



DIVISION OF ADMINISTRATION

Joint Briefing for Delegations

Speaker: Patrick Carey

Organization: Department of Operational Support

Date: Thursday, 24 August 2023



- **Lobby Café**, Secretariat building, 1st floor, will be **closed** from 14 – 22 September 2023
- **North Delegates Lounge**, Conference building, 2nd floor, will be **closed** from 15 – 19 September 2023

18 – 22 September 2023

- **Main Cafeteria** (South Annex – 1st Fl.) , open from 7:30 a.m. to 4:00 p.m.
- **Vienna Café** (GA-1B), open from 9:00 a.m. to 6:00 p.m.
- **Visitors Café** (GA-1B), open from 9:00 a.m. to 5:00 p.m.
- **Café de la Paix** (South Annex – 1B), open from 11 :30 a.m. to 3 :00 p.m.
- **South Garden Outdoor Dining Area**, (1st Basement by the Satellite Dish), open from 7:30 a.m. to 4:00 p.m.

- **North Delegates Lounge** (CB-2nd Floor), **20 September 2023**, open from 10:00 a.m. to 7:00 p.m.
 - **21 to 22 September 2023**, open from 9:30 a.m. to 7:00 p.m. (Normal business hours)

- **Delegates Dining Room & Private Dining Rooms** (CB-4th Floor), are available for private bookings.
 - Reservations should be made 2 weeks in advance tel: 212 963 7029 or 212 963 8897



Saturday & Sunday 16 – 17 September 2023

The **Vienna Café, Visitors Café, and Café de la Paix** will be open from 9:00 am to 5:00 pm for the Climate Ambition Summit.

