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REFERENCE: PRO/NV/BAPA+40 BUENOS AIRES/ARRANGEMENTS

The Protocol Office of the United Nations presents its compliments to the Permanent Representatives/Observers to the United Nations, heads of intergovernmental organizations, specialized agencies and related organizations stationed in New York and has the honour to provide them with general information about the **Second High-level United Nations Conference on South-South Cooperation (BAPA+40)**, which will take place in Buenos Aires, Argentina, from 20 to 22 March 2019.

The Conference

1. The Conference will take place at the Buenos Aires Exhibition and Convention Centre located on Figueroa Alcorta Avenue (next to the Faculty of Law of the University of Buenos Aires), from 20 to 22 March 2019.
2. The Conference will be composed of four plenary meetings and will also include three interactive panel discussions.

Access to the Conference venue

3. Registered delegates will be issued a conference badge by the United Nations for access to the Conference venue, subject to screening at the main entrance of the Convention Centre. Holders of VIP pass (Heads of State/Government, Vice Presidents, Crown Princes/Princesses, Deputy Prime Ministers and Cabinet Ministers, as well as their spouses) will be exempt from screening upon presentation of their VIP passes.
4. Access to the Plenary Hall for the opening plenary meeting on 20 March 2019 will require a secondary access card, in addition to the conference badge or VIP pass. Each government delegation, including the Holy See, State of Palestine and the European Union, will be issued three (3) secondary access cards, and each delegation of intergovernmental organizations, associate members of the regional commissions, specialized agencies and related organizations will be issued two (2) secondary access cards.

Registration of members of official delegations

5. Registration of official delegations of member states, intergovernmental organizations that have observer status with the General Assembly, associate members of the regional commissions, specialized agencies and related organizations is handled by the Protocol Office of the United

Nations via the online system “eAccreditation” available through the eDelegate Portal at <http://delegate.un.int>.

6. For registration to the Conference, official delegations must go through their respective permanent/observer missions and offices in New York, who have access to the United Nations eAccreditation system. Delegations are advised to do so as early as possible to ensure timely registration.

7. Delegations of intergovernmental organizations, associate members of regional commissions, specialized agencies and related organizations without an office in New York or not registered with the eAccreditation system may refer to paragraphs 18 and 12(c) below for registration to the Conference.

8. Pre-registration to the Conference in New York is now open through **Monday, 11 March 2019** via the online “eAccreditation” system at <http://delegate.un.int>.

9. On-site registration and collection of conference badges/secondary access cards for pre-registered participants will begin on **Sunday, 17 March 2019** starting at 9:30 am through **Friday, 22 March 2019** until 12:00 noon at the United Nations Registration Centre in Buenos Aires.

Pre-registration in New York (now through 11 March 2019)

10. For pre-registration, please follow the instructions specified in paragraph 12 below. Permanent/observer missions and offices are strongly advised to make use of the pre-registration option in New York prior to the deadline 11 March 2019, as this will simplify the process and prevent delays and inconvenience for delegates once they reach Buenos Aires.

11. Following past practice, Heads of State/Government, Vice-Presidents and Crown Princes/Princesses and their spouses will be issued a VIP pass without a photograph. Deputy Prime Ministers/Cabinet Ministers and their spouses will be issued a VIP pass with a photograph.

12. For issuance of conference badges and VIP passes, authorized users of the Permanent/observer missions and offices are required to follow the mandatory procedure below:

(a) Submit a letter (with official stamp/seal and signed by the Permanent Representative or his/her designated official) to Mr. Peter Van Laere, Chief of Protocol (Attn.: Ms. Wai Tak Chua), at Room S-0200 or by facsimile to +1 (212) 963-1921 or by email to unprotocol@un.org, providing an authorized list of the members of the delegation, who require a conference badge (with names, functional titles and affiliations).

(b) Register online via the eAccreditation system at <http://delegate.un.int> by completing an online registration form for each member of the official delegation participating in the Conference, including Heads of State/Government, Vice-Presidents, and Crown Princes/Princesses, Deputy Prime Ministers and Cabinet Ministers, as well as their spouses.

(c) In order for a conference badge to be issued, the following procedure must be completed:

Step 1: Log on to the website <http://delegate.un.int> with the user name and password to access the eAccreditation system (for registered users only), then select the button

entitled “Registration to the Second High-level United Nations Conference on South-South Cooperation, Buenos Aires, Argentina, 20-22 March 2019”

Step 2: Complete all mandatory fields [Please do not use acronyms or abbreviations]

Step 3: Upload a photograph of the participant. [This is strongly recommended and please note **photo specifications** referred to in paragraph 13.]

Step 4: You may attach the official credentials or the letter with delegation list. [**Optional, but highly recommended**]

Step 5: Review all information carefully and submit.

