

Global Refugee Forum (GRF)

Note on security arrangements

Due to the participation of high-level dignitaries on the morning of 17 December, heightened security measures will be put in place and access to the Assembly Hall (A building) at the Palais des Nations will be restricted.

How to facilitate smooth entry

- Do not bring luggage to the Palais des Nations.
- Please arrive early as the queues to get through security are expected to be long. This is particularly important for those with secondary badges to enter the Assembly Hall. The Pregny gate will be open as of 7:00 am.
- Pick up your badges early:
Friday, 13 December from 7:30 am-6:00 pm. or Monday, 16 December from 7:30 am-6:00 pm.
- Permanent missions are advised to collect the badges for delegations from capital, together with secondary passes to enter the Assembly Hall, on Friday, 13 December. Vehicle stickers for delegations represented at the Head of State/Government and Minister for Foreign Affairs level, will be included in the package. Please check the packages carefully to ensure nothing is missing.
- [Register in Indico](#) by Tuesday, 10 December latest to ensure your entry badge is available in time for pick-up.

Secondary badges for entry to the Assembly Hall on the morning of 17 December

- Due to both limited seating and heightened security measures, delegations will receive secondary badges to enter the A building as follows (unless otherwise communicated separately by UNHCR):

States	4 per delegation	Access to the ground floor of the Assembly Hall
IGOs	2 per delegation	Access to the ground floor of the Assembly Hall
ICRC, IFRC, IPU and the Sovereign Order of Malta	2 per delegation	Access to the ground floor of the Assembly Hall
UN entities	2 per delegation	Access to the ground floor of the Assembly Hall
NGOs and faith-based organizations	1 per delegation	Access to the galleries on the 5 th and 6 th floors (Elevators/staircase, Lausanne side) Ushers will be available to direct participants.
Refugee representatives, incl. refugee networks	1 per individual	Access to the galleries on the 5 th and 6 th floors (Elevators/staircase, Lausanne side)

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Private sector partners	1 per delegation	Access to the galleries on the 5 th and 6 th floors (Elevators/staircase, Lausanne side) Ushers will be available to direct participants.
Members of Parliament, city representatives and city networks	1 per individual	Access to the galleries on the 5 th and 6 th floors (Elevator/staircase, Lausanne side) Ushers will be available to direct participants.
Representatives of academic institutions	1 per institution	Access to the galleries on the 5 th and 6 th floors (Elevators/staircase, Lausanne side) Ushers will be available to direct participants.

- Secondary badges for the Assembly Hall are non-nominative and may be swapped among different members of the delegation, who may need to come and go.
- All other members of the delegation who do not have a secondary pass will not be able to access the A building. Extra seating is available in room XIX in the E building, from where the opening plenary will be webcast.

How to obtain secondary passes

- States: 4 secondary passes will be included in the packages to be picked up by the Permanent missions at the Pregny gate as from Friday, 13 December.
- Delegations with a right to 2 secondary badges: the first person to arrive at the Pregny gate may pick up the secondary badges for their delegation and will be asked to sign for them. This individual is responsible for distributing the passes to those individuals who will enter the Assembly Hall.
- Delegations with a right to 1 secondary badge must pick up their secondary pass in person at the Pregny gate.

Access to the A building for accredited members of the press

- Accredited members of the press (excluding videographers and photographers listed on their government notes verbales, who will instead receive delegation badges) will not need a secondary badge but must wear their “press badge” at all times. Access will, however, be limited to the galleries on the 5th and 6th floors.
- The Global Refugee Forum will be livestreamed for the press in rooms VIII and IX, which are inside the security perimeter.
- Videographers and photographers who wish to follow the proceedings live should proceed through the Lausanne side of the Assembly Hall: staircase 16 or elevators A29 and A20 to the 5th floor, center gallery.
- All other journalists who wish to follow the proceedings live should proceed through the Lausanne side of the Assembly Hall: staircase 16 or elevators A29 and A20 to the 6th floor, and around to the gallery on the Geneva side.
- For videographers, photographers and reporters covering the arrival of Heads of State/Government on the morning of 17 December, please note that access to hall 14 from outside the building will not be possible. They must enter the building through door 17 or door 40 and pass through the x-ray security point in the A building (near door X). Once inside the

security perimeter, they must proceed through the corridor around the outside of the Assembly Hall (Lausanne side) to hall 14. Given the high level of interest in the arrivals, and in order to leave enough time to be able to pass through the security point, it is strongly recommended to arrive at the Palais des Nations as of 7:00 am.

Arrangements for pre-GRF events on 16 December and meetings on 18 December

- There are no special security measures in place for 16 and 18 December. All visiting delegations must present their badge at the Pregny gate and are subject to normal screening at the point of entry. Those participants with UNOG ID badges will be able to enter the Palais as usual, without being screened. There will be no screening to enter the Assembly Hall (A building).

