

Division of Conference Services (DCS)

UNON

INFORMATIONAL MEETING ON CONFERENCE SERVICES

*Department for General Assembly
and Conference Management (DGACM)*



WHO ARE WE?



The Department for General Assembly and Conference Management (DGACM) is the largest in the United Nations Secretariat.



1200 staff in the United Nations Headquarters in New York and **2000** Worldwide including the conference management staff at the United Nations Offices at Geneva, Vienna and **Nairobi** (the only United Nations headquarters in the global South)



OUR ROLE: The General Assembly has given the Secretary-General a broad mandate on multilingualism. The Under-Secretary-General for General Assembly and Conference Management was assigned as Secretariat-wide Coordinator for Multilingualism



OUR STAFF: Total number of staff at UNON/DCS is currently **105**, representing **25** nationalities. Female **(47)** Male **(58)**

WHAT WE DO

We provide:

- Conference services to the United Nations calendar bodies (United Nations Environment and Human Settlements Assemblies and their subsidiary organs);
- Conference services on an available basis to regional and other groupings of Member States;
- Conference services on a reimbursable basis to non-calendar meetings of the United Nations Funds, Programmes and Agencies in or operating from Nairobi in particular.

MEETING ROOMS AND SERVICES

- ✓ A prime facility housing **14 fully equipped conference rooms** with varied seating capacities;
- ✓ Interpretation between all **6 UN languages**;
- ✓ Translation, editing, report writing and text processing in all **6 UN languages**;
- ✓ Conference management and support;
- ✓ Graphic design, printing and exhibition services.

USE OF PREMISES

Under Information Circular UNON/IC/2016/04, all meetings, conferences, cultural, and special events at the United Nations Office at Nairobi (UNON) must:

- Adhere to the principles of the United Nations, its purposes and objectives, as defined in the Charter;
- Be strictly non-commercial in nature;
- Observe the roles and responsibilities of each party involved as indicated in the use of the conference rooms under the Circular

Official United Nations activities have absolute priority

MEETING WORKLOAD FROM 2017-2022

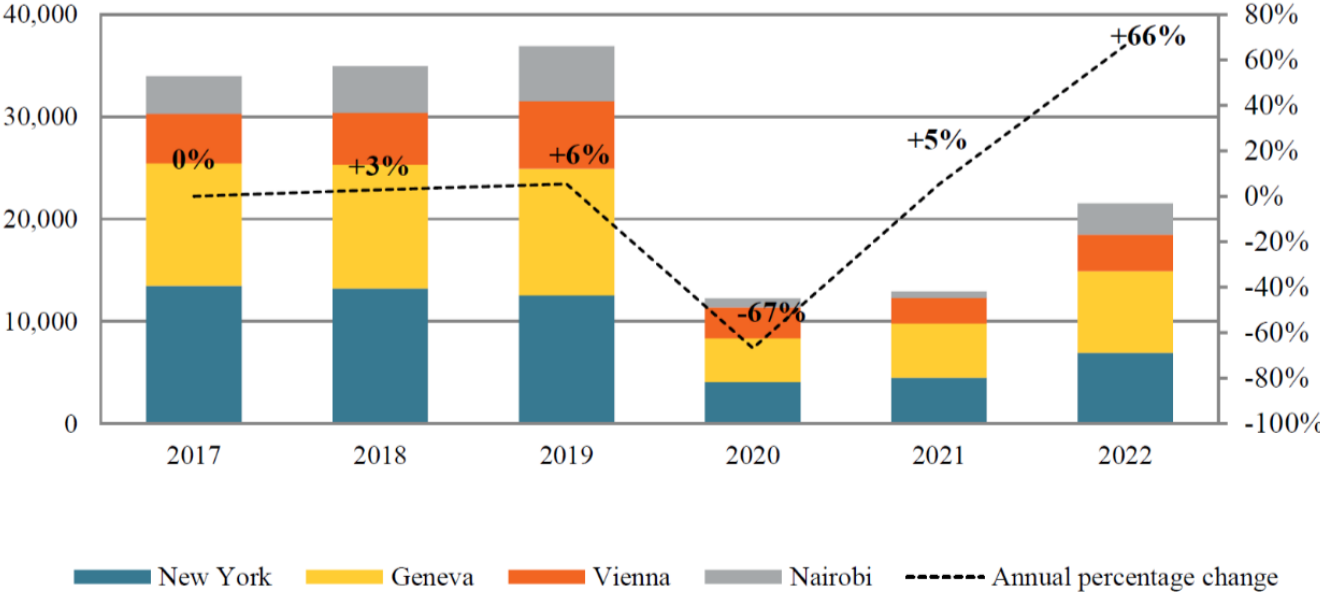
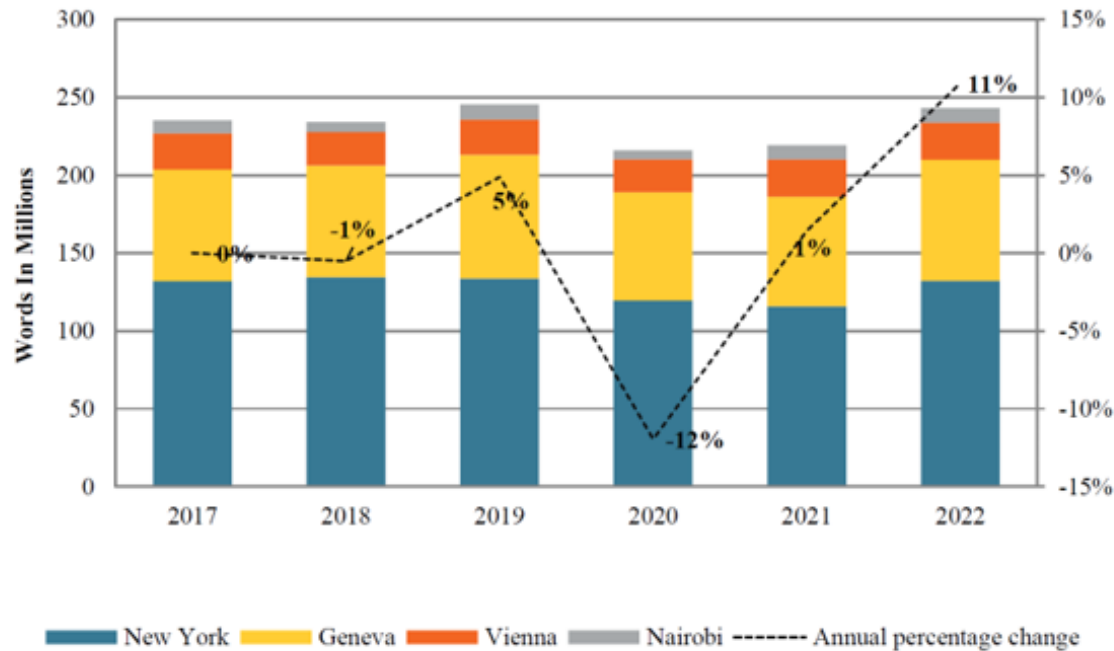


