



General Assembly

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Second High-level United Nations Conference on South-South Cooperation

Buenos Aires, 20–22 March 2019

Information for participants

Note by the Secretariat

I. Background

1. By its resolution [71/244](#), the General Assembly decided to convene a high-level United Nations conference on South-South cooperation on the occasion of the fortieth anniversary of the adoption of the Buenos Aires Plan of Action, to be held no later than the first half of 2019, and welcomed the offer by the Government of Argentina to host the conference. By its resolution [71/318](#), the Assembly decided on the modalities of the conference and decided that the second High-level United Nations Conference on South-South Cooperation would be held in Buenos Aires from 20 to 22 March 2019 at the highest possible level, including Heads of State and Government, and would result in an intergovernmentally agreed outcome. By its decision [72/554](#), the Assembly decided that the theme for the Conference would be “Role of South-South cooperation and the implementation of the 2030 Agenda for Sustainable Development: challenges and opportunities”. By the same decision, the Assembly decided that the sub-themes of the Conference would be: (a) “Comparative advantages and opportunities of South-South cooperation”; (b) “Challenges and the strengthening of the institutional framework of South-South cooperation and triangular cooperation”; (c) “Sharing of experiences, best practices and success stories”; and (d) “Scaling up the means of implementation of the 2030 Agenda for Sustainable Development in support of South-South cooperation and triangular cooperation”.

2. In accordance with resolution [71/318](#), the Conference will be held from 20 to 22 March 2019 at the Buenos Aires Convention Centre, located at Avenida Figueroa Alcorta 2099, in the centre of Buenos Aires.

3. Additional information on the Conference is available on the Conference website (<https://www.unsouthsouth.org/bapa40/>).

* Second reissue for technical reasons on 28 February 2019.



II. Secretariat of the Conference

4. The Administrator of the United Nations Development Programme, Achim Steiner, will serve as the Secretary-General of the Conference.
5. The Under-Secretary-General for General Assembly and Conference Management, Catherine Pollard, will serve as the Secretary of the Conference.

III. Timetable of the Conference and seating arrangements

6. The provisional timetable of the Conference is available on the Conference website.
7. The formal opening plenary meeting will begin at 10 a.m. on Wednesday, 20 March, in the plenary hall to consider all procedural and organizational matters, including the election of the President of the Conference, the adoption of the rules of procedure and the agenda, the election of officers other than the President, the appointment of the members of the Credentials Committee and other matters. Statements will be made by the President of the Conference, the President of the General Assembly, the Secretary-General of the United Nations, the President of the High-level Committee on South-South Cooperation, the President of the Economic and Social Council, the Administrator of the United Nations Development Programme, a representative of private sector organizations and a representative of civil society organizations.
8. Owing to space limitations at the conference centre, at the opening of the Conference and at subsequent plenary meetings, the delegation of each State participating in the Conference and that of the European Union will be assigned three seats at the table, with no second row of seats. Seating will also be specifically assigned for other participants. Only holders of secondary passes will be able to attend the opening plenary meeting and subsequent plenary meetings. Arrangements will be made to allow participants who do not hold secondary passes to follow plenary meetings through a live video feed outside the hall.
9. For interactive panel discussions 1 and 2, which will be held in conference room D, there are 196 delegate seats at the table and 196 adviser seats. The delegation of each State participating in the panel discussions and that of the European Union will be assigned two seats: one delegate seat at the table and one adviser seat. In addition, intergovernmental organizations, organizations of the United Nations system and other stakeholders that have registered to participate in the panel discussions in accordance with paragraph 19 below will be assigned one seat at the table. Interactive panel discussion 3 will be held in the plenary room.
10. Delegations will be seated in English alphabetical order.

IV. Agenda and programme of work, list of speakers, statements and other relevant information

11. The provisional agenda and the provisional rules of procedure of the Conference are set out in documents [A/CONF.235/1](#) and [A/CONF.235/2](#), respectively.
12. The programme of meetings, including the list of speakers for the general debate, will be made available daily in the edition of the *Journal of the United Nations* devoted to the Conference, and will include such details as daily activities, titles, times and locations of meetings, agenda items to be considered and relevant documentation.

