



3 September 2021

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**Information circular\***

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of the seventy-sixth session of the General Assembly**

1. The purpose of the present information circular is to provide general information on the arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of the seventy-sixth session of the General Assembly (see annex).

2. Please note that effective 2022, the arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of future sessions of the General Assembly will be shared through other communication channels, and not an information circular.

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\* Expiration date of the present information circular: 2 October 2021.



## Annex

### **Arrangements for admission to United Nations Headquarters during the high-level meetings and the general debate of the seventy-sixth session of the General Assembly**

#### **I. Introduction**

1. The general debate of the seventy-sixth session will be held from Tuesday, 21 September 2021, to Friday, 1 October 2021, pursuant to General Assembly resolution [57/301](#).
2. A Sustainable Development Goals Moment hybrid event, to be convened by the Secretary-General, will be held on Monday, 20 September.
3. The Secretary-General will meet Heads of State and Government at a welcome ceremony on Tuesday, 21 September.
4. The high-level meeting to commemorate the twentieth anniversary of the adoption of the Durban Declaration and Programme of Action will be held on Wednesday, 22 September, pursuant to resolution [75/237](#).
5. The high-level plenary meeting to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons will be held on Tuesday, 28 September, in accordance with resolutions [72/251](#) and [75/45](#).

#### **II. Admission to the Headquarters premises**

6. In view of the restrictions associated with the coronavirus disease (COVID-19) pandemic and the need for close adherence to recommendations for the safe occupancy and use of Headquarters facilities, heads of departments are asked to limit the number of staff members present during the general debate period to only those necessary for the efficient servicing of the meetings. The United Nations will remain closed to the public, inclusive of guided tours, for the entirety of the high-level general debate session, which will run from Tuesday, 21 September 2021, until close of business on Friday, 1 October 2021. The reopening of the building to the public and the resumption of guided tours will be announced at a later date.
7. While the premises are closed to the public, staff members are requested to schedule appointments with visitors and guests at locations away from the Headquarters site. The information and reception desk will be relocated from the General Assembly lobby to the 45th Street entrance of the UNITAR Building, located at the corner of First Avenue and 45th Street. This arrangement will remain in place for the duration of the General Assembly high-level period.
8. Staff members, delegates and accredited media representatives who are entitled to obtain access to the Headquarters premises will be admitted only upon presentation of a valid United Nations grounds pass or laissez-passer.
9. In view of the enhanced safety protocols during the general debate period, which include the wearing of masks, the cooperation of all who are present at the complex is required. Furthermore, the wearing of grounds passes will be strictly enforced. Grounds passes must be worn prominently on the outer clothing of the holder to aid verification and reduce undue delays.
10. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of grounds passes because of the access that they allow the holder. All authorized pass holders are therefore reminded that their grounds passes are solely

for the use of the bearer to whom they are issued and that they cannot be transferred or given to any other person to use. Grounds passes found to be used in any other manner than that for which they were intended will be confiscated by security personnel.

11. It is the responsibility of all passholders to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service upon presentation of an application signed by an authorized signatory.

12. Staff members who arrive without their grounds passes (if forgotten at home) will be directed to the Pass and Identification Unit to obtain a day pass once it has been verified that said staff member has a valid grounds pass in the Unit system.

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

14. For all government delegations (Member States or observers), grounds passes will be issued at the office of the Pass and Identification Unit. National security officers accompanying Heads of State or Government who have queries regarding ground passes should contact Captain Eric Bramwell of the Special Services Unit at 212 963 7531.

15. Access to the United Nations premises will be denied to anyone who is not on the designated list of passholders authorized to be present during the high-level period.

16. Questions or concerns regarding security arrangements should be directed to the Chief of the Security and Safety Service, United Nations Headquarters, Michael Browne, by contacting the Security Events Planning Unit (Captain Charlene Wilson) at 212 963 7028 or Special Operations (Inspector Bernard Robinson) at 212 963 7531.

### **III. Operating hours of pedestrian access gates during the high-level period**

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

42nd Street and First Avenue:	Open 24 hours (Closed on 26 September)
46th Street and First Avenue:	6 a.m. to close of business (Closed on 26 September)

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

18. Outside messengers, family members, visitors and guests are restricted from entering the Headquarters premises during the period of the general debate. The resumption of such visits will be announced at a later date.

19. 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 with a United Nations grounds pass.

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

20. Owing to the heightened security measures throughout New York City and at Headquarters, it is anticipated that from Sunday, 19 September 2021, to Saturday, 25 September 2021, the area in front of the United Nations along First Avenue, from 42nd Street to 48th Street, will be closed to all vehicular traffic with the exception of escorted motorcades. As conditions permit, this restriction may be eased by the host country law enforcement authorities.

21. Pedestrian crossing points at 42nd, 46th and 49th Streets will be accessible upon presentation of a valid United Nations grounds pass and will be briefly suspended at various times throughout the day owing to the arrival and departure of motorcades. Therefore, all are kindly requested to allow for extra time when walking to the Headquarters premises.

