

E10

HANDBOOK

*A Practical Guide for Elected
Security Council Members*

Revised Edition



**Buan-Ionad na hÉireann
chun na Náisiún Aontaithe**
Permanent Mission of Ireland
to the United Nations

PERMANENT MISSION OF THE
UNITED ARAB EMIRATES
TO THE UNITED NATIONS
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البعثة الدبلوماسية
للإمارات العربية المتحدة
 لدى الأمم المتحدة
نيويورك



**MINISTRY OF FOREIGN AFFAIRS
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**Permanent Mission to
the United Nations**



**REPUBLIC
OF ECUADOR**

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Foreword

Throughout the history of the Security Council, many elected members individually have played pivotal roles in shaping Council decisions and improving working methods. What is unique in our era is that elected members are increasing their influence on the Council through coordinating their initiatives as a group. This coordination has expanded the elected members' voice on the Security Council and has been opening the way for the E10 to enlarge their engagement in the Council's work.

Key to the effectiveness of this enhanced E10 coordination has been extensive information sharing. Each year, elected members reach out in myriad ways to assist incoming members to develop their understanding of how the Security Council really works, and what opportunities exist for making meaningful contributions. And throughout their time on the Council, the E10 help each other stay abreast of best practices and new developments. However, elected members have recognized that their expanding knowledge base could easily be lost because of their rotations on and off the Council, and that therefore, documenting their shared knowledge systematically is vital to keeping the E10 momentum going.

In this context, the E10 Handbook and its related Database are compilations of extraordinary usefulness. Rich in practical information and explanations, the Handbook shows that those who best understand what elected members need to know are, in fact, elected members. Based on actual experience, the Handbook equips elected members to handle both routine and exceptional issues that may arise during their Council terms. The thoroughness with which the Handbook details specific practices prepares E10 to act with professionalism in key areas of their participation as Security Council members, especially as Council Presidents.

Through setting out precise instructions, this Handbook promotes consistency from one group of E10 members to the next, and also across successive E10 Council presidencies, amplifying their impact. Moreover, when the elected members are seen as informed, competent and effective, this strengthens the image of the Security Council as a whole.

What most comes through the pages of the Handbook is the "E10 spirit" – the sincere commitment of elected members to make their terms count and, even in divisive times, to find ways to maximize their individual and group contributions toward a better functioning Security Council.

Loraine Sievers
Co-author of *The Procedure of the UN Security Council* and
Director of the *SCProcedure* website

Preface

“The elected members constitute two thirds of the membership of the Security Council and bring important and diverse perspectives and experience to the Council’s work. We aspire and are committed to a Council that is able to tackle the complex and pressing threats to peace and security that we collectively face. We will live up to the responsibilities and obligations entrusted to us through our election by the members of these United Nations, and uphold the letter and the spirit of the UN Charter.”

- Joint E10 Ministerial Press Stakeout, Security Council, 20 September 2023

The E10 is now a well-known entity in the landscape of the UN Security Council. E10 is the shortened form of the “Elected 10”, a grouping that is bound by one common thread – that of being elected by the General Assembly to serve for two-year terms on the Security Council. The UN Charter refers to these members as “non-permanent” members but the term “elected” emphasises the fact that the General Assembly has chosen this group of Member States to sit on the Security Council.

The E10 is informal in nature. Its emergence is the result of sustained efforts made by successive groupings of elected Council members, often frustrated at being side-lined in the work of the Council by the five permanent members, known as the P5.

The E10 is a diverse group consisting of three members from the African Group, two from the Asia Pacific Group, two from the Latin American and Caribbean Group, one from the Eastern European Group and two from the Western European and Others Group. It is far from monolithic and the interests of its members vary and converge across different issues before the Council. Every year, five new members are elected to the Council and become part of the next E10 – in the months before they formally take their Council seats, this group is known as the “Incoming Five” or I5. The E10 is thus, by definition and composition, in a constant state of renewal and change. Despite this, and in an effort to consolidate and embed the practices of the group, several common activities and coordination mechanisms have emerged in recent years.

Complete with case studies, practical tips, contact information, “how to’s”, templates and external resources, this Handbook intends to serve as a useful guide for all present and future elected members of the Security Council.

Acknowledgements and Disclaimer

The idea for this E10 Handbook came from the fourth annual E10 and I5 Retreat co-hosted by Saint Vincent and the Grenadines and Norway in December 2021. Viet Nam captured the main proposals coming out of the Retreat in a non-paper which was presented to E10 and I5 members in December 2021. Ireland and the United Arab Emirates took forward two of the main proposals in the Viet Nam non-paper: the drafting and production of this E10 Handbook and the E10 Database that accompanies it. A first edition was presented in August 2022 at the E10 and I5 Retreat hosted by Norway in Oslo. A revised edition was presented to all UN Member States in July 2023 in New York.

This is a truly collaborative E10 effort and just as E10 and Security Council practice evolves, so too should this practical resource. The baton has now passed to Ecuador and Denmark to revise and update the E10 Handbook, building on the work of Ireland and the United Arab Emirates. A special thanks goes to all current and recent E10 members for their support for this Handbook and to all UN Member States for their interest in this resource and the information it contains. We hope it will be taken forward by future members of the E10, and that it continues to serve and inform elected members, allowing them to focus on the task of maintaining international peace and security.

As a constantly changing group, the E10 also relies on expert advice and support from the UN Security Council Affairs Division. Thank you for your guidance, your knowledge and your calm handling of our many queries. Thanks are also due to Signe Luo Andersen for supporting this revised edition.

While the development and revision of this E10 Handbook has been supported by the Permanent Missions of Ireland, the United Arab Emirates, Ecuador and Denmark, its contents do not imply governmental endorsement.

Irina Barba
Permanent Mission of Ecuador to the United Nations

Shane Dowling
Permanent Mission of Denmark to the United Nations

Abbreviations

ASG	Assistant Secretary-General
AOB	Any Other Business (officially known as “Other matters”) held during closed consultations
AU	African Union
BCSS	Broadcast and Conference Support Section
Blue draft	A draft resolution which the penholder(s) have asked the Secretariat to format as a final step in preparation for a vote
CAAC	Children and Armed Conflict
CRSV	Conflict-Related Sexual Violence
CSO	Civil Society Organisation
CTC	Counter-Terrorism Committee
DGACM	Department of General Assembly and Conference Management
DPC	Deputy Political Coordinator
DPO	Department of Peace Operations
DPPA	Department of Political and Peacebuilding Affairs
DPR	Deputy Permanent Representative
E10	Elected 10 members of the Security Council
ECOSOC	Economic and Social Council
EOSG	Executive Office of the Secretary-General
EOV	Explanation of Vote (officially known as “statements before the vote” and “statements after the vote”)
EU	European Union
GAAB	General Assembly Affairs Branch
I5	Incoming elected 5 members of the Security Council
IEG	Informal Expert Group
IID	Informal Interactive Dialogue
IWG	Informal Working Group on Documentation and Other Procedural Questions
MALU	Media Accreditation and Liaison Unit
MIPS	“Maintenance of international peace and security” agenda item
MMS	Meetings Management Section
MSC	Military Staff Committee

NGO	Non-governmental Organisation
NOP	No Objection Procedure
OCHA	Office for the Coordination of Humanitarian Affairs
ODA	Office for Disarmament Affairs
OHCHR	Office of the High Commissioner for Human Rights
OLA	Office of Legal Affairs
OPGA	Office of the President of the General Assembly
P3	The 3 permanent members on the Security Council from the Western European and Other States Group (France, UK, USA)
P5	Permanent 5 members of the Security Council
PBC	Peacebuilding Commission
PBSO	Peacebuilding Support Office
PC	Political Coordinator
PC Net	Political Coordinators Network (email list)
PCC	Police-Contributing Country
PESG	Personal Envoy of the Secretary-General
PGA	President of the General Assembly
PoC	Protection of Civilians
PoW	Programme of Work
PR	Permanent Representative
PRST	Presidential Statement
PSC	President of the Security Council
PV	Procès verbal (Verbatim Record)
SESG	Special Envoy of the Secretary-General
SG	Secretary-General
SRSG	Special Representative of the Secretary-General
SCAD	Security Council Affairs Division
SCPCRB	Security Council Practices and Charter Research Branch, SCAD
SCSB	Security Council Secretariat Branch, SCAD
SCSOB	Security Council Subsidiary Organs Branch, SCAD
TCC	Troop-Contributing Country
TIPS	“Threats to international peace and security” agenda item
UN	United Nations
UNIFIL	United Nations Interim Force in Lebanon
UNMISS	United Nations Mission in South Sudan

UNODC	United Nations Office on Drugs and Crime
UNSC	United Nations Security Council
UNSCR	United Nations Security Council Resolution
USG	Under-Secretary-General
VTC	Video Teleconference
WFUNA	World Federation of UN Associations
WGCAAC	Working Group on Children and Armed Conflict
WPS	Women, Peace and Security

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Existing E10 cooperation and the role of the E10 Coordinator

E10 activities are primarily organised by the Coordinator of the month and include: monthly E10 Political Coordinator (PC) lunches; monthly E10 lunches between E10 Permanent Representatives (PRs) and the Secretary-General; a joint E10 statement at the annual Open Debate on Working Methods; ad hoc briefings to the E10 and the annual E10 and I5 Dialogue for Political Coordinators and representatives from capitals. In addition, some members have convened an E10 PRs lunch without the Secretary-General to create space for PRs to discuss and make decisions on E10 matters. The E10 Coordinator can also present and negotiate resolutions and other products on behalf of the E10, deliver E10 Explanations of Vote and E10 press stakeouts.

In September 2023, an E10 Ministerial level press statement was issued, marking the first initiative at Ministerial level. This was followed in September 2024 by the first E10/I5 Ministerial dinner, organised by Ecuador as E10 Coordinator and Slovenia as President of the Security Council, after which a press statement was also issued.

E10 and I5 Ministers in the Security Council Chamber, 24 September 2022. Photo Credit: UN Photo



E10 Coordinator

The role of E10 Coordinator rotates monthly, following the English alphabetical order. It is possible to swap months between Coordinators. If a swap is made, this information should be shared with the E10 and wider Council as early as possible. SCAD should also be promptly informed of any change. The list of Coordinators for each year ahead is compiled and shared by the E10 Coordinator of the month of the Security Council elections.

***Practical Tip:** At the beginning of each month, the E10 Coordinator shares information on the dates and level of proposed E10 activities for that given month. This is usually done in the E10 PC WhatsApp group.*

***Practical Tip:** E10 members are not limited to their month as E10 Coordinator to organise briefings or events for the E10. However, it is good practice to inform the E10 Coordinator in advance of such events. Some Council members co-organise events with the E10 Coordinator.*

	E10 Coordinators	
Month	E10 Coordinators 2025	E10 Coordinators 2026
January	Pakistan	Somalia
February	Panama	Bahrain
March	Republic of Korea	Colombia
April	Sierra Leone	Democratic Republic of the Congo
May	Slovenia	Denmark
June	Somalia	Greece
July	Algeria	Latvia
August	Denmark	Liberia
September	Greece	Pakistan
October	Guyana	Panama
November	Pakistan	Somalia
December	Panama	Bahrain

E10 Communication

Communication amongst the E10 is primarily conducted at Political Coordinator (PC) and Permanent Representative (PR) levels. However, there is scope for lunches and discussions at Deputy Permanent Representative (DPR) level. Dedicated WhatsApp chat groups are used regularly for the purposes of coordination and information sharing among E10 at PR and PC level. Deputy PCs are also included in the PC WhatsApp groups. Expert level coordination amongst the E10 is less formal and varies from file to file. For example, there is a Middle East expert E10 WhatsApp group which coordinates and shares information, but there is not for other regions. The incoming five (I5) elected members are added to these groups by the E10 Coordinator following the Security Council elections.

Monthly E10 Political Coordinators' lunch

This lunch is hosted by the E10 Coordinator for the month. The date, location and RSVP details should be shared as early as possible and communicated by WhatsApp and email. The agenda often includes a discussion about which topics to suggest to the Secretary-General for the monthly lunch between the E10 PRs and the Secretary-General. The Coordinator can suggest topics at the lunch, or invite other PCs to suggest. In practice, two full topics are usually agreed. Other agenda items include information sharing on upcoming missions or visits by subsidiary body chairs and committees, joint activities for the month ahead and information on upcoming briefings to the E10. In 2025, the allocation of subsidiary body chairs and vice chairs was discussed at every lunch until the package was agreed. The E10 Coordinator may also invite an external briefer to present on a specific topic at the lunch. For example, in February 2025, Panama, in its capacity as E10 Coordinator, invited the Assistant Secretary-General for Youth Affairs to share perspectives on the Youth, Peace and Security agenda with E10 PCs.

***Practical Tip:** The E10 PC lunch should, where possible, be convened ahead of the monthly lunch between the PRs of the E10 and the Secretary-General so that the topics for the E10-SG lunch can be agreed among PCs. If this is not possible, then a separate short discussion about the topics among E10 PCs can be held.*

Monthly E10 Permanent Representatives' lunch with the Secretary-General

This meeting is a valuable opportunity to engage with the Secretary-General on issues relevant to the work of the Security Council. The incoming E10 Coordinator should contact the Office of the Secretary-General well in advance, ideally in the month prior to their month as Coordinator, to secure a date for the E10-SG lunch and to promptly communicate this date to E10 members. Once the topics for the E10-SG lunch have been provisionally agreed among E10 members, the topics should be promptly communicated to the Secretary-General for concurrence and confirmation. Emails should be directed to Mica Polovina (polovina@un.org) with the general email (sgcentral@un.org) in copy.

In practice, the Secretary-General briefs on each pre-agreed agenda item, followed by a discussion amongst PRs. He is often accompanied by his Chef-de-Cabinet or relevant USGs. The E10 Coordinator should confirm this attendance and inform the E10. The discussion is moderated by the host (i.e. the PR of the E10 Coordinator). The PC of the E10 Coordinator also attends. On some occasions, such as during the month of Ramadan, this lunch has been held as a dinner. A photo taken after an E10 PR Lunch with the Secretary-General is shown below.

E10 and I5 PRs with Secretary-General Guterres, 11 October 2022. Photo Credit: UAE Mission



Practical Tip: *The Secretary-General is usually accompanied by a notetaker, who does not participate in the lunch. It is advisable that the host also includes a notetaker in the room.*

Practical Tip: *To make the E10-SG lunch as smooth as possible and to minimise interruptions, the lunch should be held at a quiet venue and the menu should be pre-selected or organised to require very little interruption to place orders. Some E10 Coordinators use table-top microphones during the lunch.*

Note: The E10 lunches referred to above are separate from and additional to the lunch of all 15 Political Coordinators (PC Lunch) and the lunch of all 15 Security Council Permanent Representatives with the Secretary-General (SG Lunch), which are also held monthly. These are organised by the incoming and current Presidency respectively. The E10 meetings are referred to as the E10-PC Lunch and the E10-SG Lunch. In recent years, the E10 have sought to include the I5 at all E10 lunches and meetings following their election.

