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Full Item Register Number [auto] **CF/RAI/NYHQ/SP/SSC/2002-01207**

Ext Ref: Doc Series/Year/Number **SP/SSC/WSC**

Record Item Title

Principal Arrangements for "The Weekend". Includes current workplan and organogram of key UN counterparts, Preparation, Conference Servicing, Accreditation, Identification, Protocol Liaison, Catering, Hospitality, etc. (World Summit for Children)

Date Created / on Correspondence
 26-Apr-1990

Date Registered
 10-Sep-2002

Date Closed

Primary Contact **James Grant (Former Executive Director)**
 Owner Location **World Summit for Children, UNICEF NY- = 3085**
 Home Location **UHB, Floor B2, Room B202, Aisle 01, Shelf B013, Level 02, Position**
 Current Location **Special Session & Global Movement For Chil =**

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 File Container Record (Title) **Management Committee Meetings Meetings in Preparation for WS Work**

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Notes

Print Name of Person Submit Images

Signature of Person Submit

Number of images without cover

JOHN MANFREDI

John Manfredi

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United Nations Children's Fund Fonds des Nations Unies pour l'enfance Fondo de las Naciones Unidas para la Infancia
Детский Фонд Организации Объединенных Наций 联合国儿童基金会 منظمة الأمم المتحدة للطفولة

26 April 1990
Summit/GS/1990-11

Interoffice Memorandum

To: Summit Management Committee
From: Gillian Sorensen *JS*
Subject: Principal Arrangements for "The Weekend"

Please find attached a copy of the current workplan of principal arrangements for "The Weekend", as well as a draft of the organogram of key U.N. counterparts.

We would welcome your comments, additions and changes at today's meeting.

Michael Shower (chair)
Karin Lokhaug
Djibril Diallo
Gillian Sorensen
Saundra Grace
Farida Ali
Nigel Fisher
Robert Rogier
Thomas Herwig
Doreen Lobo
(United Nations Security and Safety Service)
(United Nations Buildings Management Service)
Hala Kittani
Samuel Koo
William Hetzer
Horst Cerni or Robert Brennan

What are all the variables involved?
eg meal functions, what is available, options

PRINCIPAL ARRANGEMENTS FOR "THE WEEKEND"

Contact/Focal Point

- A. PREPARATION
1. Initial meetings with Summit focal points
 2. Initial meetings with U.N. and city contacts
 - a. determine areas of responsibility
 - b. establish divisional contact
 3. Inter-divisional meetings at U.N.
 - a. list of requests for U.N. services
and send to all relevant U.N. division by
end May
 - b. hold first inter-divisional meeting by
mid-June.
 - c. hold second inter-divisional meeting by
mid-September to finalize details
 4. Aide-memoire
 5. Information kit for First Spouses

B. CONFERENCE SERVICING

DCS-UN (E. Wyzner)

1. Reserve Chamber
2. Interpretation (six languages?)
3. Translation (?)/editors (?)
4. Room set-up
 - a. special request for water (press conferences?)
 - b. pads, pencils (specially ordered?)
 - c. name plates (provide list in advance)
 - d. sound/lighting/spots
5. Provide DCS with information on room enhancement
 - a. flags
 - b. flowers
 - c. banners/photographs
6. Conference officers
7. Special requests
 - a. inter-session custodial services
 - b. recording of proceedings
 - c. weekend airconditioning
 - d. use of delegate mail boxes
8. Set-up of additional smaller rooms
 - a. bi-laterals
 - b. staff work areas

C. ACCREDITATION/IDENTIFICATION

1. Accreditation

- a. "Presidential party" - Protocol
- b. press/media - DPI (need numbers to arrange for meals)
- c. all other - U.N. Security

2. Identification

- a. pins for HS/G (design and production)
- b. photo i.d.
 - i. design format
 - ii. color coding
- c. determination of security zones

GCO
UN Pass Office

D. PROTOCOL LIAISON

Aly Teymour

1. Accreditation of "presidential party"
2. Will meet at entrance
3. Will do placement for dinners
4. Send invitations for dinner (?)

