

UNITED NATIONS  NATIONS UNIES

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

REFERENCE:

PRO/NV/GSTC-2016-Turkmenistan/ARRANGEMENTS

The Chief of Protocol of the United Nations presents his 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 Secretary-General's Global Sustainable Transport Conference, which will take place in Ashgabat, Turkmenistan, on 26 and 27 November 2016.

**The Conference**

1. The Conference will take place at the Complex of the International Forums and Congresses in Ashgabat, Turkmenistan. The Complex is comprised of the Chamber of Commerce and Industry Building (Address: 143 Chandybil Avenue, Ashgabat, Turkmenistan, 744000), where the main meetings will be held, and the Concert Hall Building (Address: 144 Archabil Avenue, Ashgabat, Turkmenistan, 744000), where the United Nations Accreditation Centre is located.
2. The Conference will include an opening ceremony and a closing ceremony, plenary meetings and parallel thematic discussions, as well as a Transport Treaty Event and other side events.

**Access to the Conference venue and conference rooms**

3. Access to the Conference venue and conference rooms will require presentation of a valid Conference badge issued by the United Nations. Delegates holding a Conference badge are subject to screening at the main entrance of the Concert Hall Building. VIP groups, including 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 badge.

**Accreditation of delegates**

4. Conference badges can be obtained at the United Nations Accreditation Centre, located at the entrance lobby of the Concert Hall Building. Accreditation of official delegations of member states, intergovernmental organizations, specialized agencies and related organizations is managed via the online system "eAccreditation" available through the eDelegate Portal at <http://delegate.un.int>. For accreditation to the Conference, official delegations must go through their respective permanent/observer missions and offices in New York, who have already been

registered with the eAccreditation system. Delegations are advised to coordinate with their Permanent/observer missions and offices in New York as early as possible for timely submission of accreditation requests.

5. Delegations of intergovernmental organizations without an office in New York or not registered with the eAccreditation system may refer to paragraphs 16 and 17 below for accreditation to the Conference.

6. Pre-accreditation to the Conference in New York will start on Thursday, 20 October and will be available through Wednesday, 16 November 2016 via the online “eAccreditation” system at <http://delegate.un.int>.

7. On-site accreditation and distribution of Conference badges for pre-accredited participants will begin at 1:00 pm on Monday, 21 November 2016 in Ashgabat at the United Nations Accreditation Centre referred to above

8. Accredited delegates will be issued a Conference badge for access to the Chamber of Commerce and Industry Building to participate in the Conference on 26-27 November 2016.

#### **Pre-accreditation in New York (20 October through 16 November 2016)**

9. Pre-accreditation in New York will be accepted for processing at the Protocol and Liaison Service in New York starting Thursday, 20 October 2016. Please follow the instructions specified in paragraph 11 (a) and (b) below. Permanent/observer missions and offices are strongly advised to make use of the pre-accreditation option in New York for all delegates who will participate in the Conference before the deadline on 16 November 2016, as this will simplify the process and prevent delays and inconvenience for delegates in Ashgabat.

10. 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.

11. 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 an official communication, with official stamp and signed by the head of chancery or an authorizing official, to the Chief of Protocol, Mr. Peter Van Laere, Protocol and Liaison Service (Attn.: Ms. Wai Tak Chua), at Room S-0201 or by facsimile to +1 (212) 963-1921, providing an authorized list of the members of the delegation (**with names, functional titles and affiliations**) who require a Conference badge.

A copy of the same should also be sent to the General Assembly Affairs Branch, Department for General Assembly and Conference Management (Fax: +1 (212) 963-2155);

- (b) Register online via the eAccreditation system at <http://delegate.un.int> by completing an online accreditation form for each member of 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. 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 “**Accreditation to the Global Sustainable Transport Conference, Ashgabat**”

**Step 2:** Complete all mandatory fields [Please do not use acronyms and abbreviations.]

**Step 3:** Upload a photograph of the participant. [This is strongly recommended and please note photo specifications below.]

**Step 4:** Review all information carefully and submit

12. Passport-size colour photographs of all listed members of delegations, including Cabinet Ministers and their spouses, are required. (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.) 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.** Failure to submit photographs at the time of online registration or attaching photographs which do not meet with the photograph specifications, will result in delegates (including ministers) having to line up to be photographed at the Accreditation Centre in Ashgabat. Delegations are reminded that photographs are not required for Heads of State/Government, Vice Presidents, Crown Princes/Princesses and their spouses.

13. Permanent/observer missions are urged to advise and coordinate with their embassies and consulates general in Turkmenistan or in the region on the proper accreditation procedure in order to avoid dual accreditation and possible confusion. In addition, early submission of accreditation requests is highly recommended in order to facilitate timely issuance of Conference badges and to reduce the waiting time at the Accreditation Centre.

