



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

SEVENTY-FIFTH SESSION OF THE EXECUTIVE COMMITTEE OF THE HIGH COMMISSIONER'S PROGRAMME

14-18 OCTOBER 2024

INFORMATION NOTE

ORGANIZATION OF THE MEETING

Date, timing and venue

1. The seventy-fifth session of the Executive Committee (ExCom) will be a fully in-person event, taking place in conference room XIX at the Palais des Nations. It will begin at 10 a.m. Central European Summer Time (CEST) on Monday, 14 October 2024 and conclude on Friday, 18 October 2024. This session will feature a high-level segment on statelessness in the morning of Monday, 14 October 2024 to mark the end of the #IBelong campaign and to review the campaign's achievements and good practices.
2. The morning meetings are expected to last from 10 a.m. to 1 p.m. CEST, and the afternoon meetings from 3 p.m. to 6 p.m. CEST. In order to make the best use of the interpretation and conference management services, the meetings will be called to order promptly. Delegations are, therefore, requested to be punctual.

COVID-19 update

3. While COVID-19 protective measures have been lifted in Geneva, Switzerland, the United Nations Office at Geneva (UNOG) asks delegations to refrain from entering the Palais des Nations in case of COVID-like symptoms.

Seating arrangements

4. Seating will follow the General Assembly seating protocol. Yemen was selected by the drawing of lots from among United Nations Member States to occupy the first seat in the General Assembly for its seventy-ninth session. Accordingly, Yemen will also occupy the first seat at the seventy-fifth plenary session of ExCom. Other ExCom members will follow, after which observer States and then other observers will be seated. ExCom members will be given two seats at the table and two behind, while observers to the meeting will be given one seat at the table and one behind. Seating will be in English alphabetical order.

REGISTRATION AND ACCESS TO THE PALAIS DES NATIONS

5. Participants are requested to register with the ExCom Secretariat by **Monday, 16 September 2024**. To do so, a note verbale containing the exact names and titles of all members of the delegation, listed in order of precedence, should be sent to: hqexcom@unhcr.org. Notes verbales should be in English or French, the working languages of UNHCR. Registration is essential in order for the Secretariat to be able to put in place all of the necessary arrangements, including preparation of the provisional list of participants, in a timely manner.

How to obtain a UNOG identification badge

6. For visiting delegates, requests for accreditation must be made online through the UNOG Indico system, ExCom registration page: <https://indico.un.org/e/excom2024>. When registering in Indico, please note that the same email address cannot be used for multiple participants. It is advisable to use a Firefox or Chrome browser to register in Indico, due to compatibility issues with the system.
 7. Please note that after registration and approval, conference participants will receive a digital badge consisting of their photo, a QR code and the name and date of the conference. A digital badge will be sent to each ExCom participant by email once their registration is approved by UNHCR in Indico. Digital badges may be downloaded to any mobile device or printed and shown upon entry at the Palais des Nations.
 8. Participants who require disability-related assistance to enter the building, or with respect to seating and other arrangements, are invited to indicate such requests when completing the Indico registration form and to alert the ExCom Secretariat: hqexcom@unhcr.org.
- ##### Non-governmental organizations (NGOs)
9. All NGO representatives planning to attend the plenary session are requested to register via Indico (<http://reg.unog.ch/e/excom2024>) by **Monday, 16 September 2024**. When completing the Indico registration form, they should attach a letter of accreditation that is prepared by their own organization.

This letter should be on an official letterhead with the organization's logo and indicate the composition of their delegation (i.e. name and exact title of all representations from the same organization).

10. If an NGO representative requires a visa support letter, a request may be sent to partnership@unhcr.org by **Monday, 16 September 2024**. Please note that visa support letters can only be issued after registering via Indico.

SPEAKING ARRANGEMENTS

List of speakers for the general debate

11. The list of speakers for the general debate will open on **Monday, 16 September 2024**. To secure a speaking slot, all requests should be made in writing to: hqexcom@unhcr.org, indicating "speakers list" and the country/organization name in the subject line, and providing the exact name, title and rank of the speaker. Please note that registering for the event by note verbale does not constitute a speaking request. Further information on the list of speakers and other related arrangements will be shared with delegations in due course.

Interpretation and statements

12. Interpretation will be provided in all six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). Please be reminded that to facilitate interpretation, a normal speed should be maintained when making statements. Captioning will also be provided.

13. Statements are limited to 5 minutes or less. A State/organization speaking on behalf of an established group of States or a group of organizations will also be accorded 5 minutes. The speaking time may be reduced according to the number of speakers and calculation of time available. Delegations will be advised should the time limit change.

14. **Delegations may wish to include references to the #IBelong Campaign and the Global Alliance to End Statelessness in their statements during the general debate.**

15. Delegations are requested to send copies of their statements well in advance of each agenda item to hqexcom@unhcr.org. This will help ensure effective interpretation. Please note that sending copies of statements does not constitute a speaking request.

OBSERVER STATUS FOR PARTICIPATION IN MEETINGS OF THE STANDING COMMITTEE IN 2024-2025

16. Observer status for the Standing Committee must be renewed on a yearly basis. States wishing to be observers of the Standing Committee and to participate in its meetings for the seventy-sixth session, from **October 2024 to October 2025**, should send their request by note verbale to the ExCom Secretariat (hqexcom@unhcr.org), indicating "request for observer status" and the country name in the subject line. Requests received by close of business on **Friday, 11 October 2024** will be announced at the seventy-fifth plenary session under the relevant agenda item and recorded in the report of the session.

DOCUMENTATION

List of participants

17. A provisional list of participants will be made available by close of business on **Thursday, 10 October 2024**. Any amendments should be communicated to the Secretariat by close of business on **Wednesday, 16 October 2024**. The final list of participants will be made available on **Friday, 18 October 2024**.

Summary records

18. In accordance with GA resolution 3415 (XXX), summary records of the United Nations bodies are issued in final form only. They will be prepared by the United Nations précis-writers and posted on the session webpage as soon as they are made available. Any corrections will be issued in a single corrigendum after the session. The procedure for submitting corrections is set out on the first page of the summary records.

Official documentation

19. Documentation for the session is available on: www.unhcr.org/excom2024. Participants must bring their own copies to the plenary session.

20. Documents issued in the A/AC.96/75/xx series are also made available through the United Nations Official Document System (ODS): <http://documents.un.org>.

UPDATES

21. More information, including detailed guidance on the list of speakers for the general debate, will be made available on the [session webpage](#). Please check back frequently for updates.