

**61<sup>st</sup> session of the Executive Committee  
of the High Commissioner's Programme  
Geneva, 4 - 8 October 2010  
(Assembly Hall and Room XIX, Palais des Nations)**

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**INFORMATION NOTE**

**I. ORGANIZATION OF THE MEETING**

**Date and place**

1. The 61<sup>st</sup> session of the Executive Committee will be held from 4 to 8 October 2010 at the Palais des Nations in Geneva. Meetings will be held in public, unless the Committee decides otherwise.
2. The opening will take place at the Assembly Hall (Doors 13 and 15) at 10 a.m. on Monday 4 October.
3. The subsequent sessions, i.e. from Tuesday 5 to Friday 8 October, will be held in Room XIX (Door 40, 3rd. floor).
4. The meetings will be announced on the electronic boards in the lobbies (Doors 6 and 40) of the Palais des Nations.

**Timing**

5. The morning sessions will last from 10 a.m. to 1 p.m. and the afternoon sessions from 3 p.m. to 6 p.m.
6. In order to make the best use of interpreters and précis-writers, the conference will be called to order at 10 a.m. and 3 p.m. sharp, and meetings will start no later than 10 minutes after the announced time.
7. Delegations are requested to kindly be punctual.

**Seating arrangements**

8. The seating order of the Executive Committee follows the practice of the United Nations General Assembly, i.e. each year, the first seat is drawn by lot. On Friday, 11 June 2010, the Under-Secretary-General drew the name of Guinea from among the

Member States to occupy the first seat in the General Assembly Hall at the sixty-fifth session.

9. Consequently, for the 61<sup>st</sup> plenary session of the Executive Committee, the delegation of Guinea, in its capacity as a member State, will be seated at the first desk starting from the right of the front row, as seen from the podium. The other Executive Committee members, observer States and other observers, will follow, in English alphabetical order.

**II. REGISTRATION OF PARTICIPANTS**

10. Timely registration of all delegates is essential in order for the Secretariat to prepare the provisional list of participants which will be distributed at the opening of the session, and also to obtain entry badges to the Palais des Nations, if applicable (see below).

**Member States and observers**

11. Members and observers are requested to inform the Secretariat, under cover of a letter of accreditation, of the names and titles of representative(s), alternate representative(s) and advisor(s) attending the sessions, by 24 September 2010 at the latest either by email ([hgexcom@unhcr.org](mailto:hgexcom@unhcr.org)) or by fax (+41 22 739 7348).

**Non-governmental organizations**

12. Representatives of non-governmental organizations should communicate their intention to participate in writing, directly to UNHCR's Inter-Agency Unit (fax +41 22 739 7302, e-mail [interagency@unhcr.org](mailto:interagency@unhcr.org)), no later than 24 September 2010.

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### III. ACCESS TO THE PALAIS DES NATIONS

13. Delegates already accredited with the United Nations Office at Geneva (UNOG) will have access to the Palais des Nations by means of their respective UNOG Identification Badge.

14. Delegates not accredited in Geneva should provide their biodata and passport details on the Conference Registration form which should be submitted either stamped, or under cover of a letter of accreditation, to the Secretariat before 24 September 2010 ([hqexcom@unhcr.org](mailto:hqexcom@unhcr.org), fax +41 22 739 7348).

15. Badges should be collected in person or by an accredited representative of the mission, as of the afternoon of Friday 1 October, from the UNOG Identification Office, Pregny Gate, Palais des Nations.

### IV. GENERAL DEBATE

#### Speakers' list

16. Delegates wishing to sign up for a speaking slot at the general debate are requested to contact the Secretariat in advance of the session (email [hqexcom@unhcr.org](mailto:hqexcom@unhcr.org); or fax +41 22 739 7349). The list of speakers will be opened on 6 September 2010.

17. Priority in the order of speakers will be given to member States, followed by observer States and regional intergovernmental organizations. Other observers and non-governmental organizations will be allocated a slot to speak towards the end of the debate.

18. Within each category, the names of the speakers will be entered on the list in the order in which the requests are received, but special consideration will be given, upon request, to Ministers, or other government officials of similar or higher rank, who may wish to make their statements at an early stage.

19. A provisional speakers' list will be circulated on 1 October 2010 to members only.

#### Statements

20. Statements should be delivered in one of the United Nations official languages (Arabic, Chinese, English, French, Russian or Spanish). Simultaneous interpretation will be provided in these languages.

21. Presenters are asked to speak clearly and at a normal speed in order to ensure a high standard of interpretation, as well as to facilitate the task of the précis-writers who prepare the summary records.

22. Ten copies of written statements should be handed in advance to the conference officers, for the interpreters and précis-writers.

#### Duration of the speeches

23. In line with previous decisions of the Executive Committee, delegates are requested to kindly limit their verbal statements to five minutes.

24. A State, intergovernmental organization or non-governmental organization, representing a group of countries or organizations, will be allowed seven minutes.

#### General distribution of statements (optional)

25. Delegations who wish their statements to be distributed to other participants in the room are asked to provide sufficient copies to the Secretariat (minimum of 250).

#### Amending and printing statements

26. Room E.3003 (E-Building, 3<sup>rd</sup> floor) will be put at the disposal of delegates wishing to amend or print statements. The UNOG library also offers facilities (Door 20, Room B-121: opening hours from 8.30 a.m to 5.30 p.m.). Photocopy machines are also available.

