PRO/NV/74th GA/high-level meetings and general debate/Arrangements

The Protocol and Liaison Service of the United Nations (Protocol Office) presents its compliments to the offices of the Permanent Representatives, Permanent Observers and 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-fourth session of the General Assembly, from 23 to 30 September 2019 (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 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 ("UNGA74", 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 at the Visitors’ entrance, while all VIPs may bypass screening, before
proceeding to the delegates’ entrance of the General Assembly Building (see Annex 1).

All other delegates without secondary access cards may enter the United Nations
trough 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,
credentials for the seventy-fourth 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, credentials may
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 hardcopy of the credentials should be delivered to the Office of
Legal Affairs on the 36th floor of the Secretariat Building (Room S-3604, S-3639 or S-3608)
if possible by 10 September 2019. In addition, starting from the seventy-fourth session of the General Assembly, a scanned copy of the credentials, as well as other communications containing the names of representatives to the seventy-fourth session (such as letters and notes verbales from the Permanent Missions), should be submitted through the new online platform "e-Credentials" which can be accessed at the e-deleGATE portal (https://delegate.un.int).

Registration of members of official delegations

Members of the parties of Heads of State or Government, Vice-Presidents, Crown Princes or Princesses and Ministers will be registered by the Protocol Office. Missions/offices are required to submit their registration requests by using the online system "eRegistration" available through the eDelegate Portal (https://delegate.un.int). The deadline for submission of registration to the general debate and the high-level meetings is Friday, 13 September 2019.

All requests, including requests for VIP passes, must be submitted via the "eRegistration" system. VIP passes (white passes) will be issued by the Protocol Office. Regular grounds passes (blue passes) 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 2). For details of the eRegistration 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, 6 September 2019, will take 2-3 working days for processing. After the date mentioned above, additional time may be required, especially in the days prior to the high-level week.

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

Requests for 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 eRegistration 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 3). 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 (23-30
September), 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:

Access to the General Assembly Hall and the second floor of the General Assembly and
Conference Buildings for the “Secretary-General’s Climate Action Summit on 23
September”

(a) Every permanent mission will be issued six “GA Hall secondary access
cards” for access to the General Assembly Hall and one “second floor secondary access
card” for access to the second floor of the General Assembly and Conference Buildings;

(b) These secondary access cards (GA hall and second floor) for the “Climate
Action Summit” will be valid for 23 September 2019 one day only;

(c) Access arrangement for intergovernmental organizations and specialized
agencies will be communicated to the offices at a later stage.

Access to the General Assembly Hall and the second floor of the General Assembly and
Conference Buildings for the “general debate from 24 to 30 September 2019”

(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) These secondary access cards for the “general debate” will be valid for the
period from 24 to 30 September 2019:

It is important to note that there are two different sets of “GA hall and 2nd Floor” secondary access cards: one for the “Climate Change Summit – 23 September only” and one for the “general debate – 24 to 30 September”. These two sets of cards are meeting/date specific and should not be confused. The set for the Climate Action Summit will not work for the general debate and vice versa.

The above secondary access cards will be distributed by the Protocol Office on Thursday, 19 September 2019 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.

If required, access cards for other high-level meetings taking place during the high-level week (23-30 September), 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 groundspass 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.

Official interpreters accompanying the delegations must be registered as such through the eRegistration online system. If there is a need for an interpreter to accompany a VIP to a restricted area, please note that an “interpreter secondary pass” must be used on top of a delegate’s “interpreter” grounds pass to gain access to the restricted area.

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”.

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 13 September 2019. 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 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. Effective immediately, missions also have the option to upload the letter with the official comprehensive delegation list to the eRegistration system when submitting online applications for your delegations. Missions are kindly reminded not to be confused with the eCredentials mentioned above under “Credentials”, which is handled by the Office of Legal Affairs.

Plenary meetings

Heads of State and Government, Vice-Presidents, Crown Princes/Princesses and Deputy Heads of Government 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 74th 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 4) 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) 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, 24 September 2019, in honour of the Heads of State/Government, Vice Presidents and Crown Princes/Princesses (with spouses) participating in the seventy-fourth 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, 24 September 2019 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-fourth 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.
2019 Treaty Event

To promote wider participation of States in over 600 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-fourth session of the General Assembly, special arrangements will be made, including media coverage, for a Treaty Event from 24 to 27 September 2019 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 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 6 September 2019. Copies of instruments may be faxed to the Treaty Section at +1 (212) 963-3693, or emailed to Ms. Dina Hamdy at hamdyd@un.org. The original instruments are expected at the time of undertaking the relevant treaty action.

Detailed information relating to the 2019 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 2019 Treaty Event, national and international media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit of the Department of Global Communications. For information, please visit http://www.un.org/malu/ or contact them at malu@un.org or Tel: +1 (212) 963-6934.

Broning to delegations

A joint briefing for delegations by the Department of General Assembly and Conference Management, the Department of Safety and Security, the Department of Global Communications and the Office of Legal Affairs, will take place on Monday, 9 September 2019, at 3:00 p.m. in Conference Room 1. 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 6 September 2019.

Protocol website and Information Note

All relevant documents, forms and information material communicated from the Protocol Office in relation to the seventy-fourth 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/74/4) regarding arrangements for the high-level meetings and the general debate of the seventy-fourth session of the General Assembly is now available in the Official Document System (ODS) and is also posted on the Protocol website.

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

August 2019
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
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]

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<td>Head of Delegation:</td>
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"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):

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<th>Courtesy tickets for guests of mission at Section A</th>
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The mission would also like to request [ ] 1 Courtesy tickets for the 4th 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.*