

File



Dalhousie University

International Ocean
Institute



I.O.I. - Malta

COPY

July 15, 1992

Dr. Jim Grant
UNICEF
United Nations
Palais des Nations
1211 Geneva 10
Switzerland

Dear Jim,

So much time has passed since we sat together on the Tinbergen RIO group, that you probably have forgotten me!

So much has happened since!

I am still deep in the oceans. We are preparing a big Conference --Pacem in Maribus XX, and I am working very hard to get that Convention finally ratified.

But then, in between, and all of a sudden, I wrote...a book for children. It was inspired by the art of charming young Jamaican artist. It was really great fun to do and, as I need not tell you, children are so important!

I wonder whether UNICEF would care to buy some copies, for the Christmas market, perhaps? Or do you want more of these announcements? We could send you a batch if you could use them.

Do let me know.

All the very best,

Yours cordially,

Elisabeth Mann Borgese
Professor

RECEIVED OCT 9 1992

Dear Jane:

I keep missing you by phone so I thought a note would serve my purpose. We want to re-confirm that Dr. Mann-Borgese will be taking part in our "Contemporary World Issues" series on Global Thinking to be held Oct. 22 at Queen Elizabeth High School - room 138 - 7:15 - 9pm.

I will need some background on Dr. Mann-Borgese so I can introduce her - could you call me and I will pick that up?

Thanks.

Maids Murray

422-6101

RECEIVED OCT 9 1992

CONTEMPORARY WORLD ISSUES



GLOBAL THINKING : A NEW MIND SET

THURSDAY, OCTOBER 8, 1992. 7:30 PM
GLOBAL EDUCATION
PREPARING OURSELVES FOR THE FUTURE

THURSDAY, OCTOBER 15, 1992. 7:30 PM
EARTH SUMMIT REVISITED
IMPLICATIONS FOR NOVA SCOTIANS

THURSDAY, OCTOBER 22, 1992. 7:30 PM
POSITIVE INITIATIVES
NOT - PIE- IN - THE - SKY -

** coffee / juice at 7:15 pm.*

THURSDAY, OCTOBER 29, 1992. 7:30 PM
MORE POSITIVE INITIATIVES

TIME: THURSDAY, OCTOBER 8 TO OCTOBER 29 / 7:30 TO 9:00 PM

LOCATION: QUEEN ELIZABETH HIGH SCHOOL
ROOM 138 BELL ROAD ENTRANCE

THIS SERIES IS OPEN TO THE PUBLIC. THE FORMAT WILL INCLUDE GUEST SPEAKERS,
AUDIO VISUAL PRESENTATIONS AND DISCUSSIONS.

FOR FURTHER INFORMATION PLEASE CONTACT 420-5613 OR 422-6000

SPONSORED BY :

Unicef 
Nova Scotia

HALIFAX
CONTINUING
EDUCATION



Saint Mary's
University

November 2, 1992

COPY

Ms. Arlene Katzive
UNICEF
333 East 38th Street, 3rd Floor
New York, N.Y. 10016
USA

Dear Ms Katzive,

Elisabeth Mann Borgese has asked me to mail you a copy of her book Chairworm and Supershark, so you can present it to your National Committees at your workshops next year.

Yours truly,

Jane S. Carlisle

Enclosure

File



Dalhousie University

International Ocean
Institute



I.O.I. - Malta

COPY

August 25, 1992

Ms Arlene Katzive
UNICEF
333 East 38th Street, 3rd Floor
New York, N.Y. 10016
USA

Dear Ms Katzive,

Thank you very much for your letter of August 11.

I should receive copies of the book in the very near future, and will immediately send you one.

We are all very pleased with your consideration!

