

United Nations Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

TEL.: 1 (212) 963.1234 • FAX: 1 (212) 963.4879

REFERENCE:

2 October 2020

Dear Delegates,

It is an honour for me, and for my country Chile, to Chair the forthcoming meetings of the Sixth Committee during the seventy-fifth session of the General Assembly. We are facing exceptional circumstances during the coronavirus disease (COVID-19) pandemic, and will need to work together to ensure that the Committee is able to fulfil its mandate, whilst ensuring that all delegates and Secretariat staff remain as safe as possible while engaged in meetings at United Nations premises. I am sure that I will be able to rely on your full cooperation to this end. Whilst discussions are ongoing regarding the programme of work for the session, I would like at this stage to draw your attention to some important information in this regard.

The Committee's session will begin on 6 October at 10.00 am when we will adopt the programme of work. The Committee is scheduled to complete its work on 20 November. In-person meetings of the Committee will take place in the combined Conference Rooms 1, 2 and 3, with the Chair and Secretary on the podium in Conference Room 2. A member of the Sixth Committee Secretariat will be present on the podium in Conference Rooms 1 and 3. A conference officer will be present in each of the Conference Rooms. Currently, it is envisaged that one of the Committee's meetings, on the afternoon of 10 November, will take place in the General Assembly Hall.

As discussed at our informal meeting on 29 September 2020, in order to expedite our work, the Committee will be asked to decide that plenary statements will be subject to time limits of 7 minutes for statements on behalf of groups and 5 minutes for national statements. I count on the full cooperation of all delegations in complying with these limits.

Distribution of all documents will be by electronic means. No hard copy documents will be provided. Delegations should send electronic versions of their full written statements (preferably in both Word and PDF formats) to estatements@un.org, at least two hours in advance with the name of the meeting and the speaker, as well as the agenda item, indicated in the subject line of the email and in the heading of the statement.

As you are aware, the Sixth Committee still has to elect the Vice-Chair from the WEOG. I remain hopeful that delegations might find an accommodation which would permit the election of the candidate endorsed by the regional group in question without resort to a secret ballot.

However, should that not be the case, an election by secret ballot in the Sixth Committee will have to be held on 6 October 2020 in Conference Rooms 1, 2 and 3. The election would be conducted as the last item of the meeting that morning. Delegations will already be present in the

three rooms (seated at their designated seats). Delegations would be asked to remain in their seats until called. The Chair would then call each delegation (only one delegate permitted) in turn to proceed to a point down the centre aisle (Conference Rooms 1 and 2) or one of the side aisles (Conference Room 3). A Secretariat official, located two meters away, would visually scrutinize each delegate's ID badge and confirm the identity and affiliation with the mission. Another Secretariat official would place a ballot sheet in front of the ballot box (located on the table in front of the podium) and step away. Upon verification of identity, the delegate would be motioned to the ballot box to make a mark on the ballot and to cast it into the box. The delegate would then be asked to exit the room through one of the side exits as per the standard protocol. Delegates would be asked to bring their own pens, together with all their belongings as they would not be permitted to return to their seats after voting. This process would be repeated in all three conference rooms. A team of eight people (1 conference officer, 3 national tellers, 3 Sixth Committee Secretariat officials and 1 OLA official) would then accompany the ballot box from room to room, while observing the necessary social distancing, and entering and exiting through the entrances which lead directly to the podiums in each room. After balloting has been completed, the team would move to another conference room to undertake the counting of the ballots. The results of the balloting would be communicated to all delegations shortly afterwards.

I have attached a seating plan of Conference Rooms 1, 2 and 3 to show you where your delegation will be placed. The understanding is that in-person meetings will be limited to participation by Member States, the Holy See, the State of Palestine and the European Union. Other observer delegations are encouraged to follow the proceedings by UN Web TV. If any of them inscribe on the speakers list for an agenda item, a name plate will be provided for them in the back of Conference Room 3.

