



# Delegates Handbook

Sixty-eighth Session of the  
General Assembly of the  
United Nations



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**Opening and Closing date of the 68th Session  
of the General Assembly**

Tuesday, 17 September 2013 at 3 p.m. to Monday, 15 September 2014

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**General debate of the sixty-eighth session  
of the General Assembly<sup>1</sup>**

Tuesday, 24 September to Friday, 4 October 2013

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**HIGH-LEVEL MEETINGS**

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**High-level meeting on disability<sup>2</sup>**

Monday, 23 September 2013

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**High-level Event on Millennium Development Goals<sup>3</sup>**

Wednesday, 25 September 2013

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**High-level meeting on nuclear disarmament<sup>4</sup>**

Thursday, 26 September 2013

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**High-level dialogue on international migration and development**

Thursday-Friday, 3-4 October 2013

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<sup>1</sup> A/INF/68/4.

<sup>2</sup> General Assembly resolution 66/124.

<sup>3</sup> General Assembly resolution 65/1.

<sup>4</sup> General Assembly resolution 67/39.

## Frequently asked questions

**1. How do I contact the President of the sixty-eighth session of the General Assembly?**

His Excellency, Mr. John Ashe (Antigua and Barbuda)  
Telephone: 212-963-7555;  
Fax: 212-963-3301.  
Room CB-0246 (see page 13).

**2. How many copies of statements are needed for distribution in the General Assembly Hall? Where and when do I deliver them?**

A minimum of 30 copies of the text of statements to be delivered at the high-level meetings and the general debate should be submitted in advance to the Conference Officers; failing this, delegations are urged to provide 10 copies for the interpreters before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, the specialized agencies, interpreters, verbatim reporters and press officers, 350 copies are required. Delegations who wish to circulate their statements electronically through the e-services portal offered by the Secretariat may send their statement at least two hours in advance to an e-mail address to be announced in the *Journal of the United Nations* or present a copy of the statement for scanning and uploading to the portal.

Given the security arrangements in place for the high-level meeting and the general debate, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass (see page 28).

**3. Can documents or other materials relevant to the meetings be made available in the General Assembly Hall for the meeting?**

Only United Nations documents and statements of speakers can be distributed in the Hall before or during a meeting. Any other pertinent materials can be made available in the General Assembly Hall upon authorization by the Chief of the General Assembly Affairs Branch (ext. 3.2336 in room S-3051 or ext. 3.9110 in GA-200 (NLB)).

#### **4. What is the procedure for tabling a draft resolution/decision?<sup>1</sup>**

- The electronic version accompanied by a hard copy containing the final text of a draft resolution/decision must be submitted by an accredited delegate of a Mission, and signed in the presence of the General Assembly Affairs Branch staff member responsible for processing draft resolutions/decisions.
- The submitting delegation provides a list of co-sponsors if any.
- If the new draft resolution/decision is based on a previous one, the old text may be downloaded from the United Nations Official Document System (ODS) at <http://ods.un.org>, and necessary changes made, i.e. new text in bold and unwanted text clearly marked for deletion.

Sponsors are strongly encouraged to submit draft resolutions/decisions in electronic format by e-mail. However, procedures established by the General Assembly and the Main Committees may vary. Please contact the Secretary of the respective Main Committee regarding a particular submission procedure (see pages 16-20).

#### **5. How can a Member State co-sponsor a draft resolution/decision?**

Member States wishing to co-sponsor a particular draft resolution/decision *must* sign the co-sponsorship form with: (a) the Member State coordinating the draft resolution; or (b) the staff member of the General Assembly Affairs Branch responsible for draft resolutions/decisions in the General Assembly Hall during plenary meetings or at other times in room S-3044.

**Co-sponsorship cannot be done through any kind of correspondence, e-mail etc.**

**Note that co-sponsorship cannot be accepted after the adoption of the draft resolution.**

#### **6. Where can I get a blank copy of the co-sponsorship form?**

A blank copy of the co-sponsorship form can be obtained from the offices of the General Assembly Affairs Branch, room S-3044, or in the General Assembly Hall during plenary meetings.

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<sup>1</sup> A guideline with tips for submission of draft resolutions in the General Assembly is available online at [www.un.org/ga/65/resolutions.shtml](http://www.un.org/ga/65/resolutions.shtml).

**7. What is the procedure to reflect in the PV records how a Member State intended to vote on a draft resolution/decision?**

A member of the delegation can fill out a form provided by the General Assembly Affairs Branch and a footnote will be added to the PV record of the meeting.

**8. Where can I get a copy of the voting record on the resolution/decision adopted?**

Voting records are distributed to all Member States in the General Assembly Hall immediately after the adoption. Copies can also be obtained from the General Assembly Affairs Branch in room S-3044. The voting record is also available online using the relevant resolution number (entered, for example, as A/RES/64/148) at <http://www.un.org/ga/search/voting.asp>.

**9. Where can I get a copy of the resolution/decision adopted?**

A few weeks after adoption, resolutions are published in the A/RES/ series of documents. Until then, the text is contained in the “L” document, on the ODS or in the report of the relevant Committee and on the website of the General Assembly ([www.un.org/ga](http://www.un.org/ga)) (see page 29). Text of resolutions and decisions are published as supplement No. 49 to the official records of the session in three volumes (e.g. A/65/49 (vol. I) to (vol. III)). Generally, volumes I and II contain resolutions and decisions adopted during the main part of the session, respectively, and volume III contains resolutions and decisions adopted during the resumed part.

**10. Where can I find the list of candidates for General Assembly elections?**

The list of candidates is available for delegations on the CandiWeb (<https://eroom.un.org/eRoom>). To access the CandiWeb, please send an e-mail to [missions-support@un.int](mailto:missions-support@un.int) or fax to 212-963-0952. For queries on plenary elections, please contact Ms. Mary Muturi at: 212-963-2337, fax: 212-963-3783 or [muturi@un.org](mailto:muturi@un.org).

**11. What is the procedure for requesting the inclusion of an item in the agenda?**

A request for the inclusion of an item in the agenda should be addressed to the Secretary-General and if possible with copies to the General Assembly Affairs Branch. A request for inclusion of an item

in the provisional agenda of a forthcoming regular session, in accordance with rule 13 of the rules of procedure, should be made at least sixty days before the opening of the session. A request for inclusion of a supplementary item in the agenda, in accordance with rule 14 of the rules of procedure, should be made at least thirty days before the opening of the session. In accordance with rule 20 of the rules of procedure, any items proposed for inclusion in the agenda must be accompanied by an explanatory memorandum and, if possible, by basic documents or a draft resolution.

**12. How can I find out the programme of work of the General Assembly and the respective Main Committees?**

The draft calendar of the programme of work of the plenary is issued in July, covering September to December. The calendar is updated in late September, during the general debate under an INF document symbol (A/INF/68/3). You may contact the Secretary of the respective Main Committee for the programme of work (see pages 16-20). The secretaries' names, office locations and telephone numbers are available in document A/INF/68/2.

**13. How do I request the granting of observer status?**

The General Assembly, by its decision 49/426, decided that, the granting of observer status should “in the future be confined to States and to those intergovernmental organizations whose activities cover matters of interest to the Assembly”. The request for the granting of observer status needs to emanate from a Member State, or Member States, in the form of a letter to the Secretary-General containing a request for the inclusion of an item in the agenda of the General Assembly. Taking into account the requirement for the item to be considered in the Sixth Committee (resolution 54/195), which meets during the main part of the session between September and December, such requests are normally submitted in time for inclusion in the provisional agenda of the forthcoming session, or the supplementary list thereto. The list of the observers can be found in document A/INF/[current session]/5, e.g. A/INF/67/5.

**14. How do I request a videotape of my head of State's statement in the General Assembly Hall? Photographs?**

*For videotaping*, delegations may request one NTSC DVD of each statement free of charge. Digital files formats such as MPEG2 and MPEG4 (H.264) are also available on demand and can be down-

loaded online. Additional copies of NTSC DVD, any video tape formats or any other special requests are subject to a charge. Video tapes may be available through an external service provider on a case-by-case basis. Therefore we strongly recommend placing your order for tape formats as early as possible to avoid any delays. Any charges from the external service provider will be born by the client. All requests are handled in the order in which they are received. To request a videotape of a statement, contact: United Nations Video Library (telephone 212-963-0656; e-mail: [video-library@un.org](mailto:video-library@un.org)). Live television feeds will be available through commercial carriers. For information, contact United Nations Television (telephone 212-963-7650; fax 212-963-3860).

*For photographs*, photographs in digital format (jpg) will be available for download free of charge on the United Nations photo website ([www.un.org/av/photo](http://www.un.org/av/photo)). Photo enquiries and requests should be addressed to the United Nations Photo Library, room S-1047 (telephone 212-963-6927, e-mail: [photolibr@un.org](mailto:photolibr@un.org)). Special requests for other coverage may be addressed to Mark Garten, Chief, United Nations Photo Unit (room: S-1122; telephone: 917-367-9652; [garten@un.org](mailto:garten@un.org)). Efforts will be made to accommodate such requests within the staffing constraints (see page 42).





# Delegates' Handbook



# **Delegates' Handbook**

**Sixty-eighth session of the  
General Assembly of the United Nations**



**United Nations**  
New York, September 2013-September 2014

*Note*

This booklet contains information of a general nature about United Nations Headquarters and is applicable throughout the sixty-seventh session. Changes or suggestions to the booklet should be addressed to the General Assembly Affairs Branch, room S-3048, ext. 3.2337, fax: 212-963-3783. This booklet is also available on the Internet at the United Nations Delegates website ([www.un.int/wcm/content/site/portal/home](http://www.un.int/wcm/content/site/portal/home)) as well as the General Assembly website under quick links ([www.un.org/ga/](http://www.un.org/ga/)), <http://www.un.org/geninfo/>).

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# I. General information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is known now as United Nations Plaza, and on the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The Headquarters, which is still undergoing renovation, comprises six main structures that are all interconnected: the General Assembly Building, which is currently closed for renovation; the North Lawn Building, a temporary structure, where during the current phase of the renovation, the plenary hall, conference rooms 4, 5, 6, 7, 8 and E , as well as additional offices of the Secretary-General and the President of the General Assembly are located; the Library Building; the South Annex Building, housing the Main Cafeteria; the long, low Conference Building parallel to the river, which has recently reopened after renovation where the ECOSOC, Security Council and Trusteeship Chambers are located on the second floor and conference rooms 1, 2, 3, 9, 10, A, B, C, and D are located on the first basement level, and the 39-storey Secretariat building where press conferences are held on the second floor. All conference rooms and council chambers in the Conference Building and the plenary hall and other conference rooms in the North Lawn Building may be reached from the Delegates' Entrance close to 48th Street. There is also an entrance close to the Library and South Annex Buildings near 43rd Street.

Several buildings adjacent to the Headquarters, house United Nations offices including:

- DC1, One UN Plaza, 787 First Avenue
- DC2, Two UN Plaza, 323 East 44th Street
- FF Building, 304 East 45th Street
- Albano Building, 305 East 46th Street
- Alcoa Building, 866 UN Plaza
- Innovation Building, 300 East 42nd Street
- Teacher's Building, 730 Third Avenue between 45th and 46th Streets (being vacated through early 2013)

- Daily News Building, 220 East 42nd Street
- Falchi Building, 31-00 47th Avenue, LIC, Queens
- Court Square (UNFCU), 24-01 44th Road, LIC, Queens
- UNITAR Building, 801 UN Plaza
- Library Building, 1st Avenue and 42nd Street
- South Annex, 1st Avenue and 42nd Street
- North Lawn Building

The reoccupation of the Secretariat Building was completed in May 2013.

**Delegates who wish to locate departments or offices are advised to check with the Information Unit (ext. 3.7111).**

***Telephone:* To call from outside the United Nations, the extension prefix “3” should be replaced by “212-963” and the prefix “7” by “917-367”.**

## Entrance

- *Pedestrian* — the entrance for delegations to the plenary hall is located at First Avenue and 48th Street.
- *Cars* — cars require United Nations diplomatic licence plates (“D” plates) as well as an identification decal for the sixty-eighth session of the General Assembly, in order to enter and to park at United Nations Headquarters. (For more information, please see Parking on pages 58-61.)

## United Nations building passes and admission to meetings

### *Accreditation for members of official delegations*

Passes for members of official delegations to regular and special sessions of the General Assembly and all other calendar meetings at Headquarters are authorized by the Protocol and Liaison Service (Tel: 212-963-7181) and processed by the Pass and Identification Unit, located at First Avenue and 45th Street. Requests of accreditation for members of delegations to temporary meetings may be processed through the new online accreditation system “eAccreditation” via <https://eaccreditation.un.int>. Guidelines on “eAccreditation”, as well as a “Frequently Asked Questions”, can be found on the Protocol and Liaison Service website ([www.un.int/protocol](http://www.un.int/protocol)).



## **Types of passes<sup>1</sup>**

1. VIP pass without photo issued from Protocol Office for Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and spouses.
2. VIP pass with photo issued from Protocol Office for Deputy Prime Ministers, Cabinet Ministers and spouses.
3. Gold pass for Heads of delegations processed at the Pass Office.
4. Blue pass for all delegates processed at the Pass Office.
5. Protocol pass with photo issued from Protocol Office.<sup>2</sup>

## **Protocol requirements for issuance of passes**

### ***For VIP passes and delegate passes (gold & blue)***

Requests for the following categories may be processed via the new online system by logging to the eAccreditation website at <https://eaccreditation.un.int>, complete an online accreditation form and submit to the Protocol and Liaison Service:

- (a) Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and spouses (no photo required);
- (b) Deputy Prime Ministers and Cabinet Ministers and spouses (colour photo in .jpeg format is required);
- (c) Members of official delegations;

For visits of category (a) and (b), a letter from the permanent mission indicating names, titles, duration of stay and purpose of visit should be sent to the Chief of Protocol before or immediately after the online submission of pass requests.

### ***For Protocol passes***

1. Letter of request for pass addressed to the Chief of Protocol and signed by the permanent representative or the chargé d'affaires, a.i., indicating names, functional titles, affiliations, reason for visit and duration of stay .
  2. Email colour photo in .jpeg format to [protocolphoto@un.org](mailto:protocolphoto@un.org).
- Requests for protocol pass will not be processed via 'eAccreditation'.

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<sup>1</sup> All requests must be submitted at least 48 business hours in advance for proper accreditation and issuance of passes. Passes for those delegates who have been already entered into the electronic system may be picked up by a member of the Mission with proper identification. Spouses will be issued same type of passes as the principals.

<sup>2</sup> Issuance of Protocol passes will be curtailed for the duration of the General Debate except under very special circumstances. Protocol passes are not issued for calendar meetings at Headquarters.

