” will be held on Tuesday, 29 September 2020. The Secretary-General will also convene a leaders event on climate change on a date to be determined.

II. General considerations in the context of COVID-19

7. The practical arrangements for the conduct of the high-level meetings and general debate of the seventy-fifth session of the General Assembly will be affected by the coronavirus (COVID-19) pandemic, including with regard to whether certain events take place, how they are conducted and the number of attendees. All changes reflect risk assessments and advice provided by the Occupational Safety and Health Committee of the Crisis Operations Group. The assessments are also based on host city and state guidance, the current phase of the COVID-19 reintegration plan for the United Nations Headquarters complex and an up-to-date understanding of the risks posed by the pandemic to delegates and United Nations personnel.
8. Wherever possible, online meetings remain the recommended and preferred option. Taking into account that New York State guidelines do not currently permit indoor gatherings of more than 25 people, all events will be ticketed to limit the number of delegates in the United Nations Headquarters complex and in each meeting room. Bilateral meetings and ad hoc face-to-face meetings are not permitted within the complex.

Access and movement

9. Entry to the Headquarters complex will be restricted in order to meet the occupancy limits and ensure that adequate space is maintained for physical distancing. No visitors will be allowed entry and external media will be limited (see sect. XI). All persons will be required to attest as a condition of entry that they have not had symptoms of or been diagnosed with COVID-19, or had close contact with someone who has symptoms of or has been diagnosed with COVID-19, in the

previous 14 days. International travellers should familiarize themselves with local health requirements.

10. Throughout the complex, doors will be opened to allow no-touch passage, walkways will be arranged and signage will be posted to improve one-way flow, access to elevators will be limited to two people at a time and seating will be removed from common areas. All attendees are requested to stagger their arrival and departure from the complex and to avoid congregating in common spaces.

Personal protective measures

11. All attendees will be expected to wear a mask or face covering except when directly addressing a meeting. All attendees will be required to lower their face covering when entering the compound or passing other security checkpoints if so requested by United Nations security officers to allow confirmation of photo identification. Physical distancing of two metres (six feet) is to be maintained except where to do so is considered unsafe or impractical. Hand-sanitizing stations will be provided and increased cleaning will be implemented between meetings and for high-touch surfaces in order to reduce contact hazards. To further reduce the risk from contact, all food and beverage services will remain suspended. Frequent hand-washing with soap and water is encouraged and additional hand-washing facilities are available at the visitors' entrance to the General Assembly building on the North Plaza and at the entrance to the Secretariat building.

Reporting illness

12. Attendees who become ill are requested to leave the complex immediately and seek medical care. The United Nations Headquarters medical service clinic will be closed for routine walk-in service. Emergencies will be managed at the location where the attendee falls ill. Attendees who are diagnosed with COVID-19 or show symptoms of the illness after attending an event at the United Nations complex are strongly encouraged to notify the medical service by telephone (212 963 7090) or by email (to the confidential address unhqclinic@un.org). See also section XIII.

Accessibility for persons with disabilities

13. Attendees who require reasonable accommodation in the context of the rights of persons with disabilities and in light of the additional restrictions and requirements relating to COVID-19 should contact the Meetings Support Section of the Department for General Assembly and Conference Management (email: prepwork@un.org; telephone: 212 963 7349).

III. Arrivals

14. 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 complex;

(b) Delegates 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 by car unescorted and without a parking e-tag will need a special vehicle permit. Apply for permits through the e-deleGATE portal. Car

permits will be approved by security and available for pick-up through the Garage Administration, room U-210 (telephone: 212 963 6212);

(d) In view of the ongoing COVID-19 pandemic, all persons accessing the United Nations Headquarters complex, and throughout their time on the premises, are required by the current safety protocols to wear an appropriate mask or face covering that covers the nose and mouth.

IV. Schedules, list of speakers, statements and other relevant information

15. The following points apply to all meetings listed in this section (for further guidelines, see letter dated 17 September 2020 from the President of the General Assembly):

(a) In order to limit the footprint and number of people in the United Nations Headquarters complex, physical access and presence in the General Assembly Hall will be limited to one representative per Member State and observer State and for the European Union. If, nearer the time of the high-level week, the situation allows, the number may be increased to two representatives. In that case, the information will be communicated in a timely manner. In the instance of submission of pre-recorded statements, please see the Audio Video Guidelines contained in annex I to the present note. All pre-recorded statements should be submitted at least four calendar days before the date on which the statement is scheduled to be played. For further information, please contact request-for-services@un.org;

(b) The proceedings of all meetings will be webcast live and on demand on United Nations Web TV.

High-level meeting of the General Assembly to commemorate the seventy-fifth anniversary of the United Nations

16. The high-level meeting of the General Assembly to commemorate the seventy-fifth anniversary of the United Nations will be held on Monday, 21 September, in accordance with Assembly resolution [73/299](#) and decision 74/562.

17. The theme of the high-level meeting will be “The future we want, the United Nations we need: reaffirming our collective commitment to multilateralism”. It will guide all activities, meetings and conferences organized by the United Nations in 2020, in accordance with resolution [73/299](#).

18. The high-level meeting, which will begin at 9 a.m. and conclude before 9 p.m., will be a stand-alone event, with no other intergovernmental meetings or side events organized in parallel either online or at United Nations Headquarters. If the list of speakers is not exhausted by 9 p.m., the meeting will be suspended and will be resumed at a later date to be announced.

19. The President of the General Assembly will make an opening statement and invite the Secretary-General, the President of the Security Council, the President of the Economic and Social Council, the President of the International Court of Justice and youth representatives to make statements. The youth representatives were selected during the youth plenary, held on 9 September. Thereafter, the meeting will hear statements from the host country, Member States, observer States and the European Union. Non-governmental organizations (NGOs) in consultative status with the Economic and Social Council are invited to attend the meeting by viewing the webcast of proceedings. The Declaration on the Commemoration of the Seventy-fifth Anniversary of the United Nations will be adopted at the high-level meeting.

20. Statements made by individual delegations and on behalf of a group of States will have a time limit of three minutes and five minutes, respectively. The list of speakers was made available on 16 September (see the letters dated 16 September 2020 from the President of the General Assembly).

21. In accordance with decision 74/562 and without setting a precedent for mandated high-level meetings planned for future high-level weeks, each Member State, observer State and the European Union can submit a pre-recorded statement by their respective Head of State, Vice-President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister.¹ Such statements will be played in the General Assembly Hall during the high-level meeting after being introduced by the respective national representatives who are physically present in the Assembly Hall (see annex I for the audio and video guidelines). All pre-recorded statements should be submitted at least four calendar days before the date on which the statement is scheduled to be played). In such cases, the time limit shall include introductory remarks and the video itself. The level of the speaker will be determined by that of the speaker delivering the pre-recorded statement (see the letters dated 17 July and 18 August 2020 from the President of the General Assembly). Alternatively, representatives physically present in the Assembly Hall may deliver their own statements.