13. The list of speakers for the general debate will be established on a first-come, first-served basis, with the customary protocol that ensures that Heads of State or Government speak first, followed by other heads of delegation. The European Union will be included in the list of speakers. The list of speakers is open on the e-deleGATE platform (<http://delegate.un.int>), under General Assembly/Mandated Conferences. All States wishing to register a speaker on the list are invited to send a request through the eSpeakers system. An acknowledgement email will be sent automatically within one hour of receiving the request. In order to ensure that all speakers have an opportunity to deliver their statements, a time limit of five minutes has been established for statements by participating States and the European Union.

14. In addition to representatives of States participating in the Conference and the representatives of the European Union, representatives of the following may, in accordance with resolution 71/318 and decision 72/554 and time permitting, make a statement during the general debate: (a) intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices (rule 60 of the provisional rules of procedure); (b) associate members of regional commissions (rule 61); (c) specialized agencies and related organizations (rule 62); (d) other intergovernmental organizations (rule 63); and (e) interested United Nations organs (rule 64). Those representatives may contact the secretariat (quiogue@un.org) to register as a speaker. Representatives of non-governmental organizations and other organizations and institutions (rule 65) may, in accordance with resolution 71/318 and time permitting, also be added to the list of speakers of the general debate. Representatives of eligible non-governmental organizations are invited to indicate their interest in speaking during the general debate, time permitting, by completing by 15 March 2019 the online form available on the Conference website. A time limit of four minutes has been established for statements by participants other than States in the general debate.

Panel discussions

15. The first interactive panel discussion, on the theme “Comparative advantages and opportunities of South-South cooperation and sharing of experiences, best practices and success stories”, will be held on Thursday, 21 March, from 10 a.m. to 1 p.m. The second interactive panel discussion, on the theme “Challenges and the strengthening of the institutional framework of South-South cooperation and triangular cooperation”, and the third interactive panel discussion, on the theme “Scaling up the means of implementation of the 2030 Agenda for Sustainable Development in support of South-South cooperation and triangular cooperation”, will be held on Thursday, 21 March, from 3 to 6 p.m.

16. The panel discussions will be interactive and multi-stakeholder in nature. Each panel discussion will be presided over by two co-chairs, to be appointed by the President of the Conference. The Secretary-General of the Conference will select up to four high-level panellists for each of the panel discussions. The presentations by the high-level panellists will be followed by an interactive debate among States and other relevant stakeholders. Each panel discussion will be open to participation by representatives of participating States, up to eight representatives of intergovernmental organizations, up to eight relevant entities of the United Nations system and up to six representatives of non-governmental organizations and other stakeholders. Registration will be on a first-come, first-served basis. States participating in the Conference and other participants are encouraged to be represented at the sessions at the highest possible level. Each participant may be accompanied by one adviser.

17. At the discretion of the co-chairs, priority in the order of speakers will be given to those speaking at the level of Head of State or Government or at the ministerial or other high level, followed by high-level representatives of other stakeholders, taking into account that there will be no prepared list of speakers. The high-level round-table sessions should aim to achieve a balance between speakers from participating States and representatives of intergovernmental organizations, entities of the United Nations system and other stakeholders. To enable maximum participation, interventions should not exceed three minutes.

18. Representatives of participating States, the European Union and associate members of regional commissions are invited to indicate to the secretariat by email (duap@un.org and pricec@un.org) the order of preference for the panel discussions in which they would like to have a speaking slot, and to provide the name, title and level of participation, before the deadline of 15 March 2019. Pursuant to paragraph 16 above, representatives of intergovernmental organizations, entities of the United Nations system, non-governmental organizations and other stakeholders wishing to participate in the panel discussions are invited to register by filling out the online form on the Conference website before 8 March 2019, indicating the order of preference for the panel discussion in which they would like to participate, and to provide the name, title and level of participation.

