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

United Nations Headquarters, 19 to 26 September 2022

Information note for delegations



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I. Introduction

1. The general debate of the seventy-seventh session will be held from Tuesday, 20 September, to Saturday, 24 September, and on Monday, 26 September 2022, pursuant to resolution [57/301](#).
2. The high-level meeting to mark the commemoration of the thirtieth anniversary of the adoption of the Declaration on the Rights of Persons Belonging to National or Ethnic, Religious and Linguistic Minorities will be held on Wednesday, 21 September 2022, in accordance with resolution [76/168](#).
3. The high-level plenary meeting to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Monday, 26 September, in accordance with resolution [76/36](#).
4. In addition, the Secretary-General will convene the Transforming Education Summit on Friday and Saturday, 16 and 17 September, and on Monday, 19 September, as follow-up to his report entitled “Our Common Agenda” ([A/75/982](#)). Furthermore, the annual Sustainable Development Goals Moment will be held on Monday, 19 September, from 8.30 to 10 a.m., in accordance with resolution [74/4](#).

II. General considerations in the context of COVID-19

5. The practical arrangements for the conduct of the high-level meetings and general debate of the seventy-seventh session of the General Assembly will be affected by the coronavirus disease (COVID-19) pandemic, including with regard to whether certain events will be held, how they are conducted and the number of attendees. All changes will reflect risk assessments and advice provided by the Occupational Safety and Health Committee at Headquarters. The assessments are also based on host city and state guidance (available from www1.nyc.gov/site/doh/covid/covid-19-main.page), 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.

Access and movement

6. Entry to the Headquarters complex will be restricted to manage overall risk and ensure that adequate space is maintained for physical distancing, where required. No visitors will be allowed entry and external media will be limited (see sect. XIV). 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 in the previous five days or, for those who are not up to date with vaccinations, have not had a close contact in the previous five days. Further information regarding quarantine and isolation is available at www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html. International travellers are required to have met local incoming travel requirements as they relate to COVID-19. Details for incoming travellers are available at www.cdc.gov/coronavirus/2019-ncov/travelers/noncitizens-US-air-travel.html#anchor_1634928804881.

Personal protective measures

7. During the high-level week, all attendees are required to wear a mask or face covering at all times when inside the General Assembly and Conference Building, except when eating/drinking or 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. 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. Frequent handwashing with soap and water is encouraged.

Reporting illness

8. Attendees who become ill are requested to leave the complex immediately and seek medical care. 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 their Permanent Mission to determine if others who may have been exposed should be contacted. Any decision on sharing information about cases and potential close contacts is at the discretion of the relevant mission. There is no requirement for attendees to notify the United Nations medical services.

III. Arrivals

9. 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) Heads of State or Government, members of their parties and any 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 by car unescorted and without a parking e-tag will need a special vehicle permit. Permits can be applied for through the e-deleGATE portal. Car permits will be approved by security and available for pickup 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. Seating, schedules, list of speakers, statements and other relevant information

10. In accordance with established practice, the Secretary-General had drawn lots for the purpose of choosing the Member State to occupy the first desk on the General Assembly floor from which the alphabetical seating order will begin. The name drawn was Belize. The other countries will follow in the English alphabetical order, followed by observer States and the European Union. The remaining seats with a name plate will be allocated, in the English alphabetical order, as follows: first, to observers of the Assembly¹ maintaining permanent offices at United Nations Headquarters in New York; and second, to specialized agencies and related organizations maintaining liaison offices at Headquarters. The remaining available seats with a name plate will be assigned, in the English alphabetical order, to observers that do not maintain permanent offices at Headquarters but that have informed the Protocol and Liaison Service of their attendance. Once all such seats are occupied, chairs (without a desk,

¹ As listed in [A/INF/77/3](#).

a name plate and an adviser seat) will be provided to the remaining observers that inform the Protocol and Liaison Service of their attendance, continuing in the English alphabetical order. Specialized agencies and related organizations without permanent offices at Headquarters will not have any preassigned seats and would be accommodated on an ad hoc basis subject to availability.

11. For use of the teleprompter in the General Assembly Hall, please see section XV. Only the teleprompter provided by the United Nations may be used. Similarly, speakers may not bring their own lectern or podium.

General debate

12. The general debate will begin on Tuesday, 20 September, continue through Saturday, 24 September, and conclude on Monday, 26 September. The general debate will be held from 9 a.m. to 2.45 p.m. and from 3 to 9 p.m.