Annual Open Debate on Working Methods

Since 2019, the E10 has delivered a joint statement at the annual open debate on working methods, under the agenda item “*Implementation of the Note by the President of the Security Council (S/2024/507)*”. Whenever possible, the open debate is traditionally organised by the Chair or Vice Chair of the Informal Working Group on Documentation and Other Procedural Questions. The joint statement is drafted, negotiated and delivered by the E10 Coordinator of the month. While the focus of the statement varies from year to year, the allocation of subsidiary body roles and penholderships in the Council is often raised. It is the practice of the P5 to deliver national statements at this open debate.

All past E10 joint statements can be found in the E10 Database.

Practical Tip: *While negotiation of the joint statement usually takes place at expert level, it is useful for the E10 Coordinator to provide an overview of their proposed approach and focus at the monthly E10-PC lunch preceding the open debate, allowing for preliminary reactions and suggestions from the E10.*

Appointment of candidates

When the Secretary-General intends to appoint candidates to offices and positions mandated by the Security Council, the Secretariat usually seeks informal feedback from the members of the Security Council in advance. This includes Special Representatives of the Secretary-General, Special Envoys of the Secretary-General, Personal Envoys of the Secretary-General, Heads of UN Missions established by the Security Council, and Force Commanders of Peacekeeping Operations. Feedback is sought from the P5 and the E10 separately, by the Office of the Secretary-General and/or by a designated Focal Point in the Secretariat. The E10 Coordinator is the point of contact for such requests and is requested to convey the intended appointment along with the curriculum vitae of the candidate to the members of the E10 for their consideration, usually with a deadline of five working days. The E10 Coordinator shares this confidential information on the WhatsApp coordination group at PC level. In recent years, several E10 Coordinators have raised the need for this process to be meaningful.

Briefings to the E10

The E10 Coordinator may organise ad-hoc briefings or informal meetings for E10 members with external stakeholders on issues relevant to the agenda of the Security Council. These meetings can take place at different levels (PR, DPR, PC or expert – or a combination). The topics have varied in the past. For example, in February 2023 Ecuador organised a briefing with International Crisis Group on the challenges and opportunities for the year. In April 2024, Sierra Leone organised a situational awareness briefing on West Africa and the Sahel, and in July 2024 Switzerland organised a breakfast on the New Agenda for Peace, the Pact for the Future and the advancement of the Council's preventive work.

E10 members can also consider hosting briefings or information sessions on issues related to their region or on files for which they are penholder. For example, in April 2025, Denmark, Greece and Slovenia, in collaboration with the Delegation of the EU, organised an E10 briefing on Kosovo and the European Union Rule of Law Mission in Kosovo. Horizon scanning briefings and situational awareness briefings have sometimes been controversial for some E10 members and some among the P5, depending on the topic.

UN representatives and agencies may also ask the E10 Coordinator to facilitate a meeting with E10 members. For instance, in April 2024, Sierra Leone facilitated a meeting with the World Food Programme to provide updates of its work in different regions, particularly in Gaza, Sudan, Chad, Yemen and Haiti. In September 2024, Ecuador facilitated a briefing with the SRSG for Afghanistan and Head of UNAMA on the latest report of the Secretary-General.

[Spotlight: E10 coordination on substance: Syria \(humanitarian\) and Gaza](#)

In general, the E10 does not regularly engage in coordination of positions on the substance of policy issues before the Council. This is in part due to the annual change to its membership and the diverse positions of its members across the agenda of the Council. However, there are times when the E10 has coordinated on country-specific Council files. Examples include the adoption of UNSCR 2642 (2022), which renewed the Syria cross-border humanitarian mechanism in July 2022, and UNSCR 2672 (2023) which achieved the same result in January 2023, as well as the adoption of UNSCR 2728 (2024) on Gaza in March 2024.

[Syria \(2022\)](#)

In the case of Syria (humanitarian), Ireland and Norway, as co-penholders, ensured that the E10 were involved and informed throughout the drafting and negotiating process. Ahead of the 7 July 2022 adoption date, and in parallel to the shuttle diplomacy led by the co-penholders between the Russian Federation, China and the P3, E10 briefings were held at expert, PC and PR level, along with regular coordination over WhatsApp. During the negotiating process, Russia tabled an alternative draft resolution. On 8 July, initiated by the E10 Coordinator (Kenya), the E10 met at PR level to discuss the two draft resolutions. During the meeting, it became clear that there was full E10 support for the co-penholders' draft resolution. Brazil (President for the month of July) suggested a joint statement before the vote. The joint statement, drafted by Kenya, and which was agreed in principle by PRs in the room and circulated and finalised by WhatsApp amongst PCs, expressed support for the co-penholders' draft resolution. Neither draft resolution was adopted that day, due to the Russian veto on the co-penholders' text and insufficient affirmative votes on the Russian text. In both cases, however, there was unanimity among the E10, who all voted in favour of the co-penholders' text and abstained on the Russian text. There was also coordination on the

messaging of the EOVs delivered by E10 members after the vote on the co-penholders' text.

Negotiations continued over the weekend, with action on a compromise text envisaged on Monday 11 July. The E10 met on Monday morning at PR level to consider the revised co-penholders' text and to share details of outreach over the weekend (while coordination continued at PC level). There was E10 support for the co-penholders' text; and UAE proposed delivering an E10 joint statement before the vote, which was agreed by the E10. Action was postponed to the morning of 12 July and for a second time, Kenya, as E10 Coordinator for July, drafted and delivered a joint E10 statement before the vote. The draft resolution was adopted as UNSCR 2642 (2022) and received unanimous support from the E10.

Similarly, on 9 January 2023, on the occasion of the adoption of UNSCR 2672 (2023) which, *inter alia*, renewed the Syria humanitarian cross-border mechanism for 6 months, Ecuador drafted and delivered an agreed joint E10 statement in its capacity as E10 Coordinator for the month of January.

[Gaza \(2024\)](#)

On 25 March 2024, the Security Council adopted UNSCR 2728 (2024), demanding an immediate ceasefire for the month of Ramadan. This resolution was an E10-led initiative. On 12 March, the PRs of the E10 informally agreed on drafting a short text containing a call for an immediate ceasefire in Gaza during the month of Ramadan. It was agreed that the text would only be presented if an alternative draft resolution, authored by the United States and under consideration at the time, did not succeed. It was further agreed that the text would be presented on the condition that it would not be vetoed by a permanent member.

On 13 and 14 March, E10 experts prepared a first draft for the consideration and decision of the PRs. On 14 March, the United States decided to put its text "in blue"; however, did not set a date for its adoption. On 14 and 15 March, the E10 held informal meetings at various levels to move towards a group consensus text. On 18 March, during closed consultations on the Middle East, Mozambique (E10 Coordinator for the month of March) announced that a text prepared by members of the E10 would be circulated that same day to all Council members. On 19 and 20 March, the members

of the E10 continued their consultations on the text presented by Mozambique, and jointly determined next steps.

On 20 March, the United States circulated a new version of its draft resolution and put it “in blue”. On 21 March, the United States announced its intention to convene a session for 22 March to take action on its draft resolution. Seven of the E10 members decided to put the draft text “in blue” that same night, as co-penholders. On 22 March, the vote on the draft resolution presented by United States took place. The results of the vote were: 11 in favour, one abstention, and three votes against. The draft was not adopted due to the use of veto by China and the Russian Federation.

The representatives of the E10 met again to define the way forward. The seven co-penholders decided to request a vote for Saturday, 23 March. It was then decided that all E10 members would join as co-penholders. The adoption was postponed, to allow for negotiations over the weekend. On 25 March, Mozambique delivered a joint statement, introducing the draft resolution on behalf of the E10. The draft resolution was adopted as UNSCR 2728 (2024) with 14 votes in favour and one abstention.

The joint statements can be found in the E10 Database.

Adoption of UNSCR 2728 (2024), 25 March 2024. Photo Credit: UN Photo



Post-election preparation

Important dates

Date	Development	To do
June	Five new members are elected to the Security Council for the following two years	Following election, share a contact list of your Security Council team with all Council members and the Security Council Affairs Division (SCAD) of the Secretariat (including names, responsibilities and contact information). This can be updated and recirculated on a regular basis.
1 August	Incoming members begin receiving Security Council documentation, including documentation of subsidiary bodies	Identify no more than 3 diplomats to be added to the “PC Net” email list. Many missions also include a backup shared email address to include in PC Net email list, in case of access issues. Identify relevant colleagues to be added to mailing lists for the various subsidiary bodies.
1 October	Incoming members become Security Council observers* PCs are added to the PC Net WhatsApp group	Provide the contact details of the PC and one or two others to the Presidency in order to be included in the PC WhatsApp group.
1 November	Incoming members become observers to the Military Staff Committee	Submit a separate letter of credentials for Military Advisers or other appointed representatives to the Military Staff Committee Secretary in order to attend.
1 January	Incoming members become Security Council members	New Security Council members participate in flag installation ceremony on the first working day of January.

*While incoming members can observe closed consultations, Informal Interactive Dialogues and meetings of subsidiary bodies of the Security Council, they are not always automatically invited to attend negotiations on products or informal briefings. If a specific product is being negotiated, the relevant expert of the incoming member should reach out to the penholder(s) to ensure they are invited to the negotiations or informal consultations.

Credentials

Elected Council members are required to submit a letter of credentials to the Secretary-General before joining the Security Council. These letters are usually submitted by incoming members in November or December, before their Council term formally begins. Similarly, letters of credentials are also required when changes are made during existing Council members' tenures, for example, if a new PR or DPR arrives.

The letter of credentials should specify the Permanent Representative, Deputy Permanent Representative(s) and "alternate representative(s)". Many Missions designate their Legal Adviser, PC and DPC as "alternate representatives" and it is prudent to add others. These three categories are authorised to sit in the principal seat in the Security Council Chamber, speak on behalf of the Member State and vote on behalf of the Member State. All other members of the Mission are categorised as "Advisers". This category is not entitled to speak or vote. Only PRs, DPRs and alternate representatives will be listed in the Annual Report of the Security Council to the General Assembly.

Pursuant to rule 13 of the provisional rules of procedure, the letter of credentials should be issued by the Head of State, Head of Government or Minister for Foreign Affairs. Credentials letters for representatives below the level of PR can be issued by the PR. Government officials at the level of Deputy Minister or above wishing to participate in a meeting of the Security Council do not need to submit credentials letters. Any other government officials are required to submit a letter of credentials, specifying the Council meeting in which they will participate. This should be sent no less than 24 hours before the stated Council meeting. Letters of credentials should be sent to the Executive Office of the Secretary-General (EOSG) (sgcentral@un.org) with

SCAD in copy (dppa-scdocs@un.org). It should also be sent to the PC of the Presidency for information.

Representatives to the Military Staff Committee are required to submit additional credentials. According to the Working Methods of the Committee, these should be sent by email to the Committee Secretary at least 48 hours before participating in the work of the Committee. In addition to the credentials sent in the form of a Note Verbale, military representatives are required to submit their CVs. The credentials request is usually placed under a short silence procedure for the P5.

A template letter of credentials and a template Note Verbale for the MSC are included in the annex and the E10 Database.

Organising the team and day to day

Most Missions organise their teams by region and theme as related to the agenda of the Security Council. If possible, it is useful to have the full team in place from autumn, a few months before the formal Council term begins, ideally when incoming members begin to observe all Council meetings (1 October). Following the Council's work closely during this period can provide a useful litmus test for the workload of each file and subsidiary body. Internal team and workload management is critical to adjusting file allocation and hitting the ground running from day one.

Many Missions engage in their own, internal "Dry Run" exercise or simulation of full Council membership for several weeks before the term begins. This includes preparing statements for open Council meetings, lines to take for closed consultations, preparation for sanctions committee and other subsidiary body meetings and decision-making, briefings and read outs for external stakeholders, within the tight Council timeframes and deadlines, press points and media engagement as well as testing internal coordination systems. This is a useful exercise to both test the systems in place (in the Mission, HQ and across embassies) and to become accustomed to the rhythm of Council work.

Opportunities for training will abound, and SCAD compiles a useful overview of trainings for incoming Council members, an example of which is contained on the following page.

Induction opportunities for incoming Security Council members 2024			
Training	Objective/Focus	Target audience	Venue
SCAD Induction Workshop 4 – 6 November (p.m. only)	Workshop covering normative framework, procedure, practices and working methods of the Security Council	PRs, PCs, Experts	Conference Room 11, UN Secretariat
SCAD Subsidiary Organs Workshop 15 November	Workshop covering the working methods and management of Security Council sanctions committees and other subsidiary bodies	PRs, PCs, Sanctions Coordinators, Experts	Secretariat Building, 15th Floor
“Hitting the Ground Running” Finnish Workshop 21 – 22 November	Discussion with Security Council members on the Council’s performance and its working methods	PRs, PCs	Greentree Estate, Manhasset, NY
UNITAR Training December (scheduled individually)	Tailored training at the request of each Member State covering procedure, practices and working methods of the Security Council	PCs, Experts	Hybrid
Greentree Sanctions Retreat 6 – 8 December	Workshop on the design, implementation, monitoring, evaluation and adjustment of UN sanctions	Sanctions Coordinators, Legal advisers, Experts	Greentree Estate, Manhasset, NY
SCAD Committee specific briefings 16 – 18	Tailored briefings on key issues and upcoming dates of Security Council	Experts	2 UN Plaza

December	subsidiary bodies, including sanctions committees		
SCAD refresher training 6 – 7 January (p.m. only)	Refresher training on procedure, practices and working methods of the Security Council	PRs, PCs, Experts	Conference Room 1, UN Secretariat
Security Council Report (scheduled individually)	Tailored training at the request of each Member State	PRs, PCs, Experts	Mission premises or other

Practical Tip: *Timing the Dry Run exercise during the period of observation to coincide with the end of one Presidency and the beginning of the next is a useful way to simulate all aspects of the Council’s Programme of Work (PoW).*

Practical Tip: *Informally sharing statements or proposed negotiation strategies during a Dry Run exercise with a likeminded delegation can be a helpful gauge as to the relevance of the points or key messages.*

Practical Tip: *There are two Programmes of Work that Council members should follow closely. The first is the Programme of Work of the Security Council, also called the Programme of Work (the PoW). The second is the Subsidiary Body Programme of Work. It is useful to have someone keep track of the Subsidiary Body Programme of Work while the Political Coordinator focuses on the Programme of Work.*

Flag installation ceremony

To mark the beginning of each elected member's term, in early January a flag installation ceremony is held outside the Security Council Chamber. This was initiated by the Permanent Mission of Kazakhstan in January 2018. The PRs of the five elected members participate, traditionally alongside the PR of Kazakhstan. Each PR, in English alphabetical order, installs their country's flag and then delivers remarks from the Security Council Press Stakeout podium to the press. The ceremony is also streamed on UN Web TV¹. The flags remain in place for two years and form the backdrop for all Security Council Press Stakeouts.

