



1 August 2018

GUIDELINES ON MEDIA ACCESS TO THE PALAIS DES NATIONS IN GENEVA

1. Preamble

These guidelines, agreed by the United Nations Information Service (UNIS), the Security and Safety Services of the United Nations Office at Geneva (UNOG) and the Committee of the Association of Correspondents Accredited to the United Nations (ACANU), govern media access to the Palais des Nations in Geneva.

The United Nations acknowledges that media plays an essential role in its work and facilitates their ability to cover United Nations activities.

UNIS is the designated interlocutor for all matters regarding media accredited at United Nations in Geneva. It extends a number of services to the local and international media and, in particular, provides press accreditation to print, audiovisual and online media on a permanent or temporary basis.

The ACANU is the counterpart of UNIS in dealing with matters of relevance to accredited media representatives. Its Committee, and particularly its President, cooperate with UNIS to facilitate the work of the accredited media representatives.

The purpose of these guidelines is to grant access to members of the media while safeguarding and protecting the Palais des Nations and ensuring the safety, security and comfort of all its occupants, staff, delegates and media alike.

All holders of a press badge issued by UNOG shall adhere to the terms of these guidelines.

The parties who have agreed on these guidelines will meet, as needed, to review policies, which should be applied based on a spirit of cooperation and respect for both security and media requirements.

Please note that these guidelines can be reviewed at any time.

2. Media Accreditation

Requirements to obtain media accreditation, whether permanent or temporary, are indicated on:

- the UNOG's [website](#)
- and in the Correspondents Handbook published by UNIS

Accredited media representatives who are granted access to the Palais des Nations and receive a press badge are expected to conduct themselves professionally in their interactions with other members of the press corps, UN officials, diplomats, non-governmental organizations and other UN partners.

The same professional manner is expected from UN officials, diplomats, non-governmental organizations and other UN partners in their interaction with accredited media.

UNIS and the UNOG Security and Safety Services reserve the right to deny or withdraw accreditation of media representatives (1) whose activities run counter to the principles of the Charter of the United Nations or (2) who abuse the privileges or (3) put the accreditation to improper use or (4) act in a way which is not consistent with the principles of the Organization or established journalism ethics and standards. UNIS and the UNOG Security and Safety Service may consult the ACANU committee if they intend to withdraw an accreditation.

Where unexpected circumstances arise and difficulties/limitations are imposed to the work of media representatives, the approach will be to avoid confrontation, maintain civility and find the fastest, safest and most secure acceptable solution. Correspondents who violate the ground rules on access may have their accreditation withdrawn or suspended.

UNDER NO CIRCUMSTANCES journalists can work for NGOs while accredited with UNOG as media representatives. Should a journalist work for an NGO at the Palais des Nations, s/he needs to inform the UN Information Service that will suspend media accreditation, so that the journalist can be badged as service provider or NGO representative

3. Access of Accredited Media Representatives to the Palais des Nations

During working hours, permanently accredited media representatives can access the Palais des Nations through any of the three entry gates, i.e. Portail de Pregny, Portail des Nations and Portail du Chemin de fer. They have the right to bring into the Palais des Nations, through these entry gates, audio-visual or other equipment needed for their work.

Outside office hours, accredited media representatives can access the Palais des Nations through Pregny Gate or Portail des Nations (here they must phone Security at 72900 and show their badge at the camera to be given access through the turnstiles).

Accredited media representatives:

- Are required to wear their press badge issued by UNOG at all times when inside the Palais des Nations
- May use their press badge to open doors leading to and from the buildings of the Palais des Nations equipped with the badge recognition system
- May use their press badge to open the barrier leading to and from parking P7 (press parking).
- Are subject to *ad hoc* checking by Security officials. The checking may involve control of identity and/or of equipment and may take place at the entry gates and/or inside the Palais des Nations.
- Should expect restrictions to apply during times of heightened security.

4. Access of Guests to the Palais des Nations

Permanently accredited media representatives can invite up to three guests at any one time at the Palais des Nations.

All guests need to access the Palais de Nations through the Pregny Gate and will be submitted to *ad hoc* security checks by Security officials at the gate and/or inside the Palais des Nations.

4.1 Guests are media representatives entering the Palais for professional purposes

These guests should request media accreditation in the usual manner, by submitting the required documents to the Information Service. They will receive a press badge. *Under no circumstances should visitors' badges be requested for media representatives coming to the Palais to cover and/or report on activities in their professional capacities, or provide photography services to or act as a camera operator for a correspondent.*

4.2 Guests are not media representatives coming in for professional reasons

In this case, the following will apply:

4.2.1 Accredited media representatives with an office/work station at the Palais

For visits during office hours:

- Requests for access should be sent by email to visitors.security-unog@un.org or by fax to +41 22 917 00 12. The request should contain the office/work station number of the accredited media representative, the name of the guest and the date of the visit. Guests will be issued a daily Visitor Badge at their arrival to Pregny Gate, upon presentation of a valid photo ID.

For visits outside office hours, during weekends and/or official holidays:

- Requests for access should be sent by email to the designated UNIS officials, who will subsequently forward the message to Security. To the extent possible, these requests should be sent during working hours and should contain the following information: date and time of the visit, name of visitor, nationality and number of passport/valid photo ID. This will allow Security to prepare the badge(s) during working hours. The badge(s) will then be given to the guest(s) at their arrival at Pregny Gate, upon presentation of the same photo ID document indicated in the request.
- Guests need to be picked up at Pregny Gate, prior to entering the grounds, and be escorted back to Pregny Gate at the end of the appointment.
- In cases when such a visit cannot be planned and a badge cannot be requested in advance, visits will exceptionally be authorized by UNIS.

