# 2022 Meeting of High Contracting Parties to the Convention on Certain Conventional Weapons (CCW)

## Geneva, 16-18 November 2022
## Room XIX

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

## DATE AND VENUE

1. The 2022 Meeting of High Contracting Parties to the CCW will take place on 16-18 November 2022 at 10AM-1PM & 3-6PM.

2. The meeting will be held in person, in Room XIX of the Palais des Nations (map), Geneva, Switzerland.

3. The 2022 Meeting of High Contracting Parties to the CCW will be chaired by Ambassador Zbigniew Czech, Permanent Representative of the Republic of Poland to the United Nations Office and other international organizations in Geneva.

4. Meeting documents are available on UNODA Meetings Place: https://meetings.unoda.org/meeting/ccw-mhcp-2022/.

5. The meeting will be held in person, but UN Web TV coverage will be provided for the entire duration of the session. 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

6. **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.

7. 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.

8. 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.

9. **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.

10. **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 is also to 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 nonproliferation issues.

11. A note verbale or an official letter is required to register on Indico.

## REGISTRATION

12. All participants who will be physically present at the Palais des Nations for the meeting, including those who already have the UN grounds pass, are required to register on Indico by **07 November 2022**.

    - The Indico link to register is https://indico.un.org/event/1001103/.

    - User guides on Indico registration can be found here. For technical questions, such as the non-receipt of confirmation of the account creation or non-receipt of the QR code, please contact support.accreditation@un.org.

    - Participants who already have an Indico account can register directly for the meeting after logging in.

    - Participants who do not yet have an Indico account, need to first create a new account. An automated message confirming the account creation will be sent to the registrant by the system.

    - Once the account is created, the participant needs to register for the respective meetings in a second step.

    - When registering, please pay particular attention to the **representation type** (Government, Intergovernmental organizations, Non-governmental organization, 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."

    - 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 an e-ticket / QR code.

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

## ACCESS TO THE PALAIS DES NATIONS

14. Kindly note that the Pass & ID offices located in the Pregny Pavilion have been relocated due to renovations. Grounds passes valid for the duration of the meeting to enter the Palais des Nations will therefore be available for collection from the **Pass and Identification Unit at the Villa Les Feuillantines** *(Avenue de la Paix 13, 1211 Geneva)*, close to the Peace

Gate Entrance of the Palais des Nations. Thereafter, the badge permits access through the Peace Gate subject to security screening. Participants are advised to come to Villa Les Feuillantines well in advance to allow sufficient time for security checks and badge issuance.

15. Delegations from States can collect their passes between 8AM and 4PM starting from one business day before the meeting. A copy of the delegations' note verbale and the e-ticket / QR code received following Indico registration approval are required.

16. Non-governmental representatives can collect their badges in person from 8AM on the first day of the meeting. A valid passport or national identification card will have to be produced along with the e-ticket / QR code from Indico.

17. For security reasons, the identification badge must be worn and visible to UN Security staff at all times while visiting the Palais des Nations.

## COVID-19 MEASURES

18. Participants are encouraged to read the information on UNOG's response to COVID-19, available at https://www.ungeneva.org/en/covid-19.

19. Access to the Palais des Nations premises is not authorized for any person who has tested positive for COVID-19 within the last five days. It is also not permitted to come to the UN premises if you have or develop any cold-, flu- or COVID-19 like symptoms, however mild (even after a negative COVID-19 test result).

20. **Masks remain mandatory in all UN Geneva conference rooms**. Furthermore, all persons at the UN premises continue to be encouraged to observe safety and hygiene measures, such as regular hand washing, cough/sneeze etiquette and keeping safe distances.

## PUBLIC TRANSPORT

21. 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 Fs erve 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

22. 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 Villa Les Feuillantines will issue the parking authorization at the same time as the delegate's identification badge.

## TRAVEL AND VISAS

23. 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 NGO representatives to make arrangements for visas, travel and related costs and compliance with host country measures for entry into Switzerland.

## FACILITIES FOR PARTICIPANTS

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

25. A coffee shop (Serpentine Bar) can be found behind Room XVIII on the first floor of the E Building. A UBS branch is located at Door 40, E Building and SAFI (a small general shop) at Door 1, S Building (see map).

## DOCUMENTATION AND SPEECHES

26. **In order to assist the interpreters, statements should be sent to speeches@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, copying ccw@un.org. Kindly copy ccw@un.org should you wish your statement to be made available on the website.

## SECRETARIAT

27. Further enquiries regarding attendance and participation in the Meeting should be addressed to ccw@un.org.

CCW Implementation Support Unit

25 October 2022