

نماینده‌گی دایمی جمهوری اسلامی افغانستان  
در سازمان ملل متحد - نیویارک



په ملگرو ملتوکی دافغانستان داسلامی  
جمهوریت دایمی نمایندگی - نیویارک

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Mr. Ladsous (email)  
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Permanent Mission of the Islamic  
Republic of Afghanistan to the  
United Nations – New York

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EXECUTIVE OFFICE  
OF THE SECRETARY-GENERAL

2014/01/1052

(related corlog # 14-00903)

The Permanent Mission of Afghanistan to the United Nations presents its compliments to the Executive Office of the Secretary-General of the United Nations, and in response to the Secretary-General's letter dated 12 February 2014, has the honor to enclose the Informative Package for Administrative Arrangements regarding the Nowruz celebration which will be held in Kabul on 27 March 2014.

The Permanent Mission of Afghanistan to the United Nations avails itself of this opportunity to renew to the Executive Office of the Secretary-General of the United Nations the assurances of its highest consideration.



24 February 2014

Executive Office of the Secretary-General  
of the United Nations  
United Nations Headquarters  
Secretariat Building  
38<sup>th</sup> Floor  
New York, NY

cc: Mr. Herve Ladsous  
Under-Secretary General for Peacekeeping Operations

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OFFICE OF THE  
DIRECTOR



**THE ISLAMIC REPUBLIC OF AFGHANISTAN  
MINISTRY OF FOREIGN AFFAIRS  
PROTOCOL DEPARTEMENT**

**Nawruz Festival  
Paghman District – Kabul  
07 Hamal 1393 - 27 March 2014**

**Informative Package for Administrative  
Arrangements**

## **Nawruz Festival**

The Nawruz Festival is going to be held in Paghman Palace located in Paghman District of Kabul on 07 Hamal 1393 as of 27 March 2014.

### **Arrivals and Departures:**

- The participating countries (Resident Embassies in Kabul) should provide the information regarding the arrivals and departures of their delegations, indicating whether it is **Special** or **Commercial flight**, to the Protocol Department of the Ministry of Foreign Affairs of the Islamic Republic of Afghanistan, **not later than 5 March, 2014**. For (Special) flights, resident Embassies should contact the Ministry of Foreign Affairs of the Islamic Republic of Afghanistan for the issuance of flight permissions.
- Presidents and accompanying delegations will be received/seen off at Kabul International Airport.

### **Transportation:**

- Protocol Department will provide 1 VIP Bullet Proof vehicle, 2 VIP non-bullet Proof vehicle, 1 Mini Bus (20 seats) and 1 Luggage Van.
- Traffic Police and security escorts will be provided for all motorcades.
- Special Vehicle Tags provided by the Ministry of Foreign Affairs will be affixed on each vehicle. If the resident Embassies of the participating countries would like to add extra two vehicles (Ambassador's Vehicle + 1 Vehicle with CD plate) in addition to the vehicles provided by the Ministry of Foreign Affairs, two additional vehicle tags will be issued for access to the restricted areas. The request for the issuance of the tags for the vehicles should be submitted along with the filled Form to the Protocol Department **not later than 5 March, 2014**.

### **Accommodation:**

- The Government of the Islamic Republic of Afghanistan will cover the expenses of Head of state (President) + 5 and if the head of delegation Level of Minister +1, at the Kabul Serena, Intercontinental, Kabul Star, Safi Land Mark and Central Hotels.

### **Security:**

- Necessary security measures at the events will be taken by the relevant Security authorities of the Islamic Republic of Afghanistan. Security Centers will be established at all hotels throughout the Festival.
- The lists of the security officers accompanying the official delegations and the necessary information concerning the types, calibers and serial numbers of their side arms, the amount of ammunition, types and frequencies of the communication equipment should be provided to the Ministry of Foreign Affairs beforehand latest by 5 March 2014. No rifles/carbines are allowed to be brought by security officers into Afghanistan. The security officers and communication equipment forms are attached.