The Advisory Committee on the United Nations Programme of Assistance in the Teaching, Study, Dissemination and Wider Appreciation of International Law will meet in person in Conference Room 2 on the morning of 9 October and the matters set out in this letter will equally apply to that meeting. The Chair of the Advisory Committee will communicate any modifications to such arrangements to the concerned delegations. The Host Country Committee will meet in the Trusteeship Council Chamber on 9 October in the afternoon. The Chair of the Host Country Committee will communicate with the concerned delegations regarding modifications to the arrangements set out in this letter.

Registration and Access

Access to the meetings will be restricted to one delegate per delegation for the Member States and the three non-Members, and to staff members of the Secretariat.

In order to enable contact tracing if this should become necessary, the conference officers will take a record of attendance.

Entry, exit and movements

Entry

To allow for social distancing on entry to the UNHQ building and walking to the meeting rooms, delegates are encouraged to arrive at the premises for morning meetings from 9:30 am and for afternoon meetings from 2:30 pm. Delegates will be requested to maintain physical distancing of at least 2 meters while waiting to access Conference Rooms 1, 2 and 3 and the General Assembly Hall.

Delegates going to Conference Rooms 1, 2 and 3 will enter the building through the staff entrance at 42nd Street and First Avenue. Delegates going to the General Assembly Hall will enter the building through the delegates' entrance and take the escalator on the right-hand side to the second floor. Delegates using the escalator going up will be separated from delegates using the escalator going down.

Face masks are required to be worn at all times from the moment of entry to United Nations premises.

Exit

The Chair will actively manage the exit at the end of the meeting by calling each row for departure in a staggered manner.

Delegates will exit Conference Rooms 1, 2 and 3 through the doors located on the side of the conference rooms and depart through the staff exit at 42nd Street and First Avenue.

Delegates will exit the General Assembly Hall through the doors located on the west side and depart by taking the escalators on the left-hand side to the ground floor to exit the General Assembly Building from the delegates' entrance. Delegates using the escalator going up will be separated from delegates using the escalator going down.

Seating and movement in Conference Rooms 1, 2 and 3 and the General Assembly Hall

Delegates will proceed to their national seats in Conference Rooms 1, 2 and 3 or the General Assembly Hall (see the attached seating plan). The name plates will be displayed. Once seated, delegates are requested to remain in their seats at all times.

All statements will be made by delegations from the national seats. Delegates should not approach the conference officers nor the podium. Delegates needing to contact each other are requested to do so by means of email, text or telephone, and if they need to contact the conference officers, to do so by telephone.

The telephone numbers for the conference officers for Conference Rooms 1, 2 and 3 are

CR1: 917 367-2219

CR2: 212 963-8393

CR3: 212 963-6976

The speakers' list will be sent to all delegates by 5:00 pm the day before the meeting. If delegates wish to contact the Secretariat during a meeting regarding the speakers' list, they should not approach the conference officers or the podium. They should please call the conference officers on the above numbers.

The seating plans of Conference Rooms 1, 2 and 3 and the General Assembly Hall have been revised to ensure adequate physical distancing. Some delegates will not be seated directly behind their name plates. If these delegates need to speak, they will move their chairs closer to the microphone.

Podium

Due to the need for social distancing, three persons are the maximum that can sit on the podium in Conference Rooms 1, 2 and 3, and two persons are the maximum that can be seated at the podium in the General Assembly Hall. They will wear a face mask when not speaking, and limit where possible face to face discussion.

The Chair and the Secretary will be present on the podium in Conference Room 2. One staff member of the Codification Division will be present on the podium in Conference Rooms 1 and 3. A conference officer will be present in each of the Conference Rooms.

Use of restrooms

Delegates should use only restrooms located in the back of the General Assembly Hall and in the proximity of Conference Rooms 1, 2 and 3. Delegates waiting their turn outside the restroom should maintain physical distancing of no less than 2 meters at all times.

