



Third United Nations HIGH-LEVEL CONFERENCE ON COUNTER-TERRORISM

19–20 JUNE 2023

UNITED NATIONS HEADQUARTERS • NEW YORK

LOGISTICS NOTE

I. Introduction

The Third United Nations Counter-Terrorism Week (CT Week) will take place at the United Nations Headquarters in New York from 19 to 23 June 2023. CT Week is a biennial gathering of Member States and international counter-terrorism partners. This year's event will comprise three main parts:

- i. The Third High-Level Conference of Heads of Counter-Terrorism Agencies of Member States from 19 to 20 June 2023;
- ii. A Plenary Meeting and General Debate on the adoption of the eighth biennial review resolution of the UN Global Counter-Terrorism Strategy from 22 to 23 June 2023; and
- iii. Over 40 side-events jointly organized by Member States, UN Global Counter-Terrorism Coordination Compact entities, intergovernmental organizations, academia, private sector and civil society partners over the week of 19-23 June 2023.

This note addresses administrative and logistical matters related to the Third United Nations High-Level Conference of Heads of Counter-Terrorism Agencies of Member States, to be convened by the United Nations Secretary-General at the United Nations Headquarters in New York, from 19 to 20 June 2023 as well as the side events being organized during CT Week. The High-level Conference is organized by the United Nations Office of Counter-Terrorism (UNOCT). UNOCT will also coordinate all side events in partnership with Member States, international and regional organizations, UN Global Counter-Terrorism Compact entities and civil society organizations.

II. Theme and Programme

The overarching theme for the High-Level Conference and CT week is *“Addressing Terrorism through Reinvigorated Multilateralism and Institutional Cooperation”*. The Conference will provide a timely opportunity to consider the practical implementation of the General Assembly adopted resolution on the United Nations Global Counter-Terrorism Strategy (A/RES/60/288) and its review resolutions, including aspects related to human rights, gender equality, civic space and youth engagement, in line with Member States' priorities. Moreover, it will provide a platform for Member States, United Nations entities, intergovernmental organizations, civil society, academia and the private sector to exchange information, experiences and good practices while exploring further cooperation.

The Programme for the Conference will include:

- a) A High-Level Opening Session on *“Addressing Terrorism through Reinvigorated Multilateralism and Institutional Cooperation”*

2023 COUNTER-TERRORISM WEEK

www.un.org/counterterrorism/HLC2023

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- b) Four Thematic Working Sessions focusing on:
 - i. Multistakeholder engagement in counter-terrorism while ensuring compliance with human rights and the rule of law;
 - ii. Building effective and resilient Member States’ institutions in the evolving global terrorism landscape;
 - iii. The global threat landscape: Assessment of current and emerging trends (**for Member States only**); and
 - iv. Strengthening capacity building programmes – Making them fit for purpose to meet resilience gaps.
- c) Closing Session.

For more information on the expected outcomes of the Conference, kindly refer to the **Concept Note** (*to be issued*) and the **Programme of the Conference**. For all substantive questions, please contact the substantive focal points listed in Section XII below.

III. Time, Venue and Format

The Conference will be held in **Conference Room 4 (CR-4)** in the General Assembly Building at United Nations Headquarters in New York, on **19 – 20 June 2023 as an in-person event**.

All Sessions except for Session III, which starts at 10:00 a.m. (NY time) on 20 June (open to Member States only) will be webcast live on [UN WebTV and available on-demand](#), which will allow those unable to attend in-person to follow the discussions.

The side events will be held in **Conference rooms 11 and 12** (CR-11 and CR-12).

IV. Interpretation

Interpretation for all official sessions of the High-level Conference will be provided in the six official United Nations languages (Arabic, Chinese, English, French, Russian and Spanish). We kindly ask that all interventions during the High-level Conference be made in one of these six languages.

Delegations are requested to organize their own interpreters, if required, for bilateral meetings or additional languages, and to register them as part of their official delegation.

Interpretation during side-events is the responsibility of the organizer(s) of each side-event.