22. In accordance with decision 74/562 and without setting a precedent for mandated high-level meetings planned for future high-level weeks, in addition to the verbatim records, the President of the General Assembly will circulate as a document of the Assembly a compilation of the pre-recorded statements delivered by Heads of State or other dignitaries, submitted to the President no later than the day on which such statements are played in the Assembly Hall. Submissions in this regard should be made to estatements@un.org.

23. The President of the General Assembly will finalize the organizational arrangements for the high-level meeting in consultation with Member States.

General debate

24. The general debate of the seventy-fifth session of the General Assembly will be held from Tuesday, 22 September, to Saturday, 26 September, and on Tuesday, 29 September. The meetings of the general debate will be held from 9 a.m. to 2.45 p.m. and from 3 to 9 p.m. in the General Assembly Hall. In keeping with previous practice, a voluntary 15-minute time limit for statements will be observed.

25. The theme “The future we want, the United Nations we need: reaffirming our collective commitment to multilateralism – confronting COVID-19 through effective multilateral action” has been proposed for the general debate at the seventy-fifth session, pursuant to resolution [58/126](#) (annex). The focus on COVID-19 is appended to the theme of the seventy-fifth anniversary of the United Nations (para. 17).

26. In accordance with decision 74/562, each Member State, observer State and the European Union can submit a pre-recorded statement by their respective Head of State, Vice-President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister,¹ which will be played in the General Assembly Hall during the general debate, after being introduced by the respective national representatives who are physically present in the Assembly Hall (see annex I for the audio and video guidelines). All pre-recorded statements should be submitted at least four calendar days before the date on which the statement is scheduled to be played). In such cases,

¹ In the case of the European Union, the pre-recorded statement shall be made by the President of the European Council, the President of the European Commission or the High Representative of the Union for Foreign Affairs and Security Policy.

the time limit shall include introductory remarks and the video itself (see the letter dated 17 July 2020 from the President of the General Assembly). The level of the speaker will be determined by that of the pre-recorded statement. Alternatively, representatives physically present in the Assembly Hall may deliver their own statements.

27. In accordance with decision 74/562, in addition to the verbatim records of the general debate, the President of the General Assembly will circulate as a document of the Assembly a compilation of the pre-recorded statements delivered by Heads of State or other dignitaries, submitted to the President no later than the day on which such statements are played in the Assembly Hall. Submissions in this regard should be made to estatements@un.org.

28. The revised provisional list of speakers was issued on 17 September. Any change or exchange of speaking slots among Member States should be communicated in writing to the General Assembly Affairs Branch (email: galindo@un.org, with copy to gaspeakerslist@un.org). The list of Heads of State, Heads of Government and Ministers for Foreign Affairs (<https://protocol.un.org/dgacm/pls/site.nsf/HSNGNFA.xsp>), maintained by the Protocol and Liaison Service, will be used for identifying speakers at those levels during the general debate. Missions should ensure the accuracy of their delegation's information and contact the Protocol and Liaison Service with any updates.

Summit on biodiversity convened by the President of the General Assembly

29. The summit on biodiversity at the level of Heads of State and Government, convened by the President of the General Assembly, will be held on Wednesday, 30 September, in the General Assembly Hall in accordance with resolution [74/269](#) and decision 74/562. The theme of the summit will be “Urgent action on biodiversity for sustainable development”.

30. The summit will highlight the need for urgent action at the highest levels in support of a post-2020 global biodiversity framework that contributes to implementation of the 2030 Agenda and places the global community on a path towards making a reality of the goal of the 2050 Vision for Biodiversity, “Living in harmony with nature”.

31. The summit will also be guided by the theme of the seventy-fifth anniversary of the United Nations (para. 17).

32. The summit will be held from 10 a.m. to 1 p.m. and from 3 to 6 p.m. It will consist of an opening segment, a plenary segment for general discussion, two leaders dialogues and a brief closing segment.

33. The summit will be held in the General Assembly Hall according to the following schedule:

10–10.50 a.m.	Opening segment
10.50 a.m.–1 p.m.	Plenary segment
3–4.15 p.m.	Leaders dialogue 1
4.15–5.30 p.m.	Leaders dialogue 2
5.30–6 p.m.	Closing segment

34. Participants in the opening segment will include the President of the General Assembly, the Secretary-General, the President of the Economic and Social Council, the hosts of the fourteenth and fifteenth meetings of the Conference of the Parties to the Convention on Biological Diversity, respectively, the Executive Director of the United Nations Environment Programme, the Executive Secretary of the Secretariat for the Convention on Biological Diversity and the Chair of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services. An eminent champion of biodiversity and a youth leader, one of whom should be a representative of indigenous peoples and local communities, will also take part. They have been selected, in consultation with Member States, by the President of the General Assembly (see letters dated 10 and 15 September 2020 from the President of the General Assembly).

35. The plenary segment will start at the end of the opening segment and will end at 1 p.m.

36. As physical attendance in the General Assembly Hall will be limited, representatives of NGOs that are in consultative status with the Economic and Social Council and other civil society organizations are invited to attend the summit by viewing the webcast of proceedings.

37. The leaders dialogues, each of which will take 75 minutes, will be on the following themes:

Dialogue 1: Addressing biodiversity loss and mainstreaming biodiversity for sustainable development;

Dialogue 2: Harnessing science, technology and innovation, capacity-building, access and benefit-sharing, financing and partnerships for biodiversity.

38. Each leaders dialogue will be presided over by two co-chairs, one from a developing country and one from a developed country, to be appointed by the President of the General Assembly from among the Heads of State or Government attending or participating in the summit, with adequate regional representation (see letters dated 10 and 15 September 2020 from the President of the General Assembly).

39. Delegations will have only one opportunity to speak, either in the plenary segment or in one of the leaders dialogues, time permitting. Statements made by individual delegations and on behalf of a group of States will have a strictly observed time limit of three minutes and five minutes, respectively. The time limit for interventions in the leaders dialogues will be three minutes, also to be strictly observed.

40. In accordance with decision 74/562, each Member State, observer State and the European Union can submit a pre-recorded statement by their respective Head of State, Vice-President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister,¹ which will be played in the General Assembly Hall during the summit (see annex I for the audio and video guidelines. All pre-recorded statements should be submitted at least four calendar days before the date on which the statement is scheduled to be played). The level of the speaker will be determined by that of the pre-recorded statement. Alternatively, representatives physically present in the Assembly Hall may deliver their own statements. The list of speakers for the summit closed on 4 September. A list of speakers has been established in accordance with the established practices of the General Assembly, taking into consideration resolution [74/269](#). The updated provisional list of speakers was made available on 10 September (see letters dated 4 August, 10 September and 15 September 2020 from the President of the General Assembly).

