



# General Assembly

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## Third International Conference on Small Island Developing States

Apia, 1-4 September 2014

Item 6 of the provisional agenda\*\*

**Organization of work, including the establishment of  
subsidiary bodies, and other organizational matters**

### Information for participants

#### Note by the Secretariat

#### I. Background

1. By its decision 67/558 of 17 May 2013, the General Assembly decided that the third International Conference on Small Island Developing States should be held from 1 to 4 September 2014 in Apia, Samoa. By its resolution 68/238 of 27 December 2013, the Assembly decided on the proposed organization of work for the Conference. By the same resolution, the Assembly also decided that the overarching theme of the Conference should be “The sustainable development of small island developing States through genuine and durable partnerships” and that the Conference should serve as a forum to build on existing successful partnerships as well as to launch innovative and concrete new ones to advance the sustainable development of small island developing States.

#### II. Date and venue of the Conference

2. In accordance with General Assembly decision 67/558, the Conference will be held from 1 to 4 September 2014 at the Faleata Sports Complex in Apia.
3. The Conference site is situated in Tuana’imato, Faleata, approximately 10 kilometres from the centre of Apia.
4. A number of pre-conference activities will take place in select locations in Apia from 28 to 31 August 2014. Further information on these activities is available on the Conference website at [www.sids2014.org](http://www.sids2014.org).

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\* Reissued for technical reasons on 21 August 2014.

\*\* A/CONF.223/1.



### III. Secretariat of the Conference

5. The Secretary-General of the Conference is Wu Hongbo, United Nations Under-Secretary-General for Economic and Social Affairs. The Conference secretariat can be contacted at [sustainabledevelopment.un.org/contact](https://sustainabledevelopment.un.org/contact). Additional information is also available on the Conference website.

6. The Chief of the General Assembly Affairs Branch, Division of General Assembly and Economic and Social Council Affairs of the Department for General Assembly and Conference Management, Saijin Zhang, will serve as the Secretary of the Conference.

### IV. Opening of the Conference and seating arrangements

7. The formal opening plenary meeting of the Conference will commence at 10 a.m. on Monday, 1 September, in the Upolu Plenary Hall of the Faleata Sports Complex to consider all procedural and organizational matters, including the election of the President of the Conference, the adoption of the rules of procedure and the agenda, the election of officers, the establishment of a Main Committee, the appointment of the members of the Credentials Committee, arrangements for the preparation of the report of the Conference and other matters. At the opening, statements will be made by the President of the Conference, the Secretary-General of the United Nations, the President of the General Assembly, the Chair of the Alliance of Small Island States and the Secretary-General of the Conference. It is recommended that the President of the Economic and Social Council and a representative of the nine major groups as defined in Agenda 21,<sup>1</sup> on behalf of all nine major groups, also make statements at the opening.

8. At the opening of the Conference and at subsequent plenary meetings, the delegation of each State participating in the Conference and that of the European Union will be assigned four seats: two at the table and two behind the table. Seating will also be specifically assigned for other participants at the Conference.

9. At meetings of the multi-stakeholder partnership dialogues and the Main Committee, if established, in the Savaii Partnerships Hall, there are 100 tables, each having four seats, two at the table and two behind the table.

### V. Agenda and programme of work

10. A provisional agenda, the organization of work and rules of procedure are contained in documents A/CONF.223/1, A/CONF.223/4 and A/CONF.223/2, respectively.

11. The programme of meetings will be made available in the daily *Journal of the United Nations*, and will include such details as daily activities, titles, times and locations of meetings, agenda items to be considered and relevant documentation.

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<sup>1</sup> Agenda 21 defined major groups as comprising women, children and youth, indigenous people, non-governmental organizations, local authorities, workers and their trade unions, business and industry, the scientific and technological community and farmers.

12. The list of speakers for the general debate will be established on a first-come, first-served basis, with the customary protocol that ensures that Heads of State or Government speak first, followed by other heads of delegation. The European Union, in its capacity as observer, will be included in the list of speakers. The list of speakers has been opened for inscription as at Monday, 14 July 2014. All States wishing to inscribe on the list of speakers are requested to contact the Secretariat, indicating the name and the level of the speaker (muturi@un.org). It is proposed that a time limit of five minutes be established for each statement. The list of speakers will be announced in the daily *Journal* of the Conference. In addition to representatives of States participating in the Conference and that of the European Union, representatives of the following may, time permitting and without setting a precedent, make a statement in the general debate: (a) intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices (rule 60 of the provisional rules of procedure); (b) associate members of regional commissions (rule 61); (c) specialized agencies and related organizations (rule 62); (d) other intergovernmental organizations (rule 63); and (e) interested United Nations organs (rule 64). The representatives of the non-governmental organizations and other major groups may also be added to the list of speakers of the general debate (rule 65).

