Logistics Note

Introduction

1. This note addresses administrative issues related to the UN Peacekeeping Ministerial on 29 March 2019. The meeting will be opened by the Secretary-General and will be held in the General Assembly Hall at United Nations Headquarters in New York.

2. Member States of the Special Committee on Peacekeeping Operations (C34) have been invited by the Under-Secretary-General for Peace Operations and the Under-Secretary-General for Operational Support to participate. Member States are asked to send a delegation to be headed at the ministerial level. Selected heads of intergovernmental organizations have also been invited.

3. The organization of the Ministerial is being coordinated by the Strategic Force Generation and Capability Planning Cell of the Department of Peace Operations.

Conference Registration and Accreditation for Member States

4. To participate in the Peacekeeping Ministerial, every Member State delegation needs to take three steps:
   a) Register online to participate in the Ministerial;
   b) Obtain grounds passes to access United Nations facilities; and
   c) Obtain secondary access cards to access the General Assembly Hall.

Conference registration

5. Delegations are kindly requested to register online by 1 March 2019. Each delegation should be led at the ministerial level and be composed of up to six participants. The registration is available online at: https://pcrs.un.org. Should there be changes in the composition of the delegation, please re-register the entire delegation.

6. Within two working days of the registration, the delegation’s focal point will receive a confirmation email. All additional information will be shared with the registered focal point.

United Nations Grounds passes

7. To receive UN grounds passes to access United Nations facilities, official delegations of Member States will be registered by the Protocol and Liaison Service. Member States are required to submit a registration request for each delegate by using the online eAccreditation system via the eDelegate Portal at https://delegate.un.int.

8. Intergovernmental organizations accredited to the General Assembly and specialized agencies in New York should follow the same procedure as Member States to obtain
UN grounds passes, by using the online eAccreditation system via the eDelegate Portal at https://delegate.un.int.


For further information/assistance, please contact the Protocol and Liaison Service (Tel: +1 212 963-7181 or E-mail: unprotocol@un.org).

Secondary access cards

10. In addition to UN grounds passes, registered Delegates will be issued secondary access cards specific for the Peacekeeping Ministerial. Access to the main floor of the General Assembly Hall for Member States and intergovernmental organizations, United Nations system representatives and Secretariat staff during the Conference will be strictly restricted to registered participants presenting this secondary access card.

11. Secondary access cards will be distributed by the Strategic Force Generation Cell prior to the event.

Reception (by invitation only)

12. A reception, hosted by Canada, will take place on Thursday, 28 March 2019 at 18:00 for the Heads of delegation. The reception will take place at the Permanent Mission of Canada, located at 466 Lexington Avenue, 20th Floor, New York, NY 10017. The host of the reception will extend an invitation to each Head of delegation.

Luncheon

13. The Heads of delegation at ministerial level plus one guest each will be invited to a luncheon in the Delegate’s Dining Room hosted by the United Nations for delegations from capital. For all other delegations, invitations will be issued to the Head of delegation only. The lunch will take place on Friday, 29 March, from 13:00 to 14:30 hours in the Delegates Dining Room. The seating plan for the luncheon will be distributed prior to the event.

14. Other members of delegations may wish to purchase their lunch at the Vienna Café in the basement of the UN General Assembly Building or at any UN staff cafeterias in the UN Conference and Secretariat Buildings.

Seating in the General Assembly Hall

15. Seating arrangements for the Ministerial in the General Assembly Hall will be shared with the nominated focal points prior to the event.

Security
16. Delegates must visibly display UN Peacekeeping Ministerial passes at all times to access UN facilities.

17. Grounds passes for all members of delegations will be distributed by the Protocol Section upon accreditation. They will be available for collection from **26 March** onwards directly from the Protocol and Liaison Service (Room S-0200). The secondary access cards will be distributed by the Strategy Force Generation Cell.

**Interpretation**

18. We kindly ask that all interventions be made in one of the six official UN languages. During the luncheon, no UN interpretation services will be available.

19. Delegations are requested to organize their own interpreters, if required, for bilateral meetings or additional languages, and to register them as part of their official delegation.

20. All delegations are asked to bring 4 copies of their statements on 29 March and provide it to conference organizers for distribution to the interpreters on the day of the Ministerial. For record keeping, **we kindly ask that a copy of the statement be sent electronically by 28 March** to the focal point listed below.

**Event Format and Media**

21. While actual participation to the Peacekeeping Ministerial is restricted, the meeting will be classified as an open event and UN grounds pass holders will be able access the fourth-floor balcony to attend the meeting.

22. The meeting will be recorded and all interventions will be broadcasted live at: [http://webtv.un.org/](http://webtv.un.org/).

