



CF Item = Barcode Top - Note at Bottom =  
 CF\_Item\_One\_BC5-Top-Sign

Page 1  
 Date 10-Sep-2002  
 Time 10:40:48 AM  
 Login jrm



CF/RAI/NYHQ/SP/SSC/2002-01200

Full Item Register Number [auto] **CF/RAI/NYHQ/SP/SSC/2002-01200**

Ext Ref: Doc Series/Year/Number **SP/SSC/WSC**

Record Item Title

**Principal Arrangements for the Weekend for World Summit for Children. Draft re: Security Liaison, Protocol Liaison, Delegation Liaison Officers, Media Liaison & Broadcast Services, Hospitality, Conference Servicing, Credentials & Identification, etc.**

Date Created / on Correspondence  
 18-Apr-1990

Date Registered  
 10-Sep-2002

Date Closed

Primary Contact **James Grant (Former Executive Director)**  
 Owner Location **World Summit for Children, UNICEF NY- = 3085**  
 Home Location **UHB, Floor B2, Room B202, Aisle 01, Shelf B013, Level 02, Position**  
 Current Location **Special Session & Global Movement For Chil =**

Fd1: Type: IN, OUT, INTERNAL **INTERNAL**  
 Fd2: Sender Ref or Cross Ref  
 Field 3

File Container Record ID **CF/RAF/ZW/S0337-1990-000072638**  
 File Container Record (Title) **Management Committee Meetings Meetings in Preparation for WS Work**

N1: Number of pages **8** N2: Doc Year **0** N3: Document Number **0**

Full GCG Code Plan Number  
 Record GCG File Plan

Da1: Date Published Da2: Date Received Date 3 Priority

Record Type **A01ed Item Spec Proj - CF/RAI/NYHQ/SP/SSC**

Electronic Details **No Document** DOS File Name

Alt Bar code = RAMP-TRIM Record Number **CF/RAI/NYHQ/SP/SSC/2002-01200**

Notes

Print Name of Person Submit Images

Signature of Person Submit

Number of images without cover

**JOHN MANFREDI**

*John Manfredi*

**8**

18 April 1990

PRINCIPAL ARRANGEMENTS FOR THE "WEEKEND"

Contact/Focal Point

I. SECURITY LIAISON

1. U.N. Security

Chief Anthony O'Connell/  
Emily Kawas (UN Security)

- a. sterilization of area/dog sweep
- b. magnometer - clear all incoming weekend staff including, staff, delegation support staff and security, Restaurant Associate staff, cleaners, volunteers, etc.
- c. accreditation and identification badge for all except "presidential party" (protocol) and press (DPI).
- d. limosine parking
- e. Fire Warden
- f. medical/ambulance services (wheelchairs)
- g. flags/stands
- h. flags flying after sundown
- i. prior storage of documents/change locks
- j. prior approval of "enhancement" activities
- k. barricades/ropes and stanchions
- l. clear equipment to enter building
- m. permits: vehicles on grounds, erect camera platforms, hang banners, mount flags along escalators/elevators

A&P to provide:

- a. list of all dignitaries, celebrities coming
- b. schedule of events
- c. identification badge coding
- d. megahertz frequency of walkie-talkie (should limit use)
- e. list of staff with communications equipment, i.e., walkie-talkies, cellular phones, beepers with numbers and codes (if any)

2. NYPD - Diplomatic Protection Unit Capt. Mike McCann  
a. provide additional security within (NYPD)  
city and around U.N.  
b. barricades as needed  
c. close streets as needed
  
3. U.S. Secret Service Robert Moller  
a. provide security to HS/G (U.S. Mission)
  
4. Airport Security Mission Liaison  
Missions to co-ordinate directly  
but to inform us of arrivals/departures
  
- II. PROTOCOL LIAISON Aly Teymour
  
1. Accreditation of "presidential party"
2. Will meet at entrance
3. Will do placement for dinners
4. Send invitations for dinner (?)
  