13. In addition to the discussions in the plenary and in any subsidiary bodies that may be established, the Conference will include six multi-stakeholder partnership dialogues, held in the Savaii Partnerships Hall in parallel with the plenary meetings.

14. The six multi-stakeholder partnership dialogues will be held as follows: Monday, 1 September, from 3 to 6 p.m. (sustainable economic development); Tuesday, 2 September, from 10 a.m. to 1 p.m. (climate change and disaster risk management) and from 3 to 6 p.m. (social development in small island developing States, health and non-communicable diseases, youth and women); Wednesday, 3 September, from 10 a.m. to 1 p.m. (sustainable energy) and from 3 to 6 p.m. (oceans, seas and biodiversity); and Thursday, 4 September, from 10 a.m. to 1 p.m. (water and sanitation, food security, and waste management).

15. The six multi-stakeholder partnership dialogues will provide an opportunity for:

(a) Recognizing successful partnerships and initiatives in support of the Barbados Programme of Action for the Sustainable Development of Small Island Developing States and the Mauritius Strategy for the Further Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States, with potential for replication in other small island developing States;

(b) Launching innovative and concrete partnerships specific to small island developing States to support the advancement of their sustainable development;

(c) Interactive and focused discussions on key priorities of small island developing States.

The Chair(s) of the partnership dialogues will be appointed by the President of the Conference. The partnership dialogues will be interactive in nature and open to all conference participants. There will be no prepared list of speakers. At the discretion of the Chair(s), priority in the order of speakers will be given to those speaking at the level of Head of State or Government or at the ministerial level, followed by

those announcing partnerships and high-level representatives of other stakeholders. The dialogues will aim to achieve a balance among speakers from all stakeholders. In order to provide for maximum participation, interventions should not exceed *three minutes*. Representatives of States are invited to indicate to the Secretariat (ochalik@un.org, sharma7@un.org) whether they will be represented in a partnership dialogue at the level of Head of State or Government or at the ministerial level. Concept notes on the multi-stakeholder partnership dialogues will be made available on the Conference website.

## **VI. Requests for meetings**

16. Subject to the availability of space and services, every effort will be made to accommodate meetings of regional and other major groups of States, as well as informal meetings and bilateral meetings. Requests other than those for side events mentioned in section XIX below should be sent by e-mail to emeetsm@un.org, indicating in the subject line “SIDS Conference”.

### **Bilateral meetings**

17. For bilateral meetings among States at the Head of State or Government or ministerial level, six rooms, each with a capacity to hold a maximum of 16 participants, will be available in the Upolu Plenary Hall building. Requests for bilateral meetings should be submitted at [icms.un.org](http://icms.un.org), following the current procedure at Headquarters in New York. Final confirmation of all room assignments will be made the day before the meeting. To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute durations. It is essential that all requests specify the date and time of each meeting, and include the name of the other delegation participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same room.

## **VII. Interpretation**

18. The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made in the plenary and the multi-stakeholder partnership dialogues will be interpreted in the official languages. English and French interpretation will be provided for press conferences. The extension of meetings beyond their normal duration and the provision of interpretation services to regional and other major groups of States and bilateral meetings will be arranged according to the availability of interpretation services.

19. Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may make a statement in a language other than the official languages. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the official languages. The interpretation or written text will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

## VIII. Documentation

20. The official documentation of the Conference will be issued in Arabic, Chinese, English, French, Russian and Spanish.

### **Distribution of official documents**

21. The main document counter for delegations will be located at the southern entrance of the Upolu Plenary Hall building. There will be 250 pigeonholes labelled with the names of States. Each delegation will be assigned an individual box in which copies of all official documents issued during the Conference will be placed. Delegations are reminded that the document boxes are exclusively for the distribution of official documents of the Conference and may not be used for circulation of any other papers or documents. Distribution of official documents will be limited to one set per delegation, and delegations are encouraged to bring their own mobile devices loaded with pre-session documentation. All conference documentation is available on the Conference website. Print-on-demand service will be provided for those delegations needing extra hard copies. The *Conference Journal*, which will also be made available in a limited number of hard copies, can be accessed at the Conference website. A respective link to the programme of side events for the Conference will appear daily in the *Journal*.