V. Registration and Accreditation

Composition of Delegation

Due to space constraints, kindly register your official delegation to the Conference as follows:

- Member States: 1 head of delegation + 3 additional representatives
- International and Regional Organizations: 1 head of delegation + 2 additional representatives
- UN Global Compact entities: 1 head of delegation + 2 additional representatives
- Civil Society, Academia and the Private Sector: 1 head of delegation + 2 additional representatives

Registration procedure

I. For Member States, Intergovernmental Organizations accredited to the General Assembly, Specialized Agencies and related Organizations

To receive grounds passes to access United Nations facilities, official delegations must register with the UN Protocol and Liaison Service through the online e-Registration system via the eDelegate Portal at <https://edelegate.un.int>. The grounds passes will be valid for the entire CT Week (19-23 June 2023). Upon approval, passes will be processed and issued at the Pass and Identification Unit located at 320 East 45th Street, New York.

Member States are kindly encouraged to include CSO representatives in their delegations.

Please note that registration for the High-level Conference via the e-Registration system opened on 2 May 2023 and will close on 13 June 2023 (at 15.00, New York Time).

The e-Registration system is only for those delegates who would require a UN grounds pass. Participants with existing access to UN Headquarters should register through Indico via this [link](#) by 13 June 2023.

Those organizations that do not have a permanent office in New York or have not enrolled in the e-Registration system should follow the registration procedure specified in the following [guideline](#) to obtain a UN grounds pass. The deadline to register for this category is 2 June 2023 (close of business at 5:30 p.m., New York Time).

For more information on the e-Registration system, please refer to the updated “Guidelines on e-Registration” and “Frequently asked Questions” posted on the Protocol and Liaison Service [website](#).

II. For Non-Accredited Intergovernmental Organizations, UN Offices and Departments, Civil Society, Academia and the Private Sector

Official delegations and participants of non-accredited intergovernmental organizations, UN offices and departments, civil society, academia and the private sector are kindly requested to register through the Indico platform using the [online registration link](#) by **13 June 2023 (15.00, New York time)**. **The grounds passes will be valid for the entirety of CT Week (19-23 June 2023).**

For those Delegations that do not have an existing account in the Indico platform, new registration will be required. Attached to this note as Annex I is a guide to facilitate the creation of that account.

Access to Conference Room 4 for Session III of the Conference (Closed Session)

Session III on the “Global Threat Landscape” will be open only to Member States and UN Global Counter-Terrorism Coordination Compact entities. Only those delegates with a red D, O or a white S grounds pass will be allowed access in CR-4 and are requested to present them at the security checkpoint outside of CR-4 upon request.

For any queries regarding registration, please contact Mr. George Kostakis (kostakis@un.org). An overview guide is attached as Annex II.

VI. Travel Arrangements

Travel Support

Member States, international and regional organizations and United Nations entities are kindly requested to arrange and cover the costs of travel and accommodation for their respective delegations.

Travel support (economy airfare and daily subsistence allowance) is available upon request on a first-come first-served basis for a limited number of invited speakers in the programme from Least Developed Countries (LDCs) and civil society organizations to support their in-person participation in the Conference.

Visa and Hotel Arrangements

All participants are encouraged to arrive in New York no later than by Sunday, 18 June 2023, so they can finalize their accreditation for CT Week in time and pick up their UN grounds passes.

UNOCT will not facilitate or pay for any costs related to visa expenses. If a visa to the United States is required, participants are encouraged to apply as soon as possible.

Please also note that certain international travellers may be eligible to travel to the United States without a visa if they meet the requirements for visa-free travel.

Please refer to the [U.S. Department of State, Visa Section website](#) for the latest information on visas.

Coffee and Lunch Breaks

Participants are kindly requested to note that the coffee and lunch breaks listed in the Programme are self-service. Delegates may visit the Vienna Café, which is right outside CR-4 or the Riverview Café on the fourth floor. A directory of UNHQ’s services is attached as Annex III.