13. In accordance with resolution [51/241](#), the list of speakers for each day of the general debate will be completed and no speakers will be rolled over to the next day, the implications for the hours of work notwithstanding.

14. The theme “A watershed moment: transformative solutions to interlocking challenges” has been proposed for the general debate at the seventy-seventh session, pursuant to resolution [58/126](#) (annex).

15. In keeping with previous practice, a voluntary 15-minute time limit for statements will be observed. The provisional list of speakers for the general debate was announced on 18 July 2022. 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 a 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/HSHGNFA.xsp>), maintained by the Protocol and Liaison Service, will be used for identifying speakers at those levels during the general debate. Permanent missions should ensure the accuracy of their delegation’s information and contact the Protocol and Liaison Service with any updates. In the case of an address by a Head of State, the President will first announce that the General Assembly will hear an address by a Head of State and request Protocol to escort her or him into the Assembly Hall from room GA-200. After the Head of State has entered the Hall, the President, on behalf of the Assembly, will welcome the Head of State to the United Nations and invite her or him to address the Assembly. After the conclusion of the address, the President, on behalf of the Assembly, will thank the Head of State for the statement just made and the Head of State will be escorted by Protocol straight to room GA-200. There will be no ceremonial chair on the stage and no handshakes after the address.

High-level meeting convened by the President of the General Assembly to mark the commemoration of the thirtieth anniversary of the adoption of the Declaration on the Rights of Persons Belonging to National or Ethnic, Religious and Linguistic Minorities

16. The high-level meeting to mark the commemoration of the thirtieth anniversary of the adoption of the Declaration on the Rights of Persons Belonging to National or Ethnic, Religious and Linguistic Minorities will be held on 21 September 2022, in accordance with resolution [76/168](#).

17. The high-level meeting will consist of an opening meeting to hear statements by the President of the General Assembly, the Secretary-General and the United Nations High Commissioner for Human Rights, a general debate and a closing meeting. The President of the General Assembly will finalize the organizational arrangements for

the high-level meeting, in consultation with Member States, and prepare a summary of the discussions.

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

18. In accordance with General Assembly resolution [76/36](#), the high-level plenary meeting convened by the President of the Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Monday, 26 September.

19. The high-level meeting will be convened in the Trusteeship Council Chamber, from 10 a.m. to 1 p.m. and from 3 to 6 p.m., with the participation of the President of the General Assembly and the Secretary-General, in accordance with resolution [76/36](#). The aim of the meeting is to raise awareness about the threat posed to humanity by nuclear weapons and the necessity for their elimination in order to mobilize international efforts towards achieving the common goal of a nuclear-weapon-free world.

20. The meeting will comprise opening statements, followed by a general exchange. The provisional programme for the high-level meeting was circulated in a letter dated 26 August 2022 from the President of the General Assembly.

21. Delegations are encouraged to be represented at the highest possible level.

22. The list of speakers opened for inscription on 29 August 2022, and is determined on a first come, first served basis, with priority given to Heads of State and Government, in accordance with the established practices of the General Assembly. The provisional list of speakers will be made available on 16 September 2022.

23. Delegations of participating States and the European Union wishing to deliver statements are invited to inscribe to the list of speakers at <https://edelegate.un.int>. 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.

V. Events convened by the Secretary-General

Sustainable Development Goals Moment

24. In line with General Assembly resolution [74/4](#), the Sustainable Development Goals Moment will be held on Monday, 19 September 2022 from 8.30 to 10 a.m. in the General Assembly Hall.

25. The event will bring together representatives of Governments, civil society and international organizations, along with other relevant stakeholders, with a view to highlighting partnerships that are scaling up solutions to keep the promise of the Sustainable Development Goals for people and the planet.

26. To provide further opportunities for accelerating the implementation of the 2030 Agenda for Sustainable Development, an online Sustainable Development Goals action zone will complement the Sustainable Development Goals Moment in the General Assembly Hall.

27. A letter from the Deputy Secretary-General was issued to all delegations on Friday, 26 August 2022.

Transforming Education Summit

28. The Transforming Education Summit will be convened by the Secretary-General on 16, 17 and 19 September. A “Mobilization Day” will be convened on Friday, 16 September, for key stakeholders at the Summit, including members of the global public, young people, teachers and civil society representatives, to support the transformation of education across the world. A “Solutions Day” will be held on Saturday, 17 September, to provide a platform for partners to mobilize support to launch or scale up initiatives connected to the thematic action tracks of the Summit. A “Leaders Day” will be held from 10 a.m. to 7 p.m. on 19 September, to provide space for leaders to communicate their national statements of commitment to transforming education.

