Syrian Constitutional Committee
Correspondents’ Handbook 2019
Dear correspondent,

The Syrian-led, Syrian-owned, credible, balanced and inclusive Constitutional Committee to be facilitated by the United Nations (UN) as per Security Council resolution 2254 (2015) will convene at the UN in Geneva, Switzerland (Palais des Nations) starting the week of 28 October 2019.

For your reference, the UN released the agreed Terms of Reference and Core Rules of Procedure for the Constitutional Committee. They can be found here: https://undocs.org/en/S/2019/775 in the authoritative English version and in translation into Arabic and all other official languages of the UN.

These were agreed by the Government of the Syrian Arab Republic and the Syrian Negotiations Commission with the facilitation of the UN Special Envoy for Syria, Geir O. Pedersen.

A statement on this matter adopted by the President of the UN Security Council can be found here: https://undocs.org/S/PRST/2019/12.

Representatives of the media – press, photography, radio and television – need to be accredited by the United Nations Office at Geneva (UNOG) to cover these events.

This handbook provides some useful information to help you do your job as effectively as possible, including rules on media coverage and access to services at the Palais des Nations.

The Constitutional Committee will meet in closed sessions, but we will endeavor to keep you informed of key developments as information becomes available. You will be informed of scheduled media opportunities or press conferences as early as possible, keeping in mind that these could sometimes be organized with little advance notice.

Please refer regularly to the UNOG website: www.unog.ch for updates on possible press briefings and conferences by the Office of the UN Special Envoy for Syria.
**Media Contacts:**

**UN Information Service (UNIS)**

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**Office of the Special Envoy for Syria**

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**Media coverage:**

Accredited journalists play an essential part in the work of the UN, and we make every effort to facilitate their coverage of UN activities. A few simple rules, however, apply.

- Filming/audio recording is not permitted in private meetings, dining areas, cafeterias, bars or the meditation room.
- Filming/audio recording is not permitted in other unauthorized areas, which will be marked.
- If you are filming inside the Palais des Nations, in a corridor for example, please ensure that you are not obstructing the passage of other visitors and
staff. In particular, you are asked to refrain from filming/interviewing in entry areas such as door 6. (Building C).

- Filming exterior shots around the buildings of the Palais des Nations is permitted, i.e. the flag alley, the Cour d'Honneur, the Armillary Sphere, etc.

- Filming of security installations and security staff (i.e. Portail des Nations, Pregny Gate and Chemin de fer) is prohibited; prior authorization is necessary from UN Television for specific requests.

- For the week beginning 28 October, the arrival of members of the Constitutional Committee television and photo coverage may be carried out from the designated media zone only at door 4 of Building S.

- Live stand-ups are not allowed during press conferences.

- Boom microphones are not allowed in conference rooms.

- Use of flash and/or torches is not allowed.

- All media may film and/or take photos at press conferences.

- Filming for advertising or commercial purposes is not permitted.

Safety and security regulations must be respected at all times; do not leave bags of any kind unattended.

Please note:

- Media accreditation is valid for coverage of UN activities at the UN in Geneva only and does not constitute an endorsement for any other activities on UN premises.

- The Press and External Relations Section of the UN Information Service may revoke accreditation at any time if it is put to improper use; if it is determined that the accreditation has not been used to cover UN events; if it has been used to abuse the privileges accorded to UN-accredited media, or if the personal or public conduct is not consistent with the best interests of the organization, including on social media.

- The press badge is personal, not transferable, and may not be loaned to other individuals; UN Security will confiscate any pass from any individual to whom it was not issued.

- Temporary press accreditation is given for the duration of the event.

- UN accreditation will also be needed for any media activities that may be conducted at the hotels where members of the Constitutional Committee will be staying (see below).
Access to the Palais des Nations

Once you have been accredited for the Syrian Constitutional Committee, you can retrieve your press badge from the Security Service at Pregny Gate (8-14 Avenue de la Paix, Geneva), starting on 28 October. The office is open from 8 a.m.–6 p.m. from Monday to Friday.

