

**SIXTY-NINTH SESSION OF THE EXECUTIVE COMMITTEE
OF THE HIGH COMMISSIONER'S PROGRAMME
1-5 October 2018
Palais des Nations, Geneva**

INFORMATION NOTE

I. ORGANIZATION OF THE MEETING

Date and place

1. The sixty-ninth session of the Executive Committee (ExCom) will take place in the Assembly Hall of the Palais des Nations, starting at 10 a.m. on Monday, 1 October 2018 and closing on Friday, 5 October 2018.

Timing

2. The morning meetings will last from 10 a.m. to 1 p.m. and the afternoon meetings from 3 p.m. to 6 p.m. In order to make the best use of time and of interpretation and conference management services, the meetings will be called to order promptly. Delegations are requested to be punctual.

Seating arrangements

3. For ExCom Member States, seating will follow the General Assembly seating protocol for the seventy-third session. Non-ExCom Member States and other observers to the session will follow. Seating will be in English alphabetical order.

II. REGISTRATION AND ACCESS TO THE PALAIS DES NATIONS

4. Governments are requested to register by **Monday, 10 September 2018**. To do so, a note verbale containing the exact names and titles of all members of the delegation listed in order of hierarchy must be sent to the Secretariat (hgexcom@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>). Timely registration and accreditation requests are essential for the preparation of the provisional list of

participants and seating arrangements, and to facilitate access to the Palais des Nations.

5. Each individual delegate requiring an entry badge must register through Indico. Please note that the same email address cannot be used for multiple registrants. Delegates are reminded to take care when completing their Indico registration forms. When doing so, a Firefox or Chrome browser must be used due to compatibility issues with the Indico system. UNHCR has also been advised that failure to complete an Indico registration form correctly, including submitting a passport-style photograph with a blank background, may result in delays with badge collection and entry to the Palais des Nations.

6. Upon completion of the Indico registration form, delegates will be provided with a QR code. They must provide this QR code and an identity document to the UNOG Pass and Identification Unit at the Pregny Gate entrance to the Palais des Nations to receive their visitor's badge.

7. Entry badges may be collected as of the afternoon of Friday, 28 September 2018, at the UNOG Pass and Identification Office, situated at Pregny Gate at the Palais des Nations.

Non-governmental organizations

8. NGOs are requested to register by sending a letter of accreditation to the UNHCR Partnership Section (partnership@unhcr.org) by **Monday, 10 September 2018**. For those who require badges to access the Palais des Nations, accreditation requests must also be made online through the Indico system (<http://reg.unog.ch/e/excom2018>).

III. SPEAKING ARRANGEMENTS

List of speakers

9. The list of speakers for the general debate will be opened on **Monday, 3 September 2018**. To secure a speaking slot, all requests should be made in writing to: hqexcom@unhcr.org, indicating “speakers list” and the country name in the subject line, and providing the exact name, title and rank of the speaker.

10. Further information on the list of speakers and other related arrangements will be shared with delegations in the course of the summer.

Interpretation and statements

11. Interpretation will be provided in all six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish).

12. Delegations are requested to provide 20 copies of their statements **in advance** to the conference officers in the room to facilitate interpretation. Please be reminded that a normal speed should be maintained when making statements.

IV. OBSERVER STATUS FOR PARTICIPATION IN MEETINGS OF THE STANDING COMMITTEE IN 2018-2019

13. Observer status must be renewed yearly. States wishing to be observers of the Standing Committee and to participate in its meetings from **October 2018 to October 2019**, should send their request by note verbale to the Secretariat by email (hqexcom@unhcr.org), indicating “request for observer status” and the country name in the subject line. Requests received by close of business on **Thursday, 27 September 2018** will be announced at the sixty-ninth session under the relevant agenda item and recorded in the report of the session.

V. DOCUMENTATION

List of participants

14. A provisional list of participants will be made available by close of business on **Thursday, 27 September 2018**. Any amendments should be communicated to the Secretariat by close of business on **Wednesday, 3 October 2018**. The final list of participants will be made available on Friday, 5 October 2018.

Summary records

15. 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.

Official documentation

16. In line with the United Nations Paper Smart initiative, documentation for the session will be made available on the website: www.unhcr.org/excom. It is, therefore, recommended that delegates **bring their own copies to the session**.

17. Documents issued in the A/AC.96/xx series will also be made available through the United Nations Official Document System (ODS) (<http://documents.un.org>).

VI. MISCELLANEOUS INFORMATION

Luggage and security

18. Any large luggage 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.

19. Delegates should wear their UNOG security identification badge at all times.

UNHCR, 15 August 2018