With all good wishes,

Yours sincerely,

Elisabeth Mann Borgese
Professor



United Nations Children's Fund
Fonds des Nations Unies pour l'enfance
Fondo de las Naciones Unidas para la Infancia

Greeting Card Operation
333 East 38th Street, 3rd Floor
New York, NY 10016
(212) 503-0300
Telex: 421651
Fax: (212) 503-0374

11 August 1992

Elisabeth Mann Borgese
Pearson Institute
1321 Edward Street
Halifax, Nova Scotia
Canada, B3H 3H5

Dear Ms. Borgese:

Your letter of 15 July to Mr. James Grant, UNICEF Executive Director, was forwarded to the Marketing Department for response. The Greeting Card Operation is responsible for raising funds for UNICEF programmes worldwide through the sale of cards and gift items.

Thank you for your offer to share with UNICEF what appears to be a very appealing and worthwhile project. Please allow me to use this opportunity to inform you of our product selection process.

Because our products are offered around the world, GCO must work in partnership with various National Committees and field representatives who guide us as to what products are in demand in their markets. Our annual workshops serve as a forum for us to present our ideas and recommendations and the National Committees make the final decision as to whether or not a product is included in their line-up. As you can understand, our lead time is long because of the various steps involved in this process.

With this in mind, we would be happy to present your book, Chairworm and Supershark, to our National Committees at our workshops next year. You may send a sample of your book to my attention at the above address.

Sincerely,

A handwritten signature in cursive script, appearing to read "Arlene Katzive".

Arlene Katzive
Product Development and Licensing Officer



December 15, 1992

RECEIVED DEC 21 1992

Elisabeth Mann Borgese
Honorary Chairman
International Oceanographic Institute
1321 Edward Street
Halifax, N.S.
B3H 3H5

Dear Elisabeth,

Thank you so much for offering your book, "Chairworm and Supershark" to UNICEF for sale on a consignment basis.

As we are not permitted to sell items in the store that have not come through Greeting Card Operations Headquarters, I have taken the liberty of sending your book to the national UNICEF office in Toronto to see if we can gain permission to sell locally.

I spoke with Ms Carlyle yesterday, and she was in agreement with this line of action.

I will be in touch when I have a response.

Meantime, our best wishes to you for a happy holiday season.

Sincerely,

Annis B. Jones

Annis Jones
Co-Chairman
UNICEF Nova Scotia

AJ/jh

Fib



International Ocean Institute

P.O. Box 524
VALLETA, MALTA

Telephone: 236596
Telefax: 247594
Cables: INTEROCEAN
Telex: 1946 OCEANS MW

May 25, 1993

COPY

Mr. James P. Grant
Executive Director
UNICEF, UNICEF House
United Nations Plaza
New York, N.Y. 10017

Dear Jim,

That was an interesting brief encounter in that elevator!

We have to do a little better than that next time.

I expect to be back in New York the first week of August, for the Secretary-General's Consultations on the Law of the Sea.

So many things have happened since our meetings in Rotterdam's Round Gebow! We have to catch up.

The one fun thing I have done during these years is a book for children -- children from 8 to 80: don't you let yourself get into that "target age-group" business! I am sending you a copy herewith. As you will note, it was published in Jamaica, and that is not the best for distribution. An Italian translation will be published in October this year (Milano: Editore Gruppo Mursia). But would this not be something nice for UNICEF to get into? The artist who did the illustrations is a very interesting young Jamaican woman -- and there is a funny story behind the genesis of this book, which I'll tell you some time.

Have you reread our "Rio Report" lately? There is a lot in it that is still valid. Jan van Ettinger is holding his own. He writes Jan Pronk's speeches, and has specialized in sustainable energy scenarios.

But we are all getting old...

With my very best wishes, and looking forward to seeing you again soon,

Yours as ever,

Elisabeth Mann Borgese

Encl: "Chairwoman"



Dalhousie University

International Ocean
Institute



FAXED

FACSIMILE MESSAGE

TO: Janice Brown, Unicef Nova Scotia, Halifax
FAX: (902) 425-3002

FROM: Madeleine Coffen-Smout, Programme Assistant, International Ocean Institute
FAX: (902) 494-2034

DATE: 30th, April, 1994
RE: *Chairworm and Supershark*

PAGE: 1 of 4

Dear Janice,

I had hoped to get back to you yesterday on the issue of *Chairworm and Supershark*, but things got rather hectic here in the office. Perhaps a Saturday is a quieter time to try and work out exactly how many copies of the book you ended up with ...