Flag installation ceremony, 2 January 2025. Photo Credits: UN Photo



¹ [Flag installation ceremony of the newly-elected members of the United Nations Security Council \(2025-2026\) | UN Web TV](#)



Flag lowering ceremony

To mark the conclusion of an elected member's term, in December a flag lowering ceremony may be held outside the Security Council Chamber. Initiated by the Permanent Mission of Viet Nam in December 2021, the ceremony follows the same run-of-show as the flag installation ceremony, with the PRs of the outgoing five elected Council members participating. The flags are lowered in English alphabetical order, followed by remarks from the Security Council Press Stakeout podium. The ceremony is also streamed on UN Web TV. This ceremony is optional and has not taken place every year.

Subsidiary body allocations

The following are the subsidiary bodies that are part of the process of assignment of chairs of subsidiary bodies, depending on vacancies in the given year. The table below is for illustrative purposes. Each year the Presidential Note indicating the allocation of Chairs and Vice Chairs of subsidiary organs is issued in the format S/year/2, and in the event of any subsequent changes during the year, the note is updated as an Add. or Rev.

	Subsidiary body	Chair	Vice Chair
1.	Security Council Committee pursuant to resolutions 1267 (1999), 1989 (2011) and 2253 (2015) concerning Islamic State in Iraq and the Levant (Da'esh), Al-Qaida and associated individuals, groups, undertakings and entities	Christina Markus Lassen (Denmark)	Russian Federation and Sierra Leone
2.	Security Council Committee established pursuant to resolution 1373 (2001) concerning counter-terrorism	Amar Bendjama (Algeria)	France, Pakistan and Russian Federation
3.	Security Council Committee established pursuant to resolution 1518 (2003)	Samuel Žbogar (Slovenia)	Somalia

4.	Security Council Committee established pursuant to resolution 1533 (2004) concerning the Democratic Republic of the Congo	Michael Imran Kanu (Sierra Leone)	Algeria
5.	Security Council Committee established pursuant to resolution 1540 (2004)	Eloy Alfaro de Alba (Panama)	Greece and United Kingdom
6.	Security Council Committee established pursuant to resolution 1591 (2005) concerning the Sudan	Joonkook Hwang (Republic of Korea)	Somalia
7.	Security Council Committee established pursuant to resolution 1636 (2005)	Samuel Žbogar (Slovenia)	Denmark
8.	Security Council Committee established pursuant to resolution 1718 (2006)	Evangelos Sekeris (Greece)	Panama and Republic of Korea

9.	Security Council Committee established pursuant to resolution 1970 (2011) concerning Libya	Mohamed Rabi Yusuf (Somalia)	Greece
10.	Security Council Committee established pursuant to resolution 1988 (2011)	Asim Iftikar Ahmad (Pakistan)	Russian Federation and Guyana
11.	Security Council Committee established pursuant to resolution 2048 (2012) concerning Guinea-Bissau	Caroline Rodrigues-Birkett (Guyana)	Somalia
12.	Security Council Committee established pursuant to resolution 2140 (2014)	Joonkook Hwang (Republic of Korea)	Slovenia
13.	Security Council Committee established pursuant to resolution 2206 (2015) concerning South Sudan	Michel Imran Kanu (Sierra Leone)	Denmark
14.	Security Council Committee established pursuant to resolution 2653 (2022) concerning Haiti	Carolyn Rodrigues-Birkett (Guyana)	China

15.	Security Council Committee pursuant to resolution 2713 (2023) concerning Al-Shabaab	Eloy Alfaro de Alba (Panama)	China
16.	Security Council Committee established pursuant to resolution 2745 (2024)	Amar Bendjama (Algeria)	Guyana
17.	Working Group on Peacekeeping Operations	Joonkook Hwang (Republic of Korea)	China and United Kingdom
18.	Ad Hoc Working Group on Conflict Prevention and Resolution in Africa	Abukar Dahir Osman (Somalia)	Sierra Leone
19.	Working Group established pursuant to resolution 1566 (2004)	Amar Bendjama (Algeria)	France and Russian Federation
20.	Working Group on Children and Armed Conflict	Evangelos Sekeris (Greece)	Panama

21.	Informal Working Group on Documentation and Other Procedural Questions	Christina Markus Lassen (Denmark) and Asim Iftikhar Ahmad (Pakistan) <i>(co-Chairs)</i>	N/A
22.	Informal Working Group on International Tribunals	Michael Imran Kanu (Sierra Leone)	Denmark
23.	Informal Working Group on General United Nations Security Council Sanctions Issues	Evangelos Sekeris (Greece) and Asim Iftikhar Ahmad (Pakistan) <i>(co-Chairs)</i>	N/A
24.	Facilitator for Implementation of Security Council resolution 2231 (2015)	Samuel Žbogar (Slovenia)	N/A

Informal roles

Informal Role	Council member
Co-Chairs of the Informal Expert Group on Women, Peace and Security	Denmark and Sierra Leone
Co-Chairs Informal Expert Group of Security Council members on Climate, Peace and Security	Guyana, Panama, Republic of Korea and Slovenia
Co-Chairs of the Informal Expert Group on the Protection of Civilians	Denmark and United Kingdom
Informal Coordinator between the Security Council and the Peacebuilding Commission	Republic of Korea
Informal Focal Points of the Security Council on Conflict and Hunger	Guyana and Slovenia
Informal Focal Points of the Security Council on the International Criminal Court	Denmark and Sierra Leone
Penholdership roles	Penholdership is regarded as an informal role and it is an area that is evolving. Security Council Report and SCProcedure maintain lists of known penholders on their websites and SCAD keeps track of penholderships in an internal document.

Relevant Provisions of Note 507

Excerpt from S/2024/507

B. Selection of Chairs of subsidiary bodies

124. The members of the Security Council should make every effort to agree provisionally on the appointment of the Chairs of the subsidiary bodies for the following year no later than 1 October.

125. To that end, the members of the Security Council will start an informal process of consultations, with the participation of all Council members, on the appointment of the Chairs of the subsidiary bodies from among the members of the Council for the following year as soon as possible after each election of members of the Council. The members of the Council should also consult informally with the newly elected members in the process.

126. This informal process of consultations will be undertaken in a balanced, transparent, efficient and inclusive way so as to facilitate an exchange of information related to the work of the subsidiary bodies involved and will be facilitated jointly by two members of the Security Council working in full cooperation.*

127. The members of the Security Council stress that this informal consultation process should take into account the need for a shared responsibility and a fair distribution of work for the selection of the Chairs among all members of the Council, bearing in mind the capacities and resources of members.

128. All members and newly elected members of the Security Council should be informed of the outcome of the informal process of consultations on the appointment of the Chairs of the subsidiary bodies in a transparent and substantive way prior to the provisional agreement on the appointment.

129. Without prejudice to paragraph 4 (b) of the note by the President of the Security Council dated 30 October 1998 (S/1998/1016) and paragraphs 124 to 128 of the present note, unless agreement is reached by 1 January on the appointment of the Chairs and, consequently, Vice-Chairs of the subsidiary bodies of the Council for the year, as a contingency measure, the responsibilities of Chairs of all of the subsidiary bodies of the Council during the month of January shall devolve to the President for the month of January.

*As announced in 2016 at a press conference by the then IWG Chair, the co-facilitators referred to in paragraph 126 were agreed to be the P5 rotating coordinator for the relevant months and the Chair(s) of the Informal Working Group on Documentation and Other Procedural Questions (IWG).

What about Vice Chairs?

While there is a focus on Chairs of subsidiary bodies, the Vice Chair roles must also be filled. Since Vice Chairs tend not to have a significant role, many members do not mind being named as Vice Chair of various subsidiary bodies. Others prefer to serve as Vice Chair for some subsidiary bodies as it can be symbolic. On the other hand, some may prefer not to Vice Chair a particular subsidiary body due to optics and political considerations.

It is possible for the Vice Chair to step in to chair a meeting when the Chair is unable to do so. However, in most cases, the Chair can be represented by the Deputy Permanent Representative or expert of their own Mission. This is decided by the Chair on a case-by-case basis.

Some Vice Chairs are quite active, particularly when the Chair and Vice Chair enjoy a collaborative working relationship. For example, when Estonia was Vice Chair of the Informal Working Group on Documentation and Other Procedural Questions in 2020-2021, they convened both annual open debates on *Working Methods: Implementation of Note 507*, as part of their Council Presidency months. The Chair, Saint Vincent and the Grenadines, prepared the concept notes for these open debates along with the Vice Chair and also briefed the Council in its capacity as Chair of the Informal Working Group. Some subsidiary bodies have a tradition for active Vice Chairs, such as the 1540 Committee.

Process for agreement

The process for agreeing the Chairs and Vice Chairs of the Security Council subsidiary bodies has evolved in recent years. What began as a P5 instruction has become a whole-of-Council consultative and negotiating process.

Immediately following the Security Council elections, the I5 begin meeting at various levels to discuss, negotiate and agree the package of available roles. Ideally, once a consensus package is agreed among I5, the IWG Chair consults the E10. Following this consultation, a joint letter may be signed by the PRs of the I5 and sent to the Coordinator of the P5 through the Chair of the IWG who acts as co-facilitator and communicates with the rotating P5 Coordinator. The P5 then review. In the past, the P5 have either agreed with the proposed distribution or returned a counter package, assigning different roles to the incoming members. This process can repeat several times if an agreed outcome is not reached immediately.

Following these consultations, the IWG Chair and the P5 Coordinator jointly place the package under a silence procedure on the PC Net. If silence passes, the Presidency notes that the allocation of the chairing and vice-chairing roles of subsidiary organs is considered agreed, and requests SCAD to prepare the draft “Note by the President”, but it does not become official until the new term commences on 1 January. SCAD will then usually format the document and recirculate through the PC Net for final review or technical clarifications, after which point the document is published in early January.

In recent years, the deadline of 1 October for agreement on the Chairs and Vice Chairs of the subsidiary bodies has not been met, to varying degrees. For those Council members elected in 2019 and 2022, final agreement was reached in early and mid-October respectively. For those elected in 2021 and 2023, final agreement was reached in early and late January of the following year respectively. Most recently, following the Security Council elections in 2024, final agreement was not reached on the Chairs and Vice Chairs of the subsidiary bodies until late May 2025. From February to May 2025, the rotating E10 Coordinators (Panama, Republic of Korea, Sierra Leone, Slovenia) negotiated with the P5 Coordinators (Russian Federation, UK) to come to a mutually acceptable solution.

Following the delayed agreement in 2023, a contingency measure was agreed and subsequently included in Note 507, paragraph 129. It stipulates that “unless agreement is reached by 1 January on the appointment of the Chairs [...] for the year, as a contingency measure, the responsibilities of Chairs of all of the subsidiary bodies of the Council during the month of January shall devolve to the President for the month of January.”

In practice, this means that the Presidency for each month will assume the responsibilities of the Chairs of all the subsidiary bodies until there is agreement on Chairs within the Council, a role that is generally referred to as “acting Chair”. In 2025, this measure was implemented by Algeria, China, Denmark, France and Greece in their capacities as Presidents of the Security Council from January to May.

There is no set template or guidelines for how the Presidency as “acting Chair” of the subsidiary bodies is to chair each committee. It is up to the Presidency to decide how to approach the role of acting Chair but Council members generally maintain their focus on technical issues that require urgent attention by the acting Chair. Previous acting Chairs have had different interpretations of what is technical and urgent. For example, some Presidencies have decided to take a minimalistic approach and only handle cases with a high level of urgency, while other Presidencies have decided to call for mandated meetings and process more pending issues within the subsidiary bodies. It is advisable to reach out to the Subsidiary Organs Branch within SCAD who can provide an overview of pending issues within the subsidiary bodies.

***Practical Tip:** Be clear on which bodies form part of the formal process of assignment of Chairs of subsidiary bodies. Only Security Council subsidiary bodies (1 – 25) are part of the process of assignment of chairs of subsidiary bodies. There are a number of other, informal roles available for elected members. Decisions on these informal roles are made outside of the formal process of assignment of Chairs and Vice Chairs of subsidiary bodies.*

***Practical Tip:** Start discussions among the I5 on the vacant roles as early as possible following elections in June. The I5 should work closely with the co-facilitators of the process (IWG Chair(s) and P5 Coordinator) with a view to completing the process by the 1 October deadline listed in paragraph 124 of Note 507.*

***Practical Tip:** It is advisable to have a consensus agreement among the I5 first before presenting the consensus agreement to the E10 and P5.*

***Practical Tip:** In addition to the subsidiary bodies, it is advisable that the E10 and I5 discuss and agree on which two elected members will be selected to serve on the PBC Organisational Committee for the following calendar year. This decision is formalised in a letter from the President of the Security Council to the Secretary-General.*

Use of the footnote

In January 2021, two footnotes were added to the formal Note of the President which set out the decision of the Security Council on allocation of Chairs and Vice Chairs of subsidiary bodies. One footnote was added to indicate that India would take the Chair of the Counter-Terrorism Committee for the year 2022, following the expiry of Tunisia's term on the Council. The other footnote was added to indicate that Mexico would become Vice Chair of the Working Group on Children and Armed Conflict, following the expiry of Niger's term on the Council.

Subsequently, in January 2022, one footnote was added to the decision of the Security Council on allocation of Chairs and Vice Chairs of subsidiary bodies. This footnote indicated that the United Arab Emirates would take the Chair of the Counter-Terrorism Committee for the year 2023, following the expiry of India's term on the Council at the end of 2022². Since 2023, no footnotes have been agreed by Council members in the process of deciding on the allocation.

Fair Burden-Sharing

The P5 do not generally chair subsidiary bodies. There is no rule against a P5 member chairing a subsidiary body and it has happened in the past, for example, the UK and later Russia chaired the Counter-Terrorism Committee in its early years, and France initially chaired the WGCAAC. Currently all P5 members except the United States are listed as Vice Chairs of some subsidiary bodies. However, overall, it is a rarity for P5 members to chair subsidiary bodies. At the same time, the P3 are penholders on most files which is not always seen as fair.

At the end of 2018, the E10 and I5 wrote a letter to the President of the Security Council (S/2018/1024) outlining their case for fair burden-sharing among all Council members, including the P5 serving as Chairs of some subsidiary bodies and including E10 Chairs of subsidiary bodies in the informal (but entrenched) system of penholdership. The letter is shown on the next two pages.

² <https://documents-dds-ny.un.org/doc/UNDOC/GEN/N22/230/70/PDF/N2223070.pdf?OpenElement>

**Security Council**

Distr.: General
15 November 2018
Original: English

Letter dated 13 November 2018 from the representatives of Belgium, the Plurinational State of Bolivia, Côte d'Ivoire, the Dominican Republic, Equatorial Guinea, Ethiopia, Germany, Indonesia, Kazakhstan, Kuwait, the Netherlands, Peru, Poland, South Africa and Sweden to the United Nations addressed to the President of the Security Council

We, the 10 current elected members of the Security Council and the five incoming elected members of the Security Council — Belgium, Bolivia, Côte d'Ivoire, Dominican Republic, Ethiopia, Equatorial Guinea, Germany, Indonesia, Kazakhstan, Kuwait, the Netherlands, Peru, Poland, Sweden and South Africa — have been elected with large margins by the General Assembly and, as such, bring added legitimacy to the Security Council. We are committed to taking this responsibility seriously, including in the conduct of our chairmanships of the Council's subsidiary bodies.

