

# Correspondents' Handbook

THE UNITED NATIONS INFORMATION SERVICE AT GENEVA



UNITED NATIONS

## **Useful Numbers**

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<b>Emergencies / Fire / Security:</b>	<b>112</b>
<b>Prégny Gate Security:</b>	<b>729 53</b>
<b>Phone Operator:</b>	<b>111</b>
<b>Lost &amp; Found:</b>	<b>719 48</b>
<b>Press Room 1 Clerk:</b>	<b>762 64</b>
<b>Press &amp; media inquiries:</b>	<b>723 02 or 723 25</b>
<b>Ask a Librarian:</b>	<b>741 81</b>

## **Medical Service**

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The UNOG Medical Service is located in the basement of Building S, near door S2. It is open throughout the day from 8 a.m. to 5 p.m. Outside these hours and for emergencies, contact the Security and Safety Service at 729 00 or 729 02.

# Foreword

by the Director-General  
of the United Nations Office at Geneva

Dear members of the media,

I am very pleased to welcome you to the Palais des Nations and the United Nations Office at Geneva, one of the largest hubs of United Nations activities and a key centre of multilateral diplomacy.

Nearly 200 journalists are permanently accredited to the United Nations in Geneva and every year, another 100 or so come for temporary assignments. As members of the international press, you play a crucial role in disseminating information about our Organization's goals and activities and in promoting knowledge and understanding of the scope and impact of the United Nations' programmes and policies. The United Nations Information Service (UNIS) aims to support you in this important function.

To this end, it issues press releases, organizes press conferences, assists journalists in identifying officials and experts for interviews, provides them with offices, working spaces and a range of other services to support their work and ensure that they receive the latest, most accurate and most comprehensive information.

In the following pages, you will find answers to several practical questions with respect to these services. I hope that your task of reporting on our work will be made easier through the use of this Handbook. While I trust that it will answer most of your questions, do not hesitate to contact the staff at UNIS, who will be pleased to supply you with any further information you may require.



Sergei A. Ordzhonikidze  
United Nations Under-Secretary-General  
Director-General of the United Nations Office at Geneva



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## **Geneva and the United Nations**

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The United Nations system includes a large number of specialized agencies, programmes, funds, offices and research institutes as well as related organizations. Two thirds of the activities of the United Nations system take place in Geneva, making it a key centre of international co-operation and multilateral negotiation. This is one of the reasons that the city is often referred to as “International Geneva”.

Around 8,500 staff work for the United Nations family in Geneva, which is the largest concentration of United Nations personnel in the world. They are active in many of the major fields of work of the United Nations, including health; labour; intellectual property; human rights; humanitarian action and disaster relief; economic, trade and development activities; disarmament efforts; science and technology; as well as research and training.

### **The United Nations Office at Geneva**

The United Nations Office at Geneva (UNOG) is one of four United Nations’ headquarters, along with New York, Vienna and Nairobi. Housed at the Palais des Nations, UNOG serves as the representative office of the Secretary-General in Switzerland. With more than 1,600 staff working for UNOG, it is the biggest duty station outside of United Nations Headquarters in New York. A focal point for multilateral diplomacy, UNOG services more than 8,000 meetings every year, making it one of the busiest conference centres in the world.

A large number of dignitaries and high-level delegations come to UNOG every year to participate in bilateral exchanges, intergovernmental meetings, conferences and other events, making UNOG a centre for information sharing and exchange.

The Office is headed by a Director-General at the level of Under-Secretary-General who is accountable directly to the United Nations Secretary-General.

### **The Palais des Nations**

When the League of Nations was established in 1919, following the devastation caused by the First World War, it was decided to erect a building at par with the League’s aspirations for the creation of a more stable world. Brussels and Geneva were the two cities competing to become the seat of



the new organization. The final decision in Geneva's favour was influenced by President Wilson, who favoured it primarily because of Switzerland's neutrality.

An international architectural competition was organized in 1926. The jury of architects which was assigned the review of the 377 projects submitted could not make any final decision as to the award. The League eventually commissioned five of the favourite architects to work together in order to develop a project better suited to its exigencies. The architects were Messrs Broggi (Italy), Flegenhaimer (Switzerland), Lefèvre (France), Nénot (France) and Vago (Hungary). The Palais des Nations was erected between 1929 and 1938.

Following the suspension of the activities of the League of Nations and its dissolution after the Second World War, its properties (including the Palais des Nations) were transferred to the United Nations, which had become its official successor.

Since then, the Palais des Nations has had several extensions added to it. Today, the overall complex is 600 metres long, and hosts 34 conference rooms and 2,800 offices.









## **The United Nations Family in Geneva**

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Next to the United Nations Office at Geneva (UNOG), several United Nations funds, programmes, specialized agencies and related agencies are also headquartered or have representative offices at the Palais des Nations and other buildings in Geneva. Following is a non-exhaustive list of UN-related entities and important locations in Geneva:

At the **Palais des Nations** you will find also the following entities, amongst others:

- ◆ the Office for the Coordination of Humanitarian Affairs (OCHA)
- ◆ the United Nations Conference on Trade and Development (UNCTAD)
- ◆ the United Nations Economic Commission for Europe (UNECE)
- ◆ the United Nations Institute for Disarmament Research (UNIDIR)
- ◆ the United Nations Research Institute for Social Development (UNRISD)



## Palais des Nations Annexe Le Bocage

- ◆ the United Nations Relief Works Agency for Palestine Refugees in the Near East (UNRWA)
- ◆ the United Nations Industrial Development Organization (UNIDO)

## Palais des Nations Annexe Villa les Feuillantines

- ◆ the United Nations Educational, Scientific and Cultural Organization (UNESCO)

The main offices of the Office of High Commissioner for Human Rights are located at the **Palais Wilson**.