41. The closing segment will comprise key messages from the leaders dialogues and concluding remarks by the President of the General Assembly. The President will bring the summary of the summit to the attention of all participants, relevant United Nations entities, the secretariats of the Rio and biodiversity-related conventions and other relevant stakeholders.

42. The President of the General Assembly will finalize the organizational arrangements for the summit in consultation with Member States.

High-level meeting of the General Assembly on the twenty-fifth anniversary of the Fourth World Conference on Women

43. The high-level meeting on the twenty-fifth anniversary of the Fourth World Conference on Women will take place on Thursday, 1 October, in the General Assembly Hall, in accordance with resolutions [73/294](#) and [73/340](#) and decision 74/562.

44. The theme of the high-level meeting will be “Accelerating the realization of gender equality and the empowerment of all women and girls”, highlighting achievements, best practices, gaps and challenges. The meeting will also be guided by the theme of the seventy-fifth anniversary of the United Nations (para. 17).

45. The high-level meeting will take place from 9 a.m. to 7 p.m. and will consist of an opening segment, a plenary segment for general discussion and a closing segment.

46. The high-level meeting will be held in the General Assembly Hall according to the following schedule:

9–10 a.m.	Opening segment
10 a.m.–6.30 p.m.	Plenary segment
6.30–7 p.m.	Closing segment

47. The opening segment will feature statements by the President of the General Assembly, the Secretary-General, a representative of China as the host country of the Fourth World Conference on Women, the Under-Secretary-General and Executive Director of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women), the Executive Director of the United Nations Population Fund, the Chair of the Committee on the Elimination of Discrimination against Women, the Chair of the Working Group of the Human Rights Council on the issue of discrimination against women in law and in practice and the Special Rapporteur of the Human Rights Council on violence against women, its causes and consequences. In addition, an eminent high-level champion of gender equality, a representative from civil society and a young woman leader, all to be selected by the President of the Assembly in consultation with Member States, will take part.

48. NGOs in consultative status with the Economic and Social Council were invited to attend the meeting and, in accordance with resolution [73/340](#), the President of the General Assembly drew up a list of other representatives of relevant NGOs and civil society organizations who may also attend the meeting (see the letter dated 7 July 2020 from the President of the General Assembly). As physical attendance in the General Assembly Hall will be limited, representatives of NGOs are invited to attend the meeting by viewing the webcast of proceedings.

49. The closing segment will comprise concluding remarks by the President of the General Assembly, who will prepare a summary of the high-level meeting and bring

it to the attention of Member States, relevant United Nations entities and other stakeholders thereafter.

50. A list of speakers will be determined in accordance with the established practices of the Assembly. Statements by individual delegations and on behalf of groups of States will be limited to three minutes and five minutes, respectively, time permitting.

51. In accordance with decision 74/562, each Member State, observer State and the European Union can submit a pre-recorded statement by their respective Head of State, Vice-President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister,¹ which will be played in the General Assembly Hall during the high-level meeting after being introduced by the respective national representatives who are physically present in the Assembly Hall (see annex I for the audio and video guidelines. All pre-recorded statements should be submitted at least four calendar days before the date on which the statement is scheduled to be played). In such cases, the time limit shall include introductory remarks and the video itself (see the letter dated 17 July 2020 from the President of the General Assembly). The level of the speaker will be determined by that of the pre-recorded statement. Alternatively, representatives physically present in the Assembly Hall may deliver their own statements. The list of speakers is open for inscription until 5 p.m. on 23 September. Delegations of participating States and the European Union wishing to deliver statements are invited to inscribe on the list of speakers at the e-deleGATE portal. In line with resolution 73/340, a list of speakers will be established in accordance with established practices of the Assembly. The provisional list of speakers for the plenary segment of the high-level meeting will be made available on 17 September (see letter dated 26 August 2020 from the President of the General Assembly).

52. The President of the General Assembly will finalize the organizational arrangements for the meeting in consultation with Member States.

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

53. In accordance with General Assembly resolution 74/54 and decision 74/562, the 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 will take place on Friday, 2 October.

54. The high-level plenary meeting will be held from 10 a.m. to 1 p.m. and from 3 to 6 p.m. in the General Assembly Hall, with the participation of the President of the General Assembly and the Secretary-General.

55. The work of the meeting will be guided by the theme of the seventy-fifth anniversary of the United Nations (para. 17) and will provide an opportunity to raise awareness of the threat posed to humanity by nuclear weapons and the necessity for their total elimination in order to mobilize international efforts towards achieving the goal of a nuclear-weapon-free world.

56. In accordance with decision 74/562, each Member State, observer State and the European Union can submit a pre-recorded statement by their respective Head of State, Vice-President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister,¹ which will be played in the General Assembly Hall during the high-level plenary meeting after being introduced by the respective national representatives who are physically present in the Assembly Hall (see annex I for the audio and video guidelines. All pre-recorded statements should be submitted at least four calendar days before the date on which the statement is scheduled to be played). In such cases, the time limit shall include introductory remarks and the video itself

(see the letter dated 17 July 2020 from the President of the General Assembly). The level of the speaker will be determined by that of the pre-recorded statement. Alternatively, representatives physically present in the Assembly Hall may deliver their own statements.

57. The list of speakers is open for inscription. Delegations of participating States and the European Union wishing to deliver statements are invited to inscribe on the list of speakers at the e-deleGATE portal (see the letter dated 13 August 2020 from the President of the General Assembly). The provisional list of speakers for the high-level plenary meeting will be made available on 25 September. The President of the General Assembly may identify two representatives of civil society to deliver statements online, time permitting.

58. The time limit for statements, which will be strictly observed, will be three minutes for individual delegations and five minutes for statements made on behalf of a group of States.

59. The provisional agenda for the high-level plenary meeting was annexed to the letter dated 13 August 2020 from the President of the General Assembly. The President of the General Assembly, in consultation with Member States, will finalize the organizational arrangements for the meeting.

V. Events convened by the Secretary-General

Sustainable Development Goals Moment and related events

60. In line with General Assembly resolution 74/4, the Sustainable Development Goals Moment will be held on Friday, 18 September. Related events will be held online in the course of the high-level week.

61. The Sustainable Development Goals Moment will be held virtually from 8 a.m. to 11 a.m. in order to maximize participation from capitals around the world.

62. The event will bring together representatives of Governments, civil society, local authorities, international organizations and the private sector, along with other relevant stakeholders, with a view to generating a renewed sense of urgency, ambition, accountability and transformative possibility as the world embarks on a Decade of Action to deliver the Sustainable Development Goals.

63. Some 20 Heads of State and Government, nominated by the regional groups, will address the meeting. Leaders are encouraged to identify implementation gaps that each country is facing and plans and actions to accelerate work to achieve the Goals by 2030 and to recover from the COVID-19 crisis.