Table 1. Total number of meetings held at all duty stations in 2022

| | New York | Geneva | Vienna | Nairobi | Total |
|-----------------|----------|--------|--------|---------|--------|
| No. of meetings | 6 930 | 7 979 | 3 587 | 3 015 | 21 511 |

Nairobi: Number of meetings held from 01 Jan 2023 – 31 Aug 2023: 2858

TRANSLATION WORKLOAD FROM 2017-2022



Total number of words translated in 2022

| | New York | Geneva | Vienna | Nairobi | Total |
|--------------|--------------------------|------------|------------|-----------|-------------|
| No. of words | 132 142 587 ¹ | 77 919 089 | 23 985 370 | 9 153 924 | 243 200 970 |

Nairobi: Total number of words translated from 01 Jan 2023 – 31 Aug 2023: : 6.7 million

HOW TO RESERVE A MEETING ROOM AND SERVICES

Through **gMeets (One-Stop-Shop)**, all authorized requesting entities, including permanent missions, can:

- Book conference rooms at UNON
- Have the flexibility to select from various meeting services, including conference room allocation; interpretation; nameplates, catering, podium signs and room set-up; audio-visual services; webcast services etc..
- Receive information on meeting services and on costs to facilitate informed decisions by requesters

gMeets (One-Stop-Shop) streamlines and facilitates coordination with and among service providers to enable the Secretariat to handle requests for meeting services more efficiently.

To access **gMeets (One-Stop-Shop)**: Log in at: <https://conferences.unite.un.org/uc>

Requests are reviewed and confirmed by the Meetings Management Unit. For questions or feedback, please email: unon-dcs-mcu@un.org.

ENQUIRIES



For general enquiries regarding meeting requests and related services, please contact the Meetings Management Unit (**email: unon-dcs-mcu@un.org**).



For general enquiries regarding documents, please contact the Documents Management Unit (**unon-dcs-docs@un.org**).



For general enquiries regarding printing and related services, please contact the Publishing Services Section (email: **unon-printshop@un.org**).



For further information, please also visit the UNON DCS website:
<https://dcs.unon.org/>

QUESTIONS?