4.2.2 Accredited media representatives without an office/work station at the Palais

Only for visits during working hours:

- Requests for access to guests should be sent directly to the Information Service, which will in turn contact UNOG Security.

4.2.3 Accredited media representatives with temporary badges are not allowed to invite guests to enter the Palais des Nations.

5. Media Access to Meetings and Other Activities Inside the Palais des Nations

Accredited media representatives and their crew **have the right to:**

- Attend, film and take pictures in public meetings, events, press conferences and briefings. In some cases, they will be requested to work from specific areas assigned to the media or press galleries.
- Film, record and interview UN officials, in their offices at the Palais des Nations, if agreed by the UN official.
- Film, record and interview diplomats and officials, with their consent, in public areas, such as the Ariana Park, the corridors, as well as in the stakeout area (restrictions apply as indicated below).
- Conduct TV “stand-ups” inside the building and in the Ariana Park.
- Apply to pool coverage related to a specific event. UNIS reserves the right to select the components of the pools in consultation with ACANU.
- UNIS and/or Security reserve the right to request that any of the activities described above be moved to another location, should the activity block the circulation of people or represent a threat to safety and security.

Accredited media representatives and their crew **are NOT allowed to:**

- Film, record, interview and/or take pictures in Hall 6 and the Pregny Building, unless specifically authorized by UNIS.
- Film, record and/or take pictures in all restaurants, cafeterias and bars inside the Palais des Nations (including the press bar and the Delegates Lounge/Salon Suisse), unless specifically authorized by UNIS.
- Film interviews and TV “stand-ups” in conference rooms and/or in any of the press rooms during meetings and press conferences.
- Access and report from private meetings. *Note: meetings organized by NGOs with ECOSOC status at the Palais des Nations are always private and only organizers have the right to film the meetings. Side events of the Human Rights Council have special rules - see point 8 below.*

6. Special Access Conditions Inside the Palais des Nations

- In special circumstances, particularly when a high-level security event is organized at the Palais des Nations, access to some areas may be forbidden or restricted.
- Accredited media representatives may also be requested to submit to additional security checks (i.e. x-rays or other) to access an area or a room of the Palais, even if the events and meetings are public in nature.
- In deciding whether to forbid or restrict the access of media representatives to certain areas, Security will be guided by security and safety criteria and will act in consultation with UNIS. **Both UNIS and Security will continue to make every effort to facilitate the work of media representatives in these special situations.**

7. Access to press briefings, press conferences and photo opportunities

7.1 Press Rooms 1 and 2 and Room III

- UNIS controls the use of the press conference area within Press Room 1 and of Room III – all activities taking place in these two rooms need to be booked and approved by UNIS. They cannot be reserved for private interviews or to film private statements. In special cases, UNIS may approve non-media related meetings to take place in either one of these rooms.
- Access to the working areas of Press Rooms 1 and 2 is granted only to accredited media representatives, who may use them for their professional activities.
- Some workstations in Press Room 1 are reserved for travelling media with temporary accreditation. Travelling media should not take any space occupied by permanently accredited correspondents.
- Under special circumstances, and if requested by Security, correspondents must submit to additional screening before entering these rooms.
- Only UN documents can be distributed in the Press Rooms, as well as any other area within the Palais des Nations, unless otherwise authorized by UNIS. ACANU and other press associations have the right to provide information to their members on the dedicated boards in the Press Rooms. UNIS reserves the right to forbid the distribution of information not be in line with the moral standards of the United Nations.
- During a press conference, media correspondents must wait to be given the floor by the moderator before asking a question. Auxiliaries are not allowed to ask questions unless specifically authorized by their reference media correspondents.
- Meetings organized by the ACANU are to be held in the “Library” of Press Room 2 or, if authorized by UNIS for special occasions, Press Room 1. This location may change with the implementation of the Strategic Heritage Plan for the renovation of the Palais des Nations.

7.2 Stakeout positions

- A permanent stakeout position is available for UN officials and delegations to speak to correspondents near Room XX (building E). A temporary stakeout position is sometimes set up in front of door 4 in Building S or in Hall XIV.
- Media representatives may move around the stakeout areas and conduct interviews, except when a briefing is taking place.
- When a speaker is using the microphone, or when the arrival of a speaker is imminent, media representatives must remain behind the barriers, if those are in place.
- TV camera crews and photographers must remain behind the barriers at all times and not obstruct the work of other media representatives.

7.3 Photo Opportunities

- Photo opportunities are only open to TV crews and photographers. These need to be screened, along with their equipment, under the conditions specifically announced by UNIS for each event.

- UNIS reserves the right to request that journalists not use tripods at photo opportunities where space is particularly limited. In these cases, journalists will be permitted to use monopods.
- No questions are permitted during these photo opportunities, unless explicitly agreed in advance by UNIS.

8. Human Rights Council and its Side Events

The Human Rights Council has special rules for media reporting, which are described in the media advisory issued prior to each session of the Council. Should they need any information or clarification, they may address themselves to the Public Information Officer for the Human Rights Council (currently Mr. Rolando Gomez, telephone: +41 22 917 9711, email: rgomez@ohchr.org) or to UNIS.

9. Other UN Secretariat's locations in Geneva

These guidelines are applicable to all the locations in Geneva under the authority of the United Nations. Special measures can be applied in these places as requested by circumstances related to these locations and the activities therein.