19. Concept notes for the three interactive panel discussions will be made available on the Conference website.

Main Committee

20. Should a main committee be established, ad hoc arrangements will be made.

V. Requests for meetings

Bilateral meetings

21. For bilateral meetings among States at the Head of State or Government level or at the ministerial level, four booths, each with a maximum capacity of 10 participants, will be available at the Conference venue during the Conference. An electronic reservation system will be activated through gMeets (<https://icms.un.org/gMeets>) on 13 March 2019 for delegations to submit reservations electronically. Delegations requiring information regarding bilateral meeting reservation procedures and login credentials should send an email to emeetsm@un.org, with a copy to dilanzot@un.org, and with “BILATS-SSC” written in the subject line.

22. 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 submitted in the system. Reservations will be accepted for 20-minute periods, starting on the hour and the half hour. To prevent double booking, only the delegation initiating the bilateral meeting should submit the request.

23. Final confirmation of booth assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep consecutive appointments of the same delegation in the same booth. Service hours will be from 9 a.m. to 6 p.m. from 20 to 22 March 2019, except that no bookings will be accepted between 10 and 11.30 a.m. during the opening of the Conference, on 20 March.

VI. Interpretation

24. The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish.

25. Statements made in any of the six official languages of the United Nations will be interpreted into the other official languages. In order to ensure the quality of interpretation, for written statements, it is essential that the delegations provide interpreters with copies of their texts. A total of 20 copies of the statement to be delivered should be submitted to the conference officers in the meeting room. The texts of the statements will be accepted only on the day on which the statements are to be given. Delegations wishing to have their statement posted on the Conference website are encouraged to send their statement by email to the secretariat at least three hours before delivery, indicating in the subject line “Statement”, followed by the name of the delegation. The email contact to which the statements should be will be posted in the Journal of the Conference.

26. Speakers are requested to deliver their statements 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 if possible, to enable the interpreters to give an accurate and complete rendition of their statements. When statements are delivered at a fast pace to comply with the time limit, the quality of the interpretation may suffer. It is suggested not to exceed a speed of about 120 words per minute in order to ensure that the statement is delivered at a normal pace.

27. In cases where statements are delivered in a language other than the official languages, delegations must provide either an interpreter or a written text of the statement in one of the official languages. The interpretation into the other official languages by United Nations interpreters will be based on the interpretation or written text accepted by the secretariat as representing the official text of the statement. A “pointer”, i.e. a person who knows the language in which the statement is to be delivered and the official language into which it has been translated, should be made available by the delegation to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths, must be made in advance through the conference officers (rimarachin@un.org and dilanzot@un.org).

VII. Documentation

28. The official documentation of the Conference will be issued in Arabic, Chinese, English, French, Russian and Spanish.

Distribution of official documents

29. Documents for delegations will be made available at the document counter at the conference venue. Delegations are encouraged to bring their own mobile devices loaded with pre-session documentation. All Conference documentation will be available on the Conference website. The edition of the *Journal of the United Nations* devoted to the Conference will be produced in all six official languages and will be available on the Conference website. A limited number of hard copies will also be made available at the conference venue.

VIII. Registration of participants and credentials

30. Registration of the official delegations of participating States, intergovernmental organizations that have observer status with the General Assembly, associate members of the regional commissions, specialized agencies and related organizations is being managed by the Protocol Office through the online eAccreditation system (<http://delegate.un.int>), which is available through the e-deleGATE platform. A note verbale dated 29 January 2019 highlighting the registration procedure was sent by the Protocol Office to all missions and offices in New York and is also available on the website of the Protocol and Liaison Service (<http://protocol.un.org>).

31. To register for the Conference, official delegations must go through their respective permanent or observer mission or liaison office in New York, which has access to the eAccreditation system. Delegations are advised to do so as early as possible to ensure timely registration.

32. Delegations of intergovernmental organizations, associate members of regional commissions, specialized agencies and related organizations without an office in New York that wish to participate in the Conference must follow the specific registration procedure, set out in paragraphs 12 (c) and 18 of the above-mentioned note verbale.

