

Delegates Guide for the COE Working Group 2023

The COE Working Group 2023 will meet at UNHQ 16 to 27 January 2023. The present guide contains information of a general nature about United Nations Headquarters.

General Information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded to the south by East 42nd Street, to the north by East 48th Street, to the west by what was formerly a part of First Avenue and is now known as United Nations Plaza, and to the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory. The Headquarters complex comprises five main structures that are all interconnected: General Assembly Building, housing the General Assembly Hall, conference rooms 4, 5, 6, 7, 8, 11, 12, E and F, and the GA-200 suite and Library Building (reading room open; other areas closed for security reasons).

The South Annex Building is closed for security reasons; the Conference Building (a long, low structure parallel to the river), holds the Economic and Social Council, Security Council and Trusteeship Council Chambers (located on the 2nd and 3rd floors), with conference rooms 1, 2, 3, 9, A, B, C and D on the first basement level and conference rooms 1, 2, 3 and 10 on the 1st floor. The Secretariat Building holds offices and other small conference rooms (39 floors). All conference rooms and chambers in the Conference Building, the General Assembly Hall and other conference rooms in the General Assembly Building can be reached from the delegates' entrance near East 45th Street. There is also an entrance north of the delegate's entrance (visitors entrance), as well as one by the Library and South Annex Buildings, near East 43rd Street.

United Nations ground passes and admission to UNHQ

Passes for members of official delegations must be processed by the respective Permanent Mission and are authorized by the Protocol and Liaison Service (tel.: 212-963-7181) and processed by the Pass and Identification Unit, whose office is located at 320 East 45th Street (FF Building). Delegates who have photographs in the system that are older than five years are required to upload a new photograph or have their photographs retaken at the office of the Pass and Identification Unit.

Members of delegations, as with every other authorized pass holder, are reminded that their United Nations-issued grounds pass is solely for the use of the bearer to whom it is issued and that it should not be transferred or given to any other person to use. United Nations identification found to be used in any manner other than for which it was intended will be confiscated by security.

Staff members, members of delegations and other persons who are entitled to access the premises will be admitted to Headquarters only upon presentation of a valid United Nations grounds pass. Passes must be worn at all times in a clearly visible manner while on the premises. It is each card holder's responsibility to ensure that passes are current. Should a member of a delegation lose or have his or her United Nations grounds pass stolen, he or she should report it immediately to security by calling 212-963-6666. The delegate should then submit a request for a duplicate pass via the United Nations Protocol e-Registration system. Upon approval by the Protocol Unit, the application should be picked up and brought to the Special Investigations Unit, room GA-1B-052, where a staff member will officially record the circumstances under which the pass was lost or stolen. The duplicate application will then be stamped and signed by the investigator, after which the application can be brought to the Pass and Identification Unit for the issuance of a replacement pass.

COE Working Group – Venues

The working room will open the daily meeting in Conference Room 4. After a short meeting of the plenary, the subgroups will begin their work in their relevant rooms as follows:

- Conference Room 4 – Plenary and Major Equipment subgroup
- Conference Room 6 – Self Sustainment subgroup
- Conference Room 5 – Medical subgroup
- Conference Room D – Bureau and administration

COE Working Group – Duration of meetings:

The COE Working Group will meet from 16 to 27 January (except weekend). Morning meetings are scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 to 6 p.m. No interpretation will be provided for lunchtime events, or after the official meeting hours. Owing to the large number of meeting requests and the limited facilities available, it is essential that meetings start on time and that the above schedule be strictly followed. Therefore, delegations are urged to arrive at meetings on time. In its resolution 59/313 of 12 September 2005, the General Assembly strongly urged all officers presiding over its meetings to start them on time.

COE Working Group

The Bureau of the COE working has been determined as follows:

Chair of the COE Working Group

Major General Silver M KAYEMBA
Uganda
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Vice-Chair of the COE Working Group

Colonel Rolant VIEIRA JÚNIOR
Brazil
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Chair of the Major Equipment Sub-Group

Major Kjetil Andreas ANDERSEN
Norway
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Vice-Chair of the Major Equipment Sub-Group

Colonel Lamine DIOUF
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Chair of the Self-Sustainment Sub-Group

Colonel Abdelali RIFFI
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Vice-Chair of the Self-Sustainment Sub-Group

Colonel Gustavo ROSSI
Uruguay
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Chair of the Medical Sub-Group

Senior Colonel BI GUANGYUAN
China
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Vice-Chair of the Medical Sub-Group

Lieutenant Colonel (Med.) Kari KESSELI
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Dress-code:

Dress code to UNHQ is formal business or national business attire. Some delegates may wish to wear their respective military / police uniforms (optional).

