



**United Nations Alliance of Civilizations
Focal Points Meeting**

Note on Organizational Modalities
(updated version of 11 January 2016)

1. Venue

The UNAOC Focal Points Meeting will take place on Friday, 15 January 2016, from 10:00 through 18:00 in ECOSOC Chamber, Conference Building, United Nations Headquarters, New York. Address: One United Nations, United Nations Conference Building, New York, NY, 10017.

2. Programme

The programme of the event is enclosed.

3. Format

The UNAOC Focal Points Meeting will be chaired by the United Nations High Representative for the Alliance of Civilizations. It will open with welcoming remarks by the High Representative who will overview the agenda of the event and address its main theme. Focal Points will be invited to take the floor by addressing the theme and other topics on the agenda. The meeting will be open to observers, civil society and media. It will be webcast by UNTV.

4. Registration and Seating Capacity

All Focal Points are kindly requested to confirm their participation by contacting the UNAOC Secretariat (Ms. Anna Pavlyuchenko, email: annap@unops.org; telephone: +1-646-479-0914), **by Wednesday, 13 January 2016**. Please kindly note that the seating capacity of the ECOSOC Chamber allows to have only two representatives of the delegation at a time (Focal Point and one accompanying delegate).

5. List of Speakers

Focal Points were invited to review the programme and reserve their slot in the list of speakers for AM hours and/or PM hours sessions, by contacting the UNAOC Secretariat (Ms. Anna Pavlyuchenko, email: annap@unops.org; telephone: +1-646-479-0914). Provisional list of speakers is enclosed. Further speaking requests should be communicated on January 15 during the event directly to the Chair, who will recognize them in the order, in which they will have been received.

Focal Points are expected to present ideas/proposals reflecting their countries and organizations' willingness to be more actively engaged in the UNAOC work and contribute to the development of specific projects that are underfunded. It is suggested that the statements be limited up to five minutes.

Working language of the UNAOC Focal Points Meeting is English.

6. Security and Access

Access to the venue will be open to states and international organizations representatives, who hold a regular United Nations Headquarters grounds pass ('D' category). Focal Points, who are based in capitals and headquarters outside of New York and who do not possess a regular United Nations grounds pass, will receive one-day access cards (special event ticket), issued by the United Nations Security upon request by the UNAOC Secretariat.

The UNAOC Secretariat will welcome participants without regular United Nations pass on Friday, January 15 2016, in UNITAR building, ground floor (located at the intersection of 1st Avenue and 45th Street, former Pass and ID Unit), provide them with a one-day access card and escort directly to the ECOSOC Chamber. Participants who did not RSVP yet and require a pass need to contact Ms. Anna Pavlyuchenko, email: annap@unops.org; telephone: +1-646-479-0914, and Ms. Mehrangez Rafieva, email: mehrangezr@unops.org as soon as possible.

7. Travel and Accommodation

Focal Points are kindly expected to make their own travel to and from New York, inner-city transit, and hotel arrangements through their Organizations / MFA or permanent missions to the United Nations.

8. Visa

Focal Points are kindly invited to verify with the US Department of State if they require visa to enter the USA. Please visit this website for further details: <http://travel.state.gov/content/visas/en.html>. Individuals, who do require visa, are encouraged to apply for it at the nearest US Embassy or Consulate, using a letter of invitation to the UNAOC Focal Points Meeting.

9. Catering

UNAOC will offer coffee breaks and lunch on 15 January 2016. A separate invitation to lunch (hot buffet, Delegates Dining Room) will be issued by the UNAOC Secretariat.

Focal Points will be invited to attend an evening reception, hosted by the UNAOC High Representative at the Italian Cultural Institute (686 Park Avenue, New York City). A separate invitation to attend the reception will be issued by the UNAOC Secretariat.

Should there be any dietary restrictions that the organizers need to take a note of, please communicate them to the UNAOC Secretariat.

10. Contact Information

UNAOC Group of Friends Focal Points Meeting - Programme:

Ms. Nihal Saad, Chief of Cabinet and Spokesperson of the UNAOC High Representative

Email: saadn@un.org.

UNAOC Group of Friends Focal Points Meeting – general coordination:

Ms. Anna Pavlyuchenko, Member States and Donor Liaison Officer

Email: annap@unops.org; telephone: +1-646-479-0914.

Schedule of the UNAOC High Representative and requests for bilateral meetings:

Ms. Claudine Qamouzeih, Personal Assistant to the UNAOC High Representative

Email: claudineq@unops.org; telephone: +1-929-274-6210.

General queries about UNAOC:

Ms. Mehrangez Rafieva, Administrative Assistant

Email: mehrangezr@unops.org; telephone: 1-929-274-6217.