

**62nd Session of the Executive Committee
of the High Commissioner's Programme
Geneva, 3 - 7 October 2011
(Palais des Nations)**

INFORMATION NOTE

I. ORGANIZATION OF THE MEETING

Date and place

1. The 62nd session of the Executive Committee will open in the Assembly Hall of the Palais des Nations (Doors 13 and 15) at 10 a.m. on Monday 3 October. Subsequent sessions, from Tuesday 4 to Friday 7 October, will be held in Room XIX (Door 40).

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.

3. In order to make the best use of interpreters and précis-writers, the meeting will be called to order at 10 a.m. and 3 p.m. sharp. Delegations are asked to be punctual.

Seating arrangements

4. The seating order of the Executive Committee (ExCom) follows the practice of the United Nations General Assembly (GA), with the first seat being drawn by lot. On 22 June 2011, the name of Turkmenistan was drawn from among Member States to occupy the first seat in the General Assembly Hall for the GA's 66th session.

5. Consequently, for ExCom's 62nd plenary session, Turkmenistan, as the first ExCom 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 will then follow, after which observer States and then other observers, will be seated, in English alphabetical order.

II. REGISTRATION OF PARTICIPANTS

6. This year, an online registration system has been put in place. The confidential access link, username and password, may be found in the letter of invitation. Registration must be completed for each person attending the meeting by **Monday, 26 September**. Timely registration is essential in order for the Secretariat to prepare the provisional list of participants,

which is distributed at the opening of the session, and for each delegate to obtain a personal entry badge for the Palais des Nations.

7. In addition to the online registration, delegations (other than non-governmental organizations - see para. 8 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) or fax (+41 22 739 7348), by 26 September 2011.

Non-governmental organizations (NGOs)

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

III. ACCESS TO THE PALAIS DES NATIONS

9. 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 to collect their security badge. Badges may be collected either in person or by an accredited representative, as of the afternoon of Friday, 30 September, at the UNOG Identification Office, Pregny Gate, Palais des Nations.

IV. GENERAL DEBATE

Speakers' list

10. Delegates wishing to sign up in advance for a speaking slot for the general debate should contact the Secretariat by email (hqexcom@unhcr.org); or by fax (+41 22 739 7348). The list will be opened on 5 September.

11. 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 to speak towards the end of the debate.

12. Within each category, the names of speakers will be entered on the list in 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 may wish to make their statements at an early stage.

Statements

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

14. Presenters are asked to speak clearly and at a reasonable speed, and to provide 10 copies of written statements in advance to the conference officers. This will help to ensure a high standard of interpretation, and to facilitate the task of the précis-writers.

15. In line with previous ExCom decisions, 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.

16. Delegations who wish to have their statements distributed in the room are asked to provide 250 copies to the Secretariat. Room E.3003 (E-Building, 3rd 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).

V. OBSERVERS FOR 2011-2012

17. States wishing to participate as observers in ExCom inter-sessional meetings for the period from October 2011 to October 2012, should send a note verbale to the Secretariat by email (hqexcom@unhcr.org), or by fax (+41 22 739 7348).

18. Observer status, which is valid for the duration of one annual ExCom session following receipt of the note verbale, is discussed during the plenary session under the relevant agenda item, and recorded in the report of the session.

VI. DOCUMENTATION

List of participants

19. A provisional list of participants will be distributed on Monday, 3 October 2011. Any amendments should be communicated to the Secretariat before the close of business on Wednesday, 5 October. The final list of participants will be available on Friday, 7 October 2011.

Daily Journal

20. 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 62nd session will take place in Room XXIII (first floor), between 9 a.m. and 10 a.m. and between 1 p.m. and 3 p.m., and will also be announced in the Daily Journals.

Summary records

21. 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.

Distribution of official documents

22. Documents issued in the A/AC.96/xx series are made available by the United Nations Documents Services to Permanent Missions in Geneva and in New York. Once available on the United Nations Official Document System (ODS) (<http://documents.un.org>), official documents are also posted on UNHCR's website (<http://www.unhcr.org/excom>). It is recommended that delegates bring their own copies to the session.

23. Official conference documents will be placed by the Secretariat on tables inside the conference rooms. Any documentation left on the tables without prior clearance by the ExCom Secretary will be removed.

VII. MISCELLANEOUS INFORMATION

Medical insurance

24. Participants 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

25. Any luggage being 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.

26. Briefcases and other personal items should never be left unattended and delegates should wear their UNOG Security Identification Badge at all times.