



CF/RAI/NYHQ/SP/SSC/2002-01256

Full Item Register Number [auto] **CF/RAI/NYHQ/SP/SSC/2002-01256**

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

Record Item Title

2. Notes - A Secretariat Information Note - Information for Participants in the World Summit for Children for UNICEF Sourcebook.

Date Created / on Correspondence
29-Sep-1990

Date Registered
13-Sep-2002

Date Closed

Primary Contact **James Grant (Former Executive Director)**
Owner Location **Office of the Executive Director, UNI = 5001**
Home Location **Q, F1 04, Rm 400, Row 031, SU 003, Lev 04, Pos 10**
Current Location **Special Session & Global Movement For Chil =**

Fd1: Type: IN, OUT, INTERNAL **INTERNAL**
Fd2: Sender Ref or Cross Ref
Field 3

File Container Record ID **CF/RAF/ZW/S0001-1994-539149684**
File Container Record (Title) **World Summit for Children, NY Missions Focal Point Manual Chapters c**

N1: Number of pages **20** N2: Doc Year **0** N3: Document Number **0**

Full GCG Code Plan Number
Record GCG File Plan

Da1: Date Published Da2: Date Received Date 3 Priority

Record Type **A01ed Item Spec Proj - CF/RAI/NYHQ/SP/SSC**

Electronic Details **No Document** DOS File Name

Alt Bar code = RAMP-TRIM Record Number **CF/RAI/NYHQ/SP/SSC/2002-01256**

Notes

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JOHN MANFREDI

John Manfredi

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World Summit for Children
Sommet Mondial pour les Enfants

Arrangements Note No. 1
INFORMATION FOR PARTICIPANTS

CF/WSC/1990/GEN-011
16 July 1990

A Secretariat Information Note

INFORMATION FOR PARTICIPANTS

in the

World Summit for Children

This Information Note addresses issues regarding administrative and logistical arrangements pertinent to the participation of Heads of State or Government and their respective Delegations in the World Summit for Children, to be held in New York at United Nations Headquarters on Saturday evening and Sunday, 29-30 September 1990.

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Subsequent Arrangements Notes are anticipated
on the following topics:

- No. 2 Schedule and Programme of the World Summit for Children
- No. 3 Media Accreditation and Arrangements
- No. 4 Suggestions and Guide for National Preparations
- No. 5 Protocol Arrangements and Procedures

A comprehensive guide for participants in the World Summit for Children will be issued in September; additional Arrangements Notes and other information will be issued as appropriate.

I. Background

In order to enhance political commitment for the benefit of children worldwide, Prime Minister Brian Mulroney of Canada, President Mohammed Hosni Mubarak of Egypt, President Moussa Traoré of Mali, President Carlos Salinas de Gortari of Mexico, Prime Minister Benazir Bhutto of Pakistan and Prime Minister Ingvar Carlsson of Sweden have called a World Summit for Children as an unprecedented global meeting of Heads of State or Government.

The six Initiators requested the support and assistance of the United Nations and the United Nations Children's Fund (UNICEF) to facilitate the holding of this meeting. At the Initiators' request, the Secretary-General of the United Nations, Mr. Javier Pérez de Cuéllar, addressed invitations on their behalf to the Heads of State or Government of Member States of the United Nations participating in the General Assembly, and the Member States of United Nations specialized agencies, inviting them to participate personally in the World Summit, to be held at United Nations Headquarters in New York on 29 and 30 September 1990.

The facilities of the United Nations Headquarters have been made available for the World Summit for Children, and UNICEF, with the endorsement of its Executive Board, in collaboration with the United Nations Secretariat, is providing the Summit Secretariat and necessary administrative support.

The World Summit for Children is not an international conference. It is a summit meeting, intended by the Initiators for participation at the Head of State or Government level only.

