

### GA78 High-level week - Useful information and tips

1.	<b>High-level week of GA78</b>	<p><b>Monday, 18 September to Tuesday, 26 September 2023.</b>  <i>[There will be no <b>official</b> meetings on <u>Sunday 24 September</u>, and <u>Monday 25 September</u> (floating holiday for Yom Kippur)]</i></p>
2.	<b>Closing of GA77/Opening of GA78</b>	<p><b>Tuesday, 5 September</b>  <i>[For GA78, the first seat goes to North Macedonia]</i></p>
3.	<b>GA78 Joint Briefing for Delegations</b>	<p><b>Thursday, 24 August 2023 at 3:00 pm in Conference Room 4</b></p>
4.	<b>Welcoming Reception by SG</b>	<p><b>Tuesday, 19 September, 8:00 – 8:30 am (HS/G level only)</b>  <b>ECOSOC Chamber and North Delegates' Lounge</b>  <i>[There will be no State Luncheon this year.]</i></p>
5.	<b>Distribution of access cards</b>	<p><b>Thursday, 14 September, from 2 pm to 6 pm in Conference Room A.</b>          There will be no staggered schedule this year. Those who cannot make it on Thursday may collect the access cards the following day at the Protocol Office (S-0200) during office hours.</p>
6.	<b>Registration to GA78 HL week</b>	<p><b>Open: Tuesday, 1 August 2023</b> [via the eRegistration at <a href="https://edelegate.un.int">https://edelegate.un.int</a>]  <b>Close: Friday, 8 September 2023 (deadline)</b>  <i>[Please be reminded that all pass requests <b>MUST BE</b> submitted before <b>8 September by COB at 5:30 pm.</b>]</i></p> <p>There is no need to submit a separate registration for each meeting. Registration to the GA78 H-L week <b>18 to 26 September</b> would cover the “general debate” and all other high-level meetings/summits. Members of official delegations already issued with a valid UN pass may attend the side events associated with the SDG summit on 16-17 September at UNHQ. For non-government officials and other participants, please refer to #12 below.</p> <p>We kindly ask that you coordinate with your delegations in the capitals and only request a UN pass for those who need access to the UNHQ. It is an unsustainable waste of labor and resources to produce hundreds of passes for delegates who are staying outside UNHQ, or those attendees who are simply based on “guesstimates” and not present at UNHQ during the H-L week.</p> <p>For all matters relating to access, meetings registration, VIP passes, VIP sections, and access cards/courtesy tickets, please contact us via the <b>Protocol registration hotline at 1-212-963-7181</b> or email <a href="mailto:chuaw@un.org">chuaw@un.org</a> (Registration focal point) and copy to <a href="mailto:patrick.ruiz@un.org">patrick.ruiz@un.org</a>. Please <b>DO NOT</b> email <a href="mailto:unprotocol@un.org">unprotocol@un.org</a>.</p>

