

**Logistical information for the Second Session of the Ad Hoc Committee to Draft Terms of Reference for a United Nations Framework Convention on International Tax Cooperation**  
United Nations Headquarters, New York, 29 July – 16 August 2024  
Conference Room 2, 10:00 to 13:00 and 15:00 to 18:00

**I. INTRODUCTION**

1. This note provides logistical information regarding the Second Session of the Ad Hoc Committee to Draft Terms of Reference for a United Nations Framework Convention on International Tax Cooperation, pursuant to General Assembly resolution [78/230](#), on “Promoting inclusive and effective international tax cooperation at the United Nations.”
2. The Second Session will be held in Conference Room 2 - UNHQ in New York from 29 July – 16 August 2024, from 10:00 to 13:00 and 15:00 to 18:00.
3. The provisional agenda for the Second Session is issued as document [A/AC.295/2024/5](#). The provisional organization of work is available as [A/AC.295/2024/CRP.1](#). Timings for individual agenda items are indicative. The closing of the Second Session could take place earlier than 16 August 2024, depending on the progress of the work of the Committee.

**II. PRIOR TO THE MEETING**

**Prepared statements**

4. Time permitting, accredited stakeholders may deliver statements after Member States during the segment on agenda item 2, General Statements and other substantive agenda items.
5. The multi-stakeholder dialogue scheduled for Friday, 2 August 2024, is a dedicated space at the end of week 1 for Member States’ dialogue with civil society organizations, academic institutions, private sector organizations and other relevant stakeholders.
6. Where you have made arrangement to deliver a prepared statement, please share the prepared statement in PDF format by email to [ahc-tax@un.org](mailto:ahc-tax@un.org), at least two hours before delivery, in order to assist the interpretation teams. When sending statements, please indicate the name of the meeting, the date of delivery and the speaker in the subject line of the email and in the heading of the statement.

**III. MEETING DOCUMENTATION**

7. All meeting documentation, including the provisional agenda and provisional organization of work, as well as written input submitted in advance of the session, will be available on the Committee website: [Second Session | Financing for Sustainable Development Office \(un.org\)](#)

8. The report of the Second Session will be a procedural report prepared by the Rapporteur, with the assistance of the Secretariat. Per resolution 78/230, the final draft of the terms of reference will be attached to the report of the Committee's Second Session, which will be submitted to the General Assembly for its consideration at its seventy-ninth session.

#### **IV. MEETING SERVICES AND OTHER ARRANGEMENTS**

##### **Seating**

9. One (1) representatives of accredited organizations may sit at one of the nameplated desks (marked "civil society organization", "academia", "business", etc.), with one (1) additional representative sitting directly behind.

##### **Interpretation**

10. Simultaneous interpretation will be provided in the six official languages. Representatives attending in-person or following through the webcast on [UN Web TV](#) will be able to select the language (Arabic, Chinese, English, French, Russian, Spanish) in which they would like to follow the proceedings.

##### **Webcast**

11. Representatives that are unable to attend the session in-person are invited to follow the proceedings via UN Web TV (see # 14 and 15 on virtual interventions).
12. The session will be webcast (live and via archived video) on [UN Web TV](#), with simultaneous interpretation in the six official languages (Arabic, Chinese, English, French, Russian, Spanish).
13. Any closed meetings would be announced by the Bureau in advance and in consultation with the membership. Closed meetings will not be webcast on UN Web TV.

##### **Virtual Intervention**

14. Time permitting, during informal meetings, virtual intervention by accredited stakeholders may be delivered after in-person and virtual interventions made by Member States.
15. Representatives of accredited organizations who are unable to attend the session in-person and intend to make an intervention during informal meetings are requested to email the Secretariat at [ahc-tax@un.org](mailto:ahc-tax@un.org) with the following subject line: Virtual intervention for Second Session of AHC Tax – Representative Name (Organization)
16. Virtual intervention is available only during informal meetings. Please note that simultaneous interpretation will not be provided for virtual interventions, which should be made only in English.

## **V. SECURITY ARRANGEMENTS**

17. In the interest of ensuring the safety of all concerned, members of delegations, staff members and representatives of accredited organizations are expected to maintain the integrity of United Nations-issued identification because of the access it allows.
18. Members of delegations are reminded that the identification issued to them by the United Nations is solely for their individual use and that it should not be transferred or given to any other person to use. United Nations identification found to be used in any manner other than that for which it was intended will be confiscated by security personnel.
19. Within United Nations premises, all persons are required to comply with safety and security regulations, as well as the rules and procedures of the organization. Any act that disrupts the normal functioning of the organization's programmatic activities, such as public displays of any form, including, but not limited to, clothing, banners, placards or other written or visual means, as well as vocal/audio sounds, gatherings, or demonstrations of any kind, including passive, is not allowed. All individuals present on the United Nations premises are expected to fully cooperate with United Nations security officers at all times. Refusal to comply with applicable regulations may result in temporary detention or removal from or denial of access to the premises in accordance with Section 10 of the United Nations Headquarters Agreement and [ST/AI/2019/5](#), entitled "Authority of United Nations Security Officers".

## **VI. ACCESSIBILITY SERVICES FOR PERSONS WITH DISABILITIES**

20. The Accessibility Centre offers assistive information and communications technology to support persons with auditory, visual and/or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (level 1B, by the Secretariat Building escalators). More information is available at: [www.un.org/dgacm/en/content/accessibility](http://www.un.org/dgacm/en/content/accessibility).
21. Representatives with disabilities who require accessible seating during the session are kindly requested to bring this matter to the attention of the Secretariat ([ahc-tax@un.org](mailto:ahc-tax@un.org)) as soon as possible.

## **VII. CAFETERIA**

22. The current food service locations at Headquarters are:
  - Lobby Café (Secretariat Building, 1<sup>st</sup> floor)
  - Vienna Café (General Assembly Building, 1<sup>st</sup> basement)
  - Riverview Cafeteria (Conference Building, 4<sup>th</sup> floor)

- North Delegates Lounge (Conference Building, 2<sup>nd</sup> floor) (access limited to delegates and staff who can pass through 2<sup>nd</sup> floor turnstiles).
- Visitors Café (General Assembly Building, 1<sup>st</sup> basement)
- Café de la Paix (Secretariat Building, 1<sup>st</sup> basement)

## **VIII. CONTACT INFORMATION**

23. Inquiries can be sent to the Secretariat at: [ahc-tax@un.org](mailto:ahc-tax@un.org)