II. Introduction

The World Summit for Children will be held during the period of the General Debate of the 45th session of the United Nations General Assembly, and the United Nations has agreed to provide all appropriate support and facilities for the Summit. Accordingly, the United Nations will regard all Heads of State or Government, and their accredited Delegations, as visitors to United Nations Headquarters, and all normal procedures and arrangements will be observed. Similarly, neither the World Summit for Children nor the United Nations will provide services, accommodations or other arrangements beyond those normally accorded for visits to United Nations Headquarters (i.e., there is no "host" for the Summit; Delegations are responsible for their own arrangements outside of United Nations Headquarters).

This Arrangements Note therefore addresses itself principally to those arrangements and considerations which are applicable explicitly to participation in the World Summit for Children, and in direct relevance to the weekend of the World Summit (29-30 September 1990). Governments are referred to the Manual of Protocol of the United Nations, and other relevant guidelines, for general information and procedures with regard to visits to Headquarters. Only matters directly pertinent to the World Summit are addressed in this Arrangements Note.

Further information on the World Summit for Children may be obtained from:

Mr. Michael Shower
Executive Secretary
World Summit for Children
UNICEF House (H-13S)
3 United Nations Plaza
New York, NY 10017
(212) 326-7522 (tel)
(212) 326-7464 (fax)

Further information on official visits to United Nations Headquarters may be obtained from:

Mr. Aly I. Teymour
Chief of Protocol
Executive Office of the Secretary-General
Protocol and Liaison Service
United Nations
New York, NY 10017
(212) 963-7171 (tel)
(212) 963-4879 (fax)

III. Information for Participants

1. Dates and venue

The World Summit for Children will be held on Saturday evening, 29 September, and Sunday, 30 September 1990. All meetings and related events will be held at United Nations Headquarters in New York. Public meetings will be held in the General Assembly Hall.

2. Participation

The World Summit for Children is an extraordinary meeting of Heads of State or Government. Notification to the Secretary-General of the United Nations of the intention of a Head of State or Government to personally attend the Summit, in response to his letter of invitation on behalf of the six Initiators, shall constitute certification of participation. Heads of State or Government having received an invitation and having accepted to participate are requested to designate a Personal Representative to serve as the Government's focal point with regard to the Summit and to participate in the preparatory process for the meeting, and to designate additional officials to accompany the Head of State or Government in attendance at the Summit, as provided in paragraph 6 below.

The Summit Secretariat will periodically report to participants the list of certified participants.

3. Responsibilities for arrangements

- (a) Initial responsibility for the World Summit for Children is under the leadership of the Governments of Canada, Egypt, Mali, Mexico, Pakistan and Sweden, whose respective Heads of State or Government initiated the call for the Summit.
- (b) The Initiating Governments have established a Planning Committee to guide preparations for the Summit. They have also invited the Executive Board of UNICEF to comment and advise on the preparations.
- (c) The Initiating Governments requested that UNICEF and the United Nations provide the Summit Secretariat and necessary administrative support and facilities for the Summit, under the responsibility of the Executive Director of UNICEF. The Secretary-General and the Executive Board of UNICEF agreed to this request.
- (d) The Summit Secretariat supports the Initiating Governments and the Planning Committee in their preparatory work.

- (e) The Summit Secretariat, in collaboration with the United Nations Secretariat, is responsible for co-ordinating the conference services and facilities, security, protocol, hospitality, media support, and accreditation services and other arrangements within United Nations Headquarters.
- (f) The Host Country and Host City authorities, in collaboration with the Summit Secretariat, are responsible for all security and movement arrangements outside United Nations Headquarters, as is standard for official visits.
- (g) Participating Governments are responsible for all other arrangements, including travel to New York City, entry formalities, ground transportation, accommodations, attention to special health and medical considerations, secretariat and telecommunications services, advance visits, etc., and for the delegation's programme of activities which are not related to the Summit meeting. The United Nations Medical Service will provide its usual services during the Summit.
- (h) Participating Governments should observe all regular procedures for official visits to United Nations Headquarters, as stated in ~~Section XX of the United Nations Manual of Protocol (ST/SG/4/Rev.6: March 1990)~~ and other guidelines and instructions. For further guidance, Governments should contact:

Mr. Aly I. Teymour
Chief of Protocol
Executive Office of the Secretary-General
Protocol and Liaison Service
United Nations
New York, NY 10017
(212) 963-7171 (tel)
(212) 963-4879 (fax)

4. Officers

- (a) The Planning Committee has designated Their Excellencies Mr. Brian Mulroney, Prime Minister of Canada, and Ms. Benazir Bhutto, Prime Minister of Pakistan, as Co-Chairs of the Summit.
- (b) Their Excellencies President Mohammed Hosni Mubarak of Egypt, President Moussa Traoré of Mali, President Carlos Salinas de Gortari of Mexico and Prime Minister Ingvar Carlsson of Sweden, along with the Co-Chairs, have special responsibilities for the World Summit in continuing follow-up to their initiative.
- (c) The Executive Director of UNICEF is responsible for the Summit Secretariat and advises the Initiators, through their Personal Representatives, on the preparations and conduct of the Summit.
- (d) The Executive Secretary of the World Summit for Children directs the Summit Secretariat in the preparation of all arrangements, documentation and services, and is the Secretary of the meeting.

- (e) The Personal Representatives of the Prime Ministers of Canada and Pakistan, as Co-Chairs of the Planning Committee, are the official spokespersons for the Summit, supported by the Summit Secretariat's Chief of Information and Communications.
- (f) The Co-ordinator of the Summit Secretariat serves as managerial focal point for all services and logistical arrangements for the Summit.

5. Official documents

The Planning Committee proposes that two documents be adopted by the Heads of State or Government participating in the World Summit for Children:

- (a) A Declaration on the Survival, Protection and Development of Children in the 1990s; and
- (b) A Plan of Action for the Implementation of the Declaration.

These documents are being prepared by the Planning Committee, and proposed final drafts are expected to be circulated to all participating Governments prior to the World Summit.

The Declaration is to be signed at the closing session by the participating Heads of State or Government, and will be available for signature by other Heads of State or Government following the Summit.

6. Delegations

Official Delegations for the World Summit for Children are defined as a participating Head of State or Government accompanied by not more than five other persons. Only members of the official Delegations will have access to the Summit chamber.

Governments are requested to submit a list of official Delegates (Accreditation Form 1) and individual Accreditation Forms (Form 2) for each member of the Delegation. Forms should be submitted to the Summit Secretariat as early as possible, and no later than 7 September 1990. A complete list of Delegations will be made available at the time of the Summit.

7. Accompanying Party

It is expected that Delegations may be accompanied by additional officials and support and security personnel. Only limited numbers of persons, in addition to the official Delegation, can be given access to the United Nations Headquarters complex at any given time. Requests for accreditation for access to the complex in addition to the members of the Delegation will be considered on an individual basis. Requests for accreditation of members of the Accompanying Party should be submitted as early as possible, and no later than 7 September, by completing copies of Accreditation Form 3.

8. Accreditation

Special identification passes for access to the Summit chamber will be issued to up to five persons accompanying each Head of State or Government as members of the official Delegation. Additional secondary passes for access to the United Nations Headquarters complex may be issued in limited numbers to additional members of the Accompanying Party.

The Accreditation Forms (Form 2 for members of the Official Delegation; Form 3 for members of the Accompanying Party) must be submitted for all persons requesting access to the United Nations Headquarters complex.

9. Security arrangements

The United Nations Security and Safety Service will co-ordinate all security arrangements with respect to visits to the United Nations and participation in the World Summit for Children, in accordance with standard security procedures and guidelines.