VII. Statements and Speakers List

All participants (Member States, international and regional organizations, UN entities, academia, civil society and the private sector) are also invited to provide maximum three-minute remarks during the “**Questions and Observations from the Floor**” segment of the Conference. This three-minute time limit will be strictly enforced. An opportunity to speak for a second time during the Conference will be provided if all the first-time speaking requests are exhausted.

A list of pre-established speakers will be maintained strictly on the principle of seniority and on a “first-come, first-served” basis.

Participants are kindly requested to register for inscription on the speakers list through this [Registration link](#) **by close of business (COB) NY time 9 June 2023**, indicating the session in which they would like to make an intervention. Upon inscription, speakers are kindly requested to indicate if their statements, may be posted on the UNOCT website after its delivery.

Speakers in the programme are kindly invited to deliver remarks within the time limit indicated in the Programme. In order to facilitate the work of the interpreters, speakers are requested to provide a copy of their statement in advance **to Ms. Rokhayatou Diarra (diarrar@un.org) with copy to Ms. Saule Mektepbayeva (saule.mektepbayeva@un.org) by 12 June 2023.**

VIII. Side Events

In addition to the Conference, **approximately 43 side events based on available slots during the week, lasting 90 minutes each**, will be held on the margins of CT week. **The side events will be held in either an in-person, hybrid or virtual format, as appropriate.** Each side event will aim to exchange views and best practices under the overarching theme of the Conference, as well as to discuss key priorities relevant to the implementation of all four pillars of the UN Global Counter-Terrorism Strategy. UNOCT will support and oversee the coordination and organization of these side events.

Substantive, logistical and financial arrangements for side-events are the sole responsibility of their respective organizers. **Organizers must ensure that participants who are only attending side events are also registered in the [registration page](#) of the Conference through the Indico platform.** Organizers of side-events are kindly requested to continue coordinating with the UNOCT Side Events and Communication Teams taking into account the [Guidance Note on Side Events](#), along with supplementary documentation to assist in the preparations for their respective side events. **The Guidance Note is attached as Annex IV.**

Organizers are also responsible for the communications and promotion of their side events and are encouraged to share their communications plan with UNOCT side events and Communications teams and to use the design templates, which are available on the [Third Counter-Terrorism Week page in Indico](#) under “materials”, and on the dedicated [Trello Board](#). UNOCT will promote the calendar of side events as part as the overall communications strategy for CT Week through: (1) a dedicated page for side events on the [UNOCT website](#); (2) the UNOCT Twitter account (@UN_OCT) using the hashtags #CTWeek and #UNiteToCounterTerrorism; and, (3) a media briefing on the Counter Terrorism Week and its side events. Organizers are also kindly requested to incorporate the CT Week and Side Events Visual Identities in their materials which will be shared in due course. **For more information on the communications plan**, please contact Ms. Laurence Gerard (gerardl@un.org).

IX. Bilateral Meetings

For bilateral meetings with the Under-Secretary-General for Counter-Terrorism, focal points from Permanent Missions are requested to contact Ms. Amaka Azikiwe, (azikiwe@un.org) and copy Ms. Rocio Perez Ovalles (rocio.perezovalles@un.org) in the Office of the Under-Secretary-General. Permanent Missions will be informed in due course when meetings could take place.

For bilateral meetings with the UN Secretary-General, focal points from Permanent Missions should send a formal request to the Executive Office of the Secretary-General (SGCentral@un.org).

X. Security

Delegates must always visibly display their UN grounds pass to access United Nations facilities and while present in the facilities. Access to CR-4 for the duration of the Conference will be strictly restricted to the accredited delegates of Member States, international and regional organizations and civil society organizations, as well as UN system representatives and Secretariat staff. **For more information regarding security**, please contact Mr. Jose Miguel Sobron (sobron@un.org), UNOCT Security Team.

XI. Media

CT Week will be promoted by UNOCT in close collaboration with the Department of Global Communications (DGC) and partners through media and social media. More details about the communication aspects will be shared by the end of May.

All sessions of the Conference, except Session III on 20 June, will be open and webcast live and on demand on UN Web TV (<http://webtv.un.org>).