The following entities are also located at the **International Environmental Houses (I and II)**:

- ◆ the United Nations Human Settlements Programme (UN-HABITAT)
- ◆ The United Nations Environment Programme (UNEP)
- ◆ the United Nations Secretariat for the International Strategy for Disaster Reduction (UNISDR)
- ◆ The United Nations Development Programme (UNDP)
- ◆ The United Nations Institute for Training and Research (UNITAR)



## Getting to the Palais des Nations

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### Address

United Nations Office at Geneva  
Palais des Nations  
Avenue de la Paix 8-14  
CH - 1211 Genève 10  
Switzerland

### Transport

By public transportation: bus numbers 5, 8, 11, 22, V, F and Z and trams 13 and 15 stop at the Place des Nations. Bus numbers 8, 28, F, V and Z stop near Pregny Gate. Bus numbers 1, 11 and 28 stop near the Railway Gate.

You must buy your ticket before boarding the bus. Tickets may be purchased from the dispensers beside the bus stops.

You may buy a “cart@bonus” - a prepaid card that enables you to buy tickets at all machines located at bus stops. Cards cost CHFrs 20.-, 30.- or 50.- and are widely available from newsstands in town (also at the Palais des Nations newsagents) and at the Transports Publics Genevois (TPG) ticket booth of the train station. Daily, weekly, monthly and annual passes are also available there.

By train: Regional trains running from Lancy-Pont-Rouge to Coppet stop at the Genève-Sécheron train stop, located a few meters away from the Palais des Nations’ Railway Gate. This line also stops at Geneva main station.

By taxi: to order a taxi, call: 022.33.141.33



## **Access to the Palais des Nations**

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### **Grounds Passes**

Once you have been accredited to enter the premises you can get your grounds pass from the Security Service at the Pregny Gate Building (open on working days 8 a.m. – 5 p.m.). Your grounds pass also contains a magnetic card allowing you to open doors outside working hours (7 p.m. - 7 a.m.).

### **Gates**

Once you have your grounds pass, you may enter the Palais des Nations through the following entry points:

Nations gate: open to pedestrians only from 7 a.m. to 7 p.m.

Pregny gate: open to pedestrians and vehicles around-the-clock

Railway gate: open to pedestrians and vehicles from 7 a.m. to 7 p.m.

Badges allowing access to the Palais provided to diplomats, staff members and consultants of the Secretariat of the United Nations, and to accredited journalists, are valid 24 hours a day, seven days a week.

For other categories of persons, including representatives of accredited non-governmental organizations and persons participating in long-term conferences, access to the Palais is authorized Monday through Friday, except for official holidays, during the day only.

In exceptional cases, correspondents needing to invite guests to the Palais during the weekend and on official holidays should contact UNIS officials, to inform them of the situation so that they can communicate the names of the guests to the Security Section in order for them to obtain access to UN premises.

### **Access with a car**

Yearly accredited journalist who wish to enter the Palais by car, can ask for one windshield sticker, along with a grounds pass, from the Security Service at the Pregny Gate Building.



The Geneva correspondents association (ACANU) allocates press parking spaces at door 23 reserved exclusively for its members. Please contact ACANU to receive an access key.

If you wish to leave your car parked overnight in the grounds, including the press car park, please note that you must receive prior authorization from the Security Service. You can reach the Security Service's Control Center by dialling 729 00.



## **Public services at the Palais des Nations**

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### **Telephones**

To make internal calls (numbers beginning with 022 917 XX XX), dial the last five digits. To make external calls, dial 0 followed by the number of your call recipient, including the prefix 022.

In-house phones can only make internal calls. To make external calls to other numbers in Switzerland, or abroad, you may use one of the public pay phones available throughout the Palais. These phones require prepaid cards, sold widely, including at the newsagent and post office.

For the internal operator, dial 111.

### **Post office**

Located at door 6, the post office is open from 8 a.m. to 5 p.m. It only accepts mail stamped with United Nations stamps. Mail thus stamped can only be sent from this post office.

Please note that if you use post boxes located inside the Palais des Nations, you must make sure that letters are stamped only with United Nations stamps paid for in Swiss francs.

### **Bank**

Two branches of UBS are at your service; at door 6 and door 41, both are open from 8:30 a.m. to 4:30 p.m. Cashpoints and multimats are also at your disposal there 24 hours a day, 7 days a week.

### **Newsagent**

There are two news stands at the Palais, one at door 6, open from 8 a.m. to 5:30 p.m. and the other at door 40, open from 7:30 a.m. to 5 p.m.

### **Travel agency**

American Express travel agency offices are located at doors 6 and 40. Both are open from 9 a.m. to 5 p.m.



## Bars and restaurants

A cafeteria, a restaurant and several bars are available in the Palais des Nations:

NAME	LOCATION	OPENING HOURS
<b>Cafeteria</b>	A Building Ground floor	8:15 a.m. – 5 p.m.
<b>Bar Palette</b>	E Building 6th floor	8:15 a.m. – 5 p.m.
<b>Serpent Bar</b>	E Building 1 <sup>st</sup> floor	9 a.m.- 5:15 p.m.
<b>Press Bar</b>	C Building Ground Floor/door 6	8:30 a.m. – 6:30 p.m.
<b>Delegates Lounge</b>	C/A Building 3 <sup>rd</sup> floor	8:30 a.m. – 4:45 p.m.
<b>Delegates Restaurant</b> <i>(call 022 917 35 88 for reservations)</i>	A Building 8 <sup>th</sup> floor	Noon to 2:30 p.m.

Please note: The sale of alcohol, including beer, is prohibited in all bars and restaurants of the Palais des Nations before 11:30 a.m. and in the afternoon from 3 p.m. to 5 p.m.