### **Circulation of written statements**

22. There will be no circulation of statements in hard copy. Delegations are required to bring 20 copies of their statement to the Meeting Servicing Assistant desk in the meeting room. Delegations wishing to have their statement posted on the Conference website are encouraged to e-mail their statement to the secretariat beforehand to the following e-mail address: Papersmart3@un.org.

## IX. Access and accreditation of delegates

23. Access to the Conference site and conference rooms will require presentation of a valid conference pass issued by the United Nations. Delegates holding a conference pass are subject to screening at the main entrance of the Nu'utele Accreditation Centre. VIP groups, including Heads of State or Government, Vice-Presidents, Crown Princes/Princesses, Deputy Prime Ministers and cabinet ministers, as well as their spouses, will be exempt from screening.

### **Accreditation of delegates (request for a conference pass)**

24. Accreditation of official delegations of States, intergovernmental organizations and associate members of the regional commissions, as well as specialized agencies and related organizations, is handled by the United Nations Protocol and Liaison Service.

25. The on-site accreditation and issuance of conference passes to all accredited participants will begin on Wednesday, 27 August 2014, at the Nu'utele Accreditation Centre, inside the Faleata Sports Complex. Pre-accreditation in New York is now open through Wednesday, 20 August.

### **Accreditation requirements**

26. Conference passes and VIP passes will be issued on the basis of the following mandatory accreditation requirements:

(a) Submit an official communication, with official stamp and signed by the head of chancery or an authorizing official, to the United Nations Protocol and Liaison Service (Yoon Yeocheol, Chief of Protocol (Attn.: Wai Tak Chua), Room S-0201, fax: +1 212 963 1921), providing an authorized list of the members of the delegation (with names, functional titles and affiliations) who require a conference pass. A copy of the same should also be sent to the Division of General Assembly and Economic and Social Council Affairs, Department for General Assembly and Conference Management (Saijin Zhang (Attn: Paolo Dua), e-mail: duap@un.org);

(b) Register online at <http://iAccredit.un.org>. This website is now open for online registration by members of delegations, including Heads of State or Government, Vice-Presidents, and Crown Princes/Princesses, Deputy Prime Ministers and cabinet ministers, as well as their spouses. In order for a conference pass to be issued, the following procedure must be completed by logging on to <http://iAccredit.un.org>:

Step 1: Register and confirm your account by clicking the link in confirmation e-mail;

Step 2: Log on to the website and create your personal and business profiles;

Step 3: Upload your photograph;

Step 4: Submit your profile for the Conference;

Step 5: Upon verification, an approval e-mail will be sent to the e-mail address registered;

Step 6: Present the approval e-mail either in hard copy form or on a mobile device/tablet, together with a passport or a government photo identification for badging at the Nu'utele Accreditation Centre.

Upon verification of the information on the lists of delegations, the Protocol and Liaison Service will authorize pass applications submitted online. It is to be noted that no approval of a conference pass will be granted prior to receipt of the official lists of delegations or letters of credentials/nomination.

27. Passport-size colour photographs of all listed members of delegations, including cabinet ministers and their spouses, are required. All photographs must be recent and taken not more than six months prior to the Conference. Failure to submit photographs at the time of online registration will result in delegates having to line up to be photographed at the Nu'utele Accreditation Centre. Delegations are reminded that photographs are not required for Heads of State or Government, Vice-Presidents, Crown Princes/Princesses, or their spouses.

28. Permanent/observer missions are urged to advise and coordinate with their embassies and consulates general in the region on the proper accreditation procedure in order to avoid dual accreditation and possible confusion.

29. Members of security details of the VIP groups participating in the Conference will be accredited and issued appropriate conference passes by the United Nations Security and Safety Service (see sect. XVIII below).

30. Accreditation of media personnel will be handled by the United Nations Media Accreditation and Liaison Unit (see sect. XVI below).

31. The United Nations Protocol Accreditation Unit will not accredit representatives of non-governmental organizations and other major groups who do not form part of the official delegations of States, intergovernmental organizations, associate members of the regional commissions, specialized agencies and related organizations.

**Pre-accreditation (now through 20 August 2014 in New York)**

32. Pre-accreditation will be accepted for processing at the Protocol and Liaison Service in New York through 20 August 2014. All lists of delegations should be submitted to the Protocol and Liaison Service (Room S-0201; fax: +1 212 963 1921) and copied to the Division of General Assembly and Economic and Social Council Affairs (duap@un.org).