Once you have your badge, access to the Palais des Nations through Pregny Gate is possible between 8 a.m. and 6 p.m. from Monday to Friday. All visitors undergo an X-ray check.

During weekends, access will only be possible if official meetings are scheduled to take place. Otherwise, the Palais des Nations will not be accessible for temporarily accredited journalists.

From Monday to Friday, access to the buildings will be possible through doors 6, 17, and 40 from 8 a.m. to 6 p.m. (doors will remain open beyond these hours if needed).

Media Centre

A media centre for journalists will be open from 8 a.m. in Room V (Salle V), on the first floor of Building A (accessible from door 6). Space will be available on a first-come, first-serve basis.

A video distribution box with official the UNTV feed is installed at the back on the room. This feed is projected on the screen and can be recorded (1080/50i). Language embedded in video Ch1: Floor, Ch2: English, and Ch7: Arabic.

Press briefings

Official press conferences will be held by the UN in Room III, located on the 1st floor of building A, access through door 6. The room has a limited capacity of about 200 places. The media centre in Room V will be used for any overflow. Some press conferences may be webcast live on webtv.un.org.

Official press conferences will be announced by e-mail to accredited journalists, and announcements published on the NEWS AND MEDIA page at www.unog.ch. Click on the tab ABOUT UNOG to find NEWS AND MEDIA.

Please note: Only accredited media have access to press conferences.
Press activities in hotels hosting members of the Constitutional Committee

On some occasions, Constitutional Committee members could choose to hold press conferences or interviews at their hotels. The security around and in the hotels is provided by the Geneva police.

Accredited journalists who go to a hotel for an interview or press conference should be aware of the following:

- Have the press badge issued by UNOG expressly for the Constitutional Committee.
- A journalist will be able to conduct an interview with a member of the Constitutional Committee only if the interview has been scheduled in advance. At the hotel, the journalist should be accompanied by a spokesperson / communication officer from the relevant group. The Office of the Special Envoy’s media representatives must also be informed for security purposes.
- Interviews will only be permitted in certain well-identified areas of the hotel.
- Police will ask reporters who have no reason to be at a hotel to leave the premises.
Television

After accredited personnel have picked up their passes at Pregny Gate, SNG vehicles ("sat vans") will be able to access UN grounds through the Chemin de Fer entrance (2 Avenue de la Paix, opposite World Meteorological Organization), also beginning at 8 a.m.

- Parking for these vehicles is located in the Cour d'Honneur area by the Armillary Sphere, equipped with 16A power plugs.
- SNG drivers are to provide a mobile phone number to: untvgeneva@un.org and cc: gilles.sereni@un.org
- Feed point (PAL signal, HD/SDI, BNC connection) is located by the wall between doors 21 & 23.
- SNG producers are invited to provide, on a daily basis, the time slot of their last transmission (this is to help ensure lighting in the UN building at night) on untvgeneva@un.org and cc: gilles.sereni@un.org

Radio

In Room III (press conferences), each table/workstation is equipped for private listening and audio outputs (XLR) at “line level”. Audio outputs (XLR) are available for recorders/cameras (floor and English).

Multimedia Newsroom

Video news package from UNTV (selects), UNTV video footage from arrivals, open meetings, media encounters, audio and UN photos will be available for download via a new multimedia newsroom function: please register on http://unognewsroom.org to access the material and receive the alerts

Broadcasters interested in receiving e-mail notifications of available video material may also contact: untvgeneva@un.org

Photo opportunities

With the agreement of those involved, and at a pre-determined date and time, efforts will be made to give visual media access to photo opportunities such as the arrival of members of the Constitutional Committee, the start of meetings, etc. We will keep you informed of such opportunities.