### V. OBSERVERS FOR 2010-2011

#### Governments

27. States that wish to participate as observers in the inter-sessional meetings of the Standing Committee for the period from October 2010 to October 2011, should express their interest by sending a note verbale to the Secretariat. Advance scanned copies can be sent by email to [hqexcom@unhcr.org](mailto:hqexcom@unhcr.org), or faxed to +41 22 739 7348.

28. Observer status, which is valid for the duration of one annual Executive Committee session, is discussed during the plenary session under the relevant agenda item and the corresponding decision will appear in the report of the session.

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## **Intergovernmental and international organizations**

29. The list of intergovernmental and international organizations to be invited to participate as observers in the meetings of the Standing Committee from October 2010 to October 2011 will also be approved at the plenary session.

## **Non-governmental organizations**

30. Non-governmental organizations wishing to attend the inter-sessional meetings of the Standing Committee during the 62<sup>nd</sup> session of the Executive Committee should submit a request in writing to the Head, Secretariat and Inter-Agency Service, as soon as possible following the 61<sup>st</sup> plenary session.

## **VI. DOCUMENTATION**

### **Provisional agenda and list of documents**

31. A draft provisional annotated agenda including a provisional list of documents is enclosed with the invitation.

### **List of participants**

32. A provisional list of participants will be distributed on Monday 4 October 2010 (please refer to paragraphs 10-12 above for registration deadlines).

33. Any amendments to the provisional list should be communicated to the Secretariat before the close of business on the afternoon of Wednesday 6 October 2010.

34. The finalized list of participants will be available on Friday 8 October 2010.

### **Daily Journal**

35. Daily *Journals* containing information on the schedule of meetings, the list of speakers, the side events for the week, and relevant miscellaneous information, will be available in the meeting room in English and French and will be posted on UNHCR's website (<http://www.unhcr.org/excom>).

### **Summary records**

36. Pursuant to General Assembly resolution 3415 (XXX), summary records of the United Nations bodies are issued in final form only. They will be prepared by the United Nations précis-writers and posted as soon as possible after

each meeting. Corrections will be issued in a single corrigendum after the session. The procedure for submitting corrections is set out on the first page of the summary record.

### **Distribution of official documents (A/AC.96/xx)**

37. Documents issued in the A/AC.96/xx series are provided systematically by the United Nations Documents Service to Permanent Missions in Geneva (for collection from the pigeon holes at the Palais des Nations) and Permanent Missions in New York.

38. These documents are also posted on UNHCR's website: <http://www.unhcr.org/excom> and on the United Nations Official Document System: (ODS) <http://documents.un.org>.

39. For reasons of economy, pre-session documents will be reproduced in limited numbers. It is therefore recommended that delegates bring their own copies to meetings.

40. Official conference documents will be placed by the Secretariat on tables inside the conference rooms. Any non-official documentation left on the tables without prior clearance by the Secretary of the Executive Committee will be removed.

## **VII. MISCELLANEOUS INFORMATION**

### **Side events**

41. Events held in the margins of the 61<sup>st</sup> session will take place in Room XXIII (first floor), between 9 a.m. and 10 a.m. and between 1.15 p.m. and 3 p.m. The nature and scheduling of side events will be announced in the Daily Journals.

### **Medical insurance**

42. Participants attending the Executive Committee session should bring proof of international health insurance coverage with them in case of need of emergency medical care during their stay in Switzerland.

### **Luggage and security**

43. Delegates are reminded that once the limited storage capacity for luggage at the Pregny gate is exhausted, no additional baggage will be accepted. A copy of circular IC/Geneva/2004/64 is attached. Briefcases or other personal items should not be left unattended and the UNOG Security Identification Badge should be worn at all times.

OFFICE DES NATIONS UNIES A GENEVE



UNITED NATIONS OFFICE AT  
GENEVA

Service de la sécurité et de la sûreté

Security and Safety Service

The Security and Safety Service of UNOG would like to draw delegates' attention to the information circular IC/Geneva/2004/64. The purpose of this circular is to remind all staff regarding the regulation of the admission of luggage to the Palais des Nations.

Currently, all pedestrians, carrying large luggage, are checked at Pregny gate, and after being security cleared, these baggage are stored in special lockers. The Security Service has noticed that during periods of conferences, mostly on Fridays, numerous delegates, after having checked out of their hotel, come to the Palais carrying their luggage, in order to leave directly after their conference, to the airport or the train station. However, the Security Service wishes to remind these delegates that once our limited storage capacity is exhausted, no additional luggage will be accepted. We thank you in advance for your kind understanding and cooperation.

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Le Service de la sécurité et sûreté de l'ONUG souhaite attirer l'attention des délégués sur la circulaire IC/Geneva/2004/64. Le but de cette dernière est de rappeler à tous les fonctionnaires les règles régissant l'admission des bagages aux Palais des Nations.

Actuellement, les piétons transportant des bagages volumineux sont dirigés vers le portail de Pregny. Après un contrôle de sécurité, ces articles sont entreposés dans des casiers prévus à cet effet. Le Service de sécurité a remarqué que pendant les périodes de conférences, plus particulièrement les vendredis, un nombre de délégués important, après avoir effectué le « check out » de l'hôtel arrivent au Palais avec leur bagage de manière à pouvoir se rendre directement à l'aéroport ou à la gare en quittant le Palais.

Le Service de sécurité souhaite rappeler à l'ensemble des déléguées que lorsque la capacité de stockage sera épuisée, aucun bagage supplémentaire ne sera accepté. Merci de votre compréhension et coopération.