29. The Summit will also serve to mobilize solutions and solidarity, with a view to recovering pandemic-related learning losses and rescuing the education-related Sustainable Development Goals and targets of the 2030 Agenda.

30. A letter dated 18 April 2022 from the Secretary-General was issued to Heads of State and Government regarding the Summit. A follow-up letter dated 5 August 2022 from the Deputy Secretary-General was issued to all delegations to share a draft programme, an information note and details regarding registration for speaking opportunities, as well as details regarding associated Summit events. Additional information will be provided in due course (for enquiries relating to Mobilization Day, send an email to tes.publicengagement@unesco.org; for Solutions Day, tes.actiontrack@unesco.org; for the Leaders Day round tables, a.ruiz-tello@unesco.org).

VI. Documentation and interpretation

31. At the seventy-seventh session of the General Assembly, delegations should submit requests for a limited number of hard copies of official documents to the Chief of the Meetings Support Section (email: chiefmss-dgacm@un.org), at least three working days prior to the date on which they are needed. Official documentation is also available online through the Official Document System (<https://documents.un.org>).

32. 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).

33. 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.

34. To facilitate the provision of interpretation, verbatim reporting and summary record services, delegations are requested to submit their statements (preferably in Microsoft Word, as well as in PDF format) by email to estatements@un.org. 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 statement should be submitted well in advance of the meeting, but no later than two hours before

delivery, and not in hard copy. The statements will remain embargoed until their delivery, after which they will be available in the eStatements section of the *Journal*.

35. 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) to ensure that the statement is delivered at a normal pace.

36. 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 General Assembly, the delegation in question must provide an interpreter from the non-official language into an official language. However, there will be only limited facilities to accommodate such non-official language interpreters on site. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the Meetings Management Section of the Department for General Assembly and Conference Management well in advance by email (gmeets@un.org) and to copy the Interpretation Service (is-unhq@un.org) and the Protocol and Liaison Service (unprotocol@un.org). The Meetings Management Section will provide further instructions.

VII. Credentials

37. In accordance with rule 27 of the rules of procedure of the General Assembly, credentials for the seventy-seventh session of the General Assembly must be addressed to the Secretary-General and signed by the Head of 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.

38. Delegations are requested to submit a scanned copy of the credentials, as well as other communications containing the names of representatives to the seventy-seventh session (such as letters and notes verbales from the permanent missions), if possible, by 5 September 2022, through the online platform, e-Credentials, which can be accessed through the e-deleGATE portal (<https://edelegate.un.int>). Only the original hard copy of the formal credentials should be delivered to the Office of Legal Affairs located on the 36th floor of the Secretariat Building.

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

Registration

39. 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 participants only) by using the existing online e-Registration system, available through the e-deleGATE portal (<https://edelegate.un.int>). 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 on the Protocol and Liaison Service website (www.un.org/dgacm/en/content/protocol/registration-processes). 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 is Friday, 9 September 2022.

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

41. 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 are posted on the Protocol and Liaison Service website and at the entry to the Protocol Office.

Access to meeting rooms and restricted areas

42. During the high-level meetings and the general debate of the seventy-seventh session of the General Assembly, access to the General Assembly Hall and restricted areas will require a regular delegate's pass and a colour-coded secondary access card. The access cards are transferable strictly among members of a delegation only. For that purpose, the Protocol and Liaison Service will proceed as follows:

Access to the General Assembly Hall and other conference rooms for the Transforming Education Summit and associated leaders' round tables and thematic sessions on Monday, 19 September 2022

(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 second floor of the General Assembly and Conference Buildings;

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued a 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 second floor of the General Assembly and Conference Buildings;

(c) The above-mentioned access cards will be valid for one day only, on 19 September 2022;

(d) For access to the Trusteeship Council Chamber, the Economic and Social Council Chamber and conference room 4 for the leaders' round tables and thematic sessions, delegations are required to use the same set of access cards.

Access to the General Assembly Hall for the general debate, as well as to the second floor of the General Assembly and Conference Buildings, from 20 to 26 September 2022

(e) Every permanent mission will be issued a separate set of six cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the second floor of the General Assembly and Conference Buildings;

(f) Each intergovernmental organization will be issued a separate set of two colour-coded access cards and each specialized agency will be issued a separate colour-coded access card for access to the General Assembly Hall. In addition, each intergovernmental organization and specialized agency will receive a separate set of two cards of a different colour for access to the second floor of the General Assembly and Conference Buildings;

(g) The access cards for the General Assembly Hall and the second floor of the General Assembly and Conference Buildings will be valid for the period of the general debate, from 20 to 26 September 2022.

