

Logistical information for the organizational session of the Ad Hoc Committee to draft terms of reference for a United Nations framework convention on international tax cooperation

United Nations Headquarters, New York, 20 – 22 February 2024

Conference Room 3, 10:00 to 13:00 and 15:00 to 18:00

I. INTRODUCTION

1. This note outlines the logistical and procedural aspects of the organizational session of the Ad Hoc Committee to draft terms of reference for a United Nations Framework Convention on International Tax Cooperation, pursuant to General Assembly resolution [78/230](#).
2. The organizational session will be held at the United Nations Headquarters (UNHQ) in New York from 20 to 22 February 2024, from 10:00 to 13:00 and 15:00 until 18:00 in Conference Room 3.
3. The annotated provisional agenda for the organizational session will be issued as document A/AC.295/2024/1. A timed provisional agenda will be made available on the [website of the Ad Hoc Committee](#).

II. PRIOR TO THE MEETING

Registration

4. Member States, observers and representatives of UN entities are kindly requested to inform the Secretariat of the names of the members of the representatives of their Government or organization who will attend the session by submitting the composition of the delegation through the e-list of participants module in the [e-deleGATE](#) portal. (*Representatives are kindly requested **not to mail in or hand-deliver formal Notes Verbale.***)
5. Registration for members of the official delegations (government officials) who are not part of the Permanent Missions in New York must be channeled through the registration focal points of the Missions and processed via the **eRegistration system**. Please be reminded that, upon receipt of the registrations in the system, it takes at least two (2) working days for the Protocol Office to review and process the request for badges. It is to be noted that registration is required only for delegates who are attending the meeting in person at UNHQ.
6. Delegates are reminded that they may follow the proceedings of the session via webcast (live and on-demand) on [UN Web TV](#) in all six official languages.

Access for persons with disabilities

7. Representatives with disabilities who require accessible seating during the session are kindly requested to bring this matter to the attention of the Secretariat (ahc-tax@un.org) as soon as possible.

III. ELECTION PROCEDURE

8. The present section concerns the election of the Chair, Rapporteur and Vice-Chairs of the Ad Hoc Committee mandated to develop draft terms of reference for a United Nations Framework Convention on International Tax Cooperation, pursuant to General Assembly resolution [78/230](#) of 22 December 2023.
9. In paragraph 5 of the resolution, the Assembly decided that the ad hoc intergovernmental Committee should have a Bureau made up of not more than 20 members, consisting of a chair, vice-chairs and a rapporteur, elected based on balanced geographical representation and taking into account gender balance, with each of the five regional groups equally represented.
10. At the organizational session, the Ad Hoc Committee will elect the Chair, the Rapporteur, and the Vice-Chairs in accordance with the rules of procedure of the General Assembly.

IV. MEETING DOCUMENTATION

11. All meeting documentation, including the provisional agenda, will be available online at: <https://financing.desa.un.org/un-tax-convention>.
12. The report of the session will be a procedural report prepared by the Rapporteur, with the assistance of the Secretariat.

V. MEETING SERVICES AND OTHER ARRANGEMENTS

Live and on-demand webcast

13. Webcast coverage (live and on-demand) will be provided for the organizational session in all six official languages. The coverage will be available on the UN Web TV website (<https://webtv.un.org/en>). The [UN Journal](#) announcement regarding the session will include a link to the webcast.

Interpretation

14. Simultaneous interpretation will be provided in the six official languages. Delegates attending in-person or following through the webcast will be able to select the language (Arabic, Chinese, English, French, Russian, Spanish) in which they would like to follow the proceedings.

VI. CONTACT INFORMATION

15. Inquiries can be sent to the Ad Hoc Committee Secretariat email address at: ahc-tax@un.org