

REFERENCE:

PRO/NV/73rd GA/high-level meetings and general debate/Arrangements

The Protocol Office of the United Nations presents its compliments to the offices of the Permanent Representatives, Permanent Observers and the Heads of Specialized Agencies to the United Nations, and has the honour to inform them of the protocol, security and other organizational arrangements for the high-level meetings and the general debate of the seventy-third session of the General Assembly, from 24 September to 1 October 2018 (High-level week).

**Access to the United Nations**

(a) 42<sup>nd</sup> Street (staff entrance)

The staff entrance on First Avenue and 42<sup>nd</sup> 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 or a special event ticket.

(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 groups 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 UN grounds pass or a UN temporary driver's pass and an authorized United Nations vehicle decal ("UNGA73", 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 (Section A of the GA hall) or special event tickets (fourth floor balcony of the GA hall) must use the 46th Street screening building and must be escorted by representatives of the missions and are 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 nor members of national security services 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: +1 (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, the credentials of representatives and the names of members of a delegation to the seventy-third session of the General Assembly should be addressed to the Secretary-General and signed by the Head of State or Government or the Minister for Foreign Affairs. In accordance with rule 25 of the rules of procedure of the General Assembly, the credentials should indicate not more than five representatives and five alternate representatives, and as many advisers, technical advisers, experts and persons of similar status as may be required by the delegation. 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 **by 11 September 2018**. A copy of the credentials should also be transmitted to the Protocol Office (Room S-0200, Fax: +1 (212) 963-1921 or Email: [unprotocol@un.org](mailto:unprotocol@un.org)).

### **Registration of members of official delegations**

Official delegations and members of the parties of Heads of State or Government, Vice-Presidents and Crown Princes or Princesses will be registered by the Protocol Office. Missions/offices are required to submit their registration requests by using the online system “eAccreditation” available through the eDelegate Portal at <https://delegate.un.int>. The deadline for submission of registration to the general debate and the high-level meetings is **Friday, 14 September 2018**.

All requests, including requests for VIP passes, must be submitted via the “eAccreditation” system. VIP passes (white pass) will be issued by the Protocol Office. Regular grounds passes (blue pass) will be issued by the Pass and ID Unit.

Missions/offices are strongly advised to submit photographs of their delegations along with their online requests in order to avoid long queues at the Pass and ID Unit. A detailed photograph specification provided by the Pass and ID Unit is attached for reference (Annex 1). For details of the eAccreditation online system, registered users of the missions/offices are encouraged to visit the protocol website at <https://protocol.un.org> for the “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 registration requests received in the office of the Protocol Office before the close of business on Friday, 7 September 2018, 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.

Missions are reminded that registration of security and media personnel, including official photographers/videographers, are handled by the Security Special Service Unit [Tel: +1 (212) 963-7531] and the Media Accreditation and Liaison Unit [Tel: +1 (212) 963-6934] respectively, also via the eAccreditation system at <https://delegate.un.int>. For further assistance in this regard, missions may contact them directly.

### **Requests of temporary vehicle decals and temporary driver’s passes**

Requests for temporary vehicle decals and temporary driver’s passes are handled by the Security Special Service Unit through the online eDelegate Portal at <https://delegate.un.int/dgacm/delegate.nsf/xpTempDecalDriverRequests.xsp>. All requests for temporary vehicle decals and temporary driver’s passes must be submitted through this link. The eAccreditation Focal Points of the missions may log on to this link and submit requests similar to the process for requesting temporary delegate grounds passes. Please refer to the attached guideline dated 30 July 2018 issued by the United Nations Department of Safety and Security (Annex 2). During the high-level week, temporary drivers and

vehicles will only be allowed to enter the UN premises if they have a UN temporary driver's pass **with a photo** and are part of a motorcade. Temporary drivers with a **non-photo** UN temporary driver's pass or temporary vehicle decal that are not part of a motorcade, can only drop off and pick up their occupants on First Avenue.