Access to other conference rooms

(h) If required, access cards will be issued to representatives of Member States, observers, intergovernmental organizations and specialized agencies participating in other high-level meetings and associated panel discussions for access to various conference rooms during the high-level week, from 19 to 26 September 2022.

43. 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, 14 September

10 a.m. to noon	Afghanistan to Dominican Republic
3 p.m. to 5 p.m.	Ecuador to Luxembourg

Thursday, 15 September

10 a.m. to noon	Madagascar to Saudi Arabia
3 p.m. to 5 p.m.	Senegal to Zimbabwe, Holy See, State of Palestine and European Union

Friday, 16 September

10 a.m. to noon	General Assembly-accredited intergovernmental organizations, specialized agencies and related organizations
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44. During the address of the heads of delegations at the plenary meeting of the general debate, seats will be reserved in a VIP area for spouses of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses, provided that the Chief of Protocol is notified in advance of their attendance. Priority will be given to spouses of Heads of State. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations on the fourth floor balcony, and in VIP section A (up to eight seats) of the General Assembly Hall during the address of the head of delegation. Access to those areas will require a special courtesy ticket distributed by the Protocol and Liaison Service upon reservation.

45. To make a reservation in the VIP area and the balcony, permanent missions are required to submit a request, by completing an online SG.40 form (entitled "Reservation for courtesy tickets for the general debate") in the Protocol dropdown menu in the e-delegate portal (at <https://edelegate.un.int/portal/protocol/tickets>), specifying the names and titles of all attendees (one seat for the spouse of the head of delegation and up to eight seats for VIP section A) and the date (morning or afternoon) of the address of the head of delegation, at least one week in advance of the address. The number of tickets desired for the fourth-floor balcony should also be indicated in the form; however, tickets are subject to availability. The link will be active for reservations starting Thursday, 1 September 2022. The special courtesy tickets will be available for collection at the Protocol Office, in room S-0200, after 3 p.m. on the day prior to the address to be made by the head of delegation.

46. All documents, forms and information material on the seventy-seventh session of the General Assembly issued by the Protocol and Liaison Service may be accessed at its website (www.un.org/dgacm/en/content/protocol).

IX. Welcoming

47. Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventy-seventh session of the General Assembly will be welcomed by the Secretary-General from 8 to 8.50 a.m. on Tuesday, 20 September 2022, in the Economic and Social Council Chamber and North Delegates Lounge on the second floor of the General Assembly Building.

X. State luncheon

48. There will be no State luncheon as part of the mitigation measures regarding the pandemic situation.

XI. Joint briefing

49. A joint in-person briefing on the high-level meetings and the general debate being held in September 2022 was held on Wednesday, 24 August 2022, by the Department for General Assembly and Conference Management, including the Protocol and Liaison Service, and by the Department of Safety and Security, the Division of Administration and the Health-Care Management and Occupational Safety and Health Division of the Department of Operational Support, the Office of Information and Communications Technology, the Department of Global Communications and the Executive Office of the Secretary-General.

XII. Arrangements for meetings

Facilities (side events and bilateral meetings)

50. In accordance with the letter dated 19 July 2022 from the Chef de Cabinet to the Secretary-General, transmitted by a letter dated 20 July 2022 from the President of the General Assembly, apart from a limited number of high-level side events, side events should be held off-site or virtually during the high-level week of the seventy-seventh session.

51. For bilateral meetings, temporary booths will be available in the General Assembly Building and the visitors' lobby during the high-level week of the seventy-seventh session. Seating capacity is limited to two principals and six advisers in total.

Reservation system for bilateral meetings

52. An electronic reservation system will be activated through gMeets (<https://conferences.unite.un.org/gMeets>) on 1 September 2022 to provide for the equitable and efficient use of the facilities. Delegations are requested to submit reservations electronically by accessing <https://conferences.unite.un.org/gMeets> using their gMeets account username and password and clicking on the "Bilateral" tab. Delegations that require a gMeet account can email gmeets-helpdesk@un.org. The date and time of the bilateral meeting and the name of the other delegation participating in the meeting should be specified in the request. Reservations will be accepted for bilateral meetings 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.

53. Information about booth 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 booth. Late requests will be accepted until 6 p.m. on the day prior to the meeting, and every effort will be made to assign a booth on the basis of the availability of space at that time. Delegations requiring further information regarding bilateral meeting requests should send their questions or enquiries to bilats-msu@un.org.