(a) Advance arrangements

In accordance with standard procedures and following notification by the Government of the intended visit to United Nations Headquarters of the Head of State or Government, the Chief of Protocol will initiate contacts between the United Nations Security and Safety Service and participating Governments (through their Permanent Missions to the United Nations), and with Host Country and Host City security authorities. [see also paragraph 3 (f) and (g)]

(b) Security requirements

During the Summit weekend, the United Nations Headquarters premises will be closed to the public and access to the Summit facilities will be strictly limited to persons directly involved with the Summit and so accredited, either as participants, secretariat, technical operators or building maintenance. Access to the United Nations Secretariat and Dag Hammarskjold Library buildings will be restricted to United Nations personnel with essential duties. Special identification passes will be issued for all persons having access to the Headquarters compound during the Summit weekend (i.e., normal United Nations Secretariat and Permanent Missions passes will not be recognized).

(c) Personal security

The United Nations Security and Safety Service will discuss with Permanent Missions of participating Governments their requirements for national security officers accompanying Heads of State or Government and other members of official Delegations within the Summit facilities.

(d) Off-site activities

Security for Delegations' activities unrelated to the World Summit and away from the premises of the United Nations is the responsibility of the Host Country and Host City in collaboration with the concerned Government. The Summit Secretariat and United Nations Security Service will not be involved in such arrangements.

10. Information and communications for Delegations

(a) General information

Arrangements Notes subsequent to this Note will be issued as information becomes available during the preparatory process for the World Summit for Children.

(b) Liaison officers

By September, the Summit Secretariat will assign a Liaison Officer for each Head of State or Government Delegation. The Liaison Officer will brief national authorities in advance of the Summit weekend and provide all necessary information and documentation. They will be the principal channel of communication between the Summit Secretariat and participating Governments through their Permanent Missions in New York. The Liaison Officers will meet the Delegations upon arrival at the United Nations, and assist them during the Summit weekend.

(c) Briefings

Group briefings and/or "walk-throughs" will be scheduled in advance of the Summit weekend to provide further information and to allow Delegation representatives to familiarize themselves with the facilities. Group briefings are tentatively scheduled for the following dates:

Wednesday, 22 August 1990
Wednesday, 5 September 1990
Saturday, 15 September 1990

Governments may request additional briefings or inspection visits by contacting their designated Liaison Officer or:

Mr. Reinhard Y. Freiberg
Coordinator of the Summit Secretariat
World Summit for Children
UNICEF House (H-6S)
3 United Nations Plaza
New York, NY 10017
(212) 326-7522 (tel)
(212) 326-7464 (fax)

11. Information from Delegations

To facilitate preparations for participation in the World Summit, Governments are requested to designate a Summit Focal Point in each Permanent Mission who will be in direct contact with the Summit Secretariat.

Participating Governments are requested to provide the necessary information specified in the Delegation Information Forms, which should reach the Summit Secretariat not later than 15 August 1990.

12. Schedule and Programme

The planned Schedule and Programme of the World Summit will be detailed in Arrangements Note No. 2.

13. Programme for "First Spouses"

A programme for interested spouses of Heads of State or Government will be detailed in a subsequent Arrangements Note. Invitations will be extended to "First Spouses" accompanying participating Heads of State or Government. In order to plan such a programme, Governments are requested to complete and return the "First Spouses" Form as soon as possible to:

Mr. Reinhard Y. Freiberg
Coordinator of the Summit Secretariat
World Summit for Children
UNICEF House (H-6S)
3 United Nations Plaza
New York, NY 10017
(212) 326-7522 (Tel)
(212) 326-7464 (Fax)

14. Invited guests

A limited³ audience of special guests will be invited to attend the public opening and closing sessions of the World Summit for Children. Criteria will be established for identifying those officials and representatives to be invited; these are likely to include and be limited to "First Spouses", representatives of Member States, executive heads and senior officials of international organizations, and leading authorities directly relevant to the purposes of the World Summit for Children.

