



PROTOCOL AND LIAISON SERVICE
DEPARTMENT FOR GENERAL ASSEMBLY AND CONFERENCE MANAGEMENT

Reference: PRO/NV/2022 Stockholm+50/Registration and arrangements

The Protocol and Liaison Service of the Department for General Assembly and Conference Management of the United Nations presents its compliments to the Permanent Missions and Observer Offices to the United Nations and liaison offices of the Specialized Agencies and related organizations in New York and has the honour to provide them with general information about **the International Meeting entitled “Stockholm+ 50: a Healthy Planet for the Prosperity of All – Our responsibility, Our opportunity”**, which will take place on **2 and 3 June 2022**, in **Stockholm, Sweden**.

The International Meeting

1. The International Meeting will take place at Stockholmsmässan in Stockholm, Sweden [Address: Mässvägen 1, Älvsjö, Stockholm, Sweden. Tel: +46 8 749 41 00].
2. It will comprise of four (4) plenary meetings, including opening and closing segments, as well as three (3) leadership dialogues, and will be broadcast via United Nations Web TV at <https://media.un.org/en/webtv>. For the full programme of the International Meeting, please refer to the official UN website of the International Meeting at <https://www.stockholm50.global/>.

Access to the conference venue and the plenary hall/other meeting rooms

3. Registered delegates will be issued a conference badge by the United Nations for access to the conference venue, subject to screening at the main entrance at Stockholmsmässan and other access points. Holders of VIP pins (Heads of State/Government, Vice Presidents, Crown Princes/Princesses, as well as their spouses) and VIP passes (Deputy Prime Ministers and Cabinet Ministers, as well as their spouses) will be exempt from screening upon presentation of their VIP pins/VIP passes.
4. Access to the Plenary Hall and to the meeting room for the leadership dialogues (Victoria Hall) will require a secondary access card, in addition to a conference badge or a VIP pin/VIP pass.

Plenary Hall

Each government delegation, including the European Union, will be assigned four (4) seats in the Plenary Hall: two (2) at the table and two (2) behind and will be provided with six (6) secondary access cards to also allow for access of supporting staff. Each delegation of accredited intergovernmental organizations, specialized agencies and related organizations will be assigned two (2) seats: one (1) at the table and one (1) behind and will be provided with three (3) secondary access cards to also allow for access of supporting staff. Please note that standing in the Plenary Hall will not be permitted.

Leadership Dialogues (Victoria Hall)

Each government delegation, including the European Union, will have two (2) seats in the Victoria Hall. Each delegation of accredited intergovernmental organizations, specialized agencies and related organizations will have one (1) seat.

Due to the seating arrangements in the conference room hosting the leadership dialogues, an established list of speakers will be prepared and shared ahead of the meeting, and only those representatives of States and other participants including accredited intergovernmental organizations reflected on that list will be provided with designated seating in the room. All others will have seats without tables.

Each government delegation, including the European Union, will be provided with three (3) secondary access cards to also allow for access to the Victoria Hall of supporting staff. Each delegation of accredited intergovernmental organizations, specialized agencies and related organizations will be provided with two (2) secondary access cards to also allow for access to the Victoria Hall of supporting staff. Please note that standing in the Victoria Hall will not be permitted.

Registration of members of official delegations

5. Registration (request for conference badge) of official delegations of participating States and of the European Union, accredited intergovernmental organizations and entities that have observer status with the General Assembly and those intergovernmental organizations, international financial institutions and other international bodies accredited to the International Meeting in accordance with General Assembly resolution 75/326, specialized agencies and related organizations is handled by the Protocol and Liaison Service (Protocol Office) through the online “**eRegistration system**”, which is available through the e-deleGATE portal at <https://edelegate.un.int>.
6. For registration to the International Meeting, official delegations must go through the “**designated eRegistration focal points**” of their respective permanent/observer missions or liaison offices in New York, who have access to the eRegistration system. Delegations are advised to do so as early as possible to ensure timely registration.
7. Registration period to the International Meeting is as follows:

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|---|-------------------------|
| <u>Pre-registration in New York:</u> | 11 April to 20 May 2022 |
| <u>On-site registration in Stockholm:</u> | 29 May to 3 June 2022 |
8. Representatives of accredited intergovernmental organizations and entities, specialized agencies and related organizations without an office in New York or without an eRegistration account that wish to participate in the International Meeting must request temporary access to the eRegistration system in advance in order to register to the International Meeting. To request temporary access to the eRegistration system, a letter (**stamped and signed by the “head” of the organization**) must be sent to Ms. Beatrix Kania (Chief of Protocol) at unprotocol@un.org and copied to chuaw@un.org, providing a designated focal point of the organization (with name, functional title and an **official** email address) to receive temporary access to the eRegistration system. Requests for temporary access to the eRegistration system must be received in the Protocol Office **not later than 29 April 2022**.

9. New focal points and delegations wishing to obtain information on the “eRegistration system” may refer to the updated “Guidelines on using the e-Registration system” and “Frequently asked questions” on the Protocol website at <https://www.un.org/dgacm/en/content/protocol/meetings>.

Pre-registration in New York (11 April through 20 May 2022)

10. Pre-registration in New York to the International Meeting will open on Monday, 11 April through Friday, 20 May 2022 to designated eRegistration users of the missions or offices via the online “eRegistration system” at <https://edelegate.un.int>.

11. Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses will be provided with a VIP pin. Delegates at the level of Deputy Prime Minister and Cabinet Minister and their spouses will be issued a VIP pass with a photograph.

12. Missions/offices are kindly reminded that, as part of the registration process, copies of credentials/delegation lists must be uploaded on to the eRegistration system at the time of online registration. Also note that passport-size colour photographs (with white background) of all listed members of delegations, including the VIPs specified in paragraph 11 above (except Heads of State or Government, Vice-Presidents and Crown Princes or Princesses and their spouses), are mandatory and must be uploaded in the registration form for each member of the delegation. All photographs must be recent and taken not more than six months prior to the International Meeting. Please note that the review and verification process of the online registrations may take up to 4-5 days.

13. Delegations are kindly reminded that the Protocol Office will not register representatives of non-governmental organizations who do not form part of the official delegations of participating States, accredited intergovernmental organizations, specialized agencies and related organizations. Participants attending side events in the margins of the International Meeting should not be included in the official credentials or official delegation lists. For questions relating to participation of non-governmental organizations, civil society and other stakeholders, please email unep-civilsociety@un.org. Questions regarding NGOs in consultative status with ECOSOC may be addressed to ahmed36@un.org and those regarding previously- or specially-accredited organizations may be addressed to ngls@un.org.

On-site registration in Stockholm (from 29 May to 3 June 2022)

14. On-site registration for pre-registered participants will begin on Sunday, 29 May and continue until Friday, 3 June 2022 at 1:00 pm at the Registration Centre located at Stockholmsmässan.

15. Delegates seeking on-site registration will be required to present proof of credentials or letter of nomination/delegation list, together with a passport or valid government-issued photo identification. Upon verification and approval by the Protocol Registration Office, delegates may proceed to the badging booth for a photograph for the issuance of a conference badge.

16. Permanent/observer missions are strongly advised to coordinate as early as possible with their embassies and consulates-general in Stockholm or in the region on the proper registration procedure and to make use of the pre-registration option in New York in order to avoid long queues at the Registration Centre.

Registration of security and media personnel

17. Members of national security accompanying the VIP groups participating in the International Meeting will need to be registered and have appropriate conference badges issued by the United Nations Security and Safety Service. For additional information, please email to bramwell@un.org.

18. Registration of media personnel, including journalists accompanying the delegation and official photographers and videographers, will be handled by the United Nations Media Accreditation and Liaison Unit (Tel: +1 (212) 963-6934, Email: malu@un.org). Missions must apply for media passes through the eRegistration system via the e-deleGATE portal at <https://edelegate.un.int>. Instructions are available at: https://www.un.org/en/media/accreditation/pdf/eRegistration_guide_media_passes.pdf.

Issuance/distribution of conference badges and access cards

19. Issuance and distribution of conference badges and access cards for approved participants will start from 29 May to 3 June 2022 at the Registration Centre located at Stockholmsmässan in Stockholm.