13. Passport-size colour photographs of all listed members of delegations, including Cabinet Ministers and their spouses, are required. Please be reminded that (a) photographs of Cabinet Ministers/their spouses formerly deposited with the Protocol Office for UNHQ meetings will not be used. New photographs must be attached to the online applications; (b) all photographs must be recent and taken not more than six months prior to the Conference. **A detailed photograph specification is attached for ease of reference** (Annex 1).

14. Failure to submit photographs at the time of online registration or attaching photographs which do not meet with the photograph specifications, will delay the issuance of badges and result in delegates (including ministers) having to line up to be photographed at the Registration Centre in Buenos Aires. As stated above, photographs are **not** required for Heads of State/Government, Vice Presidents, Crown Princes/Princesses and their spouses.

15. Permanent/observer missions are urged to advise and coordinate with their embassies in Argentina or in the region on the proper registration procedure in order to avoid dual registration. In addition, early submission of registration requests (with photographs) is highly recommended in order to facilitate timely issuance of conference badges and to reduce the waiting time at the Registration Centre in Buenos Aires.

16. Delegations are kindly reminded that the Protocol Office cannot register representatives of non-governmental organizations who do not form part of the official delegations of member states, intergovernmental organizations, associate member of the regional commissions, specialized agencies and related organizations. Participants attending side events/exhibitions in the margin of the Conference should not be included in the official credentials or official delegation lists and will not be registered by the Protocol Office.

Review of registration requests

17. Upon verification of the information on the credentials or lists of delegations, the Protocol Office will approve the registration requests submitted online. An approval email will be sent to the eAccreditation users of the missions/offices for each approved participant for issuance of a conference badge at the Registration Centre in Buenos Aires. It is to be noted that no approval of a conference badge will be granted prior to receipt of the credentials or official lists of delegations/letters of nomination. Please note that the review process will take at least 3-4 working days. Delay will be anticipated in the days prior to the deadline of pre-registration.

Participation of intergovernmental organizations, associate members of regional commissions, specialized agencies and related organizations without an office in New York or not registered with the eAccreditation system

18. Intergovernmental organizations, associate members of regional commissions, specialized agencies and related organizations without an office in New York or not registered with the eAccreditation system are required to submit a letter (with an official stamp/seal and signed by the head of organization) to Mr. Peter Van Laere, Chief of Protocol (Attn.: Ms. Wai Tak Chua), not later than **28 February 2019**, by facsimile to +1 (212) 963-1921 or by email to unprotocol@un.org, providing an authorized list of the members of the delegation, who require a conference badge (with names, functional titles and affiliations). **It is important to include in the letter the name and an official email address of the focal point (who must be a staff member of the organization).**

19. Upon receipt of the letter, the focal point will be provided, via email, with a temporary account and password to log on to the “eAccreditation system” to submit online registration request for the delegation of the organization. Please follow the registration procedure referred to in paragraphs 12 (c), 13 and 17 above. **Deadline for online registration submission is 11 March 2019.**

On-site registration in Buenos Aires (from 17 to 22 March 2019)

20. On-site registration will be available at the United Nations Registration Centre in Buenos Aires, starting on **Sunday, 17 March 2019 at 9:30 am through Friday, 22 March 2019 at 12:00 noon.**

21. The United Nations Registration Centre is located outside the entrance of the Conference venue - Buenos Aires Exhibition and Convention Centre.

22. Non-registered delegates seeking on-site registration at the Registration Centre in Buenos Aires will be required to present proof of credentials or official letter of delegation/letter of nomination, together with a passport or valid government-issued photo identification and to complete an on-site registration form. Upon verification and approval by the Protocol Office, delegates may proceed to the badging booth for a photo for issuance of a conference badge.

Registration of security and media personnel

23. Members of national security accompanying the VIP groups participating in the Conference will need to be registered and have appropriate conference badges issued by the United Nations Security and Safety Service. For additional information, please contact Mr. Ricardo Freitas Da Silva, United Nations Department of Security and Safety Service, (Email: ricardo.freitas@cepal.org; Tel: +56 22210 2270).

24. Registration of media personnel, including journalists accompanying the delegation, official photographers and videographers, will be handled by the United Nations Media Accreditation and Liaison Unit (Tel: +1 (212) 963-6934, Email: malu@un.org). Missions should apply for media through the eAccreditation system, accessible via the e-Delegate portal. Media personnel can also apply independently at: <http://www.un.org/malu>.

Collection of conference badges and secondary access cards

25. Conference badges/secondary access cards for pre-registered delegations may be collected at the United Nations Registration Centre in Buenos Aires by registered delegates of their delegation upon presentation of hard copies of the approval emails along with their passports.

26. Alternatively, the Conference badges may be collected by representatives of the embassies in Argentina or in the region, upon presentation of a valid passport/government issued photo ID and the approval emails, along with an official letter in English authorizing the representative to collect the conference badges and secondary access cards. The letter of authorization may be issued by the permanent missions to the United Nations or the embassies and must be stamped and signed by the head of the mission or ambassador of the embassy. The letter must also specify the name of the collector.

