**“How To” in the United Nations for Forum of Small States Delegates**

**Mobile Application for iOS/Android**

[**Useful Forms for Delegates**](https://protocol.un.org/dgacm/pls/site.nsf/xpSearchResults.xsp?search=forms)**\***

* [Request form for room and services (eMeets)](https://icms.un.org/cp2/Account/LogOn?ReturnUrl=%2fcp2)
* Form SG-39: Protocol and Liaison Service Focal Point Designation Form (needed for access to eDelegates)
* Form SG-5: Registration for Mission Members and Permanent Observers
* Form SG-32: Grounds Pass Request for Mission Members and Permanent Observers
* Form SG-38: Grounds Pass Request Form for Former Permanent Representatives
* Form SG-8: Termination Form

**Buttons for Useful Documents and PDFs**

* United Nations Charter and International Court of Justice Statute
* General Assembly Rules of Procedure
* Provision Rules of Procedure for Security Council
* ECOSOC Rules of Procedure
* Delegates Handbook
* United Nations System Chart

**Helpful United Nations Links**

Weblinks

* [United Nations Homepage](http://www.un.org/en/index.html)
* [Security Council Homepage](http://www.un.org/en/sc/)
* [General Assembly Homepage](http://www.un.org/en/ga/meetings/)
* [President of the General Assembly’s Office Homepage](http://www.un.org/pga/71/)
* [International Court of Justice Homepage](http://www.icj-cij.org/homepage/)
* [Secretary General’s Homepage](https://www.un.org/sg/en)
* [ECOSOC](http://www.un.org/en/ecosoc/)
* [Sustainable Development Goals (SDGs)](https://sustainabledevelopment.un.org/sdgs)

Online Documents

* [United Nations Bluebook](https://www.un.int/protocol/sites/www.un.int/files/Protocol%20and%20Liaison%20Service/bb305.pdf)
* [United Nations Journal](http://www.un.org/en/sections/documents/journal-united-nations/)

**Resource Guide**

* [Document Retrieval Services](https://documents.un.org/prod/ods.nsf/home.xsp) (ODS)
* [Dag Hammarskjold Library](https://library.un.org/)
* [CandiWeb](https://eroom.un.org/eRoom)
* Guidelines for eAccreditation (PDF)
* Checklist for Registration, Termination and Grounds Passes (PDF)
* Registration Flowchart (PDF)
* [Registration Procedures Webpage](http://protocol.un.org/dgacm/pls/site.nsf/Registration.xsp)

**Workflow of Documents**

**FMS 6 Form**

Broadcast and conference support request form including webcast, audiovisual, presentation, and electronic nameplate capabilities.

1. EITHER: Email [request-for-services@un.org](mailto:request-for-services@un.org) OR call 2129639485 requesting the FMS 6 Form.
2. Fill out relevant categories and email the form back to the address listed above.

**Obtaining Access to the eDelegates Platform**

The Protocol and Liaison Office of the United Nations provides an eDelegates platform for accredited delegates for access to a number of different services including forms SG-5, SG-32, SG-38 and SG-8 as well as an electronic list of speakers in the General Assembly. It is vital to complete form SG-39 and submit it to the Protocol and Liaison Services Office. The form must be signed by the Permanent Representative of your Mission.

1. Request a login.
   1. Fill out SG-39, the Focal Point Designation Form in order to designate one representative from you mission to be responsible for receiving accreditation for new accounts