January is the coldest month in New York and as the month progresses the temperature descends further. The average maximum daytime temperature is around 3°C and the average nighttime temperature drops to -3°C. Daylight is observed for an average of 9.2 hours, out of which barely 5 hours see bright sunshine. There is rain and snow expected in January, so make sure to dress accordingly. Given that in-doors premises are heated, it is recommended that you dress in layers. Warm jackets are a must to brave the harsh weather. Additionally, make sure to pack cold weather boots, earmuffs, hats, gloves, and scarfs.

Accommodation and local transportation

Delegations are expected to make their own accommodation and local transportation arrangements.

Visas

The United Nations will not be responsible for, nor will assist the traveler or permanent missions in the issuance of a visa to enter the United States territory, nor the territory of any other countries where a stop-over would be required by the itinerary.

Safety and Security

The Security and Safety Service operates on a 24-hour basis. The Special Services Unit is located in the first basement of the General Assembly Building in room GA-1B-052 and can be reached at 212-963-7531. The Unit addresses queries concerning lost and found items, as well as all other in-person enquiries, from 8 a.m. to 5 p.m., Monday to Friday.

The Security Operations Centre operates on a 24-hour basis and can be contacted at 212-963-6666 for all requests for access or general enquiries. The Centre addresses queries concerning lost and found items from 5 p.m. to 8 a.m. The Centre is staffed with security and fire-safety personnel. For fire or medical emergencies, first call 911 (dial 9-911 from a United Nations telephone) and then contact 212-963-5555 (ext. 3-5555 from a United Nations telephone). For further details, see <https://iseek.un.org/nyc/emergencyNY>

Health

The Health-Care Management and Occupational Safety and Health Division provides on-site emergency medical assistance to delegates and members of diplomatic missions to the United Nations. Basic care for physical injuries or first aid is available at the walk-in clinic on the 5th floor of the Secretariat Building from 8.30 a.m. to 5 p.m., Monday to Friday.

In a medical emergency, contact the Security Control Centre (tel.: 212-963-6666), which will coordinate with the United Nations Headquarters Clinic, other medical assistance providers or the local emergency first-response capability (911), as appropriate.

Owing to restrictions related to coronavirus disease (COVID-19), the United Nations Headquarters Clinic is restricting the access of anyone with COVID-19-like symptoms or low-grade illness, who is required to leave the premises immediately and seek care from one of many local providers.

General medical consultations in the United Nations Headquarters area:

- CityMD East 50th Street 952 Second Avenue (between 50th and 51st Streets) 212-271-4864
- CityMD East 37th Street 561 Third Avenue 212-729-4668
- MedRite 919 Second Avenue 212-935-3333

Emergency care:

- Bellevue Hospital Emergency room – 462 First Avenue 212-562-8052
- Cornell New York-Presbyterian Emergency room – 525 East 68th Street 212-746-5454

Eye emergencies

- New York Eye and Ear Infirmary of Mount Sinai 310 East 14th Street 212-979-4000

Dental:

- Emergency Dentist New York 9 East 45th Street, 6th floor 646-783-1175
- Emergency Dental Center 18 East 48th Street, room 1702 646-992-0930
- Emergency Dentist 24/7 8 Gramercy Park South 888-896-1427

Infectious diseases:

- Mount Sinai-Union Square - 10 Union Square East, suite 3H 212-420-4005
- Bellevue Virology Clinic 462 First Avenue 212-562-4038
- Travel Medicine NYC 109 East 38th Street 212-725-0580

COVID-19 testing is also available at most pharmacies and pop-up testing sites:

- CityMD East 50th Street 952 Second Avenue (between 50th and 51st Streets) 212-271-4864
- CityMD East 37th Street 561 Third Avenue 212-729-4668
- MedRite 919 Second Avenue 212-935-3333
- Medical Offices of Manhattan 211 East 51st Street 212-398-1709
- LEAA Health 509 Fifth Avenue 866-275-7594

Other information on the use of the premises by United Nations entities and Member States

In order to ensure the smooth conduct of meetings listed in the official calendar of conferences and meetings of the United Nations, as well as those of regional and other major groups of Member States, and to minimize wear and tear on conference rooms, the use of those rooms and the General Assembly Hall for events that are not official functions of the Organization should be in accordance with the administrative instruction on the use of space at Headquarters in New York for meetings, conferences, events and exhibits (ST/AI/2019/4).

Delegates and other meeting participants are requested not to take food and liquids other than water into the conference rooms, to avoid damaging the simultaneous interpretation audio systems. Care should also be taken when utilizing microphones, channel selectors, voting switches and audio earphones, as these are sensitive electronic devices. Placing a cellular phone near a microphone may interfere with sound quality.

Delegates are reminded to refrain from making or accepting cellular phone calls at their delegation tables.