33. Missions or offices in New York that are registered users of the e-deleGATE platform can pre-register for the Conference until 11 March 2019. On-site registration and the collection of conference badges/secondary access cards for pre-registered participants will begin at 9.30 a.m. on Sunday, 17 March 2019, and continue until 1 p.m. on Friday, 22 March 2019, at the registration centre, located outside the conference venue in Buenos Aires. Participants requiring a visa to travel to Argentina must complete their online registration by 1 March 2019 in order to allow sufficient time for visa application and processing, which requires 20 days.

34. Permanent and observer missions and liaison offices in New York are strongly advised to make use of the pre-registration option. Delegates are reminded that, if photographs have been attached to the online registrations, conference badges for all pre-registered delegates and VIPs will be pre-printed and made available for collection by registered delegates or representatives of delegations at the registration centre.

35. Following past practice, Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses will be provided with a VIP pass without a photograph. Delegates at the level of Cabinet Minister and their spouses will be issued a VIP pass with a photograph.

36. Failure to submit photographs at the time of online registration, or the attachment of photographs that do not comply with the photograph specifications set out in the above-mentioned note verbale, will delay the issuance of badges and result in delegates – including ministers – having to line up to be photographed at the registration centre.

37. Delegations are kindly reminded that the Protocol Office cannot register representatives of non-governmental organizations who do not form part of the official delegations of participating States, intergovernmental organizations, associate member of the regional commissions, specialized agencies and related organizations. Participants attending side events held outside the Conference venue in the margins of the Conference, but not the Conference itself, will not be registered by the Protocol Office and should not be included in the official credentials or official delegation lists.

38. Non-registered delegates seeking on-site registration at the registration centre will be required to present proof of credentials or an official letter of delegation or

letter of nomination, together with a passport or valid government-issued photo identification, and to complete an on-site registration form. Upon verification and approval by the Protocol Office, delegates may proceed to the badging booth for a photograph for the issuance of a conference badge.

39. After 17 March 2019, all official communications, including lists of delegations and Conference-related materials, should be sent to the Protocol Office at the registration centre in Buenos Aires by fax or by email to protocolconference@un.org. The fax number will be made available and posted on the website of the Protocol and Liaison Service not later than 11 March 2019. Delegations may also obtain the fax numbers through the Protocol Office in New York (by calling 1 212 963 7171).

40. Members of the security details of VIPs participating in the Conference will be registered and issued appropriate conference passes by the Security and Safety Service (see para. 63).

41. Owing to security reasons and limited seating capacity, access to the plenary hall for the opening plenary meeting on 20 March will require a secondary access card, in addition to the conference badge or VIP pass. Each government delegation, as well as those of the Holy See, the State of Palestine and the European Union, will be issued three secondary access cards. Each delegation of intergovernmental organizations, associate members of the regional commissions, specialized agencies and related organizations will be issued two secondary access cards. The secondary access cards will be issued to delegations at the protocol booth at the registration centre.

42. The office hours for the registration centre will be:

17 March 2019	9.30 a.m.–5.30 p.m.
18–19 March 2019	8 a.m.–7 p.m.
20 March 2019	8 a.m.–5 p.m.
21 March 2019	8.30 a.m.–5 p.m.
22 March 2019	9 a.m.–noon

Credentials

43. The credentials of representatives and the names of alternate representatives and advisers should be addressed to the Secretary-General of the United Nations and delivered to the Office of Legal Affairs, located on the thirty-sixth floor of the Secretariat Building (S-3604, S-3639 or S-3608) by 12 March 2019, if possible. In addition, during the Conference, the credentials may be submitted to a representative of the Office of Legal Affairs on-site at the conference venue. The credentials should be issued either by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of the European Union, by the President of the European Commission. Copies of the credentials should also be transmitted to the Protocol and Liaison Service (by email at unprotocol@un.org, or by fax on 1 212 963 1921).