Vehicle access

- Please note that only vehicles with UNOG parking permits will be able to access the Palais des Nations, unless otherwise authorized.
- Taxis do not have access to the grounds of the Palais des Nations and must drop off and pick up passengers near the Pregny gate.

Screening procedures at the Pregny gate on 17 December

- Visiting delegates and participants who are not in possession of a UNOG ID badge will be screened at the Pregny gate.
- NGOs and interns who already possess a regular blue UNOG ID badge are reminded that they need to have been registered in Indico and pick up an event-specific entry badge at the Pregny gate.
- Delegates and participants who already possess a UNOG ID badge (other than NGOs and interns) can proceed into the Palais grounds, as usual, but will need to pass through the screening points in the A building if they have a secondary badge and intend on entering the Assembly Hall.
- Delegates in official diplomatic vehicles with valid UNOG vehicle stickers will access the Pregny gate, as usual, but will need to pass through the screening points in the A building if they have a secondary badge and intend on entering the Assembly Hall.
- Specific procedures have been put in place for the convoys of high-level dignitaries, which have been communicated separately to the Permanent Missions concerned.

Entry points

Door 14	Co-Convenors and Co-Host	To be accompanied to the Concordia
Door 14	Royalty Heads of State/Government and Ministers for Foreign Affairs which are not Co-Convenors	To be greeted by UNOG protocol and accompanied to their seat in the Assembly Hall
Door 11	All other Ministers and State delegates with a secondary pass for the Assembly Hall	To proceed via elevator or staircase to the third floor, pass through security and then enter the Assembly Hall on the Lausanne side, past the Salle des Pas Perdus.
Door 17	General entry point for all other participants, including for IGOs, UN agencies, NGOs, private sector partners, refugee representatives, representatives	To proceed via elevator or staircase to the third floor, pass through security and then proceed to the Assembly Hall on the Lausanne side.

	of academic institutions and accredited members of the press.	Those with a badge marked “floor” may proceed directly into the Assembly Hall. Those with a badge marked “gallery”, must proceed to the 5 th or 6 th floor, via staircase 16 or elevators A29 and A30, or alternatively via staircase 15 or elevator 15 near hall 14.
Door 40	Entry point for those without a secondary badge to enter the Assembly Hall	To proceed up the escalators or elevators to the third floor, room XIX.

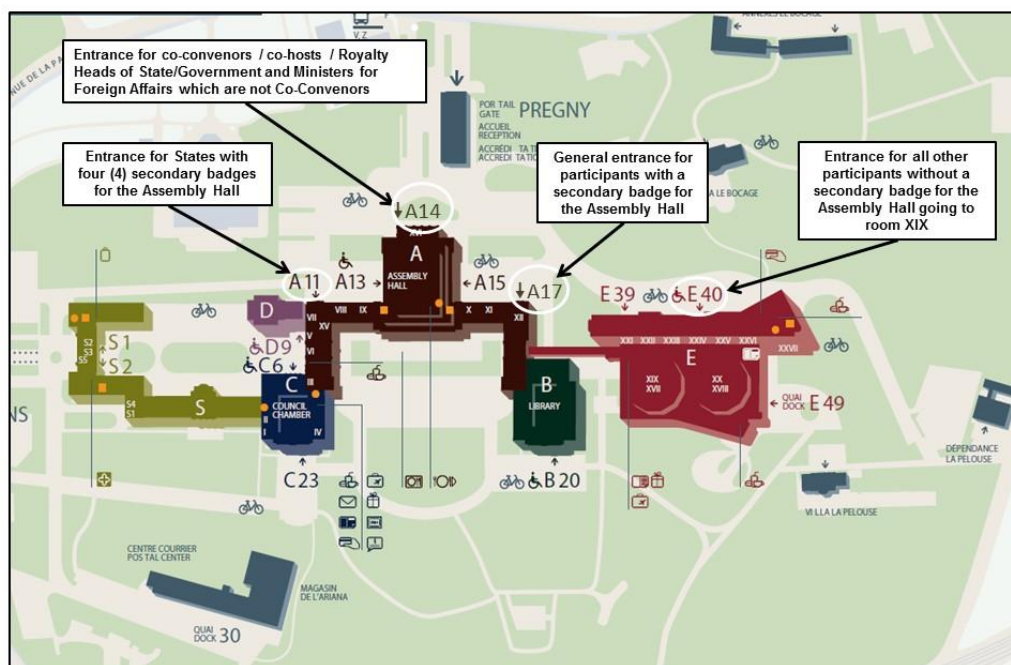
Screening procedures at the Assembly Hall to enter the security perimeter

- Only those with a secondary badge will be able to enter the security perimeter.
- UNOG ID cards and visitors passes, together with secondary badges, must be worn visibly at all times. This will help facilitate smooth passage through the x-ray machines.

