

**SIXTY-SEVENTH SESSION OF THE EXECUTIVE COMMITTEE
OF THE HIGH COMMISSIONER'S PROGRAMME
3 - 7 October 2016
Palais des Nations, Geneva**

INFORMATION NOTE

I. ORGANIZATION OF THE MEETING

Date and place

1. The sixty-seventh session of the Executive Committee (ExCom) will take place in the Assembly Hall of the Palais des Nations, starting at 10 a.m. on Monday, 3 October and closing on Friday, 7 October.

Timing

2. The morning meetings will last from 10 a.m. to 1 p.m. and the afternoon meetings 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. For ExCom member States, seating will follow the General Assembly seating protocol for the seventy-first session. Non-Excom member States and other observers to the session will follow. Seating will be in English alphabetical order.

II. REGISTRATION AND ACCESS TO THE PALAIS DES NATIONS

4. Delegations (other than NGOs, see para. 6 below) are requested to send a letter of accreditation/note verbale to the Secretariat with the names and exact titles, in order of hierarchy, of all representatives attending the session. This letter/note verbale will be considered as registration for the meeting. This should be sent by email (hqexcom@unhcr.org) by **Tuesday, 13 September 2016**. 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. Delegates **not accredited with UNOG** should make sure that they bring their national passport, which matches the name provided in the letter of accreditation/note verbale sent to the Secretariat. Entry badges may be collected as of the afternoon of Friday, 30 September 2016, at the UNOG Identification Office, situated at Pregny Gate at the Palais des Nations.

Non-governmental organizations

6. Non-governmental organizations (NGOs) should contact UNHCR's Partnership Section by email (interagency@unhcr.org) to register by close of business on Tuesday, 20 September 2016 and obtain any other information required.

III. SPEAKING ARRANGEMENTS

List of speakers

7. The list of speakers for the general debate will be opened on **Monday, 5 September 2016**. All requests for a speaking slot should 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.

8. Further information on the list of speakers and other related arrangements will be shared with delegations in the course of the summer.

Interpretation and statements

9. Interpretation will be provided in all six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish).

10. Delegations are requested to provide 20 copies of their statements **in advance** to the conference officers in the room to facilitate interpretation. Please be reminded that a normal speed should be maintained when making statements.

IV. OBSERVER STATUS FOR PARTICIPATION IN MEETINGS OF THE STANDING COMMITTEE IN 2016-2017

11. Observer status must be renewed yearly. States wishing to be observers of the Standing Committee and to participate in its meetings from **October 2016 to October 2017**, should send their request by note verbale to the Secretariat by email (hqexcom@unhcr.org), indicating “request for observer status” in the subject line. Requests received by close of business on **Thursday, 29 September 2016** will be announced at the sixty-seventh session under the relevant agenda item and recorded in the report of the session.

V. DOCUMENTATION

List of participants

12. A provisional list of participants will be made available by close of business on **Thursday, 29 September 2016**. Any amendments should be communicated to the Secretariat by close of business on **Wednesday, 5 October 2016**. The final list of participants will be made available on Friday, 7 October 2016.

Summary records

13. 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

14. 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**.

15. 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>).

VI. MISCELLANEOUS INFORMATION

Luggage and security

16. 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.

17. Delegates should wear their UNOG security identification badge at all times.

UNHCR, 11 July 2016