

Logistical information for the Second 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, 29 July – 16 August 2024
Conference Room 2, 10:00 to 13:00 and 15:00 to 18:00

I. INTRODUCTION

1. This note outlines the logistical aspects of the Second 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 Second Session will be held in Conference Room 2 - UNHQ in New York from 29 July – 16 August 2024, from 10:00 to 13:00 and 15:00 to 18:00.
3. The provisional agenda for the Second Session is issued as document [A/AC.295/2024/5](#). The provisional organization of work is available on the Committee [website as A/AC.295/2024/CRP.1](#). Timings for individual agenda items are indicative. The closing of the Second Session could take place earlier than 16 August 2024, depending on the progress of the work of the 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. Protocol contact information is [here](#).

III. STATEMENTS

6. Delegations are invited to submit their statements in PDF format by email to estatements@un.org. When sending statements, delegations should indicate the name of the meeting, the date of delivery and the speaker in the subject line of the email and in the heading of the statement. The statement should be submitted well in advance of the meeting, but no later than one hour before the meeting, and it should not be submitted in hard copy. Delegations should indicate in the subject line and in the body of the email whether the statement is for the use of interpreters only (see below) or should also be posted online. Statements submitted by email for posting online should appear in the **eStatements** part of the meeting announcement in the *Journal of the United Nations*.

IV. MEETING DOCUMENTATION

7. All meeting documentation, including the provisional agenda and provisional organization of work, as well as written input submitted in advance of the session, are available on the Committee website: [Second Session | Financing for Sustainable Development Office \(un.org\)](#)
8. Documents will also be shared in e-deleGATE.
9. The report of the Second Session will be a procedural report prepared by the Rapporteur, with the assistance of the Secretariat. Per resolution 78/230, the final draft of the terms of reference will be attached to the report of the Committee's Second Session, which will be submitted to the General Assembly for its consideration at its seventy-ninth session.

V. MEETING SERVICES AND OTHER ARRANGEMENTS

Interpretation

10. Simultaneous interpretation will be provided in the six official languages. Delegates attending in-person or following through the webcast on [UN Web TV](#) will be able to select the language (Arabic, Chinese, English, French, Russian, Spanish) in which they would like to follow the proceedings.
11. It is essential that delegations provide the interpreters with a written text of their statements by emailing them to estatements@un.org well in advance of the meeting, but no later than one hour before the meeting, in order to ensure the quality of the interpretation. See #6 for further details on statements.

Webcast

12. The session will be webcast (live and via archived video) on [UN Web TV](#), with simultaneous interpretation in the six official languages (Arabic, Chinese, English, French, Russian, Spanish).

13. Members of delegations that are unable to attend the session in-person are invited to follow the proceedings via UN Web TV (see # 15 and 16 below on virtual interventions).
14. Any closed meetings would be announced by the Bureau in advance and in consultation with the membership. Closed meetings will not be webcast on UN Web TV.

Virtual interventions

15. Members of delegations that are unable to attend the session in-person and intend to make an intervention during informal meetings are requested to email the Secretariat at ahc-tax@un.org with the following subject line:
Virtual intervention for Second Session of AHC Tax – Delegation Name
16. Virtual intervention is available only during informal meetings. *(Please note that simultaneous interpretation will not be provided for virtual interventions, which should be made only in English.)*

VI. SECURITY ARRANGEMENTS

17. In the interest of ensuring the safety of all concerned, members of delegations, UN staff members and representatives of accredited organizations are expected to maintain the integrity of United Nations-issued identification because of the access it allows.
18. Members of delegations are reminded that the identification issued to them by the United Nations is solely for their individual use and that it should not be transferred or given to any other person to use. United Nations identification found to be used in any manner other than that for which it was intended will be confiscated by security personnel.
19. Within United Nations premises, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the organization. Any act that disrupts the normal functioning of the organization's programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings, or demonstrations of any kind, including passive, is not allowed. All individuals present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the United Nations Headquarters Agreement and [ST/AI/2019/5](#), entitled "Authority of United Nations Security Officers".

VII. ACCESSIBILITY SERVICES FOR PERSONS WITH DISABILITIES

20. The Accessibility Centre offers assistive information and communications technology to support persons with auditory, visual and/or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (level 1B, by the Secretariat Building escalators). More information is available at: www.un.org/dgacm/en/content/accessibility.
21. 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.

VIII. CAFETERIA

22. The current food service locations at Headquarters are:
- Lobby Café (Secretariat Building, 1st floor)
 - Vienna Café (General Assembly Building, 1st basement)
 - Riverview Cafeteria (Conference Building, 4th floor)
 - North Delegates Lounge (Conference Building, 2nd floor) (access limited to delegates and staff who can pass through 2nd floor turnstiles).
 - Visitors Café (General Assembly Building, 1st basement)
 - Café de la Paix (Secretariat Building, 1st basement)

IX. CONTACT INFORMATION

23. Inquiries can be sent to the Secretariat at: ahc-tax@un.org