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BIOLOGICAL WEAPONS CONVENTION: SEVENTH REVIEW CONFERENCE

AIDE MEMOIRE FOR PARTICIPANTS

Date: 5 to 22 December 2011
Opening plenary meeting: Monday, 5 December at 10:00am

Place: United Nations Office at Geneva, Switzerland

Secretariat: BWC Implementation Support Unit
UN Office for Disarmament Affairs
United Nations Office at Geneva
Palais des Nations,
CH-1211 Geneva 10
Switzerland.
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A. LISTS OF REPRESENTATIVES AND ACCREDITATION

All those wishing to attend the review conference must be properly registered. The registration procedure differs for States Parties, signatories, states not party, international organizations and NGOs.

All registration letters, notes verbales, forms, and any other correspondence or enquiries should be sent to the Implementation Support Unit to arrive no later than Monday 28 November 2011. Advance copies by fax or by e-mail would be particularly appreciated.

States Parties

Please note that formal credentials **are** required for the review conference. The Rules of Procedure proposed by the Preparatory Committee indicate in Rule 2 that the credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of the Conference, if possible not less than **one week before the date fixed for the opening of the Conference**. Credentials shall be issued either by the Head of the State or Government or by the Minister for Foreign Affairs. These credentials would then be examined by a Credentials Committee in line with Rule 3. The Implementation Support Unit request that the positions and gender of delegates are also clearly marked so as to facilitate the necessary administrative preparations.

Please also complete and send any necessary registration forms for security identification badges (see below).

Signatories

Any state which has signed but not ratified the BWC can participate in the review conference without taking part in the adoption of decisions. Geneva permanent missions should write to the Implementation Support Unit stating your country's wish to participate, and listing the names and titles of the members of your delegation. Please indicate clearly the head of delegation. Please also complete and send any necessary registration forms for security identification badges (see below).

States not Party

States which are neither parties nor signatories to the BWC may apply to participate in the review conference as observers. Geneva permanent missions should write to the Implementation Support Unit stating your country's wish to apply for observer status, and listing the names and titles of the members of your delegation. Please indicate clearly the head of delegation. Please also complete and send any necessary registration forms for security identification badges (see below).

Observer status is granted by the decision of the review conference: the conference will consider and decide on all requests for observer status at its opening session on 5 December 2011.

International Organizations

International organizations may apply to participate in the review conference as observer agencies. Please write to the Implementation Support Unit stating your organization's wish to apply for observer agency status, and listing the names and titles of the members of your delegation. Please indicate clearly the head of delegation. Please also complete and send any necessary registration forms for security identification badges (see below).

Observer agency status is granted by the decision of the review conference: the conference will consider and decide on all requests for observer status at its opening session on 5 December 2011.

Guests of the Meeting and Non-Governmental Organizations

NGOs and academic institutions may register to attend public sessions of the review conference. Please write to the Implementation Support Unit, on the official letterhead of your organization, stating your organization's intention to attend and listing the names and titles of the representatives who will attend. Please also complete and send any necessary registration forms for security identification badges (see below).

Supplementary information for non-governmental organizations can be found in document "Additional Information for NGO Participants".

