
Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction

7 November 2019

English only

First session

New York, 18–22 November 2019

Information for participating States, observer States and invited international organizations

Summary

The present document contains preliminary information for participating States, observer States and invited international organizations on the first session of the Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction. Any additional information that may be necessary will be provided as needed. Documentation and other information will be posted on the website of the Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction (<https://www.un.org/disarmament/topics/conference-on-a-mezf-of-nwandowomd/>) as it becomes available.



I. Dates and venue

1. In accordance with General Assembly decision 73/546 and as agreed by participating States, the first session of the Conference on the Establishment of a Middle East Zone Free of Nuclear Weapons and Other Weapons of Mass Destruction will be held in New York from 18 to 22 November 2019.
2. The opening meeting will begin at 10 a.m. on Monday, 18 November 2019, and will be held in the Economic and Social Council Chamber at United Nations Headquarters. From Tuesday, 19 November 2019 onwards, the meetings will be held in conference room 11.
3. At its beginning, the Conference is to decide whether to approve the participation of observers other than those mentioned in decision 73/546. Delegates of those observer entities will be provided with seats as soon as the Conference has approved their participation. The arrangements described below are subject to that approval.

II. List of speakers and general debate

4. The list of speakers for the general debate will be open from 10 a.m. (New York time) on 28 October 2019. Participating States and observer States mentioned in decision 73/546, as well as invited international organizations and other entities wishing to add their representatives to the list of speakers at the general debate, are invited to make their submissions by writing to Bertha Mae Ortiz at the Secretariat (ortiz1@un.org).
5. Given the time allocated for the general debate, the President has indicated that it would be desirable for statements not to exceed 15 minutes, so that the debate can be completed within the envisaged time frame.
6. Delegations are kindly requested to submit electronic versions of their statements in PDF format to papersmart6@un.org as early as possible for posting on the PaperSmart portal. The subject line of the email should indicate the title and the date of the meeting. Statements will be made available for viewing and download on the portal upon delivery, and on the website of the Conference in due course. The Secretariat kindly requests that delegations provide 25 hard copies of official statements for the technical services. The United Nations does not provide photocopying services.

III. List of participants

7. Participating States and observer States mentioned in decision 73/546, as well as international organizations and other entities invited to the Conference, are requested to inform the Secretariat of the composition of their delegations by writing to Elizabeth Isabelita Alip (elizabeth.alip@un.org) as soon as possible and no later than Thursday, 31 October 2019. Questions, please contact Ms. Alip at the aforementioned email address or by calling 1 917 367 3711. Ms. Alip will also handle the list of participants during the session.
8. Participating States are invited to submit the credentials of representatives and the names of alternate representatives and advisers, issued either by the Head of State or Government or by the Minister of Foreign Affairs in accordance with the established practices of United Nations conferences, to Xiaoyu Wang (wangxy@un.org, tel: 1 212 963 9440), with a copy to Ms. Alip (elizabeth.alip@un.org), by Thursday, 14 November 2019.

IV. Registration procedures

9. Permanent missions of participating States and observer States mentioned in decision 73/546,¹ and liaison offices of invited international organizations in New York are required to submit their registration requests using the online eRegistration system, which is available through the e-deleGATE portal (<https://delegate.un.int>). Delegations wishing to obtain information on the system may refer to the guidelines on eRegistration and the frequently asked questions posted on the website of the Protocol and Liaison Service (<http://protocol.un.org>). Please note that all registration requests must be submitted through the eRegistration system. The deadline for the online submission of registration requests is Friday, 8 November 2019.

10. Invited international organizations that have not registered using the eRegistration system are required to follow the instructions provided in the registration guidelines for accredited intergovernmental organizations away from New York, posted under “Meetings” on the website of the Protocol and Liaison Service.

11. The registration must match the names provided in the official letter sent to notify the Secretariat of the composition of the delegation (see para. 7).

V. Documentation

12. All documents for the session will be available on the website of the Conference. No hard copies of pre-session documents will be made available.

13. Pursuant to the guidelines of the General Assembly on the submission of documents, in particular those contained in Assembly resolutions [52/214](#), [53/208](#) and [59/265](#), documents submitted by the participating States and observer States mentioned in decision 73/546 should not exceed 20 pages (10,700 words). However, it is strongly recommended that documents not exceed five pages (2,675 words) to reduce costs, facilitate translation and ensure timely issuance. Given the special circumstances under which the President works, participating States and observer States may submit to the Secretariat pre-session documentation, including reports and working papers, no later than Friday, 25 October 2019 to facilitate issuance at the Conference. In order to comply with these requirements, delegations are encouraged to provide only new information in the reports they submit. Participating States and observer States are requested to submit documents in Microsoft Word format to Manny Abraham (abrahamm@un.org), with a copy to Xiaoyu Wang (wangxy@un.org) and Marya Canham (canham@un.org). Please note that submissions sent by email are not valid before their receipt has been acknowledged by the Secretariat.

