

# **Biological Weapons Convention**

## **Meetings of Experts**

### **7 – 16 August 2018**

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

1. The States Parties to the Biological Weapons Convention (BWC) agreed at the 2017 Meeting of States Parties that five Meetings of Experts will be held back to back at least three months before the annual Meeting of States Parties. In 2018, the Meetings of Experts will take place on the following dates:
  - 7-8 August 2018: MX1 - Cooperation and Assistance, with a Particular Focus on Strengthening Cooperation and Assistance under Article X
  - 9-10 August 2018: MX2 - Review of Developments in the Field of Science and Technology Related to the Convention
  - 13 August 2018: MX3 - Strengthening National Implementation
  - 14-15 August 2018: MX4 - Assistance, Response and Preparedness
  - 16 August 2018: MX5 - Institutional Strengthening of the Convention
2. States Parties further agreed that in 2018, MX1 and MX2 will be chaired by the Group of the Non-Aligned Movement and Other States (NAM), MX3 and MX4 by the Western Group and MX 5 by the Eastern European Group.
  - MX1 will be chaired by Ambassador Maria Teresa T. Almojuela of the Philippines
  - MX2 will be chaired by ... of ...
  - MX3 will be chaired by Ambassador Julio Herráiz España of Spain
  - MX4 will be chaired by Mr. Daniel Nord of Sweden
  - MX5 will be chaired by Mr. Otakar Gorgol of the Czech Republic
3. The present Aide-Mémoire has been prepared by the Implementation Support Unit (ISU) and provides preliminary information for participants of the Meetings of Experts. Documentation and other information will be posted, as it becomes available, on the BWC [website](#).

#### **Date and Venue**

4. The Meeting of Experts will be held in conference room XVII, 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.
5. The first Meeting of Experts, MX1, will begin on Tuesday 7 August 2018 at 10:00.

## Registration

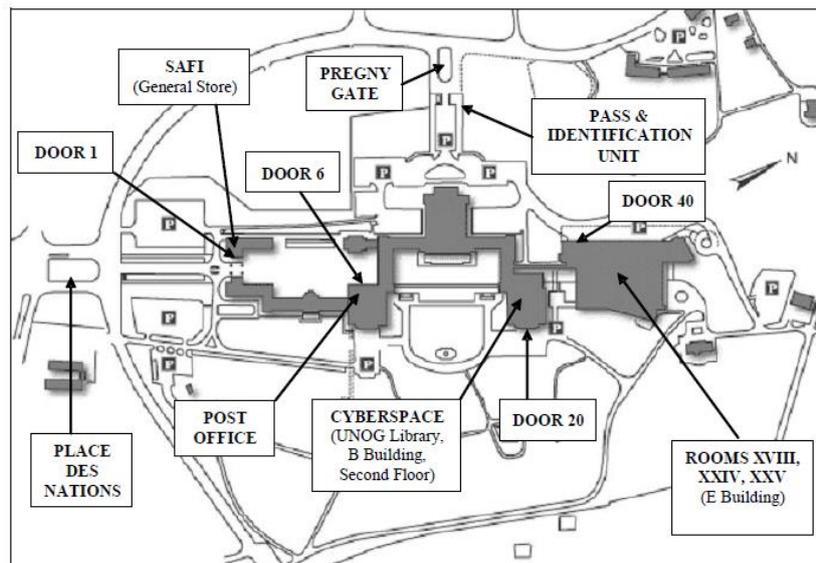
6. All participants in the Meetings of Experts need to be registered in accordance with the procedures described below in paragraphs 8 to 13 depending on their status and affiliation. Those participants not already in possession of a security badge to access the Palais des Nations need to additionally complete the process described below in paragraphs 14 to 20.
7. **States Parties and 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 Meetings of Experts. Formal credentials are not required for the Meetings of Experts.
8. **States which are neither parties nor signatories to the Convention** may apply to participate in the Meetings of Experts as observers. 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. Observer status is granted by the decision of each Meeting. Each MX will consider and decide on the requests for observer status at its opening session. Only the names of participants listed in the letter or *note verbale* will be included in the official list of participants of the Meetings of Experts.
9. **International organizations** may apply to participate in the Meetings of Experts as observer agencies. 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. Observer agency status is granted by the decision of each Meeting. Each MX will consider and decide on requests for observer agency status at its opening session. Only the names of participants listed in the letter or *note verbale* will be included in the official list of participants of the Meetings of Experts.
10. **NGOs and academic institutions** may register to attend public sessions of the Meetings of Experts. 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 Meetings of Experts.
11. *Note verbales* and letters should be submitted no later than Friday 20 July 2018.