Interpretation in meetings where interpretation is provided:

Statements made in any of the six official languages of the United Nations are interpreted into the other official languages. Speakers are requested to deliver their statements at a speed that is interpretable. Although delegations are increasingly being given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed, if possible, to enable the interpreters to give an accurate and complete rendition of their statements. When statements are delivered at a fast pace to comply with the time limit, the quality of interpretation may suffer. It is suggested that statements be delivered at a speed not exceeding the equivalent of 100 to 120 words per minute in English.

In cases in which statements are made in a language other than the official languages (see rule 53 of the rules of procedure of the General Assembly), delegations must provide either an interpreter or a written text of the statement in one of the official languages. The interpretation into the other official languages by United Nations interpreters will be based on the interpretation or written text accepted by the Secretariat as representing the official text of the statement.

Microphones: The microphones start to operate only when the representative taking the floor has been called upon to speak and the delegate has pushed the button. To ensure the best possible recording and interpretation of the statement, representatives should speak directly and clearly into the microphone, in particular when providing figures, quotations or highly technical material or when reading from a prepared text. Tapping on the microphone to test if it is working, turning pages, and making or answering cellular phone calls should be avoided.

Documentation

Documentations such as issue papers are available at this link:

[2023 Contingent-Owned Equipment Working Group | DEPARTMENT OF OPERATIONAL SUPPORT \(un.org\)](#)

Paper copies will not be distributed during the meetings, and delegates are encouraged to review documentation electronically.

United Nations website

The main United Nations website (www.un.org) is available in all six official languages and includes a dedicated section for delegates (www.un.org/about-us/member-states), with details on and links to the Blue Book of Permanent Missions to the United Nations, the Manual of Protocol, the Journal of the United Nations, United Nations documents, Delegate – The United Nations Intranet-iSeek for Member States portal (www.un.org/delegate) and a number of additional resources. A list of street and email addresses and telephone and fax numbers of the permanent missions to the United Nations is available at www.un.org/dgacm/en/content/protocol/permanentmissions. The United Nations website also offers access to research tools and links to the home pages of other parts of the United Nations system. The Global Issues section (see www.un.org/en/global-issues) provides one-stop access to information on at least 30 major topics.

Dag Hammarskjöld Library

The Dag Hammarskjöld Library provides research and information services to support the participation of Member States in the United Nations. The Library also offers the following services: Professional research service. Information specialists will respond to requests within one hour. Questions can be asked through: Email: library-ny@un.org or Ask DAG!: www.ask.un.org.

Access to online commercial intelligence sources, which the Library offers free of charge for delegates and their staff. Those resources are available for delegates to use via Wi-Fi from any United Nations building. Contact the Library for details.

- Research guides on United Nations topics of special interest to delegates:
- Overview of United Nations documentation: research.un.org/en/docs
- Security Council: includes tables of all past meetings, vetoes and resolutions:
 - research.un.org/en/docs/sc
- General Assembly: includes a list of resolutions research.un.org/en/docs/ga
- United Nations budget: research.un.org/en/docs/budget

The reading rooms (L-105 and L-248) are quiet spaces where delegates can browse the latest magazines and books and get assistance from information professionals. Computers, printers and wireless Internet (Wi-Fi) are available. In addition, the Library maintains several special collections in print, including maps, international law, League of Nations documents and United Nations documents and publications.

Delegates' Quiet Room

Conference Building (2nd floor, adjacent to the Security Council area)

Conference Building (1st floor, adjacent to Conference Room 1)

United Nations Bookshop

Visit the United Nations Bookshop in the General Assembly Building, on the first basement level, for United Nations books and publications; high-quality, sustainably sourced stationery and souvenirs; books on United Nations themes and priorities; and a wide selection of children's books and toys. The Bookshop is located in the General Assembly Building, first basement level (room GA-1B-103) Tel.: 212-963-7680 Fax: 212-963-4910

Email: bookshop@un.org and it operates Monday to Friday, 10:30 a.m. to 5 p.m. Delegates qualify for a 25 per cent discount on United Nations publications and a 10 per cent discount on all other items over \$3. Orders for United Nations publications, souvenirs and gifts can also be placed online at shop.un.org. Website: shop.un.org Email: bookshop@un.org

Visitors Services Section

The Visitors Services Section offers guided tours and briefings to a wide range of audiences and manages exhibits in the public spaces of United Nations Headquarters. Guided tours have been offered at Headquarters ever since the buildings opened in 1952. Tours and briefings are offered in person to delegates and the general public, including specialized tours on gender, race, and the architecture of United Nations Headquarters. Special webinars and briefings are also available in person and online.

Dining room and cafeteria facilities

The COE WG programme does not cater for dining services. Café and dining services available in the Secretariat building as per below. Delegates are expected to cater for their own requirements. Owing to continued COVID-19 restrictions, resulting in reduced occupancy at United Nations Headquarters, only a few cafés remain open: the Riverview Cafeteria, the Lobby Café, the Vienna Café and the North Delegates Lounge. The Visitors Café, Café de la Paix and One UN Café are temporarily closed because of COVID-19 mitigation measures. Vending machines are also provided.