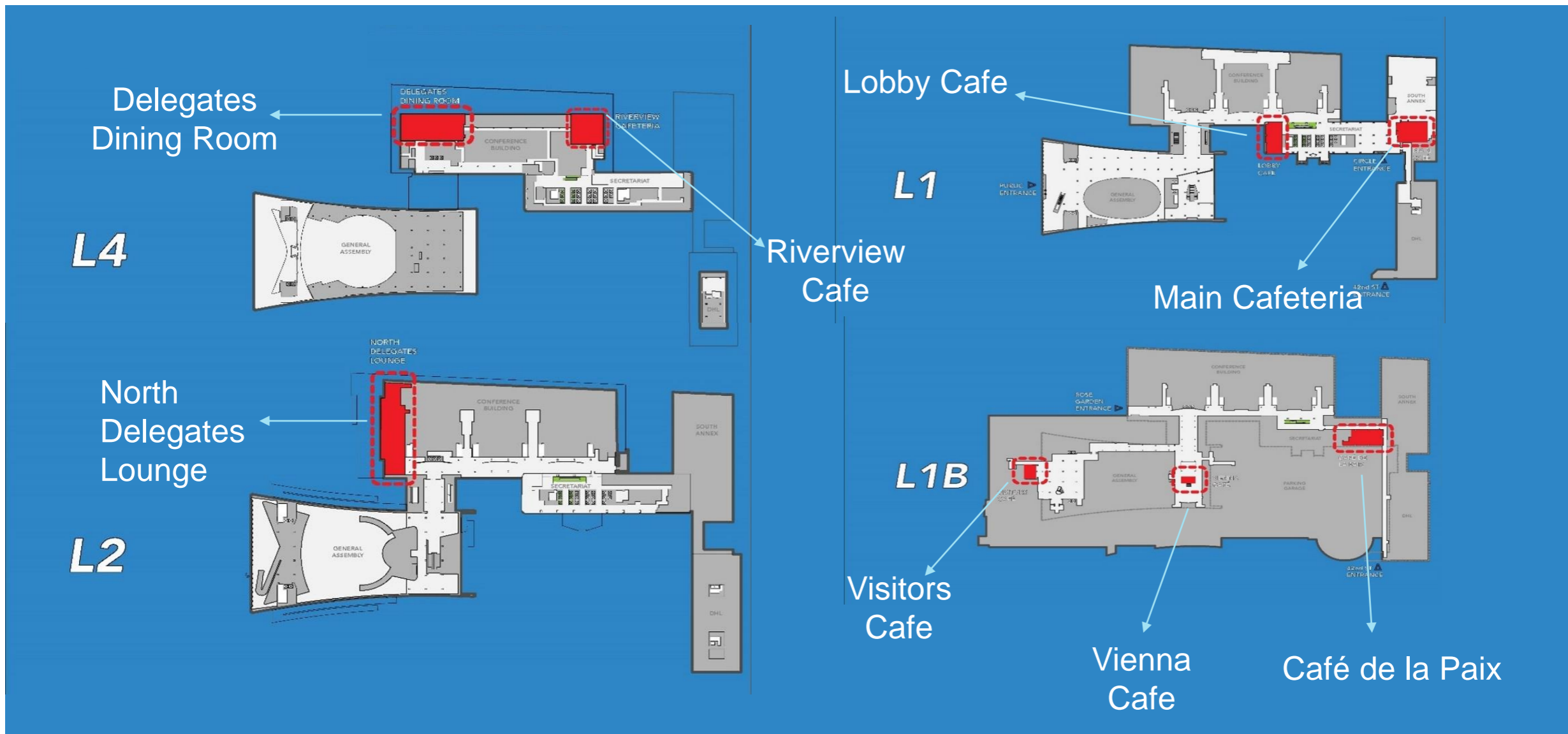
Saturday, 23 September 2023

The **Vienna Café** will open from 9 am to 5 pm.

The Media Tent at the North Lawn

Will be open from **Saturday**, 16 September through **Saturday** 23, September 2023, from 9:00 a.m. to 4:00 p.m.

UNHQ CAFÉ LOCATIONS





Support for travel of the Head of State and officials from Least Developed Countries (ST/SGB/107/Rev.6)

- A Note Verbale and guidance document sent 3 July, providing information on entitlements and instructions.
- Requests should ideally be received a month before travel date. To date, only 30% of LDC delegations have provided their complete travel requirements for timely processing.
- A dedicated email ldctravel@un.org, was created for the delegations on LDC GA travel-related requirements or queries.
- Delegates who have been issued commercial air tickets by the travel agency are encouraged to download the Amex GBT mobile app [IOS/Android](#) which provides up-to-date information on the status of their flights and the ability to quickly connect and chat with a travel counselor via live messenger for support.

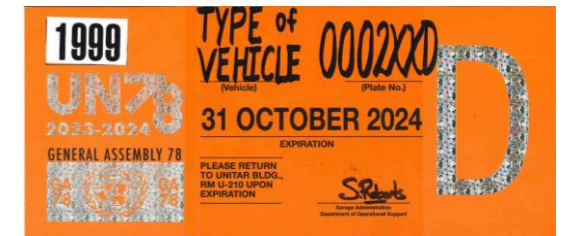
Arrangements for obtaining parking permits for the 78th session of the General Assembly

- A guidance **Note Verbale sent on 3 July 2023**, providing detailed information to facilitate preparations, details of application submission process and requirements (refer to **Annex 1 of NV**)
- Original application forms should be **received ASAP, but no later than 1 September 2023** to avoid delayed issuance

- **Two permit types** will be issued for each vehicle:
 - A new version of **electronic eTag** (affixed to front windshield)
 - A **decal** to be visibly displayed on the vehicle dashboard



New eTag



Dashboard Decal

- Current, older version parking eTags (stickers) - **no longer valid from 18 September 2023**

- **One Ambassador decal** will be issued to the Ambassador's vehicle
 - A **second** Ambassador decal will be issued **for Security Council members**
 - Ambassador decal **allows access** through 43rd Street and 1st Avenue at all times, except during HLW





Arrangements for obtaining parking permits for the 78th session of the General Assembly

- **All vehicles to be cleared from UNHQ garage for 17 September 2023**
 - Updated overhead vehicle scanning systems **in affect from 18 September**
 - Effective implementation relies on **new version eTags affixed to all vehicles prior to entry**
- Delegations reminded that **inoperable vehicles to be removed from the garage** and only vehicles with valid registrations will be issued updated parking permits.
- Current, older version eTags to be **returned only when collecting updated permits.**
 - Garage Administration will inform when your permits are ready for collection
- Please provide **current contact information** to ensure Garage Administration can advise on collection of updated permits.
- Further information/assistance?
 - Email: garage-admin@un.org
 - Tel: 212-963-6212