Currently, the incoming members are consulting with members of the Security Council on the distribution of the chairmanships of the subsidiary bodies for the coming year. In his note [S/2017/507](#), the President of the Security Council stated that the consultation process for the selection of the Chairs should take place in a "balanced, transparent, efficient and inclusive way". We extend our gratitude to Kuwait, as Chair of the Informal Working Group on Documentation and Other Procedural Questions, and the United States, as coordinator of the five permanent members, for having conducted the consultation process on behalf of the Council in line with and in the spirit of note [S/2017/507](#).

The 10 current elected members and the five incoming elected members have consistently emphasized the need for fair burden-sharing and an equal distribution of work among all members of the Security Council, including its permanent members. This principle should apply to the distribution of the chairmanships of the subsidiary bodies of the Council where, as a general rule, no member should chair more than two subsidiary bodies, as well as to the so-called "penholderships". The call for a more equal distribution of work is not new and has been persistently brought forward by members and non-members of the Security Council, including at the open debate on working methods of the Security Council presided over by Kuwait, in February 2018. It has also been a recurrent topic of discussion in the Informal Working Group on Documentation and Other Procedural Questions. We strongly believe that a more equal distribution of work among all members is not just a matter of fair burden-sharing, but that it will also positively affect the overall effectiveness of the Council.

18-19496 (E) 271118

Please recycle



Furthermore, the Security Council should make better use of the expertise that the Chairs of sanctions committees develop on the situations discussed in their respective committees, and should consider promoting their role as penholders and the automaticity of their role as co-penholders on the related dossiers, should they so choose. We see merit in a discussion among members of the Council, if possible, at the level of the permanent representatives, to consider this and other possibilities in order to ensure a more balanced and fair distribution of work among all members.

Guided by the spirit of the Charter of the United Nations, we remain fully committed to promoting the Security Council as a body that serves the entire United Nations membership.

We have the honour to request the circulation of the present letter as a document of the Security Council.

(Signed) Marc **Pecsteen de Buytswerve**
Permanent Representative of Belgium

(Signed) Sacha Sergio **Llorentty Soliz**
Permanent Representative of the Plurinational State of Bolivia

(Signed) Kacou Houadja Léon **Adom**
Permanent Representative of Côte d'Ivoire

(Signed) José Singer **Weisinger**
Representative of the Dominican Republic

(Signed) Anatolio **Ndong Mba**
Permanent Representative of Equatorial Guinea

(Signed) Taye Atskeselassie **Amde**
Permanent Representative of Ethiopia

(Signed) Christoph **Heusgen**
Permanent Representative of Germany

(Signed) Dian Triansyah **Djani**
Permanent Representative of Indonesia

(Signed) Kairat **Umarov**
Permanent Representative of Kazakhstan

(Signed) Mansour **Alotaibi**
Permanent Representative of Kuwait

(Signed) Karel Jan Gustaaf **van Oosterom**
Permanent Representative of the Netherlands

(Signed) Gustavo **Meza-Cuadra**
Permanent Representative of Peru

(Signed) Joanna **Wronecka**
Permanent Representative of Poland

(Signed) Jerry Matthews **Matjila**
Permanent Representative of South Africa

(Signed) Olof **Skoog**
Permanent Representative of Sweden

Penholderships

The E10 have consistently engaged on the issue of penholdership, including in the context of fair-burden sharing, and there are examples of E10 members serving as penholders and co-penholders on different country-specific, region-specific and thematic issues. The E10 and its members raise the challenges surrounding E10 penholdership and co-penholdership at the annual Open Debate on working methods in the Security Council and in the Informal Working Group on Documentation and Other Procedural Questions, as well as in other fora.

Below are two excerpts of relevant parts of the E10 statement delivered by the Permanent Representative of Ireland at the annual Open Debate on the Implementation of Note 507 in June 2022:

“The E10 represents two thirds of the membership of this Council and our united view is clear - the ideals of transparency, accountability, inclusivity and effectiveness, would be better achieved if the Council’s workload were more equally shared amongst all of its members.

That goes for the arrangements of penholderships and co-penholderships, as well as for the selection and chairing of subsidiary bodies.”

“We also believe that sanctions committees chairs should be more involved during the initial consultations of sanctions renewals by the penholders.”

In December 2023, the Council adopted Note S/2023/945 on penholderships, which outlined the arrangement of penholding and the conduct of penholders and co-penholders. This was then integrated into the updated Note 507.

It is understood that penholders and co-penholders draft Council products and shepherd these products through the negotiation process, monitor the relevant situation closely, call for Council meetings when deemed necessary or desirable, speak first in mandated Council meetings on these topics, keep in touch with parties affected by or with a role related to the situation and plan Council visits to the country or region affected.

Due to the informal, yet entrenched, nature of penholdership, it is worthwhile for incoming elected members of the Council to confer with past penholders, particularly

elected members who served as penholders, to get a sense of what it is to hold the pen.

Brazil and the United Arab Emirates convened two in a series of E10 Penholdership Workshops (in 2022) with the aim of sharing perspectives and experiences on penholdership and co-penholdership. Other informal discussions among E10 also serve this purpose.

As stated in paragraph 90 of Note 507, members of the Council affirm their willingness and encourage continued efforts, to ensure that the arrangement of penholder or co-penholder reflects openness, a shared responsibility and fair burden-sharing. Additionally, penholders and co-penholders are encouraged to conduct negotiations in an inclusive and respectful manner.

Security Council products and other releases (including resolutions, Presidential Statements, letters, Notes by the President and remarks to the press) are important tools for penholders and the Council as a whole. Information on the nature of each of these products or other documents is included in the Security Council Report Handbook, included in the E10 Database.

***Practical Tip:** Penholders and co-penholders can innovate within existing Council frameworks. One example of using an established Council product innovatively is the use of the Letter from the President (agreed by consensus) to communicate privately to the Secretary-General messages from the members of the Council to be conveyed to the Taliban. The specific circumstances led to the conclusion that a private letter would be the most effective tool for the Council. This innovation of the private letter was conceptualised by the co-penholders, Japan and the United Arab Emirates, and met with the consensus of the Council.*

[Access to documentation](#)

The updated Note 507, adopted in December 2024, for the first time contained provisions related to access to prior Council documentation for elected Council members. The initiative, spearheaded by Algeria in the Informal Working Group on Documentation and Other Procedural Questions, was subject to lengthy negotiations throughout 2024.

These provisions, contained in paragraphs 162 and 163 of Note 507, grant access to prior documentation for all members of the Security Council through a three-tier approach, with different procedures governing 1) documents without restrictions, 2) documents with restrictions set by prior Council decisions, and 3) documents submitted by non-Council authors. Non-objection procedures were agreed as regards the latter two cases in order to handle documents considered by at least some Council members to be highly sensitive.

Case studies – Chairing Subsidiary Bodies

The Informal Working Group on Documentation and Other Procedural Questions ('the IWG')

The Chair has a certain degree of freedom to shape the work of the IWG

This informal working group has no pre-set agenda or timeline. The frequency of meetings, the agenda and the presentation of draft Presidential Notes are determined by the Chair(s), in consultation with the other members. In recent years, meetings of the IWG have been convened every 6 to 8 weeks and the agenda is shaped by current procedural and documentation-related issues arising in the Security Council, suggestions raised by IWG members, proposed new Presidential Notes, and sometimes by the views and positions of the wider UN membership. "Implementation of Note 507" has become a standing agenda item in IWG meetings. In the context of implementation, at some IWG meetings, penholders have been asked to report on the extent to which they followed the penholding guidelines set out in Note 507.

PC-engagement is strongly recommended

IWG meetings are usually attended by Political Coordinators, Legal Advisers and/or experts assigned to cover the IWG. Note 507 encourages Political Coordinators to attend the meetings of the IWG and to be involved in its work, including the implementation of Presidential Notes concerning working methods.³

The Chair should be aware of all procedural and documentation-related matters arising in the Security Council

Chairing the IWG requires the Mission(s) to be aware of procedural and documentation-related discussions in the Security Council, including those among Political Coordinators.

³ S/2024/507 states, inter alia, "Without prejudice to the role of the experts, the members of the Security Council recognize that those who coordinate the monthly activities of the respective missions on the Council are critical to securing the implementation of the present note."

Co-Facilitator role in the process of assignment of Chairs and Vice Chairs of Subsidiary Bodies

In 2016, it was agreed in the Informal Working Group that the IWG Chair(s) would carry out the role of co-facilitator of the process of assignment of Chairs and Vice Chairs of subsidiary bodies, along with the P5 Coordinator for the relevant period.

Support required

It is advisable to have one expert to support the Chair. It is also good practice to have the Political Coordinator of the Chair involved in the work of the IWG. Some Chairs involve their Legal Adviser, Deputy Political Coordinator and/or Subsidiary Body Coordinator in the chairing of the IWG. The Security Council Practices and Charter Research Branch of SCAD is immensely helpful to the Chair and will handle the booking of meeting rooms, organisation of meetings, helping to formulate the agenda for the meetings along with the Chair, authoring non-papers on important issues raised in the IWG, advising the Chair and the IWG about past practice and existing written rules, among other tasks.

***Practical Tip:** It is good practice to schedule meetings well in advance since rooms as well as time slots fill up quickly. It is preferable to have the benefit of interpretation services for subsidiary body meetings but if a formal Security Council meeting is scheduled at the same time, the interpretation team will service the Security Council meeting instead. Usually, Fridays are reserved for meetings of subsidiary bodies in accordance with paragraph 1 of Note 507.*

Negotiating Draft Presidential Notes

In addition to the meetings of the IWG, the expert and Political Coordinator of the Chair may convene *informal informal* meetings to discuss draft Presidential Notes on certain procedural or working methods issues, with a view to reaching consensus in the IWG on the drafts. Draft notes may be proposed by the Chair(s), but also by any other members of the IWG. When proposed by other members, the Chair(s) may decide themselves to preside over the negotiations on the draft in regular sessions of the IWG, or may delegate the negotiations to the initiating other member. Since establishment of the IWG in 1993, an average of 2-3 such Presidential Notes have been negotiated and agreed under the auspices of the IWG per year and can be found on the Security

Council's website⁴ and are an important source of guidance and authority in regards to Council practice.

Annual Report

Previously, the IWG was the only informal working group of the Security Council that did not issue an Annual Report. In 2022, Albania as Chair of the IWG, issued an Annual Report for the first time, which was agreed by consensus. This practice has been continued by Japan in 2024.

Engagement with the Security Council

The IWG Chair typically briefs the Security Council at the end of the tenure as part of the 'exit briefings' for outgoing chairs of subsidiary bodies given at a formal open meeting each December. For reference, the record of the 2024 outgoing Chair briefings is S/PV.9814.

Annual Open Debate

It has become a practice that the Council member chairing the IWG uses their Council Presidency to convene an Annual Open Debate on working methods. In years when the Chair(s) do not have a Council Presidency, or their Presidency has fallen very late in the year, on occasion a Vice Chair, or another member has organised the Annual Open Debate during their own Presidency. In either case, it has been the Chairs who have prepared the concept note for the Open Debate. The Chairs may participate as a briefer, and also in national capacity or as part of the E10 joint statement.

***Practical Tip:** Past Presidencies and penholders have been asked to report in the IWG on any specific working methods related questions during their Presidencies and on the process of penholding on recent Council outcomes. It is advisable to prepare to speak about these matters in the IWG.*

⁴ <https://www.un.org/securitycouncil/content/working-methods-handbook>

The Informal Expert Group on Women, Peace and Security ('the IEG')

The purpose of the IEG

Established in 2016 by UNSCR 2242 (2015), the IEG is the only UNSC forum dedicated exclusively to examining the situation for women and girls as it relates to international peace and security. It serves to improve information flow and gender analysis to Council members, and to enable greater oversight on how the WPS agenda is being implemented. It primarily does this through convening briefings by senior UN leadership for WPS experts and relevant country experts. Since it is an informal group, there are no formal procedures, however a set of guidelines for the IEG are outlined in document S/2016/1106.

Chairing the meetings

The Co-Chairs play a neutral role as they chair the meetings and moderate the discussion. Previous Chairs have worked together to draft "Co-Chairs scripts" which they follow as they facilitate the discussion. Following a briefing by senior UN leadership (usually from a political or peacekeeping mission or UN country team), the floor is opened to Council members. In their interventions, Council members are encouraged to ask questions of the UN rather than make national statements. Unlike other subsidiary bodies (which are usually chaired at the PR-level), the IEG on WPS is chaired by the respective WPS experts of the Co-Chairs. Therefore, they are represented in the meeting by their relevant country experts.

Secure high-level UN representation

It is recommended that the most senior UN leadership is sought and prioritised to brief the group, since this ensures WPS is considered by the highest level. Sometimes, when that has not been possible due to scheduling conflicts, Deputies have briefed the IEG.

Hearing from civil society

The IEG meetings are closed (i.e. UN leadership and Council members only) to facilitate a more frank discussion. However ahead of most meetings, the Co-Chairs and penholder (UK) meet with women civil society representatives to discuss the upcoming IEG and to hear their recommendations to the Council. These meetings are organised and facilitated either by the NGO Working Group on WPS or by UN Women.

Co-Chairs have a degree of freedom to shape the work of the IEG

Since it has no set agenda, specific programme of work or timeline, the Co-Chairs have a degree of freedom in deciding the frequency and focus of the meetings. In recent years, the IEG met approximately 8 times per year, generally to discuss a specific country situation on the Council agenda. On three occasions, it has met to discuss thematic issues (namely two meetings on conflict-related sexual violence and one on the impact of COVID-19 on women and girls). It is recommended that a thematic meeting on CRSV be held every year given the increasing gravity of the situation, reported by the UN.

The role of the UK

As the penholder on WPS, the UK plays a supportive and consultative role for the Co-Chairs, including by holding institutional memory on existing patterns. They are included in decisions around the agenda and follow up action and they co-sign with the Co-Chairs the letters by which the summaries are submitted to the President of the Security Council.

The role of UN Women

UN Women acts as the Secretariat for the IEG, including drafting invitations to briefers, preparing background material ahead of the meetings in cooperation with other UN entities, reserving rooms, and preparing summary reports following each meeting. Following the Co-Chairs' review, these summary reports are circulated as a document of the Council.

After every meeting, UN Women provides recommendations on how to improve the implementation of the WPS agenda in each country situation. These recommendations are proposals by UN Women, in consultation with other UN entities, and are included in the background note prepared by the Secretariat of the Informal Expert Group prior to the meeting. They are not recommendations of the Informal Expert Group as a whole or of Council members.

Follow up actions

The summary reports always include recommendations for action, such as tailoring UN mission mandates to include specific gender-related concerns and encouraging stronger WPS language during meetings of the Council. The Co-Chairs may also decide

to take advocacy actions such as sending letters to the Government of the country under review or organising a press stake-out on a particular situation.