64. The time limit for statements by Heads of State and Government will be three minutes. Delegations will be required to decide in advance whether they wish to submit a pre-recorded statement to be played during the event or to make a statement live by video link.

65. To provide further opportunities for Governments and other stakeholders to identify solutions for accelerating implementation of the 2030 Agenda, an online Sustainable Development Goals action zone will be open from 22 to 24 September (see <https://sdgactionzone.org>).

66. A global broadcast will be streamed online over the weekend following the event in order to transmit its essence to the widest possible audience and galvanize public support for multilateralism and a more ambitious approach to achieving the Sustainable Development Goals.

67. Additional details will be provided in due course.

High-level meeting on financing the 2030 Agenda for Sustainable Development in the era of COVID-19 and beyond

68. A high-level meeting on financing the 2030 Agenda for Sustainable Development in the era of COVID-19 and beyond, co-convened by the Secretary-General and the Prime Ministers of Canada and Jamaica, will be held online on Tuesday, 29 September, from 8 a.m. to 12 noon.

69. The high-level meeting will bring together Heads of State and Government and representatives of international organizations, the private sector and civil society to consider policy options for recovering from the current crisis in the short term, mobilize the financial resources to achieve the Sustainable Development Goals in the medium term and build the resilience and sustainability of countries and the global financial architecture in the long term.

70. Heads of State and Government will discuss a menu of policy options developed by six discussion groups established following the high-level event on financing for development in the era of COVID-19 and beyond, which was held on 28 May, and in the light of the outcomes of the meeting of finance ministers on the same subject, which was held on 8 September. Participants will consider policy options relating to: external finance and remittances, jobs and inclusive growth; a better recovery for sustainability; global liquidity and financial stability; debt vulnerability; the engagement of private sector creditors; and illicit financial flows.

71. Introductory remarks by the convenors will be followed by a panel discussion to present the policy options and outcomes of the ministerial meeting and a plenary segment in which Heads of State and Government will deliver statements.

72. Delegations are invited to make live statements by video link or submit pre-recorded statements that will be played during the meeting with prior notice.

73. Additional details will be communicated in due course.

Meeting on climate action

74. A leaders event on climate change, convened by the Secretary-General, will be held on a date to be determined. It will last for 90 minutes and be streamed live. The event will build on the 2019 Climate Action Summit, in particular the work done by the coalitions and initiatives, and galvanize momentum in the lead-up to the twenty-sixth session of the Conference of the Parties to the United Nations Framework Convention on Climate Change, which is due to be held in 2021, in three areas: mitigation, adaptation and finance.

75. The event will consist of a round-table discussion between Heads of State and Government and non-State actors who are taking the most ambitious action on climate change, in particular in the context of recovery from the COVID-19 pandemic.

76. Additional details will be communicated in due course.

VI. Documentation and interpretation

77. At the seventy-fifth session of the General Assembly, a limited number of hard copies of official documents will be available at the distribution pick-up area, located in room L-1B-100 of the library building. Delegations should submit requests for additional copies of documents for distribution to them at least two working days prior to the effective date and in writing to the Chief of the Meetings Support Section (email: chiefmss-dgacm@un.org).

78. The daily *Journal of the United Nations*, featuring information on the current day's meetings and on forthcoming meetings, and summaries of official meetings held the previous day, is available in a multilingual digital format, compatible with mobile devices such as smartphones and tablets, at <https://journal.un.org>. In addition to the programme of meetings being held at Headquarters, the *Journal* provides useful information, including with regard to other meetings, informal consultations by permanent missions, the list of Chairs of regional groups for each month, signatures and ratifications of multilateral treaties deposited with the Secretary-General, the daily list of documents issued at Headquarters, and other events organized by permanent and observer missions. PDF versions may be downloaded from the web page. Inquiries regarding the *Journal* should be addressed to the Journal Unit (email: journal@un.org, telephone: 212 963 3888/0493).

79. Any additional documentation needed can be retrieved online through the Official Document System (<https://documents.un.org>). The list of documents issued for the day and the *Journal* are also available through the eSubscription service (www.undocs.org) of the Department for General Assembly and Conference Management. Delegates can sign up to receive the latest edition of the *Journal* and documents issued daily at Headquarters for viewing directly on their computers or mobile devices.

80. In order to facilitate the provision of interpretation, verbatim reporting and summary record services, delegations are invited to submit electronic versions of their statements (preferably in Microsoft Word, as well as in PDF format) by email to estatements@un.org well in advance of the meeting but no later than two hours before delivery. The name of the meeting and of the speaker, as well as the agenda item, should be indicated in the subject line of the email and in the heading of the statement. The statements will remain embargoed until their delivery and will then be posted. Only statements delivered at the meeting will be posted in the *Journal*.

81. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. 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, to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English) in order to ensure that the statement is delivered at a normal pace.

82. 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 an interpreter from the non-official language into an official language. However, due to the physical distancing guidelines, there will be only limited facilities to accommodate such non-official language interpreters on site. Alternatively, any speaker may also make a pre-recorded video address in any of the six official languages, or in a language other than the official languages. In the latter case, the delegation in question should provide an audio recording of the interpretation into one of the official languages as well as the text of the statement translated into one of the official languages. Special requests for a recording of the interpretation in one of the six official languages should be made in advance, subject to the availability of recording facilities. When the pre-recorded video address in a non-official language is played back and broadcast on the "floor" channel in the original language, the audio of the pre-recorded interpretation will be simultaneously broadcast on the corresponding language channel.

83. For online meetings with interpretation, participants joining meetings live remotely should follow the guidance contained in the document entitled “Recommendations for participants in virtual meetings with remote interpretation” (forthcoming).

VII. Credentials

84. In accordance with rule 27 of the rules of procedure of the General Assembly, credentials for the seventy-fifth session of the General Assembly must be addressed to the Secretary-General and signed by the Head of the State or Government or the Minister for Foreign Affairs. In accordance with rule 25 of the rules of procedure, the delegation may consist of not more than five representatives and five alternate representatives and as many advisers, technical advisers, experts and persons of similar status as may be required by the delegation. A scanned copy of the credentials, as well as other communications containing the names of representatives to the seventy-fifth session (such as letters and notes verbales from the permanent missions), should be submitted, if possible by 8 September 2020, through the online platform, “e-Credentials”, which can be accessed through the e-deleGATE portal. While the original hard copy of the credentials should normally be submitted to the Office of Legal Affairs, owing to the restricted access to the United Nations Headquarters complex, the Office is unable to receive the original hard copies until further notice. An announcement will be made in the *Journal of the United Nations* when the Office is in a position to receive the original hard copies.