***Accreditation for media correspondents***

Accreditation for media correspondents with the written and online press, film, television, photo, radio and other media organizations is the responsibility of the *Media Accreditation and Liaison Unit of the News and Media Division/Department of Public Information (DPI) (room S-0250), extension 3.6934* (see page 36). For Press Accreditation requirements, please refer to: [www.un.org/media/accreditation](http://www.un.org/media/accreditation).

***Accreditation for non-governmental organizations***

- (a) Grounds passes to designated representatives of non-governmental organizations in consultative status with the Economic and Social Council are issued through the *Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DCI-1480, ext. 3.3192)*.
- (b) Grounds passes to designated representatives of non-governmental organizations (NGOs) associated with DPI are issued on an annual basis through the *NGO Relations Section, DPI (DPI/NGO Resource Centre, room 801 UN Plaza, Room U-02, ext. 3.7234, 3.7232, 3.7078 and 3.7233)*.

**Department of Safety and Security**

**The United Nations Security and Safety Service operates on a 24-hour basis.**

	Ext.	Fax	Room
<i>Under-Secretary-General for Safety and Security</i>			
Mr. Kevin M. Kennedy	7.3158	7.1987	S-0809
<i>Office of Security and Safety Service</i>			
Chief, Mr. David J. Bongì	7.9520	3.6850	CB-0107
<i>Security Assistance Centre</i>	3.1852		NL-01005

The Security Assistance Centre located on the first floor of the North Lawn Building (NL1005) operates on a 24-hour basis and can be contacted on 212-963-1852. The SAC will handle questions concerning lost and found items and all in-person enquiries

**Security Operations Center (SOC)**

The Security Operations Center operates on a 24-hour basis and can be contacted on 212-963-6666 for all access request or any general inquiries. The SOC is staffed with Security and Fire Safety personnel. For Fire or Medical Emergencies contact 212-963-5555.

In addition to providing security and safety on a 24-hour basis at Headquarters, the Security and Safety Service will also:

- (a) Issue grounds passes, which may be obtained by members of delegation, from the *Pass and ID Office, located on the First Floor of the UNITAR Building, 45th Street and First Avenue (First Avenue entrance) from 9 a.m. to 4 p.m., after being authorized by the Protocol and Liaison Service;*
- (b) Receive official telephone calls, telegrams and cables requiring follow-up action after normal working hours; ( c ) A-Your data has been truncated.

## Information

### (Telephones and desk locations)

The Information Unit (ext. 3.7113) will advise on:

- (a) The location and telephone numbers of delegations;
- (b) The office or official to be contacted for technical or substantive queries;
- (c) The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 55.)

## Information desks

<i>General Assembly Building</i>	Public lobby (ext. 3.7758)
<i>Delegates' Entrance</i>	(ext. 3.8902)
<i>North Lawn Delegates' Lounge</i>	NL-01026 (ext. 3.8902)
<i>DC1 building</i>	Office lobby (ext. 3.8998)
<i>DC2 building</i>	Office lobby (ext. 3.4990)
<i>UNICEF House</i>	Office lobby (212-326-7524)

Bulletin boards displaying the programme of meetings are located on the first floor of the Conference Building (Delegates' Entrance) and in the North Lawn Building.

## Medical Services

The United Nations Medical Services provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations.

The primary walk-in clinic is located in the main Secretariat building, fifth floor (telephone 212 963-7080), and is open from 8.30 a.m. to 5 p.m on weekdays. Two satellite clinics also provide support, and are located in:

<i>DC1 Building</i>	Room DC1-1190, weekdays 9 a.m. to 5 p.m. Telephone: 212-963-8990
<i>UNICEF House</i>	Room H-0545, weekdays 9am to 5 pm Telephone: 212-326-7541

During the sixty-eighth General Assembly, Medical Services Divisions hours are extended (from 8.30 a.m. to 5.30 p.m. . An additional satellite clinic will also operate from the North Lawn Building, room NL-1022. The North Lawn clinic will operate from 16 September to 4 October, 8.30 am to 7pm weekdays. Weekend opening is dependent upon demand and the General Assembly meeting schedule.

During the high-level meetings, an immediate medical response capability will operate from the North Lawn Clinic adjacent to the General Assembly Hall. For meeting in the conference building, immediate response will be provided from the main MSD clinic in the Secretariat building. Additional support will also be provided by on-site New York City ambulance and staff.

In the event of an emergency contact the Security Control Centre on extension 3-6666 or telephone 212 963 6666. They will coordinate with Medical Services, the UN Fire and Safety Unit and local emergency responders (911) as appropriate.

## Protocol and Liaison Service

The Protocol and Liaison Service is part of the Department for General Assembly and Conference Management (DGACM).

	<b>Ext.</b>	<b>Room</b>
<i>Chief of Protocol</i> Mr. YOON Yeocheol	3.7171	S-0207
<i>Deputy Chief of Protocol</i> Ms. Nicole Bresson-Ondieki (Acting)	7.4320	S-0211

## I. Deputy Chief of Protocol

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Angola	Grenada	Norway
Australia	Guyana	Oman
Bahrain	Hungary	Papua New Guinea
Barbados	Indonesia	Portugal
Belize	Ireland	Qatar
Bhutan	Jamaica	Republic of Korea
Brunei Darussalam	Kenya	Saint Vincent and the Grenadines
Cape Verde	Latvia	Seychelles
China	Liberia	Sierra Leone
Comoros	Malawi	Solomon Islands
Croatia	Maldives	South Africa
Czech Republic	Marshall Islands	Suriname
Denmark	Mozambique	Swaziland
Estonia	Namibia	Sweden
Finland	Nepal	Trinidad and Tobago
Ghana	Netherlands	United States of America

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## *Observers*

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African, Caribbean and Pacific Group of States	Intergovernmental Authority on Development
African Development Bank	International Centre for Migration Policy
Association of Southeast Asian Nations	Development
Common Fund for Commodities	International Conference on the Great Lakes
Community of Portuguese-Speaking Countries	Region of Africa
Community of Sahelo-Saharan States	International Renewable Energy Agency
Conference on Interaction and Confidence-Building	International Union for the Conservation of Nature
Measures in Asia	Organization for Economic Cooperation and Development
East African Community	Organization of Islamic Cooperation
Energy Charter Conference	Pacific Islands Forum
European Organization for Nuclear Research	Partners in Population and Development
Hague Conference on Private International Law	
Indian Ocean Commission	

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## II. Protocol and Liaison Officers

	Ext.	Room
Ms. Pilar Fuentes	3.0720	S-0206

### A. *Ms. Pilar Fuentes*

Argentina	Dominican Republic	Mexico
Belgium	Ecuador	Morocco
Benin	Egypt	Nicaragua
Bolivia (Plurinational State of)	El Salvador	Panama
Botswana	Equatorial Guinea	Paraguay
Brazil	France	Peru
Burkina Faso	Germany	Rwanda
Cambodia	Guatemala	Singapore
Central African Republic	Guinea	Spain
Chile	Haiti	Sudan
Colombia	Honduras	Switzerland
Congo	Israel	Tunisia
Costa Rica	Italy	United Arab Emirates
Cuba	Kuwait	United Republic of Tanzania
Cyprus	Lesotho	Uruguay
Democratic Republic of the Congo	Malaysia	Venezuela (Bolivarian Republic of)
	Mali	

### *Observers*

African Union	International Criminal Court
Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean	International Development Law Organization
Andean Community	International Organization of la Francophonie
Andean Development Corporation	Organization of American States
Association of Caribbean States	Organization of Eastern Caribbean States
Caribbean Community	Permanent Court of Arbitration
Central American Integration System	Shanghai Cooperation Organization
Commonwealth	South Centre
European Union	Union of South American Nations
Ibero-American Conference	University for Peace
Inter-American Development Bank	
International Committee of the Red Cross	

	Ext.	Room
Mr. Fariz Mirsalayev	3.7171	S-0205

### ***B. Mr. Fariz Mirsalayev***

Andorra	Libya	Sao Tome and Principe
Azerbaijan	Lithuania	Serbia
Bahamas	Luxembourg	Slovakia
Belarus	Mauritius	Slovenia
Bulgaria	Micronesia	Tajikistan
Democratic People's Republic of Korea	(Federated States of)	The former Yugoslav Republic of Macedonia
Dominica	Mongolia	Tonga
Eritrea	Montenegro	Turkey
Ethiopia	Nauru	Turkmenistan
Georgia	Palau	Tuvalu
Iceland	Poland	Uganda
Iran (Islamic Republic of)	Republic of Moldova	Ukraine
Kazakhstan	Romania	Uzbekistan
Kiribati	Russian Federation	Viet Nam
Kyrgyzstan	Saint Lucia	Yemen
Lao People's Democratic Republic	Samoa	Zambia

### ***Observers***

Holy See	International Fund for Saving the Aral Sea
Black Sea Economic Cooperation Organization	International Humanitarian Fact-Finding Commission
Central European Initiative	International Olympic Committee
Collective Security Treaty Organization	International Seabed Authority
Commonwealth of Independent States	Inter-Parliamentary Union
Economic Cooperation Organization	Islamic Development Bank Group
Eurasian Development Bank	Organization for Security and Cooperation in Europe
Eurasian Economic Community	Sovereign Military Order of Malta
GUUAM	Western African Economic and Monetary Union

	Ext.	Room
Ms. Marybeth Curran	3-7178	S-0204

**C. Ms. Marybeth Curran**

Afghanistan	Greece	Philippines
Albania	Guinea-Bissau	Saint Kitts and Nevis
Algeria	India	San Marino
Antigua and Barbuda	Iraq	Saudi Arabia
Armenia	Japan	Senegal
Austria	Jordan	Somalia
Bangladesh	Liechtenstein	South Sudan
Bosnia and Herzegovina	Lebanon	Sri Lanka
Burundi	Madagascar	Syrian Arab Republic
Cameroon	Malta	Thailand
Canada	Mauritania	Togo
Chad	Monaco	United Kingdom of Great Britain and Northern Ireland
Côte d'Ivoire	Myanmar	Ireland
Djibouti	New Zealand	Vanuatu
Fiji	Níger	Zimbabwe
Gabon	Nigeria	
Gambia	Pakistan	

**Observers**

State of Palestine	Italian-Latin American Institute
Asian-African Legal Consultative Organization	Latin American Economic System
Asian Development Bank	Latin American Integration Association
Cooperation Council for the Arab States of the Gulf	Latin American Parliament
Customs Cooperation Council	League of Arab States
Economic Community of Central African States	OPEC Fund for International Development
Economic Community of Western African States	Parliamentary Assembly of the Mediterranean
Global Fund to Fight AIDS, Tuberculosis and Malaria	Regional Centre on Small Arms and Light Weapons in the Great Lakes Region, the Horn of Africa and Bordering States
International Criminal Police Organization (INTERPOL)	
International Institute for Democracy and Electoral Assistance	South Asian Association for Regional Cooperation
International Organization for Migration	Southern African Development Community
International Tribunal for the Law of the Sea	



## Credentials

Credentials are required for representatives of Member States of the General Assembly, the Security Council and the Economic and Social Council.

For the sessions of the General Assembly, credentials of representatives (issued by the head of State or Government or by the Minister for Foreign Affairs) should be submitted to the Secretary-General not less than one week before the opening of the session through the Secretary of the Credentials Committee, Office of Legal Affairs (Madison Building, room M-13051, 380 Madison Avenue) and copied to the Protocol and Liaison Service (North Lawn Building, room NL-02058) for publication.<sup>3</sup>

## Permanent Missions to the United Nations handbook “Blue Book”

This handbook, published once a year, lists the diplomatic personnel of Member States, the staff of intergovernmental organizations accredited to the United Nations as observers and the staff of liaison offices of United Nations specialized agencies, as well as the membership of the principal organs of the United Nations.

All interim movements of personnel and changes in address, telephone/fax numbers, national holiday, etc., in the “Blue Book” are updated online as soon as the Protocol and Liaison Service is notified of such changes by the Missions.

## Protocol and Liaison Service website

The Protocol and Liaison Service website ([www.un.int/protocol](http://www.un.int/protocol)) includes the most updated version of the “Blue Book”, lists of Permanent Representatives, Heads of State/Government and Ministers for Foreign Affairs and a list of senior United Nations officials. It also contains the “Manual of Protocol”.

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<sup>3</sup> A provisional list of delegations can be found at the Protocol and Liaison Service website, [www.un.int/protocol](http://www.un.int/protocol), at the opening of the General Debate, and an updated final comprehensive list of delegations will be available in December.



## II. The General Assembly and its Main Committees

### Sixty-eighth regular session

Information on the General Assembly is available at the United Nations website: [www.un.org/ga](http://www.un.org/ga) or at:

- Arabic: [www.un.org/arabic/ga](http://www.un.org/arabic/ga)
- Chinese: [www.un.org/chinese/ga](http://www.un.org/chinese/ga)
- French: [www.un.org/french/ga](http://www.un.org/french/ga)
- Russian: [www.un.org/russian/ga](http://www.un.org/russian/ga)
- Spanish: [www.un.org/spanish/ga](http://www.un.org/spanish/ga)

### The President of the General Assembly for the sixty-eighth session

His Excellency John Ashe (Antigua and Barbuda).

At its sixty-seventh regular session, on 14 June 2013, pursuant to rule 30 of the rules of procedure, the General Assembly elected the President for the sixty-eighth session.

### Office of the President

The Office is located on the second floor of the Conference Building.

	Ext.	Fax	Room
Office of the President	212-963-7555	212-963-3301	CB-0246
Spokesperson	212-963-0755	212-963-3301	CB-0246

### Vice-Presidents

Pursuant also to rule 30, the General Assembly elected the 21 Vice-Presidents for the sixty-eighth session:

***Vice-Presidents of the General Assembly for the sixty-eighth session***

1. Botswana	9. Monaco	16. Timor-Leste
2. Cameroon	10. Romania	17. Togo
3. Chile	11. Russian Federation	18. Tunisia
4. China	12. Solomon Islands	19. Turkmenistan
5. France	13. South Sudan	20. United Kingdom of Great Britain and Northern Ireland
6. Guatemala	14. Spain	21. United States of America
7. Guinea	15. Thailand	
8. Malaysia		

**Secretariat arrangements for the General Assembly**

The Secretary-General acts in his capacity as Chief Administrative Officer of the Organization at all meetings of the General Assembly.

Overall responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for General Assembly and Conference Management.

The Director of the General Assembly and ECOSOC Affairs Division coordinates the work of the session. The Director also assumes direct responsibility for the servicing of plenary meetings and the meetings of the General Committee.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees, namely, the under-secretaries-general or other officials listed below under the appropriate committee. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are also listed below, are provided by the appropriate departments or offices of the Secretariat.

