

2018 CCW Annual Conferences

Geneva, 19 – 23 November 2018

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

Date and Venue

1. The following CCW meetings will be taking place at the United Nations Office at Geneva, Switzerland:
 - Twelfth Conference of the High Contracting Parties to Protocol V on Explosive Remnants of War (19 November 2018);
 - Twentieth Annual Conference of the High Contracting Parties to Amended Protocol II on Prohibitions or Restrictions on the Use of Mines, Booby-Traps and Other Devices (20 November 2018);
 - 2018 Meeting of the High Contracting Parties to the Convention (21-23 November 2018).
2. The three conferences will be held back-to-back in Conference Room XVIII, 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.
3. 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 respective CCW websites.
4. States which are neither parties nor signatories to the Convention may participate in the meetings as observers. International organizations, NGOs and academic institutions may also participate in the meetings as observers.

Registration

5. All participants to the meetings must be properly registered.
6. **States parties and States signatories** wishing to participate in the meetings should send by 9 November, through their Permanent Missions, for each conference, a letter or 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 parties nor signatories to the Convention and which may participate in the meetings as observers.

7. **International organizations** may participate in the meetings as observer agencies. By 9 November 2018, letter or note verbale should be addressed to the UNODA Geneva Branch and sent to ccw@un.org, informing of their participation for each conference and listing the full names and titles of the members of the delegation. The head of delegation should be clearly indicated.
8. **NGOs and academic institutions** may designate representatives to attend public sessions of the meetings. By 9 November, a letter on the official letterhead of the organization, addressed to the UNODA Geneva Branch, should be submitted via the respective Indico registration links (see below). The official letter should list the full names and titles of the representatives who will attend. 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. A mission statement or summary of work of the organization should be provided. If the Indico registration is completed later than 9 November 2018, it cannot be guaranteed that a nameplate will be available in time at the beginning of the respective meeting.
9. 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 members of delegation, 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.
10. All registration letters or notes verbales should reach the UNODA Geneva Branch **no later than 9 November 2018**, either by regular mail, fax or e-mail (ccw@un.org).

Access to the Palais des Nations

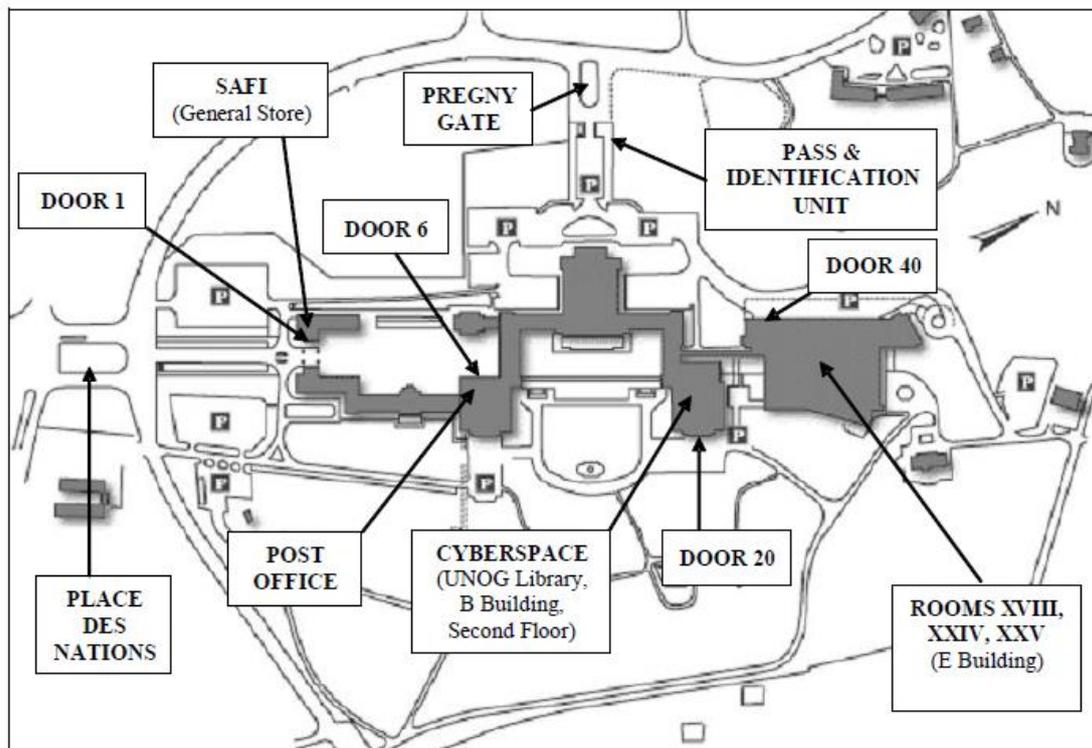
11. Valid grounds passes (issued either by the United Nations Office at Geneva or the United Nations Headquarters in New York) are required for entry into the Palais des Nations.
12. Participants already possessing a United Nations grounds pass may proceed directly to the meeting room (Room XVIII).
13. Participants who do not already have a United Nations grounds pass need to register for each conference through the new online Indico system and follow the process described.
 - 12th Conference of the HCP to Protocol V: <https://reg.unog.ch/event/18950/>
 - 20th Conference of the HCP to Amended Protocol II: <https://reg.unog.ch/event/18924/>
 - 2018 Meeting of the HCP to the Convention: <https://reg.unog.ch/event/18993/>

Indico is a new system that will facilitate participation in this and future meetings at the Palais des Nations. Once participants are registered and approved by the system, their profile will remain and they will only have to update it if needed. Please note that participants will have to attach a note verbale or letter, including their name on the list of the delegation, as a mandatory document when registering online. If the requested documents are not attached, the system will reject the application. A [user guide](#) is

available for reference. For queries, please contact the UNODA Geneva Branch at ccw@un.org.

14. 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 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.
15. Delegations from States and international organisations can collect their passes as from 12:00 on Friday 16 November 2018. Please bring a copy/copies of the delegations' letter or note verbale or the e-ticket / QR code(s) received after your successful Indico registration, in order to speed up the process.
16. NGO representatives can collect their badges in person from 08:00 on the first day of the respective conferences. 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.
17. 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



Public transport

18. 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

19. 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

20. 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

21. 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

22. The conferences will be held in Conference Room XVIII, located on the first floor of the E Building at the Palais des Nations (see map above).
23. 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.

24. 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.

Office facilities and other facilities for participants

25. Free wifi access is available in the meeting rooms and generally throughout the Palais des Nations.
26. Copy and reproduction facilities will not be available to participants.
27. A limited number of meeting 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.
28. 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.
29. 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).
30. 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

31. Documentation for the conferences will be made available on the website of the Convention or circulated to delegations by e-mail in advance of the meeting.
32. Any pre-session background information and procedural documents will be made available on the website of the Convention as they become available, or circulated to delegations by e-mail in advance of the meetings.

Secretariat

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

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Geneva Branch
United Nations Office at Geneva
Palais des Nations
CH-1211 Geneva 10
Switzerland
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