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# Convention on Cluster Munitions

8 August 2018

English only

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**Eighth Meeting of States Parties**  
Geneva, 3 - 5 September 2018

## **Information for States parties, observer States, intergovernmental organizations and non-governmental organizations.**

### **Note by the Secretariat**

#### *Summary*

The present document provides preliminary information for participants in the Eighth Meeting of the States Parties to the Convention on Cluster Munitions, which will take place from 3 to 5 September 2018.

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## Date and Venue

1. The Eighth Meeting of the States Parties to the Convention on Cluster Munitions will take place from 3 to 5 September 2018.
2. The Meeting will be held 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.

## Registration and United Nations Grounds Pass

3. All participants must be accredited. Please note that formal credentials are not required for the Meeting.
4. **States parties** wishing to participate should send, through their Permanent Mission, a Note verbale to the United Nations Office for Disarmament Affairs stating their interest in participating in the Meeting and listing all participants, with indication of full name and title of the members of the delegation. The head of delegation should be clearly indicated.
5. **States not parties and States signatories** may participate in the meeting as observers and should send, through their Permanent Mission, a Note verbale to the United Nations Office for Disarmament Affairs stating their interest in participating in the Meeting and listing all participants, with indication of full name and title of the members of the delegation. The head of delegation should be clearly indicated.
6. **The United Nations, the International Committee of the Red Cross, the International Federation of the Red Cross and Red Crescent Societies, the Geneva International Centre for Humanitarian Demining and the Cluster Munitions Coalition** should send a letter stating their interest in participating in the meeting and listing all participants, with indication of full name and title of the members of the delegation. The head of delegation should be clearly indicated.
7. **Other relevant international organizations or institutions, regional organizations and relevant non-governmental organizations** may attend the meeting as observers. A letter or Note verbale should be addressed to the United Nations Office for Disarmament Affairs stating the organization's interest in participating and listing the 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 the Meeting which will consider and decide on these requests for observer status at its opening session on 3 September.
8. All letters/Notes verbales should reach the United Nations Office for Disarmament Affairs **no later than Friday, 17 August 2018** at [ccm@un.org](mailto:ccm@un.org) or United Nations Office for Disarmament Affairs, United Nations Office at Geneva, Palais des Nations, CH-1211 Geneva 10, Switzerland.

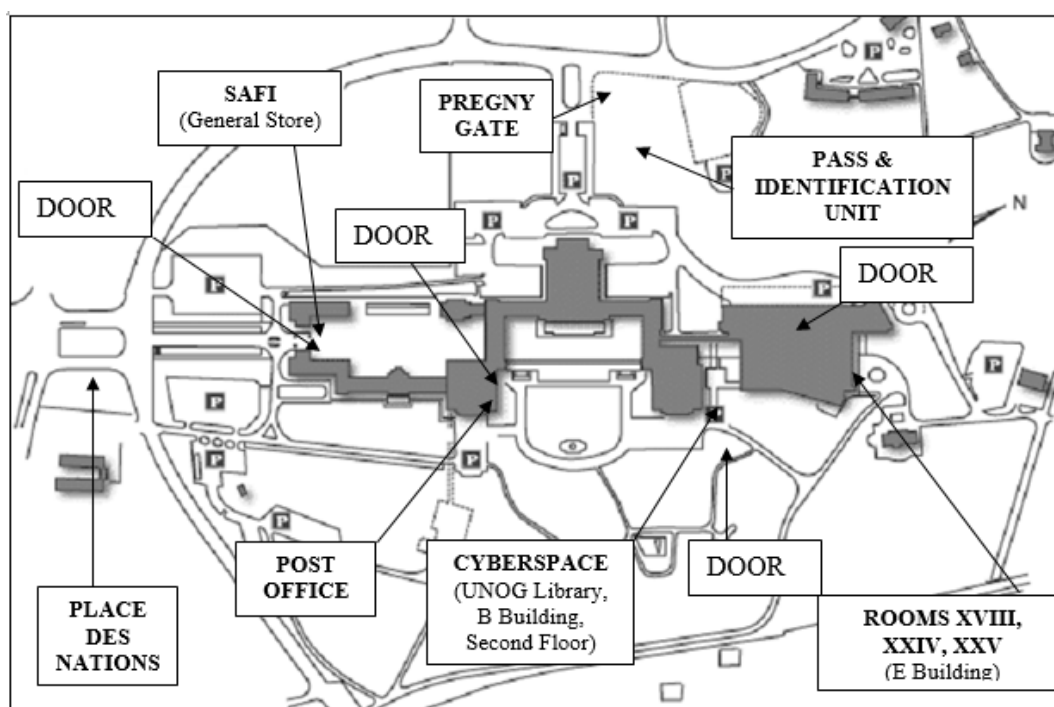
## Valid United Nations ground passes

9. Valid United Nations grounds passes (issued either by the United Nations Office at Geneva or the United Nations Headquarters in New York) are required for entry to the Palais des Nations.

