

# 17<sup>th</sup> Annual Conference of Protocol V of the Convention on Certain Conventional Weapons (CCW)

Geneva, 13 November 2023  
Room XIX

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

*Status date: 11 October 2023*

## **DATE AND VENUE**

1. The 17<sup>th</sup> Annual Conference of Protocol V of the CCW will take place on 13 November 2023 at 10AM-1PM and 3-6PM.
2. The meeting will be held in person in **Conference Room XIX** at the Palais des Nations ([map](#)), Geneva, Switzerland.
3. The 17<sup>th</sup> Annual Conference of Protocol V of the CCW will be presided by H.E. Mr. Gordan Markotić, Ambassador of Croatia to the United Nations Office and other international organizations in Geneva, Chargé d'affaires.
4. Meeting documents are available on UNODA Meetings Place: <https://meetings.unoda.org/node/67238>.
5. The meeting will be held in person. UN Web TV coverage will be provided for the entire duration of the session. Web TV allows for live streaming in all six official languages of the UN but cannot be used to take the floor to deliver statements. The UN Web TV link will be made available on UNODA Meetings Place (see above for links).

## **NOTES VERBALES**

6. **States** should send, through their Permanent Missions, a note verbale to [ccw@un.org](mailto:ccw@un.org), listing the full names and titles of the members of the delegation and clearly indicating the head of the delegation.
7. Kindly note that an electronic copy sent to [ccw@un.org](mailto:ccw@un.org) is sufficient and that sending the original copy of the note verbale via postal mail is discouraged.
8. Once the CCW Implementation Support Unit (ISU) receives a note verbale from a Permanent Mission containing a list of its delegation members, it will consider that State to be participating in, and bearing the **costs** of the meeting, in accordance with the United Nations scale of assessment. Non-High Contracting Parties to the CCW will be billed retroactively for the meetings in which they have participated.

9. **International organizations** may participate in the meetings as observer agencies. An official letter should be addressed to the CCW ISU informing of their participation and listing the full names and titles of the members of the delegation.
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 CCW ISU 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 should also 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.

## **REGISTRATION**

11. All participants who will be physically present at the Palais des Nations for the meeting, including those who already have the UN grounds pass, are required to register on Indico by 6 November 2023.
  - The Indico link to register is <https://indico.un.org/event/1001108/>.
  - User guides on Indico registration can be found [here](#). For technical questions, such as the non-receipt of confirmation of the account creation or non-receipt of the QR code, please contact [support.accreditation@un.org](mailto:support.accreditation@un.org).
  - Participants who already have an Indico account can register directly for the meeting after logging in.
  - Participants who do not yet have 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 respective meetings in a second step.
  - When registering, please pay particular attention to the **representation type** (Government, Intergovernmental organizations, Non-governmental organization, United Nations, etc.). For example, if you represent a Permanent Mission to the UN in Geneva, please select “Government.” Only United Nations staff members should select “United Nations.”
  - Once the registration is received, it will be reviewed by the CCW ISU. When a registration is approved, an automated response is emailed to the registrant, including an e-ticket / QR code.
12. Those who will follow the proceedings away from the Palais on [UN Web TV](#) should **not** register.

## **DOCUMENTATION AND SPEECHES**

13. **In order to assist the interpreters, statements should be sent to [speeches@un.org](mailto:speeches@un.org), copying [ccw@un.org](mailto:ccw@un.org), prior to delivery.** The subject line of the email should clearly indicate the conference room number, date, session (AM/PM) and country/organization delivering the statement. **Kindly also inform the CCW ISU if you would like your statement to be made available on the website of the meeting.**
14. States wishing to submit a **working paper** must send the document to [ccw@un.org](mailto:ccw@un.org) in **Word format**. States are kindly asked to submit working papers at least one week before the start of the meeting, to allow enough time to format and circulate the document.

