

REFERENCE: PRO/NV/Puerto Vallarta Preparatory Meeting on Migration/ARRANGEMENTS

The Protocol and Liaison Service of the United Nations presents its compliments to the Permanent Representatives/Observers to the United Nations, heads of intergovernmental organizations, specialized agencies and related organizations stationed in New York and has the honour to provide them with general information about the **Preparatory Meeting of the intergovernmental conference to adopt a global compact for safe, orderly and regular migration**, which will take place in Puerto Vallarta, Mexico, from 4 to 6 December 2017.

### **The Preparatory Meeting**

1. The Preparatory Meeting will take place at the Puerto Vallarta International Convention Centre in Puerto Vallarta, Mexico. The address of the Convention Centre is Av. Paseo de las Flores N. 505 Col. Villa las Flores, Puerto Vallarta, Jalisco, Mexico (website: <http://cicpuertovallarta.com/>).
2. The Preparatory Meeting will include plenary segments on the first and third day. Six parallel breakout segments will be scheduled on the second day.

### **Access to the Convention Centre and the Plenary Hall**

3. Registered delegates will be issued a meeting badge by the United Nations for access to the Convention Centre. Delegates will be subject to screening at the main entrance of the Convention Centre. Holders of VIP passes (Heads of State/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 passes. Access to the Plenary Hall will require a secondary access card, in addition to the meeting badge or VIP pass. Each government delegation and the European Union will be issued 4 secondary access cards, and each delegation of intergovernmental organizations, specialized agencies and related organizations will be issued 2 secondary access cards.

### **Registration of delegates**

4. Registration of official delegations of member states, members of specialized agencies that have observer status with the General Assembly, intergovernmental organizations and other entities, specialized agencies and related organizations is handled by the Protocol and Liaison Service via the online system “eAccreditation” available through the eDelegate Portal at <http://delegate.un.int>. For registration to the Preparatory Meeting, official delegations must go

through their respective permanent/observer missions and offices in New York, who have already been enrolled in the eAccreditation system. Delegations are advised to coordinate with their Permanent/observer missions and offices in New York as early as possible for timely registration.

5. Delegations of intergovernmental organizations without an office in New York or not registered with the eAccreditation system may refer to paragraphs 15 and 16 below for registration to the Preparatory Meeting.

6. Pre-registration to the Preparatory Meeting in New York is now open through Monday, 27 November 2017 via the online “eAccreditation” system at <http://delegate.un.int>.

7. On-site registration and collection of meeting badges for pre-registered participants will begin on Friday, 1 December 2017 starting at 1:00 pm through Tuesday, 5 December 2017 until 3:00 pm at the United Nations Registration Centre in Puerto Vallarta, located at The Westin Resort and Spa Puerto Vallarta (the Westin Hotel) [Address: Paseo de la Marina Sur #205, Marina Vallarta, Jalisco 48354 Mexico].

#### **Pre-registration in New York (now through 27 November 2017)**

8. Pre-registration to the Preparatory Meeting in New York is now open. Please follow the instructions specified in paragraph 10 (a) and (b) below. Permanent/observer missions and offices are strongly advised to make use of the pre-registration option in New York for all delegates who will participate in the Preparatory Meeting before the **deadline on 27 November 2017**, as this will simplify the process and prevent delays and inconvenience for delegates in Puerto Vallarta.

9. Following past practice, Heads of State/Government, Vice-Presidents and Crown Princes/Princesses and their spouses will be issued a VIP pass without a photograph. Deputy Prime Ministers/Cabinet Ministers and their spouses will be issued a VIP pass with a photograph.

10. For issuance of meeting badges and VIP passes, authorized users of the Permanent/observer missions and offices are required to follow the mandatory procedure below:-

- (a) Submit an official communication, with official stamp and signed by the Permanent Representative or his/her designated official, to the Chief of Protocol, Mr. Peter Van Laere, Protocol and Liaison Service (Attn.: Ms. Wai Tak Chua), at Room S-0201 or by facsimile to +1 (212) 963-1921 or by email to [unprotocol@un.org](mailto:unprotocol@un.org), providing an authorized list of the members of the delegation (**with names, functional titles and affiliations**) who require a meeting badge.
- (b) Register online via the eAccreditation system at <http://delegate.un.int> by completing an online registration form for each member of official delegation participating in the Preparatory Meeting, including Heads of State/Government, Vice-Presidents, and Crown Princes/Princesses, Deputy Prime Ministers and Cabinet Ministers, as well as their spouses. In order for a meeting badge to be issued, the following procedure must be completed:

**Step 1:** Log on to the website <http://delegate.un.int> with the user name and password to access the eAccreditation system (for registered users only), then select the button entitled “**Registration to the Preparatory meeting of the intergovernmental conference to adopt a global compact for safe, orderly and regular migration**”

**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

11. Passport-size colour photographs of all listed members of delegations, including Cabinet Ministers and their spouses, are required. (Photographs of Cabinet Ministers/their spouses formerly deposited with the Protocol office for UNHQ meetings will not be used. New photographs must be attached to the online applications.) All photographs must be recent and taken not more than six months prior to the Preparatory Meeting. **A detailed photograph specification is attached for ease of reference.** Failure to submit photographs at the time of online registration or attaching photographs which do not meet with the photograph specifications, will result in delegates (including ministers) having to line up to be photographed at the Registration Centre in Puerto Vallarta. Delegations are reminded that photographs are not required for Heads of State/Government, Vice Presidents, Crown Princes/Princesses and their spouses.

12. Permanent/observer missions are urged to advise and coordinate with their embassies and consulates general in Mexico or in the region on the proper registration procedure in order to avoid dual registration. In addition, early submission of registration requests is highly recommended in order to facilitate timely issuance of meeting badges and to reduce the waiting time at the Registration Centre.

13. Delegations are kindly reminded that the United Nations Protocol Registration Unit will not register representatives of non-governmental organizations who do not form part of the official delegations of member states, intergovernmental organizations, specialized agencies and related organizations.

#### **Review of registration requests**

14. Upon verification of the information on the lists of delegations, the Protocol and Liaison Service will approve the registration requests submitted online. Approval email will be sent to the eAccreditation users of the missions/offices for each approved participant for issuance of a meeting badge at the Registration Centre in Puerto Vallarta. It is to be noted that no approval of a meeting badge will be granted prior to receipt of the official lists of delegations or letters of nomination. Please note that the review process will take at least 2 working days or more closer to the Preparatory Meeting.

**Participation of intergovernmental organizations without an office in New York or not registered with the eAccreditation system**

15. Intergovernmental organizations without an office in New York or not registered with the eAccreditation system are required to submit an official communication (no later than 17 November 2017), with an official stamp and signed by the head of organization, to the Chief of Protocol, Mr. Peter Van Laere, Protocol and Liaison Service (Attn.: Ms. Wai Tak Chua), at Room S-0201 or by facsimile to +1 (212) 963-1921 or by email to unprotocol@un.org, providing an authorized list of the members of the delegation (with names, functional titles and affiliations) who require a meeting badge. **It is important to include in the letter of nomination the name and an official email address of the focal point** (*must be a staff member of the organization*).

16. Upon receipt of the letter, the focal point will be provided, via email, with a temporary account and password to log on to the “eAccreditation system” to submit online registration request for the delegation of the organization. (Please follow the registration procedure referred to in paragraphs 10 (b) and 14 above. Deadline for online registration submission is 27 November 2017).

**On-site registration in Puerto Vallarta (from 1 to 5 December 2017)**

17. On-site registration of delegates of member states, members of specialized agencies that have observer status with the General Assembly, intergovernmental organizations and other entities, specialized agencies and related organizations will be processed by the Protocol Registration Unit in Puerto Vallarta, at the United Nations Registration Centre (the Westin Hotel), starting at 1:00 pm on Friday, 1 December through 3:00 pm on Tuesday, 5 December 2017.

18. Non-registered delegates seeking on-site registration will be required to present proof of official letter of delegation/letter of nomination, together with a passport or valid government-issued photo identification and to complete an on-site registration form. Upon verification and approval by the Protocol Registration Unit, delegates may proceed to the badging booth for a photo for issuance of a meeting badge.

**Registration of media and security personnel**

19. Members of national security accompanying the VIP groups participating in the Preparatory Meeting will need to be registered and have appropriate meeting badges issued by the United Nations Security and Safety Service. For additional information, please contact Mr. Ricardo A. Salas, Security Adviser, Department of Safety and Security (Mexico City) (Tel: + 52 (55) 4000-9892, Mobile: + 52 (1) 55-5503-7057 or Email: ricardo.salas@undss.org).

20. Registration of media personnel, including official photographers and videographers, will be handled by the United Nations Media Accreditation and Liaison Unit (Tel: 212-963-6934, Email: malu@un.org). Missions should apply for media through the eAccreditation system, accessible via the e-Delegate portal. Media personnel can also apply independently at: <http://www.un.org/malu>.