UNOCT will record all sessions and may use **screenshots and/or videos taken** from the event for promotional and internal purposes. If you do not wish to appear in these photos online, including on social media, please contact our communication focal points listed in Section XII below.

More information on CT Week can be found on the:

- [CT Week webpage](#) (on the [UNOCT website](#))
- UNOCT Twitter account (@UN_OCT), the Week’s official hashtag is #CTWeek.
- A dedicated [Trello Board](#) that will be updated with new material on a regular basis, including a communications guidance note as well as branding and social media assets

Media relations including a press briefing and media interviews will be managed in collaboration with the Department of Global Communications and the Spokesperson’s offices of the Secretary-General and the President of the General Assembly

Member States and Speakers are responsible for the communications aspects of their respective presentations.

Media Accreditation and Requirements

Any media requiring access to the UN Headquarters will need accreditation. Members of the media can apply for accreditation by following the instructions on the [web site of the Media Accreditation and Liaison Unit](#) and **register through [this form](#)**.

Permanent/Observer Missions can request temporary passes for media accompanying the delegation (including journalists and official photo/video) by through the e-Registration system on the e-deleGATE portal ([instructions](#)).

Press conferences or stakeouts arranged by civil society organizations must be sponsored by a Member State or a United Nations office or agency. The procedures to follow for scheduling a press conference are available on the [website](#) of the Office of the Spokesperson for the United Nations Secretary-General.

Accredited media representatives must be fully vaccinated for COVID-19 to access UNHQ and carry proof of vaccination with them. By swiping their UN pass, all media representatives entering UNHQ confirm they have not had symptoms consistent with COVID-19 or a positive COVID-19 test result in the last 5 days. These measures will be continuously reviewed and adjusted depending on how the public health situation evolves and on the regulations of the host state and the United Nations.

To contact the **Media Accreditation and Liaison Unit**, please email malu@un.org or call +1 212 963 6934.

For any other query, kindly contact the communications focal points.

XII. Focal Points

Chair of Steering Committee	Mr. Raffi Gregorian Deputy to the Under-Secretary-General, Director raffi.gregorian@un.org	
Event Coordinator	Mr. Muhammad Rafiuddin Shah Chief, Policy, Knowledge Management and Coordination Branch shah4@un.org	
Substantive and Logistical Coordination	Mr. Rajiv Ramlal, ramlalr@un.org Ms. Saule Mektepbayeva, saule.mektepbayeva@un.org Ms. Rokhayatou Diarra, diarrar@un.org Mr. George Kostakis, kostakis@un.org	
Side Event Coordination	Ms. Sudha Uprety, sudha.uprety@un.org Ms. Klara Nadas, klara.nadas@un.org Mr. George Kostakis, kostakis@un.org	
Protocol and Request of UN Grounds Pass <i>(For Member States, Intergovernmental organizations accredited to the General Assembly and specialized agencies only)</i>	Protocol: Mr. Fariz Mirsalayev Protocol and Liaison Service Tel: +1 212 963 7177 E-mail: mirsalayev@un.org	Request of UN grounds pass: Ms. Wai Tak Chua Protocol and Liaison Service Tel: +1 212 963-7181 E-mail: chuaw@un.org
Media and Public Information	Ms. Laurence Gerard, gerardl@un.org Ms. Anna Fritzsche, fritzsche@un.org	Media Accreditation and Liaison Unit Tel: +1 212 963 6934 E-mail: malu@un.org
Security	UNOCT Security Team Mr. Jose Miguel Sobron Puelles, sobron@un.org Mr. Attila Szaniszlo, attila.szaniszlo@un.org	Ms. Dorcus Lourien Captain, Security Events Planning Unit - SSS NY-DSS E-mail: dorcus.lourien@un.org cc: security_service_coordinator@un.org
Bilateral Meetings with USG UNOCT	Ms. Amaka Azikiwe, azikiwe@un.org	Ms. Rocio Perez Ovalles, rocio.perezovalles@un.org Mr. Nikita Panov, nikita.panov@un.org

Bilateral Meetings with Secretary-General	Executive Office of the Secretary General, SGCentral@un.org	
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