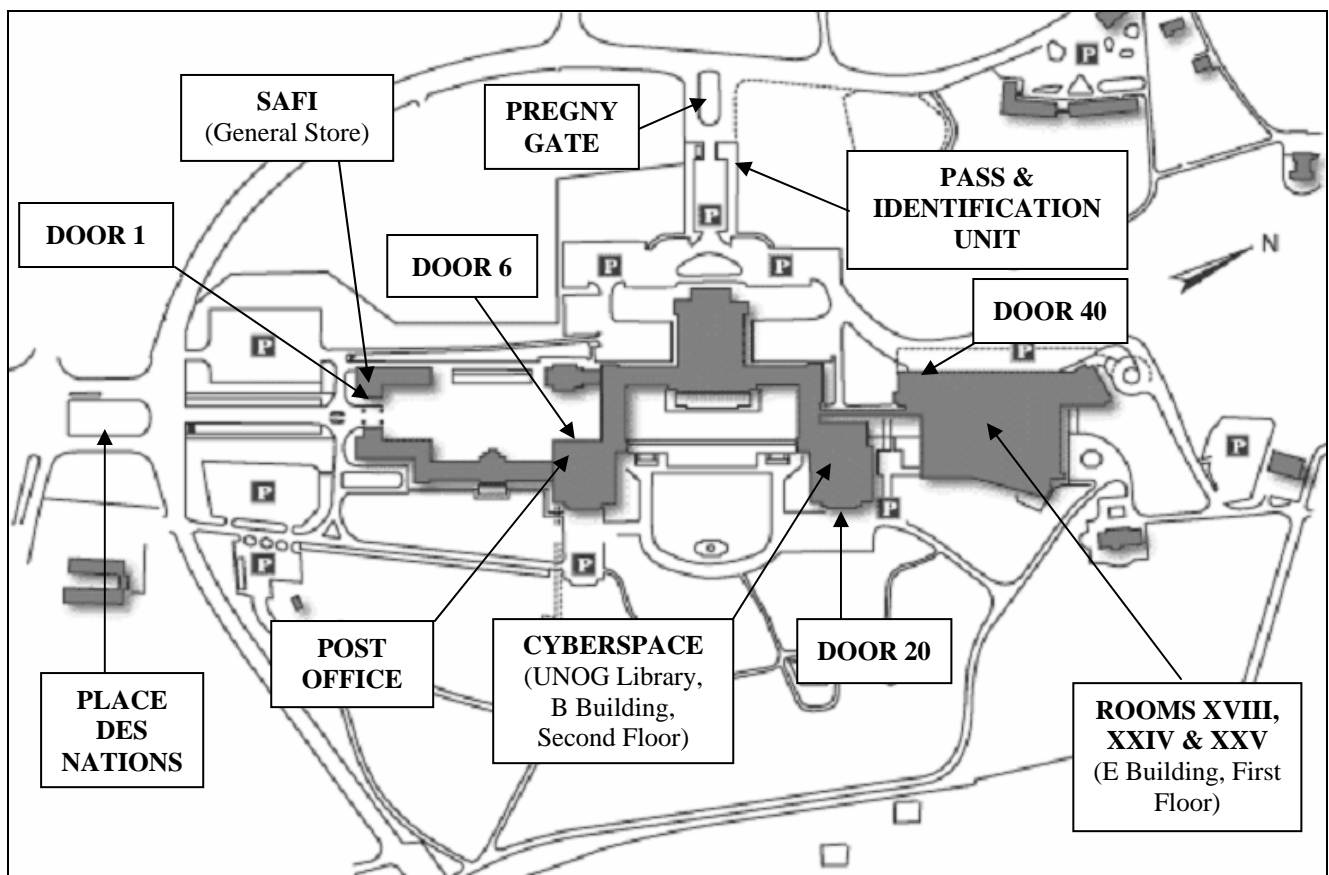
B. ISSUANCE OF SECURITY IDENTIFICATION BADGES

Each participant will require a security identification badge valid for the United Nations Office at Geneva in order to be able to access the review conference. Those individuals **not** in possession of such a badge (most likely all those not currently based in a Geneva mission) will need to complete a registration form and return it to the Implementation Support Unit online or by fax or e-mail (Fax: +41 (0)22 917 0483 or bwc@unog.ch) no later than Monday 28 November 2011. Registration forms can be found online at www.unog.ch/bwc/register .

Participants already possessing valid UN security identification badges (issued either in Geneva or New York) may proceed directly to the meeting.

Participants without a valid security identification badge must first collect one from the Pass and Identification Unit (open 8am to 5pm) at the Pregny Gate of the Palais (see map below). Delegations from states and international organisations can collect their badges from 12 noon Friday, 2 December. NGO representatives can collect their badges in person from 8am Monday, 5 December. A copy of the completed registration form and photo identification (such as a passport) will have to be produced in order to collect a security identification badge.

Participants with security identification badges without photographs must always enter the Palais des Nations via the Pregny Gate. They may be requested to show additional photo identification, such as a passport or driving license.



C. GETTING TO AND FROM THE PALAIS DES NATIONS

Tram and bus - The Palais des Nations is served by several tram and bus lines: Buses 8, 28, F, V and Z serve Pregny Gate (Appia stop) where the Pass and Identification Unit is located. Trams number 13 and 15, as well as buses 5, 8, 11, 14, 28, V, F, and Z serve the Place des Nations. The Place des Nations, where the Nations Gate is located, is some 500 meters away from the Pregny Gate. The number 28 bus serves Cointrin Airport from the Place des Nations.

Further information such as itineraries, timetables, fares, etc. is available on the site of the Transports Publics Genevois (see: www.tpg.ch/Internet+TPG/Anglais/EHomepage/Accueil.htm).

Taxis - A taxi stand is located on Route de Pregny, some 25 metres from the Pregny Gate, in the direction Place des Nations. Taxis are usually available around the clock. Use the following direct telephone number to call a taxi: +41 (0) 22 331 41 33.