- III. DELEGATION LIAISON OFFICERS AND PARTICIPANT "REGISTRATION" DATA
  
1. Aide-Memoire A & P Unit  
a. preparation  
b. mailing to missions of participating  
governments  
c. appoint co-ordinating Liaison Officer  
d. prepare information packet for spouses
  
2. UNICEF Liaison Officers  
a. establish contact with L.O. in mission  
b. registration  
c. distribution of delegation accreditation  
d. receive and attend HS/G during weekend  
(dinner, bi-lateral room arrangements, etc.)
  
3. Mission Liaison Officers  
a. act as focal point/liaise with L.O.  
co-ordinator and UNICEF L.O.  
b. provide information from aide-memoire
  
- IV. MEDIA LIAISON AND HOST BROADCAST SERVICES
  
1. Media accreditation DPI (Pedro Guillen)  
a. preparation of badges  
b. advance accreditation  
c. contact point for missions

2. Facilities
    - a. press briefing rooms
    - b. media working base
    - c. media lounge/buffet
    - d. document distributionDOI (Sam Koo)  
A & P Unit  
OGS-UN  
BMS-UN  
OSEB - UNICEF
  3. Press
    - a. Press briefing officer
    - b. announcement in U.N. JournalDOI
  4. Photography DOI (Peter David)
  5. Equipment
    - a. all audio-visual
    - b. screens
    - c. sound/lighting
      - i. meeting rooms
      - ii. dinner/receptionsDOI (B. Hetzer)  
BCE -UN (W. Sargent)  
A & P Unit
  6. Satellite hook-up
- V. HOSPITALITY
1. Dinner/Reception
    - a. invitations
      - i. design/print (who?)
      - ii. prepare address list/send
    - b. official request for North LoungeA & P Unit  
RA (G. Johannsen)  
Protocol (A. Teymour)  
Security
- or DDR
- c. placement (A. Teymour)
  - d. menu selection
  - e. decorations/flowers
  - f. music
  - g. arrangements to feed staff, security
- musicians
- h. interpretation (portable booths, wireless
- headsets
- i. sound/lighting
  - j. room arrangements
2. Initiators (or Co-chairs) Luncheon on Saturday
  3. Working Luncheon on Sunday
  4. Concluding dinner or reception

- 5. Courtesies
  - a. food for media, staff, delegation security
  - b. ice/mineral water
  - c. refreshments available throughout working sessions for participants

VI. CONFERENCE SERVICING

DCS-UN (E. Wyzner)

- 1. Reserve Chamber (strongly recommend ECOSOC)
- 2. Interpretation (six languages?)
- 3. Translation (?) / editors (?)
- 4. Room set-up
  - a. special request for water
  - b. pads, pencils (specially ordered?)
  - c. name plates (provide list in advance)
  - d. sound/lighting/spots
- 5. Provide DCS with information on room enhancement
  - a. flags
  - b. flowers
  - c. banners/photographs
- 6. Conference officers
- 7. Special requests
  - a. inter-session custodial services
  - b. recording of proceedings
  - c. weekend airconditioning
  - d. use of delegate mail boxes
- 8. Set-up of additional smaller rooms
  - a. bi-laterals
  - b. staff work areas

VII. CREDENTIALS/IDENTIFICATION

- 1. Creditals
  - a. "Presidential party" - Protocol
  - b. press/media - DPI (need numbers to arrange for meals)
  - c. all other - U.N. Security

2. Identification

- a. pins for HS/G (design and production) GCO
- b. photo i.d. UN Pass Office
  - i. design format
  - ii. color coding
- c. determination of security zones

VIII. SPECIAL EFFECTS/VISUALS/EXHIBITS

1. In meeting room

- a. films
- b. photographs
- c. music
- d. flags
- e. flowers
- f. exhibits
- g. banners

2. In building

- a. photographs
- b. flags
- c. banners
- d. exhibits

3. UN Grounds/UN Plaza

- a. flags (special requests)
- b. banners

4. Elsewhere

- a. First Avenue (flags, banners?)
- b. 42nd Street (flags, banners?)