VIII. Protocol registration and access arrangements for Member States, observers, intergovernmental organizations, specialized agencies and related organizations

Registration

85. Registration of official delegations will be carried out by the Protocol and Liaison Service. Missions and offices are required to submit their registration requests for members of their delegations (in-person or online participation) by using the existing online e-Registration system, available through the e-deleGATE portal. Please note that it is not necessary to register as a virtual participant in order to follow meetings online, which are broadcast via United Nations Web TV or on the Internet. Delegations wishing to obtain information on the system may refer to the updated “Guidelines on e-Registration” and “Frequently asked questions” sections posted on the Protocol and Liaison Service website (<http://protocol.un.org>). It should be noted that all registration requests, including requests for VIP passes, must be submitted through the e-Registration system. The deadline for submission of registration requests was Friday, 11 September 2020.

86. For members of delegations, it should be indicated in the online registration form whether a delegate will participate in person or online. If online participation is selected, a designated email address of the delegate must be provided in the form.

87. The working hours of the registration unit (telephone: 212 963 7181) in the Protocol and Liaison Service in the days prior to and during the high-level meetings and the general debate is posted on the Protocol and Liaison Service website and at the entry to the Protocol Office.

Access to meeting rooms and restricted areas

88. During the high-level meetings and the general debate of the seventy-fifth session of the General Assembly, from 21 September to 2 October 2020, access to the General Assembly Hall and restricted areas will require a regular delegate's pass and a secondary colour-coded access card. The access cards are transferable strictly among members of a delegation only. It should be noted that access to the General Assembly Hall is limited to Member States, observer States and the European Union. For that purpose, the Protocol and Liaison Service will proceed as follows:

Access to the General Assembly Hall and restricted areas from 21 September to 2 October 2020

(a) Access to the United Nations premises will require a regular delegate's pass and a secondary colour-coded access card;

(b) Every permanent mission of a Member or observer State and the delegation of the European Union will be issued two colour-coded access cards for each of the following meetings, which are to be held in the General Assembly Hall:

- (i) High-level meeting of the General Assembly to commemorate the seventy-fifth anniversary of the United Nations (21 September 2020);
- (ii) General debate (22–26 September and 29 September 2020);
- (iii) Summit on biodiversity, to be convened by the President of the General Assembly (30 September 2020);
- (iv) High-level meeting of the General Assembly on the twenty-fifth anniversary of the Fourth World Conference on Women (1 October 2020);
- (v) 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 (2 October 2020);

(c) It should be noted that, in order to limit the footprint and the number of people on United Nations premises, presence in the General Assembly Hall will be limited to one or, if the situation allows, two delegates per delegation (subject to the meetings risk assessment in September). If presence in the General Assembly Hall needs to be limited to one delegate per delegation, the second colour-coded access card issued for each meeting is to be used solely to facilitate the rotation of the delegates of each delegation during the meeting;

(d) Representatives of intergovernmental organizations and other entities who have received a standing invitation to participate as observers in the sessions and the work of the General Assembly and who wish to follow the proceedings of the general debate and other high-level meetings will each receive one secondary colour-coded access card for access to Conference Room 1 or Conference Room 2 in the first basement level, where one designated seat will be reserved for each organization with their nameplate;

(e) Representatives of specialized agencies and related organizations who wish to follow the proceedings of the general debate and other high-level meetings will each receive one secondary access card for access to Conference Room 1 or Conference Room 2 in the first basement level, where one designated seat will be reserved for each organization with their nameplate.

89. Colour-coded access cards for the high-level meetings and the general debate will be distributed by the Protocol and Liaison Service in Room S-0200 through the counter windows on a staggered schedule, as follows:

Wednesday, 16 September

10 a.m. to 12 p.m. Afghanistan to Dominican Republic

3 p.m. to 5 p.m. Ecuador to Luxembourg

Thursday, 17 September

10 a.m. to 12 p.m. Madagascar to Saudi Arabia

3 p.m. to 5 p.m. Senegal to Zimbabwe, Holy See, State of Palestine and European Union

Friday, 18 September

10 a.m. to 12 p.m. General Assembly-accredited intergovernmental organizations, specialized agencies and related organizations

90. Reservations for guests of delegations in VIP section A and on the fourth-floor balcony of the General Assembly Hall will not be available during the general debate. Should a permanent mission nevertheless envisage participation of a high-level dignitary, a very limited number of seats in VIP section B may be available. Permanent missions are required to submit a request to the Protocol Office (email: unprotocol@un.org).

91. All documents, forms and information material on the seventy-fifth session of the General Assembly issued by the Protocol and Liaison Service may be accessed at its website (<http://protocol.un.org>).

IX. Joint briefing

92. An online joint briefing on the high-level meetings scheduled for September and October 2020 was held on 9 September 2020 by the Department for General Assembly and Conference Management, the Protocol Office, the Department of Safety and Security, the Department of Global Communications, the Office of Legal Affairs and the Health-Care Management and Occupational Safety and Health Division of the Department of Operational Support.

X. Security arrangements

General considerations

93. The Headquarters complex will remain closed to the public, inclusive of guided tours, for the entirety of the high-level period and the general debate, which ends at close of business on Friday, 2 October 2020. The reopening of the complex to the public and the resumption of guided tours will be announced at a later date.

94. 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 of the funds, programmes and agencies of the United Nations system; accredited media; and affiliates who have been issued a United Nations grounds pass.

95. Owing to COVID-19 restrictions, civil society participation in the seventy-fifth session is expected to be online only, without setting any precedent for future General

Assembly meetings. Special tickets for the General Assembly Hall for non-governmental organizations in consultative status with the Economic and Social Council and special event tickets for civil society and non-governmental organizations will therefore not be distributed.

96. For all government delegations (Member States or observers), grounds passes will be issued at the office of the Pass and Identification Unit, located at 320 East 45th Street. For grounds passes for national security officers accompanying Heads of State or Government, contact Captain Paul Jankowsky, Special Services Unit (telephone: 212 963 7531). See annex II for a sample of the grounds pass request form for security staff.

97. It should be noted that access to the United Nations Headquarters complex will be denied to anyone who is not in the above-listed categories and who is not in possession of a valid grounds pass. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

98. Questions or concerns should be directed to Kevin O Hanlon, Chief, United Nations Headquarters, Security and Safety Service, by contacting the Security Event Planning Unit (Captain Charlene Wilson, telephone: 212 963 2867), or through Inspector Bernard Robinson (telephone: 212 963 4400).

Access to the United Nations Headquarters complex

99. The opening hours of the pedestrian entrances are as follows:

42nd Street and First Avenue:	7 a.m. to close of business
46th Street and First Avenue:	7 a.m. to close of business

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

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

No pedestrian access through the delegates' entrance

102. During the seventy-fifth session, the pedestrian gate located at 45th Street and First Avenue, which is normally used by delegations, will be closed owing to increased vehicular activities. The gate located at 46th Street and First Avenue will be reserved for use by all persons in possession of a secondary access card.

