



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

SIXTY-FOURTH SESSION OF THE EXECUTIVE COMMITTEE OF THE HIGH COMMISSIONER'S PROGRAMME 30 September - 4 October 2013 Geneva, Palais des Nations

INFORMATION NOTE

I. ORGANIZATION OF THE MEETING

Date and place

1. The 64th session of the Executive Committee will open in conference room XIX of the Palais des Nations (Door 40) at 10 a.m. on Monday, 30 September 2013.

Timing

2. 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. In order to make the best use of time and of interpretation and conference management services, the meetings will be called to order promptly. Delegations are requested to be punctual.

Seating arrangements

3. The seating order of the Executive Committee follows the practice of the United Nations General Assembly, with the first seat being drawn by lots. Croatia was drawn from among Member States to occupy the first seat in the General Assembly for its 68th session. Consequently, for the Executive Committee's 64th session, Croatia will be seated at the first desk starting from the right of the front row. Other Executive Committee members will follow, after which observer States, and then other observers will be seated in English alphabetical order.

II. REGISTRATION AND ACCREDITATION OF PARTICIPANTS

4. An **online registration system** has been put in place. The confidential access link, username and password are found in the letter of invitation. Registration must be completed for each person attending the meeting **by Monday, 23 September 2013**. Timely registration is essential in order for preparation of the provisional list of participants and to facilitate entry for each delegate to the Palais des Nations.

5. In addition to online registration, delegations (other than NGOs, see para. 6 below) are requested to send a **letter of accreditation** to the Secretariat with the names and exact titles, *in order of hierarchy*, of all representatives attending the session, by email (hqexcom@unhcr.org) **by Monday, 23 September 2013**.

Non-governmental organizations (NGOs)

6. NGOs should contact UNHCR's Inter-Agency Unit by email (interagency@unhcr.org) to register and to obtain any other information required.

III. ACCESS TO THE PALAIS DES NATIONS

7. Delegates **not accredited in Geneva** should print out the registration confirmation they receive by email through the online system and bring it with them to the Palais des Nations when they collect their security badge, or send a copy to their Permanent Mission if their badge will be collected by an accredited representative. Badges may be collected as of the afternoon of Friday, 27 September 2013, at the UNOG Identification Office, Pregny Gate, Palais des Nations.

IV. GENERAL DEBATE

Speakers' list

8. Delegations wishing to sign up in advance for a speaking slot for the general debate should contact the Secretariat by email (hqexcom@unhcr.org). The list will be opened on 2 September 2013.

9. Priority in the order of speakers will be given to member States, followed by observer States and regional intergovernmental organizations. Other observers will be allocated a slot towards the end of the debate. Within each category, the names of speakers will be entered on the list with regard to the order in which the requests are received. Special consideration will be given to Ministers or other Government officials of similar or higher rank, who are not members of the Executive Committee.

Statements

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

11. Presenters are asked to provide 20 copies of their statements **in advance** to the conference officers, for use of the interpreters and the podium. Presenters are also asked to speak clearly and at a reasonable speed. This greatly facilitates interpretation.

12. Delegates are asked to limit their verbal statements to **five minutes**. A State or other organization representing a group of countries or organizations will be allowed **seven minutes**.

13. Delegations wishing to have their statements distributed may bring copies and place them on the documents table at the back of the room. However, in order to reduce the amount of paper used, delegations are encouraged to email them to the Secretariat for electronic distribution (hgexcom@unhcr.org).

V. OBSERVERS FOR 2013-2014

14. Observer status is valid for the duration of one annual Executive Committee session following receipt of a request in the form of a note verbale. States wishing to participate as observers in ExCom inter-sessional meetings for the period from **October 2013 to October 2014** should send their note verbale **by 23 September 2013** to the Secretariat by email (hgexcom@unhcr.org), to initiate or renew their observer status.

15. Requests for observer status are considered during the plenary session under the relevant agenda item and recorded in the report of the session.

VI. DOCUMENTATION

List of participants

16. A provisional list of participants will be made available on Monday, 30 September 2013. Any amendments should be communicated to the Secretariat **before the close of business on Wednesday, 2 October 2013**. The final list of participants will be made available on Friday, 4 October 2013.

Daily Journal

17. Daily Journals concerning the schedule, list of speakers, and other information, will be available in the meeting room in English and French. Side events held in the margins of the 64th session will

take place in Room XXIII, between 9 a.m. and 10 a.m. and between 1 p.m. and 3 p.m., and will be announced in the Daily Journals.

Summary records

18. In accordance with GA 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. Any 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.

Official documentation

19. In line with the United Nations Paper Smart initiative, documentation for the session will be circulated electronically and made available on the website: www.unhcr.org/excom. It is therefore recommended that delegates **bring their own copies to the session**.

20. Documents issued in the A/AC.96/xx series will also be made available through the United Nations Official Document System (ODS) (<http://documents.un.org>).

VII. MISCELLANEOUS INFORMATION

Luggage and security

21. Any luggage carried into the Palais des Nations will be checked at the Pregny gate and, after security clearance, may be stored in special lockers. However, delegates are reminded that once the limited luggage storage capacity at the Pregny gate is exhausted, no additional baggage will be accepted.

22. Delegates should wear their UNOG Security Identification Badge at all times.