## **VI. Escorted motorcade drop-off**

22. Escorted motorcades will be authorized to enter the United Nations premises at the 43rd Street and First Avenue vehicular entrance and drop off their passengers at the delegates' 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.

## **VII. Unescorted motorcade drop-off**

23. Unescorted vehicles will be allowed to drop off passengers at the 46th Street and First Avenue crossing point. A valid grounds pass and an authorized United Nations e-tag ("UNGA76", issued by the Garage Administration) will be required for presentation at the 46th Street and Second Avenue vehicle checkpoint prior to access being granted.

## **VIII. Access at the 42nd, 45th and 46th Street entrances**

24. Staff members, including those holding only the United Nations laissez-passer, affiliates, and resident correspondents (without equipment) with authorized access to the Headquarters premises and who have business in the Secretariat Building, authorized areas of the South Annex Building or the Dag Hammarskjöld Library Building, should continue to use the 42nd Street staff entrance.

25. Interns required for essential work in the Secretariat Building during the period of heightened security should also use the 42nd Street staff entrance.

26. Senior United Nations officials holding a gold-coloured grounds pass, who will enter at the 46th Street entrance, are requested to use the crossing point at 46th Street.

27. Staff members, and affiliates who possess a valid United Nations grounds pass, along with the relevant secondary special event ticket (specific to a particular meeting, date, time and room) issued by the sponsor of the event, will be subject to screening prior to accessing the General Assembly and Conference Buildings and will be required to use the entrance at 46th Street.

28. If difficulties are encountered in gaining access through any of the crossing points staffed by the host country authorities and leading to the Headquarters premises or any of the annex buildings that fall within the cordoned-off areas, assistance should

be sought from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the information and reception desk, which has been temporarily relocated to the lobby of the UNITAR Building.

29. The 46th Street entrance will be used by media as well as resident correspondents with equipment.

30. Pedestrian entrances will be closed on Sunday, 26 September 2021. Staff members requiring access to the Secretariat Building on that date can use the pedestrian gate adjacent to the vehicular entrance at First Avenue and 43rd Street.

31. The delegates' entrance on 45th Street will be open only for egress of escorted motorcades.

## **IX. Access to restricted areas**

32. During the high-level period, from 20 September to 1 October 2021, access to restricted areas will be given only to those holding United Nations grounds passes and the appropriate secondary access passes and/or special event tickets. Interns will not be permitted access to restricted areas.

33. The bilateral meeting areas are located in the General Assembly lobby. Those areas will be reserved for members of delegations and staff conducting official business and will require secondary passes for access. Access will be given 15 minutes prior to any scheduled bilateral meeting.

34. In order to facilitate access to room GA-200, a secondary access pass will be issued through the Department for General Assembly and Conference Management to those individuals whose duties or functions require their presence. Only those who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

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

35. A limited number of media representatives with valid United Nations grounds passes will be escorted by the Media Accreditation and Liaison Unit to the General Assembly booths, the back of the General Assembly Hall and the delegates' entrance without additional accreditation.

36. Members of the media and resident correspondents with equipment must use the 46th Street entrance, present a valid United Nations grounds pass and proceed through screening prior to obtaining access. Those in need of additional accreditation should contact the Media Accreditation and Liaison Unit at 212 963 6934.

37. Access will be given to the media centre located in Conference Room F of the General Assembly Building, which will be accessible by means of the visitors' plaza by going through the Canadian Doors and down the stairs to the GA-1B visitors' gift shop area. The third-floor media liaison desk in the General Assembly Building is accessible by using the ramp located on the east side of the General Assembly Building and the staircase within the neck area to the third floor.

38. A media liaison desk will also be set up on the third floor of the Conference Building for escorting members of the media to conference room media booths.

39. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when accessing the General Assembly Building and restricted areas of the Conference Building.

40. Additional access to the General Assembly and Conference Buildings will require further screening.

## **XI. Pass and Identification Unit**

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

42. As a result of the continuing access restriction occasioned by the pandemic, the production of access passes and event tickets for non-governmental organizations has been temporarily suspended for the seventy-sixth session of the General Assembly.

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

<i>Date</i>	<i>Hours of operation</i>
Monday, 13 September, to Friday, 17 September	9 a.m.–4 p.m.
Saturday, 18 September, and Sunday, 19 September	9 a.m.–5 p.m.
Monday, 20 September, to Friday, 24 September	8 a.m.–4 p.m.
Saturday, 25 September, and Sunday, 26 September	Closed.
Monday, 27 September, to Friday, 1 October	8 a.m.–4 p.m.

## **XII. Closure of the United Nations garage**

44. For security reasons, the garage will be closed for parking at 8 p.m. on Sunday, 19 September 2021, and all vehicles must be removed prior to that time to provide access for security screening.

