

**Logistical information for the First 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, 26 April – 8 May 2024

10:00 to 13:00 and 15:00 to 18:00

**I. INTRODUCTION**

1. This note provides logistical information regarding the First 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](#), on “Promoting inclusive and effective international tax cooperation at the United Nations.”
2. The First Session will be held at the United Nations Headquarters (UNHQ) in New York from Friday, 26 April to Wednesday, 8 May 2024 (9 meeting days), from 10:00 to 13:00 and 15:00 -18:00.

26 April – 5 May 2024 – *Conference Room 3*  
6 May – 8 May 2024 – *Conference Room 1*
3. The provisional agenda for the First Session is issued as document [A/AC.295/2024/3](#). A provisional organization of work (i.e., a timed agenda) has been made available [online](#). Timings for individual agenda items are indicative and should not be taken as binding the Committee.

**II. PRIOR TO THE MEETING**

**Requests for accreditation and badge pick-up**

5. Valid requests for accreditation received from intergovernmental organizations and from other stakeholders will be formally acted on by the Committee on Day 1 of the session, Friday, 26 April 2024.
6. The Secretariat will therefore distribute passes to representatives of the newly accredited organizations on Day 2 of the session, *Monday, 29 April 2024*, in front of the covered entrance of the DC-2 Building, which is located at [2 United Nations Plaza, New York, NY 10017 on East 44th Street](#), between First and Second Avenues (directly across the street from the UNICEF headquarters).
7. Pick-up times will be 9:00 – 9:45 am and 2:00 – 2:45 pm on *Monday, 29 April 2024*. (For entry outside these designated times, please contact Ms. Kaylin Richards [kaylin.richards@un.org](mailto:kaylin.richards@un.org), with copy to [ahc-tax@un.org](mailto:ahc-tax@un.org).)

### **Prepared statements**

8. Where you have made arrangement to deliver a prepared statement, please share the prepared statement by email to [ahc-tax@un.org](mailto:ahc-tax@un.org), at least two hours before delivery, indicating the title and date of the meeting, name and delegation of the speaker.

### **Access for persons with disabilities**

9. 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](mailto:ahc-tax@un.org)) as soon as possible.

## **III. MEETING DOCUMENTATION**

10. All meeting documentation, including the provisional agenda and provisional organization of work, as well as written input submitted in advance of the session, will be available on the Committee [website](#).
11. The report of the session will be a procedural report prepared by the Rapporteur, with the assistance of the Secretariat.

## **IV. MEETING SERVICES AND OTHER ARRANGEMENTS**

### **Interpretation**

12. Simultaneous interpretation will be provided in the six official languages (Arabic, Chinese, English, French, Russian, Spanish).

### **Virtual Participation and Webcast**

13. Provision has also been made for virtual participation by those who cannot attend in person, via the Webex platform. *(Please note that simultaneous interpretation will not be provided in Webex, only English.)*
14. Please register [here](#) for virtual participation.
15. The session will be webcast (live and on-demand) on [UNWebTV](#)., with simultaneous interpretation in the six official languages (Arabic, Chinese, English, French, Russian, *Spanish*)

## **V. CONTACT INFORMATION**

16. Inquiries can be sent to the Secretariat at: [ahc-tax@un.org](mailto:ahc-tax@un.org)