7.	<b>Registration to the Committees</b>	Registration for the committee meetings will open at a later stage when the dates are made available.
8.	<b>Issuance of UN passes at the Pass Office</b>	<p>Please note that UN grounds passes approved for the period 18-26 September (H-L week) may be made available for collection at the Pass Office <b>as early as 5 September</b>.</p> <p>For <b>approved</b> registration requests <b>with “proper” photos already uploaded</b>, Missions/Offices may drop off the approval slips with passport copies of the delegates at the Pass Office. Missions/offices will be advised by the Pass Office when the passes will be available for collection. <b>Please note that these passes will be valid for immediate access to UNHQ as soon as they are issued to the delegates.</b> For advanced teams conducting walk-throughs, there is no need to submit separate requests.</p>
9.	<b>Photo attachments</b>	<p>As of 1 August 2023, photo attachment is mandatory for <b>VIP pass requests</b> (i.e. Deputy Prime Ministers, Cabinet Ministers, Speakers of the Parliaments, and their spouses).</p> <p>A new capacity “VVIP” has been added to the system for “Heads of State/Government, Vice Presidents, Crown Princes/Princesses, and their spouses”. <b>Photograph is not required for VVIP pass requests.</b></p> <p>For all other delegates, photo attachment is strongly encouraged to avoid long queues at the Pass Office.</p>
10.	<b>Issuance of VVIP/VIP passes</b>	<p>VVIP and VIP passes are issued by the Protocol Office and will be released to Missions/Offices at the same time as the distribution of access cards in <b>Conference Room A on Thursday 14 September</b> (see #5 above).</p> <p>For VIP delegates requiring access to UNHQ for official business/meetings <u>prior to 14 September</u>, their VIP passes may be collected from the Protocol Office in Room S-0200 during office hours.</p>
11.	<b>Registration of security personnel and request for temporary driver pass and drop-off permit</b>	<p>For registration of security personnel, please use the <b>eRegistration</b> system (select capacity “<b>Security</b>”).</p> <p>Request for temporary driver pass and drop-off permit should also be submitted via the eDelegate portal (under the tab of “Protocol”, then the dropdown menu “<b>Temporary pick up – drop off permits</b>”).</p> <p>For assistance, please email:</p> <ul style="list-style-type: none"> <li>➤ Captain Eric Bramwell, <a href="mailto:bramwell@un.org">bramwell@un.org</a></li> <li>➤ Lt. Geir Krokan, <a href="mailto:krokan@un.org">krokan@un.org</a></li> <li>➤ <a href="mailto:security-unhq-specialservices@un.org">security-unhq-specialservices@un.org</a></li> </ul> <p>Missions are strongly reminded to register security personnel (armed or unarmed) as “<b>SECURITY</b>” and <b>NOT “DELEGATE”</b>. Misuse of UN grounds passes will result in confiscation of the pass by UN Security.</p>

12.	<b>Special/side events</b>	<p>Delegations are kindly reminded <b>not</b> to use the eRegistration system to request UN passes for those who are <u>not on the Letter of Credentials</u> or <u>not members of the official delegations to GA78</u>, e.g., speakers, panelists, NGOs, or guests invited by the missions/offices to attend side events at UNHQ.</p> <p>Participants (non-government officials) who wish to register for various side events at UNHQ must refer to the respective websites of the events for proper registration. <b>Special/side events are not handled by the Protocol Office, please DO NOT use the eRegistration system to request passes.</b></p> <p>The hosts/organizers (missions/offices or UN departments) of the events are responsible for making access arrangements to UNHQ for their invited participants, including speakers, panelists, NOGs, or guests. To request event tickets (SETs), please email:</p> <ul style="list-style-type: none"> <li>➤ Captain Dorcus Lourien, <a href="mailto:Dorcus.lourien@un.org">Dorcus.lourien@un.org</a></li> <li>➤ <a href="mailto:security_Service_coordinator@un.org">security_Service_coordinator@un.org</a></li> </ul>
13.	<b>Media Accreditation</b>	<p>For registration of media personnel, please use the <b>eRegistration</b> system (select capacity “<b>Media</b>”).</p> <p>For assistance and further information, please email MALU at:</p> <ul style="list-style-type: none"> <li>➤ Mr. Tal Mekel, <a href="mailto:mekel@un.org">mekel@un.org</a></li> <li>➤ Marija D. Rokuiziene, <a href="mailto:Rokuiziene@un.org">Rokuiziene@un.org</a></li> <li>➤ <a href="mailto:Malu@un.org">Malu@un.org</a></li> </ul> <p>Missions are strongly reminded to register Media personnel (photographers/official photographers, videographers/official videographers, journalists, TV/Radio personnel, etc.) as “<b>MEDIA</b>” and <b>NOT “DELEGATE”</b>. Misuse of UN grounds passes will result in confiscation of the pass by UN Security.</p>
14.	<b>Credentials</b>	<p><b>Credentials</b> for GA78 should be scanned and submitted to the Office of Legal Affairs (OLA) via the <b>eCredentials</b> module (<a href="https://edelegate.un.int">https://edelegate.un.int</a>). <b>Deadline: 29 August 2023, if possible.</b> Only the original hard copy of the formal credentials should be delivered to OLA located on the 36th floor of the Secretariat Building. There is no need to submit separate credentials for each high-level meeting.</p> <p>For all credentials-related matters, please email <a href="mailto:eCredentials@un.org">eCredentials@un.org</a>.</p>
15.	<b>List of speakers</b>	<p>A provisional list of speakers issued on 14 July 2023 is attached for your reference. For matters relating to the <b>GA78 List of Speakers (only)</b>, please email <b>Mr. Carlos Galindo</b> at <a href="mailto:galindo@un.org">galindo@un.org</a>.</p> <p>Information on the focal points of the lists of speakers for other H-L meetings/summits is not available at this point.</p>

