

Conference on Disarmament

15 December 2023

English only

2024 Session

Information for member and non-member States

This document provides preliminary information for participants at the Conference on Disarmament. Information and documents related to the 2024 session of the Conference will be found at <https://meetings.unoda.org/cd/conference-disarmament-2024> as they become available.

Dates

First part: 22 January– 28 March

Second part: 13 May– 28 June

Third part: 29 July– 13 September

Representation, accreditation, and registration procedures

1. As of January 2024, **the Secretariat is introducing e-deleGATE** to facilitate and expedite the work of the Conference. The platform can be accessed at <https://edelegate.un.int/>, where the Conference on Disarmament appears under the tab “Conference”. Account and user management for delegations is administered by the designated access administrators within Permanent Missions accredited to the United Nations Office at Geneva. Members of delegations and relevant staff of Permanent Missions should contact their access administrator to obtain access to the modules used by the Conference.
2. All member States are requested to use e-deleGATE to register all members of their delegations to the 2024 session of the Conference on Disarmament through the **e-List of Participants** module. Any changes in the composition of delegations during the session should be recorded making use of the same module. **Delegations are also asked to upload their note verbale to the Secretariat of the Conference via e-deleGATE.** All initial registrations on e-deleGATE should be completed **before 19 January 2024.**
3. We remind all member States that according to Rules 4 and 5 of the rules of procedure of the Conference, the delegation of a member State of the Conference shall consist of a head of the delegation and other representatives, advisers, and experts, as may be required, and that each delegation shall be accredited by a letter on the authority of the Minister of Foreign Affairs of the member State, **addressed to the President of the Conference.**
4. For plenary meetings in which a President decides to open a **list of speakers**, e-deleGATE will also be used, starting from the annual opening debate in January 2024. The Secretariat will make use of the **e-Speakers** module. For more information, please refer to the section List of speakers and statements at the end of this document.

5. The Secretariat will also circulate a dedicated briefing note to detail the use of e-deleGATE in the context of the **High-Level Segment of the Conference**.
6. **Member and non-member States not familiar with e-deleGATE are invited to attend a briefing by the Secretariat, which will take place on Friday, 12 January 2024 in Room XXIV, starting from 10:00. The meeting will be in person only.** An invitation will be sent in due course.
7. **States not members of the Conference** may address their requests for participation in the Conference **at any time during the session**. They are requested to submit a **request for participation** by note verbale to the Secretariat of the Conference (Palais des Nations, Building H., 2nd floor, WP-23, e-mail: cd@un.org).
8. Delegates of the Permanent Missions in Geneva who are officially **accredited only to the Conference on Disarmament** and who need a new or renewed long-term identification badge to the Palais des Nations are kindly requested to send a note verbale from their Permanent Mission **to the Secretariat** (Palais des Nations, Building H., 2nd floor, WP-23, e-mail: cd@un.org) indicating that the delegate is a member of the delegation to the Conference on Disarmament. Such requests shall be **signed by the heads of Permanent Missions to the Conference on Disarmament**. The Secretariat will forward the request to the Pass and Identification Unit, Security and Safety Section of the United Nations Office at Geneva. To pick up their identification badge at Pregny Gate (opening hours: Monday to Friday from 8:00 a.m. to 5:00 p.m.), delegates are kindly requested to come in person with the note verbale from their Mission and a valid passport from a State recognized by the United Nations or an identity card of a Schengen State.
9. Requests for renewals of identification badges for delegates accredited to the Permanent Missions to the United Nations Office at Geneva shall be addressed in writing, duly approved and signed by the heads of Permanent Missions to the the Chief of the Protocol and Liaison Service (unog.protocol@un.org). The individual request with an electronic copy of the initial application is to be submitted via <https://indico.un.org/a/UNID>.
10. Delegates not part of Permanent Missions in Geneva and **who do not already have a ground pass to access the United Nations Office at Geneva**, need to send a **note verbale to the Secretariat** (Palais des Nations, Building H, 2nd floor, WP-23, e-mail: cd@un.org). Please note that **the note verbale** from the Mission should clearly indicate the period for which the badge is sought, as well as names and functions of the delegates. The Secretariat will review the note verbale. The Secretariat will provide the registration link in Indico, so that the Mission can complete the registration process. On that basis, the Secretariat will customize the ground pass validity period and approve the registration request. Once the application has been approved in Indico, you will receive via email a digital badge with a QR code to access the premises through Peace Gate bis (Avenue de la Paix, 14 a; opening hours: Monday to Friday from 8:00 a.m. to 4:45 p.m.).