**Plenary meetings of the General Assembly and meetings of the General Committee**

	Ext.	Fax	Room
<i>Under-Secretary-General for General Assembly and Conference Management</i>			
Mr. Tegegnetwork Gettu	3.8362	3.8196	S-3065

Questions relating to the work of the Assembly should be referred to the General Assembly and ECOSOC Affairs Division.

	Ext.	Room
<i>Director, Mr. Ion Botnaru</i> e-mail: botnaru@un.org	3.0725	S-3080

## General Assembly Affairs Branch

	Ext.	Fax	Room
<i>Programme of work of the General Assembly, coordination, procedures, organizational matters, plenary elections and candidatures</i>	3.2332	3.3783	
<i>Chief, Mr. Sajjin Zhang</i> e-mail: zhangs@un.org	3.2336		S-3051
<i>Mr. Ziad Mahmassani</i> e-mail: mahmassani@un.org	3.2333		S-3060
<i>Ms. Rachel Stein-Holmes</i> e-mail: stein-holmes@un.org			
<i>Ms. Anne Kwak</i> e-mail: kwaks@un.org	3.3818		S-3053
<i>Arrangements for the list of speakers</i>			
<i>Ms. Antonina Poliakova</i> e-mail: poliakova@un.org	3.5063	3.7624	S-3082
<i>Information on plenary elections and candidatures<sup>1</sup></i>			
<i>Ms. Mary Muturi</i> e-mail: muturi@un.org	3.2337	3.3783	S-3048
<i>Membership of Main Committees<sup>2</sup></i>			
<i>Mr. Carlos Galindo</i> e-mail: galindo@un.org	3.5307	3.3783	S-3049

While meetings of the General Assembly are in progress, most of the staff listed above may be reached at ext. 3.7786/3.7787/3.9110.

All those listed above deal with matters relating to plenary meetings of the General Assembly and meetings of the General Committee.

<sup>1</sup> CandiWeb (<https://eroom.un.org/eRoomASP/DigChooseClient.asp>) is the webpage that provides information on the list of candidates (GA Informal Working Paper) for the session.

<sup>2</sup> The list of participants to the Main Committees is issued by each Main Committee (A/INF/68/2)

Questions relating to General Assembly documentation should be addressed to the staff of the Documents Planning Unit listed below.

	E-mail	Ext.	Room
<i>Documents Planning Unit</i>		3.3696	
<i>Chief, Ms. Xin Tong</i>	tongx@un.org	3.0883	AB-0905
Mr. Valeri Kazanli	kazanliv@un.org	3.3657	AB-0909
Mr. Manny Abraham	abrahamm@un.org	7.5793	AB-0902D
Ms. Monika Plasota	plasota@un.org	3.6577	AB-0902C
Ms. AyeAye Than	thana@un.org	3.2345	AB-0902G

Questions on other matters should be referred to the appropriate offices listed below.

## Main Committees of the General Assembly

Pursuant also to rule 30, the First Committee, the Special Political and Decolonization (Fourth) Committee, the Second Committee, the Third Committee, the Fifth Committee and the Sixth Committee elected their respective Chairs. See under each Main Committee for details.

### First Committee

	Ext.	Fax	Room
<i>Chair:</i> <a href="http://www.un.org/en/ga/maincommittees/index.shtml">http://www.un.org/en/ga/maincommittees/index.shtml</a>			
<i>High Representative for Disarmament Affairs</i>			
Ms. Angela Kane	3.2410	3.4066	S-3174
<i>Secretary of the First Committee</i>			
Mr. Kenji Nakano	3.5411	3.5305	S-3056
<i>Secretary of the Disarmament Commission<sup>3</sup></i>			
Ms. Sonia Elliott	3.2338	3.5305	S-3061

<sup>3</sup> The Disarmament Commission works in close cooperation with the First Committee and has similar agenda items on disarmament and international security issues.

## Special Political and Decolonization Committee (Fourth Committee)

	Ext.	Fax	Room
<i>Chair:</i> <a href="http://www.un.org/en/ga/maincommittees/index.shtml">http://www.un.org/en/ga/maincommittees/index.shtml</a>			
<i>Under-Secretary-General for Peacekeeping Operations</i>			
Mr. Hervé Ladsous	3.8079	3.9222	S-3571
<i>Under-Secretary-General for Field Support</i>			
Ms. Ameera Haq	3.2199	3.1379	S-3576
<i>Under-Secretary-General for Political Affairs</i>			
Mr. Jeffrey Feltman	3.5055	3.5065	S-3516
<i>Under-Secretary-General for Communications and Public Information</i>			
Mr. Peter Launsky-Tieffenthal	3.2912	3.4361	S-1008
<i>Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Gaza</i>			
Mr. Filippo Grandi	3.2255	7.1988	DC1-1265 <sup>4</sup>
<i>Secretary of the Special Political and Decolonization Committee</i>			
Ms. Emer Herity	7.5816	3.5305	S-3064

## Second Committee

	Ext.	Fax	Room
<i>Chair:</i> <a href="http://www.un.org/en/ga/maincommittees/index.shtml">http://www.un.org/en/ga/maincommittees/index.shtml</a>			
<i>Under-Secretary-General for Economic and Social Affairs</i>			
Mr. Wu Hongbo	3.5958	3.1010/3.4324	S-2922
<i>Under-Secretary-General and High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States</i>			
Mr. Gyan Chandra Acharya	3.9078	3.0419	S-3266
<i>Executive Secretary of the Economic Commission for Europe (ECE), Geneva</i>			
Mr. Sven Alkalaj	3.6905	3.1500	S-1213
<i>Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok</i>			
Ms. Noeleen Heyzer	3.6905	3.1500	S-1213

<sup>4</sup> New York offices: DC1 = One United Nations Plaza; DC2 = Two United Nations Plaza, H = UNICEF House.

	Ext.	Fax	Room
<i>Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC), Santiago</i>			
Ms. Alicia Bárcena	3.6905	3.1500	S-1213
<i>Executive Secretary of the Economic Commission for Africa (ECA), Addis Ababa</i>			
Mr. Carlos Lopes	3.6905	3.1500	DC2-1862 <sup>5</sup>
<i>Executive Secretary of the Economic and Social Commission for Western Asia (ESCWA), Beirut</i>			
Ms. Rima Khalaf	3.6905	3.1500	S-1213
<i>Executive Director of the United Nations Children's Fund (UNICEF)</i>			
Mr. Anthony Lake	5.7028	5.7758	H-1380 <sup>5</sup>
<i>Executive Director of the World Food Programme</i>			
Ms. Ertharin Cousin			733 3rd Avenue 23rd Floor
	646-556-6901	646-556-6932	
<i>Secretary-General of the United Nations Conference on Trade and Development (UNCTAD), Geneva</i>			
Mr. Mukhisa Kituyi	3.4319	3.0027	DC2-1120 <sup>5</sup>
<i>Administrator of the United Nations Development Programme (UNDP)</i>			
Ms. Helen Clark	906-5791	906-5778	DC1-2128 <sup>5</sup>
<i>Executive Director of the United Nations Population Fund (UNFPA)</i>			
Mr. Babatunde Osotimehin			NB-6120 605 3rd Avenue
	212-297-5111	212-297-4911	
<i>Executive Director of the United Nations Environment Programme (UNEP), Nairobi</i>			
Mr. Achim Steiner	3.2111	3.7341	DC2-0816 <sup>5</sup>
<i>Executive Director of the United Nations Institute for Training and Research (UNITAR), Geneva</i>			
Sally Fegan-Wyles (Acting)	3.9683	3.9686	DC1-0603 <sup>5</sup>
<i>Rector of the United Nations University (UNU), Tokyo</i>			
Dr. David Malone	3.6345	212-371-2144	DC2-2060 <sup>5</sup>
<i>Under-Secretary-General, Executive Director of the United Nations Human Settlements Programme</i>			
Mr. Joan Clos	3.4200	3.8721	DC2-0943 <sup>5</sup>
<i>Secretary of the Second Committee</i>			
Ms. Jennifer De Laurentis	3.4640	3.5935	S-1278

<sup>5</sup> New York offices: DC1 = One United Nations Plaza; DC2 = Two United Nations Plaza, H = UNICEF House.



### Third Committee

	Ext.	Fax	Room
<i>Chair:</i> <a href="http://www.un.org/en/ga/maincommittees/index.shtml">http://www.un.org/en/ga/maincommittees/index.shtml</a>			
<i>Director-General of the United Nations Office at Vienna, and Executive Director of the United Nations Office on Drugs and Crime</i>			
Mr. Yuri Fedotov	3.5631	3.4185	DC1-0613 <sup>6</sup>
<i>Under-Secretary-General for Economic and Social Affairs</i>			
Mr. Wu Hongbo	3.5958	3.1010/ 3.4324	S-2922
<i>Executive Director of the United Nations Children's Fund (UNICEF)</i>			
Mr. Anthony Lake	5.7028	5.7758	H-1380 <sup>6</sup>
<i>United Nations High Commissioner for Human Rights, Geneva</i>			
Ms. Navanethem Pillay	3.5931	3.4097	S-1311
<i>United Nations High Commissioner for Refugees (UNHCR), Geneva</i>			
Mr. António Manuel de Oliveira Guterres	3.6200	3.0074	DN-3000 <sup>6</sup>
<i>Under-Secretary-General/Executive Director of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women)</i>			
Ms. Phumzile Mlambo-Ngcuka	646-781-4502	646-781-4567	DN-0409 <sup>6</sup>
<i>Special Representative of the Secretary-General for Children and Armed Conflict</i>			
Ms. Leila Zerrougui	3.3178	3.0807	S-3161A
<i>Special Representative of the Secretary-General on Violence against Children</i>			
Ms. Marta Santos Pais	212-824-6567	212-824-6903	633 3rd Ave 6th Floor
<i>Secretary of the Third Committee</i>			
Mr. Otto Gustafik	3.9963	3.5935	S-1279

<sup>6</sup> New York offices: DC1 = One United Nations Plaza; DC2 = Two United Nations Plaza, H = UNICEF House, DN = Daily News Building.

## Fifth Committee

	Ext.	Fax	Room
<i>Chair:</i> <a href="http://www.un.org/en/ga/maincommittees/index.shtml">http://www.un.org/en/ga/maincommittees/index.shtml</a>			
<i>Under-Secretary-General for Management</i>			
Mr. Yukio Takasu	3.8227	3.8424	L-0303 <sup>7</sup>
<i>Under-Secretary-General for Internal Oversight Services</i>			
Ms. Carman L. Lapointe	3.6196	3.7010	S-0908
<i>Assistant Secretary-General for Programme Planning, Budget and Accounts, and Controller</i>			
Ms. Maria Eugenia Casar	7.9949	3.8061	S-2111
<i>Assistant Secretary-General for Human Resources Management</i>			
Ms. Catherine Pollard	3.8081	3.1944	S-1918
<i>Assistant Secretary-General for Central Support Services</i>			
Mr. Stephen Cutts	3.5569	3.4168	S-2069
<i>Assistant Secretary-General and Executive Director, Capital Master Plan</i>			
Mr. Michael Adlerstein	3.1889	7.5377	L-0303 <sup>7</sup>
<i>Assistant Secretary-General for Information and Communications Technology, Chief Information Technology Officer</i>			
Ms. Atefeh Riazi	3.8975	7.9766	S-1335
<i>Secretary of the Fifth Committee</i>			
Ms. Sharon Van Buerle	3.2021	3.0360	L-0321 <sup>7</sup>

## Sixth Committee

	Ext.	Fax	Room
<i>Chair:</i> <a href="http://www.un.org/en/ga/maincommittees/index.shtml">http://www.un.org/en/ga/maincommittees/index.shtml</a>			
<i>Under-Secretary-General for Legal Affairs, The Legal Counsel</i>			
Mr. Miguel de Serpa Soares	3.5338	3.6430	S-3620
<i>Assistant Secretary-General for Legal Affairs</i>			
Mr. Stephen Mathias	3.5528	3.6430	S-3624
<i>Secretary of the Sixth Committee</i>			
Mr. George Korontzis	3.5331	3.1963	DC2-0570 <sup>7</sup>

<sup>7</sup> New York offices: L = Library; DC2 = Two United Nations Plaza.

## Economic and Social Council

The Bureau of the Economic and Social Council is elected by the Council at large at the beginning of each annual session. The Bureau's main functions are to propose the agenda, draw up a programme of work and organize the session with the support of the ECOSOC secretariat. Information on the Council is available electronically at [www.un.org/docs/ecosoc](http://www.un.org/docs/ecosoc).

The President of the Economic and Social Council is elected in January of each year.

### Office of the President

The office is located on the second floor of the Conference Building (CB-0246).

### Secretariat arrangements for the Economic and Social Council

The Chief of the ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division, Department for General Assembly and Conference Management (DGACM), coordinates the work of the Council, and assumes direct responsibility for the management of plenary meetings and the meetings of the subsidiary bodies of the Council.

Substantive responsibility for the work of the Council and its subsidiary bodies is coordinated by the Director, Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs.

### Plenary meetings of the Economic and Social Council

	Ext.	Fax	Room
<i>ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division</i>			
<i>Chief and Secretary of the Council:</i>			
Ms. Jennifer De Laurentis	3.4640	3.5395	S-1278
<i>Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs</i>			
<i>Director:</i>			
Mr. Navid Hanif e-mail: <a href="mailto:hanif@un.org">hanif@un.org</a>	3.8415	3.1712	S-2571

## Other organs

### Credentials Committee

	Ext.	Fax	Room
<i>Under-Secretary-General for Legal Affairs, The Legal Counsel</i>			
Mr. Miguel de Serpa Soares	3.5338	3.6430	S-3620
<i>Secretary, Mr. Stadler Trengove</i>	3.1107	3.6430	S-3604

### Advisory Committee on Administrative and Budgetary Questions

	Ext.	Fax	Room
<i>Executive Secretary, Ms. Shari Klugman</i>	3.7456	3.6943	CB-0169

### Committee on Contributions

	Ext.	Fax	Room
<i>Secretary, Mr. Lionelito Berridge</i>	3.5306	FF-0610	

### Ad Hoc Committee of the General Assembly for the Announcements of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East

	Ext.	Fax	Room
<i>Secretary, Ms. Emer Herity</i>	7.5816	3.5305	S-3064

## III. Conference services

### Meetings services

DGACM is responsible for providing the following meeting services to meetings held in conference rooms located in the North Lawn Building and in the General Assembly Building:

- Interpretation.
- Meeting records.
- Editing.
- Translation.
- Reproduction.
- Distribution of documents.

Contact to answer general enquiries on meeting services: Meetings Management Section (MMS) (room S-1236, ext. 3.8114 or 3.7351)

Contact to answer general enquiries regarding documents: Documents Control (room AB-903, ext. 3.6579)

### Programme of meetings

Prepared by the Meetings Management Section (MMS) (ext. 3.8114 or 3.7351), the daily programme of meetings for the following day with information on conference rooms is printed in the *Journal* (see page 25). This information is displayed on electronic screens alongside the corridors.

