



UNHCR

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

Executive Committee of the High Commissioner's Programme Sixty-eighth session

Assembly Hall, Palais des Nations
Geneva, Switzerland, 2-6 October 2017

Organizational note for the session

Registration for the session and seating

- Registration for the session will be closed on Tuesday, 26 September 2017.
- Delegations are reminded to confirm their participation in writing by sending a note verbale to hqexcom@unhcr.org, including the names and exact titles, in order of hierarchy, of all representatives who will attend and indicating who is the head of delegation. Inquiries regarding registration for NGOs should be directed to: interagency@unhcr.org.
- Seating will follow the General Assembly seating for the seventy-second session, starting with ExCom member States, and will be in English alphabetical order. The first seat will, therefore, be occupied by the Czech Republic. ExCom member States will be given two seats at the table and two behind, while observer States will be given one seat at the table and one behind.
- Non-ExCom member States and other observers to the session registering after the deadline of 28 September 2017 may obtain a nameplate from the conference officers, who will make arrangements to seat the delegation.

Statements

- Statements should be delivered in one of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish).
- Delegations are asked to provide advance copies of their statements to the conference officers in the room to facilitate interpretation. Conference officers are seated near the Secretariat in the Assembly Hall.
- UNHCR has made arrangements for statements delivered during the general debate to be posted on the session's webpage (www.unhcr.org/excom2017) under "General debate". Delegations wishing to have their statements published on the webpage are invited to send the "as delivered" version to excomstatements@unhcr.org, indicating "general debate" and the country/organization name in the subject line. Statements will be posted as soon as possible, following delivery.
- This year, statements delivered under the agenda item on international protection will also be posted on the webpage, following the same procedure as outlined above. Delegations are requested to indicate "international protection" and the country/organization name in the subject line when sending the "as delivered" version of their statement to excomstatements@unhcr.org.

Speaking arrangements

- There will only be a formal list of speakers for the general debate, which is expected to begin shortly after 15:00 on Monday, 2 October 2017. For all other agenda items, delegations will raise their nameplates when they wish to speak, and the Secretariat will compile an informal list. Should a State/organization speaking on behalf of a group of States or group of organizations wish to make a statement, they should inform the Secretariat in person well in advance of the relevant agenda item.

- Delegations are reminded that during the special segment on the comprehensive refugee response framework, the floor will not be opened for debate. Instead, delegations should include their comments on the special segment in their statement under the general debate.
- Speakers are asked to limit their statements to 5 minutes or less. A State/organization speaking on behalf of a group of States or a group of organizations will be accorded 7 minutes. Time may be reduced according to the number of registered speakers and calculation of time available. Delegations will be advised should the time limit change.
- The list of speakers for the general debate opened on 4 September 2017.
- All requests for a speaking slot must be made in writing to: hqexcom@unhcr.org, indicating “speakers list” in the subject line and providing the exact name, title and rank of the speaker.
- Registration for the list of speakers will be closed on Tuesday, 26 September 2017, and the list will be made available by close of business on Thursday, 28 September 2017.
- Following the publication of the list on 28 September 2017, any delegation making a request for a speaking slot will be placed at the end of the list.
- Should a delegation wish to withdraw from the list of speakers, this may be done in person on the day of the conference. The speaker or his/her representative will be requested to strike their name from the list and initial.
- States/organizations may exchange places with another State/organization on the list. Both parties should approach the Secretariat together and initial the list next to where the exchange is indicated.
- Should the speaker originally confirmed in writing change to a different speaker, the Secretariat should be informed in person well in advance of the speaking slot. This may affect the speaking order.
- Should a delegation miss their speaking slot and approach the Secretariat to re-register, they will be placed at the end of the list.

Media during the session

- The session’s opening, special segment, general debate and international protection agenda item will be webcast on the session’s webpage (www.unhcr.org/excom2017).
- Delegations wishing to obtain a video recording of their statements from the general debate may send their requests in writing to: hqstudio@unhcr.org. Requests will be answered in the order they are received.
- No individual videographers or photographers are allowed in the Assembly Hall, and security will be instructed to strictly enforce this rule.
- Media access is restricted following the general debate, with the exception of the closing of the session, agenda item 15, during which the High Commissioner and the Chairperson of ExCom will make remarks.
- Join the conversation online and follow this year’s ExCom session on social media:
 - * Use the lead hashtag - #WithRefugees
 - * Follow us on our Twitter account: [@Refugees](https://twitter.com/Refugees)
 - Facebook: www.facebook.com/unhcr
 - YouTube: www.youtube.com/unhcr

7 September 2017