
Information note
4 June 1999

**Information note on arrangements for the special session of
the General Assembly for the review and appraisal of the
implementation of the Programme of Action of the
International Conference on Population and Development
(Twenty-first special session)**



**To be held at United Nations Headquarters from 30 June
to 2 July 1999**

The present information note describes administrative and logistical arrangements for the special session of the General Assembly for the review and appraisal of the implementation of the Programme of Action of the International Conference on Population and Development. Additional information will be issued as appropriate.

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I. Introduction

The General Assembly, by resolution 52/188 of 18 December 1997, stressing the need to pursue further the implementation of the Programme of Action of the International Conference on Population and Development (Cairo, 5–13 September 1994), and for Governments to recommit themselves at the highest political level to achieving its goals and objectives, decided to convene a special session for the duration of three days, from 30 June to 2 July 1999, at the highest possible level of participation, to review and appraise the implementation of the Programme of Action. By resolutions 52/188 and 53/183 of 15 December 1998, the General Assembly reaffirmed that the special session for the overall review and appraisal of the implementation of the Programme of Action would be undertaken on the basis of and with full respect for the Programme of Action, and that there would be no renegotiation of the existing agreements contained therein..

The General Assembly, by resolution 52/188, decided that the Commission on Population and Development should serve as the preparatory committee for the final preparations for the special session for the overall review and appraisal of the implementation of the Programme of Action. By resolutions 52/188 and 53/183, it invited all other relevant organizations and bodies of the United Nations system to contribute, as appropriate, to the special session as well as to its preparation. It also decided to invite States members of the specialized agencies that are not members of the United Nations to participate in the work of the special session in the capacity of observers.

The Commission on Population and Development acting as the preparatory committee for the special session recommended to the General Assembly that associate members of the regional commissions should be allowed to participate in the special session, subject to the rules of procedure of the General Assembly, in the same capacity of observer that held for their participation in the 1994 International Conference on Population and Development (*Report of the Commission on Population and Development acting as the preparatory committee for the twenty-first special session of the General Assembly*, General Assembly Official Records, Twenty-first special session, Supplement No. 1 (A/S-21/2)).

The General Assembly, by resolutions 52/188 and 53/183, stressed the need for the effective participation of actors of civil society, particularly non-governmental organizations, in the preparations for the special session, as well as the need to ensure appropriate arrangements, taking into account the practice and experience gained at the International Conference on Population and Development, for their substantive contributions to and active involvement in the preparatory meetings and the special session.

II. Information for participants

A. Dates and venue

The twenty-first special session of the General Assembly will be held from Wednesday, 30 June, to Friday, 2 July 1999, in the General Assembly Hall at United Nations Headquarters.

B. Arrival information

1. Arrival in New York

Following past practice, Heads of State and Government, Vice-Presidents, and Crown Princes will be greeted, on behalf of the Secretary-General, by the Protocol Office and Liaison Service representatives at the time of arrival in New York. Detailed information about arrival of the above-mentioned VIPs to New York should be submitted by Permanent Missions to the Protocol and Liaison Service at least 24 hours in advance. (See arrival form in annex II.)

2. Arrival at the United Nations

Regular pedestrian and vehicular arrangements for the entry to and movements within the United Nations Headquarters will be in effect throughout the twenty-first special session of the General Assembly. Delegations are free to use all the three street gates to the Headquarters — 42nd, 45th, and 46th Streets, although the VIPs arriving to the United Nations on foot are urged to enter the Headquarters through the 45th Street gate and proceed to the Delegate's Entrance of the General Assembly Building. A valid delegate's pass will provide access, both to the Headquarters and all the meeting areas within. No additional cards or special passes will be required. Normal vehicular traffic regulations for the individual mission cars and motorcades entering the United Nations through the 43rd Street gate will be in effect with the precedence given to the police-escorted motorcades of Heads of State and Government.

Please note that all persons, including those in the motorcades, *must* have a valid United Nations grounds pass to enter the premises, and to this end we urge your cooperation so as to ensure a smooth flow at the entrance.

Information about Host Country special security arrangements, if any, will be communicated to delegations through regular channels.