## SAFI Shop

A small supermarket, selling food and non-food items, is located in the basement of Building S and can be accessed through door S1. SAFI is open from Monday to Friday from noon to 6:30 p.m.

## Cultural Corner

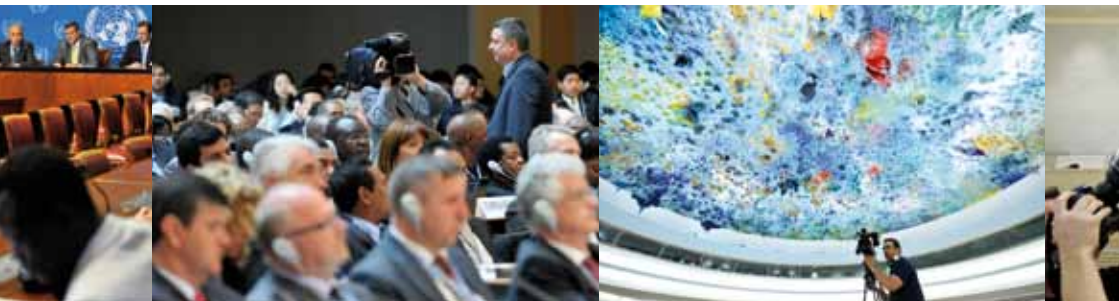
The Cultural Corner delivers information about Geneva in general and sells tickets for cultural activities in the region, such as festivals, concerts, theatre plays, exhibits, etc. It is open from 9 a.m. to 5 p.m. and located near door 6.

## UN Postal Stamps

A United Nations Postal Administration kiosk is located near door 6. It sells United Nations postage stamps and is open from 9 a.m. to 4 p.m. from Monday to Friday.

## **UN Souvenirs Bookshop**

The United Nations Bookshop sells UN Publications and souvenirs. Located near door E40, it is open from 9 a.m. to 5.30 p.m.



# **The United Nations Information Service at Geneva**

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## **About the Information Service**

The United Nations Information Service in Geneva (UNIS) is the voice of the United Nations Office at Geneva. It informs the world about Geneva's unique role in international relations and also serves as the United Nations Information Centre for Switzerland.

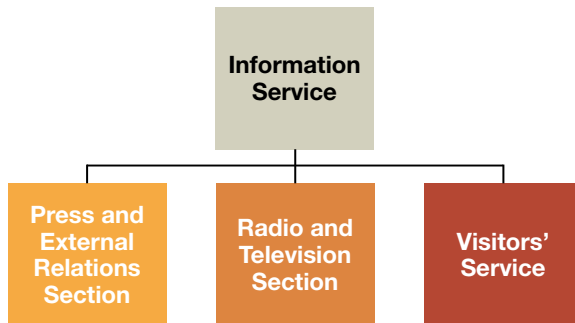
The Information Service provides a comprehensive range of public information services focusing primarily, though not exclusively, on Geneva-based United Nations activities in the field of peace, security, disarmament, development and economic and social issues. The Service fosters awareness of the United Nations' human rights programme due to the growing importance of this mandate; the location in Geneva of the Office of the High Commissioner for Human Rights and the increasing public interest in the annual meetings of the Human Rights Council. UNIS also highlights relief assistance, Geneva being the world capital of humanitarian activity.

The Information Service conveys the official position of the United Nations on matters in the news through its briefings, official statements, interviews and background briefings.



UNIS cooperates closely with the public information services of other United Nations entities present in the city to formulate a comprehensive, coordinated, coherent and carefully designed system-wide communication strategy. Through press briefings held twice a week, chaired by UNIS and attended by spokespersons from Geneva based United Nations funds, programmes and specialized agencies, the press is kept informed about the latest developments and ongoing efforts of the United Nations.

UNIS is composed of three parts: the Press and External Relations Section, the Radio and Television Section and the Visitors' Service.



## **Press & External Relations**

Throughout the year the Press and External Relations Section extends the following services:

- ◆ issues press credentials to print and audio-visual media representatives on a resident or temporary basis;
- ◆ provides working facilities to accredited correspondents;
- ◆ organizes bi-weekly press briefings, chaired by the Director of the Information Service who also serves as Spokesperson for UNOG. The briefings are attended by Spokespersons from UN specialized agencies and programmes and funds based in Geneva;
- ◆ organizes press conferences, background briefings and interviews;

- ◆ issues around 1,000 press releases and meeting summaries in English and French summarizing UN meetings taking place in Geneva;
- ◆ organizes information programmes lasting from one to five days, providing an introduction to the work of the United Nations family in Geneva, tailored specifically to the needs of diplomats, civil servants and students from around the world;
- ◆ runs the Graduate Study Programme, which brings together postgraduate students from around the world for three weeks to study the work of the United Nations in detail;
- ◆ organizes special events and observances of international days.

## **UNTV & UN Radio**

The Radio and Television Section:

- ◆ produces UN television news coverage of events in Geneva and distributes them through the European Broadcasting Union and the main international television news agencies;
- ◆ produces audio material including recordings of conferences, meetings, press conferences and briefings;
- ◆ provides webcasting services for the Human Rights Council sessions and Universal Periodic Review meetings;
- ◆ provides studios to broadcasters and accredited correspondents to produce reports and programmes (subject to availability and to the cost of transmission);
- ◆ produces official photographs, a selection of which are available on request;

## **Visitor's Service**

Guided tours of the Palais des Nations are offered in some 15 languages. They serve as an important outreach tool. The tours give the public an opportunity to relate to the Organization through learning about its history and work. Each year, UNOG receives close to 100,000 visitors.

# **Media Accreditation Procedures**

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## **Requirements**

All journalists applying for accreditation must submit proof that they represent a bona fide media organization\*. Applications should include a letter of assignment on official letterhead of a media organization from the Publisher/Assignment Editor or Bureau Chief that specifies the name and functional title of the journalist, the period for which accreditation is sought at the United Nations and the type of coverage, event or project assigned to the journalist.

