



UNITED NATIONS  
CONFERENCE ON SUSTAINABLE DEVELOPMENT

Rio de Janeiro, Brazil  
20 – 22 June 2012

PRELIMINARY INFORMATION FOR PARTICIPANTS\*

\* As of 24 May 2012. Information contained is subject to the final rules of procedure of the Conference.

## **Dates and venue of the Conference**

1. The United Nations Conference on Sustainable Development (or Rio +20) will be held from 20 to 22 June at the Riocentro Convention Center, Rio de Janeiro, Brazil.

2. The address of the Riocentro Convention Center is as follows:

Avenida Salvador Allende 6555  
Barra da Tijuca  
Rio de Janeiro  
Brazil

3. The Convention Center is situated in Barra da Tijuca, Rio de Janeiro, approximately 50 minutes by freeway from the center of Rio de Janeiro and a 40-minute drive from Rio de Janeiro International Airport.

4. The Conference will be preceded by the third session of the Preparatory Committee meeting, to be held from 13 to 15 June 2012, also at the Riocentro Convention Center. The proposed programme of work for the Third Preparatory Committee meeting is available on the Rio +20 web site at <http://www.uncsd2012.org/rio20/>.\*

## **Opening of the Conference and seating arrangements**

5. The formal opening plenary meeting of the United Nations Conference on Sustainable Development will be held at 10 a.m. on Wednesday, 20 June, in the Plenary Hall in Pavilion 5 of the Convention Center to consider all procedural and organizational matters, including the adoption of the rules of procedure and of the agenda, the election of the President of the Conference, the election of officers, the establishment of a Main Committee, the appointment of the members of the Credentials Committee and arrangements for the preparation of the report of the Conference and other matters. The plenary meeting will also hear statements from the President of the Economic and Social Council and the nine major groups. The ceremonial opening of the Conference will be held at 3 p.m. on Wednesday, 20 June, in the Plenary Hall, and will hear statements by the President of the Conference, the President of the General Assembly, the Secretary-General of the United Nations and the Secretary-General of the Conference.

6. At the opening of the Conference and at subsequent plenary meetings, each government delegation will be assigned six seats: three at table and three behind. Specifically identified seating will be available for other participants in the Conference.

7. At meetings of the subsidiary bodies of the Conference, each government delegation will have two seats, one at the table and one behind.

8. Delegations will be seated in English alphabetical order.

\* The Government of Brazil has proposed "Sustainable Development Dialogue Days" to be held from 16 to 19 June 2012 to address the following topics: 1 Food and nutritional security; 2. Sustainable development for fighting poverty; 3. Sustainable development as an answer to the economic and financial crises; 4. The economics of sustainable development, including sustainable patterns of production and consumption; 5. Sustainable cities and innovation; 6. Unemployment, decent work and migrations; 7. Sustainable energy for all; 8. Water; 9. Oceans; and 10. Forests.

## **Agenda and programme of meetings**

9. A provisional agenda, organization of work and rules of procedure will be issued.

10. Morning plenary meetings are scheduled to take place from 10 a.m. to 1 p.m. and afternoon plenary meetings from 3 p.m. to 6 p.m. Evening sessions, if required, will generally begin at 6 p.m.

11. The programme of meetings will be made available in the daily *Journal of the United Nations*, giving details on daily activities and information such as titles, times and locations of meetings, agenda items to be considered and relevant documentation.

12. The list of speakers for the plenary meetings will be established by a drawing of lots. Statements will be limited to five minutes. Detailed arrangements on the list of speakers were communicated by the Secretariat at the end of January 2012.

13. In addition to the discussions in the plenary and in any subsidiary bodies that may be established, the Conference will feature four consecutive high-level round tables, parallel meetings including a partnership forum and learning centers, as well as special events.

14. The four high-level round tables will have a common theme "*Looking at the way forward in implementing the expected outcomes of the Conference*" and they will be held in parallel with the plenary meetings, as follows:

*Wednesday, 20 June 2012, from 4:30 p.m. to 7:30 p.m.*

*Thursday, 21 June 2012, from 10 a.m. to 1 p.m. and from 3 to 6 p.m.*

*Friday, 22 June 2012, from 10 a.m. to 1 p.m.*

15. The four round table sessions will each have two Co-Chairs and a Rapporteur to be appointed by the President of the Conference from among the Heads of State or Government and ministers attending the Conference, in accordance with the principle of equitable geographical distribution. The round tables will have 70 seats each: up to 50 for Government delegations and at least 20 for other participants, including representatives of observers, entities of the United Nations system and other accredited intergovernmental organizations and major groups. Member States and other participants are encouraged to be represented at the round tables at the highest possible level.

16. Participants will be invited by the Secretariat to inscribe in order to participate in one of the round tables in advance of the Conference. The opening of the inscription for participation in the round tables will be announced in the *Journal of the United Nations*.

17. Any given State, observer, entity of the United Nations system or other accredited intergovernmental organization or representative of a major group may participate in only one of the round tables. Each participant may be accompanied by one adviser.