27. Delegates/representatives collecting the conference badges and the secondary access cards must be mindful that it is their responsibilities to ensure safe delivery of the badges/access cards to members of their delegations. The United Nations Security will not issue duplicate conference badges/access cards.

Credentials

28. In accordance with rule 3 of the provisional rules of procedure of the Conference, the credentials of representatives and the names of alternate representatives and advisers should be addressed to the Secretary-General of the United Nations and signed by the Head of the State or Government or the Minister for Foreign Affairs or, in the case of the European Union, by the President of the European Commission. The original credentials should be delivered to Ms. Tomoko Iwata (Room S-3604) or Mr. Keiichiro Okimoto (Room S-3639) of the Office of Legal Affairs, if possible, by **12 March 2019**. A copy of the credentials should also be transmitted to the Protocol and Liaison Service (Room S-0200, Fax: (212) 963-1921 or Email: unprotocol@un.org).

Working hours of the Registration Centre in Buenos Aires

29. The Registration Centre in Buenos Aires will be open as follows:

17 March 2019	9:30 am – 5:30 pm
18 -19 March 2019	8:00 am – 7:00 pm
20 March 2019	8:00 am – 5:00 pm
21 March 2019	8:30 am – 5:00 pm
22 March 2019	9:00 am – 12:00 noon

Special attention

30. Starting **17 March 2019**, all official communications, including lists of delegations and meeting-related materials, should be sent to the Protocol Office at the Registration Centre in Buenos Aires by fax or via email to protocolconference@un.org. The fax number will be made available and posted on the Protocol website at <http://protocol.un.org> not later than 11 March 2019.

Delegations may also obtain the fax numbers by contacting the Protocol Office in New York (Tel: +1 (212) 963-7171) or visit the Protocol website (<http://protocol.un.org>).

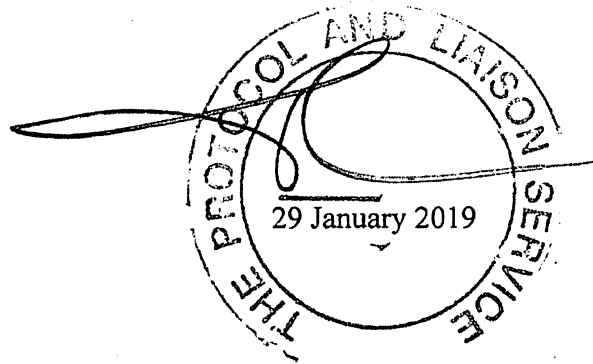
31. For any changes to the original delegation lists already submitted to the Protocol Office, please send a separate official letter with the changes only, e.g. name of additional delegate or name of delegate no longer attending the Conference. There is no need to resend the entire delegation list every time a change is made to the delegation.

32. The Protocol Office will not guarantee timely approval/delivery of conference badges in case of late submission of registration requests and will not process incomplete requests such as missing official letter, list of delegation or names/functional titles/affiliates/photos.

Information of the Conference

33. Detailed information and logistics of the Conference can be found on the conference official website at <https://www.unsouthsouth.org/bapa40/>

The Protocol Office of the United Nations avails itself of this opportunity to renew to the Permanent Representatives and Observers, heads of intergovernmental organizations and specialized agencies accredited to the United Nations the assurances of its highest consideration.

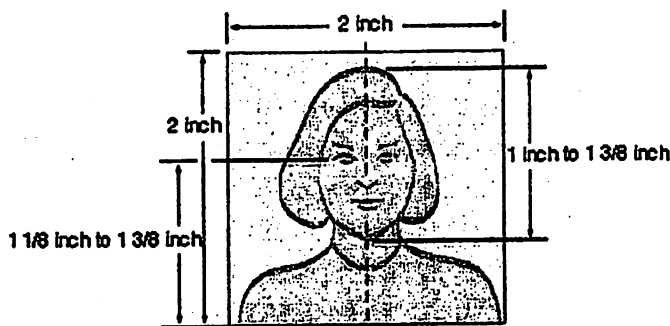


UNITED NATIONS PASS AND IDENTIFICATION UNIT

Photograph specifications for UN grounds pass

- In color
- 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Dimensions The image dimensions must be in a square aspect ratio (the height must be equal to the width). Minimum acceptable dimensions are 600 x 600 pixels. Maximum acceptable dimensions are 1200 x 1200 pixels.
- Color The image must be in color (24 bits per pixel) in sRGB color space which is the common output for most digital cameras.
- File Format The image must be in JPEG file format
- File Size The image must be less than or equal to 240 kB (kilobytes).
- Compression The image may need to be compressed in order for it to be under the maximum file size. The compression ratio should be less than or equal to 20:1.
 - Taken in clothing that you normally wear on a daily basis:
 - Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily.
 - You may only wear a hat or head covering if you wear it daily for religious purposes. Your full face must be visible and your head covering cannot obscure your hairline or cast shadows on your face.
 - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
 - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo. Glare on glasses is not acceptable in your photo.
 - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).

Photo Head Size Template



- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo