



7th UNAOC Global Forum in Baku, Azerbaijan, 25-27 April, 2016

Note on Registration, Subscription to Deliver Statements and Baku Declaration

1. Registration Procedure

All states and international organizations – members of the UNAOC Group of Friends – are kindly advised that registration to the Seventh UNAOC Global Forum in Baku, Azerbaijan (25-27 April 2016) is done via the Forum's website: www.baku.unaoc.org.

Each delegation needs to assign one Delegation Coordinator, who will act as a contact point for registration of the entire delegation. He or she will take the following steps to register every member of the delegation:

Step 1: Create a registration account, following this link: <http://registerbaku.unaoc.org/sign-up/>. Registration code for all official delegations: **O25Baku_27d**. All members of the official delegation must be registered individually on the Forum's website, using one and the same code.

Step 2: After establishing a registration account, enter information concerning every member of the delegation (as per the form). Upon submission of the requested data, the system will generate an automatic email to the Delegation Coordinator, offering a list of suggested hotels in Baku.

Step 3: by March 15 at the latest, once hotels and flights are booked for all delegates, the Delegation Coordinator will complete the online registration process by providing the Forum organizers with logistical information for each member of his or her delegation (arrival, departure, hotel, etc.).

If official delegations experience any technical errors while attempting to register through the Forum's website, please email to baku2016@baku.unaoc.org, or call direct telephone line: +99455 690 96 12 / mobile: +99412 505 15 27.

Deadline to register for the Baku Forum (completing all 3 steps) is Tuesday, 15 March 2016.

Please note: submission of notes verbal with the delegation's composition to the Ministry of Foreign Affairs of Azerbaijan, or Ministry of Culture and Tourism of Azerbaijan, or the UNAOC office is not considered a formal registration. Forum registration is arranged only through the website www.baku.unaoc.org, following which the delegates will receive their Forum ID/badges.

Further logistical details about the Seventh UNAOC Global Forum in Baku can be found in the detailed logistical note, posted on the Forum's website (www.baku.unaoc.org).

2. Subscription to Deliver Statements

The latest version of the Programme and the Concept Note of the Seventh UNAOC Global Forum are available online: www.baku.unaoc.org. All segments of the event are open to members of the Group of Friends; there is no need to pre-register in order to attend any segment of the Forum.

Heads of Delegations of 144 members of the UNAOC Group of Friends (Ministers, Heads of Organizations, Vice-Ministers and other officials assigned by their authorities to lead the delegation) are invited to deliver their statements at the UNAOC Group of Friends Meeting, scheduled on 27 April 2016 (as per the Programme). The UNAOC Group of Friends Meeting will be open for all participants, including media. Speaking priority will be given to delegations led by Ministers and Heads of international organizations, according to their seniority. Other segments of the Forum, including Plenary and breakout sessions, will be dedicated to feature non-state experts from civil society, academia, media, youth, etc.

For inscription on the list of speakers of the Group of Friends Meeting, please contact UNAOC (Ms. Anna Pavlyuchenko, telephone: +1-646-479-0914; email: annap@unops.org). **Deadline to send speaking requests is Monday, 18 April, 2016.** The list of speakers will be circulated among all requestors by Wednesday, 20 April, 2016 via email.

During the UNAOC Group of Friends Meeting, the Government of Azerbaijan will provide simultaneous interpretation into all United Nations languages (Arabic, Chinese, French, English, Russian, Spanish) and Azerbaijani.

3. Baku Forum Declaration

One of the outcomes of the Seventh UNAOC Global Forum in Baku will be a Baku Forum Declaration, adopted by consensus by all official delegations – members of the UNAOC Group of Friends. The draft Declaration will be circulated to the Group of Friends members by Monday, 8 February, 2016 through the established channels (Permanent Missions and Delegations to the United Nations, as well as Focal Points for UNAOC in capitals and headquarters). Consultations on the draft Declaration will be held via email and during the expert level meetings at the United Nations headquarters in New York, schedule of which will be communicated separately. The consultation process will be completed by Friday, April 1, 2016.

4. Contact Information

Programme: Ms. Nihal Saad, UNAOC Chief of Cabinet and Spokesperson of the UNAOC High Representative. Email: saadn@un.org.

Baku Forum Declaration: Mr. Matthew Hodes, UNAOC Director. Email: hodesm@unops.org.

UNAOC Group of Friends Meeting, list of speakers: Ms. Anna Pavlyuchenko, UNAOC Member States and Donor Liaison Officer. Email: annap@unops.org.

Protocol and administrative arrangements: baku2016@baku.unaoc.org, direct telephone line: +99477 3330901/ mobile: +99412 505 15 27.

Online registration technical support: baku2016@baku.unaoc.org, direct telephone line: +99455 690 96 12 / mobile: +99412 505 15 27.