#### **Access to meeting rooms and restricted area**

During the period of the high-level meetings and the general debate, 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 (GA Hall **or** second floor) which is transferable amongst members of a delegation. For that purpose, the Protocol Office will issue passes as follows:

(a) Every permanent mission will be issued six "**GA Hall** secondary access cards" for access to the General Assembly Hall and four "**second floor** secondary access cards" for access to the second floor of the General Assembly and Conference Buildings;

(b) Each intergovernmental organization will be issued two "**GA Hall** secondary access cards" and each specialized agency will be issued one "**GA Hall** secondary access card" for access to the General Assembly Hall; in addition, each intergovernmental organization and specialized agency will also receive two "**second floor** secondary access cards" for access to the second floor of the General Assembly and Conference Buildings;

(c) The secondary access cards for the General Assembly Hall and the second floor of the General Assembly and Conference Buildings will be valid for the period of the High-level week from **24 September to 1 October 2018**;

The secondary access cards will be distributed by the Protocol Office on **Thursday, 20 September 2018 between 10:00 am and 5.00 p.m. in Conference Room "B"**. Thereafter, access cards may be collected in the Protocol Office at Room S-0200 during office hours.

Access cards, **if required**, for other high-level meetings taking place during the high-level week, will be distributed on the date mentioned above to representatives of Member/Observer States, Intergovernmental Organizations or Specialized Agencies participating in these meetings for access to various conference rooms/chambers.

Access to the General Assembly Hall and the second floor is strictly limited to holders of VIP passes or registered delegates with a valid UN grounds pass and a secondary access card. 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 VIPs 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 a delegate's "interpreter" grounds pass and a GA Hall secondary access card or a specific "interpreter secondary pass". Delegations are urged to register interpreters as such through the eAccreditation online system if there is a need for an interpreter to accompany a VIP. Please note that an "**interpreter secondary pass**" must be used on top of a **delegate's "interpreter" grounds pass** to gain access to restricted area.

### **List of delegations**

For ease of registration of the official delegations, missions/offices are required to submit a comprehensive official delegation list, including the functional titles and affiliations of each member, to the Chief of Protocol not later than 14 September 2018. The official delegation list should be signed by the Permanent Representative or his/her designated official with the mission's official seal/stamp, under official letterhead, and sent by email to the Protocol Office at [unprotocol@un.org](mailto:unprotocol@un.org) or by fax to +1 (212) 963-1921. Any subsequent amendments to the official delegation list should be sent in similar fashion to the same email address/fax.

### **Plenary meetings**

Heads of State and Government, Vice-Presidents and Crown Princes/Princesses participating in 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 Room 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 Room GA-200 at least five minutes before his/her turn to speak. It is to be noted that a maximum of two members of a delegation will be allowed to accompany a Head of State/Government to Room GA-200. At the conclusion of the statement, the Head of State/Government will be escorted from the rostrum back to Room GA-200 and may then proceed with his/her schedule.

### **Special reserved seating in the GA Hall during the general debate of the 73rd session**

During the general debate, seats will be reserved in a VIP area for spouses of the Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the general debate, provided that the Chief of Protocol is notified in advance of their attendance. Priority is first given to spouses of Heads of State. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations on the fourth floor balcony, and in VIP section A (up to 15 seats) of the General Assembly Hall during the address of the head of delegation at the plenary meeting of the general debate.

Access to those areas will require a special courtesy ticket (Section A) or a special event ticket (fourth floor balcony) distributed by the Protocol Office. To reserve seats in the

VIP area for spouses and in those sections reserved for guests of delegations in the General Assembly Hall, permanent missions are required to submit a request by completing an SG.40 form (Annex 3) specifying the names and titles of all attendees (including, where relevant, the spouse of the dignitary speaking) to the Chief of Protocol in room S-0200 (fax: +1 (212) 963-1921 or email: [unprotocol@un.org](mailto:unprotocol@un.org)) at least one week in advance of the address. The electronic version of the SG.40 form is available on the protocol website at <https://protocol.un.org> under "Forms". The special courtesy tickets/special event tickets will be available for collection one day prior to the address of the head of delegation. Ticket holders to those areas who are not in possession of a United Nations grounds pass must be escorted by a representative of the mission with a valid United Nations grounds pass and enter the United Nations through the 46th Street entrance.