XIII. 2022 Treaty Event

54. To promote the wider participation of States in over 600 multilateral treaties deposited with the Secretary-General by facilitating their signature or deposit of binding instruments of ratification, acceptance, approval or accession during the seventy-seventh session of the General Assembly, special arrangements will be made, including media coverage, for a Treaty Event from 20 to 23 September 2022 in the treaty-signing area on the ground floor of the General Assembly Building. Appointments for signature, ratification, acceptance, approval or accession should be arranged well in advance with the Treaty Section (email: treatysection@un.org). The Treaty Section can also be contacted at 212 963 5047 (Front Desk). Those countries intending to sign, ratify or accede to a convention or treaty must submit copies of their instruments of full powers, if required for signature, or copies of their instruments of ratification or accession, to the Treaty Section for review, preferably, by 7 September 2022. The original instruments are expected at the time of undertaking the relevant treaty action.

55. Detailed information relating to the 2022 Treaty Event, including the letter of invitation from the Secretary-General, a list of all multilateral treaties deposited with the Secretary-General and procedural information can be obtained from the United Nations Treaty Collection website <https://treaties.un.org>.

56. 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 should be 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 be present to greet and escort dignitaries (Heads of State or Government, Vice-Presidents, Crown Princes or Princesses).

57. In order to have access to the premises during the 2022 Treaty Event, national and international media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit of the Department of Global Communications. For more information, please visit www.un.org/malu/ or contact them at malu@un.org or on 212 963 6934.

XIV. Security arrangements

General considerations

58. The Headquarters complex will remain closed to the public for the entirety of the high-level period and the general debate, as of 5 p.m. on Friday, 16 September until close of business on Monday, 3 October 2022. All guided tours will be suspended during this period.

59. 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.

60. Members of civil society and non-governmental organizations (NGOs) who are invited to attend the high-level meetings or other events will be required to be in

possession of government-issued identification and a special event ticket (indicating a specific meeting, date and time) at all times. The issuance of special event tickets is the responsibility of the United Nations sponsoring office and/or permanent mission. Non-United Nations guests will require a sponsoring office or delegation staff member escort from the access point on Second Avenue and 46th Street to the meeting or event location.

61. 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 Eric Bramwell, Special Services Unit (telephone: 212 963 7531). See annex for a sample of the grounds pass request form for security staff.

62. 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 or special events ticket. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

63. Questions or concerns should be directed to Michael Browne, Chief of the Security and Safety Service, United Nations Headquarters, by contacting the Security Event Planning Unit (Captain Charlene Wilson, telephone: 212 963 2867), or through Inspector Paula Goncalves (telephone: 212 963 3694).

Access to the United Nations Headquarters complex

64. 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	6 a.m. to close of business
47th Street and First Avenue	6 a.m. to close of business (media access only)

65. 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.

66. 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

67. During the high-level week of the seventy-seventh session, the delegates' pedestrian entrance gate, located at 45th Street and First Avenue, will be closed owing to motorcade activity. The gate located on the south side of the 46th Street and First Avenue entrance will be reserved for the use of high-level VIPs, heads of delegations, permanent representatives to the United Nations, members of delegations that have been issued secondary access cards and senior United Nations staff who are in possession of gold-coloured grounds passes in order to access the delegates' entrance.

Pass and identification office: issuance of grounds passes

68. In preparation for the seventy-seventh 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.

69. The issuance of annual and temporary non-governmental organization passes will be suspended from Thursday, 1 September 2022 to the end of the general debate. Any non-governmental organization invited to attend meetings or events during the high-level period will be issued with special event tickets by the sponsoring United Nations office or Member State.

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

Monday to Thursday, 12 to 15 September	8.30 a.m. to 4 p.m.
Friday, 16 September	8.30 a.m. to 6 p.m.
Saturday and Sunday, 17 and 18 September	9 a.m. to 5 p.m.
Monday to Wednesday, 19 to 21 September	8 a.m. to 6 p.m.
Thursday and Friday, 22 and 23 September	8 a.m. to 5 p.m.
Saturday and Sunday, 24 and 25 September	Closed
Monday and Tuesday, 26 and 27 September	8 a.m. to 4 p.m.

Access to restricted areas

71. In accordance with the established procedures, it should be noted that access to the General Assembly and Conference Buildings is reserved for members of delegations and staff who are conducting official business. In all cases, valid United Nations grounds passes and secondary colour-coded access cards will be required. Owing to 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.

