



TDB
(12/307gd)

NOTIFICATION

**Trade and Development Board
Fifty-sixth executive session**

Geneva, 3–4 December 2012

The fifty-sixth executive session of the Trade and Development Board will be held on 3–4 December 2012. The session will open on Monday, 3 December, at 10 a.m. in Room XXVI of the Palais des Nations, Geneva.

The provisional agenda for the session, together with the secretariat's annotations thereto, is contained in documents [TD/B/EX\(56\)/1](#).

Permanent representatives of States members of the Board are requested to inform the UNCTAD secretariat by **26 November 2012** of their intention to attend or, alternatively, to indicate the name and title of their representative.

Other participants (i.e. representatives of members of UNCTAD that are not members of the Board and representatives of the specialized agencies, intergovernmental bodies and non-governmental organizations wishing to attend as observers) are requested to inform the UNCTAD secretariat by **26 November 2012** of the names of their representatives.

Upon arrival, participants are requested, before entering the Palais des Nations, to collect their badges from the United Nations Security Service, Pregny Gate entrance, 14 Avenue de la Paix. The Security Service is open from 8 a.m. to 5 p.m. Because of the security measures in force, participants are strongly advised to arrive before 9 a.m. in order to complete entry procedures in good time and proceed to the meeting in the E-Building of the Palais. Participants are requested to carry a passport or similar national identity card with them. Taxis are not allowed to enter the grounds of the Palais des Nations; visitors will therefore be dropped off at the requested entrance gates. Furthermore, luggage may not be brought into the buildings unless the Security Service gives special clearance.

All communications concerning representation should be sent to the UNCTAD secretariat, Intergovernmental Support Service, Palais des Nations, CH-1211 Geneva 10; fax: +41(0)22 917 0214; e-mail: meetings@unctad.org.

(signed)

Supachai Panitchpakdi
Secretary-General of UNCTAD

7 November 2012