Field visits

In 2023, the members of the IEG went on a field visit to South Sudan. This was the first visit to South Sudan and the second of the IEG. The members of IEG met with government officials, representatives of the United Nations Mission in South Sudan (UNMISS), UN Women and other UN entities in South Sudan, and civil society representatives among them women's associations. They also conducted a field visit to Wau, Western Bahr el Gazal and they visited a demining site managed by the United Nations Mine Action Service (UNMAS), where gender mainstreaming in mine action is central to UNMAS' work. The visit served to highlight the situation of women and girls, in light of the Revitalized Agreement signed in 2018, taking into account that the Government of South Sudan made several commitments in line with the WPS agenda, and that, at the time, the government was preparing to launch the second National Action Plan on Women, Peace and Security for 2023-2027.

In 2022 a visit to Lebanon took place. The members of the IEG met with the leadership and the Gender Unit of the United Nations Interim Force in Lebanon (UNIFIL), the leadership of the Office of the United Nations Special Coordinator for Lebanon, UN-Women, the Gender Department of the Lebanese Armed Forces, the Lebanese Ministry of Foreign Affairs, the municipal authorities in Tyre, civil society organisations, women peacebuilders and women Members of Parliament. The group visited Beirut, a reception centre of the Office of the United Nations High Commissioner for Refugees in the north and the UNIFIL headquarters in the south. The members also visited a United Nations Relief and Works Agency for Palestine Refugees in the Near East camp for Palestinian refugees in Beirut.

After the Lebanon visit, the Co-Chairs and penholder drafted a Co-Chairs summary of the visit (S/2022/593), and a letter with recommendations to the Lebanese authorities. Following the South Sudan visit, one of the co-chairs at the time (Switzerland) gave an oral update in consultations under AOB to provide an overview of the visit and highlight its main goals and takeaways. The discussion under AOB marked the first time that a meeting by members of the Security Council has been requested to discuss a visit by IEG members.

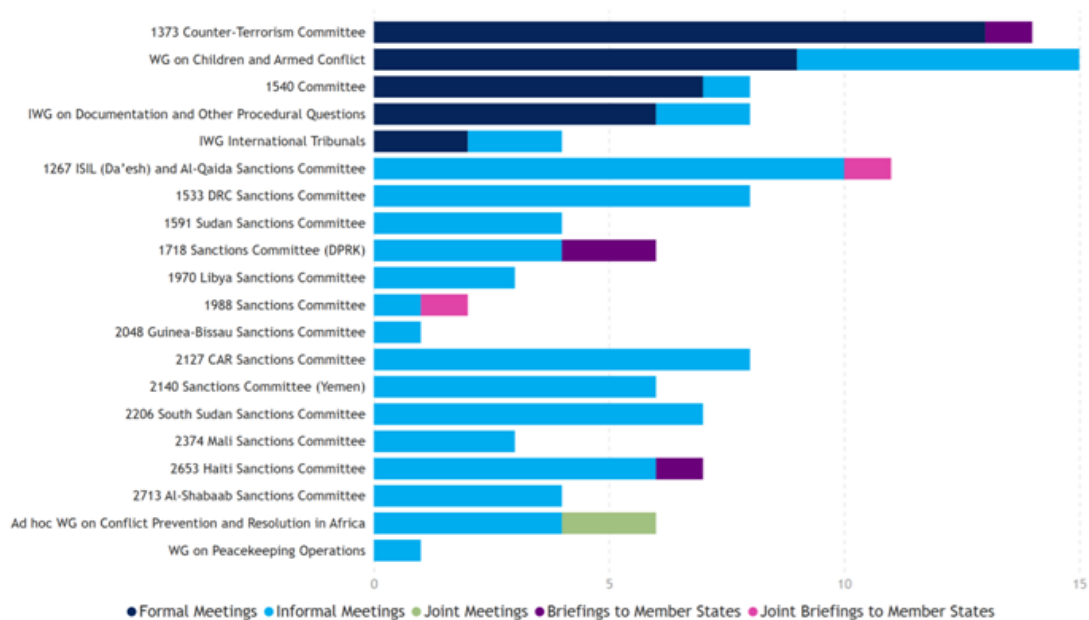
***Practical Tip:** It is useful to know the workload of each subsidiary body. SCAD produces tables and charts with data including the number of meetings that each subsidiary body held in recent years and the number of documents circulated by the Chair. While this data provides a lot of insight into the workload of the respective subsidiary bodies, members should still speak to the current, outgoing and previous Chairs of the subsidiary bodies, as well as each body's Secretariat secretary, for further insight.*

The following are tables produced by the Security Council Practices and Charter Research Branch, showing data on workload of each subsidiary body. For more information, please see the Annual Highlights of Security Council Practice for 2024⁵.

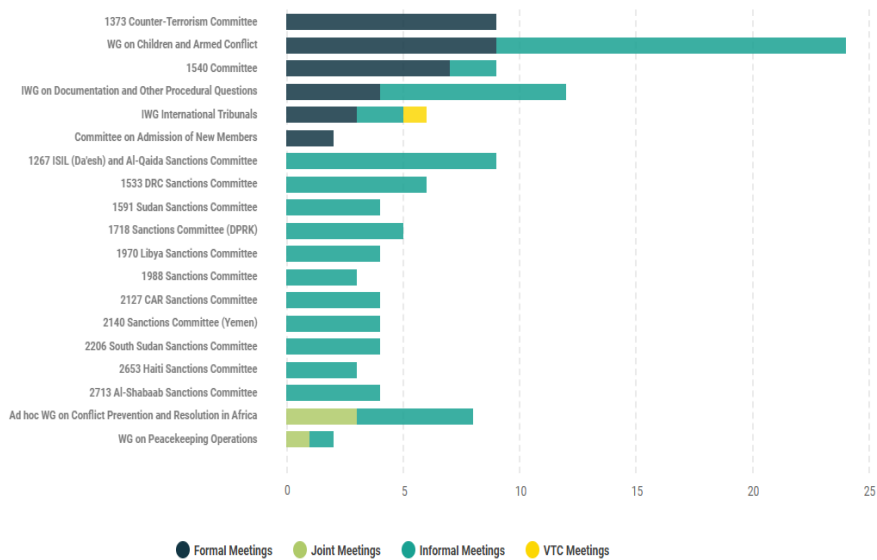
⁵ <https://main.un.org/securitycouncil/en/content/highlights-2024>

Meetings and briefings per Sanctions and other Committees and Working Groups in 2023

SOURCE: SCPCRB/SCAD



Meetings and briefings per Sanctions and other Committees and Working Groups in 2024 press statements in 2024



Presidency Preparation and Execution

The Presidency of the Security Council rotates on a monthly basis in English alphabetical order. Elected members hold the Presidency at least once during their two-year term. Preparation for a Presidency usually begins many months in advance. The provisional Programme of Work for a member’s Presidency month is the main document to be prepared and, sometimes, negotiated with other Council members.

Pre-Presidency

The SCAD Presidency guide (located in E10 Database) is a useful starting point for preparation of the Presidency.

Risk register

The Council President is typically called upon to handle a range of procedural issues during the course of the month, some of which are unexpected or sensitive. As part of the advance preparation for the Presidency, it can be a good practice to try to predict various procedural scenarios that could arise, what past Council practice has been and consider how the President should handle them. An option for doing so might be preparation of a ‘risk register’, as an informal, internal document that sets out the possible issues that could flare up during the Presidency along with options and other considerations for dealing with ‘surprise’ issues. Many incoming Presidencies find it useful to make anticipatory preparations and “contingency scripts” for issues that may arise.

A risk register could take the format below.

Risk	Elaboration of Risk	Options for Management	Recommended steps	Possible Outcomes
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PC lunch and preparation

The monthly PC lunch is convened by the PC of the incoming Presidency. This usually takes place in the middle of the month preceding the beginning of the Presidency. The main agenda item for the lunch is the draft PoW for the upcoming month. Other discussion points could include briefers for the upcoming month, working methods, and any other matter concerning the work of the Security Council. A representative of

SCAD also attends and should be given the floor for any remarks or clarification. The following documentation is usually provided at the lunch: draft PoW, draft subsidiary body PoW, draft briefers list and, if applicable, the draft monthly working methods commitments of the incoming Presidency.

***Practical Tip:** The PC of the incoming Presidency should meet with each PC on the Security Council individually to discuss the draft PoW and plans for the Presidency ahead of the PC lunch. Sometimes more than one bilateral meeting is necessary to facilitate agreement on the plans for the forthcoming month.*

***Practical Tip:** The documentation needed for the PC lunch, including the latest draft PoW and draft briefers list, should be sent a minimum of 24 hours before the lunch via email to the PC Net.*

Bilateral meetings related to the Presidency

It is customary for each Council President to meet bilaterally with the Secretary-General and the President of the General Assembly (PGA) in advance of the Presidency month. There are a number of other bilateral meetings that could be considered by a Presidency at an appropriate level (PR, DPR, or PC):

- Meetings with the countries concerned on the agenda for the month.
- Meetings with specific SRSGs or other representatives of the UN relevant to the month's agenda.
- Meetings with the USG for Political and Peacebuilding Affairs, USG for Peace Operations and the USG for Humanitarian Affairs.
- Other relevant USGs and/or ASGs depending on PoW and Presidency priorities (e.g. Counter Terrorism, Disarmament, PBSO, UN Women).
- Meeting with the President of ECOSOC.
- Meeting with the Chair of the Peacebuilding Commission.
- Meeting with Chairs of relevant country-specific configurations of the Peacebuilding Commission.
- Meeting with Chairs/Facilitators of relevant intergovernmental processes.

Practical Tip: As many of these bilateral meetings as possible should be scheduled to take place in the month preceding the Presidency. While the organisation of the meetings is primarily the responsibility of the incoming Presidency, the SCAD-assigned Presidency assistant can assist with the organisation of UN bilaterals.

Practical Tip: Internally, you may wish to set a budget for various activities and items during the Presidency. These activities could include: the PC lunch held during the month before the Presidency, gifts for PRs, DPRs, PCs and some Secretariat officials, the PR breakfast, a DPR lunch or function, an expert level gathering or reception, an end of Presidency reception and the PRs lunch with the SG.

Presidency Day One

PRs Breakfast, Political Coordinators' meeting and PoW adoption

The Presidency usually organises a PR breakfast on the first working day of the month. This is often held in the Mission premises or in the Delegate's Dining Room at UN Headquarters. Invitations are sent several weeks in advance by the incoming Presidency to Council members and the Director of SCAD. The PC of the Presidency also attends. If opting for the Delegate's Dining Room, this should be reserved well in advance. Contact information can be found on the Delegate's Dining Room webpage.⁶

The PR of the Presidency provides an overview of the priorities of the Presidency, signature events, working methods and other pertinent issues before opening the floor to questions and comments from other Council members. Usually, most – if not all – of the proposed Programme of Work has been agreed among Council members at PC level in advance of the breakfast. If there are any outstanding issues after the breakfast, these are communicated to the PCs for further discussion.

The Coordinators' meeting is held after the PR breakfast in the Consultations Room. This is the only PC-level meeting included in the PoW. The PC of the Presidency provides an overview of the PR breakfast and opens the floor for comments on the draft PoW. Following the Coordinators' meeting, the Council convenes in closed consultations to adopt the PoW. This is usually chaired by the PR. Once the PoW has

⁶www.delegatesdiningroom-un.com

been approved, it is posted on the Security Council's webpage and may also be posted on social media accounts or websites of the Mission of the Presidency and other Council members.

While the PR breakfast followed by Coordinators' meeting has become standard practice, it is still not set in stone. For example, in 2022, China and Gabon held informal Presidency Coffee Meetings instead, which included PRs, DPRs, PCs and experts.

It is customary for the Presidency to give gifts to other Council members and to members of SCAD on the first day of the Presidency. Gifts to PRs are often provided at the PR breakfast. PC gifts are either given in the Consultations Room at the Coordinators' meeting or sent directly to the Permanent Missions.

Briefing the wider membership

The briefing to the wider membership is usually held on the first working day of the Presidency, following the adoption of the PoW. The ECOSOC Chamber or Trusteeship Chamber are normally used and the PR presents the PoW and other planned activities to the wider membership of the UN and then opens the floor for questions and comments. The SCAD-assigned Presidency Assistant can assist in the arrangement of this briefing and ensure the distribution of the PoW to participants. It is advisable to reserve your preferred room for this briefing well in advance.

Briefing the media

A briefing to the media by the President is normally held (also called the press briefing or press conference) following the adoption of the PoW. It is held in the press briefing room and is organised in collaboration with the Office of the UNSG's Spokesperson. In advance of this briefing, it is useful for the Spokesperson of the President's Mission to contact the UN Spokesperson's Office and the Media Accreditation and Liaison Unit (MALU) for an informational tour (green room, press room, how the podium is set up, how virtual and hybrid participation works).

The briefing is chaired by the Spokesperson of the Presidency, and usually begins with a briefing by the PR on plans for the Presidency. The Q&A session is moderated by the Spokesperson and is likely to focus on issues of the day. Questions should be taken and answered one at a time by the President. It is customary to give the first question to

the President of the UN Correspondent's Association (currently Valeria Robecco of ANSA, valeria.robecco@gmail.com) or her representative, who sit in the front row on the far left as seen from the podium. PRs may choose to answer questions in their presidential capacity, in their national capacity, or both. It is helpful to watch webcasts of press briefings of prior Presidencies in order to anticipate the types of questions which are asked.

Following this formal engagement on day one, interaction with the press and media is at the discretion of the Presidency. Many Spokespersons send daily and weekly emails to the UN press corps with the details of the PoW, similar to the PC daily and weekly emails.

***Practical Tip:** It is important to establish contact with your core media group in advance of the Presidency and have your email list ready for these regular and any other ad hoc updates.*

***Practical Tip:** As with the PC daily and weekly emails, the Spokesperson can largely prepare these informational emails in advance of the Presidency and update as necessary throughout the month.*

***Practical Tip:** Contact head of UN Photo, Mark Garten (garten@un.org), in case of particular UN Photo needs at formal Security Council meetings. It is advisable to do this in advance of the meeting concerned. This includes photos before or during meetings as well as photos of visiting dignitaries. They will usually be sent to the Mission's Media/Communications Officer and later uploaded to the UN's Flickr account⁷ and the UN Photo website⁸. UN Photo can provide the relevant officer in Missions with a "Mission log in" to the UN Photo website. This gives access to more photographs than are made available to the general public.*

⁷ www.flickr.com/photos/un_photo/

⁸ <https://dam.media.un.org//>

Sample Weekly Email to UN press corps

Dear colleagues,

Please find below UN Security Council schedule and briefers for the coming week.