C. Accreditation and access information

1. Accreditation arrangements

The accreditation of the delegations to the twenty-first special session of the General Assembly will be carried out by the Protocol Accreditation Unit, located in the Secretariat Building, Protocol and Liaison Service, room S-201P. Regular working hours of the Protocol Accreditation Unit will be 9.30 a.m. to 5.30 p.m. Additional hours will be as follows:

Saturday, 26 June 10 a.m. – 6 p.m.

Wednesday, 30 June 8 a.m. – 5.30 p.m.

The Unit will remain open outside the hours indicated above by appointment only. If necessary, contact Marybeth Curran, Protocol Accreditation Unit, tel. 963-7181.

The Protocol Accreditation Unit will issue United Nations grounds passes to members of delegations of Member and Observer States, intergovernmental organizations, other entities with the status of observer and specialized agencies. In addition to members of official delegations, the Protocol Accreditation Unit will also issue passes to members of the parties of the VIPs participating in the session. Applications for issuance of grounds passes (SG.6 Form, Registration of Members of Delegations to Temporary Meetings — see annex III) should be submitted to Marybeth Curran, Protocol Accreditation Unit, Protocol and Liaison Service (Secretariat Building), room S-201P, New York, N.Y. 10017, tel. 963-7181. **For the twenty-first special session of the General Assembly, only the bottom portion of the SG.6 form should be filled out.**

VIP passes will be issued by the Protocol Accreditation Unit upon submission of a request from the Permanent Mission with two passport-size photographs.

United Nations grounds passes for national security personnel accompanying Heads of State and Government and other VIPs will be issued by the Security and Safety Service. Delegations are requested to contact Captain Frederick Carrico, tel. 963-7531.

Grounds passes for representatives of United Nations programmes will be issued by the Security and Safety Service.

Media representatives and members of non-governmental organizations will be accredited and issued appropriate grounds passes by the Media Accreditation and Liaison Unit and the NGO Section(see section II, F and G, below).

2. Access to and within the General Assembly Hall

Throughout the twenty-first special session of the General Assembly, access to the General Assembly Hall will be open to delegates with valid United Nations diplomatic grounds passes. Special access cards will **not** be required.

During the special session, sections A and B on the side of the General Assembly Hall will be reserved for the spouses and guests of the VIPs addressing the session. Seats in the Public Gallery will also be available to guests of delegations. Tickets are needed for each of these areas and requests should be sent in writing well in advance to the attention of Marybeth Curran,

Protocol Accreditation Unit, Protocol and Liaison Service (Secretariat Building), room S-201P, N.Y. 10017.

3. Provisional list of delegations

A provisional list of delegations to the twenty-first special session of the General Assembly will be issued by the Protocol and Liaison Service. Permanent and Observer Missions are requested to submit comprehensive lists of delegations to the Chief of Protocol, room S-201A, at their earliest convenience.

D. Security arrangements and responsibilities

The Security and Safety Service is responsible for the security of all persons while they are on the United Nations premises. The Host Country and the Host City authorities are responsible for all arrangements relating to security and movement outside United Nations Headquarters.

Protection is provided by Host Country security authorities to Heads of State and Government, as well as to a limited number of other government officials, by the assignment of protection detail personnel, and will include motorcade arrangements. Arrangements for such assignments are initiated by the Washington embassy of the relevant country with the United States Department of State. Contact may also be made through the Host Country Liaison office at the United States Mission to the United Nations (see section I below).

Any questions should be directed to the Security and Safety Service, Sergeant Jacob Chacko, at 963-7531 or Sergeant Joann McCreary, at 963-7531.

E. Participation in the session

In accordance with the recommendation of the Commission on Population and Development, acting as the preparatory committee the twenty-first special session, nine plenary meetings will be held over the three-day period of the special session (Wednesday to Friday, 30 June to 2 July 1999), with three meetings per day according to the following schedule: 10 a.m. to 1 p.m., 3 p.m. to 6 p.m. and 7 p.m. to 9 p.m.

Participants in the debate in the plenary will include Member States, States members of specialized agencies but not members of the United Nations in the capacity of observers (according to paragraph 10 of General Assembly resolution 52/188) and associate members of regional economic commissions in the capacity of observers (as recommended by the preparatory committee).