Single-use plastic is no longer used at Headquarters and should not be brought into the compound. The cafeteria facilities now offer a variety of products in sustainable packaging, as well as stainless steel and wooden cutlery. Delegates are encouraged to bring reusable cups, mugs with lids, bottles or flasks for their beverages. There are water fountains located throughout Headquarters.

- Riverview Cafeteria, Conference Building, 4th floor. Open from 11:30 a.m. to 3 p.m., Monday to Friday; closed on Saturdays and Sundays. Snacks/coffee. Lunch as well as a selection of grab-and-go, pre-packaged hot and cold food, salads sandwiches, and buffet items.
- Secretariat Building, North Lobby. Open from 8 a.m. to 3:30 p.m., Monday to Friday; closed on Saturdays and Sundays. Provides a full-service coffee bar open for breakfast and lunch and snacks in the afternoon. Offers self-serve and hand-crafted espresso, cappuccino and latte beverages and a selection of pastries, snacks and dessert.
- Vienna Café, General Assembly Building, first basement level, conference area. Normal operating hours: from 10 a.m. to 5 p.m., Monday to Friday, ee times. Espresso bar. Breakfast sandwiches, sweet and savoury crepes, light snacks, pre-packaged sandwiches and salads, snacks, desserts, other quick-pick items and cold beverages.
- North Delegates' Lounge Conference Building, 2nd floor. Normal operating hours: from 9:30 a.m. to 5 p.m., Monday to Friday, Espresso bar. Breakfast pastries, light snacks, pre-packaged sandwiches and salads, snacks, desserts and cold beverages.
- Vending machines Available at the following locations:
 - Visitor Centre, General Assembly Building, first basement level.
 - Library neck, 1st floor, between South Annex Building and the Library Building.
 - Conference Building, 1st floor.
 - Corridor by the Pouch Office (room GA-3B-710),
 - General Assembly Building, third basement level.
 - United Nations Language Centre, North Lawn Building, third basement level.

Computers with Internet access:

The Office of Information and Technology provides computers with Internet access in the Delegates' Lounge and in the Secretariat on the first basement level. The Office also provides wireless Internet access (Wi-Fi) in most public areas and conference rooms. Kindly report any cybersecurity issues to infosec@un.org.

Main telephone numbers for the United Nations

The main telephone numbers for the United Nations are 212-963-1234 and 212-963-9999. Callers are greeted by an automated response system that allows them to connect to United Nations security personnel, staff and other resources.

The Information Unit (tel.: 212-963-9999) can advise on the location and telephone numbers of delegations and other general queries.

Internal calls within the telephone system of the United Nations may be placed using the five-digit extension comprising "3" or "7" followed by the last four digits of the telephone number. United Nations staff and services United Nations Secretariat staff and services have telephone numbers that begin with 212-963-XXXX or 917-367-XXXX. For telephone numbers beginning with the prefix "212-963", the five-digit extension begins with "3", and for those beginning with "917-367", it begins with "7".

United Nations Postal Administration

Sales counter and personalized stamp shop Visitor Centre, General Assembly Building, first basement level
Tel.: 212-963-7698 Open from 9 a.m. to 5 p.m., Monday to Friday Closed on weekends and holidays Website: unstamps.org United Nations stamps, postcards and other philatelic items may be purchased at the United Nations Postal Administration sales counter for domestic and international first-class mailing. The sales counter also offers personalized stamp sheets, which allow you to combine your own photograph with a United Nations postage stamp. United Nations stamps raise global awareness on a variety of important topics, such as endangered species, human rights, education, world heritage and the environment. They are issued in three currencies (United States dollars, Swiss francs and euros) and are valid for mailing only from Headquarters in New York, the Palais des Nations in Geneva and the Vienna International Centre.

ATM locations

ATM machines are located by the General Assembly Building, Visitors' Lobby (first basement level) and by the Conference Building 1st front (adjacent to the Lobby of the Secretariat Building).

Facilities for persons with disabilities

Restrooms that can accommodate persons with disabilities are located in the Conference Building on all levels, in the Secretariat Building on each floor and in the General Assembly Building on each floor.

Elevators with operators are available to access all floors of the General Assembly and Conference Buildings.

Ramps are located on the ground level at the entrances to the compound at East 42nd and 45th Streets and are fully accessible.

Special ramps to access the conference room podiums are provided where required.

COE Working Group related queries

During the working group, staff of the Uniform Capabilities and Support Division (UCSD) will be available to assist you at the Bureau's office which will be located at Conference Room D

In addition, you may address your queries to COEWG2023@un.org