

Dist. GENERAL

15 August 2023

English only

**Conference on Facilitating the Entry into Force
of the Comprehensive Nuclear-Test-Ban Treaty**

New York, 22 September 2023

Information for participants

Note by the Secretariat

Delegations are strongly encouraged to consult the latest issue of the *Journal of the United Nations* and the official website of the Conference (<https://www.ctbto.org/our-mission/article-xiv-conferences>) for the latest updates on the organizational arrangements of the Conference.

I. Date and venue of the Conference

1. The Secretary-General, in his capacity as the depositary of the Comprehensive Nuclear-Test-Ban Treaty, will convene the Thirteenth Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty (hereinafter called 'the Conference') on 22 September 2023 at 10:00 a.m. in Conference Room 4, United Nations Headquarters, New York¹.
2. The provisional agenda and proposed timetable for the work of the Conference is contained in document CTBT-Art.XIV/2023/2.

II. Secretariat of the Conference

3. The Provisional Technical Secretariat of the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO) in Vienna and the Office for Disarmament Affairs in New York serve as the joint secretariat for the Conference.
4. **For issues related to the informal consultative process of preparation of documents and organizational arrangements for the Conference,** inquiries should be addressed directly to the Provisional Technical Secretariat of the CTBTO Preparatory Commission in Vienna. The Secretariat may be contacted by telephone (+43) 126030-6244 or (+43) 126030-6281, or by writing to the following address:

Ms. Semra Turkovic
CTBTO Preparatory Commission
Provisional Technical Secretariat
Policy Making Organ Secretariat Support
Legal and External Relations Division
Vienna International Centre
P.O. Box 1200
1400 Vienna, Austria
Email: semra.turkovic@ctbto.org
(Copy: afc@ctbto.org)

5. Inquiries in New York about the Conference should be addressed to the Conference secretariat, by contacting:

Mr. José Rosemberg
Senior Liaison Officer
CTBTO New York Office
United Nations Headquarters
Email: jose.rosemberg@ctbto.org

The Office for Disarmament Affairs may also be contacted by email or by writing to the following address:

Mr. Hyoung Rark Cho
Weapons of Mass Destruction Branch
Office for Disarmament Affairs
Room S-30FW
United Nations, New York, N.Y. 10017
Email: hyoung.cho@un.org

¹ The designation of the conference room is tentative. The Journal of the United Nations will contain the most up to date information on the conference room for the Conference.

III. Participation

Ratifying States

6. Article XIV of the Treaty stipulates that a Conference of the States that have already deposited their instruments of ratification shall be convened by the Depositary upon the request of a majority of those States and “this process shall be repeated [...], until its entry into force.” On 21 March 2023, Italy and South Africa, on behalf of a majority of ratifying States, sent a letter to the United Nations Secretary-General, in his capacity as the Depositary of the Treaty, requesting the latter to convene a Conference. Accordingly, the Secretary-General, on 2 August 2023, addressed notes verbales to the permanent missions of those States that had ratified the Treaty, inviting them to attend the Conference.

Signatory States

7. In accordance with paragraph 4 of Article XIV of the Treaty, “All States Signatories shall be invited to attend [...] any subsequent conferences [...] as observers”. Accordingly, the Secretary-General, on 2 August 2023, addressed notes verbales to the permanent missions of those States that had signed but not yet ratified the Treaty, inviting them to attend the Conference as observers.

Non-signatory States

8. Pursuant to rule 40 of the draft rules of procedure (CTBT-Art.XIV/2021/1), any State which, in accordance with Article XIV of the Treaty, has the right to sign the Treaty, but has not yet done so, may attend the Conference. In the letter of 21 March 2023 from Italy and South Africa, the Secretary-General was requested to circulate a note inviting States that had not yet signed the Treaty to attend the Conference. Accordingly, the Secretary-General, on 2 August 2023, addressed notes verbales to the permanent missions of those States that had not yet signed the Treaty, inviting them to attend the Conference.
9. Official letters designating representatives to attend, as well as expressing an interest to address the Conference, should be communicated to the Policy Making Organ Secretariat Support Section via email to afc@ctbto.org.

Government’s intention to sign or ratify the Treaty before the opening of the Conference

10. Those Governments which have made the necessary arrangements with the Office of Legal Affairs to sign or ratify the Comprehensive Nuclear-Test-Ban Treaty before the opening of the Conference (22 September 2023) are kindly requested to inform the secretariat of the Conference to that effect.

