



THE PRESIDENT
OF THE
GENERAL ASSEMBLY

30 June 2011

Excellency,

The General Assembly, by its resolution 64/134 of 18 December 2009, decided to organize under the auspices of the United Nations a world youth conference as the highlight of the International Year of Youth. In its resolution 65/267 of 11 March 2011, the Assembly decided that the world youth conference shall take the form of a High level Meeting of the General Assembly, to be held at United Nations Headquarters in New York on 25 and 26 July 2011.

The General Assembly, in paragraph 12 of the resolution, requested “the President of the General Assembly, in consultation with Member States, to finalize the organizational arrangements of the meetings, taking into account the length of the meetings, the identification of the eminent person and the youth representative to speak at the opening plenary meeting and the identification of Chairs for the round tables, bearing in mind the level of representation as well as equitable geographical representation”.

In this regard, I have the honour to transmit herewith the first information note on the organizational arrangements for the High-Level Meeting on Youth.

Please accept, Excellency, the assurances of my highest consideration.

A handwritten signature in black ink, appearing to read 'Deiss', written in a cursive style.

Joseph Deiss

All Permanent Representatives and
Permanent Observers to the United Nations
New York

Organizational arrangements for the 2011 High-level Meeting on Youth (25-26 July 2011, New York)

Information Note (No. 1)

Introduction

1. The General Assembly, by its resolution 64/134 of 18 December 2009, decided to organize under the auspices of the United Nations a world youth conference as the highlight of the International Year of Youth. In its resolution 65/267 of 11 March 2011, the Assembly decided that the world youth conference shall take the form of a High level Meeting of the General Assembly, to be held at United Nations Headquarters in New York on 25 and 26 July 2011.
2. The General Assembly, in paragraph 12 of the resolution, requested “the President of the General Assembly, in consultation with Member States, to finalize the organizational arrangements of the meetings, taking into account the length of the meetings, the identification of the eminent person and the youth representative to speak at the opening plenary meeting and the identification of Chairs for the round tables, bearing in mind the level of representation as well as equitable geographical representation”.

Participation

3. Participation in the High-level Meeting will be in accordance with paragraphs 4, 6, 7, 8, 9 and 10 of General Assembly resolution 65/267.
4. It is expected that the High-level Meeting will be attended by a number of Heads of State and Government and will have a significant level of ministerial participation. In letters dated 25 May 2011, the Secretary-General extended an invitation to all Heads of State and Government to participate in the High-level Meeting. It is expected that all five regional groups will be represented at the highest level.
5. In accordance with paragraph 10 of resolution 65/267, the consolidated list of non-ECOSOC accredited civil society representatives that need accreditation to participate in the High-level Meeting, including the thematic panel discussions, will be submitted to Member States for consideration on a non-objection basis.
6. Pursuant to paragraph 8 of resolution 65/267, Member States are called upon to consider including in their delegation to the High-level Meeting young people who suitably and broadly represent youth in their countries, bearing in mind the principles of gender balance and non-discrimination.

Provisional Programme of the High-level Meeting

7. Pursuant to paragraph 4 of resolution 65/267, the High-level Meeting will comprise plenary meetings and two thematic panel discussions. The provisional programme of the High-level Meeting is contained in Annex A. Additional explanatory details are provided below.

Plenary meetings

8. The opening plenary meeting is scheduled on 25 July 2011 from 10 to 11 a.m. In accordance with paragraph 4(b) of resolution 65/267, it will feature statements by the President of the General Assembly, the Secretary-General, an eminent person actively engaged in youth issues, and a youth representative of non-governmental organizations in consultative status with the Economic and Social Council.

9. The formal plenary meetings are scheduled on 26 July 2011 from 10 a.m. to 1 p.m. and from 3 to 5 p.m. To enable maximum participation within the limited time available, statements in formal plenary meetings should not exceed three minutes when speaking in the national capacity and five minutes when speaking on behalf of a group. A list of speakers will be open for inscription at the General Assembly Affairs Branch at the end of June (room IN613A. tel. (212) 963-5063; fax. (212) 963-3783; or email: heddachem@un.org).

10. Speaking order will follow the established protocol order. Accordingly, precedence will be accorded to the Heads of State or Government, Ministers and, as appropriate, Heads of Delegations.