**Note: Only 1 armed security officers will be allowed in the restricted areas. No security officer will be allowed in the meeting, and lunch venues.**



### **Identification Badges:**

- **Pin:** For Head of Delegation
- **Green Badges:** For the official delegations. Accessible to all areas including the Conference Hall. (5 badges will be provided for each delegation + 1 badge for the Chief of Protocol)
- **White Badges:** For the accompanying delegation. Accessible to all areas except the restricted area and the Event Halls.
- **Red Badges:** For the security officers. Accessible to all locations except restricted areas and the event and lunch venues.
- **Yellow Badges:** Members of the Press (Yellow badges will be provided according to the requests of the participating countries)
- **Blue Badges:** Protocol Officers.
- **Purple Badges:** Organizer

Resident Embassies of the participating countries are kindly requested to nominate a Focal Point for necessary coordination regarding the Badges. The badges and documents related to the conference should be collected by the Liaison Officers of the delegations from the Secretariat of the Ministry of Foreign Affairs established at the Protocol Department.

**Note:** One photograph in jpg format is be needed for issuance of the badges.

**Visa:** Afghanistan Embassies and Consulate Generals will issue the visas.

### **Press:**

- Media Center well be located at the event place (Paghman Palace)
- Information on press arrangements will follow separately.

**Meeting Rooms:** Bilateral Meeting Rooms are available at the Paghman Palace. A specific desk will be established at the Palace by the Protocol Department to coordinate the Bilateral Meetings.

**Business Center:** A Business Center equipped with computers, printers and photocopy machine will be available for the use of the delegations at the Paghman Palace.

**Medical Assistance:** Medical assistance teams will be posted at the Paghman Palace.

- The blood groups, allergic conditions (food or otherwise) and special dietary requirements of Presidents and Ministers should be communicated to the Ministry of Foreign Affairs of the Islamic Republic of Afghanistan beforehand.

- **Contact Point:** The lists in protocol order and accreditation forms (attached herewith) of the delegations should be sent no later than 5 March 2014. The contact information for all issues are indicated below:

• The Secretariat of the Organizing Committee established at the Protocol Department of the Ministry of Foreign Affairs of the Islamic Republic of Afghanistan has created the following e-mail address for all the communication related to the Nawruz Festival: [nawruz1393@gmail.com](mailto:nawruz1393@gmail.com) ; meanwhile the following telephone numbers are provided for necessary arrangements and assistance:

+ 93-700-104-201

+ 93-700-104-203

+ 93-700-104-131

## Form (A)

### ADDITIONAL VEHICLE TAG REQUEST FORM

If the resident Embassies of the participating countries would like to add extra two vehicles (Ambassador's Vehicle + 1 Vehicle with CD plate) in addition to the vehicles provided by the Ministry of Foreign Affairs, two additional vehicle tags will be issued for access to the restricted areas.

Name and Family name of the allocated person	Name and Family name of the driver	Registration Plate of the vehicle*	Type-Model and year of the vehicle	Color of the vehicle	Arrival Date & Time	Departure Date & Time

## Form (B)

# FIREARMS, AMMUNITIONS & COMMUNICATION EQUIPMENTS FORM

*(To be filled out by one person per Form)*

**Country**

Attach  
Passport Size  
Photograph

**Full Name**

**Nationality**

**Passport Number**

**Date of Issue**

**Date of Expiry**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Date of Arrival to Kabul**

**Flight Number/Sector**

<input type="text"/>	<input type="text"/>
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**Date of Departure from Kabul**

**Flight Number/Sector**

<input type="text"/>	<input type="text"/>
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Number of Firearm	Firearm type	Serial Number	Calibre	Cartridges /Ammunitions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Radio Type & Serial No.	Model	Frequency Range	Transmitting Power
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Date &Signature**



## Form (C)

### DELEGATE'S REGISTRATION FORM

Attach  
Passport Size  
Photograph

#### 1. DELEGATION'S PERSONAL INFORMATION:

Country

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First Name

Middle Name

Family Name

--	--	--

Please tick

Male

Female

--	--

Passport Number

Date of Issue

Expiry Date

--	--	--

Date of Birth

Place of Birth

--	--

Designation

--

Telephone Number

Fax Number

E-mail Address


Date of Arrival

Flight Number

Time of Arrival

--	--	--

Date of Departure

Flight Number

Time of Departure

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Date & Signature

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