72. Representatives of NGOs are not permitted access to the restricted areas; their access to meetings at Headquarters will be honoured upon verification of a valid special event ticket issued for that day's meeting(s).

Escorted motorcade drop-off

73. 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

74. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and First Avenue crosswalk. A valid United Nations grounds pass and an authorized United Nations e-tag (issued by the Garage Administration and labelled "UNGA77") will be required for presentation at the 46th Street and Second Avenue vehicle checkpoint prior to access being granted.

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

75. 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.

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

77. 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, 3 October 2022.

Parking

78. 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 48th Street entrance, which will be operational from 6 a.m. to close of business daily from 19 to 23 September and from 26 to 27 September. 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.

79. 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.

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

XV. Media access arrangements and services

81. In accordance with considerations in the context of COVID-19, access will be limited to United Nations accredited media representatives who have long-term United Nations grounds passes, to those with an office at the United Nations Headquarters building, and to media representatives accompanying delegations (a maximum of 10, including official photographers and videographers and journalists).

82. Registration of delegation media representatives will be carried out by the Media Accreditation and Liaison Unit. Missions and offices are required to submit their registration requests no later than 9 September, by using the online e-Registration system, available through the e-deleGATE portal (<https://edelegate.un.int>). Instructions on requesting media passes are available at www.un.org/en/media/accreditation/pdf/eRegistration_guide_media_passes.pdf. Spokespersons, press officers and communications staff members other than photo or video staff should be registered as delegates.

83. Accredited media representatives must enter the United Nations Headquarters building unescorted, at the 47th Street entrance. Escorts to the General Assembly Hall media booths and to the delegates' entrance stakeout area are available from the Media Accreditation and Liaison Unit liaison desk on the third floor of the General Assembly Building, accessible by using the ramp located on the east side of the Building.

84. Official photographers, escorted by Media Accreditation and Liaison Unit staff, will also be able to take photographs from the bridge at the back of the General Assembly Hall during national statements. Owing to space limitations, they may not be able to remain to cover other speeches.

85. A limited number of tickets will be available for the press gallery of the General Assembly Hall and other meetings that require secondary event tickets. Media liaison desk staff will distribute tickets on a first-come, first-served basis 30 minutes before the meetings.

86. Media representatives must be escorted by Media Accreditation and Liaison Unit staff at all times in the indoor restricted areas.

87. Official media representatives interested in covering bilateral meetings with the Secretary-General must be at the Media Accreditation and Liaison Unit office (room S-0250) at least 30 minutes ahead of the meeting time. Please note that the welcoming on 20 September will be covered by United Nations Photo.

88. Delegations will be provided secondary “press attaché” cards to enable delegates to escort their media representatives to bilateral meetings between Member States in the designated bilateral booths only. Holders of “press attaché” cards may enter with the delegation media at the 47th Street entrance.

89. A temporary media centre will be located on the North Lawn. Media representatives are requested to bring their own cables to connect to the live video and audio feeds for recording purposes.

90. Live video feeds and downloadable files and photographs will be available from the Department of Global Communications (see the section entitled “United Nations audiovisual materials” below and the media resource guide, available at www.un.org/en/media/accreditation/pdf/GA77_NMD_media_resources.pdf).

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

92. 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.

93. Information relevant to the media is available at www.un.org/malu. For any questions, contact the Media Accreditation and Liaison Unit by emailing malu@un.org or calling 212 963 6934.

Audiovisual services

94. 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).

95. 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 user guides). For audiovisual services, please select the Broadcast and Conference Support Section to identify the services required. Following the approval of the meeting or event, clients should engage the services of the Section, if required.

United Nations audiovisual materials

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

97. Digital files of speeches delivered during the general debate 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.

98. 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.

99. Live television feeds will be available through commercial carriers (see www.un.org/en/media/accreditation/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 and Video.

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

101. 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) – in all six official languages, plus the original language of the speaker
- United Nations channel on YouTube (youtube.com/unitednations) – in English
- Twitter (twitter.com/UNWebTV) – in English

102. 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

103. 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).

104. 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.

105. 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 can also subscribe to a free email news alert service that will deliver stories on the latest United Nations developments straight to their mailboxes or desktops. Daily updates will continue to be provided through the United Nations News social media accounts (Facebook, Twitter and YouTube).

106. 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 eight languages – the six official languages and Kiswahili and Portuguese. For any urgent matters related to United Nations News, please contact Victor Evans-Harvey (evans-harvey@un.org).

107. 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

108. 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).

109. 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).

