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The Chief of Protocol of the United Nations presents his compliments to the Permanent Representatives/Observers to the United Nations, heads of intergovernmental organizations and specialized agencies stationed in New York and has the honour to provide them with advance information about the arrangements for the Third UN World Conference on Disaster Risk Reduction, which will take place in Sendai, Japan from 14 to 18 March 2015 and to highlight the accreditation procedure to the conference, pending the release of the Information Note for Participants (A/CONF.224/INF.1) which is being translated into all UN official languages.

The Conference

1. The main Conference venue is the Sendai International Centre.
2. The Conference will include nine plenary meetings, five ministerial roundtables and three high level multi-stakeholder partnership dialogues.
3. The formal opening plenary meeting of the Conference will commence at 11 a.m. on Saturday, 14 March, 2015 in the Sendai International Centre.
4. The Conference will be preceded, at the same venue, by a meeting of the third session of the Preparatory Committee, on 13 March 2015.

Access to the Conference site and rooms

5. Access to the Conference site and Conference rooms will require presentation of a valid Conference badge issued by the United Nations. Delegates holding a Conference badge are subject to screening at the Sendai International Centre. VIP groups, including Heads of State or Government, Vice Presidents, Crown Princes/Princesses, Deputy Prime Ministers and cabinet ministers, as well as their spouses, will be exempt from screening upon presentation of their VIP badges.
6. Accredited delegates will be issued a Conference badge for access to the Conference site in Sendai to participate in the Conference from 14 to 18 March 2015 and the meeting of the third session of the Preparatory Committee on 13 March 2015. For the opening ceremony on 14 March 2015, in addition to the Conference badge, a secondary pass is required for access to the plenary hall. Participants who do not hold secondary passes will be able to follow the opening plenary meeting through live video feed in an overflow room.

Accreditation of delegates

7. Accreditation of official delegations of States, intergovernmental organizations and associate members of regional commissions, as well as specialized agencies and related organizations, is handled by the United Nations Protocol and Liaison Service via an online system "eAccreditation". For accreditation to the Conference, official delegations are advised to go through their respective permanent/observer missions and offices in New York, who have already been registered with the eAccreditation system. Delegations are strongly advised to coordinate with their missions/offices in New York for timely submission of accreditation requests.

8. Delegations of intergovernmental organizations, associate members of regional commissions or specialized agencies and related organizations without an office in New York may refer to paragraph 17 for accreditation to the Conference.

9. Pre-accreditation to the Conference in New York is now open through 5 March 2015. On-site accreditation and issuance of Conference badges to all accredited participants in Sendai will begin on 9 March through 18 March 2015.

Pre-accreditation in New York (Now through 5 March 2015)

10. Pre-accreditation in New York is now accepted for processing at the Protocol and Liaison Service in New York. Please follow the instructions specified in paragraph 11(a) and (b) below. Permanent/observer missions and liaison offices are strongly advised to make use of the pre-accreditation option in New York for all delegates who will participate in the Conference before the deadline of 5 March 2015, as this will simplify the process and prevent delays and inconvenience for delegates in Sendai.

11. Conference badges and VIP passes will be issued on the basis of the following mandatory accreditation requirements:

- (a) Submit an official communication, with official stamp and signed by the head of chancery or an authorizing official, to the Chief of Protocol, Mr. Peter Van Laere, United Nations Protocol and Liaison Service (Attn.: Wai Tak Chua), at Room S-0201 or by fax to +1 (212) 963-1921, providing an authorized list of the members of the delegation (with names, functional titles, affiliations and nationalities) who require a Conference badge.