33. Starting 23 August 2014, all official communications, including lists of delegations and conference-related materials, should be faxed to the United Nations Protocol Accreditation Unit at the Nu'utele Accreditation Centre. The fax number will be made available and posted on the Protocol website at [www.un.int/protocol](http://www.un.int/protocol) not later than 15 August. Delegations may also obtain the fax number by contacting the Protocol and Liaison Service in New York (telephone: +1 212 963 7171/7172).

34. Permanent/observer missions and liaison offices are strongly advised to make use of the pre-accreditation option in New York for all delegates who will participate in the Conference, as this will simplify the process and prevent delays and inconvenience for delegates in Apia.

**On-site accreditation (starting 27 August 2014 in Apia)**

35. On-site accreditation of delegates of States, intergovernmental organizations and associate members of the regional commissions, as well as specialized agencies and related organizations, will be processed in Apia starting Wednesday, 27 August 2014, by the Protocol Accreditation Unit at the Nu'utele Accreditation Centre. Non-accredited delegates seeking on-site accreditation will be required to present proof of credential/letter of nomination, together with a passport or a valid government-issued photo identification.

**Office hours for the Protocol Accreditation Unit in Apia**

36. The Protocol Accreditation Unit at the Nu'utele Accreditation Centre will be open as follows:

27-28 August	9 a.m.-6 p.m.
29-30 August	9 a.m.-7 p.m.
31 August	8 a.m.-8 p.m.
1 September	8 a.m.-6 p.m.
2-3 September	9 a.m.-5 p.m.
4 September	9 a.m.-1 p.m.

## **X. Credentials**

37. The credentials of representatives and the names of alternate representatives and advisers should be addressed to the Secretary-General of the United Nations and delivered to the Office of Legal Affairs (Attn.: Stadler Trengove, Room S-3604), if possible no less than two weeks before the date of the opening of the Conference and no later than the opening of the Conference. All credentials should also be copied to the Protocol and Liaison Service in New York (fax: +1 212 963 1921) before 20 August 2014 and to the Protocol Accreditation Unit in Apia (fax number to be provided later) from 23 August. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of the European Union, by the President of the European Council or the President of the European Commission.

## **XI. List of participants**

38. The United Nations Protocol Office in Apia will compile a list of participants of the Conference. Delegations of States, intergovernmental organizations and associate members of the regional commission, as well as specialized agencies and related organizations, are requested to submit a comprehensive list of their respective delegations to the Conference, with functional titles and designations of all the delegates, to the Protocol and Liaison Service in New York (fax: +1 212 963 1921) before 20 August 2014 and to the Protocol Accreditation Unit in Apia (fax number to be provided later; see sect. IX above) from 23 August 2014. If the comprehensive list is not received before 29 August, the Protocol Office will use the information collected from the letters of credentials/nomination received.

## **XII. Participation of intergovernmental organizations**

39. The Conference will be open to participation by the following intergovernmental organizations:

(a) Intergovernmental organizations and other entities having received a standing invitation from the General Assembly to participate as observers in the sessions and the work of all international conferences convened under its auspices, in accordance with the provisional rules of procedure of the Conference;

(b) Intergovernmental organizations designated by the Economic and Social Council for participation in the deliberations of the Council;

(c) Other relevant intergovernmental organizations that were accredited to the World Summit on Sustainable Development, the International Meeting to Review the Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States, the high-level review meeting on the implementation of the Mauritius Strategy for the Further Implementation of the Programme of Action for the Sustainable Development of Small Island Developing States, and the United Nations Conference on Sustainable Development;

(d) Relevant intergovernmental organizations that are accredited to the Conference upon approval by the Preparatory Committee.



40. The access and accreditation of representatives of intergovernmental organizations follows the same procedures as that for States (see sect. IX above).

### **XIII. Access and accreditation of associate members of regional commissions**

41. The access and accreditation of representatives of the associate members of regional commissions<sup>2</sup> follows the same procedures as those for States (see sect. IX above).

### **XIV. Access and accreditation of specialized agencies and related organizations**

42. The access and accreditation of representatives of the specialized agencies of the United Nations system and related organizations follows the same procedures as those for States (see sect. IX above).

### **XV. Participation of representatives of interested United Nations organs**

43. Interested United Nations organs should communicate the composition of their delegations to the Secretary-General of the Conference. Correspondence should be addressed to the attention of Federica Pietracci at [pietracci@un.org](mailto:pietracci@un.org) by no later than 14 August 2014.