I've had a look through our files, and have managed to come up with the following. However, perhaps I should mention one point at the beginning, which is that I only started working here in mid-August. I'm therefore hoping that you'll be able to fill in the blanks regarding what happened before then.

According to our records, you received 6 copies on 30th, August, 1993 (see receipt). On 1st September, you sent a note thanking us for them, and enclosed a cheque for the 5 books you had already sold (copy of both note and cheque attached). Around 23rd September I came over and took back 2 copies as our stocks had dwindled (see note I scribbled next to your letter of 1st September). On 14th October, I brought you a further 10 copies, and you made out a receipt for 8, so that the 2 we had "borrowed" from you were accounted for (copy of receipt and a note I'd made attached). On 28th, April, 1994, I then took back a further 3 copies (see copy of little note made by me).

I think that was the extent of all the to-ing and fro-ing that went on, and I'd therefore summarize the position as follows:

- (1) Unicef received ? copies before I started working here.
- (2) 5 were sold and a cheque issued for them.
- (3) You received a further 6 copies, 2 of which were subsequently taken back by us.
- (4) You received 10 more, 2 of which were replacements, 8 of which were additions to your stock, and 3 of which were subsequently taken back by us.
- (5) **The net total of books received by Unicef was therefore:**

? + 11 (i.e. 6 - 2 + 10 - 3), 5 of which we've received payment for.

Does that match your records by any chance?! Is my maths correct? And can you solve the equation by putting in the unknown quantity representing the number of copies originally given to you? If not, let me know, and I'll try digging through our archived files. (It would be helpful if you could give me an approximate date for the original drop-off of books, if I do end up having to go through the archives.)


Good luck with sorting it out your end. I look forward to hearing from you soon.

Yours sincerely,

Madeleine Cyffer-Smart

/ PRESS.

2550B

 BLUELINE

DATE Aug 30 19 93

RECEIVED FROM / REÇU DE Elisabeth Mann Borgese.

6 copies of "Chairwoman + SuperShare" 100 DOLLARS


FOR / POUR Amount owing: \$54.00.

FROM / DE _____ TO / À _____

\$ _____ BY / PAR Janice L. Brown.

RECEIVED OCT 14 1993

2550B

 BLUELINE

DATE Oct. 14 19 93

RECEIVED FROM / REÇU DE Elisabeth Mann - Borgese.

8 copies of "Chairwoman + SuperShare" 100 DOLLARS

FOR / POUR Amount owing. \$ 72.00

FROM / DE _____ TO / À _____

\$ _____ BY / PAR Janice L. Brown.

EMB

1 TOOK 10, BUT
2 WERE REPLACING
THE ONES WHICH
WE TOOK BACK FROM
THEM IN SEPT,
HENCE RECEIPT FOR 8.

28th April, 1994

3 copies of
Chairwoman taken
back by us.
mscs

Elisabeth Mann-Borgese.
Int'l Oceans Institute.

RECEIVED SEP 02 1993

COPY

Sept. 1, 1993

Dear Elisabeth;

Many thanks for sending over
more books. We'll do our best to sell
them quickly.

N.B. Two
collected
for EMS
c. 23rd Sept., 1993
from Unicef

Enclosed a cheque for the 5 books
we've sold to date. I was told we
were splitting the proceeds of \$18.00 per
book so I hope that this is correct.
Please contact me if you have any
questions or concerns.

Compliments

Unicef Nova Scotia



Nova Scotia UNICEF Committee/Comité UNICEF Nouvelle Écosse

1491 Carlton Street, Halifax, Nova Scotia, B3H 3B8, Telephone (902) 422-6000

Fax (902) 425-3002

Thanks!

Jarvis Brown.