Tuesday, 7 September

10:00 – Security Council Chamber

- **Briefing on the Maintenance of International Peace and Security (The Elders)**
- **Briefers:** Mary Robinson, Chair of the Elders, former President of Ireland; Mr. Lakhdar Brahimi, Elder Emeritus
- Elders Ellen Johnson Sirleaf and Ernesto Zedillo will also attend

Wednesday, 8 September

9:00 – UN Headquarters Memorial Garden

- Peacekeeping Memorial Ceremony

10:00 – Security Council Chamber

- **Ministerial Open Debate: United Nations Peacekeeping Operations (Transitions)**
- **Briefers:** The Secretary-General, Mrs. Ellen Johnson Sirleaf, former President of Liberia, Civil society briefer (tbc)

Thursday, 9 September

15:00 – Security Council Chamber

- **Debate: UNAMA**
- **Briefers:** SRSB Deborah Lyons, Civil society briefer (tbc)

Friday, 10 September

08.00 – Permanent Mission of Ireland to the UN

- PR-level meeting on Women, Peace and Security, launching the UNSC Presidency Trio (Ireland, Kenya, Mexico)

10:00 – Security Council Chamber

- **Briefing and Consultations: Middle East (Yemen)**
- **Briefers:** Special Envoy Hans Grundberg, OCHA Briefer (tbc), Civil society briefer (tbc), RCC Chair Gen. Abhijit Guha (consultations only)

15:00 – Security Council Chamber

- **Briefing and Consultations: UNSMIL**
- **Briefers:** SRSB Ján Kubiš (VTC); Chair of the 1970 Committee Amb. T. S. Tirumurti (India); Civil society briefer (tbc)

Meghan Broughs

Public Diplomacy & Communications Manager

Permanent Mission of Ireland to the United Nations

Note: The Presidency is also expected to read Security Council press statements and elements to the press, in the press stakeout area. It is prudent to be clear with the press on whether the Presidency is speaking as President of the Security Council (which implies full concurrence from all Council members) or in their national capacity. Since press statements are not considered “decisions” of the Council, the President should also be careful about the language used to introduce the statements. While press statements (although not press elements) will be issued as official UN press releases in English and French, Council Presidencies can also decide to post on their website unofficial translations in their own language(s).

Briefing to civil society

In addition to the briefings to the wider UN membership and the press (which both take place at UN Headquarters), the Presidency may also decide to provide briefings to members of civil society. This is organised independently by the Presidency and can take place either virtually, in-person in the offices of the Mission or in a conference room at UN headquarters. Note that briefings to civil society at UN Headquarters are limited to those members of civil society with UN access badges.

The NGO Working Group on the Security Council, or the World Federation of UN Associations (WFUNA) are umbrella organisations of UN-facing civil society organisations and can assist in the organisation of such briefings. The PR usually provides an overview of the Presidency and its priorities, followed by a Q&A. Some Presidencies organise a further briefing at the end of the Presidency for civil society, similar to the “wrap up” session for Member States.

Signature events

The Programme of Work for any given Presidency is largely dictated by the mandate and reporting cycles⁹ of files on the Council’s agenda. The Presidency of the Council is therefore not considered an executive Presidency. Rather, it is, to an extent, an exercise in coordination. The organisation of additional meetings on priority issues (known as “signature events”) however is the prerogative of the Presidency. In general, Council members organise one or two signature events during their Presidency.

⁹https://main.un.org/securitycouncil/sites/default/files/2025/reporting_and_mandate_cycles.pdf

A decision should be made on the topic of the signature event early to facilitate substantive and logistical planning. You should check with the preceding Presidency about their planned signature events as well to avoid duplication and ensure complementarity. It is always useful to prepare an additional signature event, even if you do not plan to include it in your PoW. This is to allow for last minute changes in developments on the Council's agenda or in Council dynamics on a file that may affect your main events.

SCAD will advise as to the appropriate agenda item to include in the provisional PoW for the signature event. It usually takes the format of: **OFFICIAL AGENDA ITEM:** *Presidency-assigned title for the event*. For example: **United Nations Peacekeeping Operations:** *Strategic Communications in Peacekeeping Operations*.

Concept notes for Presidency signature events are usually issued two to three weeks in advance of the event. Most Missions circulate their concept note to the Secretary-General and as an official document of the Security Council. A cover letter with the concept note in its annex should be sent to the Secretary-General's office (sgcentral@un.org) with SCAD (dppa-scdocs@un.org) in copy with a request to circulate it as an official document of the Council.

A template letter is included in the annex and the E10 Database.

There are no set rules for concept notes but they usually include the following sections:

- Introduction
- Context
- Guiding questions
- Briefers
- Format
- Outcome

If participation at high level is envisaged, specific invitation letters should be sent to each Council member. They should be sent in the name of the Presidency and signed by the expected Chair of the meeting (Foreign Minister, Prime Minister, President etc.) They should be sent from HQ to capitals as well from PC to PC in New York. When

inviting Heads of State or Government, it is useful to consult other PCs on the most appropriate addressee (i.e. should it be Prime Minister or President). Approximately one week in advance, in order to prepare the speakers list, the PC of the Presidency should send an email to the PC Net requesting that all Council members confirm their level of attendance at the signature event. SCAD prepares the speakers list for Council members (political level in order of precedence followed by non-political level in order of the draw by Council's members' country name). The PC of the Presidency shares this through the PC Net in the daily email before the signature event. Non-Council Rule 37 participants in open debates are listed by the order in which their requests to participate are received, adjusted for protocol.

Engagement with the Peacebuilding Commission

Some Presidencies decide to seek written advice from the Peacebuilding Commission for their signature event or for a specific country file on the agenda of the Security Council. These requests are made to the Peacebuilding Commission through a letter from the President of the Security Council which is agreed amongst Council members. The steps below can be followed to guide the process:

- Internally determine the purpose, expected outcomes of the meeting, and how the PBC advice would contribute to this objective.
- If possible, and with the permission of the relevant Council Presidency, request the advice in advance of your Presidency. Engage with the PBC Chair early to align on expected outcomes, process and timeline.
- If the Presidency is amenable to sending the request, circulate a draft letter to Council members via the PC Net and place under a NOP for 24 hours.
- If the NOP passes, inform Council members, and request SCAD to make the necessary arrangements for the letter's transmission to the PBC Chair.
- The PBC advice will be sent to the President of the Security Council from the PBC Chair, with a request to be circulated as an official document of the Security Council.

Practical Tip: Engage early with the PBC Chair and Informal Coordinator between the Security Council and the Peacebuilding Commission to set a realistic timeline, working backwards from the latest date when the advice can meaningfully inform the relevant meeting. If the timeline does not allow for written advice to be received in time to inform national statements, consider inviting the PBC Chair as a briefer instead.

Practical Tip: Set up a WhatsApp group with expert-level representatives representing the PBC Chair, the Informal Coordinator between the PBC and Security Council, and the Secretariat, to coordinate closely on the process.

A template letter to request PBC advice is included in the annex and in the E10 Database.

Letters, Documents, Scripts and Emails

Dealing with correspondence during the Presidency

The Presidency is responsible for “approving” correspondence to be circulated as official documents of the Security Council. There are often numerous documents for approval on a daily basis and it is important to have an efficient system set up to clear the correspondence on the same day. It is advisable to have three diplomats, usually the Political Coordinator, Deputy Political Coordinator and one other receiving the correspondence for clearance from SCAD. For correspondence not requiring the signature of the PR, one of these three can “approve”, using judgement on whether the correspondence requires further internal checks.

It is important to note that it is not up to the Presidency to decide to circulate on the basis of the merits or positions expressed in the correspondence, for example, from a Member State, Observer or the Secretary-General. There is some correspondence that requires the signature of the PR, for example, letters to the Secretary-General on behalf of the Security Council. Some PRs prefer to sign the correspondence while others may authorise a staff member to apply an electronic signature.

Most letters specifically request that they be circulated as an official document of the Security Council. Some correspondence is sent to the Presidency with a request to circulate to the members of the Security Council *for their information*. This can be done through the PC Net. To be published, correspondence from non-state entities must be

circulated under cover of a letter from a UN Member State. Very exceptionally, a Presidency may communicate to Council members a letter from a non-State entity, preferably by placing hard copies face down in the Consultations Room or reading the contents to members in the President's office. When Presidencies have circulated communications from non-State entities through the PC Net, in some past cases this has led to protests from some Member States.

Chairing scripts

SCAD will provide chairing scripts for formal Security Council meetings, both public and private. These are usually sent the day before a Council meeting. They include the chairing script and several contingency scenarios. These can be prepared in any of the six official UN languages. SCAD does not provide chairing scripts for each closed consultations but will share a generic script for the adoption of the Programme of Work. Beyond that, it is the responsibility of the Presidency to prepare for chairing closed consultations.

A template script for closed consultations is included in the annex and the E10 Database.

Practical Tip: *It is useful to engage with SCAD before the Presidency on the preferred style and formatting for the PR (this includes font, size, one-sided vs double-sided, spacing, numbering vs bullet points, language etc). This can be adjusted over the course of the month.*

Practical Tip: *The DPR or the PC may have different formatting preferences and these should be communicated to SCAD in advance of any meetings they are expected to chair.*

Practical Tip: *Carefully review the PoW in advance and prepare the draft scripts for closed consultations before the Presidency month.*

Daily email

Initiated in October 2001, the PC's daily email provides an overview of the day ahead in the Security Council. It is circulated to the PC Net at close of business by the PC of the Presidency. The daily email should include:

- Agenda item
- Meeting format
- Meeting location
- Meeting time
- Names and titles of briefers
- Biographies of civil society briefers, where relevant
- Rule 37 or Rule 39 requests for participation, and the Presidency's intended response (to grant or decline)
- Information on other activities, including stakeouts, tributes or moments of silence

Informal Council activities, such as Arria-formula meetings, or informal trilateral meetings with Troop- Contributing Countries (TCCs) hosted by DPO should be included for information. Some Presidencies include a proposed focus for the meeting in the daily email. Information on subsidiary bodies is not usually included in the daily email.

***Practical Tip:** Pre-preparing the daily emails for the Presidency in advance of assuming the Presidency is a useful way to save time during an exceptionally busy time. Be sure to double check the contents of the emails, in case of any last-minute changes.*

***Practical Tip:** Even if there are no Council meetings, the daily email should still be circulated for confirmation.*

It is possible that after a daily email is sent, some updates or additional information needs to be shared with Council members. While a revised daily email can be sent, it is advisable for the Presidency to also share these updates with PCs via the PC Net WhatsApp group. This could be related to newly received requests for Rule 37 or Rule 39 participation. In some instances, ahead of specific closed consultations, representatives of Secretariat departments (such as OCHA or OHCHR) may request that a silent observer be allowed to attend the closed consultations. In these cases, the PC of the Presidency informs Council members via the PC Net WhatsApp group of the request, and checks whether it is acceptable.

Sample Daily Email

Dear all,

I would like to send you the agenda for tomorrow, Thursday, 14 December 2023:

10:00 AM, the Council will consider adoption on 1988 Committee.

Following this, Ambassador Michel Xavier Biang (Gabon), Chair of the 2206 on South Sudan Sanctions Committee will brief the Council on the Committee's work.

Following this, the Council will be briefed by the Special Representative of the Secretary-General for South Sudan and Head of the United Nations Mission in South Sudan (UNMISS), Mr. Nicholas Haysom. Followed by closed consultations.

3:00 PM, we will have the briefings of the outgoing chairs of the Council's subsidiary bodies:

- Ambassador Harold Adlai Agyeman (Ghana)—the 2127 Central African Republic (CAR) Sanctions Committee, the 1591 Sudan Sanctions Committee, and the Working Group on Peacekeeping Operations;
- Ambassador Michel Xavier Biang (Gabon)—the 1533 Democratic Republic of the Congo (DRC) Sanctions Committee, the 2653 Haiti Sanctions Committee, the Informal Working Group on International Tribunals, and the 2206 South Sudan Sanctions Committee;
- Ambassador Ferit Hoxha (Albania)—the Informal Working Group on Documentation and Other Procedural Questions, the 1518 Iraq Sanctions Committee, the 1636 Lebanon Sanctions Committee, and the 2140 Yemen Sanctions Committee; and
- Ambassador Lana Zaki Nusseibeh (United Arab Emirates)—the 1373 Counter-Terrorism Committee; the 2048 Guinea-Bissau Sanctions Committee; and the 1566 Working Group on Counter-Terrorism.

I enclose herewith the lists of speakers for tomorrow.

I wish you a good evening.

Mónica Sánchez Izquierdo
Political Coordinator
Permanent Mission of Ecuador to the United Nations

Weekly email

Similar to the daily email, the weekly email is sent by the PC of the Presidency and is circulated to the PC Net at close of business every Friday. It provides an overview of the week ahead at the Security Council. It provides less detailed information than the daily email and mainly serves as a confirmation of the dates and times of the meetings ahead.

Even though the weekly email is sent on Friday. A detailed daily email for Monday should also be sent.

***Practical Tip:** Pre-preparing the information contained in the weekly emails for the Presidency in advance of assuming the Presidency is a useful way to save time during an exceptionally busy time. Be sure to double check the contents of the emails, in case of any last-minute changes.*

Sample Weekly Email

Dear colleagues,

Thank you for another productive week. Please see below schedule for the week of 17–21 March 2025.

Monday 17 March

10.00am – Adoption of UNAMA mandate renewal

Inscription for EoVs will open at 9.50am.

Following above – Consultations on Middle East (1701 report)

Special Coordinator for Lebanon, Jeanine Hennis-Plasschaert, and Under-Secretary-General for Peace Operations, Jean-Pierre Lacroix will brief the Council.

Tuesday 18 March

10.00am – Consultations on Middle East (Gaza)

At the request of Algeria and Somalia, and supported by China, France, Guyana, Pakistan, Slovenia and the UK.

Under-Secretary-General for Humanitarian Affairs, Tom Fletcher, will brief the Council.

3.00pm – Consultations on Sudan and South Sudan

At the request of the United States, Algeria, Guyana, Sierra Leone and Somalia.

Information on briefers will follow.

Wednesday 19 March

10.00am – Consultations on Middle East (UNDOF)

Under-Secretary-General for Peace Operations, Jean-Pierre Lacroix will brief the Council.

Thursday 20 March

There are currently no meetings scheduled.

Friday 21 March

10.00am – Briefing and consultations on Middle East (2334)

Information on briefers will follow.

Additional information

I am attaching an updated PoW for subsidiary bodies.

Have a great weekend!

Troels Grabow Bay

Political Coordinator

Permanent Mission of Denmark to the United Nations

Civil society briefers

The Presidency may propose inviting civil society briefers to brief the Security Council on a given country, region or thematic agenda item, in accordance with Rule 39 of the Provisional Rules of Procedure of the Security Council¹⁰. While SCAD assists in securing briefers from within the UN system, arranging civil society briefers is the responsibility of the Presidency. As with all elements of Presidency planning, it is important to begin the process of identifying and engaging with civil society briefers early.

Most Presidencies appoint a civil society focal point within their Missions. This person serves as the central point of contact for all civil society briefers and engages with all experts in the Mission on how to identify, approach and work with civil society briefers.

When engaging with Council members in advance of the Presidency on the proposed PoW, it is useful to inform whether or not the Presidency intends to invite civil society briefers. Specific details on the individual may or may not be shared at this stage.

The process for identifying civil society briefers varies from Mission to Mission. In some cases, Missions use their embassy network to identify relevant organisations or individuals. In others, the community of UN NGOs, the UN Secretariat or UN field presences assist in suggesting organisations or individuals. Other Council members may also suggest civil society briefers, as they may have dealt with the same agenda item during a previous Presidency. It is good practice to identify more than one civil society briever and be ready to engage with a second or third option if necessary.