## **Interpretation**

18. The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made in the plenary, the meetings of the subsidiary bodies of the Conference, and the four high-level round tables will be interpreted in the official languages. English and French interpretation will be provided for press conferences. The extension of meetings beyond their normal duration, or the provision of interpretation services to regional and other major groups of Member States and bilateral meetings will be arranged according to the availability of interpretation services.

19. Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may make a statement in a language other than the official languages. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the official languages. The interpretation or written text will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

20. There will be sign language interpretation in English in the Plenary. The Plenary and the four round table sessions will also have real-time captioning in English and Portuguese.

## **Documentation**

21. The Conference will be served PaperSmart through the ISPS portal (<http://papersmart.un.org>). The official documentation of the conference will be issued digitally at the conference site in Arabic, Chinese, English, French, Russian and Spanish.

### Circulation of written statements

22. Delegations and participants on the list of speakers who wish to circulate their statements in the Plenary Hall are requested to provide an electronic copy of their statements by emailing them to [PaperSmart@un.org](mailto:PaperSmart@un.org) for uploading to the ISPS portal (<http://papersmart.un.org>) as soon as available and at least two hours in advance of their designated speaking slot. The statements may be sent two hours in advance of the designated slot for the speaker to be uploaded to the portal. The statements will, however, be made available to participants only when delegations deliver their statement.

### Distribution of official documents

23. To conduct the meeting PaperSmart, all information related to the meeting will be delivered through the Integrated Sustainable PaperSmart Services (ISPS). The Journal and the programme of meetings and events, official documents, statements and press releases will be made available to view and download through the ISPS portal at [PaperSmart.un.org](http://PaperSmart.un.org). In addition to the documents provided on this portal, services will be provided to facilitate the transfer of documents to mobile devices of delegations and participants and to provide print-on-demand services, when needed during the meeting. Delegations and participants attending the meeting are encouraged to carry their laptops or mobile devices including tablets to the meeting.

## Requests for meetings

24. The meeting will be serviced through the ISPS satellite desks located in different areas in the pavilions and also inside some conference rooms. Participants will also be able to request documents in advance, in Braille by sending a request specifying the language to [PaperSmart@un.org](mailto:PaperSmart@un.org). For any further information, please contact the ISPS secretariat at [PaperSmart@un.org](mailto:PaperSmart@un.org).

25. The PaperSmart services will be provided via ISPS Media - distribution of documents and information on flash drives; ISPS ePublish - documents and information in an accessible format for a variety of mobile devices; ISPS Print-on-demand - hard copy of conference documents and the ISPS Portal - a secure web-based access to documents and information. General documents will be available to all users via the ISPS Portal; a log-in can be requested by delegates by emailing their request to [PaperSmart@un.org](mailto:PaperSmart@un.org) to access the restricted documents on the ISPS Portal. This would enable secure access for delegations to restricted documents.

26. The conference venue does not have provisions to store and distribute publications and documents in print. Participants wishing to share information may present the same on digital media, and where possible, in formats accessible to persons with disabilities.

27. Subject to the availability of space and services, every effort will be made to accommodate meetings of regional and other major groupings of Member States, as well as informal meetings and bilateral meetings. Requests, other than those for side events mentioned in paragraphs 98 and 99, should be sent to [emeetsm@un.org](mailto:emeetsm@un.org), indicating in the subject line "Rio+20: title of meeting".

28. For bilateral meetings among Member States at the Head of State or Government or ministerial level, ten rooms, each with a capacity to hold a maximum of eight participants, will be available in Pavillion 5 of the RioCentro Convention Center. Requests for bilateral meetings should be sent to [icms.un.org](http://icms.un.org) as per the current procedure at Headquarters in New York. Final confirmation of all booth assignments will be made the day before the meeting. To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute durations. It is essential that all requests specify the date and time of each meeting, and include the name of the other delegation participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same booth.

## Access and accreditation of delegates

29. Access to the conference site and conference rooms will be granted upon presentation of a valid United Nations conference pass issued by the United Nations. Delegates holding a conference pass are subject to screening at the main entrance of the Riocentro Convention Center. Heads of State or Government, Vice-Presidents and Crown Princes as well as their spouses, will be exempt from screening. To obtain a conference pass, the accreditation procedure specified herein must be fully respected.

30. Access to the plenary hall and the conference rooms for the round tables during the period from 20-22 June 2012 will require a secondary access card in addition to the conference pass.