11. The closing plenary meeting is scheduled on 26 July 2011 from 5 to 6 p.m. It will feature the Co-chairs' summary of the thematic panel discussions, the adoption of the declaration and concluding remarks by the President of the General Assembly.

Thematic panel discussions

12. It is expected that the two thematic panel discussions will be held in the General Assembly Hall on Monday 25 July from 11 a.m. to 1 p.m. and from 3 to 6 p.m. The thematic panel discussions will provide an opportunity to have in-depth discussions on the themes identified in resolution 65/267 and will also make reference to the content of the draft declaration to be adopted by the General Assembly on 26 July. To promote interactive, free-flowing discussions, participants will be invited to make very brief remarks, not to exceed three minutes, to raise questions and to respond to other speakers.

13. It is envisaged that each panel will be comprised of two co-chairs and up to four panellists with a thorough knowledge and expertise of the subject. They will include national, United Nations and civil society representatives. It is envisaged that background papers, prepared by the Secretariat or the Inter-Agency Network on Youth Development, for each panel discussion will be provided.

14. The thematic panel discussions will be open to Member States and observers as appropriate and selected representatives of the United Nations system and civil society representatives. As it is expected that the thematic panel discussions will be held in the GA Hall, access to the panel discussions will be limited to six per Member State.

15. Pursuant to paragraph 4(d) of resolution 65/267, and to promote interactive and substantive discussions, participation in the thematic panel discussions will be without a list of speakers being maintained. However, Member States are encouraged to inform the

General Assembly Affairs Branch (room IN613A. tel. (212) 963-5063; fax. (212) 963-3783; or email: heddachem@un.org) in which panel discussions they wish to intervene.

16. Pursuant to paragraph 4(c) of resolution 65/267, the Co-chairs of the thematic panel discussions will present summaries of the discussions at the closing plenary meeting.

Identification of four Co-chairs for the thematic panel discussions

17. Four Co-chairs (two for each panel discussion) should be identified by the regional groups, bearing in mind the level of representation as well as equitable geographical representation.

18. Since there are five regional groups and only four available co-chair spots, each regional group must inform the President of the General Assembly as soon as possible, and no later than 1 July, if a group wishes not to be represented at a panel discussion as a Co-chair. Should this not be the case, the President would proceed to a drawing of lots.

19. Member States are also encouraged to discuss among themselves whether they prefer their respective Co-chair to be assigned to the thematic panel discussion One or thematic panel discussion Two. A second drawing of lots will be made should there be more than two regional groups interested in participating in the same thematic panel discussion.

Webcast

20. The plenary meetings and the two thematic panels will be transmitted via live webcast.

Accreditation of Delegations

21. Accreditation of members of official delegations and members of the parties of Heads of State/Government, Vice-Presidents and Crown Prince/Princesses will be carried out by the Protocol and Liaison Service. Missions are kindly requested to submit their lists of delegations and requests for passes to the Protocol and Liaison Service at Room NL-2058 or by fax (212) 963-1921.

Access to the General Assembly Hall

22. Members of delegations will be able to gain access to the General Assembly Building via the Delegates' Entrance.

23. Access to the main floor of the General Assembly Hall will be limited to six delegates per permanent mission/observer, two per intergovernmental organization and one per specialized agency. Access cards will not be required for VIP pass holders.

24. However, for the opening plenary meeting on 25 July from 10 to 11 a.m., only holders of either a VIP pass or a delegate's pass plus a colour-coded access card will be allowed to proceed to the main floor of the General Assembly Hall via the escalator. The remaining members of delegations wishing to follow the proceedings of the opening

segment may proceed through the passage way leading to the General Assembly Lobby and take the elevator/stairs to the 3rd floor Gallery where access cards are not required. Seats will be available on a first come first served basis. For the thematic panel discussions on 25 July and the formal plenary sessions on 26 July, no additional colour coded access card will be required.

Security

25. Please note that the United Nations Headquarters premises will be closed to the public on 25 and 26 July 2011. Regular guided tours will be suspended. The premises will reopen to the public on Wednesday 27 July, when guided tours will resume a regular schedule.

