2019 Meeting of the High Contracting Parties to the CCW

Geneva, 13 – 15 November 2019

Information for participants from States Parties, Signatory States, Observer States, intergovernmental organizations and non-governmental organizations

DATE AND VENUE


2. The Meeting will be chaired by Ambassador Khalil Hashmi of Pakistan.

3. The provisional agenda is available in all official languages as document CCW/MSP/2019/1.

4. The present Aide-Mémoire has been prepared by the UNODA Geneva Branch and provides preliminary information for participants. Documentation and other information will be posted, as it becomes available, on the 2019 Meeting of the High Contracting Parties to the CCW website.

5. The Meeting will be held in conference room XIX, located in the E-Building of the Palais des Nations, United Nations Office at Geneva, Avenue de la Paix 8-14, 1211 Geneva 10, accessible via the Pregny Gate.

REGISTRATION

6. All participants to the meetings must be properly registered.

7. High Contracting Parties and States signatories wishing to participate in the meetings should send, through their Permanent Missions, a note verbale to the CCW mailbox (ccw@un.org) informing of their participation and listing the full names and titles of the members of the delegation. The head of delegation should be clearly indicated. All of the above also applies to States which are neither High Contracting Parties nor signatories to the Convention and which may participate in the meetings as observers. A note verbale has to be submitted even if all listed delegates already dispose of a valid UN grounds pass for the Palais des Nations.

8. Concerning the matters of participation and costs, once the UNODA Geneva Branch receives a note verbale from a Permanent Mission containing a list of its delegation members, the Secretariat will consider that State to be participating in and bearing the costs of the meeting in accordance with the United Nations scale of assessment.
9. **International organizations** may participate in the meetings as observer agencies. An official letter should be addressed to the UNODA Geneva Branch informing of their participation and listing the full names and titles of the members of the delegation. The head of delegation should be clearly indicated.

10. **NGOs and academic institutions** may designate representatives to attend public sessions of the meetings. An official letter with the official letterhead of the organization should be addressed to the UNODA Geneva Branch requesting participation and listing the full names and titles of the representatives who will attend. A mission statement or summary of work of the organization is also to be provided. In addition, NGOs and academic institutions that have not previously attended a CCW meeting should indicate previous interactions between the organization and the United Nations in relation to disarmament and nonproliferation issues.

11. All registration letters or notes verbales should reach the UNODA Geneva Branch if possible no later than **6 November 2019**, either by regular mail or e-mail (ccw@un.org), in order to allow the Secretariat to prepare the draft List of Participants as well as respective nameplates in a timely manner before the beginning of the meeting.

**ACCESS TO THE PALAIS DES NATIONS**


13. **Participants already possessing a valid United Nations grounds pass**, do not need to undertake any further steps and may proceed directly to the meeting room (Room XIX). As mentioned above, delegations which consist only of members with valid UN grounds pass are still requested to submit a Note Verbale (see above under 7.)

14. **Participants who do not dispose of a United Nations grounds pass** (e.g. participants from capitals) need to register through the **INDICO** platform (self-registration) before **12 November 2019** at https://reg.unog.ch/event/19416/.

   - A detailed user guide on the Indico registration is available for reference. For technical questions, such as the non-receipt of confirmation of the account creation or non-receipt of the QR code, please contact directly support.accreditation@un.org.

   - Participants who do not yet dispose of an Indico account, need to first create a new account. An automated message confirming the account creation will be sent to the registrant by the system.

   - Once the account is created, the participant needs to register for the 2019 Meeting of the High Contracting Parties to the CCW in a second step. Persons who already dispose of an Indico account can register directly for the Meeting.

   - The following is necessary to complete the registration process in Indico:

      - A note verbale (for High Contracting Parties, Signatory States, Observer States) or a signed letter on the official letterhead of the organization (for international organizations, NGOs and academic institutions) needs to be attached to the
Indico registration. The note verbale/official letter has to list the full names, titles and functions of the members of the delegation and indicate clearly the head of the delegation.

- As mentioned above, a mission statement or summary of work of the organization is also to be provided. In addition, NGOs and academic institutions that have not previously attended a CCW meeting should indicate previous interactions between the organization and the United Nations in relation to disarmament and non-proliferation issues as applicable.
- Without the submission of a note verbale or signed letter, the registration process can’t be completed.

- Once the registration is received, it will be reviewed and if approved an automated response will be sent to the registrant. Letters which are submitted without signature can’t be accepted by the Secretariat and the registration will be rejected. Once the application has been approved in Indico, an e-ticket / QR code will be sent to the participant via e-mail, which needs to presented when the badge is collected at the Pregny Gate of the Palais des Nations.

- Only representatives who have registered online and whose names have been properly included in the note verbale/letter submitted in Indico will be granted an access badge to the Palais des Nations as per UN rules and regulations.