### **Social events**

- Welcoming Reception

A welcoming reception hosted by the Secretary-General will take place on **Tuesday morning, 25 September 2018**, in honour of the Heads of State/Government, Vice Presidents and Crown Princes/Princesses (with spouses) participating in the seventy-third session of the General Assembly, **from 8.00 a.m. to 8.50 a.m.** in the West Foyer (Indonesian Lounge) on the second floor of the General Assembly Building.

- State Luncheon

The Secretary-General will host a state luncheon (principals only) on **Tuesday, 25 September 2018 at 1.15 p.m.**, at the North Delegates' Lounge on the second floor of the Conference Building, in honour of Heads of State and Government, Vice-Presidents and Crown Princes/Princesses participating in the seventy-third 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 will be provided with seats behind their respective heads of delegation, only if requested in advance and duly registered.

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 North 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 North 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.

Separate notes verbale on the above social events are being issued to the offices of the Permanent Representatives, Permanent Observers and the Heads of Specialized

Agencies to the United Nations. Confirmation forms attached to these notes should be completed and submitted to the Protocol Office at the designated email addresses 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 and Crown Princes/Princesses in the above social events, in order to make the appropriate arrangements and send out the corresponding invitations.

## **2018 Treaty 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-third session of the General Assembly, special arrangements will be made, including media coverage, for a Treaty Event from 25 to 28 September 2018 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](mailto: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 for signature, or copies of their instruments of ratification or accession, to the Treaty Section for review, preferably, by 4 September 2018. Copies of instruments may be faxed to the Treaty Section at +1 (212) 963-3693. The original instruments are expected at the time of undertaking the relevant treaty action.

Detailed information relating to the 2018 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 2018 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](mailto:malu@un.org) or Tel: +1 (212) 963-6934.

## **Briefing to delegations**

A joint briefing for delegations by the Department of General Assembly and Conference Management, the Department of Safety and Security and the Department of Public Information, will take place on **Wednesday, 12 September 2018, at 3:00 p.m. in Conference Room 2**. Personnel of Permanent/Observer Missions handling logistical arrangements in these areas for their visiting delegations are strongly encouraged to be present at the briefing.

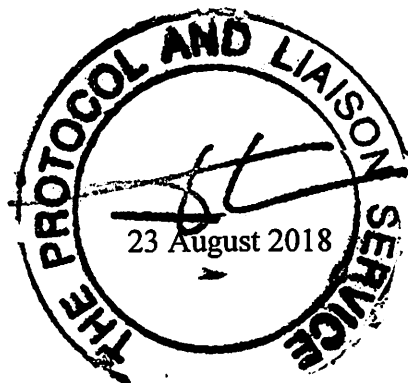
## **Working Hours**

Working hours of the Protocol Office (Tel: +1 (212) 963-7171) and the Pass and ID Unit (Tel: +1 (212) 963-7533), in the days prior to and during the high-level week, will be posted on the Protocol website at <https://protocol.un.org> and at the entry of the Protocol Office not later than 7 September 2018.

## **Protocol website and Information Note**

All relevant documents, forms and information material communicated from the Protocol Office in relation to the seventy-third session of the General Assembly may be accessed at the website of the Protocol Office: <https://protocol.un.org>. A detailed information note (A/INF/73/4) regarding arrangements for the high-level meetings and the general debate of the seventy-third session of the General Assembly is now available in the Official Document System (ODS) and is also posted on the Protocol website.

The Protocol Office avails itself of this opportunity to renew to the offices of the Permanent Representatives, Permanent Observers and the Heads of Specialized Agencies to the United Nations the assurances of its highest consideration.