31. The issuance of conference passes and VIP passes will be carried out on the basis of the following requirements:

- (a) an official communication to the United Nations Protocol and Liaison Service providing an authorized list of members of a delegation (**with names and functional titles**) who are in need of a Conference pass;
- (b) individual accreditation forms SG.6-Rio/2012 for all delegates, including members of the VIP group; [The accreditation form (SG.6-Rio/2012) is available in the United Nations Protocol and Liaison Service in New York, Room NL-2058, and also at <http://www.un.int/protocol> or <http://www.uncsd2012.org/rio20/registration.html#registration>

- (c) passport-size colour photographs of all listed members of delegation, including cabinet ministers. All photographs must be recent or at least taken not more than six months prior to the Conference. If sent by e-mail, all photographs must be in **.jpg format**. Other formats will not be accepted. Photographs are not required for Heads of State/Government, Vice-Presidents, Crown Princes and their spouses. Please refer to the specific requirements of photographs contained in the accreditation form (SG.6-Rio/2012)

### Submission of accreditation requests

32. All accreditation requests should be submitted to the Protocol and Liaison Service in New York at Room NL-2058 or by fax 1 212 963 1921. A copy should also be sent to the Brazilian Ministry of External Relations at [rio20.accreditation@itamaraty.gov.br](mailto:rio20.accreditation@itamaraty.gov.br).

33. All photographs should be sent via email to [protocolphoto@un.org](mailto:protocolphoto@un.org). This email account will accept photographs only. Each email can contain multiple attachments. Each attachment should consist of one photograph (in .jpg format) labelled with the full name of the participant.

34. For easy tracking of photographs sent via email, please put in the subject line ONLY the name of the country, entity or organization making the request.

35. Requests for accreditation of security details of the VIP group and media personnel must not be sent to the Protocol and Liaison Service. (Please refer to Security Responsibilities on paras. 82-97 of this note).

36. Permanent/observer missions and liaison offices are strongly advised to make use of the pre-accreditation option in order to simplify the process and to avoid inconvenience to delegates.

37. Delegates with special needs are kindly requested to inform the Host Country via email [rio20.accreditation@itamaraty.gov.br](mailto:rio20.accreditation@itamaraty.gov.br).

38. The United Nations Protocol Accreditation Unit will not accredit representatives of non-governmental organizations and civil society attending side events in the margin of the conference. Representatives of NGOs and civil society, who do not form part of an official delegation of a Member State/Observer, should seek accreditation as described in paras, 70-81.

Pre-accreditation (through 30 May 2012 in New York)

39. In order to expedite the accreditation process, permanent/observer missions and liaison offices are urged to submit their accreditation requests to the Protocol and Liaison Service in New York for all delegates who will participate in the Conference. Pre-accreditation will be accepted for processing at the Protocol and Liaison Service in New York until **30 May 2012**.

40. From **4 June 2012** onwards, all accreditation requests **must** be submitted to the United Nations Protocol Accreditation Unit in Rio de Janeiro at the Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center or by fax to +55 21 2442-9000. Please follow the accreditation requirements / procedures referred to in para. 31 of this note. Permanent/observer missions are reminded that the above fax number will be only active as of 4 June 2012.

41. After review and approval by the Protocol Accreditation Unit, conference passes will be issued by the United Nations Pass and ID Unit and made available for pick-up at the Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center by representatives of the missions or embassies/consulates general. Valid and current photo identification, e.g., United Nations grounds pass or embassy identification, is necessary for pick-up.

42. In order to avoid unnecessary delays, delegates **must submit all three requirements**. Failure to submit photographs and completed accreditation forms will result in delegates having to line up to be photographed at the Accreditation Centre.

43. Permanent/observer missions and liaison offices are urged to advise and coordinate with their embassies and consulates general in Brazil on the proper accreditation procedure in order to avoid dual accreditation and confusion.

On-site accreditation (starting 7 June through 17 June 2012 in Rio de Janeiro)

44. The on-site accreditation of delegates of Member States/Observers, intergovernmental organizations and specialized agencies will be processed in Rio de Janeiro starting from Thursday, 7 June 2012, by the Protocol Accreditation Unit at the Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center. Missions are reminded that the deadline for on-site accreditation is Sunday, 17 June 2012.

45. Walk-in delegates will be required to present an official communication containing an authorized list of the delegation or a letter of credentials, together with a duly completed accreditation form (SG.6-Rio/2012). Upon review and approval by the Protocol Accreditation Unit, these delegates/observers may proceed with the authorized accreditation slips to the United Nations Pass and ID Unit within the Accreditation Centre to have their photographs taken and conference passes processed and issued.

46. Members of security details of the VIP group participating in the Conference will be accredited and issued appropriate conference passes by the United Nations Security and Safety Service.

47. No separate accreditation is required for the III Preparatory Committee meeting (13-15 June). Delegates seeking accreditation to the Preparatory Committee meeting or the main conference (20-22 June) or both, once approved by the Protocol and Liaison Service, will be issued a conference pass covering the entire period from 13-22 June 2012 for access to the conference site.

**Office hours for the Protocol Accreditation Unit in Rio de Janeiro**

48. The Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center will be open as follows:

- 7-10 June 9:00 am – 6:00 pm
- 11-12 June 9:00 am – 7:00 pm
- 13 June 8:00 am – 7:00 pm
- 14-17 June 9:00 am – 6:00 pm
- 18-19 June 8:00 am – 8:00 pm
- 20 June 8:00 am – 7:00 pm
- 21 June 8:00 am – 6:00 pm
- 22 June 9:00 am – 3:00 pm

**Credentials**

49. The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the United Nations Under-Secretary-General for Economic and Social Affairs, who is the Secretary-General of the Conference, if possible not less than two weeks before the date fixed for the opening of the Conference. Any later change in the composition of delegations shall also be submitted to the Secretary-General of the Conference. All credentials should also be copied to the Protocol and Liaison Service in New York (fax: 1 212 963 1921) before 30 May 2012 and to the Protocol Accreditation Unit in Rio de Janeiro (fax: +55 21 2442 9000) from 4 June 2012. 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 Council or the President of the European Commission.