## **CONFERENCE ROOMS FOR SIDE EVENTS**

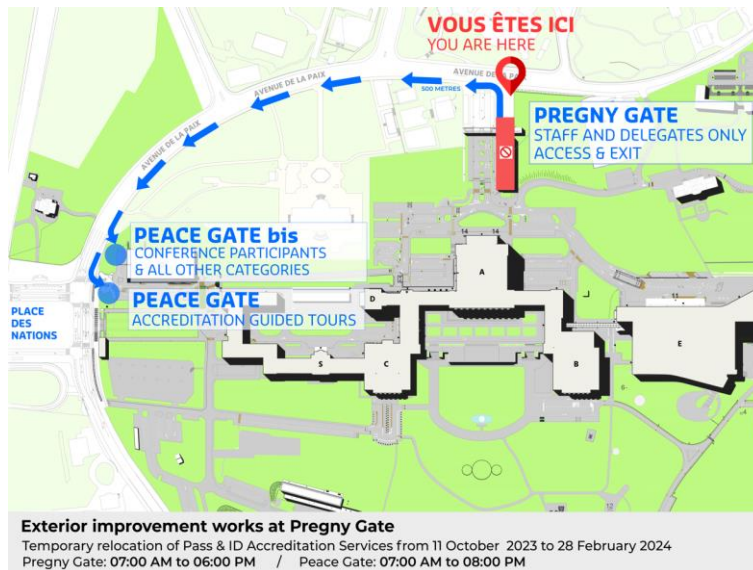
15. **Conference room reservation requests for side events should be sent at the latest two weeks prior to the start of the meeting to [ccw@un.org](mailto:ccw@un.org).** When contacting the CCW ISU, please indicate the desired date and time for the event and other logistical requirements. The CCW ISU will then coordinate with UNOG DCM to find an available space. Conference room reservations depend on the availability of venues within the Palais des Nations.

## **CODE OF CONDUCT AT UN SYSTEM EVENTS**

16. The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. UN system events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any UN system event.
17. Participants at the meeting are invited to read and familiarize themselves with the [Code of conduct to prevent harassment, including sexual harassment, at UN system events](#), which is also available on the website of the meetings.

## **ACCESS TO THE PALAIS DES NATIONS**

18. Grounds passes valid for the duration of the meeting to enter the Palais des Nations will be available for collection from the **Pass and Identification Unit at the Peace Gate Bis of the Palais des Nations**. Participants are advised to go to the Peace Gate Bis well in advance to allow sufficient time for security checks and badge issuance.



19. Delegations from States can collect their passes between 8AM and 4PM starting from one business day before the meeting. A copy of the delegations' note verbale and the e-ticket / QR code received following Indico registration approval are required.
20. Observers (NGOs, Academia, International organizations, etc.) can collect their badges in person from 8AM on the first day of the meeting. A valid passport or national identification card will have to be produced along with the e-ticket / QR code from Indico.
21. For security reasons, the identification badge must be worn and visible to UN Security staff at all times while visiting the Palais des Nations.
22. UN Geneva is committed to providing accessible and inclusive services, physical spaces, and information to persons with disabilities. [All information regarding accessibility at the Palais des Nations may be found online](#). **In case a member of your delegation requires special seating arrangements in the conference room, please inform the CCW ISU ([ccw@un.org](mailto:ccw@un.org)).**

## **PUBLIC TRANSPORT**

23. 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, 20, 22, and F serve Pregny Gate ("Appia" stop). Tram 15, as well as buses 5, 8, 11, 20, 22, and serve the Nations stop. The Place des Nations, where the Peace Gate Entrance and the Nations Gate Exit are located, is some 500 meters away from the Pregny Gate. Bus 20 serves "Geneva Gare Cornavin" 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](http://www.tpg.ch)).

## **PARKING**

24. 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.

## **TRAVEL AND VISAS**

25. The UNODA Geneva Branch cannot offer financial or logistical support to assist with travel to, accommodation during, or other costs related to attending the meetings. It is the responsibility of States or observer representatives to make arrangements for visas, travel and related costs and compliance with [host country measures for entry](#) into Switzerland.

## **FACILITIES FOR PARTICIPANTS**

26. Free Wi-Fi is available in the meeting rooms and generally throughout the Palais des Nations.
27. A coffee shop (Serpent Bar) can be found behind Room XVIII on the first floor of the E Building. A UBS branch is located at Door 40, E Building (see map) and SAFI (a small general shop) at Door 1, S Building (see map).

## **SECRETARIAT**

28. Further enquiries regarding attendance and participation in the meeting should be addressed to the CCW ISU at [ccw@un.org](mailto:ccw@un.org).