Print media representatives are required to submit two recent issues of the publication. Radio and TV media representatives must submit recordings of two recent reports.

Independent TV production companies are required to provide a letter from a broadcast organization which intends to air their work.

Photographers are required to submit original tear sheets or photos with credits of the issuing organization.

In addition to the above requirements, online media must meet the following requirements:

The web publication must belong to a registered company, such as a media organization, and have a specific, verifiable non-web address and a telephone number.

The online journal requesting accreditation for its correspondent must have a substantial amount of original news content or commentary or analysis on international issues.

If the web site is new, the applicant seeking accreditation must provide the latest data on the site's visitors or other relevant material (press citations, etc.) about the outlet's audience. The applicant must have an established record of having written extensively on international issues and must present copies of three recently published articles with his/her byline.

Journalists must also present two forms of valid ID. Valid ID must include a current passport from a State recognized by the United Nations General Assembly, along with a press card, work ID or other form of photo ID. Where required, non-nationals of the host government must also confirm their



right to work as a journalist by providing a relevant visa or an employment authorization document.

***\*Note on bona fide media organization:*** *The Information Service must be satisfied that the individuals applying for accreditation are bona fide media professionals and represent bona fide media organizations [formally registered as a media organization in a country recognized by the United Nations General Assembly]. Accreditation will only be given on proof of a track record of reporting for media organizations on international affairs. Media accreditation is not accorded to the information outlets of non-governmental organizations. Applications are considered on a case-by-case basis and the decisions of the Information Service are final.*

*The Information Service reserves the right to deny or withdraw accreditation of journalists from media organizations whose activities run counter to the principles of the Charter of the United Nations, or who abuse the privileges so extended or put the accreditation to improper use or act in a way not consistent with the principles of the Organization.*

## **Accreditation Contact**

Correspondents must submit their request for access to the United Nations Office at Geneva (UNOG) on their media's organization's letterhead to the Press and External Relations Section, offices C.323 or C.300, Fax: 41(0)22 917 0073, Tel: +41 (0)22 917 43 59 or +41 (0)22 917 23 36.

The Section does not acknowledge receipt of requests for media accreditation. You may call to check the status of your request.

Once your request is accepted, your grounds badge can be picked up from the Security Identification Unit at the Prégny Gate entrance.

## **Restrictions**

Media accreditation is only given for coverage of United Nations activities at UNOG and does not constitute an endorsement for any other purpose. At any time, the Press and External Relations Section may revoke accreditation if it is put to improper use; if it is determined that the accreditation has not been used to cover United Nations events; if it has been used to abuse the privileges so extended; or if personal or public conduct is not consistent with the best interests of the Organization. The press pass must not be loaned to another person; UN Security will confiscate any pass in the possession of any individual to whom it was not issued.

Temporary Press accreditation is given for the duration of the event covered by the correspondent for a maximum of three months.

### **Accreditation Renewal**

Accreditations expire on 31 December of each year. Before accreditation is renewed, the Information Service requires samples work that demonstrates active engagement in covering the activities of the United Nations. Samples must be unaltered press clippings or media products of the accredited organization with bylines of the individual requesting renewal.

### **Lost/Stolen Media Badge**

If you lost your media grounds pass or if it was stolen, you must immediately report it to the Security Identification Unit (located at Prégny Gate). You will be required to complete a form in order to obtain a new badge.

### **List of Accredited Correspondents**

A list of correspondents accredited at the United Nations Office at Geneva is published yearly by the Information Service and is available from office C323. This document is for professional purposes only and should not be reproduced.

The list is distributed to the communication units of the various United Nations entities based in Geneva, as well as to the Permanent Missions.

Accredited correspondents who do not wish to appear on this list should inform the Information Service accordingly.



## **Facilities Available to the Media**

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### **The press rooms**

Correspondents may use Press Rooms I and II located on the ground floor of Building C. Access is granted only to accredited UNOG correspondents.

While Press Room II comprises only working spaces, in Press Room I you will find additionally:

- ◆ Racks where daily press releases and meeting summaries issued by the Information Service and the UN system are made available. Official documents of the Human Rights Council and statements of the Secretary-General issued by the Office of the Spokesman for the Secretary-General in New York are also available there.
- ◆ A selection of Swiss and international daily newspapers, and a terminal of the Swiss Telegraphic Agency, have been made available to journalists, courtesy of ACANU.
- ◆ A room for press conferences (also called «Press Room I»).
- ◆ A bulletin board listing the upcoming press conferences.
- ◆ Mail boxes for resident journalists.
- ◆ A photocopier charging 10 centimes a page.
- ◆ A computer room reserved for ACANU members.
- ◆ A lounge with a television.

### **The Clerk**

Press Room I is staffed by a clerk during normal working hours. If you wish to have a personal mail box, please see the clerk in press room I to arrange for your pigeon hole. He can be reached at the following number: 022 917 62 64.

### **Cubicles**

Journalists are allowed to work in the press room cubicles free of charge. The UNOG correspondents association (ACANU) assigns cubicles to journalists. Should you be interested, please contact ACANU.



Journalists accredited for the year, and who regularly and frequently work at the Palais des Nations, enjoy priority. Journalists who do not have their own work space may nevertheless use one of the two cubicles reserved for temporary use (cubicles 20 and 22) in Press Room I. Their availability is on a daily « first come, first served » basis. Journalists may not, therefore, leave their belongings in the cubicle.

The cubicles are equipped with a telephone, which makes outgoing calls to UNOG internal offices and numbers in Geneva (by adding the prefix 022), and takes incoming calls from the same. Moreover, you may install at your own expense, a private telephone line, analogue or ISDN lines, or Internet access. If you wish to do so you should get in touch with the service providers directly and inform the Information Service's accreditations office.