E. CATERING/HOSPITALITY

- | | |
|---|--|
| <p>1. Dinner/Reception</p> <p>a. invitations</p> <p> i. design/print (who?)</p> <p> ii. prepare address list/send</p> <p>b. official request for North Lounge
or Delegates' Dining Room</p> <p>c. placement (A. Teymour)</p> <p>d. menu selection</p> <p>e. decorations/flowers</p> <p>f. music</p> <p>g. arrangements to feed staff, security,
musicians</p> <p>h. interpretation (portable booths,
wireless headsets)</p> <p>i. sound/lighting</p> <p>j. room arrangements</p> <p>2. Initiators/Co-chairs Luncheon on Saturday</p> <p>3. Working Luncheon on Sunday</p> <p>4. Concluding dinner or reception</p> <p>5. Courtesies</p> <p>a. food for media, staff, delegation security</p> <p>b. ice/mineral water</p> <p>c. refreshments available throughtout working
sessions for participants</p> | <p>A & P Unit
RA (G. Johannsen)
Protocol (A. Teymour)
Security</p> |
|---|--|

F. SECURITY LIAISON

1. **U.N. Security** Chief Anthony O'Connell/
Emily Kawas (UN Security)
- a. sterilization of area (dogs)
 - b. magnometer - clear all incoming weekend staff including, staff, delegation support staff and security, Restaurant Associate staff, cleaners, volunteers, etc.
 - c. provide accreditation and identification badge for all except "presidential party" (protocol) and press (DPI).
 - d. limosine parking
 - e. Fire Warden
 - f. medical/ambulance services (wheelchairs)
 - g. flags/stands
 - h. flags flying after sundown
 - i. prior storage of documents/change locks
 - j. prior approval of "enhancement" activities
 - k. barricades/ropes and stanchions
 - l. clear equipment to enter building
 - m. permits: vehicles on grounds, erect camera platforms, hang banners, mount flags along escalators/elevators

A & P to provide:

- a. list of all dignitaries, celebrities coming
 - b. schedule of events
 - c. identification badge coding
 - d. megahertz frequency of walkie-talkie (should limit use)
 - e. list of staff with communications equipment, i.e., walkie-talkies, cellular phones, beepers with numbers and codes
2. **NYPD - Diplomatic Protection Unit** Capt. Mike McCann
(NYPD)
- a. provide additional security within city and around U.N.
 - b. barricades as needed
 - c. close streets as needed
3. **U.S. Secret Service** Robert Moller
(U.S. Mission)
- a. provide security to HS/G
4. **Airport Security** Mission Liaison
- a. Missions to co-ordinate directly but to inform us of arrivals/departures

...../7

G. DELEGATION LIAISON OFFICERS AND PARTICIPANT "REGISTRATION" DATA

1. **Aide-Memoire** A & P Unit
 - a. preparation
 - b. mailing to missions of participating governments
 - c. appoint co-ordinating Liaison Officer (L.O.)
 - d. prepare information packet for spouses

2. **UNICEF Liaison Officers**
 - a. establish contact with L.O. in mission
 - b. registration
 - c. distribution of delegation accreditation
 - d. receive and attend HS/G during weekend (dinner, bi-lateral room arrangements, etc.)

3. **Mission Liaison Officers**
 - a. act as focal point/liaise with L.O. co-ordinator and UNICEF L.O.
 - b. provide information requested in aide-memoire

H. SPECIAL GUESTS (and Arrangements for them)

1. Who? (Mayor Dinkins, Governor Cuomo, Goodwill Ambassadors)
2. Special Needs

I. SPECIAL EFFECTS/VISUALS/EXHIBITS

1. In meeting room
 - a. films
 - b. photographs
 - c. music
 - d. flags
 - e. flowers
 - f. exhibits
 - g. banners

2. In building
 - a. photographs
 - b. flags
 - c. banners
 - d. exhibits

3. UN grounds/UN plaza
 - a. flags (special requests)
 - b. banners

4. Elsewhere
 - a. First Avenue (flags, banners?)
 - b. 42nd Street (flags, banners?)

J. EVENT/CEREMONIAL DOCUMENTATION

1. Event

- a. documents for working sessions
- b. press documents
- c. background documents on hand
- d. information packet for each staff member, including schedule of events, list of staff, and contact numbers, etc.
- e. UNIFO for published proceedings following Summit