RECEIVED MAY 13 1994

UNICEF Nova Scotia
UNICEF Nouvelle-Écosse
1491 Carlton Street
Halifax, NS B3H 3B8
Tel.: (902) 422-6000 Fax: (902) 425-3002



United Nations Children's Fund
Fonds des Nations Unies pour l'enfance

COPY

FAX

Date May 13, 1994

To/À Madeleine Coffen-Smout 494-2034

From/De Jill Haines for Janice Brown

To follow
 À suivre

Pages

Dear Madeleine:

Sorry it has taken me so long to get back to you; things have been somewhat frantic around here. I agree with what you said in your fax. I believe that we had 5 or 6 books originally, but lets assume that we had 6. This is how I will show our records.

Thanks Madeleine



United Nations Children's Fund
Fonds des Nations Unies pour l'enfance
Fondo de las Naciones Unidas para la Infancia

1105/UN/UNICEF

3 United Nations Plaza
New York, New York 10017
212 326-7000
Telex: 175989

23 January 1998

Dear Professor Borgese,

Thank you for your letter of 2 December 1997 concerning the use of Spirulina. I have read your letter with interest and shared it with the UNICEF Secretariat. As you will see from the attached letter, UNICEF is well aware of this research and its potential and has also noted your comments with interest.

I commend you on your important work and your interest in UNICEF.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Mercedes Pulido de Briceno". The signature is fluid and cursive, written over a horizontal line.

Mercedes Pulido de Briceno

President

UNICEF Executive Board

Ms. Elisabeth Mann Borgese
Professor
Dalhousie University
1226 LeMarchant Street
Halifax, Nova Scotia
CANADA, B3H3P7



United Nations Children's Fund
Fonds des Nations Unies pour l'enfance
Fondo de las Naciones Unidas para la Infancia

3 United Nations Plaza
New York, New York 10017
212 326-7000
Telex: 175989

CF/OSEB/1997/123
11 December 1997

Dear Professor Borgese,

Thank you for your letter about Spirulina and for your concern about basic needs of populations in distress. UNICEF is gratified to know that a university-based expert such as yourself bears these needs in mind. Thank you especially for the information about the experience in Madras, which I will pass to our technical officers in nutrition.

I would like you to know that our nutrition advisors in UNICEF, both in headquarters and in field offices, have been informed about Spirulina and have visited Spirulina cultivation projects in the field. We are of course very happy to have your additional endorsement of this interesting alga product.

The World Food Programme based in Rome is the lead agency in the United Nations system for food assistance, both in emergency situations and in regular country programmes. I am sure that our colleagues in the WFP would be interested to know more about the experience with Spirulina.

As I am sure you are aware, changing dietary habits is not easy under the best of circumstances and is more difficult when families are in distress. The World Food Programme has a continual challenge to identify foodstuffs in its food assistance programmes that are similar to local staple foods and will thus be well accepted. In addition, there is much more that can be done to develop vitamin and mineral food sources already familiar to people. UNICEF advocated at the World Food Summit in November 1996 for increased research and development resources directed to making nutrient-rich local fruits, vegetables and legumes more abundant and accessible to all families.

We are nonetheless interested in learning more about the Spirulina experience in India.

Thank you once again for your kind letter and for your continued concern for children and their families.

Sincerely yours,

A handwritten signature in blue ink that reads "Cecilia Lotse". The signature is fluid and cursive.

Cecilia Lotse

Secretary of the Executive Board

Ms. Elisabeth Mann Borgese
Professor
Dalhousie University
1226 LeMarchant Street
Halifax, Nova Scotia
CANADA, B3H3P7

15 March, 2001

Dear Madam/Sir,

We are pleased to invite your organization to the Third Substantive Session of the Preparatory Committee for the Special Session of the General Assembly on Children, to be held from 11 to 15 June 2001 at the United Nations Headquarters in New York.

The Preparatory Committee for the Special Session, at its organizational session on 7-8 February 2000 decided that its work should be open to the participation of non-governmental organizations that are accredited in accordance with the Economic and Social Council (ECOSOC) Resolution 1996/31 or accredited with UNICEF. In addition, it decided that other non-governmental organizations that are not accredited either to the Economic and Social Council or to UNICEF but that have a collaborative relationship and partnership with UNICEF, will also be invited to participate in the meetings of the Preparatory Committee. Non-governmental organizations that have been approved for accreditation on a no objection basis to the Special Session, including yours, are invited to attend the Third Substantive Session of the Preparatory Committee to be held from 11-15 June 2001. The final list of all approved NGOs is posted on the UNICEF website at <http://www.unicef.org/specialsession>. Please be informed that the process for the accreditation of new NGOs is now closed.