20. Approved participants may collect their conference badges by visiting the Registration Centre upon presentation of the approval emails issued by the United Nations along with their passports or government-issued photo identifications. Only approved in-person participants will be issued a conference badge for access to Stockholmsmässan.

21. Conference badges and access cards for approved participants may also be collected by representatives of the embassies/consulates-general of the delegations in Stockholm or in the region. For this purpose, a Note Verbale (with official stamp) from the Permanent Mission of the delegation to the United Nations in New York or the embassy/consulate-general in Stockholm, indicating the name (in English) and contact mobile number of the representative authorized to collect the conference badges and access cards for the delegation, must be presented at the Registration Centre along with a passport or a government-issued photo identification of the representative in order to collect the conference badges and access cards.

22. Delegates/representatives collecting the conference badges and access cards must be mindful that it is their responsibility to ensure safe delivery of the badges and access cards to members of their delegations. The Registration Centre will not re-issue duplicate access cards.

Working hours of the Registration Centre in Stockholm

23. The office hours for the Registration Centre at conference venue are as follows (subject to change):

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|----------------|-----------------------|
| 29-31 May 2022 | 9:00 a.m. – 6:00 p.m. |
| 1 June 2022 | 8:00 a.m. – 7:00 p.m. |
| 2 June 2022 | 8:00 a.m. – 6:00 p.m. |
| 3 June 2022 | 8:00 a.m. – 1:00 p.m. |

Credentials

24. The credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of the European Union, by the President of the European Commission. The credentials of representatives and the names of alternate representatives and advisers should be addressed to the Secretary-General of the United Nations.

25. The hard copies of the credentials should be delivered to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building, no later than 26 May 2022. A scanned copy of the credentials, as well as other communications containing the names of representatives to the International Meeting (such as letters and notes verbales from the permanent missions), should be submitted through the online “e-Credentials” module, which can be accessed through the e-deleGATE portal (<https://edelegate.un.int>).

26. In addition, from 1 until 3 June, the credentials may be submitted to a representative of the Office of Legal Affairs at the International Meeting venue.

Special attention

27. Beginning 28 May 2022, all official communications for the Protocol Office, including credentials/lists of delegations and Conference-related materials, should be sent to the Protocol Registration Office at the Registration Centre located at Stockholmsmässan by fax or by email to protocolconference@un.org. The fax number will be made available and posted on the Protocol website not later than 25 May 2022.

28. For any changes to the original delegation lists already submitted to the Protocol Office, please send a separate official letter with the changes only, e.g. name of additional delegate or name of delegate no longer attending the International Meeting. There is no need to resend the entire delegation list every time a change is made to the delegation.

29. Re COVID-19: Participants are advised to check the current rules and recommendations of Sweden prior to departure at:

- [Current rules and recommendations - Krisinformation.se](#)
- [Travel to and from Sweden | The Swedish Police Authority \(polisen.se\)](#)
- [Recommendations when entering Sweden - The Public Health Agency of Sweden \(folkhalsomyndigheten.se\)](#)

For entry into the Stockholm+50 venue at Stockholmsmässan, participants should be fully vaccinated, recently tested or recently recovered from COVID-19. Proof of this may be required for entry into the venue. Please be mindful of any requirement of your country of origin or any transit country.

30. Visa for Sweden: It is the responsibility of participants to check whether they need a visa to enter Sweden. Information on who needs to apply for a visa, as well as all visa related matters/requirements, can be found on the website of the [Swedish Migration Agency](#). Participants in

need of a visa shall apply for a Schengen visa type C and are advised to submit their applications as early as possible, as the processing time may take up to two weeks. Please be aware that in many locations Sweden uses an external service provider (“VFS Global”) for submission of visa applications and collection of biometric information needed for the visa. The “email approval” received from “eRegistration” may be used as one of the supporting documents for visa application for Sweden. However, visa approval by the host country is subject to further review and process by the applicable authority.

Information of the International Meeting

31. Additional information on the International Meeting is available on the conference website at <https://www.stockholm50.global/>.

The Protocol and Liaison Service of the Department for General Assembly and Conference Management of the United Nations avails itself of this opportunity to renew to the Permanent Missions and Observer Offices to the United Nations and liaison offices of the Specialized Agencies and related organizations in New York the assurances of its highest consideration.