15. Grounds passes valid for the duration of the Meeting will be available for collection from the Pass and Identification Unit at the Pregny Gate of the Palais des Nations. Participants are advised to come to the Pregny Gate well in advance to allow enough time for security checks.

16. Delegations from States and international organisations can collect their passes as from 12:00 on Tuesday 12 November 2019. Please bring a copy of the delegations’ letter or note verbale and the e-ticket / QR code received after successful Indico registration, in order to speed up the process.

17. Civil society representatives can collect their badges in person from 08:00 on Wednesday 13 November 2019. A valid passport or national identification card will have to be produced along with the confirmation from Indico.

18. For security reasons, the identification badge must be worn and visible to UN Security staff at all times while visiting the Palais des Nations.

GETTING TO AND FROM THE PALAIS DES NATIONS (map)
PUBLIC TRANSPORT

19. Upon arrival at Geneva airport, a free sixty-minute ticket for train, tram and bus travel within the Geneva area can be collected from the machine in the baggage reclaim hall. Many hotels in Geneva provide guests with free public transport passes for the duration of their stay. 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 13 and 15, as well as buses 5, 8, 11, 14, 28, V, F, and Z serve the Nations stop. The Place des Nations, where the Nations Gate is located, is some 500 meters away from the Pregny Gate. Bus 28 serves "Geneva Cointrin Airport" from the "Nations" and the "Appia" stops at the Pregny Gate and Bus 5 serves the airport from the "Nations" stop. Further information such as itineraries, timetables, fares, etc. can be found on the website of the Transports Publics Genevois (see: www.tpg.ch).

TAXIS

20. A taxi stand is located on Route de Pregny, some 25 metres from the Pregny Gate, in the direction of Place des Nations. Direct telephone number: +41 (0) 22 331 4133. Taxis are usually available around the clock.

PARKING

21. Delegates wishing to park on the premises should request authorization in advance through their Permanent Mission in Geneva. The UN Security and Safety Service at Pregny Gate will issue the parking authorization at the same time as the delegate’s identification badge.
HOTEL ACCOMMODATION AND VISAS

22. The UNODA Geneva Branch cannot offer financial or logistical support to assist with travel to, accommodation during, or other costs related to attending or contributing to the meetings. The UNODA Geneva Branch is not in a position to provide letters of invitation or letters to embassies or consulates requesting that States or NGO representatives be provided visas for travelling to Switzerland in order to attend the meetings. It is the responsibility of States or NGO representatives to make their own arrangements for visas, travel and related costs.

ATTENDING MEETINGS

23. Formal meetings will be held in Conference Room XIX Wednesday through Friday, 13-15 November 2019. Room XIX is located in the E Building at the Palais des Nations (see map above).

24. Side-events will be held in Rooms, XXI and XXIII (both on the first floor of the E Building). Details of the meetings scheduled for each day can be found on the screens opposite Door 40 located on the second floor of the E Building. All side events will be public meetings and the widest possible participation is generally encouraged.

25. Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for this purpose. Side-event organizers should contact Catering services directly at onu@eldora.ch or phone +41 (0)22 917 5619.

OFFICE FACILITIES AND OTHER FACILITIES FOR PARTICIPANTS

26. Free Wi-Fi access is available in the meeting rooms and generally throughout the Palais des Nations.

27. Copy and reproduction facilities will not be available to participants.

28. A limited number of conference participants are also able to leave large luggage with security at the Pregny Gate. After being cleared by Security, baggage can be 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 des Nations after having checked out of their hotel. The Security Service wishes to remind all delegates that once the limited storage capacity is exhausted, no additional luggage will be accepted.

29. For security reasons, luggage and other belongings from participants cannot be stored in the offices of the Secretariat. The Secretariat will authorize removal of materials judged to be inappropriate.

30. 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 the E Building. Other facilities in the E building at the Palais des Nations which might be of interest include: the UNOG Bookshop (entrance Door 40, second floor); UBS bank (Door 41, second floor).
31. A Post Office and another UBS bank are located at Door 6, C Building (see map) and SAFI (a small general shop) at Door 1, S Building (see map).

**DOCUMENTATION**

32. Official documentation for the meetings will be made available on the 2019 Meeting of the High Contracting Parties to the CCW [website](#) or circulated to delegations by e-mail in advance of the meeting.

33. Any pre-session background information and procedural documents will be made available on the website of the 2019 Meeting of the High Contracting Parties to the CCW [website](#) as they become available, or circulated to delegations by e-mail in advance of the meetings.

**SECRETARIAT**

34. Further enquiries regarding attendance and participation in the Meeting of States Parties should be addressed to:

United Nations Office for Disarmament Affairs  
Geneva Branch  
United Nations Office at Geneva  
Palais des Nations  
CH-1211 Geneva 10  
Switzerland  
Tel: +41 (0)22 917 2281  
Email: ccw@un.org