Secretariat staff

A limited number of Secretariat staff will be supporting the meetings. All staff will wear face masks. Communication by delegates with the Secretariat will be by telephone to the conference officers. The conference officers will convey messages to the Secretary at the podium.

Interpretation

Simultaneous interpretation will be provided at the meetings into the six official languages of the United Nations.

Statement Timer

During in-person plenary meetings, the timing of statements is generated by the conference system when the conference room technician engages the delegate's microphone. The light on the microphone will begin to blink when there is one minute of time remaining. The conference system will also provide an on-screen display of the timer, in the upper right of the screen projection in the Conference Rooms, allowing the Chair to see the timing from the podium. The microphone will automatically cease to function when the time limit is reached.

General points

Delegates are advised to check that their United Nations issued ID badges have not expired. If they have expired, delegates are encouraged to renew them prior to 6 October 2020 to avoid crowding and chokepoints. Details on obtaining a pass are available at <https://www.un.org/esa/coordination/ngo/passes.htm> . Delegates without a valid ground pass will not be admitted to United Nations premises.

Access to the General Assembly Hall, other conference rooms in the Conference building and restricted areas will require a regular delegate's pass and a secondary colour-coded access card. Details were sent to all Missions by Note Verbale dated 29 September by the Department of General Assembly and Conference Management. The access cards are transferable strictly among members of a delegation only.

By swiping their United Nations issued ID badge on entry, all delegates and support staff thereby declare as a condition of their entry that they:

- a. Have not been diagnosed with COVID-19 in the last 14 days;
- b. Have not had symptoms consistent with COVID-19 in the last 14 days;
- c. Have not had close contact with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days; and
- d. Have completed quarantine if in the last 14 days they have arrived from a country or US state that is considered elevated risk.

All delegates are required to wear face masks at all times except for when addressing the meeting. All United Nations staff will be required to wear face masks at all times.

All delegates are requested to maintain social distancing of at least 2 meters at all times, to refrain from physical contact including handshakes and other physical contact during the meetings

in recognition of the physical distancing requirements. All delegates and United Nations staff should exercise COVID-19 hand sanitizing and contact precautions. Hand-sanitizing stations are available on United Nations premises, namely by the entrance to the Secretariat building.

Physical distancing is the primary safety requirement. The use of a face mask is an additional measure for when this distance is inadvertently breached, not a measure to allow face-to-face discussions.

No food or drink will be provided or allowed in Conference Rooms 1, 2 and 3 and the General Assembly Hall.

If any delegate develops symptoms of COVID-19 or has a positive COVID-19 test within 14 days after the meeting, the United Nations Medical Director strongly encourages you to contact the medical service using the medical-in-confidence email address osh@un.org.

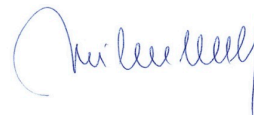
The United Nations clinic will undertake normal contact tracing process which is entirely confidential, and no contact will be told who the case was. Testing can also be arranged through the UN clinic if required.

Changes to the risk assessment

Delegations are requested to adhere strictly to the safety and health mitigating measures set out in this document. Delegations will be informed that any non-adherence may lead to a reclassification of the meeting at a higher risk level, which would have an impact on the continuation of the proceedings and on their resumption.

The Chair will oversee their implementation in the course of the proceedings. The Chair may, if at any moment it appears that the guidelines are not being strictly observed, be requested to draw the attention of delegates to these guidelines and suspend or adjourn the meeting as needed.