The preparatory committee recommended that representatives of the United Nations system may make statements in the Ad Hoc Committee of the Whole.

Given availability of time and bearing in mind General Assembly decision 51/467, a limited number of non-governmental organizations may also make statements in the debate in the plenary, subject to the approval of the special session. The President of the General Assembly is requested to ensure such participation on an equal and transparent basis, taking into account the diversity of non-governmental organizations. Statements should not exceed five minutes.

Representatives of non-governmental organizations may make statements in the Ad Hoc Committee of the Whole.

The preparatory committee further recommended that statements in the debate in the plenary should not exceed seven minutes. To facilitate the observance of the time limit, a light system installed on the lectern would signal the approach of the seven-minute limit.

Only official documents of the twenty-first special session and only texts of statements to be delivered in plenary meetings will be distributed in the General Assembly Hall. All other materials should be placed on a table on the west side of the Hall provided for this purpose.

1. List of speakers for the debate in the plenary

The current list of speakers for the debate in the plenary is available in room S-2925 and on the Internet. Any change or addition to the list of speakers should be communicated in writing to the General Assembly and Economic and Social Council Affairs Division, room S-3001G, tel. 963-5063.

2. Statements

A minimum of 30 copies of the text of statements to be delivered in the debate in the plenary should be submitted in advance to the Secretariat; failing this, delegations are urged to provide interpreters with five copies (for interpretation into the five other official languages) before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required.

Given the security arrangements in place for the twenty-first special session, texts of statements to be made in plenary meetings will have to be delivered to a receiving area in the Public Lobby between the hours of 7 a.m. and 8.30 a.m. by a delegation representative in possession of a valid grounds pass. Access will be through the 46th Street gate to the Visitors' Entrance, through the electronic screening area and then to the second floor where a representative of the Secretariat will accept the texts at a special counter. Only texts of statements to be made that same day will be accepted.

Delegations who wish to make their statements available to non-governmental organizations should deliver copies to the NGO working area in Conference Room 4 in the first basement (1B).

Delegations wishing to make their statements available to the press should bring a minimum of 100 copies to the Media Centre in Conference Room 1, in the first basement, and

100 copies to the documents distribution counter in the third floor press area. No copying facilities will be available for these statements.

3. Interpretation

Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages; however, in such cases, in accordance with rule 53 of the rules of procedure of the General Assembly, the delegation in question must provide either an interpreter or a written text of the statement in one of the official languages. On the basis of interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. Moreover, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance with Elena Howard, Officer-in-Charge, Interpretation Service, room SA-B31, tel. 963-8233. Apart from the above exception, there will be no facilities for interpretation in non-official languages.

F. Media arrangements and services

Accreditation

The Media Accreditation Centre will be located in the UNITAR building, 801 United Nations Plaza (corner of 45th Street and First Avenue), from Monday, 28 June, to Friday, 2 July. Its hours of operation are: Monday, 28 June: 9 a.m. – 8 p.m.; Tuesday, 29 June: 8 a.m. – 9 p.m.; Wednesday, 30 June: 7.30 a.m. – 6 p.m.; Thursday, 1 July: 8 a.m. – 6 p.m.; and Friday, 2 July: 7.30 a.m. – 6 p.m. Prior to Monday, 28 June, media can receive accreditation during normal working hours (9.30 a.m. – 5 p.m.) at the same location.

Those correspondents already possessing a valid United Nations grounds pass will not need additional accreditation for the special session.

Each member of the press corps accompanying a Head of State or Head of Government or Head of Delegation must complete an application for accreditation (see annex IV). This form must then be attached to an official letter from the permanent mission, addressed to the Chief, Media Accreditation and Liaison Unit, Media Division, Department of Public Information. The letter must list the names of the media representatives with their functional titles and affiliation (i.e. news media organization). Additional forms are available from the Media Accreditation and Liaison Unit, room S-250, or the Media Accreditation Centre, tel. 963-7164/6934.

After arrival in New York, all members of the press corps accompanying the Head of State, Head of Government or Head of Delegation must present themselves to the Media Accreditation Centre, where they will have their photograph taken and be issued a United Nations grounds pass. For security reasons, each member of the press corps will be required to wear both his/her United Nations pass and a national ID at all times.