Specialized agencies, related organizations, intergovernmental organizations and entities

11. Pursuant to rule 41 of the draft rules of procedure (CTBT-Art.XIV/2023/1), any specialized agency, related organization or intergovernmental organization (IGO) having received a standing invitation to participate as an observer in the sessions and the work of the United Nations General Assembly may apply to the secretariat of the Conference to attend the Conference. Permission to attend will be granted on the decision of the Conference. Such a specialized agency, related organization or intergovernmental organization shall be entitled to attend open meetings of the Conference, to receive the documents of the Conference and to submit written contributions on matters under consideration by the Conference.
12. Pursuant to rule 42 of the draft rules of procedure, any entity having received a standing invitation to participate as an observer in the sessions and the work of the United Nations General Assembly and maintaining permanent observer missions or permanent offices at United Nations Headquarters may apply to the secretariat of the Conference to attend the Conference. Permission to attend will be granted on the decision of the Conference. Such an entity shall be entitled to attend open meetings of the Conference, to receive the documents of the Conference and to submit written contributions on matters under consideration by the Conference.
13. Official letters designating representatives should be communicated to the Policy Making Organ Secretariat Support Section via email to afc@ctbto.org.

IV. Registration and access arrangements for Member States, observers, specialized agencies, related organizations, intergovernmental organizations and entities

14. Access to the United Nations complex during the high level meetings will be restricted to delegates and their staff; staff members of the United Nations Secretariat and of the funds, programmes and agencies of the United Nations system; accredited media; and affiliates who have been issued a United Nations grounds pass. During the high level meetings and the general debate of the seventy-eighth session of the General Assembly, access to the first basement, ground floor, 2nd floor and parts of the 3rd floor of the United Nations Headquarters complex will require a regular delegate's pass and a colour-coded secondary access card or a meeting-specific ticket. For this conference, meeting-specific tickets will be issued.
15. It should be noted that access to the United Nations Headquarters complex will be denied to anyone who is not in the above listed categories and who is not in possession of a valid grounds pass or meeting-specific ticket. To avoid last minute difficulties, all Governments are requested to ensure the proper registration of their delegations.
16. Registration of official delegations will be carried out by using the online e-Registration system, available through the e-deleGATE portal (<https://edelegate.un.int>). Missions and offices are required to submit their registration requests for members of their delegations by using the online e-Registration system, available through the e-deleGATE portal (<https://edelegate.un.int>) **not later than Friday, 8 September 2023**. Delegations wishing to obtain information on the system may refer to the updated guidelines on e-Registration and frequently asked questions on the Protocol and Liaison Service website (www.un.org/dgacm/en/content/protocol/registration-processes).
17. Detailed information on access arrangements for all high level meetings taking place during the high level week of the seventy-eighth session of the General Assembly can be found in the Information Note 'Arrangements for the high-level meetings and the

general debate of the seventy-eighth session of the General Assembly' (A/INF/78/4, Chapter VII). The Information Note is available in all official languages in the Official Document System of the UN [ODS] at <https://documents.un.org/prod/ods.nsf/home.xsp>.

V. Credentials (ratifying States only)

18. In accordance with rule 3 of the draft rules of procedure (CTBT-Art.XIV/2023/1), the credentials of representatives of ratifiers and the names of their alternate representatives and advisers should be addressed to the Secretariat of the Conference and delivered to the New York Liaison Office of the CTBTO (Attn: Mr. José Rosenberg, Dag Hammarskjöld Library Building, Room L-0339 (3rd Floor), United Nations Headquarters) as soon as possible, but not later than **Tuesday, 12 September 2023**. Copies of credentials should be submitted through the online module 'e-Credentials' in the e-deleGATE portal (<https://edelegate.un.int>) under the CONFERENCE menu. **These credentials should be issued by the Head of State or Government or by the Minister for Foreign Affairs.** In case of any questions or technical issues, please contact afc@ctbto.org.

VI. List of Participants

19. A list of participants will be prepared for the Conference on the basis of notifications received containing the names and titles of delegates (heads, alternates, advisers) submitted by permanent missions or ministries of foreign affairs of participating States, and of the credentials of ratifiers, as well as those submitted by specialized agencies, related organizations, IGOs or entities. Missions and offices are required to submit the names and titles of their delegations by using the online 'e-List of Participants' module, available through the e-deleGATE portal (<https://edelegate.un.int>) under the CONFERENCE menu, as soon as possible, but not later than **Tuesday, 12 September 2023**. In case of any questions or technical issues, please contact afc@ctbto.org.