IX. EVENT/CEREMONIAL DOCUMENTATION

1. Event

- a. documents for working sessions
- b. press documents
- c. background documents on hand
- d. information packet for each staff member,  
including schedule of events, list of staff, and  
contact numbers, etc.
- e. UNIFO for published proceedings following  
Summit

2. Signing Ceremony

- a. design and production of ceremonial copy of declaration
- b. pens (donated?) for signing and offering to HS/G
- c. arrangements for reproduction
  - i. bronze plaque (/
  - ii. individual copies of each HS/G
  - iii. copies for advocacy purposes

X. SUPPLEMENTAL MANAGEMENT AND STAFFING

1. Liaison Officers

- a. internal
- b. mission

2. UNICEF staff

- a. appoint co-ordinator
- b. determine time and areas of need
- c. notify security/arrange for passes

3. Volunteers

- a. New York City Commission for U.N. -- Volunteer Diplomatic Corps
- b. NY Metropolitan Committee for UNICEF
- c. appoint co-ordinator
- d. determine time/areas of need
- e. notify security/arrange for passes

XI. SECRETARIAT OPERATIONS FACILITIES

1. Suite of offices

- a. office equipment (photocopiers, telephones, typewriters, FAX, PCs, printers, etc.)
- b. office supplies
- c. Wang VS hook-up
- d. message board

2. Other staff working area

- a. determine number and need
- b. equipment and supplies as needed in all additional rooms

3. Site managers

- a. chosen for each site of activity
- b. connected to communication centre

4. General requirements
  - a. cleaning (before, during, after)
  - b. elevators
  - c. electricians/technicians
  - d. tables/chairs
  - e. moving of furniture
  - f. weekend airconditioning
  - g. coat check open
  - h. exhibit boards

XII. COMMUNICATIONS

1. Portable equipment
  - a. walkie-talkies (notify security of megahertz frequency)
  - b. cellular phones
  - c. beepers
2. Additional telephones (determine where)
3. Messages/Mail
  - a. message boards (staff, delegations)
  - b. delegation mail boxes
4. Computer link-ups
5. Communications centre
  - a. co-ordinates all of the above
  - b. staffed on full-time basis with back-ups

XIII. FIRST SPOUSES' PROGRAMME

1. Sunday lunch
  - a. possibly offered by Mrs. Perez de Cuellar
  - b. held concurrently with Working Lunch
  - c. official request should be made
2. Symposium
  - a. held concurrently with 2nd Working Session
  - b. held in smaller UN conference room
  - c. Child and Family issues, with each one discussing a "doable" initiative carried out in their country
  - d. hosted by celebrity such as Audrey Hepburn
  - e. second major media story



3. Signing ceremony/closing reception
  - a. all First Spouses present
4. Other
  - a. religious services
  - b. information packet for Spouses

XIV. AMENITIES/"SOUVENIRS"

1. For use
2. For sale

XV. SPECIAL GUESTS (and Arrangements for them)

1. Who? (Mayor Dinkins, Governor Cuomo, Goodwill Ambassadors)
2. Special needs

XVI. FOLLOW-UP

1. Reproduction of Declaration
2. Compendium of statements
3. Published proceedings (UNIFO)
4. History Project

XV. PREPARATION

1. Initial meetings with Summit focal points
2. Initial meetings with U.N. and city contacts
  - a. determine areas of responsibility
  - b. establish divisional contact
3. Inter-divisional meetings at U.N.
  - a. prepare list of requests for U.N. services and send to all relevant U.N. division by end May
  - b. hold first inter-divisional meeting by mid-June.
  - c. hold second inter-divisional meeting by mid-September to finalize details
4. Aide-memoire
5. Information kit for First Spouses