The following procedures have been outlined to assist your participation.

Pre-Registration

ALL representatives of NGOs invited, including NGOs in consultative status with ECOSOC, are required to pre-register, by completing the attached pre-registration form, in order to receive conference passes. NGO representatives without a conference pass will not be permitted to attend the formal sessions or participate in side events.

A large number of NGO representatives are expected to attend the meeting. **In view of safety and space considerations and to facilitate an equitable and meaningful participation of all NGOs, the maximum number of representatives per organization has been limited to four.**

If your organization wishes to participate, please fill out the information in the enclosed pre-registration form and return it by fax, **by 20 May 2001**, to one of the numbers below. You may nominate upto four representatives as part of your NGO delegation. Representatives are requested to indicate the head of their delegation on the pre-registration form. We advise you to send your pre-registration forms early to prevent delays during registration. Pre-registration forms received after **20 May 2001** may not get processed in time to attend the meeting.

NGO Accreditation

Fax: (212) 303-7990, (212) 326-7594, (212) 824-6466

Please list the name of your NGO on the pre-registration form as it appears on the mailing label. **We regret that we can not process pre-registration forms from NGOs unless they are already approved for accreditation to the Special Session and invited by UNICEF.**

Non-governmental organizations are encouraged to include young people under 18 years of age as part of their four-member delegation. Young people under 18 can participate in side events as well as the formal sessions of the Preparatory Committee. For safety and security reasons, young representatives are requested to be chaperoned by an adult. **The chaperone must be a representative of the NGO delegation.**

Confirmation

Once we have received your pre-registration form, we will send to each pre-registered representative a confirmation letter by fax. The earlier your pre-registration form is received, the sooner you will receive a

confirmation letter. The confirmation letter will serve as the official invitation to your organization's representatives and ensure their names are included on an official UN Security participation list.

Visa arrangements

The United States requires most nationalities to obtain visas to the U.S.A. prior to departure from their countries. We advise you to check the visa requirements with the US embassy in your country as soon as you pre-register. The confirmation letter should enable representatives to apply for visa to the United States.

In case of difficulties, you can send a request to the NGO Accreditation Unit at one of the above fax numbers for a letter as approved from UNICEF. It is the responsibility of the representatives to obtain the telephone and fax numbers of the US Embassy and fax it to the Accreditation Unit in a timely manner. Once this information is received, UNICEF will fax the letter to the appropriate division at the US Embassy in the designated country. *Please be advised that this letter will only be sent in cases where the confirmation letter may not be accepted.* Other than the confirmation letter and the letter from UNICEF, we will not be able to assist with visa arrangements.

Registration

Registration will take place from 9-10 June 2001 from 9:00 a.m. to 4:00 p.m. in the Visitors Lobby at the United Nations Headquarters in New York. Late registration will be held throughout the conference. Please check the UNICEF website closer to the dates of the meeting for time and venue for NGO registration held during the Preparatory Committee session from 11-15 June.

ALL confirmed participants, including those under 18 years of age, must bring a copy of their confirmation letter and a valid photo identification. Without this photo identification, UN Security will not issue conference passes.

Each representative will be provided at registration with an individual conference pass to gain access to the UN buildings. In addition, due to safety and space considerations, each NGO will be issued **two** transferable passes (transferable among the four representatives) to gain access to the conference room where the formal sessions will be held. NGO representatives must have both their conference pass and the transferable pass to access this room.

For additional information on how to receive conference passes please see the General Information Note.

NGO Events prior to the Preparatory Committee meetings

Orientation and Consultation Sessions

The NGO Steering Committee of the NGO Committee on UNICEF in collaboration with UNICEF will facilitate the participation of NGOs prior to and during the Third Substantive Session of the Preparatory Committee.

