

REFERENCE: PRO/NV/71st GA/general debate and high-level meetings/Arrangements

The Chief of Protocol of the United Nations presents his compliments to the Permanent Representatives and Observers accredited to the United Nations, Heads of Intergovernmental Organizations and Specialized Agencies stationed in New York, and has the honour to inform them of the protocol, security and other organizational arrangements for the general debate and high-level meetings of the seventy-first session of the General Assembly, from 19 to 26 September 2016 (the high-level week).

Access to the United Nations

(a) 42nd Street (staff entrance)

The staff entrance on First Avenue and 42nd Street will be utilized mainly by UN staff of the Secretariat Building, as well as by delegates with valid UN grounds passes. Note that access to restricted areas in the Conference and General Assembly Buildings via the Secretariat Building is subject to standard screening at each respective entry point and may require a secondary access card.

(b) 43rd Street (VIP vehicular entrance)

During the high-level meetings and the general debate, the 43rd Street vehicular entry to the United Nations will be open only to police-escorted motorcades for VIPs. Upon entering the United Nations, motorcades will be directed to the delegates' entrance of the General Assembly Building. Only those who are in possession of VIP passes or delegates' passes with secondary access cards will be allowed to proceed to the delegates' entrance, while all others will be directed to the visitors' entrance. The number of vehicles in these motorcades and security coverage of the VIP group will be determined by the United Nations Security and Safety Service in consultation with the Host Country authorities.

Vehicles that are not part of the motorcades referred to above will be allowed to drop off passengers at the 46th Street and First Avenue crosswalk. A valid grounds pass and an authorized United Nations decal ("UNGA71", issued by the Garage Administration) will be required for presentation at the 46th Street and Second Avenue vehicle checkpoint prior to access.

(c) 46th Street

VIP groups arriving at the United Nations on foot will be admitted, upon

presentation of a VIP pass at the screening building of the 46th Street visitors' entrance. All VIPs and their accompanying delegates with valid United Nations grounds passes and one of the secondary access cards of the General Assembly Hall or the second floor, may proceed towards the delegates' entrance by using the south side of the visitors' entrance near the twisted gun. Accompanying delegates must proceed through a special check point at the screening tent, while all VIPs may bypass screening, before proceeding to the delegates' entrance of the General Assembly Building.

All other delegates without secondary access cards may enter the United Nations through the 46th Street screening building. After screening, they will be directed to the plaza of the visitors' entrance where they may proceed to their respective destinations.

Guests of the missions with protocol courtesy tickets for the GA Hall may use the 46th Street screening building and must be escorted by representatives of the missions and subject to screening. After screening, they may proceed to the Visitors' Lobby and take the elevators up to the General Assembly Hall.

Special security arrangements

It should be noted that the overall responsibility for security matters on the United Nations premises is vested with the Chief of the United Nations Security and Safety Service. Permanent Representatives and Observers are kindly reminded that neither security personnel of the Permanent/Observer Missions, whether armed or not, nor members of national security services or personal bodyguards, will be granted access to conference rooms, chambers and halls or to other restricted areas without prior approval of the Chief of the United Nations Security and Safety Service. Upon arrival in New York, all security personnel must contact the Special Services Unit at Tel: (212) 963-7531 for a policy briefing and issuance of special grounds passes.

Members of delegations are advised that, during the high-level week, security magnetometers will be installed at every access point to the United Nations. In order to avoid setting off an alarm, delegations are requested to examine the contents of their briefcases, bags and other personal belongings in advance and remove all unnecessary metallic objects. Cellular phones, computers and other electronic equipment will be checked separately by security personnel.

