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**Memo to clarify the facilities, services and arrangements the UN can offer for the World Summit for Children including the ECOSOC Chamber, the General Assembly Hall, the North Lounge, Media facilities, Conference Rooms, catering, etc.**

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Primary Contact **James Grant (Former Executive Director)**  
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Notes

Print Name of Person Submit Images

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Number of images without cover

**JOHN MANFREDI**

*John Manfredi*

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TO: Mr. James P. Grant  
A: Executive Director, UNICEF

DATE: 9 August 1990

THROUGH:  
S/C DE:

REFERENCE: \_\_\_\_\_

FROM: Ronald I. Spiers *RIS*  
DE: Under-Secretary-General for Political and General  
Assembly Affairs and Secretariat Services

SUBJECT: The World Summit for Children  
OBJET: The World Summit for Children

This memorandum is to clarify the facilities and services the United Nations can offer for the Children's Summit for your and Amb. Fortier's use in your final discussions with the Initiators on 14 August 1990.

1. The United Nations Secretariat will assist the UNICEF Secretariat in organising the Summit on 29 and 30 September 1990 by making available services and facilities to an extent that would not disrupt or affect the General Assembly.
2. The Forum planned for Friday, 28 September cannot be held on UN premises and UNICEF should arrange to convene it outside, should the Initiators agree to the forum idea.
3. The ECOSOC Chamber will not be modified beyond minimal alterations. It will be made available "as is", with the additional installation of 16 aide-chairs to the row of observer's seats. The cost of this will be borne by UNICEF. The second row of 54 aide-chairs will not be removed; the Arrangements Note/Initiators could explain that only one aide will accompany each Head of State/Government on to the floor. Should more than 96 participants attend, the venue cannot be the ECOSOC Chamber.
4. Modifications in the General Assembly Hall shall not exceed what is feasible to accomplish between the close of plenary meetings on Friday, 28 September and can be dismantled by 9.00 pm on Sunday, 30 September. Keeping in mind security considerations, there will be no enhancement of the General Assembly Hall, the Delegates Entrance or other hallways etc., except, for example, the placement of flowers.
5. The North Lounge will be made available for hosting the four planned events of the weekend. However, if the ECOSOC Chamber is not available for the serving of meals, a special tent-arrangement will be installed on the terrace for additional air-conditioning facilities, while the caterers use the terrace doors for access. The additional cost will be borne by UNICEF. Catering will be provided as planned by the caterers used by the UN; they will bill the cost to UNICEF.

6. Conference Room 4 will be available as a briefing room for the weekend in an "as is" condition.
7. Media facilities: UN practices and procedures will apply as usual. It is estimated that we can accommodate up to approximately 1,500 media personnel.
  - i. Conference Rooms A, B, and C can be set up as media technical centres, and will be available from 25 September to 27 September, and dismantled by 1 October.
  - ii. Conference Rooms 1, 2, and 3 will be set up as media centres with monitors, telephones, typewriters etc., and will be made available from Thursday, 27 September to be dismantled by 1 October.
  - iii. Conference Room E will be used for media interviews on 29 and 30 September and can be set up on 24 September, to be dismantled by 2 October.
8. The Secretary-General will sit on the podium in the General Assembly Hall as he usually does and deliver an opening statement.
10. Finally, United Nations' premises will be returned to normal for resumption of the General Debate on 1 October 1990 apart from any exceptions mentioned above.

The above has been discussed with and approved by the Secretary-General. Accordingly, arrangements can proceed as soon as the Initiators have approved the final format for the Summit weekend. The costing for the programme will be estimated as quickly as possible thereafter.

cc: Mr. V. Dayal  
Mr. E. Wyzner  
Mr. R. Foran  
Mr. J. Sills  
Mr. L. Johnson  
Ms. M. Maldonado