**List of participants**

50. The United Nations Protocol Office in Rio de Janeiro will make an electronic list of participants of the Conference, which can be accessed through the ISPS portal (<http://papersmart.un.org>). Permanent/observer missions, intergovernmental organizations and specialized agencies are requested to submit a comprehensive list of their respective delegations to the Conference, with functional titles and designations of all the delegates, to the Protocol and Liaison Service in New York (fax: 1 212 963 1921) before 30 May 2012 and to the Protocol Accreditation Unit in Rio de Janeiro (fax:+55 21 2442-9000) from 4 June 2012. If a comprehensive list is not received before 17 June 2012, the Protocol Office will use the information contained in the accreditation request received.



## **Participation of Intergovernmental Organizations**

51. The Conference will be open to participation by the following intergovernmental organizations:

- (a) intergovernmental organizations and other entities having received a standing invitation from the General Assembly to participate as observers in the sessions and the work of all international conferences convened under its auspices, in accordance with the rules of procedure of the Conference;
- (b) intergovernmental organizations designated by the Economic and Social Council for participation in the deliberations of the Council;
- (c) other relevant intergovernmental organizations that were accredited to the World Summit on Sustainable Development and to the Commission on Sustainable Development;
- (d) relevant intergovernmental organizations that are accredited to the Rio +20 process.

52. For access and accreditation of representatives of intergovernmental organizations, please refer to paragraphs 29-47 of the present note.

## **Access and accreditation of Specialized Agencies and related organizations**

53. The access and accreditation of the representatives of the Specialized Agencies of the UN system (ILO, FAO, UNESCO, ICAO, WHO, World Bank, IMF, UPU, ITU, WMO IMO, WIPO, IFAD, UNIDO, UN-WTO, IAEA, CTBTO, OPCW and WTO) follows the same procedures as that for Member States (please refer to paragraphs 29-47 of the present note).

## **Participation of representatives of United Nations Funds and Programmes and other entities**

54. UN funds and programmes and other entities should communicate the composition of their delegations to the Conference Secretary-General. Correspondence should be addressed to the attention of Ms. Federica Pietracci at: <[pietracci@un.org](mailto:pietracci@un.org)>, by **no later than 14 May 2012**.

55. UN funds, programmes and other entities include: UN, UNOG, UNHCHR, UNOV, UNODC, UNON, UN-HABITAT, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD, UNDP, UNEP, UNHCR, UNRWA, UNICEF, UNFPA, WFP, UN-WOMEN, UNFCCC, UNCCD, CBD, UNU, ITC, UNAIDS, UNITAR.

56. Representatives of the above UN entities can collect their conference passes in Rio de Janeiro starting from Thursday, 7 June 2012, at the Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center.

57. Representatives of the above UN entities will be required to present an official ID (national passport or valid UN grounds pass) to the United Nations Pass and ID Unit within the Accreditation Centre to have their photographs taken and conference passes processed and issued.

58. For opening hours of the Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center, please see page 8 of the present note.

## Media accreditation and services

59. Media accreditation is strictly reserved for members of the press: print, photo, radio, television, film, news agencies, and online media who represent a bona fide media organization (full guidelines are available at <http://www.un.org/en/media/accreditation/request.shtml>) . Accreditation will be granted upon presentation of the following documents:

(a) Letter of assignment on official letterhead of a media organization **signed** by the publisher or editor-in-chief indicating the name and duration of assignment of the journalist. The letter should be addressed to Isabelle Broyer, Chief, Media Accreditation and Liaison Unit, United Nations Secretariat, Department of Public Information. It should be sent as a scanned document in jpeg or pdf format to [malu@un.org](mailto:malu@un.org);

(b) Passport-size colour photographs of all listed media representatives. All photographs must be recent or at least taken not more than six months prior to the Conference. All photographs must be in jpeg format.

(c) Completed online accreditation form, which can be found at:  
[www.un.org/media/accreditation/request/shtm](http://www.un.org/media/accreditation/request/shtm)  
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**60. The deadline for media accreditation is 14 May 2012.**

61. No double accreditation is allowed (e.g., as press and delegate, or as press and non-governmental organization).

62. The on-site accreditation of media and press will be processed starting from Thursday, 7 June 2012, at Gate I of the RioCentro Convention Center. The office hours will be:

7-10 June 9:00 am – 6:00 pm

11-12 June 9:00 am – 7:00 pm

13 June 8:00 am – 7:00 pm

14-17 June 9:00 am – 6:00 pm

18-19 June 8:00 am – 8:00 pm

20 June 8:00 am – 7:00 pm

21 June 8:00 am – 6:00 pm

22 June 9:00 am – 3:00 pm

## Media Centre

63. A Media Centre for the use of all journalists accredited to cover the Conference will be located in Pavillion 3 of the RioCentro Convention Center. The media centre will be equipped with appropriate electrical power outlets for personal laptop computers, telephones, fax facilities, closed-circuit television and a press documentation counter. There will be limited seating available for print media in the plenary hall and certain other meetings, secondary access passes will be required and can be picked up from a Media Liaison Desk in Pavillion 5. In addition, there will be limited space available for TV and Photo crews as well as for official delegation media representatives. Please check the media alert for daily updates during the Conference ([www.un.org/en/media/accreditation/alert](http://www.un.org/en/media/accreditation/alert) or via [twitter@unmedialiaison](mailto:twitter@unmedialiaison)).

64. Information, which may be of interest to Radio and TV broadcasters regarding Regulations for telecommunications in Brazil can be found at: <http://www.anatel.gov.br/hotsites/anatelgrandeseventos/en/home/index.html>

65. The plenary meetings, round tables, press conferences and other activities will be broadcast live into the Media Centre. Audio-visual and sound feeds of the plenary meetings, round tables, press conferences and other events will be provided to broadcasters live, with free plug-in recording facilities.

66. To conduct the meeting PaperSmart, all information related to the meeting will be delivered through the Integrated Sustainable PaperSmart Services (ISPS) Satellite Desks. The Programme of the Day, official documents, agenda, statements and Press Releases will be made available to view and download through the ISPS portal at (<http://papersmart.un.org>). In addition to the documents provided on this portal, services will be provided to facilitate the transfer of documents to mobile devices of members of the media and to provide print-on-demand services, when needed during the meeting. Members of the media attending the meeting are encouraged to carry their laptops or mobile devices, including tablets to the meeting.

67. There will be a large press briefing room in the Media Centre, as well as smaller auxiliary briefing rooms. To request a 30-minute press briefing slot, contact [prudhommem@un.org](mailto:prudhommem@un.org), telephone 917-367-3541.

68. For press materials on the Conference and its issues, see [www.uncsd2012.org](http://www.uncsd2012.org) or [www.un.org/sustainablefuture](http://www.un.org/sustainablefuture). For more information and interview requests, please contact the Strategic Communications Division, Department of Public Information, telephone 212-963-9495 or 212-963-6870, e-mail [mediainfo@un.org](mailto:mediainfo@un.org).

## **DPI coverage and information materials**

69. The UN Department of Public Information will provide comprehensive print, TV, radio, webcast and internet coverage of the high-level Plenary meetings, roundtables and briefings, press conferences at Rio Centro (more complete information will be provided at a later stage).

## **Access and accreditation for non-governmental organizations and other major groups**

### Pre-registration

70. NGOs and other major groups that are eligible for pre-registration are those that are:

- a) In consultative status with the Economic and Social Council, including those on the roster through the list of the Commission on Sustainable Development.
- b) Accredited to the World Summit on Sustainable Development.

71. NGOs and other major groups and other accredited organizations can pre-register their representatives for the Conference through the Rio +20 web site at [www.uncsd2012.org](http://www.uncsd2012.org). **The deadline for pre-registration is 20 May 2012.**

72. When the pre-registration is completed, each nominated representative will receive a confirmation letter via e-mail. That letter serves as an official invitation to the Conference and can be used to apply for a visa to Brazil.

**73. Once pre-registration is closed, on-site registration by representatives of non-accredited NGOs or major groups will not be accepted. All representatives that intend to attend the Conference must be pre-registered before the deadline of 20 May 2012.**

74. Additionally, if a representative of an accredited organization is not able to attend the Conference, he or she cannot be replaced by another representative of the same organization.

### Applications for accreditation

75. Those non-governmental organizations and other major groups who are currently *not* eligible for pre-registration (see para. 69) but who wish to attend and contribute to the Conference were requested to apply to the secretariat for that purpose, in accordance with guidelines available on the Conference website <http://www.uncsd2012.org/rio20/>. **The deadline for submitting accreditation applications was 20 February 2012. No applications are accepted beyond this deadline.**

### Office hours

76. The United Nations Accreditation Centre will start providing passes to pre-registered NGOs and other major group representatives on 9 June 2012 at Pavillion 1 of the Riocentro Convention Center, according to the following office hours:

7-10 June 9:00 am – 6:00 pm  
11-12 June 9:00 am – 7:00 pm  
13 June 8:00 am – 7:00 pm  
14-17 June 9:00 am – 6:00 pm  
18-19 June 8:00 am – 8:00 pm  
20 June 8:00 am – 7:00 pm  
21 June 8:00 am – 6:00 pm  
22 June 9:00 am – 3:00 pm

77. Pre-registered participants must come to Accreditation Centre with a copy of the confirmation letter and valid photo identification (passport, driver's licence) for identification purposes.

#### Access to the Riocentro Convention Center

78. Each registered NGO representative will receive one individual Conference grounds pass to allow him/her access to the Riocentro Convention Center during the Conference.