Credentials

In accordance with Rule 27 of the rules of procedure of the General Assembly, credentials for the seventy-first session of the General Assembly must be addressed to the Secretary-General and signed by the Head of the State or Government or the Minister for Foreign Affairs. In accordance with Rule 25 of the rules of procedure of the General Assembly, credentials should designate not more than five representatives, five alternate representatives, and as many advisers, technical advisers, experts and persons of similar status as may be required by the delegation. With the exception of the Head of the State or Government, Crown Prince/Princess, Vice-President and Minister for Foreign Affairs who would be listed as head of delegation during his/her presence at the session, all other

heads of delegations shall be counted as one of the five representatives. The original credentials should be delivered to Mr. Stadler Trengove (Tel: (212) 963-1107) at Room S-3604 or Mr. Mateus Kowalski (Tel. (917) 367-5133) at Room S-3633, Office of Legal Affairs, not less than one week before the opening of the session. A copy of the credentials should also be transmitted to the Protocol and Liaison Service (Room S-0201, Fax: (212) 963-1921).

Accreditation

Accreditation of official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be carried out by the Protocol and Liaison Service. Missions/offices are required to submit their accreditation requests by using the online system "eAccreditation" available through the eDelegate Portal at <https://delegate.un.int>.

It is to be noted that all accreditation requests, including requests for VIP passes, must be submitted via "eAccreditation" system. VIP pass (white pass) will be issued by the Protocol and Liaison Service. Regular grounds pass (blue pass) will be issued by the Pass and ID Unit.

For your information, missions/offices will have the option to submit photographs of delegations along with their online accreditation requests and are strongly advised to do so in order to avoid long queues at the Pass and ID Unit. For details of the eAccreditation online system and information on photograph specifications, registered users of the missions/offices are encouraged to visit the protocol website www.un.int/protocol for the updated versions on "Guidelines" and "Frequently Asked Questions".

Every effort will be made to ensure the timely issuance of United Nations grounds passes. Missions must take note that accreditation requests received in the office of the Protocol and Liaison Service **before the close of business on Friday, 2 September 2016, will take 2-3 working days for processing.** After such date, delay will be anticipated, especially in the days prior to the high-level week. **The deadline for submission of accreditation to the general debate and high-level meetings is Monday, 12 September 2016.**

Missions are reminded that the Protocol and Liaison service does not handle accreditation for security and media personnel, including official photographers/videographers. It is to be noted that missions may now process accreditation requests for security and media personnel via the same portal at <https://delegate.un.int>. Please note that the Protocol Office does not provide support in trouble shooting on issues relating to online application for security and media personnel. For assistance in this regard, please contact the United Nations Security and Safety Service, Special Services Unit [Tel: (212) 963-7531] and the United Nations Media Accreditation Unit [Tel: +1 (212) 963-6934] respectively.

Requests of temporary driver non-photo ID cards

Temporary drivers who are hired by the permanent missions for the seventy-first session of the General Assembly will require a non-photo ID card issued by UN Security. The ID card will allow drivers to pass through the designated vehicle checkpoints at 46th Street and 2nd Avenue to drop off and pick up their occupants on 1st Avenue. It will not allow the temporary drivers to enter the UN premises. Missions hiring temporary drivers who need non-photo ID cards issued must follow the attached Information Sheet (Annex 1).

Protocol Passes

The issuance of Protocol Passes will be curtailed for the duration of the high-level week.

Access to meeting rooms and restricted area

During the high-level week, for security reasons, access to the General Assembly Hall, the second floor of the General Assembly and Conference Buildings, as well as other restricted areas, will be based on a regular delegate's pass plus a secondary access card which are transferable amongst members of a delegation. For that purpose, the Protocol and Liaison Service will issue passes as specified in "Annex 2" attached to this note.

The secondary access cards will be distributed by the Protocol and Liaison Service on **Thursday, 15 September 2016 between 10:00 am and 5:00 pm in Conference Room B**. Thereafter, access cards may be collected in the Protocol Office at Room S-0201 during office hours.

Access cards, if required, for other meetings during the high-level week, will be distributed on the date mentioned above to representatives of Member States, observers, intergovernmental organizations or specialized agencies participating in these meetings for access to various conference rooms/chambers.