15. Protocol

The Summit Secretariat will adopt and adapt standard United Nations protocol guidelines and practices, and the recommendations of the Chief of Protocol of the United Nations particular to the Summit situation, to govern procedures during the World Summit (e.g., in regard to seating, order of precedence for movement, etc.).

16. Media information

Journalists seeking general information about the World Summit for Children, its organization and objectives, should contact:

Mr. Samuel Koo
Chief of Information and Communications
World Summit for Children
UNICEF House (H-9F)
3 United Nations Plaza
New York, NY 10017
(212) 326-7256 (tel)
(212) 326-7768 (fax)

An Information Kit and other materials are available.

17. Media arrangements and services

Arrangements Note No. 3 on Media Accreditation and Arrangements will be issued separately. It will provide more detailed information on the following:

- (a) The Summit Secretariat will establish guidelines and criteria for media accreditation particular to the Summit weekend, and special passes will be issued.
- (b) General media coverage of the Summit proceedings will be available only for the public opening and closing sessions and the official press conference.
- (c) Pool coverage for broadcast media will be provided by United Nations Television.
- (d) A Media Centre will be established with video monitors providing coverage of the open proceedings. The Media Centre will provide electrical connections and desk and typing space, as well as distribution of informational materials, releases and bulletins.
- (e) Areas will be designated for photo and interview opportunities.
- (f) Interview, studio and press conference accommodations will be provided, as available, within the United Nations Headquarters complex; information will be provided as to other facilities and services in the Headquarters vicinity.
- (g) Press briefings will be conducted by the Co-Chairs of the Planning Committee and/or other appropriate officials at scheduled intervals.

Journalists seeking information on electronic media arrangements and/or resources should contact:

Mr. William Hetzer
Chief - Radio, TV and Film Unit
UNICEF House (H-2F)
3 United Nations Plaza
New York, NY 10017
(212) 326-7290 (tel)
(212) 326-7731 (fax)

Journalists seeking information on print media arrangements should contact:

Mr. John Usher
Chief - Media Relations
UNICEF House (H-9F)
3 United Nations Plaza
New York, NY 10017
(212) 326-7259 (tel)
(212) 326-7768 (fax)

18. Food and refreshments services

Dinner on Saturday and luncheon on Sunday will be provided only for Heads of State or Government. An informal breakfast buffet will be available for Heads of State or Government on Sunday morning, as they arrive in advance of the opening session.

No organized meal functions are planned for other members of official Delegations and participants in the Summit. The Delegates' Dining Room will be open for members of Delegations. The Staff Cafeteria will be operational throughout the weekend to provide meals and refreshments for accredited media, support staff, secretariat, security personnel, etc.

Light refreshments (coffee, soft drinks, snacks, etc.) will be available throughout the weekend at convenient locations for the benefit of Delegations, staff, security personnel and media.

Conversational seating lounges and a limited number of private rooms will be available for Heads of State or Government and other members of Delegations to conduct informal discussions.

19. Entry arrangements

As indicated in the introduction to this Note, the United Nations will regard all Heads of State or Government, and their accredited Delegations, as visitors to United Nations Headquarters, and all normal procedures and arrangements will be observed. Heads of State or Government will be received at the port of entry by the United Nations Chief of Protocol or his representatives and entry requirements will be facilitated. Governments,

through their Permanent Missions, are responsible for compliance with all Host Country requirements, and for provision of all transport, transit and accommodations arrangements, in co-ordination with the United Nations Security and Safety Service and Host Country and Host City authorities.

20. New York City information

Average temperatures in New York City in September and October range from lows of 15 to 21 degrees Celsius (49 to 60 degrees Fahrenheit) to highs of 20 to 26 degrees Celsius (69 to 79 degrees Fahrenheit). Sunrise on 30 September will be at 5:51 AM; sunset will be at 5:40 PM.

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Members of the Official Delegation

Country: _____

Head of State
or Government: _____

(Please complete in order of precedence with full titles.)