44. Representatives of United Nations organs will be required to present an official form of identification (national passport or valid United Nations grounds pass) to the United Nations Pass and Identification Unit within the Accreditation Centre to have their photographs taken and conference passes issued. Conference passes will be issued to representatives of United Nations organs in Apia starting on Wednesday, 27 August 2014, at the Nu'utele Accreditation Centre, located at the main entrance of the Faleata Sports Complex.

### **XVI. Media arrangements and services**

#### **Media accreditation and services**

45. Media accreditation is strictly reserved for members of the press (print, photo, radio, television, film, news agencies and online media) who represent a bona fide media organization (full guidelines are available at [www.un.org/en/media/accreditation/request.shtml](http://www.un.org/en/media/accreditation/request.shtml)). Accreditation will be granted upon presentation of the following documents:

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<sup>2</sup> American Samoa, Anguilla, Aruba, Bermuda, British Virgin Islands, Cayman Islands, Commonwealth of the Northern Mariana Islands, Curaçao, French Polynesia, Guadeloupe, Guam, Martinique, Montserrat, New Caledonia, Puerto Rico, Sint Maarten, Turks and Caicos Islands and United States Virgin Islands.

(a) Letter of assignment on official letterhead of a media organization signed by the publisher or editor-in-chief, indicating the name and duration of assignment of the journalist. The letter should be addressed to Isabelle Broyer, Chief, Media Accreditation and Liaison Unit, United Nations Secretariat, Department of Public Information. It should be sent as a scanned document in jpeg or pdf format to malu@un.org, or faxed to 212 963 4642;

(b) Completed online accreditation form, which can be found at <http://iAccredit.un.org>.

46. The deadline for media accreditation in New York is 19 August 2014.

47. No double accreditation is permitted (e.g., as press and delegate, or as press and non-governmental organization (NGO)).

48. On-site accreditation of media and press will be processed starting from 27 August 2014, at the Uu'utele Accreditation Centre. The office hours will be:

27-28 August	9 a.m.-6 p.m.
29-30 August	9 a.m.-6 p.m.
31 August	8 a.m.-6 p.m.
1 September	8 a.m.-6 p.m.
2-3 September	9 a.m.-5 p.m.
4 September	9 a.m.-1 p.m.

#### **Media centre**

49. A media centre for the use of all journalists accredited to cover the Conference will be located in Munono. The media centre will be equipped with appropriate electrical power outlets for personal laptop computers, telephones, fax facilities, closed-circuit television and a press documentation counter. There will be limited seating available for print media in the Upolu Plenary Hall. In addition, there will be limited space available for television and photo crews as well as for official delegation media representatives. Please check the media alert for daily updates during the Conference ([www.un.org/en/media/accreditation/alert](http://www.un.org/en/media/accreditation/alert) or via [twitter@unmedialiaison](https://twitter.com/unmedialiaison)).

50. The plenary meetings, multi-stakeholder partnership dialogues, press conferences and other activities will be broadcast live into the media centre. Audiovisual and sound feeds of the plenary meetings, multi-stakeholder partnership dialogues and press conferences will be provided to broadcasters live, with free plug-in recording facilities.

51. The press releases of the plenary meetings will be made available on the Conference website.

52. There will be a large press briefing room in the media centre. To request a 30-minute press briefing slot, contact Florencia Soto Nino ([sotonino@un.org](mailto:sotonino@un.org); telephone: +1 917 367 4833).

53. For press materials on the Conference and the related subject matters, see [www.sids2014.org/index.php?menu=1563](http://www.sids2014.org/index.php?menu=1563). For more information and interview requests, please contact Florencia Soto Nino.

54. The Department of Public Information will provide comprehensive print, television, radio, webcast and Internet coverage of the plenary meetings, multi-stakeholder partnership dialogues, briefings and press conferences at the Samoa Conference Centre. Meeting summary press releases will cover only the plenary meetings.

#### **Live webcast coverage**

55. The United Nations webcast services will provide live and on-demand coverage of the plenary meetings, multi-stakeholder partnership dialogues and press conferences. The coverage will be available on the United Nations Web TV website at <http://webtv.un.org>, in English and the original language of the speaker. For any questions on webcast coverage, contact +1 917 378 7647 or e-mail: [damianou@un.org](mailto:damianou@un.org).