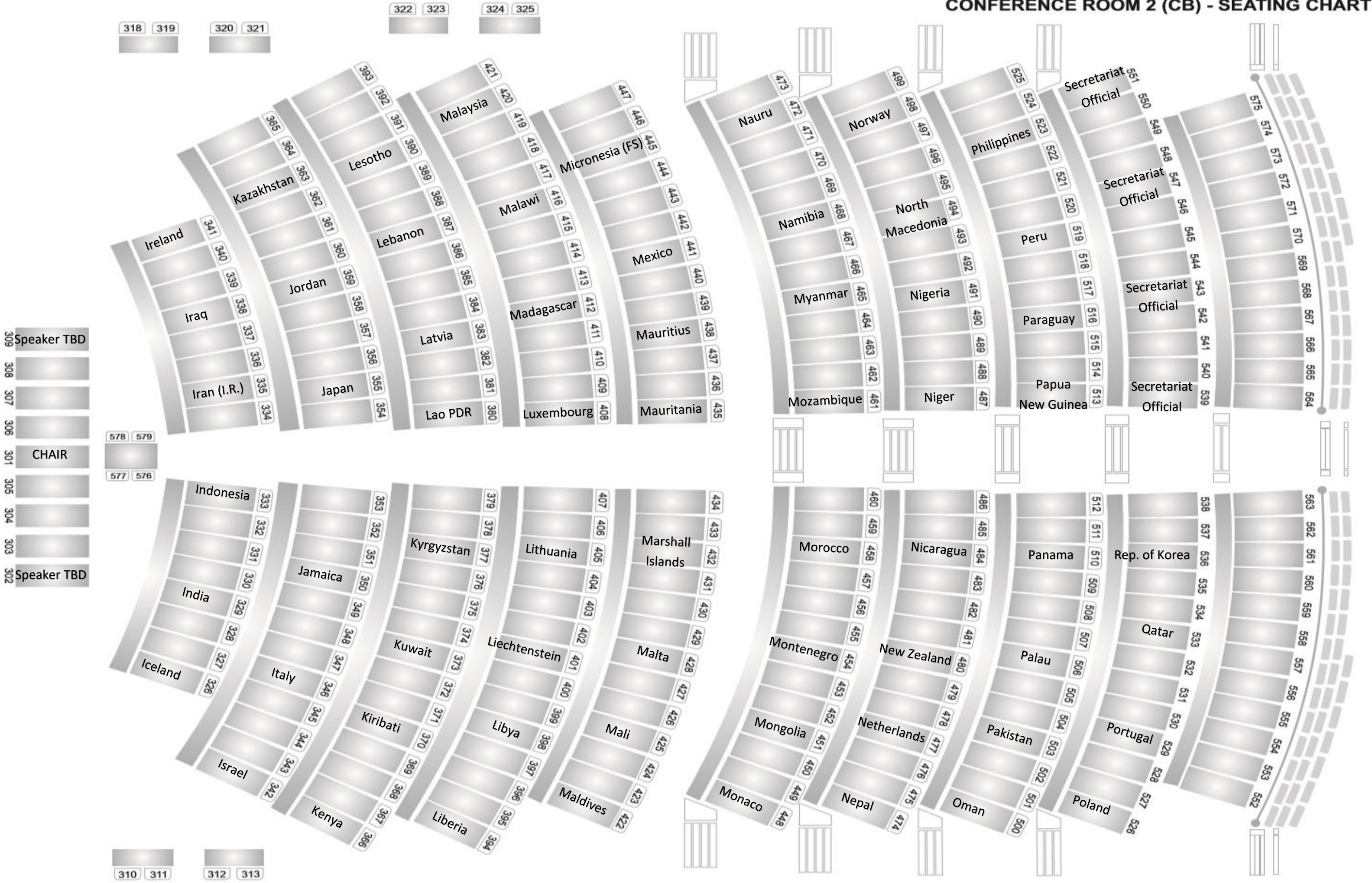
Yours sincerely,



Ambassador Milenko Esteban Skoknic Tapia
Chair of the Sixth Committee
at the seventy-fifth session
of the General Assembly