26. During the High-level Meeting, the pedestrian gate at 45th Street and 1st Avenue will be closed for normal access. The 46th Street gate (south entrance) will be reserved for the use of high-level VIPs and delegates. Access to the Delegates' Entrance will be gained by entering the 46th Street gate and turning right at the top of the stairs, near the "Twisted Gun", in order to proceed to the Delegates Tent.

27. During the High-level Meeting, the pedestrian gate at 47th Street and 1st Avenue will be accessible for VIPs and delegates.

28. Escorted motorcades and vehicles of Permanent Representatives will be allowed to enter the United Nations premises at the 43rd Street and 1st Avenue vehicular entrance, drop off their passengers at the Delegates' Entrance, and then exit through the 45th Street and 1st Avenue gate. All escorted motorcades will be coordinated by the Host Country in conjunction with United Nations Security and Safety Service personnel.

29. All vehicles entering the garage are subject to search. Limitations on vehicle contents are to be observed so as to facilitate and expedite the security clearance.

30. Prior to the opening of the High-level Meeting, the United Nations Pass and Identification Office is open for the accreditation of delegates from Monday to Friday during the hours of 9 a.m. - 4 p.m.

Bilateral Meetings

31. Six temporary booths will be available on the 2nd and 3rd floor balconies of the General Assembly Building for bilateral meetings between Member States. In order to provide equitable and efficient use of the facilities a reservation system has been instituted. Delegations are requested to submit requests electronically through eMeets (by accessing 'emeets.un.org', then clicking onto 'bilats' in the shortcuts section and logging in with the username and password of the Permanent Mission). Delegations unable to access eMeets may email their reservation to Bilats-msu@un.org. Delegations with inquiries may contact the Bilats Coordination Unit in the Department of General Assembly and Conference Management on tel: (212) 963 2952.

Side-Events

32. A calendar of various events related to the High-level Meeting from 21 to 27 July will be posted on the Youth Programme of DESA website. The side-events listed are subject to change. The organizers of these events are also responsible for providing detailed information and updates, as appropriate.

Media arrangements

33. All members of the media accompanying Heads of State/Government or Heads of Delegation must submit a letter of assignment from their Bureau Chief or Editor-in-Chief, attached to an official letter from the Permanent Mission concerned, listing the names of the media representatives with their functional titles and affiliation, addressed to Isabelle Broyer, Chief, Media Accreditation and Liaison Unit, Department of Public Information, United Nations, fax: (212) 963 4642, email: malu@un.org.

34. Members of the media accompanying Heads of State/Government or Heads of Delegation must present themselves to the Media Accreditation Office (45th Street and 1st Avenue), where they will have their photographs taken and be issued a United Nations grounds pass upon presentation of national passports and valid photo identification.

35. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate. The designated press entrance is at 42nd Street and 1st Avenue.

36. Media liaison desks will be available to assist the press on the third floor of the General Assembly building for securing access the booths in the General Assembly for TV crews and photographers and to obtain tickets to the fourth floor balcony for print press and outside of Conference Room 1 to allow media to be escorted to special events in the North Lawn Building (NLB), as the press will not be allowed to move around the building without an escort. There will be stakeout areas for the press on the East Foyer on the second floor of the General Assembly building.

Annex A

Provisional programme for the High-level Meeting on Youth

Monday 25 July 2011		
10 – 11 a.m.	Opening plenary meeting: <i>Statements by: H.E. Mr. Joseph Deiss, President of the General Assembly; H.E. Mr. Ban Ki-moon, Secretary-General; Eminent Person; and Youth-led organization representative</i>	GA Hall
11 a.m. – 1 p.m.	Thematic panel discussion One: <i>Strengthening international cooperation regarding youth and enhancing dialogue, mutual understanding and active youth participation as indispensable elements towards social integration, full employment and the eradication of poverty</i>	GA Hall
3 – 6 p.m.	Thematic panel discussion Two: <i>Challenges to youth development and opportunities for poverty eradication, employment and sustainable development</i>	GA Hall
Tuesday 26 July 2011		
10 – 1 p.m.	Formal plenary meeting	GA Hall
3 – 5 p.m.	Formal plenary meeting	GA Hall
5 – 6 p.m.	Closing plenary meeting: <i>(1) Co-chairs' summary of the thematic panel discussions; (2) Adoption of the declaration; and (3) Closing remarks by H.E. Mr. Joseph Deiss, President of the General Assembly</i>	GA Hall