

17 January 2025

Original: English

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**Intergovernmental Negotiating Committee on the United Nations  
Framework Convention on International Tax Cooperation**  
Organizational session

**Logistical information on the organizational session**

1. The organizational session will be held in conference room 1 at United Nations Headquarters in New York from 3 to 6 February 2025, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. In resolution [79/235](#), the General Assembly stressed that Member States should be fully engaged in the negotiation of the framework convention and endeavour to ensure continuity in their representation and encouraged international organizations, civil society and other relevant stakeholders to contribute to the work of the intergovernmental negotiating committee in accordance with established practices.
2. Delegates not part of the Permanent Missions in New York have to register through their mission focal points on e-deleGATE to obtain a United Nations Grounds Pass. Upon receipt of the registrations in the system, it takes at least two (2) working days for the Secretariat to review and process the request for badges. The contact information of the Protocol and Liaison Service and further information on the registration process is available [here](#).
3. All official documents of the INC will be issued on the Official Document System of the United Nations under the symbol series A/AC.298. Other documents, such as conference room papers, will be shared on the e-deleGATE platform and on the Committee website (<https://financing.desa.un.org/inc>). Access to e-deleGATE modules, once available, will be granted to all Second Committee delegates and access for other delegates can be granted by the access administrator in each Mission.
5. Interpretation will be provided during the eight formal meetings in all official languages. The eight formal meetings will also be webcast. To facilitate the provision of interpretation, delegations are requested to submit their statements (preferably in Microsoft Word, as well as the PDF versions) by email to [estatements@un.org](mailto:estatements@un.org). The title of the meeting and the name of the speaker, as well as the agenda item, should be indicated 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 two hours before delivery, and not in hard copy. The statements will remain embargoed until their delivery, after which they will be available in the eStatements section of the *Journal*.

6. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Speakers are requested to deliver the statement at a speed that is interpretable. While delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed, to enable the interpreters to provide an accurate and complete rendition of their statements. When statements are delivered at a fast pace, the quality of the interpretation may suffer. It is suggested not to exceed the speed of about 100 to 120 words per minute (as a guide for statements delivered in English) to ensure that the statement is delivered at a normal pace.

7. Delegations are requested to inform the Secretariat of the accessibility requirements of delegates in order to facilitate participation in meetings. Upon request, adjustments can be made to seating arrangements with a view to enabling the participation of persons with disabilities, in accordance with paragraphs 33 and 34 of General Assembly resolution 73/341. For individual requests, please contact the Meetings Support Section of the Department for General Assembly and Conference Management (email: [accessibilitycentre@un.org](mailto:accessibilitycentre@un.org); telephone: 212 963 7348/9) no later than three working days prior to the meeting. Every effort will be made to assist with reasonable accommodation, should it be available.

8. The United Nations Accessibility Centre, located on the first basement level of the Secretariat Building (room S-1B-032), offers assistive information and communications technology to support those with auditory, visual or physical impairments. The assistive devices are available on-site or can be loaned to participants with disabilities. Requests should be submitted no later than three working days prior to the meeting. For further enquiries regarding available assistive tools, please contact the Centre (email: [accessibilitycentre@un.org](mailto:accessibilitycentre@un.org); telephone: 212 963 7348/9). More information is available at [www.un.org/dgacm/en/content/accessibility](http://www.un.org/dgacm/en/content/accessibility).

9. In addition, print-on-demand services are offered to participants requiring Braille copies of meeting documents. Requests for Braille copies should be sent to the Chief of the Meetings Support Section (email: [chiefmss-dgacm@un.org](mailto:chiefmss-dgacm@un.org)) at least 24 hours in advance of the meeting date for processing.