Pass and identification office: issuance of grounds passes

103. In preparation for the seventy-fifth session of the General Assembly, the Pass and Identification Unit, located on the ground floor of the FF Building at 320 East 45th Street, will be open to staff members and members of delegations.

104. The days and hours of operation of the office will be as follows:

Monday to Thursday, 14 to 17 September	8 a.m. to 4 p.m.
Friday, 18 September	7.30 a.m. to 4 p.m.
Monday to Friday, 21 to 25 September	8 a.m. to 4 p.m.
Monday to Friday, 28 September to 2 October	8 a.m. to 4 p.m.

Access to restricted areas

105. In accordance with the established procedures, it should be noted 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 grounds passes will be required. Owing to the required physical distancing and space constraints on the second floor of the General Assembly Building, members of delegations are requested not to congregate within that area and instead to utilize the second floor of the Conference Building.

Escorted motorcade drop-off

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

Unescorted motorcade drop-off

107. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and First Avenue crosswalk. Properly accredited persons may then enter the premises through the 46th Street entrance.

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

108. The very limited operating space in the Secretariat Circle and delegates roadway areas requires strict controls in respect of access to those areas, in order to ensure safety and to avoid undue obstructions and delays of delegation vehicles and the motorcades of high-level government officials.

109. Vehicular access to the premises through the gate at First Avenue and 43rd Street is therefore restricted to host country law enforcement-escorted motorcades.

110. 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.

Parking

111. For the duration of the high-level meetings and the general debate, with the exception of escorted motorcades, all vehicles authorized to enter the premises will be permitted to enter and exit the garage through the 42nd Street exit, which will be operational from 6 a.m. to close of business daily from 18 to 27 September and from 29 September to 2 October. Please note that 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 those areas will be subject to towing.

112. All vehicles entering the Headquarters complex 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.

113. Bicycles and other non-motorized means of transport into Headquarters premises will not be permitted.

XI. Media access arrangements and services

114. In order to limit the footprint and number of people at the United Nations Headquarters complex, physical access will be limited to media representatives who have an office at the United Nations Headquarters building and a very limited number of non-resident media (subject to the meetings risk assessment). Temporary media accreditation will not be issued for the high-level period.

Media Centre and other services

115. There will be no Media Centre during the high-level period. Meetings can be watched live and on-demand on the United Nations Web TV website at <http://webtv.un.org>. Live video feeds, downloadable files and photographs will be available from the Department of Global Communications (see “United Nations audiovisual materials” section below and the media resource guide, available at www.un.org/en/media/accreditation).

116. Members of the media can request documents, statements and press releases from the Media Documents Centre by emailing mdc@un.org.

117. A list of in-person and online meetings, briefings and other events open to the media will be posted daily at www.un.org/en/media/accreditation/alert.shtml.

118. Access to media booths, the press briefing room and the Security Council stake-out will be limited in order to reduce risk. There will be no dedicated stake-out in the General Assembly Building or elsewhere.

119. Information relevant to the media during the high-level period will be available at www.un.org/en/media/accreditation/unga.shtml. For any questions, contact the Media Accreditation and Liaison Unit by emailing malu@un.org.

Audiovisual services

120. Audiovisual services for meetings and events at the United Nations complex in New York are provided by the Broadcast and Conference Support Section of the Office of Information and Communications Technology (email: request-for-services@un.org; telephone: 212 963 9485; room: CB-1B-79).

121. Clients should initiate all requests for meetings or events requiring audiovisual services through the meetings planning and resource allocation system (gMeets) or One-Stop Shop (please refer to the related users guides). For audiovisual services, please select the Broadcast and Conference Support Section to identify the services required. Following appropriate approval of the meeting or event, clients should engage the services of the Section if required.

United Nations audiovisual materials

122. Photographs in digital format (JPG) will be available for download free of charge on the United Nations photo website (www.unmultimedia.org/photo). Photo enquiries and requests should be addressed to the United Nations Photo Library (email: photolibrary@un.org).

123. Digital files of speeches delivered during the general debate and Security Council meetings can be downloaded from the United Nations Audiovisual Library website (www.unmultimedia.org/avlibrary) in MPEG-4 (H.264) format free of charge. Delegations may request high-resolution broadcast-quality video files, such as MOV files, through the Audiovisual Library (email: avlibrary@un.org). Delegations may also request digital copies of other meetings through the Audiovisual

Library, subject to availability. All requests will be serviced in the order in which they are received.

124. Audio files of speeches in digital format (MP3) will also be available for download free of charge from the United Nations Audiovisual Library website. Audio enquiries and requests should also be addressed to the United Nations Audiovisual Library.

125. Live television feeds will be available through commercial carriers (see www.un.org/en/media/accréditation/pdf/UNTV_Transmission_Guide.pdf). For more information, contact Ingrid Kasper (telephone: 212 963 0128; email: kasper@un.org) or Cesar Martin Redi (telephone: 917 367 9231; mobile: 914 393 1072; email: redi@un.org) at United Nations Television.

126. Only pool television production services will be available from United Nations Television. Broadcasters interested in gaining access to United Nations Television live coverage of the high-level meetings and the general debate should contact Ingrid Kasper or Cesar Martin Redi.

127. The United Nations webcast service will provide daily live and on-demand streaming coverage of the high-level meetings and the general debate through the following platforms:

- United Nations Web TV website (webtv.un.org) – live in all six official languages, plus the original language of the speaker
- United Nations channel on YouTube (youtube.com/unitednations) – in English
- Facebook (facebook.com/UNWebTV) – in English
- Twitter (twitter.com/UNWebTV) – in English

128. Video recordings of each speaker at the general debate will be posted in all six official languages and in the original language of the speaker on the United Nations Web TV website for on-demand access. Additional webcast coverage will include press conferences, media stake-outs and other meetings and events. Queries about webcast coverage should be directed to the United Nations webcast service (telephone: 212 963 6733; email: damianou@un.org or justin@un.org).

Internet and social media

129. The United Nations website (www.un.org) will provide, through a dedicated portal web page (<http://gadebate.un.org>), links to live and on-demand coverage of the high-level meetings of the General Assembly. Any queries about the web page should be directed to Peter Dawkins, Chief of the Web Services Section (telephone: 917 769 1318; email: dawkins@un.org).

130. The Meetings Coverage Section, through its portal websites (English: www.un.org/press/en; and French: www.un.org/press/fr), will provide coverage of the General Assembly plenary and high-level meetings in both English and French. Copies of press releases will also be available on demand, from the Media Documents Centre.