Delegates of the Sixth Committee

CONFERENCE ROOM 2 (CB) - SEATING CHART



CONFERENCE ROOM 1 (CB) - SEATING CHART

0018 0019 0020 0021

0022 0023 0024 0025

0009 0008 0007 0006 0005 0004 0003 0002

0278 0279 0277 0276

0010 0011 0012 0013

0093 0092 0091 0090 0089 0088 0087 0086 0085 0084 0083 0082 0081 0080

0121 0120 0119 0118 0117 0116 0115 0114 0113 0112 0111 0110 0109 0108

0147 0146 0145 0144 0143 0142 0141 0140 0139 0138 0137 0136 0135

0173 0172 0171 0170 0169 0168 0167 0166 0165 0164 0163 0162 0161

0198 0197 0196 0195 0194 0193 0192 0191 0190 0189 0188 0187

0225 0224 0223 0222 0221 0220 0219 0218 0217 0216 0215 0214 0213

0251 0250 0249 0248 0247 0246 0245 0244 0243 0242 0241 0240 0239

0275 0274 0273 0272 0271 0270 0269 0268 0267 0266 0265 0264

Saint Lucia
Saint Kitts and Nevis
Rwanda
Serbia
Senegal
Saudi Arabia
South Africa
Somalia
Slovenia
Syrian Arab Republic
Solomon Islands
Slovakia
Switzerland
Sweden
Suriname
Tonga
Tunisia
Trinidad & Tobago

0173 0172 0171 0170 0169 0168 0167 0166 0165 0164 0163 0162 0161

0198 0197 0196 0195 0194 0193 0192 0191 0190 0189 0188 0187

0225 0224 0223 0222 0221 0220 0219 0218 0217 0216 0215 0214 0213

0251 0250 0249 0248 0247 0246 0245 0244 0243 0242 0241 0240 0239

0275 0274 0273 0272 0271 0270 0269 0268 0267 0266 0265 0264

United States
United Rep. of Tanzania
United Kingdom
United Arab Emirates
Zimbabwe
Zambia
Yemen
Viet Nam
Armenia
Argentina
Antigua & Barbuda
Angola
Belarus
Barbados
Bangladesh
Bahrain

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0107 0106 0105 0104 0103 0102 0101 0100 0099 0098 0097 0096 0095 0094

0134 0133 0132 0131 0130 0129 0128 0127 0126 0125 0124 0123 0122

0180 0159 0158 0157 0156 0155 0154 0153 0152 0151 0150 0149 0148

0186 0185 0184 0183 0182 0181 0180 0179 0178 0177 0176 0175 0174

0212 0211 0210 0209 0208 0207 0206 0205 0204 0203 0202 0201 0200

0238 0237 0236 0235 0234 0233 0232 0231 0230 0229 0228 0227 0226

0263 0262 0261 0260 0259 0258 0257 0256 0255 0254 0253 0252

Russian Federation
Romania
Republic of Moldova
Sao Tome and Principe
San Marino
Samoa
Sierra Leone
Saint Vincent and the Grenadines
Seychelles
Slovakia
Singapore
Sri Lanka
Spain
South Sudan
Sudan
Sri Lanka
Timor-Leste
Thailand
Tajikistan
Togo
Tanzania
Tuvalu
Turkmenistan
Ukraine
Uganda
Tuvalu
Turkmenistan
Uzbekistan
Uruguay
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Vanuatu
Venezuela
Algeria
Albania
Afghanistan
Andorra
Austria
Australia
Bahamas
Azerbaijan