### **Offices**

A few offices may be made available to permanent correspondents and press agencies. However, these offices are usually occupied by long-term tenants. To obtain one, you should put your name on a waiting list by making a request to this effect to the Information Service's accreditation office.

### **Wi.Fi**

There are several free public Wi.Fi hotspots at the Palais des Nations. Conference rooms are also equipped with wireless connections.



## **Press Briefings and Press Conferences**

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### **The Spokesperson**

The Director of the United Nations Information Service at Geneva is also its Spokesperson whose task is to explain and comment on all aspects of the work of the United Nations. The Director is the authorized official to speak to the media on behalf of the United Nations through interviews, weekly briefings, or in response to press inquiries.

### **The Press Briefings**

Every Tuesday and Friday at 10:30 a.m. in Press Room III (door 6, 1st floor), the Director of the Information Service at Geneva chairs the regular press briefing, updating correspondents on news at the United Nations, but particularly in Geneva, and responds to their questions. During the briefing the Director of the Information Service is joined by Spokespersons of other United Nations departments, programmes, funds or specialized agencies based in Geneva who keep journalists abreast of the latest developments concerning their respective bodies.

Audio files and transcripts of the press briefings are made available as soon as possible on the UNOG website. Audio files may also be obtained from the UN radio studio Office 80, located between Door 4 and Door 6 on the Ground Floor.

### **Press Conferences**

The Information Service also organizes press conferences, as required, by senior officials, experts of the Organization, specialized agencies and partner organizations or Member States' Permanent Missions to the United Nations in Geneva, on current issues facing the UN system.

Dates, times and places of the press conferences are listed on the bulletin board of Press Room I and on the UNOG website online calendar. Announcements of upcoming press conferences are also sent out via e-mail to all permanently accredited journalists.

Upcoming press conferences are also announced throughout the day over a loudspeaker system in Press Room I as well as in all other offices occupied by journalists.



Audio-plugs are available in the main press conference room. Press conference audio files can be obtained directly from the UN Radio studio Office 80, located between Door 4 and Door 6 on the Ground Floor.

When the Secretary-General holds a press conference in Geneva a verbatim transcript is issued as soon as possible after the conclusion of the conference.

Press conferences and briefings are a facility for the accredited press corps. No guests are permitted in the press conference room unless they have been specifically authorized to do so by UNIS.





## **Covering Conferences & Activities**

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### **Access to Conferences and Meetings**

Journalists with a valid accreditation have free access to all conference rooms if the session is public. Please take your place in the press or public galleries and respect the correct procedures of the meeting and the work of delegates. In particular, please turn off your mobile phones and keep movement to a minimum during the session.

Most meetings are open to the press. Correspondents should consult the daily schedule of meetings for the time and place of scheduled meetings and whether they are “open” or “closed”. The schedule is available on the UNOG website online calendar and on screens located near the Press Bar and near door E40.

There are special areas reserved for the press in the conference rooms. If in doubt, check with the conference officers.

Television and photo-coverage may be carried out from designated areas in public meetings. Access may be limited for logistical reasons. In such cases, coverage will be provided by media pools and/or the United Nations.

### **Listening to Press Conferences and Meetings**

Correspondents’ offices are equipped with an audio system permitting correspondents to listen to press conferences that are taking place at the Palais des Nations.

It is also possible to listen to public meetings over your office phone by dialing the following combination:

4 [room number\*] [language\*\*]

\* Dial the number of the conference room in which the conference is taking place

For Palais Wilson ground floor conference room, dial:	35
For Palais Wilson first floor conference room, dial:	36
For the Council Chamber at the Palais des Nation dial:	04
For the Assembly Hall at the Palais des Nations, dial:	15

\*\*Dial the following number, depending of the language in which you want to listen to:

Original language:	1
English:	2
French:	3

For example, the combination “4202” will enable you to listen in English to the proceedings in Room XX.

### **Audio Recordings**

Major conferences and meetings at the United Nations Office at Geneva, press conferences and bi-weekly press briefings are usually recorded in the United Nations radio studios. Permanently accredited correspondents may request a password for on-line access to these recordings.

Audio boxes are available in the main press conference room and press working areas in conference rooms at big events.

### **Press Releases**

Press releases, notes to correspondents, background releases, press clippings and meeting summaries of the United Nations system in Geneva are available in the Press Room I racks, where they are placed as soon as they become available.

Meeting summaries of the Human Rights Council, the human rights treaty bodies, the Conference on Disarmament, the Economic and Social Council and other special meetings and conferences being held in Geneva are issued as soon as possible at the end of each morning and afternoon meetings.

UNIS press releases and meeting summaries are also posted online on the UNOG website and are sent out by e-mail to all permanently accredited journalists.

Correspondents may obtain archived press releases from office C323 or on the UNOG website (up to 2005).

### **Official Documents & Reference Material**

Correspondents may obtain copies of official United Nations documents at the documents desk near door E40 and information brochures from office C323.

Correspondents wishing to conduct in-depth research may consult the UNOG library (see section on Library).

### **Embargoed Material**

Advance text of speeches, statements and other material under embargo are frequently made available to correspondents who must undertake to observe such embargoes strictly. It is also forbidden for correspondents to use embargoed material as the basis for stories claiming to be based on rumors and using formulas such as “it is said/believed/expected...” etc.

In the event that an embargo is broken, the news organization concerned should immediately attempt to kill or call back any story released prematurely.

Any correspondent aware of a breach of embargo should notify UNIS, as rapidly as possible.

### **Film & Photo Coverage**

Accredited correspondents may film and take photos from designated positions in conference rooms and at major events. For logistical reasons, pool coverage may be arranged and use of tripods restricted. Boom microphones are not allowed in conference rooms. Use of flash and/or torches is discouraged. The filming of stand-ups and interviews are forbidden, while meetings are in progress.