It must be emphasized that access to the General Assembly Hall and the 2nd floor is strictly limited to holders of VIP passes or accredited delegates with the valid access cards. Delegations are kindly advised not to congregate at the Delegates' Entrance Lobby where high traffic is anticipated. In addition, due to the movements of high-level dignitaries, certain areas in the General Assembly and Conference Buildings might be restricted without notice.

The West Foyer (Indonesian Lounge) and the East Foyer will be reserved for the exclusive use of the VIP group and their spouses. Access to these areas will be granted only to those with VIP passes. A VIP may be accompanied to the West or East Foyer only by his/her spouse and/or by his/her Permanent Representative and, if necessary, by one interpreter who must be in possession of an interpreter's pass and a GA Hall access

card. Delegations are urged to accredit "interpreters" as such through the eAccreditation online system if there is a need for an interpreter to accompany a VIP.

Plenary meetings

Heads of State and Government, Vice-Presidents and Crown Princes/Princesses participating in the summit and the general debate will be escorted by Protocol to the rostrum in the General Assembly Hall from Room GA-200. A Head of State or Government, who is at his/her delegation seat in the GA hall, will be escorted to GA-200 by a protocol officer at least five minutes before the address. If a Head of State/Government is away from the delegation seat in the GA Hall prior to his/her speech, it will be the responsibility of the delegation to monitor the proceedings and escort the Head of State/Government to GA-200 at least five minutes before his/her turn to speak. It is to be noted that only a maximum of two members of a delegation will be allowed to accompany a Head of State/Government to GA-200. At the conclusion of the statement, the Head of State/Government will be escorted from the rostrum back to GA-200 and then proceed with his/her schedule.

Special reserved seating in the GA Hall during the general debate of the 71st session

During the general debate, seats will be reserved in a VIP area for spouses of the Heads of State/Government, Vice-Presidents and Crown Princes/Princesses participating in the general debate, as well as for spouses of Cabinet Minister (if available), provided that the Chief of Protocol is notified in advance of their attendance at the session. In addition, a limited number of seats will be reserved, upon request, for guests of delegations on the 4th floor balcony (depending on availability) and in VIP Section A (up to 15 seats) of the General Assembly Hall.

The seats in VIP Section A will only be allocated for the duration of the address of the head of delegation at the plenary meeting of the general debate of the seventy-first session. Access to these areas in the General Assembly Hall will require a special courtesy ticket distributed by the Protocol and Liaison Service. To request tickets for these areas, as well as reservation at the VIP section for spouses, kindly complete the attached form SG.40 (Annex 2, electronic version is available on the protocol website) with names and titles of all attendees, stamp and have it signed by the head of chancery or administrative officer and return it to the Protocol and Liaison Service at Room S-0201 or by fax to 212-963-1921, at least one week in advance of the address. The special courtesy tickets will be available for collection one day prior to the address of the head of delegation. Ticket holders to these areas who are not in possession of a UN grounds pass must be escorted by a representative of the mission bearing a valid UN grounds pass and must enter the United Nations via the visitors' entrance.

Social events

- Welcoming Reception

A welcoming reception will take place on **Tuesday morning, 20 September**

2016 in honour of the Heads of State/Government, Vice Presidents and Crown Princes/Princesses participating in the seventy-first session of the General Assembly and their spouses, **from 8:00 am to 8:30 am**, in the West Foyer (Indonesian Lounge). *[Please note change of time after issuance of Information Note A/INF/71/4.]*

- State luncheon

The Secretary-General will host a state luncheon (without spouses) **on Tuesday, 20 September 2016 at 1:15 pm**, at the North Delegates' Lounge on the 2nd floor of the Conference Building, in honour of Heads of State and Government, Vice-Presidents and Crown Princes participating in the seventy-first session of the General Assembly. Heads of Delegation at the level other than Heads of State and Government will also be invited. It is to be noted that, if a Head of a delegation is not available for the official luncheon, no substitute or replacement will be accepted. Interpreters, only if requested in advance and duly accredited, will be provided with seats behind their respective heads of delegation.