IX. List of participants

44. The secretariat will compile a list of participants of the Conference. Delegations of States, intergovernmental organizations and associate members of the regional commission, as well as specialized agencies and related organizations, are requested to submit a comprehensive list of their respective delegations to the Conference, with the functional titles and designations of all the delegates, to the Secretary of the Conference in New York through by using the e-List of participants portal on the e-deleGATE platform (under General Assembly/Mandated Conferences). If the

comprehensive list is not submitted through the e-List of participants portal before 21 March 2019, the secretariat will use the information collected from the letters of credentials/nomination received.

X. Media arrangements and services

Live coverage

45. The Department of Public Information will provide live coverage of the Conference. On-site broadcasters can take broadcast-quality live feed in the media centre. Live and on-demand webcasts of the plenary meetings, dialogues and press conferences, in English and the original language of the speaker, will be available from the United Nations Web TV website (<http://webtv.un.org>). Press releases, official documents, the edition of the *Journal of the United Nations* devoted to the Conference, statements and other information materials will be made available on the Conference website. The Conference will also be covered on Twitter using the hashtag #BAPA40. Participants are encouraged to share content on their own social media platforms using that hashtag.

Media accreditation

46. Media pre-accreditation will be open until 11 March 2019, through the online eAccreditation system. Media accreditation is reserved for journalists, as well as official photographers and videographers who are part of the delegation.

47. Journalists applying independently are required to submit an application on the website of the Media Accreditation and Liaison Unit (www.un.org/malu/).

48. On-site accreditation and issuance of conference badges will begin on 17 March 2019 in Buenos Aires. Media personnel requesting on-site accreditation will be required to present an official letter from the delegation or the media organization, along with a valid passport from a Member State.

Press conferences

49. Daily press briefings by the spokesperson for the Conference will be held in the press briefing room at times to be announced. The room will also be available for press conferences organized by delegations and United Nations organizations. Requests for press conferences should be directed to the United Nations Office for South-South Cooperation (by email to mithre.sandrasagra@unosscc.org). Such requests must be made in writing by a senior official of the delegation wishing to hold the press conference and should include the name(s) of the speaker(s), their title(s) and the subject to be discussed. Also to be included are the telephone number in Buenos Aires and email address of the person to be contacted to confirm arrangements.

50. Press conferences may run no longer than 30 minutes. Attendance will be limited to accredited journalists. Exceptions will be made only for the press attaché and a limited number of other officials of the same delegation directly concerned with the press conference, as well as United Nations officials covering the press conferences. Additional details concerning the procedures will be issued by the Office of the Secretary-General of the Conference.

51. A daily schedule of press conferences will be posted in the media centre and in the edition of the *Journal of the United Nations* devoted to the Conference. A schedule will also be sent to registered media by email.

Media facilities

52. A media centre for the use of all journalists accredited to cover the Conference will be available at the conference centre. The plenary meetings and other activities will be broadcast live at the media centre, and audiovisual feeds of the plenary meetings, press conferences and other events will be provided to broadcasters live upon request.

53. A press kit containing background information relevant to the Conference will be made available in the media centre and posted on the Conference website. During the Conference, the spokesperson in Buenos Aires will be available to provide information to journalists on background and on the record.

Access to the media by Governments and non-governmental organizations

54. To facilitate media contact, delegations are invited to provide the spokesperson with the name and telephone number in Buenos Aires of the person in the delegation whom journalists may contact to request interviews or other information. That information may be sent to the United Nations Office for South-South Cooperation (by email to mithre.sandrasagra@unosscc.org).

XI. Participation of civil society

55. Non-governmental organizations, civil society organizations, academic institutions, the scientific community, the private sector and philanthropic organizations whose work is related to the Conference are invited to participate in the deliberations of the Conference, as appropriate, in accordance with resolution [71/318](#) and the rules of procedure.

Accreditation and registration to the Conference

56. The period for non-governmental organizations that are not in consultative status with the Economic and Social Council and other stakeholders to register for the Conference is closed. Information regarding registration is available on the conference website.

