

**Biological Weapons Convention**  
**Meeting of States Parties**  
**4 – 7 December 2018**



**United Nations Office at Geneva**  
**Palais des Nations**  
**Geneva, Switzerland**

## **Information for participants from States, intergovernmental organizations and non-governmental organizations**

1. The 2018 Meeting of State Parties to the Biological Weapons Convention (BWC) will take place from 4 to 7 December 2018 in Geneva, Switzerland. The Meeting of States Parties will consider the factual reports of the Meetings of Experts which took place in August 2018, as well as a report from the Chairman on universalization activities and the annual report of the Implementation Support Unit. The Meeting of States Parties is also responsible for managing the intersessional programme, including taking necessary measures with respect to budgetary and financial matters by consensus with a view to ensuring the proper implementation of the intersessional programme.
2. The Meeting of States Parties will be chaired by Mr. Ljupčo Jivan Gjorgjinski of the former Yugoslav Republic of Macedonia.
3. The provisional agenda and the provisional programme of work for the Meeting of States Parties will be published on the MSP webpage as soon as they are available.
4. The present Aide-Mémoire has been prepared by the Implementation Support Unit (ISU) and provides preliminary information for participants in the Meeting of States Parties. Documentation and other information will be posted, as it becomes available, on the BWC website at <http://www.unog.ch/bwc/meeting>.

## **Date and venue**

5. The Meeting of States Parties will be held in conference room XVIII on 4 and 5 December and in room XVII on 6 and 7 December, in the E Building, of the Palais des Nations, United Nations Office at Geneva, accessible via the Pregny Gate.
6. The meeting will begin on Tuesday 4 December 2018 at 10:00.

## **Registration**

7. All participants in the Meeting of States Parties need to be registered in accordance with the BWC [Rules of Procedure](#) following the procedures described below in paragraphs 8 to 12 depending on their status and affiliation. Those participants not already in possession of a security badge to access the Palais des Nations need to additionally complete the process described below in paragraphs 13 to 19.
8. In accordance with Rule 1 of the Rules of Procedure, **States Parties** wishing to participate should send, through their Permanent Missions, a letter or *note verbale* to the ISU notifying the full names and titles of the members of the delegation. The head of delegation should be clearly indicated. Only the names of participants listed in the letter or *note verbale* will be included in the official list of participants of the Meeting of States Parties. Formal credentials are not required for the Meeting of States Parties.
9. In accordance with Rule 44.1 of the Rules of Procedure, **Signatory States** wishing to participate should send, through their Permanent Missions, a letter or *note verbale* to the

ISU notifying the full names and titles of the members of the delegation. The head of delegation should be clearly indicated. Only the names of participants listed in the letter or *note verbale* will be included in the official list of participants of the Meeting of States Parties. Formal credentials are not required for the Meeting of States Parties.

10. In accordance with Rule 44.2(a) of the Rules of Procedure, **States which are neither parties nor signatories to the Convention** may apply to participate in the Meeting of States Parties as observer States. Observer status is granted by the decision of the Meeting at its opening session. A letter or *note verbale* should be addressed, through their Permanent Missions, to the ISU applying for observer status and listing the full names and titles of the members of the delegation. The head of delegation should be clearly indicated. Only the names of participants listed in the letter or *note verbale* will be included in the official list of participants of the Meeting of States Parties.
11. In accordance with Rule 44.4 of the Rules of Procedure, **international organizations** may apply to participate in the Meeting of States Parties as observer agencies. Observer agency status is granted by the decision of the Meeting of States Parties, which will consider and decide on requests for observer agency status at its opening session. A letter or *note verbale* should be addressed to the ISU applying for observer agency status, listing the full names and titles of the members of the delegation. The name of the head of delegation should be clearly indicated. Only the names of participants listed in the letter or *note verbale* will be included in the official list of participants of the Meeting of States Parties.
12. In accordance with Rule 44.5 of the Rules of Procedure, **NGOs and academic institutions** may register to attend public sessions of the Meeting of States Parties. A letter on the official letterhead of the organization should be addressed to the ISU applying for attendance of the public sessions of the Meeting and listing the full names and titles of the representatives who will attend. NGOs and academic institutions that have not previously attended a BWC meeting should indicate previous interactions between the organization and the United Nations in relation to disarmament and non-proliferation issues. A mission statement or summary of work of the organization should be provided. Only the names of participants listed in the letter will be included in the official list of participants of the Meeting of States Parties.
13. *Notes verbales* and letters should be submitted no later than Friday 23 November 2018.