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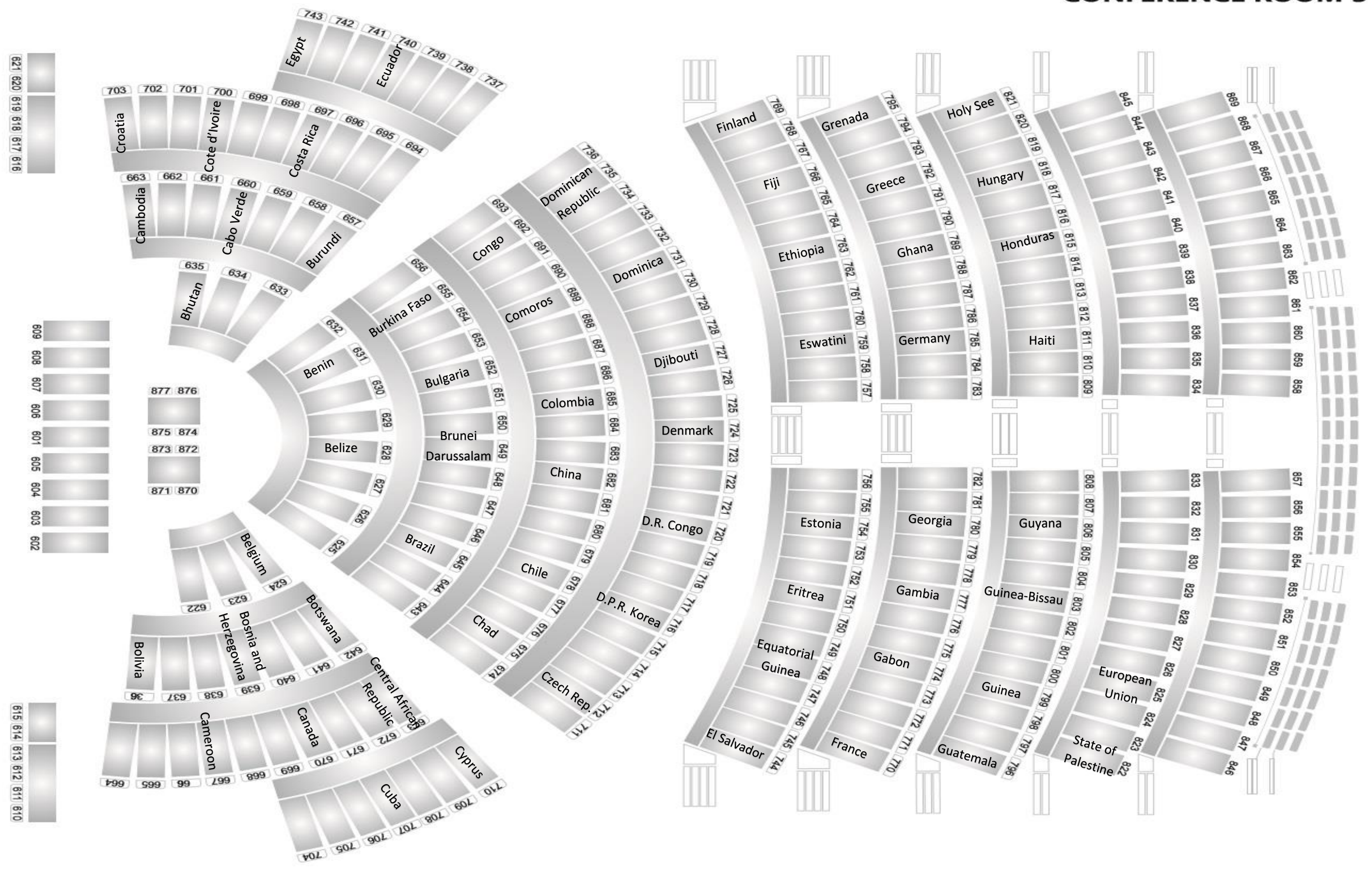
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0263 0262 0261 0260 0259 0258 0257 0256 0255 0254 0253 0252

Ukraine
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Turkmenistan
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Uruguay
Uzbekistan
Vanuatu
Venezuela
Algeria
Albania
Afghanistan
Andorra
Austria
Australia
Bahamas
Azerbaijan

CONFERENCE ROOM 3



REFERENCE: DGACM/OUSG/09/2020

Access to the General Assembly Hall and conference rooms

The Department for General Assembly and Conference Management of the United Nations Secretariat presents its compliments to the Permanent Missions of Member and Observer States to the United Nations, and to the Offices of Permanent Observers to the United Nations as well as to the Offices of Specialized Agencies and related organizations and has the honour to advise on access to the General Assembly Hall and conference rooms at United Nations Headquarters during the remainder of the main part of the seventy-fifth session of the General Assembly.