Entry and screening procedures

The designated entrance for the media will be the visitors' gate located at First Avenue and 46th Street.

All press personnel are advised to arrive early to allow sufficient time for screening. Last minute arrivals will encounter delays and may be further delayed should First Avenue be temporarily closed for motorcades.

Media Centre

In addition to the facilities normally available to the press on the third floor of the Secretariat building, the ExPress Bar located on the third floor of the General Assembly Building will serve as an overflow area for the press corps, particularly the official photographers and cameramen waiting to enter the booth assigned to them. This location will be equipped with a television monitor, carrying the proceedings in the General Assembly Hall, telephones and electrical outlets.

The United Nations will establish a Media Centre for the local and visiting press corps in Conference Room 1, which will provide the following technical services:

- Television sets carrying live proceedings on closed circuit television in English.
- To facilitate recording of any of the proceedings, there will be video and audio distribution boxes with provision for language selection, with floor audio and full interpretation into the six official languages (Arabic, Chinese, English, French, Russian and Spanish).
- Paging system for general announcements to the media.
- Telephone lines (credit cards required) and electrical outlets (110 volts) to enable journalists to use their lap-top computers with modems.
- Documents distribution centre, including press releases.
- Distribution of tickets to the Press Gallery.
- For press materials, information about the negotiations and issues, suggestions for interviews and other related assistance, contact the United Nations Population Fund (UNFPA), Corrie Shanahan, tel. 297-5023 or Alex Marshall, tel. 297-5020, fax 557-6416.

An information desk in the Media Centre will be staffed at all times from 30 June to 2 July to assist journalists with both substantive and organizational questions. Media Centre (30 June – 2 July only) tel. 963-9611/9612/9613.

United Nations audio-visual materials

Photographs, videotapes and audio tapes are available from the United Nations. Each day during the special session, the offices which provide these services will be open from 9 a.m.

Photographs will be available to delegations for a nominal fee and to accredited correspondents free of charge. Photographs of morning statements will be available during the afternoon of the same day; afternoon statements, the following morning. Please direct inquiries and requests to:

United Nations Photo Library
Room S-805L
Fax: 963-1658
Tel: 963-6927

Videotapes of statements are available for a fee in NTSC only, in VHS, U-matic (¾”), and Betacam SP formats. Tapes ordered in advance will be available for pick-up immediately following the statement. Tapes ordered afterwards will be available by the next day. To request a videotape of a statement, contact: tel. 963-7458; fax. 963-3860.

Live television feeds are available through commercial carriers; contact 963-7650 for information.

Please note that unilateral television production services will not be available from United Nations Television during the special session.

Audio cassettes of the statements for the special session will be available, free of charge, from the United Nations Audio Library, located on the first basement concourse level, in room GA-27; fax. 963-3860; tel. 963-9272 or 963-4186.

Statements are normally available in the original (“floor”) language in which they were delivered. Special requests for the recording of the interpreters’ version in one of the six official languages (Arabic, Chinese, English, French, Russian and Spanish) should be made in advance, and are subject to the limitations of the recording facilities.

Accredited correspondents are provided with audio cassettes of news items free of charge. Delegates may request one cassette of each statement free of charge. Additional copies, back orders and other special requests are subject to a charge and are handled by the Sound Recording Unit, room GA-13C, tel. 963-7658.

Pool coverage

Owing to logistics and space consideration, nearly all visual media coverage will be done by selected media pools. These pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association (UNCA) will notify the Department of Public Information of its representative.

The official press corps accompanying a Head of State, Head of Government or a Head of Delegation, including the official photographer, will not be permitted to participate in these pools. The one exception will be any luncheon in which their Head of State, Head of Government or Head of Delegation participates, where the official photographer will be allowed to join the pool. In all instances these pools will be accompanied by a liaison staff from the Department of Public Information. Tel. 963-6934; fax. 963-4642.

Visual coverage in the General Assembly Hall

Official photographers and official television crews will have an opportunity to cover the statement of their Head of State, Head of Government or Head of Delegation on a rotating basis, from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain to cover the other statements during the special session. A limited number of still photographers, escorted by DPI liaison staff, will also be allowed to take photographs from the "bridge" at the back of the General Assembly Hall during the statement. These operations will be coordinated from the third floor liaison desk in the General Assembly Building. Tel. 963-7756/3353.