All authorized requesting parties, including Permanent Missions to the United Nations, wishing to book conference rooms and interpretation services should contact the MMS programme team (at the numbers mentioned above) to ascertain availability of services and to receive a prebooking confirmation through e-Meets 2.0. Receipt of a prebooking confirmation through e-Meets 2.0 does not automatically guarantee approval of conference-servicing facilities. Confirmation of meeting requests by the Meetings Management Section is also done via e-Meets.

## **Duration of meetings**

As a rule, morning meetings are scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m.

*Punctuality:* Owing to the heavy demand for meetings and the limited facilities available, it is essential that meetings should start on time and that the above schedule be respected to the fullest extent possible. Therefore, delegations are urged to be present at the meetings on time.

*Scheduling of meetings:* It is advisable to schedule related meetings consecutively whenever possible, to ensure the maximum utilization of available services. For ease of transition, however, there should be a short gap between unrelated meetings.

*Cancellations:* In the event a scheduled meeting is cancelled, the organizers are urged to inform MMS immediately to enable re-allocation of resources.

Meetings of regional and other major groupings of Member States and other informal meetings can be accommodated only if and when services originally earmarked for meetings of Charter or mandated bodies are released.

## **Use and care of United Nations electronic equipment**

Delegates and other meeting participants are requested not to place food, water and other liquids on tables or surfaces in conference rooms where simultaneous interpretation audio systems are installed. Spillages might occur thus causing serious malfunction. Care should also be taken in utilizing microphones, channel selectors, voting switches and audio earphones as these are sensitive electronic devices. Placing a cellular phone near the microphone may also interfere with the sound quality.

## **Use of cameras and cellular phones**

Members of delegations are reminded that no photographs are allowed in conference rooms or in the General Assembly Hall and that Security will be instructed to strictly enforce this rule. Members are also reminded to refrain from making or accepting cellular phone calls at their delegation tables (see page 26).

## **Seating protocol according to the first seat**

The Secretary-General on 14 June 2013 drew the name of Croatia among the Member States to occupy the first seat in the General

Assembly Hall during the sixty-eighth session of the General Assembly. Consequently, the delegation of Croatia will be seated at the first desk in the front row at the right of the President. Delegations of the other Member States will follow in the English alphabetical order of names, in accordance with established practice. The same seating arrangement applies to meetings of the Main Committees.

*Copies of the floor plan will be available at the Documents Counter located in room NL-01006 (ext. 3.7373).*

## **Journal of the United Nations (room CB-0304)**

All queries may be made from 3 p.m. onwards at ext. 3.3888.

The *Journal of the United Nations* is issued daily on working days in English and French. During the main part of the General Assembly session, it is published in the six official languages (Arabic, Chinese, English, French, Russian and Spanish).

The *Journal* is available on the website of the United Nations, the Official Document System (ODS), Twitter ([www.twitter.com/Journal\\_UN\\_ONU](http://www.twitter.com/Journal_UN_ONU)) and Facebook (Journal of the United Nations), or by e-mail subscription ([undocs.org](http://undocs.org)). It features:

- (a) Programme of meetings and agenda;
- (b) Summary of meetings;
- (c) Signatures and ratifications for multilateral treaties deposited with the Secretary-General;
- (d) Announcements;
- (e) Daily list of and direct link to documents issued at Headquarters;
- (f) List of Chairs of regional groups for each month;
- (g) List of websites.

Material for insertion in the *Journal* should be communicated by e-mail ([journal@un.org](mailto:journal@un.org)). The deadline for the inclusion of all material for the *Journal* issue of the next day is *6.30 p.m. for the programme of meetings and 7 p.m. for the summaries.*

## **Interpretation**

- (a) Statements made in any of the six official languages of the United Nations are interpreted into the other official languages: *for written statements* it is essential that the delegations provide interpreters with copies of their texts to the Meetings Servicing Assistant in order to ensure the quality of the interpretation

(see page 28). Speakers are requested to deliver the statement at a speed that is interpretable.

- (b) In cases where statements are made *in a language other than the official languages* (rule 53 of the rules of procedure of the General Assembly): 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”, 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 throughout the translated text and to ensure synchronization between the speaker and the interpreter.

### **Written translations of statements delivered in official languages**

“Read out verbatim” or “check against delivery”, should be specified on the first page of the text when delegations provide a written translation of their statement. For written texts provided in more than one official language, delegations should indicate clearly which of these is to be accepted as the official text.

*Read out verbatim:* interpreters will follow the translation. Therefore, any deviation from the text on the part of the speaker, including omissions and additions, *are unlikely to be reflected in the interpretation.*

*Check against delivery:* interpreters will follow the speaker and not the translation. If the speaker deviates from the text, delegations should be aware that the interpretation heard by the audience will not necessarily correspond to the translation that they may have distributed to the audience and the press.

*Microphones* start to operate only when the representative taking the floor has been called upon to speak and the delegate has pushed the button. To ensure the best possible recording and interpretation of the statement, representatives should speak directly and clearly into the microphone, particularly when giving figures, quotations or highly technical material, or when reading from a prepared text (see also page 28). Tapping on the microphone to test if it is working, turning pages and making or answering cellular phone calls should be avoided (see page 24).



*Delivering the statement:* 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,<sup>1</sup> 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.

## Records of meetings

Meeting records are provided for the plenary meetings of principal organs, for meetings of the Main Committees of the General Assembly and, on a limited and selective basis, for meetings of certain other bodies. Meeting records are in two forms: verbatim records (PVs) or summary records (SRs). The records are prepared by the Secretariat and are subject to correction by delegations. *However, corrections that add to, or alter the sense of, a statement as actually delivered cannot be accepted.*

- PVs cover the proceedings *in extenso* utilizing interpretations for languages other than the original.

Delegates are advised that if any portion of a written statement is not actually read out, it will not appear in the record of that meeting.

- SRs cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention, or to reproduce statements textually.

The provision of written records (verbatim or summary) for United Nations bodies is regulated by a number of decisions of the General Assembly and other principal organs.

In addition, sound recordings of meetings are made and may be consulted (see page 54).

### Corrections to meeting records

- *Corrections to PVs:* Chief, Verbatim Reporting Service, room U-506.
- *Corrections to SRs:* Chief, Documents Control Unit ([srcorrections@un.org](mailto:srcorrections@un.org)).

Corrections should be in the form indicated in the corrections footnote on the front page of the PV or SR. If corrections are inserted

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<sup>1</sup> For instance, the normal speed in English is 100 to 120 words per minute.

in a copy of the record, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, when the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

- *Corrections to PVs* should be limited to errors and omissions in statements as actually delivered, that is, in the original language. When a request is submitted for a correction, a check is made against the sound recording of the relevant speech.
- *Corrections to SRs* should not cover points of style, nor include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

### **Issuance of corrections**

Records of United Nations bodies are reissued electronically, and posted on the Official Document System (<http://documents.un.org/>) in corrected form..

## **Copies of prepared texts of statements in plenary meetings and in meetings of the Main Committees**

A minimum of 30 copies of the text of statements to be delivered at the high-level meetings and the general debate should be submitted in advance to the Conference Officers; failing this, delegations are urged to provide 10 copies for the interpreters before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, the specialized agencies, interpreters, verbatim reporters and press officers, 350 copies are required. Delegations who wish to circulate their statements electronically through the e-services portal offered by the Secretariat may send them at least two hours in advance to an e-mail address to be announced in the *Journal of the United Nations* or present a copy of the statement for scanning and uploading to the portal.

Given the security arrangements in place for the high-level meeting and the general debate, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass.

## **Copies of prepared texts of statements in meetings of the Security Council**

Delegations are strongly encouraged to provide the Secretariat with copies of prepared texts of statements to be delivered in the Security Council. Such copies will be delivered to the interpreters and the Verbatim Reporting Service to enhance the accuracy and efficiency of the services offered and expedite the issuance of the official records.

## **Documents facilities**

### **Translation and reproduction of documents**

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of Documents Control is not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

- (a) The “General” series;
- (b) The “Limited” (L) series followed by the serial number: this series comprises documents of a temporary nature such as draft resolutions and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked “Provisional” are translated and reproduced immediately by special arrangements and distributed to participants only. Edited texts and revised translations are issued later;
- (c) The “Restricted” (R) series followed by the serial number: this series contains only those documents whose content requires at the time of issuance that they should not be made public;
- (d) Conference room papers (CRPs) or working papers (WPs): are informal papers, in one or more languages, used in the course of a meeting and distributed only to participants and other interested recipients attending the meetings.

### **Distribution of documents for delegations**

Delegations’ pick-up area is located at the service entrance to the North Lawn complex from 7.30 a.m. to 9.30 a.m. on weekdays.

Special requests for distribution should be addressed to the Chief of the Publishing Section (room GA-3B704C, ext. 3.1807).

The daily list of documents distributed at Headquarters is issued in the *Journal*. Documentation distributed daily to delegations in accordance with stated requirements will be available for pick-up at the address above.

The Documents Counter located in room NL-01006 on the first floor of the North Lawn Building (ext. 3.7373) is open for secondary requests during working hours on weekdays.

A limited number of copies of documents containing draft proposals for action during the meetings in progress will be available in the conference rooms.

To obtain hard copies of any documents, please contact the Publishing Section via e-mail at: [publishing@un.org](mailto:publishing@un.org) with the following specific instructions: document symbol, languages required, quantity of each document, and your physical delivery address.

Only United Nations documents may be distributed during the meetings (see FAQ/3).

Electronic versions of official documents can be accessed from the United Nations Official Document System (ODS) free of charge by all Permanent Missions to the United Nations and other government offices. Documents in all official languages stored in the official document system are indexed following the structure of the United Nations Bibliographic Information System (UNBIS) and can be retrieved for viewing, printing and/or downloaded (see pages 46-47).

Information on the Official Document System can be requested from ext. 3.6439.

### **Communications from Member States for issuance as a document of the General Assembly**

Delegations requesting issuance of communications as documents of the General Assembly should ensure that they are addressed to the Secretary-General and/or the President of the General Assembly, and signed by the Permanent Representative or Chargé d'affaires of the Permanent Mission to the United Nations. The communications should indicate the session of the General Assembly, and the number and title of the agenda item under which circulation is requested, using the latest agenda.<sup>2</sup>

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<sup>2</sup> **A/68/150 or A/68/251.** While the General Assembly is in session, communications will bear the symbol of the Main Committees if the agenda item(s) under which circulation is requested are allocated to a specific Committee.

Electronic versions in Microsoft Word should be sent to [dpu-dgacm@un.org](mailto:dpu-dgacm@un.org), so as to facilitate the processing of communications. If versions in any other United Nations official languages are available, they should be included with a clear indication of the original language and/or which language versions are to be used for reference only. Materials that are easily accessible to the public on websites or through the media, such as statements, press releases and images, should be cited rather than included in the communications.

**Further information**

Referring to: DGACM/CPCS/2008/1

Phone: 917-367-5895

E-mail: [dpu-dgacm@un.org](mailto:dpu-dgacm@un.org)



## IV. Media, public and library services

### Spokesperson for the Secretary-General

	Ext.	Room
<i>Spokesperson for the Secretary-General</i>		
Mr. Martin Nesirky	3.6172	S-0233
<i>Deputy Spokesperson</i>	3.1104	S-0234
<i>Press inquiries</i>	3.7160/3.7161/3.7162	S-0222-S-0226

### Press conferences

Requests for press conferences should be addressed to the Office of the Spokesperson for the Secretary-General (room S-0226, ext. 3.7160, 3.7161 and 3.7162).

### Services to correspondents

*Daily press briefings*: are given at noon in the Press Briefing Room (S-0237) by the Spokesperson for the Secretary-General. During General Assembly sessions, the Spokesperson for the President of the General Assembly also briefs the press on Assembly matters. These daily briefings are webcast live and are archived for on-demand viewing immediately afterwards ([www.un.org/webcast](http://www.un.org/webcast)). Highlights of the noon briefing can be found on the website of the Spokesperson's Office ([www.un.org/news/ossq/hilites.htm](http://www.un.org/news/ossq/hilites.htm)). For other services, see [www.un.org/news/ossq](http://www.un.org/news/ossq).

*For additional services to correspondents, please see pages 35-36.*

*Working facilities for correspondents* are provided in the press area on the 4th floor of the Secretariat Building and, *from 23 September to 4 October 2013 only*, a press area will be available in Conference Room 1 in the North Lawn Building.

## Public information

The Department of Public Information (DPI) provides a wide range of services to representatives of the media, NGOs and the general public.

	Ext.	Room
<i>Under-Secretary-General for Communications and Public Information</i>		
Mr. Peter Launsky-Tieffenthal	3.2912	S-1008
<i>News and Media Division</i>		
<i>Director</i> , Mr. Stéphane Dujarric	3.6945	S-1056
<i>News and Content</i>		
<i>Deputy Director</i> , Mr. Alex Taukatch	3.7158	S-1166
<i>News Services Section</i> (United Nations News Centre, <a href="http://www.un.org/news">www.un.org/news</a> )		
<i>Acting Chief</i> , Ms. Mita Hosali	3.6447	S-1142
<i>Radio Section</i>		
<i>Acting Chief</i> , Ms. Laura Kwiatkowski	3.7004	S-1160
<i>TV Section</i>		
<i>Chief</i> , Mr. Chaim Litewski	3.6952	S-1069
<i>UN Webcast Unit</i> ( <a href="http://webtv.un.org">webtv.un.org</a> )		
<i>Chief</i> , Mr. Andreas Damianou	3.6733	S-1101
<i>Web Services Section</i> (United Nations website information, <a href="http://www.un.org">www.un.org</a> )		
<i>Chief</i> , Mr. Peter Dawkins	3.6974	IN-0509D
<i>Operations</i>		
<i>Acting Deputy Director</i> , Ms. Michele DuBach	3.6957	S-1057
<i>Audiovisual Services Section</i>		
<i>Chief</i> , Mr. Hak-Fan Lau	3.2123	S-1049
<i>TV News and Facilities Unit</i>		
<i>Chief</i> , Mr. David Woodie	3.9399	NL-2058I
<i>Partnerships Unit</i>		
<i>Information Officer</i> , Ms. Takako Nagumo	7.5007	IN-0931B
<i>Press Service</i>		
<i>Chief</i> , Ms. Hua Jiang	3.9653	S-0409
<i>Meetings Coverage Section (Press Releases)</i> For English: <a href="http://www.un.org/en/unpress">www.un.org/en/unpress</a> For French: <a href="http://www.un.org/fr/unpress">www.un.org/fr/unpress</a>		
<i>Chief</i> , Mr. Collinet Finjap Njinga	3.5850	S-0455



	Ext.	Room
<i>Media Accreditation and Liaison Unit</i> <i>www.un.org/media/accreditation</i>	3.6934	
Chief, Ms. Isabelle Broyer	3.6937	S-0250
<i>Media Documents Centre, mdc@un.org</i> Ms. Sylvie Cohen	3.8711	S-0219
<i>Strategic Communications Division</i> Director, Ms. Deborah Seward	3.6867	S-1007
<i>Communications Campaigns Service</i> Chief, Ms. Margaret Novicki	7.3214	S-1036
<i>Information Centres Service</i> Chief, Mr. Hiro Ueki	3.5150	IN-0518
<i>Outreach Division</i> Director, Mr. Maher Nasser	3.3064	S-0956
<i>Partnerships and Public Engagement</i> Deputy Director Committee on Information Secretary United Nations Academic Impact initiative Chief, Mr. Ramu Damodaran	3.6173	S-0937
<i>Administration and Management</i> Deputy Director Ms. Lena Dissin	3.4930	S-0942

### Press releases, distribution of speeches

The Meetings Coverage Section prepares:

- Press release summaries in English and French of most open meetings held at United Nations Headquarters usually available within hours of the end of the meetings.
- Releases on United Nations conferences and meetings held in other parts of the world. These releases, prepared for the use of information media, also contain background information, but are not official records.
- English press releases are available on the United Nations website at: [www.un.org/en/unpress/](http://www.un.org/en/unpress/).
- French press releases are at [www.un.org/fr/unpress/](http://www.un.org/fr/unpress/).