## **XVII. Access and accreditation for non-governmental organizations and other major groups**

#### **Pre-registration**

56. NGOs and other major groups that are eligible for pre-registration are those that:

(a) Are in consultative status with the Economic and Social Council, including those on the roster through the list of the Commission on Sustainable Development; or

(b) Were accredited to previous conferences on the sustainable development of the small island developing States, held in Barbados and Mauritius.

57. NGOs and other major groups and accredited organizations can pre-register their representatives for the Conference through the Conference website. The deadline for pre-registration is 1 August 2014.

58. When the pre-registration is completed, each nominated representative will receive a confirmation letter by e-mail, which serves as an official invitation to the Conference.

59. Once pre-registration is closed, on-site registration by representatives of non-accredited NGOs and other major groups will not be accepted. All representatives who intend to attend the Conference must be pre-registered before the deadline of 1 August.

60. If a representative of an accredited organization is not able to attend the Conference, he or she cannot be replaced by another representative of the same organization.

#### **Applications for accreditation**

61. Those NGOs and other major groups who are currently not eligible for pre-registration but who wish to attend and contribute to the Conference were requested to apply to the Secretariat for that purpose in accordance with guidelines available on the Conference website. The deadline for submitting accreditation applications was 12 May 2014. No applications are accepted beyond this deadline.

**Office hours**

62. The United Nations Accreditation Centre will start providing passes to pre-registered NGOs and other major groups on 27 August 2014 at the Nu'utele Accreditation Centre, with the following office hours:

27-28 August	9 a.m.-6 p.m.
29-30 August	9 a.m.-7 p.m.
31 August	8 a.m.-8 p.m.
1 September	8 a.m.-6 p.m.
2-3 September	9 a.m.-5 p.m.
4 September	9 a.m.-1 p.m.

63. Pre-registered participants must come to the Accreditation Centre with a copy of the confirmation letter and valid photo identification (passport, driver's licence). A representative who has been approved for an identification (ID) card will follow the below procedure to receive the conference badge:

- (a) Report to one of the badging stations in the Accreditation Centre;
- (b) Present a copy of the confirmation letter either in electronic form on a tablet or smart phone or a hard copy;
- (c) Present a valid government-issued driver's licence or passport. The badging operator will verify the identity of the representative by matching the name of the passport to the request and ensuring that the photo matches the person in front of him or her. Only government-issued driver's licences or passports will be accepted. For any exceptions, the United Nations Security and Safety Service will make the determination;
- (d) The badging operator will search the system to find the person's record;
- (e) If the record is found, the badging operator will take a photo for the person and print the ID card;
- (f) If the record is not found, the badging operator will refer the representative to the Major Groups Registration Desk. The Department of Economic and Social Affairs will confirm whether the representative is approved for an ID card. If the request is approved by the Department, the person's information and photo will be manually entered into the system and the ID card will be issued.

**Access to the Conference venue, Faleata Sports Complex**

64. Each registered representative of NGOs and other major groups will receive one individual conference grounds pass to allow him or her to gain access to the Faleata Sports Complex.

65. Representatives of NGOs and other major groups who have obtained a Conference grounds pass will be granted access to the Faleata Sports Complex. Entry into the Complex or a particular meeting room within the Complex may need to be restricted for purposes of crowd control.

**Meetings of major groups and other stakeholders**

66. A conference room will be made available every morning inside the Conference venue for meetings of NGOs and other major groups. For further details on these morning meetings, please refer to the Conference website. The adjacent golf course and food court are also at the disposition of NGOs and other major groups for further meetings.

**Travel arrangements**

67. Representatives are responsible for their travel to and from Samoa, the acquisition of necessary visas for transit countries (no visa is required for Samoa for participants holding an onward/return flight ticket and a national passport that remains valid six (6) months from the intended departure date from Samoa) and accommodation in Apia. The United Nations will not be able to assist in bearing any related costs or in obtaining required visas. Special shuttle services will be offered by the Government of Samoa to representatives of States, intergovernmental organizations, the United Nations system, NGOs and other major groups and the media between airports and hotel areas and hotel areas and the Faleata Sports Complex from 24 August to 7 September 2014. Representatives should reserve accommodation through the centralized accommodation booking system early because of the large number of participants expected at the Conference. The centralized accommodation booking system is available at [www.sidssamoa2014.ws](http://www.sidssamoa2014.ws). All representatives interested in attending should ensure that they have adequate medical insurance prior to arrival.

**XVIII. Security****Security arrangements**

68. During the period of the Conference and the preceding Preparatory Committee meeting, the United Nations Security and Safety Service, in close cooperation with host country law enforcement agencies, is responsible for providing security and safety services within the Conference venue. The host country authorities are responsible for security outside the venue.