2. Signing Ceremony

- a. design and production of ceremonial copy of declaration
- b. pens (donated?) for signing and offering to HS/G
- c. arrangements for reproduction
 - i. bronze plaque of Declaration
 - ii. individual copies (paper) for each HS/G
 - iii. copies for advocacy purposes

K. FIRST SPOUSES' PROGRAMME

1. Symposium (or "Conversation" with First Spouses)
 - a. held concurrently with 1st Working Session (would run from 10:15-12:30)
 - b. held in smaller UN conference room
 - c. Child and Family issues, with each one discussing a "doable" initiative carried out in their country
 - d. hosted by spouse of Co-chair or Initiator
 - e. open to press/provides high visibility media opportunity
 - f. could be open to heads of NGO's for interactive session
 - g. cost -- minimal conference rooms available and security already on full alert.

2. Sunday lunch
 - a. possibly offered by Mrs. Perez de Cuellar
 - b. held concurrently with Working Lunch
 - c. official request should be made

3. Signing ceremony/closing reception
 - a. all First Spouses present

4. Other
 - a. religious services
 - b. information packet for Spouses
 - c. Spouses could be canvasses for ideas

L. MEDIA LIAISON AND HOST BROADCAST SERVICES

- | | |
|---|---|
| <p>1. Media accreditation</p> <p>a. preparation of badges</p> <p>b. advance accreditation</p> <p>c. contact point for missions</p> | <p>DPI (Pedro Guillen)</p> |
| <p>2. Facilities</p> <p>a. press briefing rooms</p> <p>b. media working base</p> <p>c. media lounge/buffet</p> <p>d. document distribution</p> | <p>DOI (Sam Koo)</p> <p>A & P Unit</p> <p>OGS-UN</p> <p>BMS-UN</p> <p>OSEB - UNICEF</p> |
| <p>3. Press</p> <p>a. Press briefing officer</p> <p>b. announcement in U.N. Journal</p> | <p>DOI</p> |
| <p>4. Photography</p> | <p>DOI (Peter David)</p> |
| <p>5. Equipment</p> <p>a. all audio-visual</p> <p>b. screens</p> <p>c. sound/lighting</p> <p style="padding-left: 20px;">i. meeting rooms</p> <p style="padding-left: 20px;">ii. dinner/receptions</p> | <p>DOI (B. Hetzer)</p> <p>BCE -UN (W. Sargent)</p> <p>A & P Unit</p> |
| <p>6. Satellite hook-up</p> | |

M. SECRETARIAT OPERATIONS FACILITIES

1. Suite of offices
 - a. offices of the two Co-Chairs
 - b. office equipment (photocopiers, telephones, typewriters, FAX, PCs, printers, etc.)
 - c. office supplies
 - d. Wang VS hook-up
 - e. message board
2. Other staff working areas
 - a. determine number and need
 - b. equipment and supplies as needed
additional rooms
3. Site managers
 - a. chosen for each site of activity
 - b. connected to communication centre
4. General requirements
 - a. cleaning (before, during, after)
 - b. elevators
 - c. electricians/technicians
 - d. tables/chairs
 - e. moving of furniture
 - f. weekend airconditioning
 - g. coat check open
 - h. exhibit boards

N. SUPPLEMENTAL MANAGEMENT AND STAFFING

1. **Liaison officers**
 - a. internal
 - b. mission

2. **UNICEF staff**
 - a. appoint co-ordinator
 - b. determine time and areas of need
 - c. notify security/arrange for passes

3. **Volunteers**
 - a. New York City Commission for U.N. --
Volunteer Diplomatic Corps
 - b. NY Metropolitan Committee for UNICEF
 - c. appoint co-ordinator
 - d. determine time/areas of need
 - e. notify security/arrange for passes

O. COMMUNICATIONS

1. Portable equipment
 - a. walkie-talkies (notify security of megahertz frequency)
 - b. cellular phones
 - c. beepers
2. Additional telephones (determine where)
3. Messages/Mail
 - a. message boards (staff, delegations)
 - b. delegation mail boxes
4. Computer link-ups
5. Communications centre
 - a. co-ordinates all of the above
 - b. staffed on full-time basis with back-ups

P. AMENITIES/"SOUVENIRS"

1. For use
2. For sale

Q. FOLLOW-UP

1. **Reproduction of Declaration**
2. **Compendium of statements**
3. **Published proceedings (UNIFO)**
4. **History Project**