45. The garage will reopen for authorized vehicles at 4 a.m. on Monday, 20 September, using the 48th Street entrance and the 42nd Street exit, and will be open on a 24-hour basis from 20 September to 1 October. This is a change to the normal procedures for entering the Headquarters garage. On 25 and 26 September, the 48th Street entrance and 42nd Street exit will be closed. Garage access for staff members will be through the First Avenue and 43rd Street entrance.

46. Access to and exit from the garage through the 43rd Street entrance is restricted during the high-level period and will be accessible only to those described in paragraph 54 below.

## **XIII. Alternative parking while the garage is closed**

47. In order to accommodate staff members who will not have access to the United Nations garage after 8 p.m. on Sunday, 19 September 2021, parking has been allocated on both sides of First Avenue from 50th Street to 57th Street. Properly identified vehicles will be permitted to park at those locations from 8 p.m. on Sunday, 19 September, to 8 a.m. on Monday, 20 September.

48. A special parking decal, which can be obtained from the Garage Administration, must be displayed on the dashboard of the vehicle and will be honoured by host

country authorities. Parking at bus stops or fire hydrants and double parking are not permitted.

#### **XIV. Garage parking at the United Nations**

49. United Nations personnel parking in the garage are advised that, owing to specific motorcade arrivals into the garage, the entrance to the garage will be closed for designated periods.

50. Parking will be limited to support those personnel whose presence or work function at the Headquarters premises is required during this period. Entry will be facilitated upon presentation of a valid United Nations grounds pass. While parking permits will not be required during this period, parking is limited and should be considered only by essential personnel. Passengers who are not in possession of a valid grounds pass will be required to leave the vehicle at the appropriate checkpoint before the vehicle enters the premises.

51. All vehicles entering the premises will be searched. Please limit vehicle contents in order to facilitate and expedite the security clearance.

52. Portable personal carriers and bicycles are not permitted to enter the Headquarters premises during the high-level period.

53. Owing to the traffic restrictions, United Nations personnel are highly encouraged to use public transportation from Monday, 20 September 2021, to Friday, 1 October 2021.

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

54. The very limited operating space of the Secretariat Circle and the delegates' roadway areas requires strict controls on access in order to facilitate safety and to avoid undue obstructions and delays for delegation vehicles, other high-level government officials and motorcades. Vehicular access to the premises through the gate at First Avenue and 43rd Street will therefore be restricted to motorcades escorted by host country law enforcement personnel.

55. 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, 4 October 2021, with access through the First Avenue and 43rd Street gate after hours and on weekends.

#### **XVI. Access to the United Nations garage**

56. In order to park in the United Nations garage, passenger vehicles with valid authorization will be required to adhere to specific instructions from 6 p.m. to 6 a.m. from Monday, 20 September 2021, to Friday, 1 October 2021, as follows:

(a) **Northbound on First Avenue.** Passenger vehicles travelling northbound on First Avenue to the United Nations garage will be required to use the extreme right lane of the underpass between 41st Street and 49th Street. Upon exiting the underpass, staff members will be required to make a U-turn onto First Avenue (counterflow, which will be coordinated by the New York City Police Department) between 49th and 48th Streets and then make a left turn onto 48th Street for screening at the

vehicular checkpoint. Once screened and cleared by security personnel, vehicles will be allowed to enter the United Nations garage;

(b) **Southbound on FDR Drive.** Passenger vehicles travelling southbound on FDR Drive, upon exiting FDR Drive onto 49th Street, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counterflow, which will be coordinated by the New York City Police Department) and follow the extreme left lane of First Avenue to 48th Street. Staff members will then be required to make the left turn onto 48th Street for screening at the vehicular checkpoint. Once screened and cleared by security personnel, vehicles will be allowed to enter the United Nations garage.

57. Passenger vehicles with valid authorization to park in the United Nations garage from 6 a.m. to 6 p.m. are instructed to proceed to the 49th Street and FDR Drive exit from Monday, 20 September, to Monday, 27 September, as follows:

(a) **Northbound on First Avenue.** Vehicles travelling northbound on First Avenue to the United Nations garage will be required to use the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right-hand lane, which will be set off by traffic cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the inner roadway of the service drive (next to the playground) leading to the 48th Street garage entrance;

(b) **Southbound on FDR Drive.** Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will make a left turn onto the inner roadway of the service drive (next to the playground), which will permit them to proceed to the security checkpoint at the garage entrance;

(c) **Vehicles coming from the north (not on FDR Drive) or west side of Manhattan.** Vehicles travelling from the northern part of Manhattan, not on FDR Drive, or vehicles travelling from the west side of Manhattan will need to access the underpass, which begins at 41st Street and First Avenue. In order to approach the underpass, vehicles travelling on Second Avenue will be required to turn onto any eastbound street leading to First Avenue (39th Street or any corresponding streets below). Upon exiting the underpass, staff members will be required to follow instructions as indicated in subparagraph (a) above.

