

Conference on Disarmament

6 January 2022

English only

2022 Session

Information for member and non-member States (Revision)

This document provides preliminary information for participants at the Conference on Disarmament. Information and documents related to the 2022 session of the Conference will be found on <https://meetings.unoda.org/meeting/cd-2022/>. Any necessary additional information will be provided during the session. Documentation and other information, as it becomes available, will be posted on the Conference website.

Dates

First part: 24 January– 01 April

Second part: 16 May– 01 July

Third part: 01 August– 16 September

List of assigned secretariat officials

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Representation, accreditation and registration procedures

1. Section II, Rules 4 and 5 of the rules of procedure of the Conference state that 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.
2. In this connection, **member States are kindly requested to submit their note verbale, with the composition of their delegation, to the Secretariat of the Conference, Palais des Nations, office C.119, e-mail: cd@un.org, before 7 January 2022.**
3. The list of participants is issued during the first part of the session and revised subsequently, as necessary. **The Secretariat should be kept informed of any changes in the composition of delegations during the entire session.**
4. **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 or letter to the Secretariat of the Conference, with the composition of their delegation (Palais des Nations, Building H., 2nd floor, WP-23, e-mail: cd@un.org).
5. Delegates of the Permanent Missions in Geneva who are officially **accredited only to the Conference on Disarmament** and who need a new or renewed 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) with this request, indicating that the delegate is a member of the delegation. Such requests shall be **duly approved and signed by the heads of Permanent Missions to the Conference on Disarmament**. The Secretariat should receive the information early in advance of the meeting to forward the required information to the Pass and Identification Unit, Security and Safety Section of the United Nations Office at Geneva (Pregny Gate, 14 avenue de la Paix). To pick up their identification badge, delegates are kindly requested to come in person with the note verbale from their Mission and a valid passport from a country recognized by the United Nations or an identity card of a Schengen State.

6. **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 United Nations Office at Geneva, directly to the Identification Unit, Security and Safety Service (identification.security-unog@un.org).**

7. Delegates not part of a Permanent Mission in Geneva and who do not already have an identification badge need to send a note verbale or letter to the Secretariat (Palais des Nations, Building H., 2nd floor, WP-23, e-mail: cd@un.org) and register in the **online Indico system** at <https://indico.un.org/event/36544/>. Please note that you need to attach **the note verbale in Indico**, including your name, as a mandatory document while registering online. Without the requested attachment, the system will reject your registration. Once the application has been approved in Indico, you will receive via email an e-ticket / QR code. Identification badge will be available for collection from the Pass and Identification Unit at the Pregny Gate of the Palais des Nations.

8. **Delegations are kindly requested to provide the Secretariat with one official e-mail address for communication purposes.**

Documentation, including verbatim records

9. A paper submitted by member and non-member States for issuance as an official document of the Conference must be accompanied by a note verbale addressed to the Secretary-General of the Conference or her deputy, requesting its issuance as official document of the Conference (Palais des Nations, Building H., 2nd floor, WP-23. E-mail: cd@un.org). An electronic version of the paper and the letter should also be transmitted to the Secretariat in **MS Word format** (to the attention of **Mr. Brahim Benattia** at brahim.benattia@un.org with a copy to cd@un.org).

10. In light of the human resource constraints faced by the CD Secretariat, **editing services for official documentation submitted by delegations have been discontinued, thus since the 2021 session all documents have been processed as submitted. Delegations continue to bear the primary responsibility for editing in accordance with the UN editorial manual. Failure to follow the UN editorial manual may jeopardise translation of the document. If the text contains acronyms, please also provide the explanation of these acronyms in the in the text of the document or accompanying note verbale.** Relevant information for the submission of documents and relevant editing by delegations prior to submission to the CD Secretariat will be shared with all delegations before the beginning of the 2022 session.

11. Official documents are also available in all official languages on the Official Document System of the United Nations (ODS) (<http://documents.un.org>). Delegations can also access ODS through the webpage of the Conference on Disarmament (<https://meetings.unoda.org/meeting/cd-2022/>).

12. Under normal circumstances, delegations that have requested receipt of hard copies of the official documents, will receive one copy only, in the languages of their choice and in their pigeonholes. As a result of the COVID-19 pandemic, this service has been put on hold. Under normal circumstances, copies of documents in all languages may be obtained from the document distribution counter Door 40, Palais des Nations, telephone 022-917-4900. During the pandemic, for paper copies of parliamentary documents, a client self-service strategy has been implemented at the UN Documents Helpdesk, located at the Distribution Counter, in

Building E, Door 40. In addition, delegates seeking advice on e-documentation, will be assisted by staff present at the premises from 8.30 a.m. to 12.30 p.m. & 13.30 p.m. to 17.30 p.m. For further information, please write to: distribution-counters@un.org or call: + 41 (0)22-917-49-00.

On-line information on the work of the Conference

13. Information related to the work of the Conference, including official documents, statements at formal plenary meetings, is available at:
<https://meetings.unoda.org/meeting/cd-2022/>.

14. The website of the UNODA Geneva Branch, which embeds the CD Secretariat, has migrated to <https://www.un.org/disarmament/>. **Information and documents related to the 2022 session of the Conference are available at <https://meetings.unoda.org/meeting/cd-2022/>.** All information and documents related to the meetings of preceding years are accessible from that page.

15. The digital recordings of the formal plenary meetings are available at:
<https://conf.unog.ch/digitalrecordings>.

Meetings of the Conference

16. **There is no provision for 2022 for the Conference to utilize remote simultaneous interpretation platforms. Therefore, the format of the Conference's meetings will be fully in-person meetings in line with relevant social distancing measures and social distancing measures.** Up to ten in person meetings per week, with full services, can be provided to the Conference. Logistical information regarding meetings, including registration in Indico for contact tracing purposes, will be communicated in advance to delegations.

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

18. A delegation or a group of delegations wishing to hold informal meetings or consultations are requested to notify the Secretariat (phone: 022-917-2281; e-mail: cd@un.org) well in advance so that appropriate arrangements can be made for a venue and servicing, if available. In light of the sanitary situation caused by COVID-19, it is possible that informal consultations or meetings will be organised virtually.

List of speakers and Statements

19. Member and non-member States wishing to inscribe their names on the list of speakers in advance are invited to contact the Secretariat front-office (Palais des Nations, Building H., 2nd floor, WP-23, e-mail: cd@un.org).

20. Delegations are encouraged, whenever possible, to provide their statements, as early as possible in advance of delivery, to the Conference Officer (for in person meetings) or to cd@un.org, so that they can be made available to the podium and to the interpreters. The United Nations does not provide photocopying services.

21. **Statements made during formal plenary meetings, will be posted** on the webpage of the Conference on Disarmament **only if received by the CD Secretariat in electronic format.** Delegations are encouraged to provide, in addition to the original language, an unofficial translation into one of the working languages of the United Nations at Geneva (English and French).