23. Any media requiring access to the UN Headquarters will need accreditation. Members of the media can apply for accreditation by following the online procedures: [http://www.un.org/en/media/accreditation/accreditation.shtml](http://www.un.org/en/media/accreditation/accreditation.shtml). Missions can apply for delegation media through the above eAccreditation portal. To contact the Media Accreditation and Liaison Unit, please email malu@un.org or call +1 212 963 6934.

**Statements**

24. Heads of delegation that are included in the speaking list will be invited to provide a maximum **three-minute statement** during the Peacekeeping Ministerial. Statements will be delivered from the podium. The time limit will be strictly enforced.

25. As in previous peacekeeping ministerials and summits, the meeting presents an opportunity to discuss and generate the specialized capabilities necessary for contemporary United Nations peacekeeping. In addition, the meeting this year will also be linked to the ongoing effort to strengthen peacekeeping operations through the Secretary-General’s Action for Peacekeeping (A4P) Initiative, with a specific focus on uniformed capabilities, performance and the protection of civilians. In the course of this meeting, Ministers are encouraged to highlight progress on relevant commitments made by Member States in the Declaration of Shared Commitments on United Nations Peacekeeping Operations, as well as announce specific pledges of key peacekeeping capabilities requested in the United Nations Peacekeeping Uniformed Capability

26. Kindly inform the focal point listed below no later than Tuesday, 12 March in which session your Head of delegation wishes to deliver a statement. For record keeping and interpretation purposes, we kindly ask that a copy of the statement be sent by 28 March, as well as that 4 printed copies will be distributed to interpreters on the day of the meeting.

27. Due to time limitations, not all delegations will be able to speak during the event. The determination of the speakers list will depend on the rank of the head of delegation, the significance of any pledges being announced, and the overall contribution made to United Nations peacekeeping by the relevant Member State. The speakers’ list will be shared with Member State focal points prior to ministerial.

Pledges


Bilateral Meetings

29. Bilateral meetings with the Secretary-General: Requests for bilateral meetings with the United Nations Secretary-General should be sent formally to his Executive Office by email to SGCentral@un.org.

30. Bilateral meetings with other senior UN officials: Member State focal points are kindly asked to submit requests for meetings with senior United Nations officials, including the Under-Secretary-General for Peace Operations and the Under-Secretary-General for Operational Support, directly to their respective front offices.

Costs, travel and visa arrangements

31. With the exception of the luncheon, Member States are kindly requested to cover all costs related to travel, accommodation, local transport and meals for their delegation.

32. Member States are requested to make their own travel and accommodation arrangements for their delegates. All participants are encouraged to arrive to New York by mid-day Thursday, 28 March 2019.

Hotel arrangements

33. For logistical purposes, participants may wish to select hotels close to UN Headquarters. While the Secretariat is not associated with any hotel and does not have any preference, a list with possible hotel options is enclosed in the Annex.
Private Cell Phones

34. Cell phones with a roaming option application can be used in New York. Please be aware that US voltage and socket connections differs from European, African and Asian standards and require an adaptor for recharging.

Security Health and Welfare

35. Participants are kindly asked to take the necessary precautions when sightseeing or other undertaking other leisure activities, especially if moving unaccompanied by night.

Weather in New York

36. Based on average data, the weather in New York at this time of the year will be between 7°C and 15°C (45°F and 60°F).
### Points of Contact

| **Event Coordinator** | Mr. Adam Smith  
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|-----------------------|--------------------------------------------------|
| **Pledges**           | Mr. Ivo Werneck  
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| **Security**          | United Nations Security Events Planning Unit  
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Please copy: security_service_coordinator@un.org |
Annexes
   A. UN Secretariat Floor Plan
   B. General Assembly Hall Floor Plan
   C. List of Possible Hotels
Delegates Area
Podium 3
Delegate Seats 664
Advisor Seats 664
Guests/Observers (Floor) 162
Guests/Observers (Mezz) 48
Secretariat 26
Total Delegates Area 1,567

Balcony Area
Press 52
Gallery 289
Total Balcony Area 341

Total GA Hall Seating 1,908
Annex C

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Web-site and telephone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Roosevelt Hotel</td>
<td><a href="http://www.theroosevelthotel.com">www.theroosevelthotel.com</a> +1-212-661-9600</td>
<td>45 East 45th St, New York, NY 10017</td>
</tr>
<tr>
<td>Radisson</td>
<td><a href="http://www.radisson.com/new-york">www.radisson.com/new-york</a> + 1-212-7363800</td>
<td>49 West 32nd Street New York, NY 10001</td>
</tr>
</tbody>
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