All media may film and/or take photos at press conferences. There is no pool coverage.

Authorization is required for all other filming and photography on the premises of the United Nations. Filming for publicity or commercial purposes is not permitted. Requests for authorization should be sent to: [untv@unog.ch](mailto:untv@unog.ch).

Filming is not permitted in private meetings, dining areas, cafeterias, bars or the meditation room. Filming of security installations and security buildings are subject to prior authorization.

Security and safety regulations must be respected at all times.

## **Interviews & Other Requests**

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Requests for interviews with United Nations staff representatives, senior officials or experts should be addressed to the office of the Director of the Information Service, which will do its utmost to organize interviews.

If you wish to interview officials and experts from other Geneva-based UN system, programmes and funds, you should contact their communication offices directly.

### **Other Requests**

Requests should, in the first instance, be made to the Office of the Director of the United Nations Information Service at Geneva or the Press and External Relations Section or to the relevant communications offices of the specialized agencies. A list of United Nations system spokespersons based in Geneva is available from the Information Service.

### **Weekend duty officer**

On weekends, a United Nations Information Service duty officer can be reached by phone, unless news developments necessitate the presence of staff at the Palais des Nations. The names and telephone numbers of weekend duty officers are regularly posted on the bulletin board in Press Room I.



## **Multimedia Resources**

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### **Photos**

A limited number of photos on UN activities in Geneva are available in digital format. UN photographs may be reproduced for editorial purposes only. No photos may be used for advertising purposes. All photographs used must show the UN Photo credit line.

Photos are also available at the UN multimedia page under the following address: <http://www.unmultimedia.org/photo/> as well on :<http://www.flickr.com/photos/unisgeneva>

Contact details: Phone +41 (0)22 917 46 06/46 32, fax + 41 (0)22 917 00 31 or e-mail [untv@unog.ch](mailto:untv@unog.ch).

### **Radio**

UN Radio Geneva prepares and transmits audio material on major UN events and activities in Geneva for use by UN Radio New York and for broadcast by radio stations around the world. It records major UN meetings, including all press conferences and the bi-weekly press briefings at the Palais des Nations.

In addition to its own production, UN radio provides recording and production services and can transmit live or recorded audio material for radio stations and accredited journalists, subject to availability on the basis of reservations. There is no charge for the service. Broadcasters pay the transmission costs.

Permanently accredited journalists may request a password for access to the audio files in the Information Service's database.

The main UN radio studios are located in office 80 on the ground floor, between Door 4 and Door 6.

Normal working hours in the UN Radio Studios are from 9 a.m. to 12.30 p.m. and from 2 p.m. to 6 p.m. from Monday to Friday.

To book radio facilities, please call: +41 (0)22 917 25 66 or +41 (0)22 917 10 77.

## **Television**

UNTV Geneva covers major UN events and activities in Geneva for broadcast. Television correspondents may book the United Nations TV studios and facilities for live transmissions or recordings.

UNTV provides one camera television studio and transmission facilities for unilateral tape feeds in Betacam SP, Betacam SX, MPEG IMX, XDCAM, DV, DVC Pro 25 and DVCAM formats in PAL and in Betacam SP and Betacam SX in NTSC, as well as for live interviews on UN issues. There is no charge for the studios. All transmissions are carried out through Eurovision (European Broadcasting Union, EBU on a commercial basis.).

To contact UNTV Geneva: Phone +41 (0)22 917 46 06/46 32, fax + 41 (0)22 917 00 31 or e-mail [untv@unog.ch](mailto:untv@unog.ch).

For satellite bookings, please contact EBU at [bookings@eurovision.net](mailto:bookings@eurovision.net) or call + 41 (0)22 717 29 00.

The television studios are located on the ground floor of the E building, two floors below door 40.

Archived video on UN events in Geneva and limited material from the field is also available (free of charge and copyright free). Video material may be also be provided by ftp.

*N.B: United Nations Radio and TV facilities are only available for interviews or dispatches, provided that the participants hold an official status with the United Nations and that the subject matter pertains to the work of the Organization or its related agencies. The facilities may not be used to record commercial messages.*



## **UNOG Library Services**

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The United Nations Office at Geneva (UNOG) Library, previously called the League of Nations Library, was founded in 1919 and became the United Nations Library at Geneva when the League's assets were transferred to the United Nations in 1946. Its basic objective is to serve as a central Library for UNOG, the specialized agencies, intergovernmental and non-governmental organizations headquartered in Geneva, Permanent Missions in Geneva and qualified external researchers.

The UNOG Library is the largest in the United Nations system. It is the custodian of a rich collection of documents and archives from important historical periods starting in the 1850s and covering the time of the League of Nations, the inception of the United Nations and the activities of the Organization until today. In 2009, in recognition of their historical value for the international community, the League of Nations archives were inscribed in the Memory of the World Register of the United Nations Educational, Scientific and Cultural Organization (UNESCO).

The UNOG Library continually enriches its collections from multiple sources. It collects books, periodicals and electronic resources to support the programmes and activities of the Organization: international law, international relations, political science, humanitarian affairs, human rights, disarmament, economic and social development, etc. In addition to acquired book collections, the Library regularly receives official documents and gazettes from Governments as well as documents and publications from intergovernmental organizations outside the United Nations system such as the Organization of American States, the Organization for Economic Co-operation and Development, the African Union, and the European Union.

### **Reading Rooms**

The General Information reading rooms house reference works such as dictionaries, encyclopaedias, national and worldwide directories, atlases, bibliographies, indexes and bibliographical compilations.

A microfilm consultation room provides access to a retrospective collection of national newspapers on microfilm.