79. Representatives of NGOs and other major groups who have obtained a Conference grounds pass will be granted access to the Riocentro Convention Center. Entry into the Riocentro Convention Center or a particular meeting room within may need to be restricted for crowd-control purposes and secondary access passes will be issued for certain areas, including the Plenary Hall in Pavillion 5.

#### Major Groups Pavillion

80. There will be a Pavillion and working area in the Riocentro Convention Center for NGOs and other major groups. The Pavillion will have a general meeting area, and smaller working rooms for working meetings available upon request; the area will also have a copier and a few computers. This pavilion will be accessible during regular conference hours.

#### Travel arrangements

81. Representatives are responsible for their travel to and from Brazil and accommodation in Rio de Janeiro. The United Nations will not be able to assist in bearing any related costs. Special shuttle services will be offered by the Government of Brazil to representatives of Member States, intergovernmental organizations, the UN system, major groups and media between airports and hotel areas, and hotel areas and Riocentro from 12 to 23 June 2012. For more information, please see page 17 of this note. Representatives should reserve accommodations early because of the large number of participants expected at the Conference. All representatives interested in attending should ensure that they have adequate medical insurance prior to arrival.

## **Security**

82. Effective 5 June 2012, admission to the Riocentro Convention Center complex and its surrounding area will be strictly limited to UNCSD Secretariat staff and duly accredited service personnel.

83. During the Conference and the preceding Preparatory Committee, access to the Riocentro Center will be restricted to those persons who are properly accredited and are wearing a Conference grounds pass. In view of the need for heightened security measures, the provisions of Secretary-General's Bulletin ST/SGB/259 of 2 July 1993 on the wearing of grounds passes will be strictly enforced. Therefore, access will be denied to anyone not wearing a valid Conference grounds pass.

84. The United Nations disclaims all responsibility for medical, accident and travel insurance, for compensation for death and disability, for loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation.

85. Participants are solely responsible for attending to their own personal belongings. Any bags or objects left unattended will be seized for security reasons.

86. All deliveries must be scheduled and cleared by United Nations Security and Safety Service and the Brazilian Security Officials.

## Security Arrangements

87. During the period of the Conference and the preceding Preparatory Committee meeting (13 to 22 June 2012), the security arrangements will be as follows:

a. The arrangements for the Conference will be consistent with the heightened security measures of the United Nations Security and Safety Service. The United Nations Security and Safety Service, in close cooperation with Host Country Law Enforcement Agencies, is responsible for the security of everyone while they are on Riocentro Convention Center premises.

b. The Host Country authorities are responsible for the overall arrangements with regard to the security and movement of dignitaries outside the Convention Center, as is standard for official visits.

c. Host Country Security authorities provide protection for Heads of State or Government, as well as to a limited number of other government officials, by the assignment of close protection details. Arrangements for such assignments are initiated by the embassies of the relevant countries in Brasilia, in conjunction with the Brazilian Ministry of External Relations. With respect to the Heads of State or Government, the respective embassies should contact the Ministry of External Relations, if this has not already been communicated.

d. Governments whose Heads of State or Government are attending the Conference may wish to hold direct consultations with the United Nations Security and Safety Service, particularly in regards to the security arrangements of the Conference.

88. Within the Convention Center complex, certain restrictions on movement will be necessary. Therefore, a restricted area has been designated within Pavilion 5, which will include the Plenary Hall and the 2nd floor. The United Nations Security and Safety Service will enforce controls over access to restricted areas.

89. Access to the Riocentro premises will be limited beyond the normal working hours set out in paragraphs 10-14 of this note. In the interest of the security and safety of all participants, the Secretariat of the Conference reserves the right to deny and/or restrict the access to the Convention Centre or to any of the other Pavilions as well as to request that registered participants depart the premises.

90. Any question should be directed to the following e-mail: [uncsdsecurity@un.org](mailto:uncsdsecurity@un.org).

#### Accreditation of National Security Officers

Pre-accreditation (through 25 May 2012 in New York)

91. In order to expedite the accreditation of national security officers, Member States are urged to submit their requests to the Security and Safety Service in New York. Pre-accreditation will be accepted for processing, by Captain William Ball, at the Special Services Unit, Room no. L-0113Q (telephone no.: 1-212-963-7531 or by email - [uncsdsecurity@un.org](mailto:uncsdsecurity@un.org)) located within the Dag Hammarskjöld Library Building. Applications will be received, until **25 May 2012**, on behalf of the Security and Safety Service. The Security grounds pass request form can be obtained through the website: [www.uncsd2012.org/rio20/memberstates.html](http://www.uncsd2012.org/rio20/memberstates.html)

92. From **4 June 2012** onwards, all security accreditation requests **must** be submitted to the United Nations Security and Safety Service at the Riocentro Convention Center, by email ([uncsdsecurity@un.org](mailto:uncsdsecurity@un.org)) or fax, (the number will be provided when it becomes available and it will also be posted at the UNCSD website <http://www.uncsd2012.org>). In order to avoid last minute difficulties, all Governments are requested to ensure the proper accreditation of their security components.

