

# High-Level Segment for the Human Rights Council

## Note by the secretariat

In order to avoid delays, participants are encouraged to arrive sufficiently in advance to the Salle des Assemblées. All participants should be seated 20 minutes before the meeting starts.

### Registration and schedule

1. Any issue relating to the list of speakers should be addressed to Mr. Juan-José Flores:

#### From 3 to 5 March 2008

Fax: +41 22 917 67 08 | Telephone: +41 22 917 07 85 | E-mail: [jjflores@ohchr.org](mailto:jjflores@ohchr.org)

### Identification badge and authorizations

2. With respect to badges and other authorizations for those who will attend the high-level segment only and who are not in possession of a "Permanent Mission" badge, a note should be sent to Mr. Michael Armstrong:

#### Until 29 February 2008

Fax: +41 22 917 90 11 | Telephone: +41 22 917 92 69 | E-mail: [marmstrong@ohchr.org](mailto:marmstrong@ohchr.org)

#### From 3 March 2008

Fax: +41 22 917 04 94 | Telephone: +41 22 917 15 25 | E-mail: [marmstrong@ohchr.org](mailto:marmstrong@ohchr.org)

3. The note should contain the following information:

- (a) Name of the dignitary;
- (b) Names and functions of delegates (from capital) accompanying the dignitary;
- (c) Names of security officers;
- (d) Name(s) and details of any journalist(s) accompanying the dignitary;
- (e) Name of the driver; and
- (f) Characteristics of the vehicle of the dignitary (type and number plates).

3. Delegates (from capital) **who are directly part of the entourage of the visiting dignitary** will not receive photo security badges during the high-level segment. However, entourage members participating in the main portion of the following Human Rights Council session will be required to obtain a photo Human Rights Council conference badge.

4. Delegates **who will be participating in the main part of the seventh session** are required to obtain photo Human Rights Council conference badges as from 3 March 2008.

5. Please note that lists received from Permanent Missions should indicate clearly whether the delegate is part of the high-level segment entourage or part of the seventh session delegation.

6. **One (1) special vehicle authorization for the car of the dignitary only** will be issued and can be obtained at the "Pregny Gate" security office when collecting badges. Other entourage vehicles are to use the parking areas of lower P3 and lower P5 and access the building at doors 11 and 17. **Vehicle authorization requests should be received before Friday, 29 February 2008 at Fax: 022-917-0494.** Entourage (non-photo) badges and session delegate (photo) conference badges can be picked up at the security office Monday to Friday from 8:00 a.m. to 5:00 p.m. and exceptionally on Monday, 3 March 2008 from 7:00 a.m.

## **Arrival and welcome of dignitaries**

7. Dignitaries participating in the high-level segment are invited to be in the Salle des Assemblées at least 20 minutes before their scheduled statements.
8. The entrance for dignitaries will be at Door 14 (opposite the Pregny Gate security entrance) and only one car per delegation (provided with a special vignette) will be allowed to approach the entrance. Other delegates accompanying dignitaries, including representatives of the press, will need to use other entrances to the Palais des Nations.
9. Dignitaries will be greeted at Door 14 by United Nations official guides, who will escort them to their country seat in the Salle des Assemblées.
10. Shortly before the time when the dignitary will be expected to deliver her/his speech, a human rights officer will approach the dignitary and escort him/her to the podium. No one else from the delegation will be able to accompany the dignitary since there will be no seat for this purpose, near or on the podium. The dignitary will be escorted to the podium using the left-hand side corridor of the Salle des Assemblées, and from the podium to her/his seat by the right-hand side corridor.
11. Conference Room X will be used as a VIP lounge for all dignitaries and accompanying delegates. This room is not for bilateral meetings, but is made available to dignitaries at the ministerial and above level to rest before their speech, if necessary. It will not be reserved for any delegation in particular but will be shared.

## **Statements of dignitaries**

12. **Twenty-five** (25) copies (for the secretariat and interpreters) of statements of dignitaries should be given to the conference officer in the room before the dignitary speaks. This will also allow the secretariat to post the statement on the website of the United Nations Office of the High Commissioner for Human Rights and extranet in a timely manner. If the statement is to be circulated in the room, **250** extra copies should be provided to the conference room officer.

## **Period of time per dignitary for the delivery of statement (up to 10 minutes)**

14. The period of time allocated per dignitary for the delivery of statement is 10 minutes, including time for dignitaries to be escorted from their seat to the podium, the presentation by the President, and to be escorted from the podium to their seat after delivery of statements. To assist dignitaries in this regard, the rostrum will be equipped with lights, which will discreetly indicate to dignitaries when the 10-minute time period has elapsed.

## **Bilateral meetings**

15. Requests for venues for bilateral meetings should be sent to Ms. Françoise Kenfack.

### **Until 29 February 2008**

Fax: +41 22 917 90 11 | Telephone: +41 22 917 96 41 | E-mail: [fkenfack@ohchr.org](mailto:fkenfack@ohchr.org)

### **From 3-5 March 2008**

Fax +41 22 917 04 99 | Telephone: +41 22 917 67 89 | E-mail: [fkenfack@ohchr.org](mailto:fkenfack@ohchr.org)

## **Security**

15. For security issues, please contact

Mr. Yves Nabet or Mr. Janick Mangin.

Telephone: +41 22 917 27 66 or 38 33 | Fax: +41 22 917 05 15

E-mail: [ynabet@unog.ch](mailto:ynabet@unog.ch) or [jmangin@unog.ch](mailto:jmangin@unog.ch)

## **Media issues**

16. Delegations are kindly asked to note that journalists, television crews and photographers accompanying dignitaries attending the high-level segment will need press accreditation. This may be requested by contacting Mrs. Elena Ponomareva-Piquier:

Telephone: +41 22 917 23 36 | Fax: +41 22 917 00 30

or Ms. Catherine Fegli:

Telephone: +41 22 917 23 13 | Fax: +41 22 917 00 73

17. For information on television or photo-coverage, please contact Ms. Yvette Morris

Telephone: +41 22 917 46 06 | Fax: +41 22 917 00 31 | E-mail: [untv@unog.ch](mailto:untv@unog.ch)

18. Television stations can download live television coverage of the High-Level segment of the Human Rights Council on a commercial basis, through the European Broadcasting Union.

Telephone: +41 22 717 2822 | E-mail: [worldfeed@eurovision.net](mailto:worldfeed@eurovision.net)

## **Protocol and other matters**

19. With respect to any general issues (including protocol matters) regarding the high-level segment, please contact Ms. Nicole Bjerler:

### **Until 29 February 2008**

Telephone: +41 22 917 94 24 | Fax: +41 22 917 90 11

### **From 3 to 5 March 2008**

Telephone: +41 22 917 67 62 | Mobile: + 41 79 217 30 09 | Fax: +41 22 917 04 99

or Mr. Juan José Flores:

### **From 3 to 5 March 2008**

Telephone: +41 22 917 67 08 | Fax: +41 22917 07 85 | E-mail: [jjflores@ohchr.org](mailto:jjflores@ohchr.org)

Please also refer to the Extranet of the Office of the High Commissioner for Human Rights.

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