The Legal and Political collections reading room contains books and publications covering international relations and national and international law (dictionaries, encyclopaedias, bibliographies, yearbooks, law digests, treaty series, law codes, and monographs).

The Economic and Social Collections reading room holds books and publications on economic and social topics such as business, finance, trade, transnational corporations, transport, energy, environment, population, status of women, etc.

The Statistical Collections reading room houses the latest official statistical publications from most countries of the world and from many intergovernmental and non-governmental organizations.

The Library receives more than 4,000 periodicals and 80 newspapers from all over the world. Approximately 1,200 periodicals of general interest and 30 newspapers are displayed in the Periodical and Newspaper Collections Reading Room. Only current year issues are kept here. Back issues are stored in the Library stacks and can be obtained by request. It is also possible to consult more than 500 periodicals and international newspapers via the Internet.

Computers, printers and scanners are available in the various reading rooms.

Located in building B of the Palais des Nations, door 20, the Library is open from Monday to Friday from 8:30 a.m. to 5:30 p.m.

The Library is closed on weekends and during official holidays. It is also closed for the annual inventory during the last week of December and the first two weeks of January.

### **Archives Collections**

The League of Nations Archives Reading Room (B.332) is located on the third floor of the Library. It is open from Monday to Friday from 8:30 a.m. to 12:30 p.m. and from 1:30 p.m. to 5:30 p.m.

The UNOG Archives Reading Room is situated in the Secretariat wing of the Palais des Nations on the first underground level at door 6, office 080. It is open Monday through Friday from 9.00 a.m. to 12 noon and from 2.00 p.m. to 5.00 p.m. Researchers should contact the Archives and announce their visit in advance.

### **Reserved Tables**

Regular users can reserve a special working space in the Economic and Social or Legal and Political reading rooms so that they can temporarily keep the books that they need on their table.

## **Loan Regulations**

Loans can be made to journalists accredited to the UNOG community. All loan requests must bear the signature of the borrower. Users can borrow up to 20 volumes at a time. In case of urgent need, the library staff can recall a book or document at any time.

## **Use of Library Computers**

In the cyberspaces and reading rooms, Internet-linked computers are available to users for their professional research. In the main Cyberspace on the first floor, two places are reserved for urgent consultation, limited to a 20-minute period.

The use of UNOG Library equipment and information resources, as well as use of the Internet, for non-authorized, illegal or commercial purposes is strictly prohibited.

When using cyberspace printers, users are asked to limit themselves to making single copies of materials. All cyberspace printers shut down automatically at 5:20 p.m.

## **To contact the UNOG Library:**

### **Ask a Librarian**

Tel: +41 (0)22 917 41 81 - Fax: +41 (0)22 917 04 18

### **Questions on United Nations & Specialized Agencies documents**

Tel: +41 (0)22 917 41 85

### **Questions related to Law & Politics**

Tel: +41 (0)22 917 41 95

### **Questions related to Economics & Social Sciences**

Tel: +41 (0)22 917 41 90

### **Questions related to Statistics**

Tel: +41 (0)22 917 41 96

### **Questions on periodicals, e-journals & articles**

Tel: +41 (0)22 917 41 98

### **Questions on League of Nations Archives**

Tel: +41 (0)22 917 41 93

### **Questions on United Nations Office at Geneva Archives**

Tel: +41 (0)22 917 27 81

## United Nations Publications

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United Nations Publications brings together all of the United Nations' publications in one place. It is the source for over 5,300 titles produced by the Organization and its key agencies.

The UN Publications website (<http://unp.un.org/>) offers on-line access to the complete catalogue of publications, in a range of formats including print, electronic and multimedia. In addition, UN Publications works with 90 sales agents in 61 countries to facilitate distribution of all titles.

At the UN Office in Geneva operates a Bookshop, located in Building E, ground floor, where you can browse publications at your leisure.

Every year the UN Publications catalogue grows with the publication of many new titles, the release of recurrent publications, and the addition of new on-line products.



# Useful Websites

## UN News Center

The primary United Nations news source is the UN News Center website, which is constantly updated and available at the following address: [www.un.org/news](http://www.un.org/news).

This page contains a wide-variety of information of interest to journalists. All the latest news from the United Nations news service can be found on the UN News Center. It also links to press releases issued in New York, news conferences, multimedia information, other United Nations resources, news magazines, peacekeeping operations and the rest of the United Nations website.

Journalists can also subscribe to the UN news email service at the following address: <http://www.un.org/apps/news/email/>.

The screenshot shows the UN News Centre website interface. At the top left is the UN logo and the text "UN NEWS CENTRE" with the tagline "With breaking news from UN News Service". Below this is a search bar and a "What, When or On: UN officials launch 2010 Economic and Social Survey of Asia and the Pacific..." section. The main content area features a "TOP HEADLINES" section with a large article titled "Afghanistan: UN envoy speaks out against attacks on Government buildings". To the left of this article is a sidebar menu with categories like "PRESS ROOM", "Secretary-General", "Speeches", "Spokesperson for Secretary General", "Press releases and Meetings Coverage", "Multimedia", "TOOLS & SERVICES", and "Social networking". Below the main article, there are "OTHER TOP STORIES" including "UN calls on Europeans to unleash their creativity against poverty" and "Nepal requests continued UN assistance for fragile peace process". On the right side, there are sections for "AT A GLANCE", "NEWS FOCUS" (listing events like "Nuclear treaty review conference" and "Iliqi earthquake"), and "BAN KI-NOON: SPEECHES...". The bottom of the page includes a "Most read" and "Most emailed" section.

## **Office of the Spokesperson Website**

The Office of the Spokesperson for the Secretary-General maintains a webpage available under: [www.un.org/News/ossg](http://www.un.org/News/ossg). There you can find details concerning the Secretary-General's calendar of engagements, statements of the Secretary-General and the Deputy Secretary-General, "off the cuff" remarks by the Secretary-General, as well as the daily highlights and summaries of the New York press briefings.

