Meeting of Experts of CCW Protocol V and Group of Experts meeting of CCW Amended Protocol II

Geneva, 2 September 2024 and 3-4 September 2024

Room XIX

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

Status date: 18 June 2024

DATE AND VENUE

1. The Meeting of Experts of CCW Protocol V will take place on 2 September 2024 at 10AM-1PM and 3-6PM. The Group of Experts meeting of CCW Amended Protocol II will take place on 3-4 September 2024 at 10AM-1PM and 3-6PM.

2. Both meetings will be held in Room XIX at the Palais des Nations (map), Geneva, Switzerland.

3. The Meeting of Experts of CCW Protocol V will be presided by H.E. Mr. Abdul-Karim Hashim Mostafa, Permanent Representative of the Republic of Iraq to the United Nations Office and other International Organizations in Geneva, President-designate of the 18th Annual Conference of the High Contracting Parties to Protocol V.

4. The Group of Experts meeting of CCW Amended Protocol II will be presided by Ms. Tsholofelo Tsheole, Deputy Permanent Representative of South Africa to the United Nations Office at Geneva and other International Organizations in Switzerland, President-designate of the 26th Annual Conference of the High Contracting Parties to Amended Protocol II.

5. Meeting documents are available on UNODA Meetings Place:
   - Protocol V: https://meetings.unoda.org/node/70969;
   - Amended Protocol II: https://meetings.unoda.org/node/70967.

6. The meetings will be held in person. UN Web TV coverage will be provided for the entire duration of the sessions. UN 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

7. **States** should send, through their Permanent Missions, a Note Verbale to ccw@un.org, listing the full names and titles of the members of the delegation and clearly indicating the head of the delegation.

8. Kindly note that an electronic copy sent to ccw@un.org is sufficient and that sending the original copy of the Note Verbale via postal mail is discouraged. **Indico registrations without accompanying Note Verbales will not be considered and approved.**

9. Once the CCW ISU receives a Note Verbale from a Permanent Mission containing a list of its delegation members, 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. Non-High Contracting Parties to the CCW will be billed retroactively for the meetings in which they have participated. **It is mandatory for States to send a NV to ccw@un.org. If a State does not send a NV to the CCW ISU, the Indico registrations of its representatives will not be considered.**

10. **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.

11. **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

12. Participants already in possession of a long-term UN Geneva security badge can simply use the badge to access the Palais des Nations on the days of the meetings. **There is no need for participants with a UN Geneva security badge to register online.**

13. Participants not in possession of a long-term UN Geneva security badge must register online by **26 August 2024** by following the steps below:


   b) Participants who have already registered for a previous meeting at UN Geneva can simply log in to their existing Indico account and register for the Meeting of Experts of CCW Protocol V and/or the Group of Experts meeting of CCW Amended Protocol II.
c) Participants registering for the first time will need to create a profile and provide details of their valid Recognized UN Member State Passport or Identity Card and upload a passport-quality photo.

d) When registering, please pay particular attention to the representation type (Government, Intergovernmental organizations, Non-governmental organizations, 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.”

e) All participants registering online will need to upload a copy of the Note Verbale or letter from their delegation. Registration cannot be completed without the required documents.

f) Once the registration is received, it will be reviewed by UNODA Geneva Branch. When a registration is approved, an automated response is emailed to the registrant, including a Digital Badge in the form of a PDF.

g) Once downloaded to a mobile phone or other mobile device, the digital badge will enable faster entry to the Palais des Nations. Nevertheless, participants are still advised to come to the Palais des Nations well in advance to allow enough time for security checks. If you do not possess a mobile device, the Digital Badge can be printed, in colour, to enable access.

14. Those who will follow the proceedings away from the Palais on UN Web TV should not register.

DOCUMENTATION AND SPEECHES

15. In order to assist the interpreters, statements should be sent to speeches@un.org, copying 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.

CONFERENCE ROOMS FOR SIDE EVENTS

16. 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. 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

17. 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.

18. 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

19. Access procedures to Palais des Nations have now reverted to standard, allowing entry through the Pavillon de Pregny Gate to all users, including blue badge holders and conference participants. Delegations from states and international organizations, as well as observers (NGOs, Academia, international organizations, etc.), can activate their digital badge at the Pregny pavilion from 08:00 to 17:00 hours.

20. Participants will be asked to scan their digital badges on the readers at the badging desks and present a piece of valid photo identification. Once verified, the digital badge will be activated, allowing participants to enter the Palais des Nations for the duration stated.

21. Participants who do not have a mobile phone or other mobile device can print their confirmation and bring it to the badging desk at the Pregny Gate to have a paper badge issued and printed.

22. Access through the Peace Gate is reserved for delegates with magnetic badges.
23. Inside the Palais des Nations, participants may be requested to present their digital badge
to a security officer or a conference organizer, who will have a portable device on hand to
confirm their access rights.

24. 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).

PUBLIC TRANSPORT

25. 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).

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.

TRAVEL AND VISAS

27. 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 observers to make arrangements for visas, travel and related costs
and compliance with host country measures for entry into Switzerland. Please see
Administrative Instruction for participants in advisory meetings for more information.

FACILITIES FOR PARTICIPANTS

28. Free Wi-Fi is available in the meeting rooms and generally throughout the Palais des
Nations.

29. A coffee shop (Serpentine Bar) can be found behind Room XVIII on the first floor of the
E Building. A cafeteria, located in Building A, is open every day during lunch time. A
UBS branch is located at Door 40, E Building and SAFI (a small general shop) at Door 1,
S Building (see map).
SECRETARIAT

30. Further enquiries regarding attendance and participation in the meetings should be addressed to the CCW ISU at ccw@un.org.