### **Access to the Palais des Nations**

14. Valid security badges (issued either by the United Nations Office at Geneva or the United Nations Headquarters in New York) are required for entry into the Palais des Nations.
15. Participants already possessing a United Nations security badge may proceed directly to the conference room.
16. Participants who do not already have a United Nations security badge need to register online at <https://reg.unog.ch/event/18940/> and follow the process described. All participants will need to upload a copy of the *note verbale* or letter from their delegation. If the requested documents are not attached, the system will reject the application. A [user](#)



23. The Palais des Nations is served by several tram and bus lines as shown on the map above: 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 Airport from the Nations and the Appia stops and Bus 5 serves the airport from the Nations stop.
24. Further information such as itineraries, timetables, fares, etc. can be found on the website of the [Transports Publics Genevois](#).

### **Taxis**

25. 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**

26. 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. Due to building works related to the ongoing Strategic Heritage Plan, at the time of the Meeting of States Parties, parking in the vicinity of the E Building will be limited.

### **Hotel accommodation and visas**

27. The ISU cannot offer financial or logistical support to assist with travel to, accommodation during, or other costs related to attending or contributing to the Meeting of States Parties, except for experts who may be selected under the BWC Sponsorship Programme. Practical information about accommodation in Geneva can be found on the website of the [Geneva Welcome Center](#).
28. It is the responsibility of States or NGO representatives to make their own arrangements for visas, travel and related costs. Further information relating to the procedures and measures concerning the issuance of visas for Switzerland is available by contacting the Swiss embassy or consulate in the applicant's country of residence or by referring to the [Swiss Federal Office for Migration](#). Further information is available from the [Permanent Mission of Switzerland](#).

### **Attending the Meeting of States Parties**

29. All formal sessions of the Meeting of States Parties (including the public sessions) will be held in Rooms XVII and XVIII, located in the E Building of the Palais des Nations (see map above).

30. Side-events will be held in Rooms, XXIV and XXV (both also in the E Building). Details of the meetings scheduled for each day can be found on the screens opposite Door 40 in the E Building.
31. Private meetings for regional groups or other groups of States Parties may be held during the Meeting of States Parties. The Secretariat will assist the Coordinators of the different groups with the announcements for such meetings and participants are kindly invited to check the notice boards regularly and/or the BWC [website](#) for additional details.
32. An up-to-date timetable of events, including formal meetings, side events and informal sessions will be available on the 2018 Meeting of States Parties [page](#) of the BWC website.
33. 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 for States Parties only.
34. 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. Catering services should be contacted directly by side-event organizers at [onu@eldora.ch](mailto:onu@eldora.ch), telephone number 022 917 5619.

### **Rooms and facilities for participants**

35. In addition to the main meeting rooms (Rooms XVII and XVIII), a smaller meeting room nearby has been reserved for use by States Parties for private consultations. Room requests will be considered on a first-come, first-served basis but every effort will always be made to accommodate requests from States Parties. Those interested in reserving rooms should contact the ISU during the meeting.
36. Computer terminals for the use of participants are available near the Serpent Bar behind room XVIII. Free wifi access is available in the meeting rooms and generally throughout the Palais des Nations.
37. Conference rooms can be made available to NGOs when they are not in use by States Parties. Additional computing facilities are available near the Serpent Bar and at the Cyberspace area of the UNOG library (Door 20, B Building, see map above).
38. Photocopying facilities will not be available to participants.
39. 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.
40. For security reasons, luggage and other belongings from participants cannot be stored in the offices of the ISU. The ISU will authorize removal of materials judged to be inappropriate.

41. 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 which might be of interest include the UNOG Bookshop (Door 41, second floor) and the UBS bank (Door 41, second floor).
42. 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**

43. Prior to the Meeting of States Parties, pre-session background and procedural documents will be made available on the BWC [website](#). The provisional agenda for the Meeting of States Parties and the provisional programme of work will be made available in all official languages on the Meeting webpage.
44. States Parties wishing to submit working papers for the Meeting of States Parties should do so by **16 November** by providing Microsoft Word versions to the ISU as soon as possible on [bwc@un.org](mailto:bwc@un.org) Please get in touch to discuss any specific requirements.
45. States and international organizations granted observer status might also wish to provide information to delegations at the Meeting of States Parties. Documents should be submitted in electronic and hard copy to the ISU. Electronic copies should be sent to [bwc@un.org](mailto:bwc@un.org)
46. During the Meeting of States Parties, in-session documents will be made available for collection from the documents booth inside the conference room. The documents will also be made available on the BWC [website](#) as they become available.

## **Secretariat**

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

BWC Implementation Support Unit  
United Nations Office for Disarmament Affairs  
United Nations Office at Geneva  
Palais des Nations  
CH-1211 Geneva 10  
Switzerland  
Tel: +41 (0)22 917 2230  
Fax: +41 (0)22 917 0483  
Email: [bwc@un.org](mailto:bwc@un.org)

48. Additional information, including documents related to the Meeting of States Parties, will be posted on the BWC [website](#), prior to, during and after the meeting.