

17 September 2021

English only

**Conference on Facilitating the Entry into Force
of the Comprehensive Nuclear-Test-Ban Treaty**
23 September 2021

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/the-treaty/article-xiv-conferences/2021/>) 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 Twelfth Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty (hereinafter called “the Conference”) on 23 September 2021, in a virtual format. To accommodate the virtual connections from New York, the conference will start at 16:00 Central European Time (CET). If necessary, the conference may continue its deliberations on Friday, 24 September 2021.
2. The provisional agenda and proposed timetable for the work of the Conference is contained in document CTBT-Art.XIV/2021/2 (to be issued).

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 serves as the 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) 126030-6548, or by writing to the following address:

Ms. Semra Turkovic
CTBTO Preparatory Commission
Provisional Technical Secretariat
Policy Making Organs Secretariat Support
Legal and External Relations Division
Vienna International Centre
P.O. Box 1200
1400 Vienna, Austria
Email: Semra.Turkovic@ctbto.org
(Copy: ctbto.pmo.secretariat.support@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. Hideki Matsuno
Weapons of Mass Destruction Branch
Office for Disarmament Affairs
Room S-30FW
United Nations, New York, N.Y. 10017
Email: matsuno@un.org
(Copy: andaya@un.org)

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 25 March 2021, Algeria and Germany, 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 22 July 2021, 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 22 July 2021, 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 25 March 2021 from Algeria and Germany, 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 22 July 2021, 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, can be submitted via the INDICO platform at <https://indico.un.org/e/2021AFC>.

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 (23 September 2021) 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/2021/1), 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 can be submitted via the INDICO platform at <https://indico.un.org/e/2021AFC>

V. Credentials (ratifying States only)

14. In accordance with rule 3 of the draft rules of procedure (CTBT-Art.XIV/2021/1), 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 emailed to credentials@ctbto.org, as soon as possible, but not later than **Friday, 17 September 2021**. No hard copies are required. These credentials should be issued by the Head of State or Government or by the Minister for Foreign Affairs. Given the exceptional circumstances this year, notes verbales issued by the Permanent Representations of ratifying States will also be accepted as letters of credence.

VI. List of Participants

15. 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. To facilitate preparation of the list of participants, delegations are invited to register as soon as possible, but not later than **Friday, 17 September 2021** on the INDICO platform at <https://indico.un.org/e/2021AFC>. INDICO registration must be submitted for each participant separately.

VII. Virtual Participation

16. The conference will be held fully virtually on the *Interprefy* platform with simultaneous interpretation into all official United Nations languages and will be serviced from Vienna. **Each delegation will be provided with three connections to the *Interprefy* platform.** Designation to receive an *Interprefy* connection must be indicated when registering on the INDICO platform.

17. The *Interprefy* meeting link will be transmitted to participants following processing of their submitted registrations via INDICO.
18. Additional delegates are encouraged to follow the live broadcast of the Conference on the conference website at <https://www.ctbto.org/the-treaty/article-xiv-conferences/2021/>.

VIII. List of Speakers

19. 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. (CET) on Monday, 13 September 2021**. Delegations wishing to inscribe their names on the list of speakers are requested to contact the Provisional Technical Secretariat at speakers@ctbto.org. Delegations are asked to kindly indicate the level of representation when inscribing on the list of speakers.
20. 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.
21. 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.
22. 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.
23. In light of constraints due to the virtual format of the conference, States are invited to provide pre-recorded video statements. The pre-recorded statements will be uploaded onto the INDICO platform at <https://conferences.ctbto.org/e/2021AFCVideo> no later than close of business on 17 September 2021. A written text of the statement must also be provided. Pre-recorded video statements submitted without text will not be interpreted.
24. The specifications for the pre-recorded statements for the Article XIV conference should be as follows: video file in .mp4 format, 720p/1080p resolution – h.264 codec – 16Mbps target bitrate – 8bit, 4:2:0 colour space.

IX. Interpretation

25. The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made in the Conference will be interpreted into the official languages.
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. However, given the virtual nature of the Conference and associated technical limitations, a speaker delivering a statement in a language other than the official languages of the Conference may only do so by sending a pre-recorded statement with the audio recording of the interpretation into one of the UN

official languages as a voice-over. The voice of the original speaker must be completely muted.

X. Documentation

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

Distribution of Conference documents

28. All Conference documentation will be made available on the Conference website of the CTBTO Preparatory Commission (<https://www.ctbto.org/the-treaty/article-xiv-conferences/2021/>) as soon as the documents become available.

Circulation of written statements

29. 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.

XI. Media arrangements and services

Live coverage

30. Live and on-demand webcasts of the Conference, in English and the original language of the speaker, will be available on the Conference website (<https://www.ctbto.org/the-treaty/article-xiv-conferences/2021/>). Press releases, official documents, statements and other information material will be made available on the Conference website (<https://www.ctbto.org/the-treaty/article-xiv-conferences/2021/>).