A copy of the same should also be sent to the General Assembly Branch, Division of General Assembly and Economic and Social Council ECOSOC Affairs Division, Department for General Assembly and Conference Management (Fax: +1 (212) 963-2155);

- (b) Register online via "eAccreditation" at <http://eaccreditation.un.int>. This website is now open through 5 March 2015 for online registration for members of delegations, including Heads of State or Government, Vice-Presidents, and Crown Princes/Princesses, Deputy

Prime Ministers and cabinet ministers, as well as their spouses. In order for a Conference badge to be issued, the following procedure must be completed:

Step 1: Log on to the website <http://eaccreditation.un.int> with the user name and password (for registered users only), then select "Create new request for WCDRR"

Step 2: Complete all mandatory fields [Please do not use acronyms and abbreviations.]

Step 3: Upload a photograph of the participant. [This is strongly recommended and please note photo specifications below.]

Step 4: Review all information carefully and submit

12. Passport-size colour photographs of all listed members of delegations, including cabinet ministers and their spouses, are required. All photographs must be recent and taken not more than six months prior to the Conference. Failure to submit photographs at the time of online registration will result in delegates having to line up to be photographed at the Registration Centre in Sendai. Delegations are reminded that photographs are not required for Heads of State or Government, Vice Presidents, Crown Princes/Princesses, or their spouses.

13. Permanent/observer missions are urged to advise and coordinate with their embassies and consulates general in Japan or in the region on the proper accreditation procedure in order to avoid dual accreditation and possible confusion.

14. Delegations are kindly reminded that the United Nations Protocol Accreditation Unit will not accredit representatives of non-governmental organizations and other major groups who do not form part of the official delegations of States, intergovernmental organizations, associate members of regional commissions, specialized agencies and related organizations.

15. Starting 9 March 2015, all official communications, including lists of delegations and Conference-related materials, should be faxed to the United Nations Protocol Accreditation Unit at the Registration Centre at Sendai International Centre. The fax number will be made available and posted on the Protocol website at www.un.int/protocol not later than 27 February 2015. Delegations may also obtain the fax number by contacting the Protocol and Liaison Service in New York (Tel: +1 (212) 963-7171).

Review of accreditation requests

16. Upon verification of the information on the lists of delegations, the Protocol and Liaison Service will authorize badge applications submitted online. It is to be noted that no approval of a Conference badge will be granted prior to receipt of the official lists of delegations or letters of credentials/nomination. Please note that the review process may take up to 4-5 days.

Participation of intergovernmental organizations, associate members of regional commissions, specialized agencies and related organizations without an office in New York

17. Intergovernmental organizations, associate members of regional commissions, specialized agencies and related organizations without an office in New York or not registered with the eAccreditation system, may skip the online registration 11(b) but are required to follow the mandatory accreditation requirement 11(a) above to submit an official communication providing an authorized list of the members of the delegation (with names, functional titles, affiliations and nationalities) to the Protocol and Liaison Service. It is important to include in the letter of nomination the name and email address of the focal point making the request in order to receive the email approvals.

On-site accreditation in Sendai (9 March 2015 through 18 March 2015)

18. On-site accreditation of delegates of States, intergovernmental organizations and associate members of regional commissions, as well as specialized agencies and related organizations, will be processed by the Protocol Accreditation Unit at the Registration Centre at the Sendai International Centre starting 9 March 2015 through 18 March 2015. Non-accredited delegates seeking on-site accreditation will be required to present proof of credential/letter of nomination, together with a passport or valid government-issued photo identification and to complete an on-site accreditation form. Upon verification and approval by the Protocol Accreditation Unit, delegates may proceed to the badging booth for a photo.

Accreditation of media and security personnel

19. Members of security details of the VIP groups participating in the Conference will be accredited and issued appropriate Conference badges by the United Nations Security and Safety Service.

20. Accreditation of media personnel will be handled by the United Nations Media Accreditation and Liaison Unit (Website: www.un.org/en/media/accreditation/).

Collection of Conference badges and secondary passes

21. Conference badges and secondary passes for delegations may be collected at the Registration Centre in Sendai by a member of the delegation attending the Conference or representatives of embassies and consulates general of states members in Japan or in the region upon presentation of an official letter authorizing the delegate/representative to collect the Conference badges and secondary passes, together with a valid passport or government issued photo identification. The letter of authorization may be issued by the ministries, permanent missions to the United Nations, embassies or consulates general and must specify the name of the collector.