The NGO Steering Committee will facilitate a half-day Orientation session on 9 June 2001 to familiarize NGOs with UN procedures, the UN premises and terminology. All representatives of non-governmental organizations attending the Third Substantive Session are invited to attend.

In addition, the Committee will organize a one-day Consultation Session on 10 June 2001, at the United Nations to brief NGOs on the issues related to the preparatory process of the Special Session. Representatives from the Bureau of the Preparatory Committee, UNICEF and NGO representatives will make presentations.

To attend the NGO orientation and/or consultation sessions, kindly fill out the relevant sections in the pre-registration form. Details on time and venue for the Orientation and Consultation Sessions will be sent in the confirmation letter. You may also access the UNICEF website for further information.

Participation in Formal Sessions

Oral interventions

NGO Representatives can make oral interventions during the formal sessions in accordance with the program of work defined by the Preparatory Committee for the Third Substantive Session. Due to time limitations, only a few representatives will be able to speak. We advise that NGOs work with other NGO

networks, coalitions or groups so that representatives of these groupings can then speak on their behalf. The NGO Steering Committee in collaboration with UNICEF will facilitate speaking arrangements for NGOs at the formal sessions.

Participation in Side Events

In addition to the formal sessions, NGOs will have the opportunity to organize and attend side events. **Please note that only those NGOs approved for accreditation to the Special Session and invited by UNICEF can organize side events.** Side events may include panel discussions, workshops, poster sessions or fora. Only a limited number of rooms are available for these activities. If your organization would like to organize or sponsor an event, kindly fill out the Side Events Request Form (enclosed with this invitation) and submit it to the NGO Committee on UNICEF by fax at (212) 824-6466 or e-mail to the ngocommittee@unicef.org by **27 April 2001**. Due to space considerations, preference will be given to side event requests organized in collaboration with other NGOs. The NGO Steering Committee will respond to you by **15 May 2001** on the status of your request.

Participation of young people

Children and young people have greatly contributed to the meetings of the Preparatory Committee. We again would like to encourage the participation of under 18 year olds at the Third Substantive Session of the Preparatory Committee. As the group under consideration at the Special Session, children's meaningful participation is essential as a matter of principle and valuable in providing their perspective on proceedings and what the Special Session should achieve both for and with them. Please find attached, proposed guidelines for the selection of under 18s.

A briefing workshop for NGO and government delegates under the age of 18 will be held prior to the beginning of the Third Substantive Session. Details of this workshop, along with registration forms for the young participants will be made available closer to the dates of the meeting. The information will be posted on the Child Rights Information Network (CRIN) website <http://www.crin.org>, the UNICEF website and will be available through national and regional offices of UNICEF.

Further information on obtaining conference passes, on speaking arrangements, official documents, programme of the meeting and information on side events will be provided in the Information Kit during registration.

Accommodation/Transportation

For interested delegates, a list of accommodations and transportation in the New York City metropolitan area has been provided with this invitation. UNICEF or the NGO Steering Committee does not provide hotel bookings. Representatives are responsible for their own reservations and travel arrangements to/from the airport to the UN and travel in the New York City area. Representatives, including young people, are also responsible for their own medical insurance.

Please be informed that UNICEF does not have central funding to assist NGOs to participate and that the costs of travel, daily subsistence, accommodation and travel arrangements and visas shall be the responsibility of the participants themselves.

We welcome you once again and look forward to your participation in the Third Substantive Session of the Preparatory Committee.