**Participants already possessing a United Nations grounds pass may proceed directly to the meeting room.**

10. Participants who do not already have UNOG badges need to register at <https://reg.unog.ch/event/18927/>. Participants will receive an e-mail confirming their registration. A user guide is available on the web page of the Eighth Meeting of States Parties for download. For any queries, please contact [ccm@un.org](mailto:ccm@un.org).

11. Once a registration is approved in Indico, the participant is notified automatically and can pick up her/his badge from the Pass and Identification Unit, which is open Monday to Friday from 8:00 a.m. to 5:00 p.m., at the Pregny Gate of the Palais (see map below).



## Attending Meetings

12. The Meeting will take place in Room XVIII, located on the first floor of the E Building at the Palais des Nations (see map above).

13. 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.

14. Most side-events will be held in Rooms XXIV and XXV. To request a side event, please fill the form available on the web page of the Implementation Support Unit of the Convention on Cluster Munitions (<http://www.clusterconvention.org/8msp>) and send it before Friday 17 August 2018 to [info@cmconvention.org](mailto:info@cmconvention.org) with a copy to [ccm@un.org](mailto:ccm@un.org). An up-to-date timetable of events, including formal meetings, side events and informal sessions will be available on the webpage of the Convention on Cluster Munitions Implementation Support Unit at [www.clusterconvention.org](http://www.clusterconvention.org).

15. Catering services should be contacted directly at [onu@eldora.ch](mailto:onu@eldora.ch), Tel.022 917 56 19.

## Facilities for participants

16. Delegates from States and international organizations have access to computer facilities, including internet connections and printers in the delegates' room located behind conference room XIX. Additional computer terminals are available near the Serpent Bar behind the conference room. Free Wi-Fi access is available in the meeting rooms and throughout the Palais des Nations.

17. Photocopy and reproduction facilities will not be available to participants.

18. A limited number of conference participants will be able to leave large luggage with security at the Pregny gate. After being cleared by Security, baggage will 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 after having checked out of their hotel. The Security Service wishes us to remind all delegates that once the limited storage capacity is exhausted, no additional luggage will be accepted.

19. 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.

20. Participants can also make use of the various cafés, cafeterias and restaurants in the Palais des Nations. The closest is the Serpent Bar which can be found 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 41, second floor); UBS bank (Door 41, second floor.); Newspaper kiosks (the closest one is opposite the bank at Door 41, second floor).

21. The Post Office is located at Door 6, C Building, see map) and SAFI (a small general store at Door 1, S Building, see map).

## Documentation

22. Pre-session documents are available on the website of the United Nations Office for Disarmament Affairs at [www.unog.ch/ccm](http://www.unog.ch/ccm).

23. Hard copies of official documents of the Meeting will also be made available for collection from the documents booth inside the conference room.

## Getting to and from the Palais des Nations

### Tram and bus

24. 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. Tram number 15, as well as buses 5, 8, 11, 28, V, F, and Z serve the Place des Nations. The Place des Nations, where the Nations Gate is located, is some 500 meters away from the Pregny Gate. The numbers 28 and 5 bus serves Cointrin Airport from the Place des Nations.

25. Further information such as itineraries, timetables, fares, etc. is available on the site of the Transports Publics Genevois ([www.tpg.ch](http://www.tpg.ch))

**Taxis**

26. A taxi stand is located on Route de Pregny, some 25 metres from the Pregny Gate, in the direction Place des Nations. Direct telephone number: +41 (0) 22 331 41 33. Taxis are usually available around the clock.

**Hotel accommodation and visas**

27. The United Nations Office for Disarmament Affairs (UNODA) cannot offer financial or logistical support to assist with travel to, accommodation during, or other costs related to attending or contributing to the Meeting. UNODA 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 Meeting. It is the responsibility of States or NGO representatives to make their own arrangements for visas, travel and related costs.

**Secretariat**

28. Further enquiries regarding attendance and participation in the Meeting should be addressed to:

United Nations Office for Disarmament Affairs  
United Nations Office at Geneva  
Palais des Nations,  
CH-1211 Geneva 10  
Switzerland  
Tel: +41 (0)22 917 2280  
Fax: +41 (0)22 917 0034  
Email: ccm@un.org

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