22. Delegates/representatives collecting the badges must be mindful that it is their responsibilities to ensure safe delivery of the badges to members of their delegations. The United Nations Security will not issue duplicate Conference badges or secondary passes.

Working hours of the Protocol Accreditation Unit in Sendai during WCDRR

23. The Protocol Accreditation Unit at the Registration Centre in Sendai will be open as follows:

9-11 March 2015	9:00 a.m. – 5:00 p.m.
12 March 2015	9:00 a.m. – 7:00 p.m.
13 March 2015	8:30 a.m. – 8:00 p.m.
14 March 2015	8:00 a.m. – 5:00 p.m.
15-17 March 2015	9:00 a.m. – 5:00 p.m.
18 March 2015	9:30 a.m. – 2:30 p.m.

Credentials

24. The credentials of representatives and the names of alternate representatives and advisers should be addressed to the Secretary-General of the United Nations and delivered to the Office of Legal Affairs (Attn.: Ms Tomoko Iwata, Room S-3606 or Mr. Keiichiro Okimoto, Room S-3639), if possible no less than two weeks before the date of the opening of the Conference and no later than the opening of the Conference. All credentials should also be copied to the Protocol and Liaison Service in New York (Room S-0201, Fax; +1 (212) 963-1921) before 5 March 2015 and to the Protocol Accreditation Unit in Sendai (Fax number to be provided later, please refer to paragraph 15 above) from 9 March 2015. In accordance with the draft provisional rules of procedure the credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of the European Union, by the President of the European Commission.

List of participants

25. The United Nations Protocol Office in Sendai will compile a list of participants of the Conference. Delegations of States, intergovernmental organizations and associate members of the regional commission, as well as specialized agencies and related organizations, are requested to submit a comprehensive list of their respective delegations to the Conference, with functional titles and designations of all the delegates, to the Protocol and Liaison Service in New York (Room S-0201, Fax: +1 (212) 963-1921) before 5 March 2015 and to the Protocol Accreditation Unit in Sendai from 9 March 2015 (Fax number to be provided later, please refer to paragraph 15 above). If the comprehensive list is not received before 13 March 2015, the Protocol Office will use the information collected from the letters of credentials/nomination received.

Special attention

26. For any changes to the original delegation list already submitted to the Protocol and Liaison Service, please send a separate official letter with the changes only, e.g. name of additional delegate or name of delegate no longer attending the Conference. There is no need to resend the entire delegation list every time a change is made to the delegation.

27. The Protocol and Liaison Service will not guarantee timely approval/delivery of Conference badges in case of late submission of accreditation requests and will not process incomplete requests such as missing official letter, list of delegation or names/functional titles/affiliates/nationalities.

Arrivals and Departures

28. In reference to arrivals and departures, official delegations of state members and other participants, through their Permanent Missions and offices, and in coordination with the host country authorities, are responsible for compliance with all host country requirements with regard to entry formalities and visa application. They are responsible for all arrangements regarding travel to Sendai, Japan, and for ground transportation in consultation with host country authorities. States members and other participants will also bear responsibility for due attention to special health and medical considerations, and will, in coordination with host country authorities, be responsible for formalizing departure arrangements at the end of the Conference. For further details on visas, please contact the nearest Japanese diplomatic mission or visit http://www.mofa.go.jp/j_info/visit/visa/.

Information Note for Participants

29. An Information Note for Participants (A/CONF.224/INF.1) will be made available at the official document system of the United Nations (ODS), as well as on the Protocol website at www.un.int/protocol. For additional and updated information of the Conference, please log onto the Conference website at www.wcdrr.org.

The Chief of Protocol of the United Nations avails himself of this opportunity to renew to the Permanent Representatives and Observers, heads of intergovernmental organizations and specialized agencies accredited to the United Nations the assurances of his highest consideration.