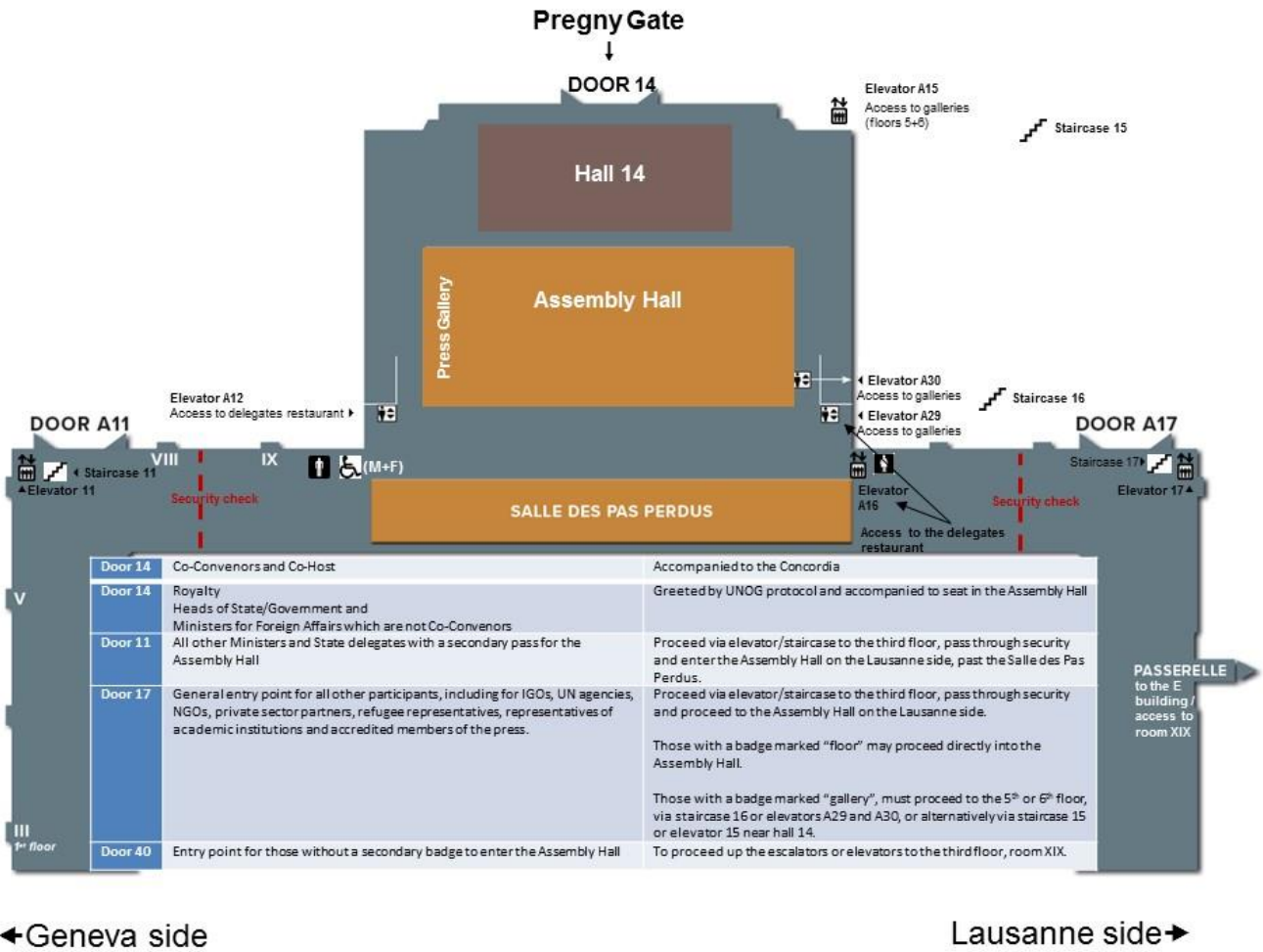
Questions about security? Contact:

Pass and Identification Unit
 Security and Safety Service
 Pregny Gate
 United Nations Office at Geneva
 Avenue de la Paix 8-14
 1211 Geneva 10
 Tel.: +41 (0)22 917 50 02
identification.security-unog@un.org

Map of the Palais des Nations showing outdoor access points



Map of the A building showing interior access points



*Note: should someone without a secondary badge need to transfer from one side of the Palais to the other, without entering the A building, it will be possible to use the first floor (instead of the third floor) as usual.