D. ATTENDING MEETINGS

All formal sessions of the review conference (including the public sessions) will be held in Room XVIII, which can be found on the first floor of Building E within the Palais des Nations (see map). If entering from Door 40, Room XVIII is one floor down.

Most side-events and NGO meetings will be held in Room XXIV, also on the first floor of Building E. Details of the meetings scheduled for that day can be found on the screens opposite Door 40 on the second floor of Building E.

Poster sessions will be held in the communal space, outside Room XVIII on the first floor of Building E within the Palais des Nations (see map).

Private meetings for Regional Groups or other groups of States Parties may be held in a variety of different rooms: please listen out for announcements and check the notice boards regularly or the BWC ISU website (www.unog.ch/bwc) for additional details.

An up-to-date timetable of events, including formal meetings, side events and informal sessions is available on the review conference page of the BWC ISU website (www.unog.ch/bwc/meeting)

Electronic boards outside each meeting room will clearly indicate whether the session in progress is public or private. All interested parties can attend public sessions. Private meetings are technically for States Parties only. Access for observer states, international organisations and guests of the meeting may be granted, on a case-by-case basis, depending upon the content of the session.

All side events will be public meetings and the widest possible participation is generally encouraged.

E. FACILITIES FOR PARTICIPANTS

In addition to the main meeting room (Room XVIII), two smaller meeting rooms have been reserved for use by States Parties (XXIV & XXV). These have been used in the past for regional group meetings or other private consultations. Rooms are issued on a first-come, first-served basis but every effort will always be made to accommodate room requests from States Parties. Those interested in reserving rooms should contact the Implementation Support Unit.

Delegates from states and international organizations have access to computer facilities, including internet connections and printers in the Delegates' Room (just behind Room XVIII, E Building). A public wireless internet connection may also be available around the main conference room.

Conference rooms can be made available to NGOs when they are not in use by States Parties. NGOs may also make use of the computers and printers in the Delegates' Room but once again, States Parties have priority.

Additional computing facilities are available at the Cyberspace area of the UNOG library (Door 20, Building B, see map). Copy and reproduction facilities will not be available to NGOs.

A limited number of conference participants are also able to leave large luggage with security at the Pregny gate. After being security cleared, baggage is stored in special lockers. The Security Service has noticed that during busy periods, such as on the last day of a meeting, numerous delegates bring their luggage with them to the Palais after having checked out of their hotel. The Security Service wishes us to remind all delegates that once the limited storage capacity is exhausted, no additional luggage will be accepted.

Participants can also make use of the various cafes, cafeterias and restaurants in the Palais des Nations. The closest is the Serpent Bar which can be found behind Room XVIII on the first floor of Building E. Other facilities in the Palais des Nations which might be of interest, include: the UNOG Bookshop (opposite Door 40, second floor, Building E); UBS bank (north end, second floor, Building E); Newspaper kiosks (the closest one is opposite the bank at the north end, second floor, Building E); Post Office (next to Door 6, Building C, see map); and SAFI (a small general store, Door 1, S Building, see map).

F. DOCUMENTATION

Background information documents will be prepared by the Implementation Support Unit and made available prior to the commencement of the review conference.

States Parties wishing to submit official documents for the meeting (information documents, working papers, etc.) should provide both electronic and hard copies to the Implementation Support Unit. Please get in touch to discuss your specific requirements.

States and international organizations granted observer status might also wish to provide information to delegations at the review conference. Documents should be submitted in electronic and hard copy to the Implementation Support Unit. Where possible, similar arrangement will be used for guests of the meeting.

Non-Governmental Organisations are not permitted to submit official documents to the meeting. For more details on NGO participation, see the document "Additional Information for NGO Participants".

Official documents of the review conference will be made available for collection from the documents booth inside Room XVIII (first floor, Building E). Participants are reminded to check whether a private meeting is taking place before entering this room. The documents will also be made available on the BWC Implementation Support Unit website (www.unog.ch/bwc/meeting) as they become available.

G. ADDITIONAL INFORMATION

Further enquires regarding attendance and participation in the review conference should be addressed to:

Mr. Richard Lennane
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UN Office for Disarmament Affairs
United Nations Office at Geneva
Palais des Nations
CH-1211 Geneva 10

Switzerland.

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Fax: +41 (0)22 917 0483

Email: bwc@unog.ch

Additional information, including documents related to the review conference, will be posted on the website of the BWC Implementation Support Unit, prior to, during and after the session. This information can be found at:

<http://www.unog.ch/bwc>
