

PaperSmart Frequently Asked Questions

Why PaperSmart? Why is the secretariat doing this?


In response to the mandate of the General Assembly on the Revitalization of the General Assembly and in line with the Secretary General's objective of increasing efficiency and provision of e-services to Member States, the Meetings and Publishing Division of the Department for General Assembly and Conference Management (DGACM) through the Integrated Sustainable PaperSmart Services (ISPS) Secretariat, has developed an effective and innovative model to service delegates with the varied methods of accessing documentation, while making efficient use of our resources by avoiding waste.

How can I access the documents and statements?

- ISPS PORTAL: Web-based access to all unrestricted, official documents and statements related to meetings will be available in all official languages (where available)
URL: papersmart.un.org/ga/sixth/
- ISPS MEDIA: Distribution of official documents via flash drives will be available from the PaperSmart Desk located at the back of the conference room
- ISPS ePUBLISH: Official documents and statements can be viewed on a variety of mobile devices, tablets, being carried by delegations.
- ISPS PRINT-ON-DEMAND: On-demand hard copy of official documents

How can I request for a Print-on-demand service?

Documents can be requested via print-on-demand as follows:

- *PaperSmart Portal* - Select the print-on-demand icon  located next to the document that you want to have printed. Complete the request form by choosing specifications like the language, quantity and pages required as well as any other details. Once completed, a copy of the document will be printed and available for collection at the PaperSmart Desk within a 30 minute timeframe.
- *PaperSmart Desk* - Delegates can walk up to the PaperSmart desk at the back of the room and request for a copy of an official document from a staff member, the document will be then printed as per your request and made available within a 30 minute timeframe.

How can I submit a statement?

Delegations can email the electronic copies of their statements to be made in the Plenary of the Sixth Committee to the PaperSmart Secretariat at [**papersmart@un.org**](mailto:papersmart@un.org) for uploading to the PaperSmart portal, at least **two hours in advance** of their designated speaking slot. The statements will, however, be under embargo until delegations deliver their statement. Delegations are asked to provide only 30 hardcopies of their statements for the technical services.

How can I get more information about PaperSmart Services?

Contact the Integrated Sustainable PaperSmart Services (ISPS) Secretariat at:

Email: isps@un.org

Phone: (+1) 917-367-2025

URL: <http://papersmart.un.org>