Once contact is made with a potential civil society briever, there are several important elements to bear in mind.

- The availability of the briever. This may need to be reconfirmed as meeting dates change.
- The informed consent of the briever. Briefing the Security Council can raise the profile of an individual both nationally and internationally.

¹⁰ Rule 39: The Security Council may invite members of the Secretariat or other persons, whom it considers competent for the purpose, to supply it with information or to give other assistance in examining matters within its competence.

- Conduct a risk assessment when appropriate and necessary. The risk assessment should consider the risk of threats to the briefer and the briefer's vulnerability. It must be considered whether briefing the Council may expose the person to risk of reprisals. Some Missions work with OHCHR to prepare risk assessments and protection plans. Some Council members prepare protection plans to mitigate security risks before and during travel and participation in the meeting. Some members decide not to invite a particular civil society briefer who is particularly at risk of reprisals.
- Informing the briefer of the purpose of the meeting, who else will brief, any expected outcome, and known Council dynamics on the file. This allows the briefer to prepare a relevant intervention.
- The briefer's awareness of how Security Council meetings are conducted. A basic understanding of the choreography of Council meetings and conduct can help the briefer constructively contribute to the work of the Council.
- The location of the briefer. Some briefers may not be present in New York. It is important to discuss whether they can brief from a UN location (for example, a regional office or peacekeeping mission headquarters), or an embassy of your country. This can be for security or internet connectivity reasons.
- The public nature of the Security Council. It is important to inform the briefer that Security Council briefings are streamed on UN Web TV and that the recording will be publicly available.
- Release of the briefer's name to Council members. Presidencies share the name and a short biography of the briefer with Council members in advance of the briefing, at an appropriate time in consideration of the safety requirements of the briefer.
- The briefer's preference with regard to media or social media. The briefer may prefer the Presidency to amplify their message, or they may prefer a discreet approach. If they welcome social media, the Presidency should ensure they have the correct details and handles. The Presidency should secure consent for the use of the briefer's photo.

The Presidency should send an official letter from their Mission, signed by the PR, inviting the individual to brief the Security Council. This should include the details of the meeting including the date, time and topic. This may be required for access to UN premises for virtual participation.

Once the civil society briefer details are confirmed, the Presidency should send the name and title of the briefer to SCAD. The purpose is for inclusion in the President's chairing script, which is prepared by SCAD.

If the briefer is participating virtually, this should be communicated to the SCAD VTC Focal Point and the SCAD Civil Society Focal Point. They will require the name, title, location of the briefer (specific UN premises or private), phone number and email address. This is to allow the UN Technical Support team to contact the briefer to arrange a pre-briefing connection test. It is useful to check in with the briefer to confirm that a test has been arranged.

At an appropriate time ahead of the meeting, taking into account relevant safety considerations, the Presidency should share the details of the briefer (name, title and a short biography) with the members of the Council. This information is shared in the Presidency's daily email to the PC Net.

In advance of the meeting, the briefer should send their statement to UN Interpreters (estatements@un.org). It is useful to include the Presidency in this email. The suggested speaking limit for briefings, according to paragraph 62 of Note 507, is a maximum of 15 minutes, but many Presidencies ask briefers to limit themselves to 10 minutes or less, and this should be communicated to the briefer in advance of the meeting.

If the briefer is giving their statement in the Council Chamber, the Presidency must inform SCAD, well in advance and no later than 30 minutes before the start of the meeting, of any sensitivities around seating of the briefer so that SCAD can make the necessary (re-)arrangements in time for the meeting.

Following the meeting, the civil society focal point should check in with the briefer to ensure they have not encountered any reprisals. Some Council members have arranged for their civil society focal point to check in with a briefer to determine their wellbeing, a day, a week, and a month after the meeting. A thank you letter may also be issued in the PR's name.

Working Methods: Monthly Commitments

Working methods are an important factor in Presidency planning and execution. The Presidency has a key role in the implementation of working methods and in innovating new working methods. Indeed, in paragraph 85 of Note 507, the members of the Security Council recognised the important role played by the President of the Security Council in facilitating and securing implementation of the Note. Further, the Note invites each Presidency to consider preparing and broadly distributing written monthly commitments at the beginning of the month. It is customary to circulate these monthly commitments in the PC Net before the start of the Presidency. The working methods commitments can act as a guide for the month of the Presidency.

The SCAD non-paper on The Practice of Monthly Commitments Regarding the Working Methods of the Security Council and examples of previous working methods Presidency commitments are included in the E10 Database.

***Practical Tip:** You may consider distributing copies of the monthly commitments regarding working methods in the room during the briefing to the wider membership on the first day of the Presidency. You may also consider posting the commitments on the Mission website. Some Council members also circulate their working methods commitments as an official document of the Security Council.*

Some Presidencies choose to emphasise efficiency and timekeeping in the meetings of the Security Council. It is not uncommon for a Presidency to remind speakers to observe paragraph 25 of Note 507 which “encourages, as a general rule, all participants, both members and non-members of the Council, in Council meetings to deliver their statements in five minutes or less”.

Other commonly cited working methods commitments include:

- Striving for a balance between open and closed meetings.
- Consultation with TCCs and PCCs.
- Consultation with countries affected as well as regional groups.
- Meeting with the Chair of the Peacebuilding Commission.
- Transparency and accountability to the wider membership, public and/or media.

***Practical Tip:** While it is advisable for all Council members to read Note 507, Council members can also make use of the unofficial index to Note 507 initially prepared by the Permanent Mission of Saint Vincent and the Grenadines to the UN to navigate the Presidential Notes on working methods. This index was subsequently updated by the Permanent Mission Japan and starts on page 105 of the Working Methods Handbook.¹¹*

Women, Peace and Security Commitments

In addition to commitments related to working methods, a growing number of Council members have committed to making Women, Peace and Security a priority during their Presidency. In some cases, Presidencies have adopted joint voluntary commitments to advance the implementation of the WPS agenda, such as the Shared Commitments on Women, Peace and Security, a now established coalition built on the Presidency Trio initiative from 2021. These commitments are shared by the incoming Presidency at the beginning of the month, usually via PC Net in the first daily or weekly email with the final versions of the PoWs. The PR can also mention them during the PR breakfast or PoW adoption.

These have included commitments to:

- Strive towards gender parity of Council briefers.
- Ensure diversity of women civil society briefers.
- Hold WPS-focused stakeouts.
- Ensure signature events include substantive gender perspectives.
- Request the inclusion of gender analysis in briefings.
- Ensure products adopted integrate strong WPS language.
- Reflect WPS highlights and achievements in monthly wrap up sessions.

Various commitments and initiatives have been adopted over the past years. These include:

¹¹ https://main.un.org/securitycouncil/sites/default/files/2025/green%20book_2025.pdf

Commitments/Initiatives	Adopted by
Security Council Presidency Trio for Women, Peace and Security	Ireland, Kenya, Mexico
Statement of Shared Commitments on Women, Peace and Security	Albania, Brazil, Denmark, Ecuador, France, Gabon, Greece, Guyana, Ireland, Japan, Kenya, Malta, Mexico, Niger, Norway, Panama, Republic of Korea, Sierra Leone, Slovenia, Switzerland, United Arab Emirates, United Kingdom ¹²

The handover and summary document of the Presidency Trio and the Statement of Shared Commitments are included in the E10 Database.

Climate, Peace and Security Joint Pledges

Some members have also adopted joint voluntary pledges to systematise and advance the Council's efforts in delivering responsive, context-specific, and evidence-based approaches to directly tackle the implications of climate change for the maintenance of international peace and security, during their Presidencies and throughout their Council terms. Commitment to these pledges may be indicated by the incoming Presidency at the beginning of the month, via PC Net in the first daily or weekly email. The PR may also mention them during the PR Breakfast or the PoW adoption.

The Statement of Joint Pledges Related to Climate, Peace and Security includes pledges to:

- Convene at least one Security Council meeting, in thematic or geographic format, addressing climate, peace and security.
- Enhance cross-Presidency planning to advance the climate, peace and security agenda.
- Request the inclusion of climate change and conflict analysis in UN briefings to the Council.

¹² This list reflects those Presidencies that have joined the Statement of Shared Commitments on Women, Peace and Security up to May 2025.

- Invite and support the participation of briefers with climate, peace and security expertise.
- Hold press stakeouts on climate, peace and security.

Pledge Initiative	Adopted by
Statement of Joint Pledges Related to Climate, Peace and Security	Denmark, France, Greece, Guyana, Malta, Mozambique, Panama, Republic of Korea, Sierra Leone, Slovenia, Switzerland, United Arab Emirates, United Kingdom ¹³

The full text of the Statement of Joint Pledges Related to Climate, Peace and Security is in the E10 Database.

Other joint initiatives have been pursued by elected members during their Presidencies and throughout their tenures. For example, in 2024, Sierra Leone, Slovenia, and Switzerland formed a "Trio Presidency" during their respective Council Presidencies, focusing on conflict prevention and the Secretary-General's "New Agenda for Peace". This initiative emphasised proactive and comprehensive joint action for conflict prevention. In 2025, Denmark, Pakistan and the Republic of Korea launched a “Peacekeeping Trio Initiative” to coordinate efforts in support of peacekeeping.

SG lunch

The Presidency is responsible for planning and hosting the monthly lunch between the Secretary-General and the Security Council, at PR level. Unlike the E10-SG lunch, the Secretary-General sets the agenda for this monthly lunch. It is useful to engage with the EOSG early in the month prior to the Presidency to confirm the date for the lunch. Emails should be directed to Mica Polovina (polovina@un.org), with the general email (sgcentral@un.org) in copy. EOSG will inform the Presidency of the topics to be discussed, which are then communicated by WhatsApp and email to the PC Net by the Presidency.

¹³ This list reflects only those members that have joined the Statement of Joint Pledges Related to Climate, Peace and Security up to May 2025.

In practice, the Secretary-General briefs on each pre-agreed agenda item, followed by a discussion amongst PRs. He is often accompanied by his Chef de Cabinet or relevant USGs. The Presidency should confirm this attendance and inform Council members. The discussion is moderated by the host (i.e. the PR of the Presidency). The PC of the Presidency also attends.

***Practical Tip:** The Secretary-General is usually accompanied by a notetaker, who does not participate in the lunch. It is advisable that the host also includes a notetaker in the room.*

DPR-level engagement

The DPR(s) of the Presidency usually host a lunch, a dinner or a social gathering. These are informal in nature, have no set agenda and aim to build relationships amongst Council members. External guests or speakers do not participate. Invitations are sent via email with reminders and notifications sent through the DPR Security Council WhatsApp Group. All 15 Council members attend these events. Aside from briefings to which E10 DPRs may be invited, the E10 does not currently coordinate or meet at DPR level.

Wrap up session

Paragraph 8 of Note 507 encourages Presidencies to hold a wrap up session at the end of the Presidency. This is not an official meeting of the Security Council and is organised by the outgoing Presidency. Wrap up sessions are usually held in the ECOSOC Chamber or the Trusteeship Chamber. It is the Mission's responsibility to reserve the Chamber at UN Headquarters (see *section on room reservation and management, page 86*). As wrap up sessions are usually held on the last working day of the Presidency, it is advisable to make this reservation early. Invitations are also sent from the Mission to all Permanent Missions and Observer Missions.

Wrap up sessions usually last up to one hour and are chaired by the outgoing President who provides an overview of the main developments of the month. There are no set rules for the chairing of wrap up sessions, however in practice, briefers from the Secretariat or civil society do not usually participate. In some cases, the outgoing

President invites other PRs to join them for the wrap up session. This is known as *“Toledo style”* and these PRs are often asked to focus on a specific region, theme or visit from that month. The topics for their intervention are usually agreed in advance at PC level. After the PRs have spoken, the floor is opened for a Q&A.

Some Missions circulate a document outlining the main developments or achievements during their Presidency during the wrap up session. Others direct Missions to their website where an overview of their Presidency may be found. Below you will find an example of a QR code that can be used to access the United Arab Emirates’ Presidency documents. A printed card with this QR code was distributed at the wrap up session.



Monthly Assessments and Annual Report

Monthly Assessment

Each Presidency prepares a Monthly Assessment of the activities undertaken by the Council during that given month. The Monthly Assessment is essentially a summary document and provides an overview of each meeting of the Council, usually broken down by region and theme. The level of detail and analysis in this document is the prerogative of the drafting Member State. Note S/1997/451, by which the Council established the practice of Monthly Assessments, provides that these are to be prepared by Presidencies “under their own responsibility” rather than as consensus documents. Accordingly, each Presidency may choose to what extent they try to achieve consensus.

Once the draft Monthly Assessment is ready, the PC sends it to the PC Net, with a request for comments and edits by a certain deadline. It is customary to include all Member States that were Council members at the time of the Presidency. Once these edits are received, a revised version of the document is prepared and circulated, usually under a short NOP. There is no set deadline and no specific requirement for Monthly Assessments to be completed. The process can therefore take months. If the NOP passes, or if a Mission decides to make no further changes to its assessment, the PC informs PC Net that it will proceed with publication. The Monthly Assessment should then be sent to the PSC and SCAD (dppa-scdocs@un.org) using one of the two cover letters on pages 78 and 79.

***Practical Tip:** Monthly Assessments should ideally be drafted daily throughout the Presidency. It is useful to appoint a focal point responsible for the overall drafting of the document in the Mission. This person collates all the material received from experts and ensures the level of detail is consistent throughout. They are also responsible for drafting the introductory section of the document. This includes factual elements such as the number of formal briefings, consultations and IIDs held during the Presidency. It is also an opportunity to provide some detail on the priorities of the Presidency.*

Practical Tip: To avoid a long, protracted process, if there are issues of contention, the focal point or the PC should engage bilaterally with Council members to agree a compromise. If there is no consensus, or if, for some other reasons, the Council member prefers to issue the Monthly Assessment in its national capacity (instead of on behalf of the Council), a different cover page is used. An example of this cover letter is included on page 78.

Examples of cover letters for Monthly Assessments published in a national capacity and published with consensus are included on the following two pages.

**Security Council**

Distr.: General
24 December 2024

Original: English

**Letter dated 24 December 2024 from the Chargé d'affaires a.i. of
the Permanent Mission of the United Kingdom of Great Britain
and Northern Ireland to the United Nations addressed to the
President of the Security Council**

I have the honour to transmit herewith the assessment of the work of the Security Council during the presidency of the United Kingdom of Great Britain and Northern Ireland in November 2024 (see annex). The document was prepared by the Permanent Mission of the United Kingdom to the United Nations, following consultations with other members of the Security Council. However, it should not be considered a consensus document. I should be grateful if you would have the present letter and its annex circulated as a document of the Security Council.

(Signed) James **Kariuki**
Chargé d'Affaires a.i.



**Security Council**

Distr.: General
16 April 2025

Original: English

Letter dated 15 April 2025 from the Permanent Representative of China to the United Nations addressed to the President of the Security Council

I have the honour to transmit herewith the assessment of the work of the Security Council during the presidency of China in February 2025 (see annex).*

The document was prepared by the Permanent Mission of China to the United Nations, following consultations with other members of the Security Council.