131. The United Nations News website (news.un.org/en) serves as the main portal for United Nations news and will be continuously updated in the six official languages as well as Hindi, Kiswahili and Portuguese. It will provide a wide array of links to source materials, including press releases, selected reports and statements of the Secretary-General and the President of the General Assembly. A feed will provide up-to-date news about the work of the General Assembly in all official languages. Readers will also be able to follow stories on Facebook and Twitter and subscribe to

a free email news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

132. Two free smartphone applications are available to enable delegations and the media to follow the proceedings on their mobile phones. The United Nations News Reader app (for Android and iOS devices in the six official languages, as well as Hindi, Kiswahili and Portuguese) provides constantly updated multimedia stories from the United Nations News platforms. Users of the app can also watch meetings live and link to the daily press briefing of the Spokesperson for the Secretary-General, as well as receive news alerts. United Nations Audio Channels (for iOS and Android devices in the six official languages, as well as Kiswahili and Portuguese) provide selected audio from the General Assembly Hall and the Security Council Chamber, in addition to United Nations News audio programmes in those eight languages.

133. Regular social media updates will be posted to the flagship accounts managed by the Department of Global Communications, which are listed at www.un.org/social. Heads of delegations and influencers will be invited to participate online in General Assembly social media activities. Member States are also encouraged to post social media updates using the hashtag #UNGA. Questions about social media coverage may be directed to the Social Media Section (telephone: 646 708 3312; email: scaddan@un.org).

Briefings and press conferences

134. Daily briefings for the media will be given by the Spokesperson for the Secretary-General at noon in room S-0237. Press conferences by senior United Nations officials, delegations and the permanent missions will be held in the same room, unless otherwise indicated. These arrangements may be altered depending on public health issues. The list of press conferences will be announced daily by the Office of the Spokesperson for the Secretary-General. It will also be available on the website of the Media Accreditation and Liaison Unit (www.un.org/en/media/accreditation/alert.shtml) and on Twitter (@UNMediaLiaison).

135. 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).

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

XII. Access to representatives of non-governmental organizations

137. Owing to the prevailing conditions under COVID-19 and the restricted nature of the arrangements for the seventy-fifth session, access to the United Nations Headquarters premises will not be allowed for representatives of non-governmental organizations in consultative status with the Economic and Social Council or of other organizations that are not in consultative status with the Council. Special passes for non-governmental organizations in consultative status with the Economic and Social Council will therefore not be distributed by the Non-Governmental Organizations Branch of the Office of Intergovernmental Support and Coordination for Sustainable Development of the Department of Economic and Social Affairs. In addition, temporary passes will not be issued, and annual United Nations grounds passes that were issued earlier in 2020 will not provide access to United Nations premises.

XIII. Medical services

138. The United Nations Headquarters medical service clinic will be closed for routine walk-in service owing to COVID-19 restrictions. All attendees who are unwell should immediately leave the complex. Any attendee who becomes ill with COVID-19-like symptoms or who tests positive for COVID-19 after attending an event at the United Nations complex is strongly encouraged to notify the medical service by telephone (212 963 7090) or by email at the confidential address unhqclinic@un.org. A review will be conducted to determine whether confidential contact tracing and subsequent testing are required, which will be initiated by clinical staff of the Health-Care Management and Occupational Safety and Health Division. Attendees with any other illness are encouraged to see a local physician for further care.

139. During the high-level meetings, an immediate medical response capability will operate from the Headquarters medical clinic in the Secretariat Building and, depending on the circumstances, may be supported by New York City emergency response services.

140. The regular service provided to physicians travelling with Heads of State or Government to view the medical facilities is suspended owing to COVID-19 restrictions.

XIV. Host country liaison

141. All enquiries concerning host country matters should be directed to James Donovan at the United States Mission to the United Nations during regular business hours (telephone: 646 510 0008; after hours, 212 415 4444, 646 510 0008).

XV. Additional information and briefing sessions

142. Additional information will be issued if the need arises to update and expand the information contained in the present note. 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.

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

- Note verbale from the Protocol and Liaison Service on protocol/accreditation arrangements
- Press kit for the seventy-fifth session of the General Assembly
- Delegates' handbook
- Recommendations for participants in online meetings with remote interpretation

144. Owing to COVID-19 restrictions, there will be no cafeteria services in UNHQ until further notice. However, there are 16 vending machines in operation throughout the building, as follows:

- Visitor Centre, General Assembly Building, first basement level (two snacks, one hot beverage and two cold beverages)
- Library neck area, first floor, between the South Annex Building and the Library Building (one snack and one cold beverage)

- Conference Building, first floor (one snack, one hot beverage and one cold beverage)
- Corridor by the Pouch Office (GA-3B-710), General Assembly Building, third basement level (one snack and one cold beverage)
- Language Learning Centre (corridor by NL-3B-BCSTN-25), North Lawn Building, third basement level (one snack and one cold beverage)
- Department of Safety and Security Command Centre Pantry, Conference Building, second basement level (one snack and one cold beverage)

XVI. Sustainability

145. The United Nations is taking a number of measures to minimize its environmental impact and maximize social, economic and environmental sustainability. All participants are encouraged to contribute to sustainability efforts.

146. Waste management is a particular concern and the United Nations is determined to reduce and dispose of its waste sustainably. To this end, United Nations Headquarters implements measures to eliminate single-use plastics from the complex to reduce the impact of plastic pollution. Participants are urged to comply with relevant procedures and waste separation signage. More information is available at <http://greeningtheblue.org/unhq>, and questions can be directed to Greeningunhq@un.org. Participants are also encouraged to bring reusable bottles and mugs and to avoid disposable cups and plastic water bottles.

147. Participants are encouraged to minimize paper consumption. Participants are urged to use portable devices as the main way to access documentation, including the daily *Journal of the United Nations*, to limit demand for printed materials and reduce paper consumption. Participants are also encouraged to distribute non-official documentation electronically.

148. In accordance with paragraphs 79 and 80 above, a number of online services are made available for the benefit of delegations. Participants should consider electronic access through the platforms mentioned in paragraph 79 before printing documents.

XVII. Accessibility: arrangements for persons with disabilities

149. Delegations are requested to inform the Secretariat of the accessibility requirements of delegates in order to facilitate participation in meetings. Upon request, adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities, in accordance with paragraphs 33 and 34 of General Assembly resolution [73/341](#). For individual requests, please contact the Meetings Support Section of the Department for General Assembly and Conference Management (email: prepwork@un.org; telephone: 212 963 7349) no later than three working days prior to the meeting.

150. The United Nations Accessibility Centre offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (level 1B, by the Secretariat Building escalators). For more information, please visit www.un.org/accessibilitycentre/.