Tickets to the Press Gallery in the General Assembly Hall

There are 53 seats available for media representatives in the Press Gallery of the General Assembly Hall. Tickets will be distributed in the Media Centre half an hour before the meeting on a first-come first-served basis.

Copies of statements for the press

Delegations wishing to make the statement of their Head of State, Head of Government or Head of Delegation available to the press should bring a minimum of 100 copies to the Media Centre in Conference Room 1, located in the first basement and 100 copies to the documents distribution counter in the third floor press area in the Secretariat Building. No copying facilities will be available for these statements.

Press conferences

Room S-226 has been identified as the venue for press conferences during the special session. Missions wishing to schedule a press conference should contact the office of the Spokesman for the Secretary-General at 963-4521; fax. 963-7055. A list of press conferences will be announced daily.

United Nations press release coverage

The Department of Public Information will provide press release coverage of open meetings of the special session. They may be obtained from the third floor documents counter (Secretariat Building) and in the Media Centre. Further queries should be directed to the News Coverage and Accreditation Service. Tel. 963-7211/2360.

Background material

For press materials, information about the negotiations and issues, suggestions for interviews and other related assistance, contact the United Nations Population Fund, Corrie Shanahan, tel. 297-5023 or Alex Marshall, tel. 297-5020, fax 557-6416. From 30 June to 2 July contact the information desk in the Media Centre, tel. 963-9611/9612/9613.

On the Internet, background information on the International Conference on Population and Development, its Programme of Action and the five-year review process can be found on the United Nations Population Fund's Web site, www.unfpa.org. During the special session, the site will provide up-to-date information, including documents, schedules, side events and NGO activities.

G. Information for non-governmental organizations

Registration of NGOs

NGOs accredited to the special session should contact the following offices for additional information on registration:

Michele Fedoroff
NGO Section/DESA
United Nations, Room DC1-1482
Fax: 963-4116/9248

Jaya Dayal

Information and External Division, Room 2319
UNFPA
220 East 42nd Street
Fax: 297-4918

NGO representatives *must* bring both:

- a photo identification (e.g., passport, driver's licence, etc.) and
- a copy of the letter of accreditation from the NGO Section/DESA

Registration venue

Registration Desk is at the Visitors' Entrance of the United Nations General Assembly Building located at First Avenue between 45th and 46th Streets.

Registration times

24–25 June 1999 9 a.m. – 5 p.m.
28–29 June 1999 9 a.m. – 5 p.m.
30 June–2 July 1999 9 a.m. – 5 p.m.

Outside those hours, NGOs accredited to the Preparatory Committee and the special session are to call 963-4842 or 297-5043.

Access to meetings

The special session will involve the following official meetings held in parallel:

Plenary meetings: General Assembly Hall, second floor of the General Assembly Building

Ad Hoc Committee of the Whole: Conference Room 2, first basement, Secretariat Building

Access to plenary meetings

The entire floor of the General Assembly and Conference Buildings will be a designated restricted area.

For each of the 9 plenary meetings, there will be tickets for NGOs to observe the debate from the fourth balcony of the General Assembly Hall. A limited number of seats at the front of the fourth balcony will be reserved for members of accredited NGOs who wish to attend meetings of the General Assembly. These tickets will be distributed, at the Visitors' Entrance of the United Nations, through the NGO Section/DESA, on a first-come, first-served and one ticket per

organization basis. Tickets distribution will start at 9.15 a.m. for the morning sessions and at 2 p.m. for the afternoon sessions. No prior reservations for the General Assembly Hall tickets will be taken. A number of tickets will be set aside for those participants with disabilities.

Access to the Ad Hoc Committee of the Whole

NGOs access to the Ad Hoc Committee of the Whole will be based on the practice of the Main Committees of the General Assembly. In other words, NGO participants can observe the work of the Committee, request statement opportunities, disseminate information etc. There are currently no special passes to attend meetings of the Ad Hoc Committee of the Whole.

H. Social programme

The Protocol and Liaison Service will issue a separate note verbale to all delegations outlining the social programme for the special session and a programme for spouses of Heads of State and Heads of Government.