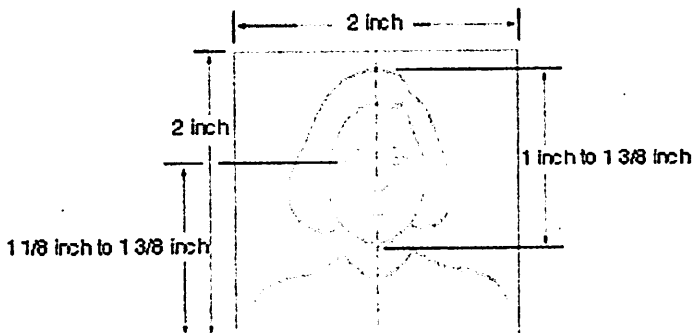




**Photograph specifications for UN grounds pass**

- 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

POSTAL ADDRESS—ADRESSE POSTALE: UNITED NATIONS, NY. 10017  
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

**DEPARTMENT OF SAFETY AND SECURITY**

**SECURITY AND SAFETY SERVICE**

30 July 2018

To: All Mission eDelegate Focal Points

As part of our efforts to improve efficiency, we are moving the request process for temporary vehicle decals and temporary drivers passes to the online eDelegate Portal. Mission Focal Points will be able to log into the eDelegate Portal and submit requests similar to the process for requesting temporary delegate grounds passes. Beginning on 13 August 2018, all requests for temporary vehicle decals and temporary driver's passes must be submitted through the portal on the following link:

<https://delegate.un.int/dgacm/delegate.nsf/xpTempDecalDriverRequests.xsp>

The process for the request is as follows:

1. Log into eDelegates
2. Click on the tab for temporary vehicle decal requests
3. Complete all fields
4. Upload the note verbale indicating the name, title and period of the VIP visit
5. Upload the signed rental agreement
6. Upload the vehicle insurance and registration documents
7. If the vehicle will be driven by a delegate with a UN grounds pass indicate "yes". If it will be driven by a temporary driver complete the below steps:
  - a. When asked if the vehicle will be driven by a delegate, indicate "no". More fields will appear.
  - b. Complete all fields
  - c. Upload a copy of the driver's license. **(Please note the driver's license must be a CDL or E class license)**
  - d. Upload a passport type photo according to the specifications indicated. (same specifications as a temporary delegate)
8. Once all fields are completed and requested documents have been uploaded click on "Submit to Special Services Unit"
9. If you are creating more than one request, click on "Submit to Special Services Unit and create another request"

- 
10. The UN Special Services Unit will review, and when appropriate, approve each request. Once approved, the focal point will receive a separate confirmation email for the temporary decal and the temporary drivers pass. If the request is rejected you will receive an email indicating it has been reject with the reason why.
  11. A Mission staff with a valid UN ID card will be able to collect the temporary decal or temporary driver's pass by following the instructions on the confirmation email. ***(Please allow 48 hours to process the request from the time you receive the confirmation email. All temporary decals and passes will only be released the business day before the start date of the request.)***



United Nations Protocol and Liaison Service

Reservation for VIP Section and/or reserved section at the General Assembly Hall [during the general debate only]

Permanent Mission of:	
Head of Delegation: <i>(name &amp; title)</i>	
Date of speech:	( ) Morning ( ) Afternoon

“VIP section” for spouse of Heads of State/Government, Vice-Presidents, Crown Princes/Princesses & Cabinet Ministers  
*(Due to limited seating capacity at the VIP section, priority is given to spouses of Heads of State on the first morning of the general debate)*

Name(s) & title(s):

Courtesy tickets for guests of mission at Section A

Names, functional titles and affiliates (maximum 15 guests):-

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

The mission would also like to request [ ] Courtesy tickets for the 4<sup>th</sup> floor Balcony

Signature: \_\_\_\_\_  
Head of Chancery/Administrative Officer

Name:

\_\_\_\_\_  
(official seal or stamp)

❖ This form must be submitted to Protocol and Liaison Service at Rm S-0201 or by fax to 212-963-1921 at least one week prior to the address.