XII. Side events

57. Side events will be held before and during the Conference from 20 to 22 March outside the conference venue and will be arranged and managed by the host country Government.

58. Registration for the organization of side events is closed. A full list of side events and more details will be available on the Conference website of the host country (<https://cancilleria.gob.ar/en/initiatives/paba>).

XIII. Security

59. As of 8 a.m. on 20 March 2019, access to the conference centre premises and the surrounding area will be strictly limited to persons properly accredited to the Conference by the United Nations.

60. Passes for all government delegations and other participants from intergovernmental organizations, United Nations entities, the media and representatives of non-governmental organizations, civil society organizations, academic institutions

and the private sector will be issued at the registration centre, from 17 to 22 March, at noon. The security arrangements for the Conference are set out below.

61. The Security and Safety Service, in close cooperation with host country law enforcement agencies, will be responsible for the security of everyone on the conference centre premises. The host country and host city authorities will be responsible for all arrangements relating to security and movement outside the conference centre, including the registration centre, as is standard practice for official conferences.

62. The host country security authorities will provide protection to Heads of State or Government, as well as to a limited number of other government officials, through the assignment of protection detail personnel. Arrangements for such assignments, to be made with the Ministry of Foreign Affairs of Argentina, are to be initiated by the embassies of the relevant countries in Buenos Aires. In the case of Heads of State or Government, the respective embassies should contact the Ministry if they have not already done so.

63. A delegation whose Head of State or Government is attending the Conference may wish to contact the event Security Coordinator, Ricardo Freitas da Silva (by email to ricardo.freitas@un.org), in particular with regard to the accreditation of and issuance of grounds passes to the national security detail. Security-related questions should also be sent by email to the event Security Coordinator.

Access to and within the conference centre during the Conference

64. Access to the conference centre during the Conference will be restricted strictly to those persons who are properly accredited and wearing a grounds pass issued for the Conference. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations and accompanying parties.

65. Within the conference centre, there will be certain additional restrictions on movement, including the issuance of secondary passes for the opening plenary meeting in the plenary hall on 20 March 2019. A restricted area has been designated that encompasses the VIP lounge and Executive Office, which will be controlled by the Security and Safety Service.

66. All deliveries must be completed between 4 and 6 a.m. and be scheduled and cleared by the Security and Safety Service and the Argentinian police.

Access to the conference centre

67. Access to the conference centre will be as follows:

(a) Delegations and United Nations staff will enter from the main pedestrian gates, through the security screening/accreditation building and into the conference centre premises;

(b) Representatives of non-governmental organizations and business sector entities and local staff will enter from the main pedestrian gates, through the security screening/accreditation building and into the conference centre premises;

(c) Media representatives will enter from the main pedestrian gates, through the security screening/accreditation building and into the conference centre premises;

(d) VIPs will enter through the designated VIP gate into the conference centre.

Loss of grounds pass or personal items

68. Loss of a grounds pass for the Conference or any personal item at the conference centre must be reported to the registration centre and/or the Security and Safety Service.

XIV. Transportation and accommodation

69. Information on transportation and accommodation for delegates will be provided on the Conference website of the host country.

XV. Visa requirements

70. Please note that a successful registration for the Conference through the United Nations does not guarantee entry to Argentina. For further information on entry requirements, please refer to the Embassy or Consulate of Argentina of your choice, to check whether you require a visa and to find out the details of the application procedure. Information on all diplomatic and consular representations of Argentina abroad can be found at <https://cancilleria.gob.ar/en/representaciones>.

71. Participants registered for the Conference through the United Nations System may request their visa in their country of residence or at any other Embassy or Consulate of Argentina of their choice.

72. Please bear in mind that, owing to visa processing time (20 days), all delegates, regardless of nationality, should register themselves through the United Nations by 1 March 2019 in order to avoid delays in obtaining a visa.

XVI. Other information

73. Other information regarding the Conference and the host country is available on the Conference website of the host country.
