

## **Executive Committee of the High Commissioner's Programme (ExCom) Sixty-ninth session**

Assembly Hall, Palais des Nations  
Geneva, Switzerland, 1-5 October 2018

### Organizational note for the session

#### **Registration and seating**

- Registration for the session will be closed on Tuesday, 25 September 2018.
- Delegations are reminded to confirm their participation in writing by sending a note verbale to [hqexcom@unhcr.org](mailto:hqexcom@unhcr.org), including the names and exact titles, in order of rank, of all representatives who will attend and indicating who is the head of delegation. Inquiries regarding registration for NGOs should be directed to: [partnership@unhcr.org](mailto:partnership@unhcr.org).
- For delegates who require a badge to access the Palais des Nations, including those not based in Geneva, accreditation requests must also be made online through the United Nations Office at Geneva (UNOG) Indico system (<http://reg.unog.ch/e/excom2018>).
- Seating will follow the General Assembly seating for the seventy-third session, starting with ExCom member States, and will be in English alphabetical order. The first seat will, therefore, be occupied by Mexico. 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 Tuesday, 25 September 2018 may obtain a nameplate from the conference officers, who will make arrangements to seat the delegation in the Assembly Hall.

#### **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 and under the agenda item on international protection, which are webcast, to be posted on the session's webpage ([www.unhcr.org/excom2018](http://www.unhcr.org/excom2018)). The Secretariat will post statements as soon as possible, following delivery. Delegations which do not wish to have their statements published on the session's webpage are asked to write to: [excomstatements@unhcr.org](mailto:excomstatements@unhcr.org).
- There will only be a formal list of speakers for the general debate, which will begin in the morning of Monday, 1 October 2018. 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.
- Statements are limited 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 Monday, 3 September 2018.

- All requests for a speaking slot must be made in writing to: [hqexcom@unhcr.org](mailto: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, 25 September 2018, and the list will be made available by close of business on Thursday, 27 September 2018.
- Following the publication of the list on Thursday, 27 September 2018, 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, general debate and international protection agenda item will be webcast on the session’s webpage ([www.unhcr.org/excom2018](http://www.unhcr.org/excom2018)).
- Delegations wishing to obtain a video recording of their statements from the general debate may send their requests in writing to: [hqvideo@unhcr.org](mailto:hqvideo@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 14, during which the High Commissioner and the Chairperson of ExCom will make remarks.
- Join the conversation on social media using #WithRefugees.
  - Twitter: @Refugees, @RefugeesChief
  - Facebook: fb.com/unhcr
  - Instagram: @refugees

*7 September 2018*