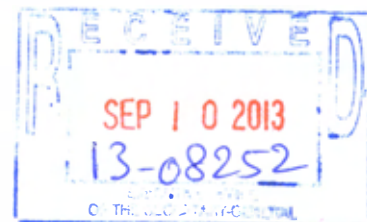


ACTION *AG*  
COPY *DSG*  
*JA*



Note to the Secretary-General

**ACTION TO COMMUNICATE DECISIONS ON THE LOCATION AND TIMING OF  
THE WORLD HUMANITARIAN SUMMIT**

1. Following your decision with respect to the location and timing of the World Humanitarian Summit, I have been giving consideration to the best way to communicate your decision given the interest shown by Member States. To facilitate this, OCHA has prepared a communication plan proposing a sequenced set of messages to maximize continued support from interested Member States. We suggest that the initial communication of the decision be relayed directly by the DSG, leading up to a formal announcement of the timing, location and concept of the Summit in the margins of the General Assembly High-level Segment.
2. I propose that the DSG meet with the Permanent Representatives of each of the prospective hosts. At the meeting with the Turkish PR, the Turkish Government would be invited to host the Summit and would be asked to confirm their commitment to holding the event in Istanbul during the first half of 2016. In order to pre-empt the possibility that the Swiss Government learns of the decision from an indirect source, the Swiss Permanent Representative should be seen immediately afterwards. Timely communication is essential to maintain the good relationship with the Swiss Government. The meeting would provide an opportunity to thank them for the offer to host the Summit, the work they have done in seeking to make their proposals for the Summit interactive and inclusive and to emphasize the need for their continued support to ensure the success of the Summit.
3. I would also like to communicate the decision to the President of the ICRC, given his engagement on this issue to date and the importance of ensuring that the preparations and agenda for the Summit complement the plans for the Quadrennial Red Cross/Red Crescent Conference in late 2015. I will also communicate the decision to OCHA senior management, who will then be in a position to handle any questions from IASC partners and Member States, should they arise before the timing and location are officially announced to all Member States and partners.
4. It will be important to ask to each Permanent Representative that the information remain confidential until the DSG makes the formal announcement on the location and timing of the Summit at a side event during the General Assembly scheduled for 26 September from 12:30-13:30. Talking points and background will be provided to the DSG's office in advance of the meetings.

*Valerie Amos*

Valerie Amos  
10 September 2013

cc: Mr. Eliasson  
Ms. Malcorra

*Hu7/03/004*

**Note to the Deputy Secretary-General**

**Communication of the location and timing of the  
World Humanitarian Summit**

Please find attached a note to the Secretary-General on the action to  
Communicate Decisions on the location and timing of the World Humanitarian  
Summit.

I would appreciate if you could kindly submit this to the Secretary-General.

A handwritten signature in dark ink, reading "Valerie Amos" with a stylized flourish at the end.

Valerie Amos  
10 September 2013