During the remainder of the main part of the seventy-fifth session of the General Assembly, access to the General Assembly Hall, other conference rooms in the Conference building and restricted areas will require a regular delegate's pass and a secondary colour-coded access card. The access cards are transferable strictly among members of a delegation only. It should be noted that access to the General Assembly Hall and other conference rooms is limited to Member States, Observer States and the European Union. For that purpose, the Protocol and Liaison Service will proceed as follows:

- (a) Access to the United Nations premises will require a regular delegate's pass and a secondary colour-coded access card;
- (b) Every Permanent Mission of a Member or Observer State and the delegation of the European Union will be issued two colour-coded access cards for the plenary meetings as well as for meetings of each of the six Main Committees;
- (c) It should be noted that, in order to limit the footprint and the number of people on United Nations premises, presence in the General Assembly Hall and other conference rooms will be limited to one delegate per delegation;
- (d) Since presence in the General Assembly Hall and other conference rooms needs to be limited to one delegate per delegation, the second colour-coded access card issued for each meeting is to be used solely to facilitate the rotation of the delegates of each delegation during the meeting;
- (e) Representatives of intergovernmental organizations and other entities who have received a standing invitation to participate as observers in the sessions and the work of the General Assembly will each receive one secondary colour-coded access card for access to the conference room when they will directly address the plenary or committee meeting;

- (f) Specialized Agencies and related organizations will each receive one secondary access card for access to the conference room in case they are directly addressing the plenary or main committee.

Colour-coded access cards will be distributed by the Protocol and Liaison Service in Room S-0200 through the counter windows on a staggered schedule, as follows:

Thursday, 1 October

1 p.m. to 3 p.m.	Afghanistan to Dominican Republic
3 p.m. to 5 p.m.	Ecuador to Luxembourg

Friday, 2 October

10 a.m. to 12 p.m.	Madagascar to Saudi Arabia
1 p.m. to 3 p.m.	Senegal to Zimbabwe, Holy See, State of Palestine and European Union
3 p.m. to 5 p.m.	Offices of Permanent Observers, Specialized Agencies and related organizations

The Department for General Assembly and Conference Management of the United Nations Secretariat avails itself of this opportunity to renew to the Permanent Missions of Member and Observer States to the United Nations, and to the Offices of Permanent Observers to the United Nations as well as to the Offices of Specialized Agencies and related organizations the assurances of its highest consideration.

29 September 2020



OPENING AND CLOSING SAFETY BRIEFS FOR MEETINGS

UPDATED 27 AUGUST 2020

The following information should be provided to all meeting attendees both in written form before and after a meeting, and as part of the opening and closing statements by the Chair. If appropriate the text can be paraphrased to suit the audience or the as the Chair determines.

OPENING BRIEF

Because of the health impact of the coronavirus pandemic, any large group meeting in an enclosed space such as this represents a risk to both delegates and the Secretariat staff supporting the meeting. Your efforts to comply with the new requirements for a safe meeting are part of a social contract that is critical not only to the safe conduct of this meeting, but to the meetings which may follow.

I would be grateful if you could:

- Maintain physical distancing of at least six feet / two meters at all times. This includes refraining from physical contact such as handshakes when greeting your colleagues;
- Wear your face covering or mask at all times, although you may remove it if you wish when addressing the meeting. Please do not remove your mask to speak to other attendees;
- Use the hand sanitizer provided at stations throughout the room; and
- Most importantly, do not attend or stay in the meeting if you become unwell with fever or other features of COVID-19. This perhaps represents the highest risk to our safety.

(If delegate seating is offset to allow 196 attendees)

- Please ensure you keep your seat in its current position which has been set to meet the physical distancing requirements and ensure the safety of those seated across the aisle from you.
- Delegates may speak from where they are, or may reposition their seat directly behind their nameplate when addressing the meeting. Please move back to your original position as soon as you have finished speaking.

