

**SIXTY-FIFTH SESSION OF THE EXECUTIVE COMMITTEE  
OF THE HIGH COMMISSIONER'S PROGRAMME  
29 September – 3 October 2014  
Assembly Hall, Palais des Nations**

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Additional information and reminders

1. List of speakers (for both the high-level segment and the general debate): requests should be addressed in writing to: [hgexcom@unhcr.org](mailto:hgexcom@unhcr.org). The *Journal* of the session, containing the list of speakers, will be available as of Monday morning, 29 September.
2. List of participants: the draft provisional list of participants is not yet ready. It is compiled based on notes verbales received by the Secretariat. A draft will be sent out by COB on Friday, 26 September.
3. Entry to the Palais: 1) all participants must be registered online (see invitation letter) so that their personal information may be obtained for security clearance; 2) a note verbale with the complete composition of each delegation must also be sent to the ExCom Secretariat ([hgexcom@unhcr.org](mailto:hgexcom@unhcr.org)) for security validation purposes. Entry badges may be picked up at the Pregny gate of the Palais des Nations on Friday, 26 September after 2 pm. Bringing copies of the registration confirmation and passport details will help facilitate the process.
4. VIP participants: All Ministers for Foreign Affairs and above will be greeted by UNOG protocol/UNHCR upon arrival at door 14. A note verbale should be sent to the Permanent Mission of the Swiss Confederation, copied to UNOG protocol ([brubycosgrove@unog.ch](mailto:brubycosgrove@unog.ch)), UNOG Security and Safety Service ([fpirozzetti@unog.ch](mailto:fpirozzetti@unog.ch)), and UNHCR ([jakupi@unhcr.org](mailto:jakupi@unhcr.org)), with the following information:

Full composition of the delegation

Arrival/Departure time at the Geneva airport

Estimated time of arrival at the Palais des Nations (Pregny gate)

Vehicle plate number

Names of body guards and other security details

Contact person/mobile number from the Mission

**All guest speakers in the high-level segment** will also be greeted by UNHCR upon arrival at door 14 and escorted to a private room. To facilitate this process, the estimated time of arrival at the Palais des Nations, vehicle plate number and contact person/mobile number should be made available to: [jakupi@unhcr.org](mailto:jakupi@unhcr.org) and [ynabet@unog.ch](mailto:ynabet@unog.ch).

5. Arrival at the Palais des Nations: The entrance for all participants in the Executive Committee session is door 14, which leads directly to the back of the Assembly Hall.
6. Statements: Delegations are reminded to provide 25 copies of their government's statement to the UNOG conference officers in the room in advance of the meeting in order to facilitate interpretation. This is imperative.
7. Seating: Member States of the Executive Committee will have 2 seats at the desk + 2 seats behind; Observer States and other observers will have 1 seat at the desk and 1 seat behind. Limited extra seating will be available, however delegations are encouraged to bring only essential staff.
8. Contact information:

For security issues, please contact:

From UNOG, Mr. Yves Nabet

Tel: [+42.22.917.2766](tel:+42.22.917.2766)/[ynabet@unog.ch](mailto:ynabet@unog.ch)

For protocol issues, please contact:

From UNOG, Ms. Brigitte Ruby Cosgrove

Tel: [+41.22.917.2132](tel:+41.22.917.2132)/ [brubycosgrove@unog.ch](mailto:brubycosgrove@unog.ch)

Contact for special guests in the high-level segment

From UNHCR, Ms. Mercedes Jakupi

Tel: [+41.22.739.7644](tel:+41.22.739.7644)/[jakupi@unhcr.org](mailto:jakupi@unhcr.org)

For general Secretariat matters, please contact:

From UNHCR, Ms. Kelly Coppenrath

Tel: [+41.22.739.8491](tel:+41.22.739.8491)/[coppenra@unhcr.org](mailto:coppenra@unhcr.org)