## **Webcast**

The daily press briefings in New York by the Spokesperson for the Secretary-General can be viewed live at noon (New York time) or as archived material under: [www.un.org/webcast](http://www.un.org/webcast). There you can also watch other proceedings of various United Nations meetings.

## **United Nations Websites**

The main website of the United Nations is available under [www.un.org](http://www.un.org). From there you might access all information concerning the various organs of the United Nations. For meetings coverage in New York please visit: <http://www.un.org/en/unpress/index.asp>.

To access other United Nations system organizations websites you can use the UN system web locator available under: [www.unsystem.org](http://www.unsystem.org).

Following is a non-exhaustive list of websites for some of the United Nations system entities with a presence in Geneva

United Nations Economic Commission for Europe:	<a href="http://www.unece.org">www.unece.org</a>
International Labour Organization:	<a href="http://www.ilo.org">www.ilo.org</a>
International Organization for Migration:	<a href="http://www.iom.int">www.iom.int</a>
International Trade Center:	<a href="http://www.intracen.org">www.intracen.org</a>
International Telecommunication Union:	<a href="http://www.itu.int">www.itu.int</a>
Office for the Coordination of Humanitarian Affairs:	<a href="http://ochaonline.un.org">http://ochaonline.un.org</a>
Office of the High Commissioner for Human Rights:	<a href="http://www.ohchr.org">www.ohchr.org</a>
Joint United Nations Programme on HIV/AIDS:	<a href="http://www.unaids.org">www.unaids.org</a>
United Nations Conference on Trade and Development:	<a href="http://www.unctad.org">www.unctad.org</a>
United Nations Development Programme:	<a href="http://www.undp.org">www.undp.org</a>
United Nations Environment Programme:	<a href="http://www.unep.org">www.unep.org</a>

- United Nations Population Fund: [www.unfpa.org](http://www.unfpa.org)
- United Nations Refugee Agency: [www.unhcr.org](http://www.unhcr.org)
- United Nations Children’s Fund: [www.unicef.org](http://www.unicef.org)
- United Nations Institute for Disarmament Research: [www.unidir.org](http://www.unidir.org)
- United Nations Research Institute for Social Development: [www.unrisd.org](http://www.unrisd.org)
- United Nations Reliefs and Works Agency: [www.unrwa.org](http://www.unrwa.org)
- World Food Programme: [www.wfp.org](http://www.wfp.org)
- World Health Organization: [www.who.int](http://www.who.int)
- World Intellectual Property Organization: [www.wipo.int](http://www.wipo.int)
- World Meteorological Organization: [www.wmo.int](http://www.wmo.int)
- World Trade Organization: [www.wto.org](http://www.wto.org)

**The UNOG News Page**

The website of the United Nations Office at Geneva is available under [www.unog.ch](http://www.unog.ch). From there you can access the News & Media page, where you will find all the relevant information about the United Nations Information Service at Geneva.



All press releases and summaries of meetings issued by the United Nations Information Service at Geneva are available on this website, arranged by theme. The highlights of the bi-weekly press briefings, as well as the audio recordings of the briefings are also posted on the website.

Using the calendar, you can access information on all planned meetings and conferences of the United Nations system in Geneva. The calendar also lists upcoming press conferences, as well as the cultural events taking place at the United Nations Office at Geneva.

## **Web 2.0 Presence**

The United Nations is also increasingly present on social media websites. Several United Nations system entities have a web-presence on social media platforms. The United Nations News Centre has its own twitter and Facebook accounts. You can access those directly from the News Center website.

UNTV maintains a Youtube account under: <http://www.youtube.com/unitednations>.

The United Nations Publications has a series of UN publications available as e-books and other applications for mobile devices. The full list is available under: <https://unp.un.org/MobileApps.aspx>.

On the UNOG website you will also find RSS Feeds allowing you to subscribe to the new and frequently updated content of the website, including the news and media section.

You can also find the United Nations Information Service at Geneva online at these locations:

Facebook:<http://www.facebook.com/pages/UNIS-United-Nations-Information-Service-Geneva>

YouTube:<http://www.youtube.com/user/UNinformationGeneva>

Flickr:<http://www.flickr.com/photos/unisgeneva>

Twitter:<http://twitter.com/unisgeneva>

Wikipedia:[http://en.wikipedia.org/wiki/United\\_Nations\\_Information\\_Service\\_at\\_Geneva](http://en.wikipedia.org/wiki/United_Nations_Information_Service_at_Geneva)



## **Networking Opportunities**

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### **UNOG Accredited Correspondents Association**

The *Association des Correspondants Accrédités auprès des Nations Unies* (ACANU) is the UNOG correspondents' association. It is a professional association of journalists working at the United Nations Office at Geneva, which offers its members the opportunity to meet experts and non-governmental organisation representatives. It also runs a library located in Press Room II. To become a member, you should get in touch with the ACANU Executive Committee. Contact numbers and details about the activities of the Association are posted on a notice board at the entrance to Press Room I.

The list of Members serving on the Executive Committee is listed each year on the last page of the list of UNOG correspondents published by the United Nations Information Service.

### **The Geneva Press Club**

The aim of the Geneva Press Club is to welcome and help journalists based in Geneva and to promote exchanges between the Swiss and international sectors of economy, politics, culture and science, as well as between Swiss and foreign media based in the French-speaking part of Switzerland and neighbouring France. The Press Club organizes several events and press conferences all throughout the year.

The Geneva Press Club is located within 10 minutes of walking distance of the Palais des Nations at the Villa La Pastorale, Route de Ferney 106, 1202 Genève.

More information is available under: [www.pressclub.ch](http://www.pressclub.ch)