14. Delegations are kindly reminded that the United Nations Protocol Accreditation Unit will not accredit representatives of non-governmental organizations and other major groups who do not form part of the official delegations of member states, intergovernmental organizations, specialized agencies and related organizations.

### **Review of accreditation requests**

15. Upon verification of the information on the lists of delegations, the Protocol and Liaison Service will approve the accreditation requests submitted online. Approval email will be sent to the eAccreditation users of the missions/offices for each approved participant for issuance of the Conference badge at the Accreditation Centre in Ashgabat. It is to be noted that no approval of a Conference badge will be granted prior to receipt of the official lists of delegations or letters of nomination. Please note that the review process may take up to 4-5 days.

**Participation of intergovernmental organizations without an office in New York or not registered with the eAccreditation system**

16. Intergovernmental organizations without an office in New York or not registered with the eAccreditation system are required to submit an official communication (no later than 9 November 2016), with an official stamp and signed by the head of organization, to the Chief of Protocol, Mr. Peter Van Laere, Protocol and Liaison Service (Attn.: Ms. Wai Tak Chua), at Room S-0201 or by facsimile to +1 (212) 963-1921, providing an authorized list of the members of the delegation (with names, functional titles and affiliations) who require a Conference badge. **It is important to include in the letter of nomination the name and an official email address of the focal point** (*must be a staff member of the organization*). A copy of the letter should also be sent to the General Assembly Affairs Branch, Department for General Assembly and Conference Management (Fax: +1 (212) 963-2155);

17. 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 accreditation request for the delegation of the organization. (Please follow the registration procedure referred to in paragraphs 11 (b) and 15 above).

**On-site accreditation in Ashgabat (from 21 to 27 November 2016)**

18. On-site accreditation of delegates of member states, intergovernmental organizations, specialized agencies and related organizations will be processed by the Protocol Accreditation Unit in Ashgabat, at the Accreditation Centre, starting at 1:00 pm on Monday, 21 November through 12:30 pm on 27 November 2016.

19. Non-accredited delegates seeking on-site accreditation will be required to present proof of official letter of delegation/letter of nomination, together with a passport or a valid government-issued photo identification and to complete an on-site accreditation form. Upon verification and approval by the Protocol Accreditation Unit, delegates may proceed to the badging booth for a photo.

**Accreditation of media and security personnel**

20. Members of national security accompanying the VIP groups participating in the Conference will need to be accredited and have appropriate Conference badges issued by the United Nations Security and Safety Service. Missions are kindly reminded that only delegations headed by the Head of State/Government or Vice-President will be permitted to have Security Officers accompany them into the Conference venue at a maximum of two being one (1) National and one (1) Host Country provided Security Officer. It is also emphasized for attention and compliance that Security Officers will not be permitted to carry firearms into the Conference venue. For further information regarding accreditation of these Security Officers, please contact Mr. Alexander Malyaev, the appointed Security Liaison VIP Coordinator (email: [malyaev@un.org](mailto:malyaev@un.org)). All other queries related to security should be directed to Mr. Liam Drumgoole, Event Security Coordinator of the Security and Safety Service, United Nations Department of Safety and Security (email: [drumgoole@un.org](mailto:drumgoole@un.org)).

21. Accreditation of media personnel, including official photographers and videographers, will be handled by the United Nations Media Accreditation and Liaison Unit (Tel: 212-963-

6934, Fax: 212-963-4642). Details regarding accreditation requirements and media arrangement at the Conference will be posted as it becomes available at: <http://www.un.org/malu>.

### **Collection of Conference badges**

22. Conference badges for pre-accredited delegations may be collected at the United Nations Accreditation Centre in Ashgabat by the accredited delegates by presenting a hard copy of the approval email along with their passport. Alternatively, the badges may be collected by a member of the delegation attending the Conference or representatives of the embassies/consulates general in Turkmenistan or in the region, upon presentation of an official letter in English (stamped and signed) authorizing the delegate/representative to collect the Conference badges, together with a valid passport. The letter of authorization may be issued by the ministries, permanent missions to the United Nations, embassies or consulates general and must specify the name of the collector.

23. Delegates/representatives collecting the badges must be mindful that it is their responsibilities to ensure safe delivery of the badges to members of their delegations. The United Nations Security will not issue duplicate Conference badges.

### **Visa Requirements**

24. All participants of the conference holding any type of passport need to obtain visas to enter Turkmenistan. The host government has created a dedicated website “<https://goo.gl/vQEoEa>” for the use by all participants to apply for a visa. When submitting an application for a visa, members of an official delegation must attach a copy of the letter of their Government (or organization) addressed to the United Nations designating them as part of the delegation, as well as the approval email from the United Nations Protocol and Liaison Service approving their pre-accreditation to the conference. Any inquiries about visas can be emailed to the host country of Turkmenistan at [ashgabat2016st.visas@gmail.com](mailto:ashgabat2016st.visas@gmail.com).