16.	<b>Reservation of VIP sections</b>	Reservation of VIP section B for first ladies and request of courtesy tickets for Section A during the speeches of heads of delegations will open on <b>Tuesday, 5 September</b> . Please use the <b>SG.40 form</b> via the eDelegate portal ( <a href="https://edelegate.un.int">https://edelegate.un.int</a> ) under the tab of “ <b>Protocol</b> ”, then the dropdown menu “ <b>Reservation for courtesy tickets for the general debate</b> ”. These courtesy tickets will be available for collection at the Protocol Office, in room S-0200, <b>after 3 p.m. on the day prior to the address</b> to be made by the head of delegation.
17.	<b>Reservation of bilateral booths</b>	Booking of bilateral booths can be made via the <b>gMeets system</b> starting on <b>Tuesday, 22 August 2023</b> at <a href="https://conferences.unite.un.org/gMeets">https://conferences.unite.un.org/gMeets</a> . Delegations requiring further information regarding bilateral meeting requests should send their questions or inquiries to <a href="mailto:bilats-msu@un.org">bilats-msu@un.org</a> .
18.	<b>Requests of eRegistration changes suspension</b>	Requests for “eRegistration” new accounts or changes of existing accounts will be suspended for the period of <b>21 August to 26 September 2023</b> .
19.	<b>GA78 Information Note</b>	<p>An Information Note for GA78 [A/INF/78/4] covering the arrangements for the general debate and other H-L meetings/summits, as well as all aspects of the H-L week will be made available towards the end of July/early August. Once it is published, the Note can be found at the Official Document System of the UN [ODS] at <a href="https://documents.un.org/prod/ods.nsf/home.xsp">https://documents.un.org/prod/ods.nsf/home.xsp</a>. We will also share a copy with the missions/offices.</p> <p><b>The Information Note is very detailed and informative. Please read it carefully. Most information and questions asked are already clearly specified in the Note. We kindly ask for your consideration before you start calling the Secretariat. Thank you for your understanding and cooperation.</b></p> <p>For specific questions/issues, you will have the opportunity to address them during the Q&amp;A segment at the Joint Briefing for delegations on 24 August 2023.</p>
20.	<b>Protocol and Liaison Service website and working hours</b>	<p>The <b>Protocol and Liaison Service</b> is part of the <b>Department for General Assembly and Conference Management</b>, and its website can be accessed at <a href="https://www.un.org/dgacm/en/content/protocol">https://www.un.org/dgacm/en/content/protocol</a>.</p> <p>The Chief of Protocol is <b>Ms. Beatrix Kania</b>.</p> <p>To find out who is the protocol desk officer for your country/organization, please see: <a href="https://www.un.org/dgacm/en/content/protocol/assignments">https://www.un.org/dgacm/en/content/protocol/assignments</a></p> <p>The <u>working hours</u> of the Protocol registration unit in the days prior to and during the GA78 H-L week will be posted on the Protocol website and at the entry to the Protocol Office no later than <u>8 September 2023</u>.</p>