VI. Side events

14. The number of rooms available for side events during the Conference is very limited. However, States and organizations that plan to hold a side event utilizing United Nations facilities can apply for consideration by completing the form annexed to the present document and submitting it to Diane Barnes (diane.barnes@un.org) by Friday, 25 October 2019. The availability of facilities is not guaranteed, and applications will be considered with attention to the needs and requirements of the

¹ The participating States are Algeria, Bahrain, Comoros, Djibouti, Egypt, Iran (Islamic Republic of), Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Qatar, Saudi Arabia, Somalia, the State of Palestine, the Sudan, the Syrian Arab Republic, Tunisia, the United Arab Emirates and Yemen. The observer States are China, France, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America.

applicant. Please note that submissions sent by email are not valid before their receipt has been acknowledged by the Secretariat. Please also note that, depending on the services requested, the nature of the event or the identity of participants, performers or audience, the United Nations may request that you provide additional information or accept additional obligations before the request is approved. Side events may involve additional costs, which are to be borne by the requester. Delegations are kindly reminded that the registration of participants in side events will not be handled by the Protocol and Liaison Service and cannot be processed using the eRegistration system. The event planning unit of the Department of Safety and Security (security_service_coordinator@un.org) is responsible for access arrangements for participants attending side events at United Nations Headquarters. Once an event booking is confirmed, the event organizers must contact that unit to coordinate access and accreditation for non-United Nations participants.

VII. Taking action on sexual harassment

15. The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. All conferences and events taking place on United Nations system premises 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 United Nations system event. To that end, the Code of Conduct to Prevent Harassment, including Sexual Harassment, at United Nations System Events will apply to all persons involved in the Conference. The Code and information relating to it are available from <https://www.un.org/en/content/codeofconduct/>.

16. If you feel you have been a victim of or a witness to harassment, including sexual harassment, at United Nations Headquarters during the Conference, you are encouraged to contact the Secretariat. The “Speak up” helpline and email address (1 917 367 8910; speakup@un.org) are available to provide confidential support about what to do and where to find help.

VIII. Secretariat

17. The Secretariat can be contacted by telephone at 1 917 367 6369.

18. A provisional list of Secretariat officials is provided below.

| <i>Area of responsibility</i> | <i>Name</i> | <i>Telephone No.</i> | <i>Email address</i> |
|---|-----------------------------|----------------------|--|
| Conference in general | Xiaoyu Wang | 1 212 963 9440 | wangxy@un.org |
| | Marya Canham (alternate) | 1 917 367 6369 | canham@un.org |
| Invited international organizations, United Nations and other entities: participation and side events | Diane Barnes | 1 212 963 9169 | diane.barnes@un.org |

| <i>Area of responsibility</i> | <i>Name</i> | <i>Telephone No.</i> | <i>Email address</i> |
|--|-----------------------------|----------------------|--|
| Documentation | Manny Abraham | 1 917 367 5793 | abrahamm@un.org |
| Participants list (including during the session) | Elizabeth Isabelita Alip | 1 917 367 3711 | elizabeth.alip@un.org |
| Speakers list (including during the session) | Bertha Mae Ortiz | 1 212 963 0846 | ortiz1@un.org |

IX. Accessibility services for persons with disabilities

19. The United Nations has established an accessibility centre, which is located on level 1B of the Conference Building, reachable by the Secretariat escalators, as part of the conference-servicing facilities of the Department for General Assembly and Conference Management. The centre offers assistive information and communications technology to support persons with auditory, visual or physical impairments. Assistive devices are available on site or as loans to participants with disabilities. For more information, please visit www.un.org/accessibilitycentre/.

Annex

Side event request form

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Please fill in all fields. This form must be returned by email to Diane Barnes at the United Nations Office for Disarmament Affairs (diane.barnes@un.org) by Friday, 25 October 2019.

| Profile of the organizer | | | |
|---|-------------------|---|--|
| 1. Submission date (DD/MM/YYYY) | | | |
| 2. Organizer(s) | | | |
| Profile of the event | | | |
| 3. Title of the event | | | |
| 4. Brief description of the event | | | |
| 5. Sponsors (if any) | | | |
| Planning requirements | | | |
| 6. Proposed date and time | First preference | | Second preference |
| | | | |
| | From: | To: | From: To: |
| 7. Details of the intended audience and expected number of participants | | | |
| 8. Equipment and services request Please note that for managed self-service, participants must notify the Broadcast and Conference Support Section by sending an email to its booking desk (request-for-services@un.org). | | The Broadcast and Conference Support Section (BCSS) offers managed self-service. Each alphabet room is equipped with one 75-inch monitor and a powered speaker. The equipment may be used at no cost between 8 a.m. and 6 p.m. Outside of those hours, participants may expect overtime charges. BCSS provides a small case with one remote control and two wireless microphones. Participants also have the option of taking one or two table top microphone stands with them. For the presentation, please bring your own laptop with the PowerPoint or video file already on the hard drive. Participants who plan to use an Apple computer have to bring an HDMI adapter. | |
| 9. Name of speaker | Title | Affiliation | Needs temporary badge |
| (1) | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Total number of temporary badges required: (Please notify us immediately of any change in the request.) | | | |
| Contact information | | | |
| 10. Main contact person | Name: Address: | Tel.: Email: | |
| 11. Alternate contact person | Name: Address: | Tel.: Email: | |
| Signed by: (Authorized representative of the requester) | | | Date: |

Note: Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for that purpose. The United Nations will not facilitate such arrangements. Please note that your event must be adjourned in a timely manner and the participants must vacate the room at the stipulated time (no exceptions). A delayed start time, regardless of the reason (e.g., delayed ending of a prior meeting), will not permit an extension of the end time of your event. The audio feed for your event will be terminated promptly at the end of the stipulated time period, and service providers will begin preparing the room for the meeting to follow; no exceptions will be made.