I should be grateful if you would have the present letter and its annex circulated as a document of the Security Council.

(Signed) **Fu Cong**
Permanent Representative
Ambassador Extraordinary and Plenipotentiary of
the People's Republic of China to the United Nations

* Circulated in the language of submission only in line with current liquidity management measures.



Annual Report

The introduction of the Annual Report of the Security Council is negotiated amongst Council members and agreed by consensus. The penholder for this introduction is the President of the Council for the month of July. If the Presidency for the month of July is ending its term on the Council that year (and is therefore unable to draft and negotiate the introduction the following year), the task falls to the next Presidency who will not be leaving the Council that year.

According to paragraph 149 of Note 507, the Council should agree the introduction of the Annual Report no later than 31 January. This is to allow the Secretariat time to complete the rest of the report, and to facilitate translation by 15 March. The Council then adopts the report for consideration by the General Assembly, in the spring of that calendar year.

The drafting Council member may also organise an informal consultation with UN Member States ahead of the circulation of the draft introduction amongst Council members. Such consultations were first organised by Viet Nam in 2008, and occurred for several years thereafter before falling into abeyance. The practice has recently been revived by the United Kingdom in January 2024 and subsequently by the Russian Federation in January 2025, both in cooperation with the Office of the President of the General Assembly. These consultations have been welcomed by Member States as steps towards a more consultative drafting process on the work of the Security Council.

- The 2024 Annual Report was drafted by the Russian Federation and adopted in May 2025, under the Presidency of Greece. The General Assembly held its debate on the Annual Report in June 2025, and the Annual Report was introduced by Guyana, as Presidency for that month. This introductory statement by the Presidency was agreed by consensus.
- The drafting of the introduction of the 2025 Annual Report is the responsibility of Pakistan, as Presidency for July 2025.
- The introduction of the 2026 Annual Report will be drafted by the Democratic Republic of the Congo, as Presidency for July 2026.

The penholder prepares a draft introduction and sends to the PC Net for comments by a certain deadline. Following the deadline, a revised version is circulated, usually under a short NOP.

***Practical Tip:** The introductions of the Annual Reports are often broad. They cover a wide range of topics and draw from the Monthly Assessments adopted that year. It is therefore useful to appoint a focal point within each Mission to consult internally with regional and thematic experts and to collate comments, edits and additions on the various versions of the introduction. This person can also serve as the main interlocutor with the penholder if needed.*

Press Stakeouts

Any UN Member State can address the UN-accredited press corps by organising a press stakeout outside the Security Council. Non-Council members seek the approval of the Presidency to organise a stakeout. The lead organiser of the press stakeout delivers a statement to the press from the podium outside the Security Council Chamber. This can be done individually or as part of a group of Member States. The statement is sometimes followed by a Q&A. Press stakeouts are organised on a first come first served basis, with the Presidency taking precedence.

To organise a press stakeout:

Email your request to Jamille McCord (mccord@un.org) with the UN Media Accreditation and Liaison Unit (MALU) malu@un.org in copy. The earlier this is done the better. This email should include:

- Topic of the proposed stakeout
- Time of the proposed stakeout
- Contact details for the Mission point of contact, including name, email address and phone number
- The name and country of the person speaking at the stakeout
- Other participants (country rather than personal names)
- Whether the stakeout is in-person or virtual

UN Technical support and media representatives will receive the request from Jamille and MALU. Separate outreach is not required. MALU also sends a media alert via email to ensure that journalists are aware of the stakeout. This is usually sent the evening before or the morning of the stakeout (depending on the timing).

If the stakeout is virtual, MALU will circulate an access link in advance. This is a recurring link, which is inactive until one hour before the stakeout. Jamille sends to the organising Member State. Virtual stakeouts are conducted on WebEx.

Practical Tip: If the stakeout is in-person, MALU usually announces the beginning of the stakeout over a loudspeaker so that journalists are aware it is starting. If you do not hear the announcement, you can ask the Spokesperson's office (2nd Floor UN Secretariat building, opposite stakeout) to make one.

Practical Tip: Ahead of a virtual stakeout, a representative from the Mission should log on one hour before the stakeout. UN Technical support is available to test audio and video.

Practical Tip: Mission Spokespersons and Media Officers can subscribe to MALU's media alert mailing list¹⁴. The schedule is circulated and updated several times per day and includes times, locations and details of press conferences and stakeouts at the UN.

E10 Joint Stakeout, 3 October 2024. Photo Credit: UN Photo



¹⁴ <https://www.us15.list-manage.com/subscribe?u=372753f560ef60c400f1a4f3f&id=6976c53a08>

Spotlight: Press Stakeout to Announce the Climate, Peace and Security Joint Pledges

Another example of the use of a press stakeout to launch a joint initiative is the announcement of the Climate, Peace and Security Joint Pledges by Malta, Mozambique, Switzerland, and the United Arab Emirates on 21 March 2023¹⁵. At the press stakeout, all four members spoke, and other members were invited to consider joining the Statement of Joint Pledges Related to Climate, Peace and Security. The practice of delivering joint statements at the press stakeout has continued since.

Joint Stakeout by Malta, Mozambique, Switzerland, and the United Arab Emirates, 21 March 2023. Photo Credit: UN Photo



¹⁵ UAE, Malta, Mozambique, and Switzerland make an announcement on Climate, Peace and Security - Security Council Media Stakeout: <https://media.un.org/en/asset/k1q/k1qy1gj5m9>

How to Plan an Arria-Formula Meeting

An Arria-formula meeting is a type of informal meeting format of Security Council members. The formula was initiated by Diego Arria, Permanent Representative of Venezuela to the UN, during Venezuela's Presidency of the Council in 1992. Arria-formula meetings are not Council events, and so do not require Council consensus and allow members to opt out of participation, although except on very rare occasions, all Council members normally participate. Also, they can be organised by any Council member – not just the President – as well as some non-Council members.

To organise an Arria-formula meeting, it is important to inform the Presidency of the relevant month of the proposed date and time, as soon as possible in advance. This is to avoid clashes with formal Security Council meetings or meetings of the subsidiary bodies, which take precedence in terms of access to interpretation services. PCs also inform the Council at the monthly PC lunch to discuss the upcoming PoW. PRs can also mention it at the PR breakfast at the beginning of the month.

Concept note

Concept notes are usually circulated in advance to inform the discussion at Arria-formula meetings. There are no set rules for concept notes, but they usually include the following sections:

- Introduction
- Context
- Guiding questions
- Briefers
- Format
- Outcome

The concept note is usually shared with Council members via the PC Net. It is also possible to send the concept note as an official document of the Security Council. To do this, the PR sends a letter to the President of the Security Council informing them of the meeting, requesting that it be circulated as a document of the Council and including the concept note in the annex to the letter. This letter should be sent to SCAD at dppa-scdocs@un.org. To facilitate formatting, both of these documents should be sent in Word format.

A template letter is included in the annex and the E10 Database.

Editors from the Documentation Division of DGACM may reach out (via SCAD) if they have any editorial questions or comments, or to seek clarifications on any issue. Responses to these questions are needed before the document can be published.

Example of comments and edits received from Documentation Division

Location in document	Excerpt from Member State document	Editor's comments
Concept note, p.3, last paragraph	TBC: Interpretation will be provided and the meeting will be broadcast on UN Web TV.	If this information has not yet been confirmed, might we edit has shown? <i>Interpretation may be provided, and the meeting may be broadcast on UN Web TV.</i>

Room reservation and management

Arria-formula meetings are not held in the Security Council Chamber. The organiser should therefore reserve an appropriate room at the UN. Most Arrias are held in the ECOSOC Chamber or in the Trusteeship Council Chamber but may be held in other conference rooms or virtually. Availability is often limited so this should be done as early as possible. All conference rooms and meeting services should be requested through the gMeets portal. GMeets is the single-entry point to submit all conference related requests. This includes:

- Conference room allocation
- Interpretation
- Nameplates
- Podium signs, room set up
- Virtual participation and assistance
- Access and security related issues

To access [gMeets](#):

- Log in at <https://conferences.unite.un.org/gMeets>
- Enter your gMeets username and password
- Begin the process of creating a new request for room and meeting services under the “New Request” tab
- Provide basic information, request services, and review and submit request.

After submitting a room request through gMeets, delegates should request services by contacting the Meetings Management Section (MMS) via email. Each MMS team is responsible for providing a different service; this means that you will have to reach out to each team separately. When submitting a request always copy gMeets (gmeets@un.org).

The day before the meeting, it is useful to check with UN Security Services (security_service_coordinator@un.org) if the room is open and free in advance of the start time. You can then arrange to set up (banners, nameplates, documents etc) in advance of the meeting. You can also clarify with Security Services whether you wish to permit access to the room by anyone with a Member State delegate pass only or wish to open it also to media/civil society who can access ECOSOC and Trusteeship Council Chambers via the third floor.

Interpretation

A request should be made to UN interpretation services well in advance of the meeting. Interpretation services are limited and are usually not available if other formal Security Council meetings, consultations or meetings of subsidiary bodies are taking place. To request interpretation services, follow the below steps:

Send an email to gmeets@un.org requesting interpretation services. This should include the date, time, location and topic of the Arria-formula meeting. This should specify if partial or full (all official UN languages) interpretation is required.

It is important to specify whether briefers will participate in-person or virtually. If there are virtual participants, the expected duration of virtual participation should be communicated to Interpretation Services. If more than 30 minutes of virtual participation is envisaged, the meeting will be considered “hybrid”. “Hybrid” meetings qualify for two hours of interpretation, rather than three.

Interpretation services often ask for confirmation that no other Council meeting is taking place at the requested time. It is therefore useful to include SCAD colleagues in copy of the request and to specify in the email that the Presidency has been consulted. In order of precedence, interpretation is provided to: formal Council meetings and consultations, subsidiary bodies, IIDs, Arria-formula meetings. The Chief of Interpretation Services, Sergey Kochetkov (kochetkov@un.org) should also be included.

It is useful to request the contact details of the Team Leader of Interpretation Services on duty for the Arria-formula meeting. These contact details are usually provided several days in advance of the meeting.

At least one hour before the meeting, national statements of all members participating, statements of briefers and chairing scripts should be sent to estatements@un.org as well as to the email of the relevant Team Leader of Interpretation Services, with the subject line “For Interpreters – Arria-formula meeting organised by X”. The speakers' list should also be sent.

***Practical Tip:** A specific point of contact should be identified for liaison with interpreters. This is particularly useful if the meeting runs over the agreed time. Interpreters usually remain for a few speakers, but this needs to be requested and agreed in the room.*

Speakers' list

The script for chairing the meeting and the speakers' list for an Arria-formula meeting is managed by the organising Member State. It is easier to arrange this in advance, rather than during the meeting. The organiser usually includes a section on the speakers' list in the concept note. See below example:

To facilitate participation by as many Member States as possible, interventions should not exceed three minutes. To inscribe on the speakers' list and deliver a statement, please send the Member State's name as well as the name and title of the speaker to pmun.events@dfa.ie by 12PM on 23 June with the subject line: “ICC Security Council Arria meeting.”

Briefers usually speak first, followed by Security Council members (beginning with Council members who have cosponsored the meeting) and other Member States

(beginning with those who have cosponsored the meeting). The Chair may also decide to return the floor to the briefers at the end of the meeting.

The speakers' list is usually shared with participants the morning of the meeting. It can be shared with Council members by the PC via the PC Net. Hard copies should also be made available in the room.

UN Web TV

To request UN Web TV services, you should email Andreas Damianou (damianou@un.org).

Prior agreement of Council members is needed for the use of UN Web TV. The PC should send an email to Council members via the PC Net, indicating the intention to use UN Web TV. This email should include a short NOP.

UN Web TV services require this confirmation of agreement before proceeding with the request.

Practical Tip: It is advisable to ensure that interpretation is provided for Arrias, as it may be a pre-condition for some Council members to agree to webcasting on UN Web TV.

In addition, a graphic card for UN Web TV will be required to promote the event (this should be 16 by 9, 1920 by 1080 pixels).

It is important to ensure with MMS that the meeting is categorised as "OPEN" (not "CLOSED") to allow for webcasting. This confirmation is needed to livestream the event and for it to be made available on-demand. It can be useful to send a reminder to UN WebTV on the day of the meeting to remind the technicians to start the live stream as the meeting begins.

Audio Visual Services

The Broadcast and Conference Support Section (BCSS), within MMS, manages audio and visual services for UN conferences, including Arria-formula meetings. To request audio visual services, you should contact request-for-services@un.org.

***Practical Tip:** On the day of the meeting make sure to arrive well in advance to check that the projector, microphones and nameplates are ready. Always request the name of your technical operator and the contact details of the BCSS lead for your event in advance. BCSS should provide this information 24 hours in advance.*

Physical participation versus virtual participation

Briefers physically present for the Arria will require access to UN Headquarters. If they do not have a UN badge, the Mission will need to provide one. Briefers requiring a UN badge will need to send a scan of their passport biodata page and a digital passport style photo (white background, shoulders up) to the Mission for submission to the UN Badge Office. This usually takes up to 48 hours so the earlier this is done, the better.

To request a link for remote participants, Member States should reach out to unvc@un.org. UNVC will provide a WebEx link and a quick guide to connect the call. When you reach out to UNVC you should provide the name of the briefer and their contact information. Direct contact information is preferable to assistants, offices, or generic numbers in case BCSS need to contact the briefer to assist with the connection.

***Practical Tip:** You should always test the call before the meeting. The test call should take place using the same location, network and device that will be used for the actual meeting.*

Room set up

To request nameplates, podium signs and room set-up Member States should contact prepwork@un.org. You should submit the final floorplan of the meeting 48 hours in advance. Last minute changes are possible as long as you call gMeets in advance to let them know. It is useful to assign a member of your team to check the nameplates and follow up with the UN on the day of the meeting.

P5 Coordination

The role of P5 Coordinator rotates every three months among the five Permanent Members. The P5 Coordinator is the primary interlocutor with the IWG Chair and the I5 during the period of negotiation and consultation on the chairing and vice chairing roles of the subsidiary bodies.

The P5 have a monthly lunch with the Secretary-General. This is in addition to the monthly lunch between all Council members and the Secretary-General and the monthly E10 lunch with the Secretary-General.

P5 Coordinator	
Country	Month/Year
Russian Federation	February 2025 – April 2025
United Kingdom	May 2025 – July 2025
France	August 2025 – October 2025
China	November 2025 – January 2026
United States	February 2026 – April 2026
Russian Federation	May 2026 – July 2026
United Kingdom	August 2026 – October 2026
France	November 2026 – January 2026
China	February 2026 – April 2026
United States	May 2026 – July 2026
Russian Federation	August 2026 – October 2026
United Kingdom	November 2026 – January 2027
France	February 2027 – April 2027
China	May 2027 – July 2027
United States	August 2027 – October 2027
Russian Federation	November 2027 – January 2028

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

E10 Database

Scan the QR code for access to the E10 Database



For comments and questions, email [**E10Handbook@gmail.com**](mailto:E10Handbook@gmail.com)

