

**Logistical Information for the First 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, 26 April – 8 May 2024

10:00 to 13:00 and 15:00 to 18:00

**I. INTRODUCTION**

1. This note outlines the logistical information regarding the First 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 inclusiveness and effectiveness of international tax cooperation at the United Nations.”
2. The First Session will be held at the United Nations Headquarters (UNHQ) in New York from Friday, 26 April to Wednesday, 8 May 2024 (for a total of 9 meeting days), from 10:00 to 13:00 AM and 15:00 -18:00 PM.  
26 April – 5 May 2024 – Conference Room 3  
6 May – 8 May 2024 – Conference Room 1
3. The provisional agenda for the first session is issued as document [A/AC.295/2024/3](#). A provisional organization of work (i.e., a timed agenda) has been made available [online](#). Timings for individual agenda items are indicative.

**II. PRIOR TO THE MEETING**

**List of participants**

4. Delegations are kindly requested to inform the Secretariat of the names of the members of the representatives of their Government or organization who will attend the session by submitting the composition of the delegation through the e-list of participants module in the [e-deleGATE](#) portal. (*Representatives are kindly requested **not to** mail in or hand- deliver formal Notes Verbales.*)

**Registration**

5. Registration for members of the official delegations (government officials) who are not part of the Permanent Missions in New York who are attending the meeting in person at UNHQ must be channeled through the registration focal points of the Missions and processed via the **eRegistration system**. Please be reminded that, upon receipt of the registrations in the system, it takes at least two (2) working days for the Protocol Office to review and process the request for badges.

### **Statements**

6. Requests for inscription from Member States and observer States for the plenary segment should be sent through the eSpeakers module of the e-deleGATE portal.
7. For delegates who have made arrangements to make a general statement or other prepared statement, delegates are requested to email a copy of their statement to eStatements ([estatements@un.org](mailto:estatements@un.org)), at least two hours before delivery, indicating the title and date of the meeting, name and delegation of the speaker.

### **Access for persons with disabilities**

8. 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.

## **III. MEETING DOCUMENTATION**

9. 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 at Committee [website](#).
10. The report of the session will be a procedural report prepared by the Rapporteur, with the assistance of the Secretariat.

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

### **Interpretation**

11. Simultaneous interpretation will be provided in the six official languages (Arabic, Chinese, English, French, Russian, Spanish).

### **Virtual Participation and Webcast**

12. Provision has also been made for virtual participation by those who cannot attend in person, via the Webex platform. *(Please note that simultaneous interpretation will not be provided in Webex, only English.)*
13. Please register [here](#) for virtual participation.
14. The session will be webcast (live and on-demand) on [UNWebTV](#), with simultaneous interpretation in the six official languages (Arabic, Chinese, English, French, Russian, Spanish)

## **V. CONTACT INFORMATION**

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