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

XVI. Broadcast and conference support

111. Audiovisual services for meetings and events at the United Nations Headquarters 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 8648).

Conferences, meetings and events

112. The services of the Broadcast and Conference Support Section include the provision and operation of conference room- and meeting-related technology, congress microphone and simultaneous interpretation systems, voting and timer systems, broadcast for television, radio and Internet coverage, recordings, digital displays, digital projection, digital name plates, virtual participation technology (videoconferences technology and managed virtual meetings platforms, such as Microsoft Teams and Cisco WebEx), sound amplification, and accessibility-related services such as closed captioning and sign language. Requests for services should be sent to the Broadcast and Conference Support Section (request-for-services@un.org). Audiovisual and related meeting and event technology and support is provided on a budgeted and reimbursable basis.

113. The following services are provided for official calendar meetings:

- Congress microphone and simultaneous interpretation systems
- Sound amplification and public address systems

- Projection and electronic displays
- Recordings
- Broadcast coverage and transmission
- Digital signage and digital name plates
- Teleprompter(s)
- Captioning (open and closed)
- Display of sign language interpretation

114. Additional services and/or services to non-budgeted meetings are available on request and provided on a cost recovery basis. Cost estimates and a rate card are available upon request (email: request-for-services@un.org; telephone: 212 963 8648).

Fully virtual or hybrid meetings and events

115. A variety of technology platforms and services are available to support virtual participation and virtual and hybrid meetings and events. Virtual meeting services and options, best practices and support for planning and usage and guidance on technology and bandwidth requirements are available on request (email: request-for-services@un.org; telephone: 212 963 8648).

Audiovisual accessibility-related technologies

116. The Broadcast and Conference Support Section facilitates the provision of accessibility-related support technologies and services, including open and closed captioning and the capture and display of sign language interpretation (email: request-for-services@un.org; telephone: 212 963 8648).

Broadcast, streaming and recording services

117. Broadcast, streaming and digital audio and video recording services are available for meetings and events.

Video projection, television and computer monitors and other digital display and audio-related services

118. Projectors, monitors and speaker systems for multimedia playout, presentations and display in conference and meeting rooms are provided by the Broadcast and Conference Support Section. Cost estimates and a rate card are available upon request (email: request-for-services@un.org; telephone: 212 963 8648).

XVII. Access to representatives of non-governmental organizations

119. From 1 September 2022, no new passes will be approved or issued for representatives of NGOs in consultative status with the Economic and Social Council for the duration of the high-level week of the General Assembly. Access to United Nations premises will be granted with valid United Nations grounds passes only until 15 September 2022. From 16 to 30 September 2022, the use of annual and temporary grounds passes for NGOs in consultative status with the Economic and Social Council to enter the Headquarters complex will be suspended.

120. A limited number of special passes for the General Assembly will be distributed daily from 19 to 26 September by the NGO Branch of the Department of Economic and Social Affairs on a first-come, first-served basis at the corner of Second Avenue and 46th Street from 9 to 10 a.m. and from 2 to 3 p.m. for participation on the same

day. Owing to the limited number of passes available, and in order to provide equal opportunity to all NGOs in consultative status to attend the sessions, special half-day passes will be distributed to one representative of each NGO to attend either the morning session or the afternoon session of the general debate, but not both. In other words, NGOs participating in the morning session cannot participate in the afternoon session.

121. If representatives of NGOs register for specific events and are approved to participate, they will be issued name-specific special passes for those events by the Department of Safety and Security, for distribution by the event organizers. The usual procedures for United Nations grounds passes will be reinstated as of 3 October 2022.

XVIII. Medical services

COVID-19

122. All attendees who are unwell should immediately leave the complex and seek medical support from an external provider. 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 their sponsoring entity or permanent mission, who will determine whether this information is to be shared with other attendees according to their own protocols. A COVID-19 testing and/or vaccination site on 1st Avenue has been requested from the local authorities to improve access to these services.

123. United Nations staff are to follow the current United Nations guidance on reporting positive cases via the EarthMed portal, after which the United Nations Headquarters medical clinic will undertake a risk assessment and determine next actions.

Emergencies/other care

124. During the high-level meetings, an immediate medical response capability for emergencies 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. Attendees with any other illness are encouraged to see a local physician for further care, but may seek support from the Headquarters medical clinic on the fifth floor of the Secretariat Building for first aid for minor physical injuries.

125. Delegations with questions relating to medical issues, including support arrangements for Heads of State, are requested to send their enquiries by email to unhqclinic@un.org.

XIX. Host country liaison

126. 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).