93. Based on the anticipated influx of Heads of State and Government, the number of national security passes will be five (5) per Member State.

94. In order to facilitate entry into the "restricted areas," a secondary access pass will also be utilized in conjunction with the UNCSD grounds pass. Only those individuals who are properly identified will be allowed access by security officers.

#### On-site accreditation (starting 7 June through 17 June 2012 in Rio de Janeiro)

95. The on-site accreditation of national security officers of Member States will be processed in Rio de Janeiro starting from Thursday, 7 June 2012, by the Security and Safety Service at the Accreditation Centre located in Pavilion 1 of the Riocentro Convention Center. **Member States are reminded that the deadline for on-site accreditation is Sunday, 17 June 2012.**

96. Vehicle accreditations will be issued by the United Nations Security and Safety Services in coordination with the Host Country Security Officials. An official letter is required for vehicle accreditation. Vehicle decals for government delegations (Member States or observers) will be issued at the United Nations Accreditation Centre located in Pavilion 1 of the Riocentro Convention Center.

97. Designated hours for the Office of the UN Pass and ID Unit will be consistent with the operation of the Protocol and Liaison Services.

## Loss of pass

98. Loss of a Conference grounds pass must be reported to the Security and Safety Service, located in Pavilion 1 of the Riocentro Convention Center.

## Side events

99. A number of side events sponsored by Governments, Major Groups, UN system and other Intergovernmental Organizations will be organized from 13 to 22 June 2012 inside the Riocentro Convention Center. These on-site side events will be coordinated by the UNCSD Secretariat. In addition, there will be opportunities for stakeholders to organize UNCSD-related activities outside the Riocentro Convention Center (off-site events) in various venues in the City of Rio de Janeiro.

100. More information regarding on-site side events in Riocentro Convention Center, including criteria and guidelines for organizers, as well as an on-line request form to organize such events is available on the Rio +20 website ([www.uncsd2012.org](http://www.uncsd2012.org)). Requests for side events can be submitted using the following link [http://www.uncsd2012.org/rio20/meetings\\_sidevents.html](http://www.uncsd2012.org/rio20/meetings_sidevents.html).

101. Queries regarding side events can be addressed to e-mail: [side\\_events@uncsd2012.org](mailto:side_events@uncsd2012.org). For information regarding arrangements for off-site events, please contact the Government of Brazil at the following e-mails: [rio20.delegacoes@itamaraty.gov.br](mailto:rio20.delegacoes@itamaraty.gov.br) (for Governments and IGOs); and [rio20.sociedade@itamaraty.gov.br](mailto:rio20.sociedade@itamaraty.gov.br) (for Major Groups).

## Visa requirements

102. A visa for entry into Brazil may be required. Participants concerned are strongly advised to seek information on requirements applicable in their case from Brazilian diplomatic or consular missions in their home countries. A list of the Brazilian diplomatic and consular missions can be obtained at: <http://www.itamaraty.gov.br/o-ministerio/o-brasil-no-exterior>.

103. Where a visa is required, applicants are strongly advised to apply as early as possible (please note, however, that visas for citizens of certain countries must be used within 90 days of the issuance date).

104. Special visa arrangements will be made for the accredited participants from countries where no Brazilian mission exists. The details on such arrangements will be provided by the Host Country authorities.

105. Holders of diplomatic or official passports from countries exempt from tourist visa do not need a visa to enter Brazil, except holders of these passports from Monaco and New Zealand.

106. When applying for a visa, members of an Official Delegation must present a copy of the letter sent by their government (or international organization) addressed to the UN designating them as part of the Delegation.

107. Holders of a UN laissez-passer need to obtain a visa to enter Brazil.

108. When applying for a visa, representatives of Major Groups must present the letter of invitation sent by the UN confirming their pre-registration to the Conference.

109. Journalists who do not belong to any Official Delegation must prove that they intend to cover the Conference in order to obtain a visa.



## **Car parking**

110. Parking inside the Riocentro is limited to accredited vehicles only. Requests in this regard may be made through the United Nations Security and Safety Services as of 5 June 2012. An official letter is required for vehicle accreditation. Vehicle decals for government delegations (Member States or observers) will be issued at the United Nations Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center.

111. In addition to parking places for the official convoy, up to four parking places will be available in the Riocentro parking area for delegations. Vehicles of Heads of Delegations other than Heads of State/Government will be issued special decals. Accordingly, participants are encouraged to use the shuttle service to be provided by the Government of Brazil (see para. 100) whenever possible, which would also promote conference sustainability.

112. Each UN system entity and accredited intergovernmental organization will receive one car accreditation pass, which will enable each entity and organization to park one car inside the Riocentro premises. An official letter is required for vehicle accreditation. Vehicle decals will be issued at the United Nations Accreditation Centre located in Pavillion 1 of the Riocentro Convention Center. The UN system entities and accredited intergovernmental organizations are responsible for arranging for their own cars.