CLOSING BRIEF

Part of the occupational safety and health plan for this meeting includes the possibility of follow-up in the unfortunate, and hopefully unlikely event of a case of COVID-19.

- If any delegate develops features of COVID-19 or has a positive COVID-19 test in the next 14 days, the United Nations Medical Director strongly encourages you to contact the medical service using the medical-in-confidence email address osh@un.org
- The UN clinic will undertake normal contact tracing process which is entirely confidential, and no contact will be told who the case was. Testing can also be arranged through UN clinic if required.

Prepared by the DOS/DHMOSH Occupational Safety and Health Team
For any questions about the contents of this document contact OSH@un.org



GENERAL CONSIDERATIONS FOR MITIGATION OF COVID-19 EXPOSURE DURING MEETINGS IN THE UNHQ COMPLEX

UPDATED 18 SEPTEMBER 2020

This guidance is the agreed minimum standard required to be met for meetings and is in accordance with current New York City and State requirements regarding public gatherings, and the Phase Two restrictions for activity in the United Nations Headquarters (UNHQ) complex as detailed in the Crisis Operations Group Reintegration Plan.

Note that whilst not required under the Organization's privileges and immunities, New York State guidelines do not currently support large scale indoor gatherings such as this meeting.

ATTENDANCE AND ENTRY

Attendance in the meeting room is restricted to delegates and those staff members with a direct role. Increasing numbers introduce complexity and increase the likelihood of interactions and exposure.

By swiping their United Nations issued ID card on entry, all attendees and support staff declare as a condition of their entry that they:

- Have completed quarantine if in the last 14 days they have arrived from a country or US State that is considered elevated risk^{1 2}.
- Have not been diagnosed with COVID-19 in the last 14 days;
- Have not had symptoms consistent with COVID-19 in the last 14 days; and
- Have not had close contact with someone with COVID-19 or symptoms consistent with COVID-19 in the last 14 days.

PROTECTIVE MEASURES

Face coverings: All meeting attendees are required to wear a face covering at all times whilst in public spaces, and in the meeting room except when directly addressing the meeting. All UN staff will wear face coverings at all times. Disposable face masks will be made available if needed. All delegates and staff will be offered a disposable surgical face mask if needed as part of meeting registration or entry.

Gloves: Gloves and other protective equipment are not required for most attendees. Hand-sanitizing solution will be available on entry to the meeting room. All surfaces will be deep cleaned prior to the meeting commencing.

Physical distancing: All attendees are to refrain from direct contact including handshakes and other physical contact during greetings in recognition of the physical distancing requirements. All attendees should remain conscious of COVID-19 hand sanitizing and contact precautions. To support contact precautions, no food or drink / glassware will be provided in meeting rooms.

¹ <https://wwwnc.cdc.gov/travel>

² <https://coronavirus.health.ny.gov/covid-19-travel-advisory>



MOVEMENTS

All movement and if necessary queuing requires 2 meter physical distancing, and attendees are requested to minimize activity until seated in the meeting room. Wherever practicable, waiting and queues should be outside rather than indoors.

INTERPRETATION SERVICES

Simultaneous interpretation will take place using multiple booths as determined by DGACM staff.

There will be a single interpreter at a time in each interpretation booth, and each interpreter will occupy their own dedicated workspace. Doors are to remain open.

In accordance with DGACM requirements interpretation service shifts will be limited to 3 hours..

MEDICAL SUPPORT AND CONTACT TRACING

DGACM staff will record the participants and support staff present at each meeting and forward this to the DHMOSH Occupational Safety and Health team as a record in support of contact tracing.

Emergency medical support is available to any attendee from security staff and from medical staff located in the Secretariat building.

Any attendee who begins to feel unwell (non-emergency) should immediately leave the UN complex and return to their accommodation and to seek medical care,

Should any attendee become unwell with or be diagnosed with COVID-19 during or within 14 days of the meeting, they are strongly encouraged to contact DHMOSH medical staff through the confidential address osh@un.org. Contact tracing will take place and testing may be offered to those considered contacts.