Yours sincerely,



Kul C. Gautam
Deputy Executive Director,
UNICEF

Cc: UNICEF Regional Directors
UNICEF Country Representatives
UNICEF National Committee Representatives

**Preparatory Committee for the Special Session
of the General Assembly on Children
Third Substantive Session**

11-15 June 2001

United Nations Headquarters, New York

PRE-REGISTRATION FORM

(For NGOs approved for accreditation to the Special Session on Children and invited by UNICEF to the Third Substantive Session of the Preparatory Committee)

Pre-Registration Deadline is 20 May 2001

Fax this form to one of the following numbers :

(212) 303-7990, (212) 326-7594, (212) 824-6466

TYPE or PRINT

I. Please provide the following information about your organization.

Name of your Organization (As printed on mailing label):			
Official Mailing Address/P.O.Box			
City, Postal Code, Country:			
Fax: *Required for confirmation letter*	Country code:	City code:	Fax Number:
Telephone:	Country code:	City code:	Telephone Number:
Email address of your organization:			

II. Who will represent your organization at the Preparatory Committee?

II. Who will represent your organization at the Preparatory Committee?		Age* (if < 18)	Check if you will chaperone**	Will you attend the Orientation Session ?	Will you attend the Consultation Session?
Last Name (Family name)	First name(s) (Given name)				
1) (Head of NGO Delegation)					
2)					
3)					
4)					

*** For future reference on children's participation in the preparatory process of the Special Session, kindly indicate the age of the <18 year old representative.**

****The chaperone must be a representative of the four member NGO delegation.**

Side Events Request Form

Preparatory Committee for the Special Session of the General Assembly on Children

Third Substantive Session

11 – 15 June 2001

*This form can be used to request a workshop, panel presentation or caucus by NGOs that have been approved for accreditation to the Special Session and invited by UNICEF. Due to limited space, we cannot guarantee that all requests will be honored. Preference will be given to side event requests organized in collaboration with other NGOs.**

PLEASE PRINT

I. Name of Invited Organization: _____
Invited Co-sponsors: _____
Contact Person: _____
Telephone: _____ Fax: _____ E-Mail: _____

II. Title of workshop/panel/caucus:

Description: _____

III. Check a preferred date and time for side event:**

Monday, 11 June _____	Morning: (10-1:00pm) _____
Tuesday, 12 June _____	Midday: (1:15-2:45 pm) _____
Wednesday, 13 June _____	Afternoon: (3:00-5:00 pm) _____
Thursday, 14 June _____	Evening: (6:00-8:00 pm) _____
Friday, 15 June _____	

Second choice: _____ Date: _____ Time: _____
Third Choice: _____ Date: _____ Time: _____

Duration of event: _____ Hrs.: _____ Expected number of persons to attend: _____

* During the Second Substantive Session over 75 side events were allotted space. About 20 NGO sponsored side events did not take place. Due to limited space and time considerations, we encourage you to sign up only if you are certain that your event will take place.

** Thematic Caucuses have to clearly state their goals & objectives in relations to UN treaties, conventions, and declarations such as the Convention on the Rights of the Child, CEDAW, Beijing Platform of Action etc. Regional Caucuses will be given preference for the midday time slots (1:15-2:45 pm). Caucuses will not automatically have slots for oral interventions.

IV. Technical equipment/services required for the side event. Requesting organizations will cover the cost related to technical equipment/services. Costs are indicated below.

Microphones: _____ Slide projector: _____ Overhead projector: _____

All costs are approximate and quoted on a per hour basis. Final invoices will be sent along with confirmation of side events.

Microphone	\$50
Slide Projector	\$50
Overhead Projector	\$50

Cost of technician may also have to be added.

..... Name of NGO that will assume these costs.

Signed by: _____ Date: _____
(Authorized representative of requesting organization)

IV. Interpretation: It will be the responsibility of the sponsoring organization to provide interpretation for the event. The available rooms may not be equipped for simultaneous translation.

Please **return** to the NGO Committee on UNICEF by fax 212-824 6466 or email to the ngocommittee@unicef.org by **27 April 2001**. The Steering Committee will review the request & respond to you ASAP but no later than **15 May 2001**.

GENERAL INFORMATION

Preparatory Committee for the Special Session of the General Assembly on Children

Third Substantive Session

11-15 June 2001

United Nations Headquarters, New York

Registration:

Saturday 9-10 June 2001

All confirmed representatives (recipients of confirmation fax from UNICEF) are requested to register at the Registration Desk on 9 June 2001.