Heads of State /Government and Heads of Delegation will be expected to proceed directly to the North Delegates' Lounge. Protocol Officers will escort Heads of State/Government and Heads of Delegation into the Delegates' Lounge and to their respective tables and seats. Individual placement cards may be retrieved one hour prior to the event by an escorting member of the delegation at the Protocol desk at the entrance of the Delegates' Lounge.

The official opening of the luncheon, including the toast by the Secretary-General and the Head of Delegation of the Host Country, will be covered by still photo and UNTV.

- Programme for spouses

Two social events will be offered by the spouse of the Secretary-General, Mrs. BAN Soon-taek, in honour of the spouses of Heads of State and Government, Vice-Presidents, and Crown Princes, as follows:

1. A tea reception on **Tuesday, 20 September 2016 at 4:00 pm** at the official residence of the Secretary-General, located at 3 Sutton Place, on the north-east corner of Sutton Place and 57th Street. The spouses of Cabinet Ministers attending the general debate are also invited to attend this event. Spouses may be accompanied for this event by a guest of their choice. *[Please note change of time after issuance of Information Note A/INF/71/4.]*
2. A cultural event, details of which will be communicated to the missions in a separate note verbale.

Separate notes verbale on the above social events, as well as a note verbale requesting arrival and departure information for Heads of State/Government and their spouses, are being issued to Permanent Missions/Observers. Confirmation forms

attached to these notes should be completed and returned via facsimile or delivered by hand to the Protocol and Liaison Service not later than the deadlines specified therein.

It would be most helpful if the Chief of Protocol were informed, in a timely manner, of the presence of Heads of State and Government, Vice-Presidents, Crown Princes/Princess and their spouses in the above social events, in order to make the appropriate arrangements and send out the corresponding invitations.

2016 Treaty signature/ratification event

To promote wider participation of States in over 560 multilateral treaties deposited with the Secretary-General by facilitating their signature or deposit of binding instruments of ratification, acceptance, approval or accession during the seventy-first session of the General Assembly, special arrangements will be made, including media coverage, for a Treaty Event from 19 to 23 September 2016, in the Treaty Signing Area on the Ground Floor of the General Assembly Building. Appointments for signature, ratification, acceptance, approval or accession should be arranged well in advance with the Treaty Section (contact Ms. Dina Hamdy at +1 (212) 963-2113, e-mail: hamdyd@un.org). The Treaty Section can also be contacted at +1 (212) 963-5047 (Front Desk). Those countries intending to sign, ratify or accede to a convention or treaty must submit copies of their instruments of full powers, if required, or copies of their instruments of ratification or accession, to the Treaty Section for review, preferably, by 2 September 2016. Copies of instruments may be faxed to the Treaty Section at (212) 963-3693. The original instruments are expected at the time of undertaking the relevant treaty action.

Detailed information relating to the 2016 Treaty Event, including the letter of invitation from the Secretary-General, a list of all multilateral treaties deposited with the Secretary-General and procedural information can be obtained from the UN Treaty Collection website at <https://treaties.un.org>.

In addition to the Head of State or Government or Minister for Foreign Affairs, two individuals per delegation will be permitted at the event. It should be noted that it is the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue five minutes prior to the scheduled appointment. A Protocol Officer will be present to greet and escort dignitaries (Head of State or Government/Vice-President/Crown Prince or Princess).

In order to have access to the premises during the 2016 Treaty Event, national and international media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit of the Department of Public Information. For information, please visit <http://www.un.org/malu/> or contact them at malu@un.org or Tel: +1 (212) 963-6934.