25. Upon review of a duly submitted visa application, the State Migration Service of Turkmenistan will issue a Letter of Invitation (LOI) that will be used to grant a gratis visa at the consular sections of the Embassies of Turkmenistan, or upon arrival at the airport presenting the LOI, given that:

- participants have a valid return ticket;
- participant’s passport remains valid six (6) months from the intended departure date from Turkmenistan.

### **Working hours of the Protocol Accreditation Unit in Ashgabat**

26. The Protocol Accreditation Unit in Ashgabat will be open as follows:

|                     |                    |
|---------------------|--------------------|
| 21 November 2016    | 1:00 pm – 6:00 pm  |
| 22-23 November 2016 | 9:30 am – 6:00 pm  |
| 24 November 2016    | 9:30 am – 7:00 pm  |
| 25 November 2016    | 9:30 am – 8:00 pm  |
| 26 November 2016    | 8:30 am – 5:30 pm  |
| 27 November 2016    | 9:00 am – 12:30 pm |

## **List of participants**

27. In order to compile a list of participants of the Conference, delegations of member states, intergovernmental organizations, specialized agencies and related organizations are requested to submit a comprehensive list of their respective delegations to the Conference, with functional titles and designations of all the delegates, to the Protocol and Liaison Service in New York (Room S-0201, Fax: +1 (212) 963-1921) by close of business on 16 November 2016. Starting 21 November 2016, such lists can be faxed to the Protocol Accreditation Unit at the Accreditation Centre in Ashgabat (Fax numbers to be provided later, please refer to paragraph 28). If the comprehensive list is not received before 23 November 2016, the Protocol Office will use the information collected from the letters of nomination received.

## **Special attention**

28. Starting 21 November 2016, all official communications, including lists of delegations and Conference-related materials, should be faxed to the Protocol Accreditation Unit at the Accreditation Centre in Ashgabat. The fax number will be made available and posted on the Protocol website at [www.un.int/protocol](http://www.un.int/protocol) not later than 11 November 2016. Delegations may also obtain the fax numbers by contacting the Protocol and Liaison Service in New York (Tel: +1 (212) 963-7171).

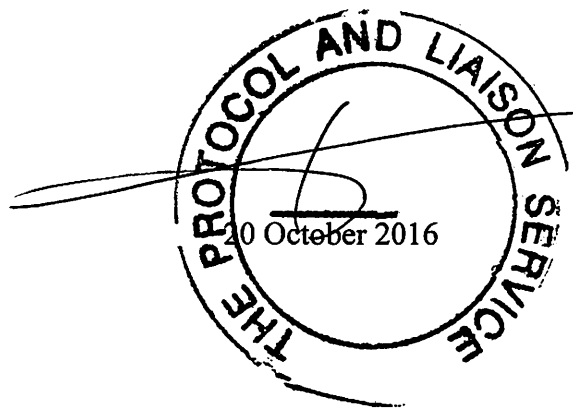
29. For any changes to the original delegation lists already submitted to the Protocol and Liaison Service, please send a separate official letter with the changes only, e.g. name of additional delegate or name of delegate no longer attending the Conference. There is no need to resend the entire delegation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

30. The Protocol and Liaison Service will not guarantee timely approval/delivery of Conference badges in case of late submission of accreditation requests and will not process incomplete requests such as missing official letter, list of delegation or names/functional titles/affiliates/photos.

## **Information Notes for Participants**

31. Detailed information note on the organization of the Conference can be found on the UN conference website at <https://sustainabledevelopment.un.org/Global-Sustainable-Transport-Conference-2016>.

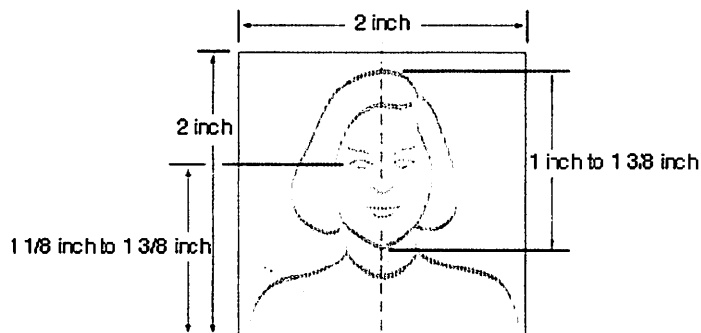
The Chief of Protocol of the United Nations avails himself of this opportunity to renew to the Permanent Representatives and Observers, heads of intergovernmental organizations and specialized agencies accredited to the United Nations the assurances of his highest consideration.



## United Nations Pass and Identification Unit – Photograph specifications

- 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