1. Name: _____

Title: _____

Function at Summit: _____

2. Name: _____

Title: _____

Function at Summit: _____

3. Name: _____

Title: _____

Function at Summit: _____

4. Name: _____

Title: _____

Function at Summit: _____

5. Name: _____

Title: _____

Function at Summit: _____

Please post or send by facsimile for arrival before 7 September 1990
to:

Michael Shower
Executive Secretary
World Summit for Children
UNICEF House
3 United Nations Plaza
New York, New York 10017
Fax: (212) 326-7464

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Registration of Member of the Official Delegation

(Please complete for each member of the Official Delegation.)

Surname: _____

First Name: _____

Title: _____

Telex: _____ Facsimile: _____

Telephone Number: _____

Authorizing Signature

Date

Title: _____

This form may be photocopied.

Please enclose
2 photos
(passport size,
signed on the back)

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World Summit for Children
UNICEF House
3 United Nations Plaza
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Accreditation Form 3
MEMBER OF ACCOMPANYING PARTY

Application for Accreditation of Member of Accompanying Party

(Please complete for each member of the Accompanying Party.)

Surname: _____

First Name: _____

Title: _____

Telex: _____ Facsimile: _____

Telephone Number: _____

Authorizing Signature

Date

Title: _____

This form may be photocopied.

Please enclose
2 photos
(passport size,
signed on the back)

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Executive Secretary
World Summit for Children
UNICEF House
3 United Nations Plaza
New York, New York 10017
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Delegation Focal Point for contact with the Secretariat

Country: _____

1. Name of Summit
Focal Point in the
Permanent Mission: _____

2. Office telephone
number of Summit
Focal Point: _____

3. Home telephone
number of Summit
Focal Point: _____

4. Proposed date of advance visit(s): _____

5. Name of hotel or other
accommodation where Head of
State or Government and
the Official Delegation
will be staying: _____

6. Anticipated number of official vehicles in motorcade: _____

Please post or send by facsimile for arrival before 7 September 1990
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Executive Secretary
World Summit for Children
UNICEF House
3 United Nations Plaza
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Fax: (212) 326-7464

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Travel Arrangements for the Official Delegation

Country: _____

1. If travelling by scheduled air service:

Head of State or Government

- a. Name of Airline/ Country of Origin: _____
- b. Flight #, date and time of arrival: _____
- c. Place of arrival: _____
- d. Flight #, date and time of departure: _____

Members of Official Delegation

- a. Size of official Delegation: _____
- b. Number of media travelling with Delegation: _____
- c. Number of members of Accompanying Party: _____

2. If travelling by special aircraft:

- a. Name of airline/ Country of origin: _____
- b. Type of aircraft: _____
- c. Date and time of arrival: _____
- d. Place of arrival: _____
- e. Date and time of departure: _____

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Spouse accompanying Head of State or Government

Country: _____

1. Name: _____

2. Title (if applicable): _____

3. Date and time
of arrival: _____

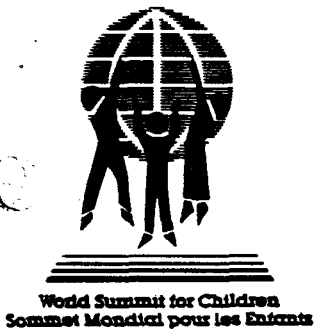
4. Date and time
of departure: _____

5. Would the accompanying
spouse like to participate
in a Summit-related
programme?: _____

Please post or send by facsimile for arrival before 7 September 1990
to:

Michael Shower
Executive Secretary
World Summit for Children
UNICEF House
3 United Nations Plaza
New York, New York 10017
Fax: (212) 326-7464

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Personal Considerations of Head of State or Government

Country: _____

1. Blood group and dietary preferences of Head of State or Government and spouse:

Name	Blood Group	Dietary Preferences (if any)
_____	_____	_____
_____	_____	_____

2. Special needs (e.g. allergies, diabetic, etc.)

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World Summit for Children
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