List of delegations

Missions are kindly requested to submit a comprehensive official delegation list,

including the functional titles and affiliations of each member, to the Chief of Protocol, room S-0201 (Fax: (212) 963-1921), not later than 31 October 2016. In order to avoid confusion, any changes to the original list should be sent separately. Such changes should not be incorporated into the list previously submitted to the Protocol and Liaison Service. The names of additional delegates may be submitted through official letters, not notes verbales, addressed to the Secretary-General and signed by the Permanent Representative to the United Nations. Missions are encouraged to transmit, in MS Word, their comprehensive lists of delegations, first electronically to unprotocol@un.org, followed by a signed copy, to be delivered to the Protocol and Liaison Service.

Each delegation should consist of not more than five representatives, and five alternate representatives and as many advisers and experts as may be required (rule 25 of the rules of procedure of the General Assembly refers). With the exception of Heads of State or Government and Vice-Presidents, Crown Princes or Princesses and Ministers for Foreign Affairs, who will be listed as heads of delegation during their presence at the session, all other heads of delegation shall be counted as one of the five representatives. If the five representatives and five alternate representatives are not specified, as required by the rules of procedure of the General Assembly, the first 10 members of the delegation in the order of their listing will be considered as representatives and alternate representatives, for the purpose of issuing the lists of delegations. The names of aides de camp, interpreters, physicians, media and security personnel accompanying a Head of State or Government should not be included in the official list of delegations.

A comprehensive list of delegations to the seventy-first session of the General Assembly will be available on the Protocol and Liaison Service website (www.un.int/protocol) at the end of December 2016.

Briefing to delegations

A joint protocol, security and media briefing for delegations will take place on **Friday, 2 September 2016, in Conference Room 3 at 10:00 am**. Personnel of Permanent/Observer Missions handling logistical arrangements in these areas for their visiting delegations are strongly encouraged to be present at the briefing.

Working Hours

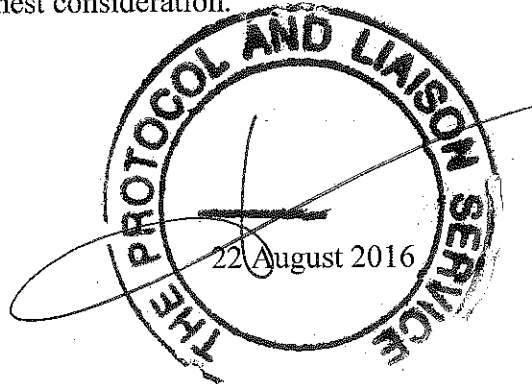
Working hours for the accreditation unit in the Protocol and Liaison Service (Tel: (212) 963-7181) and the United Nations Pass and Identification Office (Tel: (212) 963-7533), in the days prior to and during the high-level week, will be posted on the Protocol website (<http://www.un.int/protocol>) and at the entry of the Protocol Office not later than 2 September 2016.

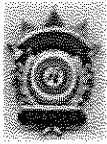
Protocol website and Information Note

All relevant documents, forms and information material communicated from the Protocol and Liaison Service in relation to the seventy-first session of the General

Assembly may be accessed at the website of the Protocol and Liaison Service: <http://www.un.int/protocol>. A detailed information note (A/INF/71/4) regarding arrangements for the high-level meetings and the general debate of the seventy-first session of the General Assembly is now available in the Official Document System (ODS) and is also posted on the Protocol website.

The Chief of Protocol of the United Nations avails himself of this opportunity to renew to the Permanent Representatives and Observers accredited to the United Nations and the Heads of Intergovernmental Organizations and Specialized Agencies stationed in New York the assurances of his highest consideration.





