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Request for Events during the seventieth session of the General Assembly

Note to the Chef de Cabinet

Instructions - All requests emanating from Senior Officials of Departments and Offices of the Secretariat, Specialized Agencies, Funds and Programmes of the United Nations pertaining to the conduct or initiation of high-level events or meetings during the period of the General Debate will only be approved through requests made using this form.

30/07/15

Please submit signed electronic copies of this form to:
Ms. Jennifer Boggs, boggs@un.org, copy to SGCentral@un.org.

Title of Event: United Nations Alliance of Civilizations Group of Friends Meeting – Ministerial Level			***Date of Request:*** July 30, 2015
Requestor: (name, position, office)	Mr. Matthew Hodes, Director, United Nations Alliance of Civilizations	***Point of Contact (POC):***	Ms. Anna Pavlyuchenko
POC Phone number:	646-479-0914	***POC Email:***	annap@unops.org
Proposed Date of Event:	Wednesday September 30, 2015	***Proposed Duration of Event:***	3 hours total (AM hours preferred)
Alternate Date of Event:	Tuesday, September 29, 2015	***2nd Alternate Date of Event:***	Friday, October 2, 2015
Level of Participation:	Ministers of Foreign Affairs and Heads of International Organizations and UN Agencies	***Number of Participants:***	350 (144 members of the Group of Friends, accompanied by 1 officer, observers and organizers)
****Will Participation of the Secretary-General be Requested?***		***Yes***	

Please specify purpose and outcome of event:

The United Nations Alliance of Civilizations (UNAOC) convenes its Group of Friends Meetings at the Ministers of Foreign Affairs level on an annual basis during the general debate of the United Nations. The Group of Friends is a community of states and international organizations which provide political and financial support to the UNAOC and guide the United Nations High Representative for the Alliance of Civilizations on the initiative's institutional development, projects and activities.

This year, the focus of the event will be the Post 2015 development agenda and UNAOC's relevance to it. In addition, the UNAOC High Representative will summarize major achievements of the UNAOC, which marks its 10th anniversary since its establishment by the UN Secretary-General (July 2015). The recommendations and feedback collected from the Group of Friends and the UN Secretary-General as to the UNAOC's work and future prospects will be summarized in an outcome report, to be issued following the event.

The UN Secretary-General's participation will be required during the opening session in the beginning of the

* Notwithstanding the information provided on this form, a formal request for the participation of the Secretary-General in an event or meeting must be submitted to the Executive Office of the Secretary-General through the normal process.

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event. If his schedule does not permit, the second option would be to have him deliver remarks during the closing. Total duration of his presence: up to 45 minutes. ***Signature of Head of Requesting Department /Office/Programme:*** Mr. Matthew Hodes, UNAOC Director
OCdC Remarks:
DGACM Remarks:
Room, Date, Time Assigned:

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UNAOC
United Nations Alliance of Civilizations

New York, 30 July 2015

Dear Ms. Boggs,

In accordance with the instructions recently received, we are pleased to submit a letter to the Chef de Cabinet of the United Nations Secretary-General, inquiring about the Secretary-General's availability to attend the UNAOC Group of Friends Meeting during the General Debate in September-October 2015. The duly completed form required under the revised policy is enclosed.

We regret that we need to submit the request and the form beyond the deadline of 1 July 2015. I apologize personally for any inconvenience this will cause. It is my understanding that you have been informed that UNAOC office was not included in the original distribution list for the correspondence outlining the updated procedure that included the submission of additional materials, specifically the memo from the Chef de Cabinet dated 23 February 2015 concerning the procedure to submit requests for meetings during the General Debate of the 70th session of the United Nations General Assembly. Relying on the procedures and practices successfully followed in previous years, UNAOC sent its initial letter on 10 June 2015 (to sgcentral@un.org, copying Mr. Gettu), however it did not contain the form. We certainly would have abided by the new procedure and would have included the form, had we known of that requirement at the time.

Given this context, we hope that our request will be considered and that we can receive a favorable answer from the Chef de Cabinet, recognizing the leadership role of the Secretary-General in establishing the Alliance of Civilizations and the importance of his intervention during the UNAOC Group of Friends Meeting this year, the Tenth Anniversary of the establishment of UNAOC.

We stand ready to ensure that our requests to the Chef de Cabinet comply with deadlines. To ensure that we can comply effectively, I am hopeful that UNAOC can be included on future distribution lists. You can send such notifications to me directly at hodesm@unops.org.

I thank you for your support and attention.

Best regards

Matthew Hodes
Director

Ms. Jennifer Boggs
Senior Programme Officer
Executive Office of the Secretary-General

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