I. Host country liaison

All inquiries concerning Host Country matters should be directed to the United States Mission, Mr. Robert C. Moller, at 415-4131 during regular business hours; after hours, please call 415-4444.

Annex I

Tentative programme of activities during the special session

Annex II

Annex III

Annex IV

Annex V

Layout of the United Nations complex

Annex VI

Secretariat focal points

The interdepartmental task force on the special session is responsible for coordination within the Secretariat of work related to the preparations for the special session. Specific queries can be directed to focal points as follows:

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|----|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. | Advance parties coordination | Protocol and Liaison Service
Nadia Younes
Room: S-0201A
Tel.: 963-7171
Fax: 963-1921 |
| B. | General Assembly secretariat | General Assembly Affairs
Division
Vadim Perfiliev
Room: S-2977A
Tel.: 963-0725 |
| C. | Committee of the Whole Substantive office | United Nations Population Fund
Mohammad Nizamuddin
Room: DN-1732
Tel.: 297-5071
Department of Economic and
Social Affairs

Joseph Chanie
Room: DC1-1950
Tel.: 963-3179
Fax.: 963-2147

Committee Secretary
Vladimir Zelenov
Room: S-2950A
Tel.: 963-2322 |
| D. | Arrangements for interpretation from non-official languages | Interpretation Service
Elena Howard
Room: SA-B31
Tel.: 963-8233 |
| E. | Non-governmental organizations registration\ accreditation | ECOSOC
NGO Section/Department of Economic and Social Affairs
Michele Fedoroff
Room: DC1-1482 |
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Fax: 963-4116
Tel.: 963-8485

F. Protocol

Protocol and Liaison Service
Nadia Younes
Room S-0201A
Tel.: 963-7171
Fax: 963-1921

Accreditation Unit

Marybeth Curran
Room S-201P
Tel.: 963-7181

Programme for Spouses of
Heads of State/Government

Almudena de Ameller
Tel.: 963-7178

G. Security

General

Sergeant Jacob Chacko
Tel.: 963-7531

Sergeant Joann McCreary
Tel.: 963-7531

Passes for national security
officers

Captain Frederick Carrico
Tel.: 963-7531

H. Media

Photograph requests

United Nations Photo Library
Room: S-805L
Tel.: 963-6927
Fax: 963-1658

Video tapes of speeches

Tel.: 963-7458
Fax: 963-3860

Audio cassettes of speeches

United Nations Audio Library
Room: GA-27 (first basement
concourse level (1B))
Tel.: 963-9272
963-4186
Fax: 963-3860

Scheduling of press conferences

Office of Spokesman for the
Secretary-General
Tel.: 963-4521
Fax: 963-7055

Live television feeds information

Tel.: 963-7650

Media accreditation

Tel.: 963-7164, 963-6937
963-6934, 963-6936
Fax: 963-4642

Background information

United Nations Population Fund

Tel.: 297-5023

297-5020

Fax: 557-6417

Media Centre (30 June–2 July only)	Conference Room 1 Tel.: 963-9611 963-9612 963-9613
Liaison Desk (30 June–2 July only)	Third floor General Assembly Building Tel.: 963-7756 963-3353
Pool coverage	Tel.: 963-6934 Fax: 963-4642
Spokesman, President of the General Assembly	Room S-1105E Tel.: 963-7216 Fax: 963-9553

I. <u>Medical services Emergencies</u>	Tel.: 963-7777
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J. Travel of representatives of least developed countries	DM/Executive Office Anna Frangipani-Campino Room: S-2750J Tel.: 963-5832 Fax: 963-3283
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K. Host country matters	United States Mission Robert C. Moller 415-4131 (regular business hours) 415-4444 (after hours)
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Participating Governments are responsible for all other arrangements, including travel to New York, entry formalities, ground transportation, accommodations, attention to special health and medical considerations, secretarial and telecommunication services, advance visits and delegations programme of activities that are not directly related to the special session. Participating Governments should observe all regular procedures at United Nations Headquarters, as stated in section XIX of the United Nations *Manual of Protocol* (ST/SG/4/Rev.6), *Information for Delegations* (ST/CS/48) and other guidelines and instructions.