For such events, a limited photo and video pool, managed by UNTV, may need to be arranged. As access will be restricted, pools are likely to consist of no more than one or two major news agency media, selected on the basis of their capacity to distribute pool visual material quickly to the greatest number of media worldwide; in addition UNTV house feed and UN photo pool images will be available to all media.

UNTV and Photo will distribute photos and footages regularly. Broadcasters
interested in receiving notifications of available material should contact untv@unog.ch.

You can find UN photos of the Constitutional Committee on the UNOG Flickr account: www.flickr.com/photos/unisgeneva. Please note that media must attribute the source: UN Photo/ (name of photographer)

Services available to the media

Bars and restaurants

A cafeteria, a restaurant and several bars are available at the Palais des Nations. If necessary, the Press Bar could remain open later than 6:30 p.m. on some days.

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>OPENING HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria</td>
<td>Building A Ground floor</td>
<td>8:15 a.m.-5 p.m.</td>
</tr>
<tr>
<td>Bar Palette</td>
<td>Building E 6th floor</td>
<td>8:15 a.m.-5 p.m.</td>
</tr>
<tr>
<td>Serpent Bar</td>
<td>Building E 1st floor</td>
<td>9 a.m.-5:15 p.m.</td>
</tr>
<tr>
<td>Press Bar</td>
<td>Building C Ground Floor/door 6</td>
<td>8:30 a.m.-6:30 p.m.</td>
</tr>
<tr>
<td>Delegates Lounge</td>
<td>Building C/A 3rd floor</td>
<td>8:30 a.m.-4:45 p.m.</td>
</tr>
<tr>
<td>Delegates Restaurant</td>
<td>Building A 8th floor</td>
<td>Noon to 2:30 p.m.</td>
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*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.

Wi-Fi

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

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.
Bank

A UBS branch is at your service at door 6, open from 8:30 a.m. to 4:30 p.m. An area UBS cashpoint is also at your disposal at door 41.

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.

Medical Service

The UNOG Medical Service is located in the basement of Building S, near door S2. It is open from 8 a.m. to 5 p.m. outside these hours and for emergencies, contact the Security and Safety Service at 72900 or 72902.

Useful Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>UNOG Security Control Center (24/7)</td>
<td>+41 (0) 22 917 2900</td>
</tr>
<tr>
<td>Security at Pregny Gate</td>
<td>+41 (0) 22 917 2953</td>
</tr>
<tr>
<td>United Nations Information Service (UNIS)</td>
<td>+41 (0) 22 917 2302/72325 [<a href="mailto:press_geneva@unog.ch">press_geneva@unog.ch</a>]</td>
</tr>
<tr>
<td>UN Photo – Radio - TV</td>
<td>+41 (0) 22 917 4632 [<a href="mailto:untv@unog.ch">untv@unog.ch</a>]</td>
</tr>
<tr>
<td>Accreditations</td>
<td>+41 (0) 22 917 4359 [<a href="mailto:accreditation-media@unog.ch">accreditation-media@unog.ch</a>]</td>
</tr>
</tbody>
</table>

Useful information

Social media

The United Nations Office for the Special Envoy for Syria manages the following social media accounts:

Twitter: @UNEnvoySyria
Twitter: @GeirOPedersen

UNOG manages several social media accounts, including:

Twitter: @UNGeneva Facebook: UNGeneva Instagram: ungeneva
Flickr: www.flickr.com/photos/unisgenevaFlickr
UNOG News

The news page of UNOG is available under http://www.unog.ch/news. From there you can access another page dedicated to the latest developments on the political process (red box in right hand side column).

All press releases, statements and media issued by the Office of the UN Special Envoy for Syria will be available on this page.

Webcast

Other press conferences, briefings and statements held at the Palais des Nations can be viewed live or as archived material under: www.webtv.un.org. You can also see there the live schedule and watch other UN meetings.

UN News Center

The primary UN news source is the UN News Center website, which is constantly updated and available at the following address: www.un.org/news.

This page contains a wide variety of information of interest to journalists.

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