UNITED NATIONS SECURITY AND SAFETY SERVICE
SPECIAL SERVICES UNIT



Room: Room: GA-1B- 052A
Tel: 212-963-7531, Fax: 212-963-1833
E-Mail: Security-UNHQ-SpecialServices@un.org

**REQUIREMENTS FOR SHORT TERM RENTAL VEHICLE DECALS:
& NON PHOTO ID CARD for TEMPORARY DRIVERS for UNGA & NON UNGA
PERIODS**

Information mentioned hereunder is required for processing:

1. Note Verbale request indicating name, title and period of VIP visit. Please Affix the Mission Seal and Authorised Signature.
2. Fill out application of the short term vehicle rental available at Garage Administration Office. Please Affix the Mission seal and Authorized Signature.
3. Signed rental agreement between mission and the bona fide rental/lease companies.
4. Clear Copy of valid vehicle registration document (Expiration date must be visible)
5. Clear Copy of valid driver's license (Photo and expiration date must be visible)

Note: For Consulate or Washington DC vehicles with diplomatic plates – a letter from the UN mission indicating agreement between mission and consulate for the use of the vehicle

The missions will have to provide a photo of the driver in jpeg format by email to the Security and Safety Service, Special Services Unit at the following email address: Security-UNHQ-SpecialServices/NY/UNO. Once the decal is obtained from the Garage Administration, Temp ID will ready for pick up at the UN Pass and ID office.

Requesting missions will be responsible for collecting the passes from the Pass and ID Unit.

Once the Decal request is cleared from Security it will be given to mission staff to take to the Garage Administration Office. When the requesting Decals are approved, it must be collected from the United Nations Garage Administration Office.

Note:

- ❖ The United Nations Security Special Services Unit is located at GA-1B-052 Opposite side of the Conference Room 3
- ❖ The Garage Administration office is located at:
UNITAR Building, 801 East, 45th Street Room U-210 (2nd Floor): Phone: 212-963-6212

“Annex 2”

Arrangement for secondary access cards for the high-level meetings and the general debate of the seventy-first session of the General Assembly

Meetings/Venues	Member States, Holy See, State of Palestine	Intergovernmental organizations	Specialized Agencies & related organizations
> General Assembly Hall			
<p>19 September H-L meeting on addressing large movements of refugees and migrants (opening/closing)</p> <p>20-26 September General Debate</p> <p>21 September H-L Event on the Entry into Force of the Paris Agreement</p>	6 cards*	2 cards*	1 card*
> 2nd Floor of the GA Building & Conference Building			
<p><i>Note: * These secondary access cards are valid for the period of the general debate and high-level meetings from 19 to 26 September.</i></p>			
> Trusteeship Council Chamber (TRI), ECOSOC Council Chambers (ECO) & Conference Rooms 2, 3 & 4			
<p>19 September Plenary meetings of the H-L meeting on addressing large movements of refugees and migrants (TRI and ECO)</p> <ul style="list-style-type: none"> • Interactive Round Table 1 (AM) (CR2) • Interactive Round Table 2 (AM) (CR3) • Interactive Round Table 3 (AM) (CR4) • Interactive Round Table 4 (PM) (CR2) • Interactive Round Table 5 (PM) (CR3) • Interactive Round Table 6 (PM) (CR4) <p>21 September H-L meeting on antimicrobial resistance (Opening, plenary & closing segment) (TRI)</p> <ul style="list-style-type: none"> • Interactive thematic panels 1 & 2 (AM) (both in ECO) <p>22 September H-L segment to commemorate the 30th anniversary of the Declaration on the Right to Development (TRI)</p> <p>26 September H-L plenary meeting to commemorate & promote the International Day for Total Elimination of Nuclear Weapons (TRI)</p>	<p>2 cards for TRI 2 cards for ECO</p> <p>2 cards for CR2 2 cards for CR3 2 cards for CR4 2 cards for CR2 2 cards for CR3 2 cards for CR4</p> <p>2 cards for TRI 2 cards for ECO</p> <p>2 cards for TRI</p> <p>2 cards for TRI</p>	<p>TBC</p> <p>TBC TBC TBC TBC TBC TBC</p> <p>TBC TBC</p> <p>TBC</p> <p>TBC</p>	<p>TBC</p> <p>TBC TBC TBC TBC TBC TBC</p> <p>TBC TBC</p> <p>TBC</p> <p>TBC</p>