The Media Documents Centre (S-0219 to S-0221, ext. 3.7166).

Accredited correspondents may obtain press releases, links to documents, press kits and other United Nations materials from the office above.

Delegations wishing to provide texts of speeches or press releases to accredited correspondents should bring 25 copies to the above address where they will be disseminated to the media. These texts must be dated and issued on the letterhead of the mission.

Delegations wishing to have their statements (made during the general debate of the General Assembly, special sessions or other major events at Headquarters) posted on the United Nations website should contact Ms. Sophie Farigoul, Chief of the French language unit, Web Services Section as early as possible at (ext. 3.5148).

The “Global Issues” pages provide one-stop access to information on 30 major topics ([www.un.org/en/globalissues](http://www.un.org/en/globalissues)). A list of street and e-mail addresses, telephone and fax numbers of United Nations Permanent Missions is available at [www.un.org/en/members](http://www.un.org/en/members).

The audiovisual pages at [www.unmultimedia.org](http://www.unmultimedia.org) provide access to audio news files from United Nations radio, as well as to video products and photos. The United Nations website also offers access to research tools and links to the home pages of other parts of the United Nations system.

*Additional information can be obtained from the Web Services Section (ext. 3.0780).*

### **Accreditation and liaison to correspondents, film and television crews and photographers**

The Media Accreditation and Liaison Unit (room S-0250, ext. 3.6937/4, fax 3.4642), besides accreditation and liaison, provides the following services:

Arrangements for pool coverage during visits of Heads of State or Government. Clearance to film/TV crews and photographers for location filming. *These requests should be made in advance in writing* and faxed to 212-963-4642 or e-mailed to: [MALU@un.org](mailto:MALU@un.org).

### **Communications campaigns and focal points**

Strategic Communications Division, Director’s Office (room S-1007, ext. 3.6867). This Division develops and coordinates strategic communications campaigns on priority issues, including major United Nations conferences and observances. For more detailed information, contact the Chief of the Communications Campaigns Service

(room S-1036, ext. 7.3214). Some of the Department's thematic websites are listed below:

- Gateway to the United Nations system's work on the Millennium Development Goals and the post-2015 development agenda:  
[www.un.org/millenniumgoals/](http://www.un.org/millenniumgoals/)
- The Future We Want campaign on sustainable development  
[www.un.org/futurewewant](http://www.un.org/futurewewant)
- Gateway to the United Nations System's work on climate change: [www.un.org/climatechange/](http://www.un.org/climatechange/)
- UNiTE to End Violence Against Women:  
[www.un.org/en/women/endviolence](http://www.un.org/en/women/endviolence)
- Gateway to United Nations peacekeeping:  
<http://www.un.org/en/peacekeeping/>
- Gateway to United Nations action to counter terrorism:  
<http://www.un.org/terrorism>

### **Social media**

Updates are provided on Facebook, Flickr, Google+, Pinterest, Sina Video, Tencent Video, Tudou, Twitter, VKontakte, WeChat, Weibo, Youku, YouTube and more.

- Room S-1038
- Ext. 7.7083
- Email: [socialmedia@un.org](mailto:socialmedia@un.org)
- [www.un.org/social](http://www.un.org/social)

### **Publications**

- Peacekeeping
- Human rights
- Economic and social development
- Developments in Africa
- Question of Palestine
- Press kits
- Brochures
- Feature articles
- Educational materials

All the above are available at [www.un.org](http://www.un.org).

- Charter of the United Nations (in the six official languages) and Statute of the International Court of Justice (available at [www.un.org/en/documents/charter](http://www.un.org/en/documents/charter))

- Universal Declaration of Human Rights
- International Bill of Human Rights (including the Universal Declaration and the International Covenants on Civil and Political Rights and on Economic, Social and Cultural Rights)

Some of the Department’s publications are listed below:

***Thematic publications***

	Ext.	Fax	Room
<i>Africa Renewal (quarterly magazine)</i>			
africarenewal@un.org www.un.org/africarenewal	3.6857	3.4556	S-1033
<i>United Nations Peace Operations: Year in Review (annual periodical)</i>			
E-mail: narulas@un.org	3.1262 3.3944	3.9737	S-1078
<i>Peace and Security updates</i>			
Facts and figures, background notes and other materials about United Nations work on peacekeeping, peacebuilding, peacemaking and disarmament.			
E-mail: narulas @un.org www.un.org/peace	3.1262 3.3944	3.9737	S-1078

***Institutional publications***

	Ext.	Fax	Room
<i>UN Chronicle (quarterly journal)</i>			
Issues and activities of concern to the United Nations system			
E-mail: un-chronicle@un.org www.un.org/chronicle	3.8262	7-6075	S-0920
<i>Yearbook of the United Nations (annual compendium)</i>			
Covers all major activities of the United Nations system and includes full texts of General Assembly, Security Council and Economic and Social Council resolutions.			
E-mail: unyearbook@un.org	3.6874	7.6075	S-0927
<i>Basic Facts about the United Nations</i>			
A comprehensive reference tool providing an overview of the history and ongoing efforts of the entire United Nations system.			
E-mail: sebesta@un.org	3.0405	3.8013	S-0932
<i>60 Ways the United Nations Makes a Difference</i>			
Through brief and specific examples, this online publication provides clear illustrations of some of the most important achievements and activities of the United Nations system from 1945 until today.			
E-mail: bellando@un.org www.un.org/un60/60ways	3.8275	7.6075	S-0935

	Ext.	Fax	Room
<i>The United Nations Making a Difference 2013 calendar</i>			
This educational wall calendar, issued in all official languages, highlights the work of the Organization to benefit the people of the world. Each month features a short description of specific activities and a photograph of the United Nations in action.			
E-mail: <a href="mailto:placencia@un.org">placencia@un.org</a> .	7.4476	7-6075	S-0931
<i>DPI/NGO Relations section website:</i> <a href="http://outreach.un.org/ngorelations">http://outreach.un.org/ngorelations</a>			
<i>Directory of non-governmental organizations (NGOs) associated with DPI</i> <a href="http://outreach.un.org/ngorelations/membership/dpinggo-relations">http://outreach.un.org/ngorelations/membership/dpinggo-relations</a>			
<i>UN at a Glance</i>			
<a href="http://www.un.org/aboutun">www.un.org/aboutun</a>	3.4475	3.0071	

### United Nations publications

- *E-mail:* [publications@un.org](mailto:publications@un.org)
- *Website:* [www.un.org/publications](http://www.un.org/publications)

United Nations publications are available in bookshops, through online retailers, at the United Nations Bookshop and from the United Nations publications e-commerce site ([www.un.org/publications](http://www.un.org/publications)). Popular United Nations titles are also available as e-books and mobile apps. In addition, United Nations Development Business provides information on opportunities to supply products and services for projects financed by the United Nations, Member States and the world's leading development agencies.

	Tel.	E-mail
<i>Chief of Sales and Marketing</i> Ms. Valentina Kalk	3.8321	<a href="mailto:kalk@un.org">kalk@un.org</a>

### United Nations Development Business

- e-mail: [dbusiness@un.org](mailto:dbusiness@un.org)
- website: [www.devbusiness.com](http://www.devbusiness.com)

	Tel.	E-mail
<i>Chief of Development Business</i> Ms. Nina Brandt	7.9110	<a href="mailto:brandtn@un.org">brandtn@un.org</a>

## Radio and television services and facilities

The News and Media Division produces many products and offers diverse services, including some limited radio and television facilities to delegates and accredited journalists, when such facilities are available. All products are accessible from [www.unmultimedia.org](http://www.unmultimedia.org) or the respective URL addresses as indicated above. The latest news on United Nations-related developments can be found at the UN News Centre at [www.un.org/news](http://www.un.org/news). The Centre also features an e-mail news service and RSS feeds.

### United Nations Radio

United Nations Radio produces news content and feature programmes about the worldwide activities of the Organization every weekday in the six official languages, Portuguese and Kiswahili, for use by broadcasters around the world. These news stories can be heard on the United Nations website (<http://www.unmultimedia.org/radio/english/>). Also available on the website are weekly programmes produced in the official languages, as well as Bangla, French-Creole, Hindi, Indonesian and Urdu. For the very limited radio studio availability, contact United Nations Radio at ext. 3.7732, or 3.7005.

Audio recordings of statements made at meetings of the Organization's main bodies are available for download in digital format at [www.unmultimedia.org/radio/library](http://www.unmultimedia.org/radio/library). For queries, contact the Audio Library (room IN-0503C/D, ext. 3.9272 or 3.9269, fax: 212-963-4501, e-mail: [audio-library@un.org](mailto:audio-library@un.org)).

### Television and webcast

UNTV provides live feeds of meetings, conferences and special events at the United Nations Headquarters in New York. The UNTV coverage is sent to international news syndicators — APTN, Reuters, the European Broadcasting Union (EBU) — and to rebroadcast organizations such as Ascent Media/Waterfront and The Switch. For queries, contact the TV News and Facilities Unit (room NL-2058I, ext. 3.9399, e-mail: [woodie@un.org](mailto:woodie@un.org)). Daily programmes of UNTV are also webcast live daily at [www.un.org/webcast](http://www.un.org/webcast).

UNifeed produces broadcast-quality video files featuring breaking news stories and features on a variety of United Nations issues. It can be downloaded in both PAL and NTSC formats from [www.unmultimedia.org/tv/unifeed/](http://www.unmultimedia.org/tv/unifeed/) and is also made available to broadcasters twice daily (2145-2155 GMT and 0145-0155 GMT) via APTN's Global Video Wire (GVW).

Videotape duplications of UNTV's coverage of General Assembly and Security Council meetings and other events are also available for sale to delegates and broadcasters. For the General Debate and Security Council meetings, one DVD courtesy copy is provided free of charge for each country. Additional copies incur a charge of \$50 each. Current UNTV coverage and archival film and video materials dating back to 1945 can be ordered in NTSC DVD. Royalties, transfer and screening fees are collected as applicable; shipping and delivery costs are borne by the requesting parties. For queries, contact the Video and Film Library (room NL-2058L, ext. 3.0656. e-mail: video-library@un.org).

When available, studio facilities may be arranged for interviews or statements and satellite transmissions, which are paid by the requestor to an outside provider. *Requests for bookings must be made in advance.* For queries, contact the TV News and Facilities Unit (room NL-2058I, ext. 3.7650, e-mail: woodie@un.org).

The United Nations Webcast Unit provides daily live and on-demand Webcast coverage of meetings, briefings and events. The coverage is available to a global internet audience through the UNwebTV website at: <http://webtv.un.org>. The videos are accessible in Flash video format by any user with a computer and Internet access as well as in formats compatible with some mobile devices. In addition, the website allows Internet users to easily copy and paste any video from the UNwebTV website into their own websites and to share the videos through social media networks. Delegations can easily find on the website videos of statements made by their representatives. Depending on availability of resources, priority for live Webcast coverage is given to the following meetings/events: General Assembly meetings (six official languages and original language), Security Council meetings (six official languages and original language), Human Rights Council meetings (English and original language), Economic and Social Council meetings (English and original language), International Court of Justice (ICJ) hearings (English, French and original language), Daily Noon Press Briefing/Press conferences, Media Stakeouts and events in which the Secretary-General participates.

## **United Nations media partnerships**

The United Nations welcomes broadcast partnerships with the world's media organizations, including broadcasters, online news outlets and social media platforms. Programmes ready to air include

UNTV's award-winning series *21st Century* and *UN in Action*, and United Nations Radio's daily news and feature programmes. For queries, contact the Partnerships Unit, (room IN-0913N, ext. 3.5007, e-mail: [mediapartnerships@un.org](mailto:mediapartnerships@un.org)).

## **United Nations photos**

Photos documenting official United Nations meetings and the Organization's activities on various issues are available for download at [www.unmultimedia.org/photo](http://www.unmultimedia.org/photo). Photos may not be used in advertising or for any other commercial uses without prior authorization from the DPI Photo Library. For queries, contact the Photo Library (room S-1047, ext. 3.6927, e-mail: [photolib@un.org](mailto:photolib@un.org)).

## **Services provided by the network of United Nations information centres**

**Information Centres Service**  
(room IN-0518, ext. 3.5150) (<http://unic.un.org>).

Many of the services provided by offices at Headquarters are also available in individual Member States. DPI currently has 63 information centres (UNICs) and services around the world, including information services in Geneva and Vienna, the regional information centre (UNRIC) in Brussels, and information components in eight United Nations Offices.

## **Services to civil society**

### **ECOSOC**

The Non-Governmental Organizations Section of the Department of Economic and Social Affairs (DESA) (room DC1-1480, ext. 3.3192) acts as the focal point for NGOs in consultative status with the Economic and Social Council.

### **DPI**

The Department of Public Information's Outreach Division engages and educates people and their communities worldwide to encourage support for the ideals and activities of the United Nations. The Division's partnership and public engagement initiatives work with key constituencies, including NGOs, the academic community, private sector entities and the general public.



The public website “deleGATE” ([www.un.int](http://www.un.int)), which is updated by the iSeek team, informs delegates about meetings, elections, major reports, documents, international days, training opportunities and events at United Nations Headquarters. It also includes content from iSeek, the United Nations Intranet, in English and French. Password-protected pages provide access to information managed by the General Assembly committees, to the United Nations Headquarters telephone book and to a searchable directory of staff contact information.