151. A limited amount of printing on demand in Braille is available through the Accessibility Centre with prior notice.

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

General Assembly Affairs

Ruth de Miranda
Email: demiranda@un.org

Kenji Nakano
Email: nakano@un.org

Protocol and Liaison Service

Beatrix Kania
Telephone: 917 367 6166
Email: beatrix.kania@un.org

Nicole Bresson-Ondieki
Telephone: 917 367 4320
Email: bresson@un.org

Delegation registration and access
Wai-Tak Chua
Telephone: 212 963 7181
Email: chuaw@un.org

Rommel Maranan
Telephone: 212 963 7181
Email: maranan@un.org

For e-Registration technical issues:
Information and communications
technology help desk
Telephone: 212 963 3333
Email: missions-support@un.int

Documents Management Section

Deirdre Durrance
Telephone: 917 367 5409
Email: durrance@un.org

Masud Rana
Telephone: 917 367 2141
Email: rana@un.org

Manuel Abraham
Telephone: 917 367 5793
Email: dms@un.org

Meetings Management

Xin Tong-Maywald
Telephone: 212 963 0883
Email: tongx@un.org

Journal Unit

Meena Sur
Telephone: 917 367 2454
Email: journal@un.org, surm@un.org

Lillian Delgado
Telephone: 917 929 6492
Email: journal@un.org, delgadol@un.org

Interpretation services	Sergey Kochetkov Telephone: 212 963 8233 Email: kochetkov@un.org
Meetings support and logistics	Narendra Nandoe Telephone: 212 963 1807 Email: nandoe@un.org Denitsa Dimitrova Petrova Telephone: 917 367 9925 Email: Denitsa.petrova@un.org Statements submission Telephone: 212 963 7349 Email: estatements@un.org
Security	Kevin O Hanlon Telephone: 917 367 4359 Email: kevin.ohanlon@un.org Inspector Albert Lyttle (Office of the Chief of Services) Telephone: 212 963 9346 Email: lyttle@un.org Inspector Paula Goncalves (Security Operations) Telephone: 212 963 3694 Fax: 212 963 1833 Email: goncalvesp@un.org Inspector Bernard Robinson (Security Special Operations) Telephone: 212 963 4400 Email: security-unhq-specialservices@un.org Captain Charlene Wilson (Security Event Planning Unit) Telephone: 212 963 2867 Fax: 917 367 7032 Email: wilson16@un.org Sergeant Gabriel Nastasescu (Security Event Planning Unit) Telephone: 212 963 0174 Email: nastasescu@un.org
Media	Christopher Cycmanick (Meetings Coverage) Telephone: 212 963 7193 Email: cycmanick@un.org Tal Mekel (Accreditation) Telephone: 212 963 1504 Fax: 212 963 4642

	Ingrid Kasper (Broadcast and United Nations Television) Telephone: 212 963 0128
	Peter Dawkins (United Nations website) Telephone: 212 963 6974 Email: dawkins@un.org
	Jamille McCord (Press conferences) Telephone: 212 963 7707 Email: mccord@un.org
Facilities and Commercial Activities Service	Andrew Nye Telephone: 212 963 7453 Email: nye@un.org
Broadcast and Conference Support Section	Patrick Morrison Telephone: 212 963 0407 Email: morrisonp@un.org
Medical	Dr. Mike Rowell Telephone: 212 963 6764 Email: rowell@un.org
	Nursing Officer, Sue Ellen Kovack Telephone: 212 963 3549 Email: kovack@un.org
Non-Governmental Organizations Branch (Office of Intergovernmental Support and Coordination for Sustainable Development, Department of Economic and Social Affairs)	Marc-Andre Dorel Email: dorel@un.org
	Nahleen Ahmed Email: ahmed36@un.org
Major groups and other stakeholders (Office of Intergovernmental Support and Coordination for Sustainable Development, Department of Economic and Social Affairs)	Irena Zubcevic Email: zubcevic@un.org
Host country	James Donovan Telephone: 646 510 0008 (after hours: 212 415 4444, 646 510 0008) Email: donovanjb@state.gov

Annex I

Pre-recorded messages audio video guidelines for the high-level meetings of the General Assembly in September 2020

I. Introduction

1. The General Assembly, in its decision 74/562, decided, “without setting a precedent for future general debates and mandated high-level meetings planned for future high-level weeks, that each Member State, observer State and the European Union can submit a pre-recorded statement of its Head of State, Vice-President, Crown Prince or Princess, Head of Government, Minister or Vice-Minister, which will be played in the General Assembly Hall during the general debate of the Assembly at its seventy-fifth session, the high-level meeting to commemorate the seventy-fifth anniversary of the United Nations and the high-level meetings referred to in paragraph (c) [of the decision], after introduction by their representative who is physically present in the Assembly Hall”.
2. For delegations whose speakers opt to deliver their statements by video, for the following meetings:
 - High-level meeting of the General Assembly to commemorate the seventy-fifth anniversary of the United Nations
 - General debate
 - Summit on biodiversity
 - High-level meeting of the General Assembly on the twenty-fifth anniversary of the Fourth World Conference on Women
 - High-level plenary meeting to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons

II. Technical focal point of each delegation for each meeting

3. In the first instance, please provide, no later than 31 August 2020, the name and contact details of the technical focal point for each of the above meetings. The United Nations will be in contact with the technical focal points related to pre-recorded video statements.
4. Please send the name and contact details of the technical focal point to request-for-services@un.org. If there are any questions, please call 212 963 8648.

III. Interpretation requirements related to the pre-recorded video statements

5. Ensure the speaker speaks clearly and at a moderate pace to enable accurate interpretation.
6. When submitting the pre-recorded statement, provide a copy of the text of the statement for the interpretation services.
7. For pre-recorded statements in a language other than an official United Nations language, provide an audio recording of the interpretation into one of the United

Nations official languages. In addition, provide the text of the statement translated into one of the official languages for the interpretation services.¹

IV. Audiovisual file general guidance for Broadcast and Conferences

8. For file submission video quality preferably:

- HD resolution of 1920x1080 pixels in an aspect ratio of 16:9.
- 29.97 frames per second (60 fields), known as 1080i/29.97, top field first; colour subsampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG-4 or MOV files.

9. Alternately, file submission video quality as a minimum:

- HD resolution of 1280x720 pixels in an aspect ratio of 16:9.
- 30 frames per second (60 fields), known as 720p, top field first; colour subsampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG-4 or MOV files.

10. Audio:

- General recommendation is that material should conform to SMPTE 382M or AES3.
- The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
- All audio should be recorded at a minimum sample rate of 48 KHz, although sampling at 96 KHz is encouraged. Recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
- Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
- The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
- The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive. They must be suitable for the whole range of domestic listening situations.
- Surround and stereo audio must be appropriately balanced and free from phase differences.
- The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
- If possible, please include closed captions (subtitles) preferably in one of the official languages of the United Nations. Please also provide a copy of the translated text.

11. Metadata:

- Metadata should conform to NewsML-G2 2.28.

¹ In case of non-official languages, when a video address is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded translation needs to be synchronously broadcast on the corresponding language channel.

V. Secretariat contact

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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) _____