## Access to the Palais des Nations

12. Valid grounds passes (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.

13. Participants already possessing a United Nations grounds pass may proceed directly to the meeting room (Room XVII).
14. Participants who do not already have a United Nations grounds pass need to [register](#) online and follow the process described. Participants who have already registered for a previous meeting at the United Nations Office at Geneva, can simply log in to their existing account and register for the Meetings of Experts. Participants registering for the first time will need to upload a scanned copy of their passport or national identification card and a passport-quality photo. 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 guide](#) is available for reference on the webpage of the Meetings of Experts under the “registration” [section](#). For any queries, please contact the Implementation Support Unit at [bwc@un.org](mailto:bwc@un.org)
15. Once the application has been approved in Indico, you will receive via e-mail an e-ticket / QR code. Grounds passes valid for the duration of the Meetings of Experts 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 Friday 3 July 2018. Please bring a copy of the delegations’ letter or *note verbale* or the e-ticket / QR code received after your successful Indico registration, in order to speed up the process.
17. NGO representatives can collect their badges in person from 08:00 on Tuesday 7 August 2018. A valid passport or national identification card will have to be produced along with the confirmation from Indico. Only representatives who have registered online and whose names have been properly included in the letter described above will be granted an access badge.
18. For security reasons, the identification badge must be worn and visible to UN Security staff at all times while inside the Palais des Nations.

## Getting to and from the Palais des Nations



### 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.
20. 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.
21. Further information such as itineraries, timetables, fares, etc. can be found on the website of the Transports Publics Genevois (see: [www.tpg.ch](http://www.tpg.ch)).

### Taxis

22. 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

23. 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 Meetings of Experts, parking in the vicinity of the E Building will be limited.

### **Hotel accommodation and visas**

24. 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 Meetings of Experts, except for experts who may be selected under the BWC Sponsorship Programme.
25. 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 [website](#) of the Swiss Federal Office for Migration. Further information is available on the [website](#) of the Permanent Mission of Switzerland.

### **Attending the Meetings of Experts**

26. All formal sessions of the Meetings of Experts (including the public sessions) will be held in Room XVII, located in the E Building at the Palais des Nations (see map above).
27. Side-events will be held in Rooms, XXII and XXIII (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.
28. Private meetings for regional groups or other groups of States Parties may be held during the Meetings of Experts. 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.
29. An up-to-date timetable of events, including formal meetings, side events and informal sessions will be available on the 2018 Meetings of Experts [page](#) of the BWC website.
30. 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.
31. 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**

32. In addition to the main meeting room (Room XVII), 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.
33. Delegates from States and international organizations have access to computer facilities in the delegates' room located near to Room XVII. Additional computer terminals are available near the Serpent Bar behind the conference room. Free wifi access is available in the meeting rooms and generally throughout the Palais des Nations.
34. 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 near the Serpent Bar and at the Cyberspace area of the UNOG library (Door 20, B Building, see map above).
35. Photocopying facilities will not be available to participants.
36. 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.
37. 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.
38. 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).
39. 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**

40. Prior to the Meetings of Experts, pre-session background and procedural documents have been made available on the BWC [website](#). The provisional agendas for the Meetings of Experts are available in all official languages at the following links - MX1, MX2, MX3, MX4 and MX5).

41. States Parties wishing to submit working papers for the Meetings of Experts should provide Microsoft Word versions to the ISU as soon as possible on [bwc@un.org](mailto:bwc@un.org) Please get in touch to discuss your specific requirements.
42. States and international organizations granted observer status might also wish to provide information to delegations at the Meetings of Experts. 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)
43. During the Meetings of Experts, in-session documents will be made available for collection from the documents booth inside conference room XVII. The documents will also be made available on the BWC [website](#) as they become available.

### **Secretariat**

44. Further enquiries regarding attendance and participation in the Meetings of Experts 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)

45. Additional information, including documents related to the Meetings of Experts, will be posted on the BWC [website](#), prior to, during and after the meeting.