



1 February 2023

GUIDELINES ON MEDIA ACCESS TO THE PALAIS DES NATIONS IN GENEVA

1. Preamble

Access to the Palais des Nations in Geneva is guided by criteria and rules that apply to all categories of guests and visitors, as administered by the Security and Safety Services of the United Nations Office at Geneva.

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

The United Nations acknowledges that the 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 accreditation at the United Nations in Geneva. It extends several services to the local and international media and provides press accreditation to print, audiovisual and online bona fide 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 define the access conditions of 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 to 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 UNOG's [website](#)

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.

The following designations* for media accreditation are used. They are in line with those used at United Nations Headquarters, as agreed with Security and Safety Services:

- 1) Annual accreditation for journalists based in Switzerland or nearby France and who represent bone fide media outlets that request accreditation for their correspondents. In this case, the designation is further declined:
 - a. Resident correspondent – Applies to journalists whose media outlet rents an office or have a workstation¹ at the Palais des Nations.
 - b. Non-resident correspondent – Applies to journalists based locally but whose media outlet does not have an office or a workstation at the Palais des Nations.
- 2) Temporary accreditation for journalists visiting the United Nations at the request of the media outlet they represent, with the purpose of covering a particular public meeting, conference, event or activity.

¹ The attribution of workstations will be revised in consultation with ACANU when the new press centre opens in Building C.

UNIS and the UNOG Security and Safety Service reserve the right to deny or withdraw accreditation/ badges 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 usually consult the ACANU Committee if they intend to withdraw an accreditation/ badge.

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

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

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

Resident correspondents

Resident correspondents have 24/7 access to the Palais des Nations and can enter through any entrance at the Palais des Nations.

Resident correspondents can register their vehicles for parking with the Pass and ID Unit (Security & Safety Service) to receive a vignette which must be always displayed on the vehicle.

Non-resident correspondents

Non-resident correspondents have access to the Palais des Nations during official working hours. In the event of a press activity during the weekend or late in the evening, the Security & Safety Service will make provisions to facilitate their access through UNIS.

Access to the Palais des Nations is permitted by foot at the Peace Gate during the renovations of the Pregny Gate, and at the Pregny Gate thereafter.

Correspondents are subject to security checks (badge and bags) at entry, as per security procedures.

Exiting the Palais des Nations is possible by using the turnstiles at Pregny, Peace, Nations and Chemin de Fer gates.

Non-resident correspondents are allowed access to the Palais des Nations by car. Upon arrival, badge holders (green "P") can retrieve a vehicle pass from Security for the day.

Temporarily accredited journalists

Journalists with temporary accreditation must enter through the official entrance (currently Peace Gate; from May 2023 the official entrance will revert to being at the Pregny gate).

Vehicle access is not granted to temporarily accredited journalists.

Accredited media representatives:

- Are required to always wear their press badge issued by UNOG 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) once the latter will be officially reopened.
- Are subject to *ad hoc* checks by Security Officers. The checks 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 resident correspondents with rented offices or workstations at the Palais des Nations (resident correspondents) can invite up to two guests at any one time at the Palais des Nations.

All guests will be submitted to security checks by the Security & Safety Service at the designated gate and/or inside the Palais des Nations. Vehicle access for these guests is not permitted.

4.1 Guests who 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 who 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/workstation at the Palais

For visits during office hours:

- Access requests should be sent by email to visitors.security-unog@un.org. The request should contain the office/workstation 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, 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 the Security & Safety Service. 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 the Security & Safety Service to prepare the badge(s) during working hours. The badge(s) will then be given to the guest(s) at their arrival, upon presentation of the same photo ID document indicated in the request.
- Guests need to be picked up at the entrance, prior to entering the grounds, and be escorted back 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 As per security rules applying to all categories of visitors at the Palais des Nations (delegates, NGO, media, etc.), non-resident correspondents and media representatives with temporary accreditation cannot 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 officials.
- 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 the Security & Safety Service 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 and Peace entrances, 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, or the Grab-and-go in Building H), unless specifically authorized by UNIS.
- Film interviews and do 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, unless specifically authorized by the organizers. *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.
- Please note that media access to Building H is not allowed without an invitation from a UN staff whose office is located on these premises.
- In deciding whether to forbid or restrict the access of media representatives to certain areas, the Security & Safety Service will be guided by relevant criteria and will act in consultation with UNIS. **Both UNIS and the Security & Safety Service 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 Official Press Rooms

- UNIS controls the use of all press conference rooms – all activities taking place in these 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 these rooms.
- Access to the working areas of any press room or centre is granted only to accredited media representatives, who may use them for their professional activities.
- Some workstations in the press room (touchdown area) located in Building A/C at Door 6 (expected opening in June 2023) 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 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 dedicated boards. UNIS reserves the right to forbid the distribution of information not 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. It is the moderator's prerogative to moderate and choose which questions can be asked.

- Meetings organized by the ACANU are to be held in their designated room or, if authorized by UNIS for special occasions, the official press room. 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). Additional temporary stakeout positions may be set up in other areas of the Palais des Nations, as necessary.
- 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 always remain behind the barriers 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 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 required by circumstances related to these locations and the activities therein.