### **Collection of meeting badges and secondary access cards**

21. Meeting badges for pre-registered delegations may be collected at the United Nations Registration Centre (the Westin Hotel) in Puerto Vallarta by the registered delegates upon presentation of a hard copy of the approval email along with their passports. Alternatively, the badges may be collected by a member of the delegation attending the Preparatory Meeting or representatives of the embassies/consulates general in Mexico or in the region, upon presentation of the approval emails and an official letter **in English** (stamped and signed by an authorized official) authorizing the delegate/representative to collect the meeting badges and secondary access cards, together with a valid passport. 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 meeting badges and the secondary access cards must be mindful that it is their responsibilities to ensure safe delivery of the badges/access cards to members of their delegations. The United Nations Security will not issue duplicate meeting badges/access cards.

### **Working hours of the Protocol Registration Unit in Puerto Vallarta**

23. The Protocol Registration Unit at the Westin Hotel in Puerto Vallarta will be open as follows:

1 December 2017	1:00 pm – 6:00 pm
2-3 December 2017	9:30 am – 7:00 pm
4 December 2017	8:00 am – 6:00 pm
5 December 2017	8:00 am – 3:00 pm

### **Special attention**

24. Starting 30 November 2017, all official communications, including lists of delegations and meeting-related materials, should be faxed to the Protocol Registration Unit at the Registration Centre in Puerto Vallarta. The fax number will be made available and posted on the Protocol website at <http://protocol.un.org> not later than 22 November 2017. Delegations may also obtain the fax numbers by contacting the Protocol and Liaison Service in New York (Tel: +1 (212) 963-7171).

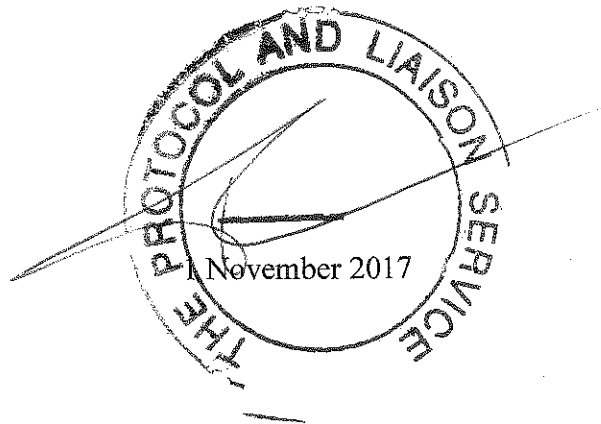
25. For any changes to the original delegation lists already submitted to the Protocol and Liaison Service, please send a separate official letter with the changes only, e.g. name of additional delegate or name of delegate no longer attending the Preparatory Meeting. There is no need to resend the entire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

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

**Logistics note for Participants**

27. Detailed logistics note on the organization of the Preparatory Meeting can be found on the website at <http://refugeesmigrants.un.org/stocktaking-phase>.

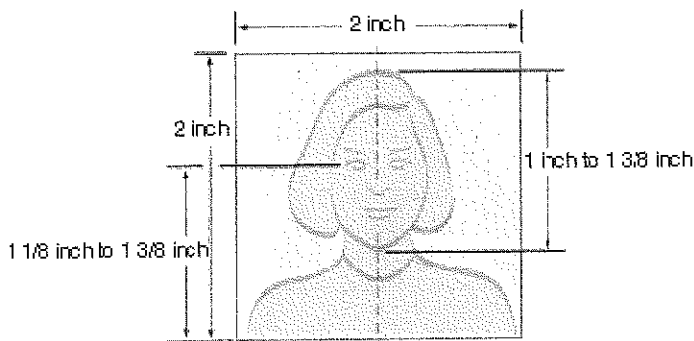
The Protocol and Liaison Service of the United Nations avails itself of this opportunity to renew to the Permanent Representatives and Observers, heads of intergovernmental organizations and specialized agencies accredited to the United Nations the assurances of its highest consideration.



## United Nations Pass and Identification Unit – Photograph specifications

- In color
- 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Dimensions The image dimensions must be in a square aspect ratio (the height must be equal to the width). Minimum acceptable dimensions are 600 x 600 pixels. Maximum acceptable dimensions are 1200 x 1200 pixels.
- Color The image must be in color (24 bits per pixel) in sRGB color space which is the common output for most digital cameras.
- File Format The image must be in JPEG file format
- File Size The image must be less than or equal to 240 kB (kilobytes).
- Compression The image may need to be compressed in order for it to be under the maximum file size. The compression ratio should be less than or equal to 20:1.
  - Taken in clothing that you normally wear on a daily basis:
  - Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily.
  - You may only wear a hat or head covering if you wear it daily for religious purposes. Your full face must be visible and your head covering cannot obscure your hairline or cast shadows on your face.
  - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
  - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo. Glare on glasses is not acceptable in your photo.
  - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).

## Photo Head Size Template



- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm - 35 mm) from the bottom of the photo