

## Annex

### Template: Letter of Credentials for delegation

[Headed paper]

H.E. Mr. António Guterres  
Secretary-General of the United Nations  
United Nations Secretariat  
New York

[Date]

Excellency,

I have the honour to inform you, in accordance with Rule 13 of the Provisional Rules of Procedure of the United Nations Security Council, of the credentials and composition of the delegation to represent [Council member] at the Security Council.

#### **Representative**

PR Name

PR Title

#### **Deputy Representative**

DPR Name

DPR Title

#### **Alternate Representatives**

Names and titles

#### **Advisers**

All other staff names and titles

On behalf of the Government of [Council member], I request that you may be so good as to accord the persons named all the facilities, which they may require for the accomplishment of their mission.

Please accept, Excellency, the assurances of my highest consideration.

[Signed Head of State or Head of Government or Minister of Foreign Affairs]

Template: Letter of Credentials for high-level/ministerial-level participation in Security Council meeting(s)

[Headed paper]

H.E. Mr. António Guterres  
Secretary-General of the United Nations  
United Nations Secretariat  
New York

[Date]

Excellency,

I have the honour to inform you that [name], [title/position] of [member], will represent the [member] at the following Security Council meeting(s):

[name and date of meeting]

Please accept, Excellency, assurances of my highest considerations.

[Signature]

[PR name]

Permanent Representative of [Council member] to the United Nations

CC: Security Council Affairs Division

## Template: Note Verbale for submission of credentials to the Military Staff Committee

[Headed Paper]

The Permanent Mission of [Council member] to the United Nations has the honour to submit the below list of names and contact information of the appointed military representatives to the Military Staff Committee.

[Name of representative, military rank, email address, phone number]

The Permanent Mission of [Council member] to the United Nations avails itself of this opportunity to renew to the Military Staff Committee of the United Nations the assurances of its highest consideration.

New York, [Date] [Mission Stamp]

Military Staff Committee  
United Nations, New York

## Template: Chairing Script for Closed Consultations

**[Agenda item]**

*Closed Consultations*

**[Date]**

Let me now turn to our agenda for today. We have two items on our agenda: the first item is [agenda item]; the second item is Other Matters.

May I take it that you agree with this agenda?

[Pause]

It is so agreed. [bang gavel]

Does any member wish to raise any issue under Other Matters?

I see none. Let us proceed to the first item.

We will now take up our first item. I give the floor to Special Envoy X.

I will now open the floor to those Council members who wish to take the floor. I give the floor to NAME, COUNCIL MEMBER.

....

Thank you, I now give the floor to NAME, COUNCIL MEMBER. [Repeat as necessary, SCAD will provide a speakers list]

....

I will now make remarks in my national capacity.

....

I now resume my function as President, and I give the floor to our briefers to respond to comments and questions raised.

I give the floor to Special Envoy X.

....

I would like to thank Special Envoy X for the clarifications they have provided. I invite them now to exit the Consultations Room and the Council will move on to Other Matters.

[Briefers leave]

## OTHER MATTERS

[If a Council member has indicated that they wish to raise an issue under Other Matters, say]

Under Other Matters, I now give the floor to NAME, COUNCIL MEMBER.

[If no Other Matters, say]

As there are no other matters on our agenda, we have concluded our work for today.

The Consultations are adjourned. [bang gavel]

Template: Letter to Secretary-General circulating concept note for signature  
Presidency event

[Headed paper]

H.E. Mr. António Guterres  
Secretary-General of the United Nations  
United Nations Secretariat  
New York

[Date]

Excellency,

I have the pleasure to inform you that [Council member], in its capacity as President of the Security Council for the month of [X], will hold a high-level open debate on [title of meeting], under the agenda item [official agenda item]. The open debate will take place on [date and time].

In order to guide the discussions on this topic, [Council member] has prepared a concept note. This concept note is contained in the annex to this letter.

I would be grateful if this letter and its annex could be circulated as an official document of the Security Council.

Please accept, Excellency, the assurances of my highest consideration.

[Signature]

[PR name]

Permanent Representative of [Council member] to the United Nations

Template: Letter from the President of the Security Council requesting written advice from the Peacebuilding Commission

[Date]

Excellency,

On behalf of the members of the Security Council, I have the honour to invite the Peacebuilding Commission to submit written advice, through its Chair, in connection with the following meeting(s) of the Security Council, which will be held on [Date], under the Presidency of [Council member]:

- \*Name of meeting, date of meeting\*
- \*Name of meeting, date of meeting\*

Please accept, Excellency, the assurances of my highest consideration.

[PR Name]

President of the Security Council

H.E. [Name]

Permanent Representative of [Member State]

to the United Nations and Chair of the Peacebuilding Commission

Template: Letter for circulation of concept note for an Arria-formula meeting as an official document of the Security Council

[Headed paper]

H.E. [President of the Security Council's name]  
President of the Security Council  
United Nations  
New York

[Date]

Excellency,

I have the pleasure to inform that [Council member] will organise an Arria-formula meeting entitled [title of meeting] on [date]. The meeting will take place in [location] from [time].

In order to guide the discussions on this topic, [Council member] has prepared a concept note. This concept note is contained in the annex to this letter.

I would be grateful if this letter and its annex could be circulated as an official document of the Security Council.

Please accept, Excellency, the assurances of my highest consideration.

[Signature]

[PR name]

Permanent Representative of [Council member] to the United Nations