VII. List of Speakers

20. The list of speakers for the general exchange of views by ratifiers and signatories on facilitating the entry into force of the Treaty will be opened at **9:00 a.m. (New York time) on Thursday, 7 September 2023**. Delegations wishing to inscribe their names on the list of speakers are requested to submit their requests through the e-Speakers module in the e-deleGATE portal (<https://edelegate.un.int>) under the CONFERENCE menu. Any change or exchange of speaking slots among Member States should be communicated in writing to the Secretariat of the Conference by email: afc@ctbto.org. Delegations are asked to kindly indicate the level of representation when inscribing on the list of speakers. In case of any questions or technical issues, please contact afc@ctbto.org.
21. The speakers list will be prepared according to the general rule of first come first served. The regional representatives and ministers will speak first followed by other senior officials. The list of ministers maintained by the Secretariat will be used for identifying speakers at that level.
22. As general guidance, given the short time available and the large number of participants from ratifying States and signatory States expected to take part in the debate, it is assumed that speakers – at the discretion of the Presidency of the Conference – will speak for no more than three minutes and speakers on behalf of Regional Groups for no more than five minutes.

23. The United Nations secretariat does not provide photocopying services. Delegations, who upon delivery of their national statements wish to have their statements posted on the CTBTO public website, are kindly requested to submit the version of the statements as delivered to the following address: press@ctbto.org.

VIII. Interpretation

24. To facilitate the provision of interpretation, delegations are requested to submit their statements (in Microsoft Word and PDF format) by email to estatements@un.org. The title of the meeting, name of the speaker and the agenda item, should be indicated in the subject line of the email and in the heading of the statement. The statement should be submitted electronically well in advance of the meeting but no later than two hours before delivery. The statements will remain embargoed until their delivery, after which they will be available in the eStatements section of the *Journal*.
25. Statements made in any of the six official languages of the Conference are interpreted into the other official languages. Delegations are kindly requested to deliver their statements at a normal speed to enable the interpreters to provide an accurate and complete rendition of their statements. Statements delivered at a fast pace may affect the quality of the interpretation. The speed of about 100 to 120 words per minute (as a guide for statements delivered in English) is the ideal rate of speech.
26. Any speaker may also make a statement in a language other than the official languages of the Conference. In such cases, in accordance with rule 36 of the rules of procedure of the Conference, the delegation in question must provide an interpreter from the non-official into an official language. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the Meetings Management Section of the Department for General Assembly and Conference Management well in advance by email (gmeets@un.org) and to copy the Interpretation Service (is-unhq@un.org), the Protocol and Liaison Service (unprotocol@un.org) and the Broadcast and Conference Support Section (request-for-services@un.org). The Meetings Management Section will provide further instructions.
27. The interpreter provided by the delegation should be brought by the delegation to the conference officers' desk in the conference room 30 minutes prior to the delivery of the statement.

IX. Documentation

28. The official documentation of the Conference will be issued in Arabic, Chinese, English, French, Russian and Spanish.

Distribution of Conference documents

29. All Conference documentation will be made available on the Conference website of the CTBTO Preparatory Commission (<https://www.ctbto.org/our-mission/article-xiv-conferences>) as soon as the documents become available.
30. Delegations are encouraged to bring their laptops, tablets or other mobile devices to the conference room in order to access information and documents.

Circulation of written statements

31. All written statements submitted electronically in a readable PDF format to press@ctbto.org will be posted on the Conference website. Please mark the subject 'AFC statement from xxx' indicating the State/delegation.

X. Media arrangements and services**Live coverage**

32. The United Nation's Department of Global Communication will provide live coverage of the Conference. Live and on-demand webcasts of the Conference, in English and the original language of the speaker, will be available on the United Nations Web TV website (<http://webtv.un.org>). Press releases, official documents, statements and other information material will be made available on the Conference website (<https://www.ctbto.org/our-mission/article-xiv-conferences>). The daily Journal of the United Nations is available at <https://journal.un.org/>.

Media accreditation

33. Media representatives wishing to cover the Conference are requested to register with the CTBTO Public Information Section by emailing press@ctbto.org. Media representatives that are not already accredited to the United Nations in New York must apply for media accreditation by **1 September 2023** through an electronic application system, the details of which can be found at: <http://www.un.org/en/media/accreditation>, <http://www.un.org/en/media/accreditation/unga.shtml>.
34. All members of the media accompanying Heads of State or Government or heads of delegation can obtain accreditation by having the permanent mission concerned submit a letter listing the names of the media representatives with their functional titles and affiliation.
35. For additional information on media arrangements and services during the high-level meetings and the general debate of the seventy eighth session of the General Assembly, please consult document "Arrangements for the high-level meetings and the general debate of the seventy-eighth session of the General Assembly" (A/INF/78/4).