

Conference on Disarmament

31 December 2019

English only

2020 Session

Information for member and non-member States

This document provides preliminary information for participants at the Conference on Disarmament. The United Nations Office at Geneva and the United Nations Office for Disarmament Affairs Geneva Branch are in the process of migrating to new website platforms. The web addresses of the new platforms will be communicated in due course. Any necessary additional information will be provided during the session. Documentation and other information, as it becomes available, will be posted on the Conference new website.

Dates

First part: 20 January-27 March

Second part: 25-May-10 July

Third part: 03 August-18 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 stipulate 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 letter or 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 the beginning of the session or within the first week after the opening of the session.

3. The list of participants is issued during the first part of the session and, as necessary, revised subsequently. **The Secretariat should be kept informed of any changes during the entire session.** A list of member States delegations to the Conference on Disarmament in Geneva, also known as the "Yellow Book," has been issued. The 2020 Yellow Book contains a compilation of information received from delegations as of 1 December 2019. Please note that the practice of producing the Yellow Book will be discontinued as of 2021.

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 verbal or letter to the Secretariat of the Conference, with the composition of their delegation (Palais des Nations, office C.119, e-mail: cd@un.org).
5. Delegates of the Permanent Mission in Geneva who are officially accredited to the Conference and need a ground pass to the Palais des Nations are kindly requested to send a note verbale from the Permanent Mission indicating that the delegate is a member of the delegation. The Secretariat should receive the information early in advance of the meeting to forward the required data 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 entrance badge, delegates are kindly requested to present the note verbale and a valid passport or a national identity card. The badge is strictly for personal use.
6. Delegates not part of the Permanent Mission in Geneva and who do not already have a United Nations grounds pass need to complete an application on the new **online Indico system** at <https://reg.unog.ch/event/20096/> and follow the process therein described. Please note that you need to attach **the note verbale or letter**, including your name, as a mandatory document while registering on-line. Without the requested attachment, the system will reject your registration. A user guide is available for reference. Once the application has been approved in Indico, you will receive via e-mail an e-ticket / QR code. A grounds pass will be available for collection from the Pass and Identification Unit at the Pregny Gate of the Palais des Nations.
7. **Delegations are kindly requested to provide the Secretariat with one official e-mail address for communication purposes.**

List of speakers

8. Member and non-member States wishing to inscribe their names on the list of speakers in advance are invited to contact the Secretariat front-desk, PN-C.113, tel.: 022-917-2281, e-mail: cd@un.org.
9. Delegations are encouraged, whenever possible, to provide copies of their statements, as early as possible in advance of delivery, to the Conference Officer in the Council Chamber, who will make them available to the podium and to the interpreters. The United Nations does not provide photocopying services.

Documentation, including verbatim records

10. A paper submitted by member and non-member States for issuance as an official document of the Conference should be accompanied by a letter addressed to the Secretary-General of the Conference or his deputy, requesting its issuance as official documents of the Conference (Palais des Nations, office C.119, 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 **Ms. Nadiya Dzyubynska** at nadiya.dzyubynska@un.org with a copy to cd@un.org).
11. United Nations rules **do not permit the publication of statements delivered by delegations at plenary meetings as separate documents of the Conference**. Such statements are reproduced in the verbatim records and are, *ipso facto*, part of the official documentation of the Conference. The final records of the formal plenary meetings are issued in the six official languages of the United Nations in the form of verbatim records.
12. **Statements made during formal plenary meetings, once received by the CD Secretariat electronically, will be posted on** the webpage of the Conference on Disarmament. In order to optimize this service, delegations are encouraged to provide, in addition to the original language, an unofficial translation into one of the working languages of the United Nations (English or French).

13. 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 (<http://www.unog.ch/cd>).

14. Delegations that have requested receipt of hard copies of the official documents will receive one copy only in the language of their choice.

15. The practice of distributing official documents of the Conference to delegations in the pigeonholes has been discontinued. Copies of documents in all languages may be obtained from the documents distribution counter, Palais des Nations, office C.337, telephone 022-917-2603.

On-line information on the work of the Conference

16. Information related to the work of the Conference, including official documents, statements at formal plenary meetings, is available at: www.unog.ch/cd.

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

18. **The United Nations Office at Geneva and the UNODA Geneva Branch, which embeds the CD Secretariat, are undergoing a digital upgrade and are in the process of migrating to new website platforms. We kindly ask Members of the Conference for their understanding and patience while transitioning in the early parts of 2020.** Until further notice, all information and documents related to meetings that took place before 31 December 2019 will be found on www.unog.ch/cd. **We will share regular updates with Members on progress.**

Conference Rooms

19. Meetings of the Conference are normally held in the Council Chamber, which is also available to the Conference for its informal meetings and for meetings of its subsidiary bodies. Up to ten meetings per week, with full services, can be provided to the Conference. It must be noted, however, that due to constraints imposed by the General Assembly, meetings beyond regular hours, meetings on non-working days and extended meetings or sessions will not be serviced.

20. 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.

21. 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.