## **Transportation**

113. Special shuttle services will be offered by the Government of Brazil to representatives of Member States, intergovernmental organizations, the UN system, major groups and media between airports and hotel areas, and hotel areas and Riocentro from 12 to 23 June 2012. A valid Conference access pass will be required to access this service. Prior to obtaining a Conference pass, the following proof of identity will be accepted:

(a) Representatives of Member States or intergovernmental organizations: A diplomatic passport, UN grounds pass, embassy ID, an official letter of credentials or official letter of participation issued by governments or organizations;

(b) Representatives of the UN system: a valid UN Laissez- Passer or grounds pass;

(c) Representatives of the major groups: a valid ID together with a copy of the confirmation letter from the United Nations confirming registration in the Conference.

(c) Representatives of media: a valid ID together with a copy of the e-mail from the United Nations approving participation in the Conference.

Questions about transportation should be forwarded to the Rio+20 National Organizing Committee at e-mail: [rio20.transporte@itamaraty.gov.br](mailto:rio20.transporte@itamaraty.gov.br).

## **Services to persons with disabilities**

114. In addition to being serviced PaperSmart, the conference will be made accessible to persons with disabilities. The portal (<http://papersmart.un.org>) will make available all official documentation to persons with disabilities, in an accessible format.

115. The plenary of the conference will use sign language interpretation and include audio description in English and Portuguese. The PaperSmart portal servicing the meeting will be accessible too.

## **Health**

116. Although not mandatory for entering Brazil, Conference participants are recommended to get health insurance before travelling, to ensure protection in the case of incidents.

117. Although not mandatory, the Ministry of Health of Brazil recommends vaccination against yellow fever to those who visit the Federal District and the following states: Acre, Amapá, Amazonas, Bahia, Espírito Santo, Goiás, Maranhão, Mato Grosso, Mato Grosso do Sul, Minas Gerais, Pará, Piauí, Rio Grande do Sul, Rondônia, Roraima, Santa Catarina, São Paulo and Tocantins. To be effective, vaccination must occur ten days prior to entering risk areas. The vaccine is valid for ten years.

118. The Ministry of Health also recommends vaccination against hepatitis A to those who visit the Amazon region. It is also important to check the list of vaccines recommended by the government of your country of nationality or residence.

## **Medication**

119. Certain medications, like anti-inflammatory, antipyretic and analgesic drugs, can be easily purchased at pharmacies in the country, or even by phone. However, the purchase of certain medications, such as prescription drugs, antibiotics, antidepressants and others require a prescription issued by a Brazilian doctor, usually from the same state as where the medicine is to be acquired. As such, we recommend that participants bring, from their countries of origins, any continuous-use and / or commonly-used drugs, accompanied by a prescription or proof showing that the drugs are for personal use.

## **Currency**

120. Since 1994, the real (plural: reais) has been the official currency of Brazil. To exchange your currency for reais, go to an exchange bureau or bank authorized to do foreign exchange.

## **Telephone communications**

121. Brazil's area code is 55. The area code for Rio de Janeiro is 21.

## **Electricity and power outlets**

122. Two voltages are used in Brazil: 110V and 220V. In Rio de Janeiro, the standard voltage is 110V, but many hotels also have 220V outlets. Some hotels offer outlet adapters for certain configurations. It is recommended to check the voltage in each device before plugging it into an outlet.

### **Mobile phones**

123. Before travelling, check whether your carrier offers roaming services in Brazil. If it does not, and you have an unlocked phone, you can buy pre-paid SIM cards, from one of the four carriers operating in Rio de Janeiro (Oi, Claro, TIM and Vivo). To call, after buying the SIM card, simply purchase a recharge card, starting at three reais (depending on the carrier).

### **Climate**

124. The city of Rio de Janeiro is located just north of the Tropic of Capricorn, giving it a very humid tropical climate. In June, the local temperature usually lies between 18 and 25 degrees Celsius, but there may be peak temperatures above 30 degrees. The rainfall level in Rio de Janeiro, in June, is 53 mm.

### **Attire**

125. Due to possible weather variability and the possibility of rain, we recommended you pack light clothing, for warmer days, and rain-appropriate shoes and coats. Other than that, in terms of clothing, informality prevails in Rio de Janeiro. A light jacket is often needed in hotels, restaurants and bars, as well as on the subway, due to air conditioning.

### **Other useful information**

126. For other useful information on Rio de Janeiro and Brazil, please visit [http://www.rio20.gov.br/useful\\_information](http://www.rio20.gov.br/useful_information).

### **Rio +20 Secretariat**

127. The Secretary-General of the Conference is Mr. SHA Zukang, United Nations Under-Secretary-General of Economic and Social Affairs. The Secretary-General of the Conference is supported by two Executive Coordinators, Ms. Elizabeth Thompson and Mr. Brice Lalonde. Specific queries can be directed to the Rio +20 Secretariat at e-mail: [uncsd2012@un.org](mailto:uncsd2012@un.org). Additional background information is also available on the Rio +20 web site at ([http://www.uncsd2012.org/rio20/.](http://www.uncsd2012.org/rio20/))

