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Record Item Title

**Arrangements and Protocol for the World Summit for Children. Includes "Schedule Option # 3" and "Principal Arrangements for the Weekend".**

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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*

**10**



29-30 September 1990  
United Nations • New York

**World Summit for Children • Sommet Mondial pour les Enfants • Cumbre Mundial en favor de la Infancia**

مؤتمر القمة العالمي من أجل الطفل • Всемирная встреча на высшем уровне в интересах детей • 世界儿童问题首脑会议

TO: Mr. Michael Shower  
Executive Secretary  
World Summit for Children

DATE: 20 April 1990

FROM: Gillian Sorensen  
Saundra Grace  
Farida Ali

Arrangements and Protocol recommends the following:

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1. Schedule Option #3 (modified), attached.
2. Use of EcoSoc Chamber for working sessions

Use of North Lounge ("Delegates Lounge") for Dinner hosted by Secretary-General on Saturday night. Earlier reception to be held in Indonesian Lounge (Heads only).

Use of Delegates Dining Room for Sunday lunch, hosted by the Six Initiators

Use of North Lounge (Delegates Lounge) for concluding reception (hosted by UNICEF), following Signing Ceremony in EcoSoc Chamber.

Scheduling of one dinner (not two)

3. Planning of a First Ladies Symposium - after Sunday lunch - in smaller UN Conference Room, chaired by Audrey Hepburn.  
Voluntary participation; themes or focus to be decided after canvassing First Ladies well in advance.

cc: Mr. T. Herwig ✓

**World Summit for Children**

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SCHEDULE OPTION # 3  
ARRANGEMENTS AND PROTOCOL

Arrangements and Protocol Group, in reviewing all details of conference services, security, media coverage, etc, also considered timing and format for a most effective Summit. We strongly support the following Schedule Option # 3 (modified) which we believe can best serve the needs and goals of the Conference.

Friday 28	Saturday 29	Sunday 30	Monday 1
<p>11:00 - UN - General Assembly Debate</p>	<p>10:00 - Informal pre-Summit meetings</p> <p>13:00 - Private Lunch - The Six Initiators</p> <p>14:30 - Two Co-Chairs confer</p> <p>18:30 - Opening Session thru ("Family Photo")</p> <p>20:00</p> <p>20:00 - Reception</p> <p>20:30 - Dinner (hosted by thru Secretary-General</p> <p>22:30 in North Lounge)</p>	<p>10:00 - Working Session I thru EcoSoc Chamber</p> <p>13:00</p> <p>13:15 - Working Lunch (hosted thru by The Six Initiators</p> <p>14:45 in Delegates Dining Room) <u>AND</u></p> <p>13:15 - First Ladies Lunch thru (hosted by</p> <p>14:45 Mrs. Perez de Cuellar)</p> <p>15:00 - Working Session II thru</p> <p>18:00 <u>AND</u></p> <p>15:15 - First Ladies Symposium thru</p> <p>17:30</p> <p>18:00 - Signing Ceremony</p> <p>18:30 - Reception (hosted by UNICEF)</p> <p style="text-align: center;"><u>EVENING FREE</u></p>	<p>09:30 - Report to World and Press Conference</p> <p>10:30 - Report to General Assembly</p> <p>11:30 - UN - General Assembly Debate continues</p>

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

.....3

- 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 DOI (B. Hetzer)  
BCE -UN (W. Sargent)  
A & P Unit
  - a. all audio-visual
  - b. screens
  - c. sound/lighting
    - i. meeting rooms
    - ii. dinner/receptions
  
- 6. Satellite hook-up
  
- V. HOSPITALITY
  - 1. Dinner/Reception A & P Unit
    - a. invitations RA (G. Johannsen)
      - i. design/print (who?)
      - ii. prepare address list/send
    - b. official request for North Lounge 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 Diplomatic Corp
- b. NY Metropolitan Committee
- c. appoint co-ordinator
- d. determine time/areas of need
- e. notify security/arrange for passes

What will you do?

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

e. cellular phones + walkie talkies

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