Location: United Nations Visitors Lobby, 46th Street and 1st Avenue (Visitor's Entrance).

Time: 9:00 a.m. to 4:00 p.m.

- Only this registration desk authorizes passes for this conference.
- All representatives must register to attend the conference, including ECOSOC accredited NGOs.

To register:

1. Report at the registration desk. Bring a copy of your confirmation letter and a photo identification. If you have not received your confirmation letter, kindly contact the NGO Accreditation Unit at one of the fax numbers below.
 2. The registration desk will issue you a card badge after checking your name against the registration list. The card badge will have your name and the name of the organization you represent. Please take this card badge to UN Pass Office desk located near the registration desk to have your picture taken.
 3. The UN Pass office will issue you a conference (picture) pass. This will be your official pass which will allow you to access the UN premises. For rules and regulations on access to the UN, please see the enclosed note on Security Advisory.
 4. In addition to a conference pass, NGO representatives will also be issued a transferable pass during registration. The transferable pass will have the name of the organization that is pre-registered. It is primarily used to allow access to the formal sessions. As only two transferable passes will be issued per organization, the first two representatives that register will be given the transferable pass and their name will be checked against the registration list.
- Kindly ensure that you do not lose your conference or transferable pass as replacement are costly and time-consuming.
 - Late registration will be available throughout the conference. Please check the UNICEF website for time and location for registration held during the Preparatory Committee from 11-15 June.

Orientation Session organized by the NGO Steering Committee

Saturday 9 June 2001

Information on the NGO Committee on UNICEF, the Special Session, programme of work for the Third Substantive Session, side events and general information will be provided in the Information kit during registration.

Location: United Nations General Assembly Building
Visitors Entrance on 46th Street and 1st Avenue

NGO Consultation Session organized by the NGO Steering Committee

Sunday 10 June 2001

Location: United Nations General Assembly Building
Visitors Entrance on 46th Street and 1st Avenue

Details including time and venue for the NGO orientation and consultation sessions, NGO registration and the calendar of side events will be posted on the UNICEF website closer to the dates of the meeting.

Other Information

All requests for information regarding NGO participation should be directed to one of the three fax numbers below:

Fax: (212) 303-7990, (212) 326-7594, (212) 824-6466

You may also visit the UNICEF website at <http://www.unicef.org>, <http://www.unicef.org/french/> and <http://www.unicef.org/spanish> or the Child Rights Information Network (CRIN) at <http://www.crin.org> for further information on the Special Session. The provisional agenda for the Preparatory Committee will be available at the UNICEF website in April 2001.

SECURITY ADVISORY

The advisory is for the information and compliance of all attendees participating in a meeting/event at the United Nations.

Attendees:

1. Must have a valid grounds pass to access the UN premises.
2. Must wear the grounds pass visibly on their outer garment while they are on the premises of the United Nations.
3. Will be required to pass through a security screening point. In order to expedite their speedy access, attendees should minimise their hand carried baggage.
4. Will not be permitted to carry firearms or other deadly weapons into the United Nations premises. Illegal weapons/substance will be confiscated and will be dealt with according to the regulations of the host country.
5. Will have standard access to all non-restricted areas subject to space limitations and safety conditions.
6. Will not be permitted to sign in guests.
7. Will have to report the loss of a grounds pass to the United Nations Pass and Identification Unit located on 45th Street between 1st and 2nd Avenue or at the Registration Desk at the UN Visitors Lobby on 46th Street and 1st Avenue.
8. Should be aware of that:
 - a. United Nations Security Officers function as agents of the Secretary-General to preserve order and to protect persons and property within the Headquarters area. All persons on the premises are expected to comply with directions that may be issued by security officers in the performance of their functions.
 - b. In accordance with Section 10 of the Headquarters Agreement, (an agreement between the Host Country and the United Nations), the United Nations may expel or exclude persons from the Headquarters District for violation of its regulations adopted under Section 8.

Note: Armed bodyguards accompanying a Principal require advance clearance from the Chief, Security and Safety Service.

Food and Beverages are not permitted in the Conference Rooms.