### ***Advocacy and Special Events Section***

Within the Outreach Division, the Advocacy and Special Events Section is given the task of creating opportunities designed to highlight and explain the work and mandates of the United Nations. It includes the Creative Community Outreach Initiative, Messengers of Peace/Goodwill Ambassadors’ Programmes; the Holocaust and the United Nations Outreach Programme as well as a unit devoted to organizing special events such as concerts, film screenings, book launches and other activities.

- *Chief:* Mr. Jeffrey Brez  
([brez@un.org](mailto:brez@un.org), tel.: 212-963-0077 Twitter: @jeffbrez).
- Creative Community Outreach Initiative (CCOI):  
<http://outreach.un.org/ccoi/>  
Email: [dpcreative@un.org](mailto:dpcreative@un.org)
- Messenger of Peace and Goodwill Ambassadors Programme  
<http://www.un.org/sg/mop/>
- The Holocaust and the UN Outreach Programme  
<http://www.un.org/en/holocaustremembrance/>  
Facebook: [facebook.com/unhop](https://www.facebook.com/unhop)  
Twitter: @UNHOP  
YouTube: [youtube.com/holocaustremembrance](https://www.youtube.com/holocaustremembrance)

### ***Education Outreach Section***

The Education Outreach Cluster creates and disseminates youth-focused educational material on the United Nations for students and teachers at all educational levels to build long-term support for the Organization. The Section organizes international student video conferences for middle and high school and university students on priority issues on the UN agenda. It partners with and supports Model United Nations programmes by focusing on ‘training the trainers’ through the organization of Model UN workshops.

- *Chief:* Ms. Nathalie Leroy  
(leroy@un.org, tel. 917-367-8091)  
e-mail: education-outreach@un.org
- *Manager, Global Teaching and Learning Project:*  
Mr. William Yotive (yotive@un.org, 212-963-1400)  
e-mail: education-outreach@un.org  
www.cyberschoolbus.un.org
- Model UN workshop:  
Outreach.un.org/gmun

### ***United Nations Academic Impact initiative***

The United Nations Academic Impact initiative aligns institutions of higher education, scholarship and research with the United Nations, and with each other, to address priority issues before the United Nations, particularly the Millennium Development Goals. It provides a point of contact for ideas and initiatives relevant to the work of the Organization.

- *Chief:* Mr. Ramu Damodaran (damodaran@un.org, ext. 3.6173)  
Website: <http://academicimpact.org>  
Facebook: [www.facebook.com/ImpactUN](http://www.facebook.com/ImpactUN)  
E-mail: [academicimpact@un.org](mailto:academicimpact@un.org)

### ***NGO Relations Section***

The NGO Relations Section serves the informational needs of the NGO community in association with the Department of Public Information. The Section is committed to engaging and educating non-governmental organizations as well as civil society worldwide to build support for peace, development and human rights for all. It offers a wide range of services to NGOs, including the DPI/NGO Resource Centre, briefings on topics relevant to the United Nations and associated NGOs, and the United Nations DPI/NGO Conference.

- *Programme Officer,*  
Ms. Hawa Diallo (diallo9@un.org, ext. 7.9380)  
DPI/NGO Resource Centre, 801 UN Plaza, Room U-204,  
ext. 3.7234/ 3.7233/3.7232/7.7078  
Website: <http://outreach.un.org/ngorelations>  
Facebook: [www.facebook.com/UNDPINGOsPartners4Change](http://www.facebook.com/UNDPINGOsPartners4Change)  
Tumblr: <http://undpingospartners4change.tumblr.com>  
Twitter: <https://twitter.com/#!/undpingo>  
E-mail: [undpingo@un.org](mailto:undpingo@un.org)

### ***Publications and Editorial Section***

The Publications and Editorial Section (ext. 7.4776) is responsible for the *UN Chronicle*, the *Yearbook of the United Nations*, *Basic Facts about the United Nations*, the educational calendar *The United Nations Making a Difference* and several web and electronic publications on the United Nations system. Through these publications, it serves as a forum to encourage debate on global issues and to provide factual and accurate information on the Organization's activities.

### ***Secretariat of the Exhibits Committee***

Exhibits in the Visitors' Centre, 1B-DHL, inform about priority issues on the United Nations agenda and follow the guidelines of the United Nations Exhibits Committee. For more information, contact the Secretary of the Committee, tel.: 212-963-5455, fax: 212-963-0077, e-mail: [exhibitscommittee@un.org](mailto:exhibitscommittee@un.org).

### ***Visitors' Services***

- *Chief:* Elisabeth Waechter ([waechter@un.org](mailto:waechter@un.org), ext. 7.5485)  
Visitor Centre, DHL-1B 157  
Website: <http://visit.un.org>  
Facebook: <https://www.facebook.com/UNVisitorsCentre>

**Guided Tours:** *Monday through Friday from 9.45 a.m. to 4.15 p.m.* Tours are available in all six official languages, plus German, Italian, Japanese, Korean, Portuguese, Swedish, and more.

Due to CMP-related reductions in service, visitors are required to purchase tickets online at <http://visit.un.org>. For group bookings (30 persons or more) please contact reservations: 212-963-4440 or via e-mail: [unitg@un.org](mailto:unitg@un.org). Free tours for staff and delegates are available on every first and third Friday of the month at 9:30 a.m.. Call ext. 3-4475 for more information or to make a reservation.

Some of our tour guides and public information assistants from different parts of the world tweet in different languages about happenings at the the United Nations and, more specifically, on the tour route.

- [@visitUNAnkelit](#) tweets in English, French, Italian, and Tigrinya.
- [@visitUNFrancesc](#) tweets in English, French, and Italian.
- [@visitUNJack](#) tweets in English and Mandarin Chinese.
- [@visitUNJuliana](#) tweets in English and Portuguese.
- [@visitUNMaki](#) tweets in English and Japanese.
- [@visitUNMichael](#) tweets in English, Portuguese, and Spanish.

**Group Programmes/Speakers' Bureau** (room DHL-1B 162, ext. 3.7710, e-mail: [unitg@un.org](mailto:unitg@un.org)) arranges briefings by United Nations officials at Headquarters for visiting groups, as well as speaking engagements throughout the United States and Canada, for educational institutions, business associations, government representatives, journalists and civil society groups.

**Public Inquiries** (counter in Visitors' Centre DHL-1B, ext. 3.4475, e-mail: [inquiries2@un.org](mailto:inquiries2@un.org)) provides information about the United Nations and its activities in response to queries from the public and distributes information materials. Topical fact-sheets and answers to frequently asked questions (FAQs) can be accessed at <http://visit.un.org>.

***Reham Al-Farra Memorial Journalists' Fellowship Programme***

- *Programme Coordinator:*  
Mr. Zvi Muskal ([muskal@un.org](mailto:muskal@un.org), tel: 917-367-5142)  
Website: [www.un.org/en/media/fellowship/](http://www.un.org/en/media/fellowship/)

***Dag Hammarskjöld Library***

- Corner of 42nd Street and First Avenue  
Open Monday to Friday during Secretariat working hours.  
'Ask the Library':  
<http://ask.un.org/q.php>  
Email: [library-ny@un.org](mailto:library-ny@un.org)  
Telephone: 3.7412

Information research support to the Permanent Missions is the Library's first priority. The Library offers:

- High-quality information resources online and in its reading rooms;
- Comprehensive service for UN documents and publications from 1945 to the most recent;
- Training for Missions to do their own information research;
- Professional information research services to meet delegates' needs.

The Library provides information support and assistance to the Permanent Missions and the Secretariat of the United Nations, including:

- United Nations documents and publications in all official languages and League of Nations documents in English and French
- Resources from the specialized agencies, governments and other sources

- Online journals and databases
- Publications about the United Nations and on issues related to the current United Nations work programme
- Statistical data
- Maps and atlases

Workstations for online research are available in the reading room on the first floor of the Library (L-0105), the Economic and Social Affairs Library (DC2-1143), the Legal Library (M-10004) and the Map Library (DN-2436). Wireless Internet access is available at all locations.

### ***Training for delegations***

The Library offers the following training:

- Management and use of United Nations documentation, including the ODS.
- Use of United Nations and external online databases and resources.

Customized training and coaching sessions may be arranged on demand to accommodate specific needs and interests. Training is offered on a continuing basis and is open to all delegates and government officials. Further information can be obtained on the Library website or by contacting [library-ny@un.org](mailto:library-ny@un.org).

### ***Library information resources***

- United Nations documents and publications in all official languages and League of Nations documents in English and French
- Resources from specialized UN agencies, governments and other sources
- Online journals and databases
- Books and periodicals on issues of interest to the UN
- Statistical data
- Maps and atlases

Information resources that are not in the collection can often be obtained through loan from other libraries or by purchase on request.

### ***The Library online***

*The Library Home Page* ([www.un.org/Depts/dhl](http://www.un.org/Depts/dhl)) includes information on services and collections.

For an overview of the resources available, including research guides on key topics, see (<http://research.un.org/>)

*The United Nations Bibliographic Information System* (UNBISnet: <http://unbisnet.un.org>) is the catalogue of the collections of the Library and provides access to United Nations documents and publications.

*United Nations Member States on the Record* ([www.un.org/Depts/dhl/unms/](http://www.un.org/Depts/dhl/unms/)) provides information on the work and actions of individual Member States at the United Nations.

### ***The Library reading rooms***

The Library reading rooms are moving due to the CMP renovation programme. Full details were not available at the time of going to press but the main location will continue to be in the DHL building. See the Library website or contact the Library for current information.

### ***United Nations Depository Libraries***

The Library coordinates a network of more than 365 United Nations Depository Libraries in 135 Member States and territories.

### ***Contacts***

- ‘Ask the Library’:  
<http://ask.un.org/q.php>  
Email: [library-ny@un.org](mailto:library-ny@un.org)  
Telephone: 37412

### ***Maps and geographic information services***

The Cartographic Section of the Department of Peacekeeping Operations produces small-scale maps with basic geographic information for the use of Member States and United Nations departments and agencies. For more information on additional services, please visit [www.un.org/Depts/Cartographic/english/htmain.htm](http://www.un.org/Depts/Cartographic/english/htmain.htm). Cartographic information services as well as flag specifications are available from the Map Library (ext. 3.7425, room DN-2436).

## V. Facilities and services for delegations

The United Nations Headquarters is presently undergoing extensive renovations, known as the Capital Master Plan. Until the project's completion in 2014, certain facilities and services provided to Delegates will be restricted or withdrawn, and many services will be temporarily relocated to alternate spaces in the vicinity of United Nations Headquarters.

Although all efforts will be made to ensure the continued provision of facilities and services, certain services will be affected by ongoing construction, including:

- Pedestrian and vehicle access to the complex
- Dining facilities
- Lounge facilities
- Postal services
- Garage parking
- Banking facilities
- Newsstand and gift store facilities

### **Travel entitlements for delegations of least developed countries attending the sessions of the General Assembly**

In accordance with General Assembly resolution 1798 (XVII), as amended by resolutions 2128 (XX), 2245 (XXI), 2489 (XXIII), 2491 (XXIX), 41/176, 41/213, 42/214, section VI of 42/225, section IX of 43/217 and section XIII of 45/248, the United Nations shall pay the travel, but not subsistence expenses, in the following cases:

- (a) For not more than five representatives, including alternate representatives, of each Member State designated as a least developed country attending a regular session of the General Assembly;
- (b) For one representative or alternate representative of the Member States referred to in subparagraph (a) above attending a special or special emergency session of the General Assembly;
- (c) For the travel of a member of a permanent mission in New York who is designated as a representative or alternate representative to a session of the General Assembly, provided that such travel is within the limits noted in subparagraphs (a) and

(b) above, that it is certified by a permanent representative to be in connection with the work of the particular session and that it take place either during or within three months before or after such a session. The entitlement in respect of a session shall not be increased by reason of the recessing and resuming of that session.

Payment by the United Nations of travel expenses will be limited to the cost of journeys actually undertaken.

If requested, the United Nations can arrange transportation, wherever possible, between the capital city of a Member State and United Nations Headquarters; for this purpose, delegations should send a “Note verbale” indicating the following information:

- Reference to the General Assembly session for which the representative is travelling;
- Full name of traveller, as stated in the national passport;
- Date of birth (dd/mm/yyyy);
- Dates of arrival to, and departure from United Nations Headquarters;
- Contact information of representative (telephone, fax and e-mail address); and
- Contact information in New York (telephone, fax and e-mail address).

When travel is not arranged through the United Nations, reimbursement is limited to the cost of round-trip travel, by the most direct route, between the capital city of the Member State to United Nations Headquarters, for a maximum of one first-class ticket for the head of delegation and four tickets in the class immediately below first class for journeys exceeding 9 hours’ duration by air or four tickets at the least costly economy airfare for journeys under 9 hours’ duration by air for other members of the delegation accredited to the respective session of the General Assembly.

When travel by sea or rail is involved for all or part of the journey, reimbursement shall be limited to the cost of air travel as specified above, unless the actual cost is less.

Delegations entitled to reimbursement of transportation costs, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowance in Respect of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6 of 25 March 1991) may submit claims on form F-56 (Reimbursement voucher for official travel of representatives of Member States). Such



claims must be accompanied by original receipts, (invoices not containing confirmation/form of payment will not be accepted), used ticket stubs or copy of itinerary showing e-ticket number(s) and boarding passes. *In accordance with a directive from the United Nations Accounts Division, all payments to Member States will be made via electronic funds transfer (EFT). Therefore, the bank account information of the Permanent Mission should also be included when the F.56 Claim is submitted.* The United Nations will not be liable for any claim for reimbursement of travel expenses submitted later than 31 December of the year that follows the closing date of the session of the organ or subsidiary organs to which the claim relates.

Reimbursement claims, requests for issuance of tickets and inquiries on travel entitlements should be addressed to:

Executive Officer  
Department of Management  
21st Floor, United Nations Secretariat  
United Nations  
New York, N.Y. 10017  
Tel.: 212-963-6580  
Fax: 212-963-3283

## **Travel services**

*American Express (Main line: 1-877-418-9652)  
Located in the FF Building, 2nd Floor  
304 East 45th Street (between 1st and 2nd Avenues)  
Open from 8.30 a.m. to 6 p.m.*

For official travel organized and paid for by the United Nations, the official travel agency of the United Nations in New York will assist delegations, to the extent possible, in making travel arrangements, ticketing and hotel reservations.

## **Delegates' Lounges**

*Conference Building (second floor)*

From the first day of the sixty-eighth session of the General Assembly (i.e. 17 September 2013) until its December 2013 recess, members of delegations are asked not to invite to the Delegates' Lounge persons other than those holding valid United Nations identification.