69. Admission to the venue and its surrounding area will be strictly limited to persons who are properly accredited and wearing a conference pass. In view of the need for heightened security measures, the wearing of conference passes will be strictly enforced. Therefore, access will be denied to anyone not wearing a valid pass. Persons seeking to access the Accreditation Centre to obtain a conference pass must present a printed confirmation letter or a copy on a tablet or smartphone at the entry gate and will be directed to the Aquatic Centre for accreditation.

70. Host country security authorities provide protection for Heads of State or Government, as well as to a limited number of other government officials, by the assignment of close protection details. Arrangements for such assignments are initiated by Member States in conjunction with the Samoan Ministry of External Relations.

71. Access to the conference venue will be limited outside conference meeting hours set out in section V above. In the interest of the security and safety of all participants, the secretariat of the Conference and the United Nations Security and

Safety Service reserve the right to deny and/or restrict access to the Conference venue generally or to any of the pavilions, or to request that registered participants depart the premises.

#### **Accreditation of national security officers**

72. In order to avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their security components. Governments may wish to hold direct consultations with the United Nations Security and Safety Service, in particular with regard to arrangements for their national security personnel.

73. The number of conference passes issued to national security officers will be limited to a maximum of two per Member State.

74. Accreditation of national security officers will be accepted only at the Conference venue as at 25 August 2014.

#### **Vehicle accreditation**

75. Delegations' vehicles do not require accreditation, since there are no parking areas inside the Conference venue. VIP convoys transporting Heads of State or Government will be duly escorted by the Samoan police and will be identified accordingly. The vehicles in these convoys will be provided by the Government of Samoa. No other vehicles are allowed inside the venue.

#### **Other matters**

76. The loss of a conference pass must be reported to the United Nations Security and Safety Service, located in the Accreditation Centre at the Conference venue.

77. Participants are solely responsible for taking care of their own personal belongings. Any bags or objects left unattended will be removed for security reasons.

## **XIX. Side events and exhibitions**

#### **On-site**

78. Side events sponsored by Governments, NGOs and other major groups and United Nations system and other intergovernmental organizations will be held from 1 to 4 September 2014 inside the Faleata Sports Complex. These on-site side events will be coordinated by the Conference secretariat.

79. A preliminary programme of side events will be available on the official Conference website at [www.sids2014.org/sideevents](http://www.sids2014.org/sideevents). Queries regarding on-site side events should be addressed to [mckusick@un.org](mailto:mckusick@un.org).

80. There will be exhibitions inside the Complex, including a "SIDS home in my home" trade village, where products and wares made in the regions of the small island developing States will be showcased.

#### **Off-site**

81. Other events related to the Conference will take place from 1 to 4 September 2014 outside the Conference venue, including at the Faleata Golf Course. Those

off-site side events will be coordinated by the host country. A list of off-site events will be available on the Conference website at <http://www.sids2014.org/parallel>. Queries regarding off-site side events should be addressed to [noumea.simi@mof.gov.ws](mailto:noumea.simi@mof.gov.ws).

## **XX. Visa requirements**

82. Visas for the stay in Samoa for the duration of the meeting will be granted free of charge to all participants upon arrival, provided that:

(a) Participants have a valid return or onward ticket;

(b) The participant's passport remains valid six (6) months from the intended departure date from Samoa.

83. It may be necessary to obtain transit visas for the countries that participants will be travelling through en route to Samoa. Transit countries immediate to Samoa are New Zealand (Auckland), Australia (Sydney, Brisbane), Fiji (Nadi) and the United States of America (Los Angeles, Hawaii and American Samoa). Please check the entry or transit permit requirements for transit countries at their nearest embassy or consulate. For Australia, all travellers require a transit visa (subclass 771) to transit through Australia for more than 8 hours and less than 72 hours. For a transit less than 8 hours, some travellers may not require a transit visa (please visit <http://www.immi.gov.au/fags/Pages/do-i-need-a-visa-to-transit-through-australia.aspx> for requirements, which must be met for exemption). For transits through New Zealand and Fiji, visit the links "Fiji transit visas" and "NZ transit visas for SIDS" on the host country's website at [www.sidssamoa2014.ws](http://www.sidssamoa2014.ws).

84. When applying for a transit visa for transit countries, members of an official delegation must present a copy of the letter sent by their Government (or international organization) addressed to the United Nations designating them as part of the delegation.

