



## **Note on Organizational Modalities**

### **1. Date, Programme, Venue**

The UNAOC Group of Friends Ministerial Meeting will take place on Friday, 27 September 2019, from 03:00PM through 06:00PM in Conference Room 2 (CR2), United Nations Headquarters, New York. The programme and concept note are enclosed.

### **2. Format**

The UNAOC Group of Friends Ministerial Meeting will be chaired by the High Representative. It is estimated that the opening session will take place from 03:00PM through 03:50PM. Following the opening, the floor will be given to members of the Group of Friends in line with the list of speakers, prepared by the UNAOC Secretariat. The meeting will be open to all member states, observers and media, and webcast on UNTV.

### **3. Registration, Speakers List, Interpretation**

All delegations are kindly requested to confirm their attendance (1+1 format) and advise if they wish to be inscribed to the list of speakers by **Tuesday, 24 September**. The event contact officer is Ms. Anna Pavlyuchenko, email: [annap@unops.org](mailto:annap@unops.org); telephone: +1-646-479-0914. The UNAOC Secretariat will prepare a provisional list of speakers and send it electronically to Group of Friends members on 25 September. It is suggested that statements be limited up to three minutes per delegation. Order of speakers will be arranged in line with protocol (priority given to highest political appointees and earlier requests to speak). The UNAOC Secretariat welcomes submission of a copy of statements, for records and reporting purposes.

The event will have interpretation to 6 United Nations languages.

### **4. Security and Access**

The UNAOC Group of Friends Ministerial Meeting will be an open event. To enter the venue, official delegates will need to be duly accredited to the United Nations and carry a regular United Nations Headquarters grounds pass ("D" or "O" passes). Please contact the United Nations Protocol and Liaison Service with questions related to the UNHQs accreditation (Room S-0201, UNHQs; telephones: +1-212-963-7171, +1-212-963-7181. Contact telephone number of the Pass and ID Unit: +1-212-963-7533).

Guests to the United Nations, United Nations staff and affiliates, and international organizations, which do not have a liaison/delegation office accredited to the United Nations Headquarters in New York, will be provided with a side event ticket and escorted by UNAOC staff from the 2<sup>nd</sup> Avenue/46 Street security check-point to CR2.

### **5. Contact Information**

General queries and schedule of the UNAOC High Representative:

Ms. Yun Liang, Logistics and Administrative Assistant

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UNAOC Group of Friends Ministerial Meeting:

Ms. Anna Pavlyuchenko, Member States and Donor Liaison Officer

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