## Delegates' quiet room

In the Conference Building (second floor adjacent to the Security Council area)

## Dining room and cafeteria facilities

### Delegates' Dining Room

*Conference Building, Fourth Floor (ext. 3.3314)*

*The executive buffet at the Delegates' Dining Room*

*Open from 16 September to 20 December 2013*

*Monday to Friday, 11.30 a.m. to 2.30 p.m.*

**Private luncheons:** Separate dining rooms may be available for parties of 10 guests or more. To ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance. Arrangements and menus should be coordinated with the United Nations Catering Service (ext. 3.7029 or 3.7099).

Children under 10 years of age cannot be accommodated in the Delegates' Dining Room. Patrons are not permitted to take photographs. Proper attire is required at all times.

**Receptions or functions:** Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary arrangements through the United Nations Catering Service (ext. 3.7029 or 3.7099).

When formal invitations are to be sent out, all arrangements should be made as far as possible in advance of the function. Invitation cards should stipulate that guests are required to present their cards at the Visitors' Entrance and then to pass through a magnetometer. Guests will also be required to present their invitation cards at the entrance to the reception room. A list of the guests and a sample invitation should be submitted via email to Lieutenant Malinda McCormack, [mccormackm@un.org](mailto:mccormackm@un.org), and Security Planning Unit ([security\\_service\\_coordinator@un.org](mailto:security_service_coordinator@un.org)), well in advance of the reception.

### Main cafeteria

*Secretariat Building (first floor, South Annex)*

*Open from 8 a.m. to 4 p.m., Monday to Friday*

*Closed on Saturdays and Sundays*

Breakfast: 8 a.m. to 10 a.m. / Lunch: 11.30 a.m. to 2.30 p.m.

Snacks/coffee: during opening hours.

The menu includes daily *specials*, pasta, deli sandwiches, salad bar and dishes from the grill.

## **Staff café**

*Closed due to the capital master plan*

## **Visitors Coffee Shop**

*DHL Building (1B level)*

*Open from 9.00 a.m. to 5.00 p.m., Monday to Saturday*

The Visitor's Coffee Shop is now located in the temporary Visitors Centre (DHL Building, 1B level). *Vending machines for snacks, hot and cold beverages are available.*

## **Café Austria**

*North Lawn Building (Second Floor)*

*Open from 8 a.m. to 6 p.m., Monday to Friday.*

## **Delegates' guests**

Unaccompanied guests or visitors meeting a delegate during normal working hours from 9 a.m. to 4.45 p.m. will be directed as follows:

- Proceed to the Visitors' Entrance located at 46th Street and pass through a security screening area; thereafter, admission into the General Assembly or North Lawn Buildings can be obtained upon the issuance of proper United Nations credentials at the Information Desk located inside the General Assembly lobby;
- Deposit a valid piece of identification with photo at the visitors' lobby, to be retrieved prior to the individual's departure from the premises;
- Staff on duty at the visitors' desk will make arrangements for contacting the delegate upon the visitor's arrival. The unaccompanied guests or visitors will receive a guest pass that, must be worn at all times. Additionally, they will need to be accompanied by the member of the delegation while inside the premises. Upon the conclusion of the visit, the member of the delegation is required to escort the visitor back to the Information Desk to exchange the guest pass for the official documentation that was retained.

## **Photocopier for delegates' use**

There are photocopiers for delegates' use in the following locations: Room 01033 (Suites A, B, C, D) in the North Lawn Building.

### **Sound reinforcement systems**

Broadcast and Conference Support Section, e-mail: request-for-services@un.org (room CB-1B-79, ext. 3.9485).

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be addressed to the above address.

### **Sound recordings**

Broadcast and Conference Support Section, fax: 3.3785, e-mail: request-for-services@un.org (room CB-1B-79, ext. 3.9485).

This Section maintains audio recordings of the proceedings of all plenary meetings, major commissions and committees.

Copies of sound recordings are available other than for closed meetings. Written justification for copies of the sound recording of closed meetings may be made by the Chairman or Secretary and addressed to the Chief of the Section. *Orders are accepted at the above address.*

### **Video projection**

Broadcast and Conference Support Section, e-mail: request-for-services@un.org (room CB-1B-79, ext. 3.9485).

Multi-standard VCRs, DVD players, television sets and video projectors can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, one business day advance notice is required. Written requests should be directed to the above address.

### **Videoconferencing**

Broadcast and Conference Support Section (room CB-1B-79, ext. 3.9485, e-mail: request-for-services@un.org).

International videoconferencing is possible from several locations at United Nations Headquarters. Written requests are required for this service.

### **Mail and messenger services**

The Mail Operations Unit provides the following services to delegations:

- Distributes official correspondence of delegations intended for Secretariat internal office distribution. Delegations are re-

requested to bring the mail to Post 6 X-ray, located in the DC2 Building Loading Dock, telephone 212-963-2526 between 12.00 P.m. and 1 p.m.

- Processes United Nations Secretariat mail addressed to delegations. Delegations are requested to pick up mail from the *Delegation Mail Pickup location, GA-3B-710, between 7.30 a.m. and 10 a.m.*
- Provides messenger services during the main session of the General Assembly meeting period. Service is confined to the area within the conference rooms and the General Assembly Hall area. *Location: Delegates' Entrance, telephone 212-963-8744.*

### **Information and Communications technology (ICT) services**

The Office of Information and Communications Technology (OICT) provides the following services to delegations:

1. **Internet e-mail:** Each Permanent Mission may obtain an unlimited number of Internet e-mail accounts from OICT in the domain *un.int.*
2. **Member States portal** (“deleGATE”): OICT provides an Internet website, [www.un.int](http://www.un.int), which serves as a Member States “portal” that consolidates all relevant information for delegates in New York.
3. **Website service:** OICT hosts websites for Permanent Missions on [www.un.int](http://www.un.int).
4. **Donation of equipment:** OICT donates recycled computer equipment to interested Missions.
5. **Help Desk support:** OICT provides a telephone number 212-963-3333 for assistance with OICT services from 8.00 a.m. to 6.30 p.m. on normal United Nations workdays.
6. **Computers with Internet access:** OICT provides computers with Internet access in the Delegates’ Lounge.
7. **Wireless Internet access:** OICT provides wireless Internet access (WiFi) in most public areas and conference rooms.
8. **Telephone Service**

#### ***Main number***

- The main number for the United Nations is 212-963-1234. An operator responds to the main number between 8.00 a.m. and 6.30 p.m. on normal United Nations workdays. At all other times, calls are transferred to an automated response system, which al-

lows callers to connect to UN Security. . In both cases, outside callers are transferred to the person or extension requested.

### ***Operator***

- Between 8:00am and 6:30 pm on normal United Nations work-days, the Secretariat operator can be reached by dialing “0” from Secretariat extensions. The operator will then connect the call to the requested person or extension.

### ***United Nations Staff and Services***

- United Nations Secretariat staff and services have telephone numbers that begin with 212-963-XXXX or 917-367-XXXX. If a caller is within the United Nations Secretariat buildings, these numbers can be reached by dialing the last 5 digits of the number (e.g. 3.XXXX or 7.XXXX, respectively).
- Note that extensions for Funds and Programmes differ from the United Nations Secretariat and are accessible from Secretariat extension as follows:
- UNDP: Dial access code “4”, and then dial the four digit extension in UNDP.
- UNICEF: Dial access code “5”, and then dial the four digit extension in UNICEF.
- UNFPA: Dial access code “63”, and then dial “1” followed by the four digit extension in UNFPA.

### ***Delegates Lounge Information Desk***

- To reach the Delegates’ Lounge Information Desk, dial: 212-963-8902 or 212-963-8741.
- Incoming calls to the Delegates’ Lounge are answered by the Information Desk and delegates are paged on the loudspeaker system.
- Delegates can also make local calls using booths or telephones located in the Delegates’ Lounge by first dialing “9” and then the 10-digit telephone number.

For more information on the services listed above, please contact the *Missions Support Help Desk* at 212-963-3333 or e-mail us at: [missions-support@un.int](mailto:missions-support@un.int).

### **United Nations Postal Administration**

*1B level of the Dag Hammarskjold Library (ext. 3.7698)*

*Open from 9 a.m. to 5 p.m. Monday to Friday.*

*Weekends from 10 a.m. to 5 p.m.*

*Closed on weekends during January and February.*

***Postage and philatelic sales***

United Nations stamps may be purchased for both postage and philatelic purposes at the United Nations Postal Administration sales counter. Facilities for posting mail are available at this counter.

***Philatelic office***

*(1B Level of the Dag Hammarskjold Library ext. 3.7698)*

Services mail orders for stamps and other philatelic items. United Nations stamps are issued in three currencies, namely, United States dollars, Swiss francs and euros and are valid for mailing only from United Nations Headquarters, New York, the Palais des Nations, Geneva, and the Vienna International Centre, respectively.

***Personalized Stamp Shop***

*Open from 9 a.m. to 5 p.m. Monday-Friday.*

*Weekends from 10 a.m. to 5 p.m.*

*(Closed on weekends in January and February).*

The United Nations personalized stamps programme allows you to combine your own photo image together with a United Nations postage stamp. Available in sheets of 10 stamps.

***Post Office — Sub-branch of the United States Postal Service***

As a result of the closure due to the capital master plan, the United States Post Office at the United Nations closed after business on 27 August 2010. This is a temporary measure until the re-opening in early 2014.

The United States Postal Service continues to operate retail facilities in the vicinity of United Nations Headquarters in Tudor City and at the corner of 47th Street and 2nd Avenue.

The Post Office at Grand Central Station (45th Street and Lexington Avenue) is also available for specialized postal services, such as certified mail.

During renovation of the Conference Building, the United Nations Postal Administration (UNPA) will operate in the 1st Basement of the Dag Hammarskjold Library for the purchase of United Nations stamps, postcards and mailing of basic domestic and international letter mail (with UNPA stamps only). No specialized postal services are available at the UNPA counter.

## Parking

The information provided below with regard to access arrangements and reserved area parking is subject to change due to construction. All users will be notified of any changes via broadcast e-mails from the United Nations.

### *Garage Administration*

*(UNITAR Building, room U-210, ext. 3.6212/3)*

The Garage Administration will schedule delegations to apply for and pick up parking decals.

*Decals of vehicles registered to the individual delegates:* applications attaching a valid vehicle registration and current United Nations identification should be submitted to the *Protocol and Liaison Service (room S-0201, phone: 212-963-7172)*. After certification by the Protocol and Liaison Service, the application should be hand carried to the Garage Administration for processing. *Only one decal will be issued per delegate for use on a vehicle with “D” plates.* Although multiple vehicles may be listed, only one vehicle may be allowed to park at any given time. Decals will be issued only to members of delegations duly accredited to the United Nations.

*Vehicles registered to the Mission:* applications with an authorized Mission signature accompanied by the Mission seal, attaching the valid vehicle registration, should be submitted directly to the Garage Administration office for processing.

*Only one special decal will be issued per Mission for the vehicle of the Permanent Representative allowing entry at the 43rd Street Gate.* Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

*Decals from observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the “Blue Book”:* applications must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action. The issuance of parking decals to observer State missions, intergovernmental and other organizations will be limited to persons enjoying diplomatic status.

Vehicles with “S” plates registered in the name of Mission staff will *not* be authorized to park in the United Nations compound.

*Temporary identification decal (green) for the sixty-eighth session of the General Assembly:* Permanent Missions may apply for a temporary identification decal to admit vehicles rented from



established and bona fide companies for use by accredited delegates, visiting dignitaries and diplomats officially attending meetings during the session. Entry for these decals is at the 43rd Street gate for drop-off/pick-up only, with no parking privileges. Application forms may be obtained from the Garage Administration office and thereafter submitted with a copy of the rental agreement to the Security Special Services Unit (room NL-2074) for clearance prior to submission to the Garage Administration for issuance.

Parking decals must be displayed prominently and be clearly visible to Security Officers and Garage Administration staff at entry points and while the vehicles are on the premises. Vehicles not having valid decals will not be allowed entry into the United Nations Garage. Vehicles not displaying a valid decal are liable to be towed off the premises.

Prior to the issuance of decals for the new General Assembly session, *all previously issued decals to delegations must be returned to the Garage Administration office. Also, decals belonging to delegates who are departing from Headquarters must be returned to the Garage Administration office prior to their departure.* Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

In accordance with Section II of General Assembly resolution 39/236, parking privileges of delegates whose parking fees are in arrears for more than three months will be suspended. Privileges will be restored once the arrears have been paid in full. Prior to a delegate's departure, he/she should contact the Garage Administration office in order to settle any outstanding dues.

Delegation cars with United Nations diplomatic plates and identification decals valid for the current session of the General Assembly: these cars may park on the first level and designated area of the southern end of the second level, aisles A, B, C and half of D in the United Nations Garage without charge while representatives are on official business. The capital master plan renovation project at Headquarters has affected the garage space, therefore you are kindly requested to ensure that all designated diplomatic parking areas are filled to capacity prior to parking elsewhere. Roving capital master plan works in different areas within the Garage will necessitate temporary closure of up to 20 parking spaces at a time on short notice to carry out related installation, demolition or abatement. Therefore, you will need to be available to relocate your vehicle at any given time. It should also be noted that during the sixty-eighth session of

the General Assembly congestion is expected and, where possible, alternate modes of transport should be considered. If not, additional delays on entry should be expected.

*Overnight parking is not permitted.* Exemptions for a limited number of Mission registered vehicles will be authorized upon written request by the Mission to the Garage Administration. The overnight fee is \$2.50 per night. Invoices for this service are sent to the Mission shortly after the end of every month. These invoices are due upon receipt and should be settled by cash or cheque payable to the “United Nations” forwarding payments to the United Nations Garage Administration, 801 United Nations Plaza, Room U-210, New York, N.Y. 10017. Please be aware that unauthorized vehicles left over a 24-hour period in the United Nations Garage will be issued violations. Three violations will dictate revocation of parking privileges.

### ***Entrance to the grounds***

- Secretariat entrance on First Avenue:
  - (a) Vehicle of the Permanent Representative, identified by a special sticker. All occupants riding in the car will be required to display valid United Nations identification cards.
  - (b) Rented vehicles which have been issued special decals, which permit *drop-off/pick-up only*. Such vehicles will not be permitted to park on United Nations premises.
- 48th Street entrance: for all other vehicles bearing a decal. Delegation vehicles entering the premises are subject to a security check.

### ***Access to the garage***

Chauffeur-driven cars identified by special stickers issued to Permanent Representatives may use the ramp at the 43rd Street entrance for access to the garage.

Chauffeurs may remain in the temporary ready room, located in the second garage level, while on call by delegates.