Documentation, including verbatim records

12. Documents submitted by member and non-member States for issuance as official documents of the Conference must be accompanied by a note verbale addressed to the Secretary-General of the Conference or her Deputy (each document needs to be accompanied by a separate note verbale) **requesting its issuance as an official document of the Conference**. An electronic version of the document and the accompanying note verbale should also be transmitted to the Secretariat in **MS Word** (to cd@un.org, with a copy to brahim.benattia@un.org).
13. **Delegations bear the primary responsibility for editing in accordance with the editorial manual prepared by the Secretariat and available at <https://meetings.unoda.org/cd/conference-on-disarmament-2024>.**
14. Official documents of the 2024 session will be issued and made available in all official languages on the Official Document System of the United Nations (ODS) (<http://documents.un.org>). Delegations can also access advance copies and issued documents

through the UNODA Meetings Place webpage of the Conference on Disarmament at <https://meetings.unoda.org/cd/conference-disarmament-2024/>.

15. Hard copies of documents in all languages can be obtained from the document distribution counter at Door 40, Palais des Nations, telephone 022-917-4900 e-mail: distribution-counters@un.org.

On-line information on the work of the Conference

16. The webpage of the UNODA Geneva Branch, which embeds the CD Secretariat, is available at <https://disarmament.unoda.org/>.

17. Information and documents related to past sessions of the Conference until 2004 are accessible from <https://meetings.unoda.org/>. For all sessions preceding 2004, please consult <https://digitallibrary.un.org/>.

18. The audio recordings of the formal plenary meetings are available at: <https://conf.unog.ch/digitalrecordings>. Please note that the Conference is not webcast on UN WebTV.

Meetings of the Conference

19. **There is no provision for 2024 for the Conference to use remote simultaneous interpretation platforms. Therefore, the format of the Conference's meetings will be fully in-person.** Up to ten in-person meetings per week, with full services, can be provided to the Conference. Logistical information regarding meetings will be communicated in advance to delegations.

20. When the Conference is in session, the Conference on Disarmament Secretariat will allocate a plenary room for use by the President of the Conference. Additional conference rooms may also be provided upon request, if available.

21. A delegation or a group of delegations wishing to hold informal meetings or consultations are requested to notify the Secretariat (e-mail: cd@un.org) well in advance so that appropriate arrangements can be made for a venue and servicing, if available. If a room is not available, the Secretariat can organize a virtual meeting.

List of speakers and statements

22. Member and non-member States wishing to inscribe their names on a list of speakers in advance of a plenary meeting are requested to do so through the **e-Speakers** module in e-deleGATE. Information relating to the opening of a list of speakers for each plenary meeting will be provided by the Secretariat via email (through the e-deleGATE platform).

23. Delegations are requested, whenever possible, to provide copies of their statements, as early as possible in advance of delivery, to speeches@un.org, with a copy to cd@un.org, so that they can be made available to the interpreters. The United Nations does not provide photocopying services.

24. A delegation willing to have its statement made in **formal plenary meeting posted on the CD website**, should make an explicit request to the CD Secretariat and send a PDF version of the statement to cd@un.org.

List of assigned secretariat officials

Ms. Tatiana Valovaya	Secretary-General of the Conference and Personal Representative of the Secretary-General of the United Nations 022-917-2281 cd@un.org
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