XX. Additional information and briefing sessions

127. 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.

128. 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-seventh session of the General Assembly
- Delegates' handbook
- Required set-up for virtual meetings with interpretation

129. There is no requirement to show evidence of vaccination to use dining facilities; however, during the high-level week all attendees in the General Assembly and Conference Buildings are to wear a mask up until the point they begin to consume food or beverages in dining locations.

130. Owing to COVID-19 restrictions, there will be reduced cafeteria services at Headquarters, as follows:

- Delegates Dining Room, fourth floor of the Conference Building, open from 19 to 23 September 2022, from 11.30 a.m. to 2.30 p.m., for a prix fixe lunch. Advance reservations are required and can be made online at www.ddr-reservations.com or by telephone at 212 963 8897. Private rooms are available and may be reserved for groups of 10–20 guests.
- Riverview Café, fourth floor of the Conference Building, open until 16 September 2022; closed from 19 to 23 September; and reopens as from 26 September 2022, from 11.30 a.m. to 3 p.m.
- Vienna Café, first basement level of the General Assembly Building, open from 19 to 23 September 2022, from 9 a.m. to 6 p.m.; on 24 September, from 9 a.m. to 5 p.m.; closed on 25 September; reopens on 26 September, from 8 a.m. to 5 p.m. and as from 27 September 2022, from 10 a.m. to 5 p.m.
- Main Café, first floor of the South Annex Building, open from 19 to 23 September 2022, from 7.30 a.m. to 4 p.m.
- Lobby Café, first floor of the Secretariat Building, open until 15 September 2022; closed from 16 to 26 September; reopens as from 27 September 2022, from 8 a.m. to 3.30 p.m.
- North Delegates Lounge, second floor of the Conference Building, open until 16 September; closed from 17 to 20 September; reopens on 21 September from 9 a.m. to 7 p.m. and, as from 26 September 2022, from 9.30 a.m. to 5 p.m.
- South Garden outdoor dining area, by the satellite dish, first basement of the Secretariat Building, open from 19 to 23 September, from 7.30 a.m. to 4 p.m.

131. A total of 18 vending machines are in operation at United Nations Headquarters, as follows:

- Visitors Centre, General Assembly Building, first basement level (two snack, one hot beverage and two cold beverage)
- 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)
- DC1 Building, third floor corridor (one snack and one cold beverage)

XXI. Sustainability

132. 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.

133. 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.

134. 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.

135. In accordance with paragraphs 27 and 28 above, a number of online services are made available for the benefit of delegations. Participants should consider the eSubscription service (www.undocs.org) of the Department for General Assembly and Conference Management mentioned in paragraph 29 before printing documents.

XXII. Accessibility: arrangements for persons with disabilities

136. 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: accessibilitycentre@un.org; telephone: 212 963 [7348/9](#)) no later than three working days prior to the meeting.

137. 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 (first basement level, by the Secretariat Building escalators). Please contact the Centre at accessibilitycentre@un.org for enquiries regarding available assistive tools and other requests related to accessibility accommodations. More information is available at www.un.org/dgacm/en/content/accessibility.

XXIII. Focal points for arrangements related to 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
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: 917 349 2427 Email: tongx@un.org , gmeets@un.org
Journal Unit	Meena Sur Telephone: 917 367 2454 Email: journal@un.org , surm@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
	Kefentse Ndonga Telephone: 917 667 3674 Email: ndongak@un.org

	Statements submission Telephone: 212 963 7349 Email: estatements@un.org
Security	Michael Browne Telephone: 917 367 9211 Email: browne2@un.org Inspector Paula Goncalves (Security Operations) Telephone: 212 963 3694 Fax: 212 963 1833 Email: goncalvesp@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	Mugeni Badjoko (Meetings coverage) Telephone: 212 963 2131 Email: badjoko@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 7090
Email: rowell@un.org

Nursing Officer, Petra Javanainen
Telephone: 212 963 7090
Email: petra.javanainen@un.org

Non-Governmental Organizations
Branch (Office of Intergovernmental
Support and Coordination for
Sustainable Development, Department
of Economic and Social Affairs)

Wook-Jin Chang
Email: chang10@un.org

Nahleen Ahmed
Email: ahmed36@un.org

Non-Governmental Liaison Service
(Civil Society Unit, Department of
Global Communications)

Kathryn Good
Email: good@un.org
Email: ngls@un.org

Civil Society Resource Centre (Civil
Society Unit, Department of Global
Communications)

Email: undgccso@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

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) _____
