

Division of Conference Services (DCS)



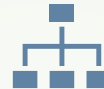
Who are we?



DCS is part of a global conference services capacity managed under shared responsibility by the Director General of UNON and Under-Secretary-General of the Department of General Assembly and Conference Management (DGACM).



DGACM is the United Nations focal point on multilingualism.



The Division comprises the Office of the Chief, the Planning and Coordination Section, the Translation and Editorial Section, the Interpretation Section, the Publishing Services Section and the Conference Support Section.



A staffing table of 130 regular staff. 52% of the staff in the Division are extra budgetary funded through cost recovery. 47% funded through the regular budget. DCS staff represent 24 nationalities, consisting of 55% male and 45% female staff.



Regular staff capacity is complemented by recruitment of temporary staff and individual contractors based on workload requirements.

What we do



Conference services, including meetings, documentation and publishing services to the United Nations calendar bodies (UNEP and UN-Habitat and their subsidiary organs); and the UN Dispute Tribunal Nairobi.



Conference services on an *if available basis* to regional and other groupings of Member States



Conference services including meetings, documentation and publishing services on a reimbursable basis to non-calendar meetings of UNEP in various locations outside Nairobi; UN-Habitat; and United Nations Agencies Funds and Programmes under the Common Back Office Framework operating from Nairobi

5 Pillars of DCS

Planning and
Coordination
Section

Interpretation
Section

Translation and
Editorial Section

Conference
Support section

Publishing
Section

Supporting Multilingualism

- ❖ Author departments' timely provision of documents, staying within the 8500-word limit, significantly supports the work of UN editors and translators. This ensures timely issuance of parliamentary documents for intergovernmental meetings.
- ❖ Several factors may affect the quality of interpretation in the six official UN languages negatively or positively. The advanced sharing of statements by delegates to the interpretation team facilitates the interpreters' work and guarantees improved service quality. Furthermore, with a speaker who speaks clearly from the conference room into the microphone, at a reasonable pace, and with good intonation, the interpreters can deliver a complete, natural-sounding, and comfortable interpretation to their listeners and enhance the speaker's message impact.

Notable meetings to be held in 2025

March 2025

- 169th meeting of the CPR to UNEP
- First 2025 session of the UN-Habitat Executive Board

April 2025

- CGIAR Science Week
- 17th COP to the Basel Convention
- 12th COP to the Stockholm Convention
- 12th COP to the Rotterdam Convention

May 2025

- UN-Habitat/Third OECPR
- Resumed Second Session of the UN-Habitat Assembly
- UNESCO, International Scientific Conference Heritage Authenticity in Africa

June 2025

- UNEP/SPP/OEWG 3.2
- UNEP Global Framework on Chemicals – OEWG 1.0
- 170th meeting of the CPR to UNEP

July 2025

47th OEWG of the Montreal Protocol

September 2025

- 12th CPR Annual Subcommittee meeting and 171st Meeting of the CPR to UNEP
- Rotterdam Convention CRC 21
- Stockholm Convention POPRC 21

Notable meetings to be held in 2025

October
2025

- 172nd meeting of the CPR to UNEP

November
2025

- Sixth Conference of the Parties to the Minamata Convention (COP-6)
- 37th MOP of the Montreal Protocol
- Third 2025 session of the UN-Habitat Executive Board

December
2025

- OECPR-7
- UNEA-7

How to reserve a meeting room and services

Through gMeets (One-Stop-Shop), all authorized requesting entities, including permanent missions, can:

- Book conference rooms at UNON
- Have the flexibility to select from various meeting services, including conference room allocation, interpretation, nameplates, catering, podium signs and room set-up, audio-visual services, webcast services, etc..
- Receive information on meeting services and on costs to facilitate informed decisions by requesters

gMeets (One-Stop-Shop) streamlines and facilitates coordination with and among service providers to enable the Secretariat to handle requests for meeting services more efficiently.

To access [gMeets](#) (One-Stop-Shop): Log in at:
<https://conferences.unite.un.org/uc>

A cost simulation is accessed using the link provided:
<https://conferencecostcalculator.unon.org/home>.

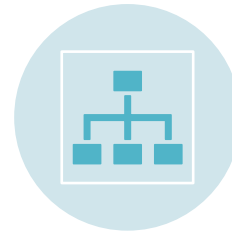
This will facilitate the preparation of a cost estimate for the meetings.

Requests are reviewed and confirmed by the Meetings Management Unit. For questions or feedback, please [email](mailto:unon-dcs-mcu@un.org):
unon-dcs-mcu@un.org.

ENQUIRIES



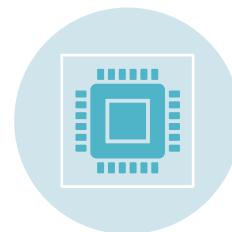
For general enquiries regarding meeting requests and related services, please contact the Meetings Management Unit (email: unon-dcs-mcu@un.org).



For general enquiries regarding documents, please contact the Documents Management Unit (unon-dcs-docs@un.org).



For general enquiries regarding printing and related services, please contact the Publishing Services Section (email: unon-printshop@un.org).



For further information, please also visit the UNON DCS website: <https://dcs.unon.org/>

Questions?