85. Holders of a United Nations laissez-passer do not need to obtain a visa to enter Samoa.

86. When applying for a transit visa for transit countries, representatives of non-governmental organizations and other major groups must present the letter of invitation sent by the United Nations confirming their pre-registration at the Conference.

87. Journalists who do not belong to any official delegation must prove that they intend to cover the Conference in order to obtain a transit visa for transit countries.

## **XXI. Car parking**

88. Only VIP motorcades will be allowed to park on the premises of the Faleata Sports Complex.

## **XXII. Transportation**

89. Special shuttle services will be offered by the Government of Samoa to all participants between airports and hotel areas, and hotel areas and the Faleata Sports

Complex from 24 August to 7 September 2014. There will be local officials on the ground to facilitate and coordinate transportation at the airport, hotels and the Conference venue. It is important that each participant complete the online accommodation booking so that local officials can obtain travel details for the arrangement of transport from and to the airport. The centralized accommodation booking system is available at [www.sidssamoa2014.ws](http://www.sidssamoa2014.ws).

### **XXIII. Services to persons with disabilities**

90. The Conference will be made accessible to persons with disabilities. The Integrated Sustainable PaperSmart Services portal (<http://papersmart.un.org>) will make available all official documentation to persons with disabilities in an accessible format.

### **XXIV. Health**

91. Although not mandatory for entering Samoa, it is recommended that Conference participants obtain health insurance before travelling. It is also recommended that participants consult a doctor prior to travelling to Samoa to discuss any health needs or concerns.

92. The Tupua Tamasese Meaole II National Hospital and medical clinics are located in Apia. There are also private dental clinics and pharmacies. The Government of Samoa has also established a unit within the Conference venue specifically for health and medical services. In addition, there will be a team of doctors for on-call medical emergencies.

93. Vaccinations are not needed unless the participant is arriving from or transiting through a country infected with yellow fever within six days.

### **XXV. Medications**

94. Certain medications, such as anti-inflammatory, antipyretic and analgesic drugs, can be easily purchased at pharmacies in the country. However, the purchase of certain medications, such as prescription drugs, antibiotics, antidepressants and others, requires a prescription issued by a local doctor. As such, participants should bring from their countries of origin any continuous-use and commonly used drugs, accompanied by a prescription or proof showing that the drugs are for personal use.

### **XXVI. Currency**

95. The official currency of Samoa is the tala and sene. Samoan tala can be procured from a few selected banks outside the country. Please check with your bank to determine whether it provides this service. Local banks and money exchange bureaux are able to conduct foreign exchange transactions. All major currencies are accepted and exchangeable in Samoa. Credit cards are widely accepted, and travel cheques are accepted at major banks and hotels. ATMs are found in and around Apia and on the island of Savaii. Credit cards can be used at the ATM machines, but a PIN number is required for cash withdrawal.



96. ANZ and Westpac are the two international banks in Samoa, with branch services at the international airport, in and around Apia, and at Salelologa, Savaii. The National Bank of Samoa and the Samoa Commercial Bank also provide banking services, including currency exchange and ATMs. Westpac ATMs allow the use of American Express cards. Bank services will also be available at the Conference venue.

## **XXVII. Telephone communications**

97. The country code for Samoa is 685.

## **XXVIII. Electricity and power outlets**

98. Electricity and power outlets used in Samoa are at 220-240V. The power plugs used in the country are of the three-pin, square-shaped or round-shaped type. Some hotels offer outlet adapters for certain configurations. Power adapters can be purchased in electronic stores in Apia. It is strongly advised to check the voltage of each device before plugging it into an outlet.

## **XXIX. Mobile telephones**

99. Before travelling, it is advisable to check whether the mobile phone carrier offers roaming services in Samoa. If it does not, prepaid SIM cards for use with unlocked phones can be purchased from one of the two main telecommunications providers operating in Samoa, which are Digicel and Bluesky. Prepaid SIM cards are available at the international airport and around Apia as well as at the Conference venue.

## **XXX. Climate**

100. Samoa has a tropical climate year-round, with an average daily temperature of 29°C during the day and 26°C at night.

## **XXXI. Attire**

101. Light summer clothing is customary all year round. Wearing suits in Samoa is not encouraged owing to the warm weather. Formal attire for men is trousers and island shirt, and women wear a dress or a blouse and skirt. Evenings become cooler, and packing a light sweater is recommended.

## **XXXII. Other useful information**

102. For other useful information on Samoa, please visit [www.sidssamoa2014.ws](http://www.sidssamoa2014.ws).