### ***Liability for loss and damages***

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred inside the garage, as it is not possible to have all vehicles under surveillance all the time. The United Nations does not warrant or promise the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

## Local transportation

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements.

## United Nations Institute for Training and Research

### **UNITAR, Geneva**

Palais des Nations  
1211 Geneva 10  
Switzerland  
Website: [www.unitar.org](http://www.unitar.org)

UNITAR New York Office:  
1 United Nations Plaza (DC1-Room 603)  
Tel: 212-963-9196  
Fax: 212-963-9686  
E-mail: [info@unitarny.org](mailto:info@unitarny.org)  
Website: [www.unitar.org/ny](http://www.unitar.org/ny)  
Head of Office: Ms. Yvonne Lodico

The Institute began operating in 1966, with activities primarily supporting the training of diplomats accredited to the United Nations in New York.

The Institute was established “for the purpose of enhancing the effectiveness of the United Nations in achieving the major effectiveness of the Organization” through extensive training and research (UNITAR Statute). Operating as an autonomous body within the United Nations system, the Institute has become a leading provider of short-term executive training to national and local Government officials of Member States and representatives of civil society and the private sector, and reaches out yearly to some 25,000 beneficiaries around the world.

At the United Nations in New York, UNITAR provides multi-lateral diplomacy training to assist delegates to perform effectively in the United Nations as well as engage in contemporary global challenges. Offered throughout the year, courses are concise, accessible and directly relevant to a delegate’s workload at the United Nations. They focus, inter alia, on: the United Nations system and its functioning; international law and policy, peace and security, migrations, negotiations, United Nations reform and sustainable development. Some courses are available online; most are offered through face-to-face learning. Most courses are fee-based, though fee waivers are

available for developing and least developed countries. The annual course calendar is available on [www.unitar.org/ny](http://www.unitar.org/ny).

The Institute is supported by voluntary contributions from governments, intergovernmental organizations, foundations, and other non-governmental sources.

## United Nations International School (UNIS)

*Main campus location: 25th Street and the East River (Manhattan)*

*Auxiliary facility location: 173-53 Croydon Road, Jamaica Estates (Queens)*

*Office of the Special Representative of the Secretary-General for UNIS, Assistant Secretary-General Michael Adlerstein: room DC1-646, tel: 212-963-8729, e-mail: [adlerstein@un.org](mailto:adlerstein@un.org).*

Founded in 1947 under the auspices of the United Nations, the United Nations International School (UNIS), primarily serves the children of United Nations staff and Delegation personnel. The School also enrolls a limited number of children from outside the UN community, for a balanced educational exposure for all.

- *Main campus:* grades kindergarten through high school graduation (International Baccalaureate Degree).
- *Auxiliary facility:* grades kindergarten through eighth.

English is the normal language of instruction, but all students learn French or Spanish as well, with the other official United Nations languages and German, Italian and Japanese within the curriculum. Mother tongue instruction is also offered when requested. The very multiplicity of languages spoken by the international faculty and students provides a rich cultural opportunity. Great emphasis is placed on the teaching of science in ways that are effective for students of high ability who have not yet achieved fluency in English.

The scholastic standards are high. The High School is one of the few institutions of learning in the New York area that offers the International Baccalaureate Degree, which qualifies the recipient to attend colleges in the United States and abroad. The School is chartered by the New York State Board of Regents as a private school, is accredited by the Council of International Schools and recognized by the French Government for francophone students in grades 2 through 5.

Manhattan tours are frequently scheduled and given by appointment.

Website: [www.unis.org](http://www.unis.org)  
Department of Admissions:  
212-584-3071, fax: 212-685-5023  
E-mail: [admissions@unis.org](mailto:admissions@unis.org)

Queens tours are also arranged by calling 718-658-6166, fax: 718-658-5742.

Additional information, application forms and brochures are available in room DC1-646 or call 212-963-8729, fax: 212-963-1276 or e-mail: [adlerstein@un.org](mailto:adlerstein@un.org).

## City liaison

Marjorie B. Tiven, Commissioner  
Bradford E. Billet, Deputy Commissioner

Office of the Mayor  
New York City Commission for the United Nations  
Consular Corps and Protocol  
Two United Nations Plaza (DC2), 27th floor,  
New York, NY 10017  
Tel: 212-319-9300, fax: 212-319-3430.

New York City greatly values its status of having the largest diplomatic and consular community in the world. The Commission serves as the City's primary liaison between the City of New York and the United Nations, 193 Permanent Missions, and 112 Consulates. As an integral part of the Mayor's Office, the Commission facilitates positive relations among members of the international community, local, state, and federal governments, and New Yorkers. It is comprised of the following divisions:

**Diplomatic and Consular Affairs** serves as the conduit for the diplomatic and consular community to the respective City agencies able to assist in resolving issues encountered while in residence in New York City. These include legal inquiries related to consumer affairs, real estate, taxation, commercial transactions and legal procedure, as well as general information assistance on questions pertaining to life in New York City. This division also manages the Diplomatic Parking Program.

**Protocol** extends hospitality due to Heads of State/Government, distinguished visitors, and other dignitaries. This office serves as a liaison between dignitaries and the Mayor with respect to requests for meetings and invitations to events.

**International Business** assists foreign businesses in establishing operations in New York City by coordinating interaction with all city, state and federal agencies. Services provided include assistance in accessing appropriate bank institutions, real estate providers, construction companies, and insurance entities.

New York City Global Partners, Inc. is a tax exempt non-profit organization co-located with the Commission. Its function is to promote international understanding through business, security and cultural exchanges between the City of New York and selected cities throughout the world.

## **Hospitality**

Hospitality Committee for United Nations Delegations, Inc.  
Room NL-02111 (ext. 3.8753)

The Committee is a private self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange programmes in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and other institutions. Complimentary tickets to cultural and civic events are often available.

The Committee also offers day and evening courses at their English Language School. The programmes are open to the diplomatic corps associated with the United Nations. Two sessions are held in the fall and spring. Evening classes in Professional English are also offered.

Information about these activities may also be obtained from our monthly calendar posted on [www.hcund.org](http://www.hcund.org).

## **Banking facilities**

Trust. Value. Confidence. Each describes the United Nations Federal Credit Union (UNFCU), a not-for-profit cooperative financial institution owned since 1947 by our members, who are the staff of the United Nations, its specialized agencies, retirees and their families. UNFCU offers a broad array of flexible and tailored products, financial solutions and consultative services to address the unique needs

of this dynamic community worldwide. These include Internet Banking, eStatements, eWires, WebChat, 24/7 Telephone Banking, insurance, investments, mortgage and consumer lending products, including a globally compliant EMV (Europay-MasterCard VISA® credit card with a personal identification number, and a microprocessor-based chip, offering greater protection against fraud, and more. Financially strong, member shares are insured by the National Credit Union Share Insurance Fund up to \$250,000.

For additional information, please visit our website at **www.unfcu.org**, or one of our New York branches, or representative offices located in Vienna, Geneva, Nairobi and Rome. Speak with a member service representative by telephone at 347-686-6000 (international toll-free numbers are available on our website under “Contact Us”), Skype at UNFCU Skype, or contact us using WebChat at [www.unfcu.org](http://www.unfcu.org). You can also e-mail us at [email@unfcu.com](mailto:email@unfcu.com). To follow UNFCU, please visit us at [unfcu.org/facebook](http://unfcu.org/facebook).

UNFCU branches in New York City and UNFCU ATM locations:

- Two UN Plaza 3rd Floor (E. 44th Street, between 1st and 2nd Avenue) New York, NY
- North Lawn: North Lawn Building, beside Secretariat Visitor’s Entrance, 1st Floor and 2nd Floor, New York, NY 10017
- Secretariat Building, Gift Center (first basement level), and Cafeteria Entrance, Main Floor, New York, NY 10017 (ATM only)
- 820 Second Avenue, Street Level, New York, NY (ATM only)
- United Nations International School: 24-50 FDR Drive, at 25th Street, 1st Floor, New York, NY 10010
- UNFCU Headquarters:
- 24-01 44th Road, Long Island City, NY 11101-4605
- Nairobi Representative Office, United Nations Avenue, Gigiri, Block F, Lower Concourse adjacent to UNON Registry, Nairobi, Kenya (ATM only).

Convenient, surcharge-free non-UNFCU ATMs in the United States of America, Canada, the United Kingdom, Greece, Guam, Italy, Japan, Puerto Rico and Spain are just a click away via our Branch/ATM Locator at [www.unfcu.org](http://www.unfcu.org). Please note: some ATMs may indicate that a surcharge will apply. Be assured that due to UNFCU’s arrangement with the CO-OP and Allpoint Networks, you will NOT incur a surcharge.

The *J. P. Morgan Chase Bank* maintains several locations in the United Nations vicinity with one primary location dedicated to United Nations staff and diplomats:

*Chase Bank*

One United Nations Plaza — street level

First Avenue and 44th Street

Hours: Monday to Friday: 8 a.m. to 6 p.m.

Telephone: 212-740-7093

Vestibule with four Deposit Friendly ATMs available 24 hours

Deposit Friendly ATM services in Chinese, English, French, Greek, Italian, Korean, Polish, Portuguese, Russian and Spanish. Chase ATM cards access 150,000 network locations, NYCE®, MAC®, Plus®, Cirrus®, Pulse®, MasterCard®/Visa® cash machines, throughout the United States, Canada and worldwide for cash withdrawals and balance inquiries.

## United Nations Visitors' Centre

The Visitors' Centre, the UN Bookshop, Gift Centre, UN Stamps, sales counters of the Womens' Guild (WG) and the World Federation of United Nations Associations (WFUNA), as well as exhibits space, the public inquiries counter, and the offices of Visitors' Services (see above), are located in the 1B level of the Dag Hammarskjöld Library (DHL-1B) during the CMP-related closure of the General Assembly building.

The Centre is open to staff and delegates Monday to Friday from 9:00 a.m. to 5:30 p.m.

**Due to security restrictions, the Centre is only open to the public as part of a guided tour. There is no general public access.**

## United Nations Bookshop

*Visitor Centre DHL-1B*

*Telephone: 212-963-7680*

*Fax: 212-963-4910*

*E-mail: bookshop@un.org*

*Monday to Friday from 9 a.m. to 5.30 p.m.*

*Currently closed on weekends.*

- Publications (United Nations and specialized agencies)
- Books



- Souvenirs
- Assorted cards
- Children's items
- Music
- Travel guides
- Posters
- Stationery items

Delegates qualify for a 25 per cent discount on United Nations publications and a 10 per cent discount on all other items over \$3. Orders can also be placed online at: [www.un.org/bookshop](http://www.un.org/bookshop).

### ***Sale of publications***

*E-mail: [publications@un.org](mailto:publications@un.org)*

*Website: [www.un.org/publications](http://www.un.org/publications)*

United Nations publications are available in bookshops, through online retailers, at the United Nations Bookshop (see page 66) and from the United Nations publications e-commerce site ([www.un.org/publications](http://www.un.org/publications)). Popular United Nations titles are also available as e-books and mobile apps. United Nations Development Business provides information on opportunities to supply products and services for projects financed by the United Nations, Member States and the world's leading development agencies.

- *Chief*  
Ms. Valentina Kalk    Tel: 3.8321  
e-mail: [kalk@un.org](mailto:kalk@un.org)
- United Nations Development Business  
e-mail: [dbusiness@un.org](mailto:dbusiness@un.org)  
website: [www.devbusiness.com](http://www.devbusiness.com)  
Ms. Nina Brandt    Tel: 7.9110  
e-mail: [brandtn@un.org](mailto:brandtn@un.org)

### **United Nations Gift Centre**

*Visitor Centre DHL-1B*

*Hours of operation:*

*Open seven days a week.*

*Monday to Friday from 9 a.m. to 5.30 p.m.*

*Currently closed on weekends.*

- Objets d'art
- International handicrafts and jewellery
- United Nations and New York souvenirs

- United Nations apparel
- Flags of Member States

Twenty per cent discount for Delegates on all purchases upon presentation of valid United Nations identification.

### **UN Stamps**

*Visitor Centre DHL-1B*

*Hours of operation:*

*Monday to Friday from 9 a.m. to 5.30 p.m.*

*Currently closed on weekends due to CMP.*

- United Nations stamps and philatelic gifts
- Post Office counter
- Personalized stamps

### **Request for use of United Nations premises**

*Office of Central Support Services (room S-2069, ext. 3.5569, fax: 212-963-4168)*

*Sponsoring events:* in the interest of ensuring the security and safety of all concerned, as well as in the light of the increasing number of requests for use of facilities, representatives of Permanent Missions are asked to use the utmost discretion to ensure that these activities are of a non-commercial nature and consistent with the principles and aims of the United Nations. Missions should note that they are responsible for the content and conduct of any event they may sponsor.

*Sponsoring events on behalf of NGOs accredited with the United Nations:* especially on these occasions, representatives of Missions should bear in mind that, notwithstanding the worthiness of the purpose of the event, no substantive business such as the passage of resolutions, holding of elections, presentation of awards or solicitation of funds, nor ceremonies of any kind, may be conducted.

***Director, Facilities and Commercial Services Division, OCSS, DM*** Requests for the use of the premises should be addressed to the above director of the division. Once approval has been obtained, a ranking member of the Mission must attend and/or preside over the meeting or event in its entirety. *Any and all financial obligations arising from the meeting or event shall be the sole responsibility of the sponsoring mission.*

***Director, General Assembly and ECOSOC Affairs Division,  
DGACM***

Requests for permission to use the plenary hall should be addressed to the Director of the General Assembly and ECOSOC Affairs Division, DGACM. From September to December each year, with the exception of the United Nations Day Concert, the plenary hall is used solely for the meetings of the General Assembly.

For detailed procedures for requesting the use of premises for meetings, conferences, special events and exhibits as well as criteria for the use of United Nations premises costs for meetings and events, insurance, etc., please see United Nations document ST/AI/416.

**Facilities for the disabled**

- Restrooms: (1) Conference Building on all levels; (2) In the Secretariat Building, on each floor; (3) In the North Lawn Building, on each floor.
- Elevators are attended to access the second floor of the Conference Building and all floors of the North Lawn Building.
- Ramps: The entrances to the compound at 43<sup>rd</sup> and 48<sup>th</sup> street are on ground level and fully accessible..
- Special ramps to access the conference room podiums are provided where required.
- Automatic teller machines, easily accessible, are located on the first and second floors of the North Lawn Building.
- Hearing aid equipment: requests to connect to conference room audiodistribution systems should be addressed to the *Broadcast and Conference Support Section (BCSS)*, room *CB-1B-79*, ext. 3.9485 or 3.7453, e-mail: request-for-services@un.org. BCSS can also loan *neck-worn induction loops for hearing aids equipped with a T-Switch*.



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