

4 August 2011

English Only

**Conference on Facilitating the Entry into Force
of the Comprehensive Nuclear-Test-Ban Treaty**
New York, 23 September 2011

**INFORMATION FOR PARTICIPANTS AT THE CONFERENCE ON
FACILITATING THE ENTRY INTO FORCE OF THE
COMPREHENSIVE NUCLEAR-TEST-BAN TREATY**

1. DATE AND PLACE

The seventh Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty (hereinafter called “the Conference”) will be held on 23 September 2011 at United Nations Headquarters in New York.

2. OPENING OF THE CONFERENCE

The opening of the Conference is planned to take place at 10.00 a.m. on Friday, 23 September 2011, in Conference Room 4 (NLB). Other details regarding the opening of the Conference will be announced in the UN Journal.

3. SECRETARIAT OF THE CONFERENCE

- 3.1. The Secretariat of the Conference may be contacted by telephone ((212) 963 0386), by fax ((917) 367 1760) or by writing to the following address:

Mr Curtis Raynold
Room DN-3505
United Nations Secretariat
405 East 42nd Street
New York NY 10017-3599
United States of America
Email: *raynold@un.org*

- 3.2. For issues related to the informal consultative process concerning preparation of documents and organizational arrangements, which is taking place in Vienna, the Secretariat may be contacted by telephone ((+431) 26030 6105 or 26030 6113), by fax ((+431) 26030 5953 or 26030 8 6105) or by writing to the following address:

CTBTO Preparatory Commission
Provisional Technical Secretariat
Legal and External Relations Division
PMO Secretariat Support Section
Vienna International Centre
P.O. Box 1200
1400 Vienna, Austria

Attention: Mr Radoslav Deyanov
Email: *radoslav.deyanov@ctbto.org*
Copy: *nadine.parsi@ctbto.org*

4. PARTICIPATING STATES

Participating States are defined in rule 1 of the draft rules of procedure (CTBT-Art.XIV/2011/1) as encompassing both ratifying States and signatory States. This rule stipulates that “[e]ach State that has already deposited its instrument of ratification of the Treaty before the opening of the Conference (hereinafter ‘ratifier’) may participate in and be represented at the Conference convened pursuant to paragraph 3 of Article XIV of the Treaty”, while “[e]ach State Signatory, which has not yet deposited its instrument of ratification of the Treaty before the opening of the Conference (hereinafter ‘signatory’), may attend the Conference in accordance with paragraph 4 of Article XIV of the Treaty”.

5. COMPOSITION OF DELEGATIONS OF PARTICIPATING STATES

In accordance with rule 2 of the draft rules of procedure, the delegation of a participating State shall consist of a head of delegation and such other alternates and advisers as may be required. The head of delegation may designate an alternate or adviser to act in his or her place. The composition of delegations is to be communicated to the Secretariat (see sub-paragraph 3.1 above and paragraph 7 below) by Permanent Missions or by Ministries of Foreign Affairs of participating States.

6. CREDENTIALS OF REPRESENTATIVES OF RATIFYING STATES

In accordance with rule 3 of the draft rules of procedure, the credentials of representatives of ratifiers and the names of alternate representatives and advisers shall be submitted to the Secretariat of the Conference. These credentials shall be issued by the Head of State or Government or by the Minister for Foreign Affairs. The credentials should be submitted to the Secretariat (see sub-paragraph 3.1 above) as soon as possible but not later than **Thursday, 8 September 2011**.

7. NOTIFICATION OF DELEGATIONS/LIST OF PARTICIPANTS

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 and 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, intergovernmental organizations (IGOs) or entities. To facilitate preparation and early distribution of the list of participants, electronic copies for the list of representatives typed using Microsoft Word are kindly requested. These written notifications and their electronic copies should be provided to Ms Meredith Golding (tel.: (212) 963 8460; fax: (917) 367 1760; email: *golding@un.org*) in the Secretariat of the Conference as soon as possible but not later than **Friday, 2 September 2011**.

8. LIST OF SPEAKERS

- 8.1. The list of speakers for the general exchange of views by ratifiers and signatories on facilitating the entry into force of the CTBT will be opened on **Friday, 2 September 2011**. Delegations wishing to inscribe their names on the list of speakers are requested to contact Mr Hong Tan (tel.: (212) 963 7062; fax: (212) 367 1767) in the Secretariat of the Conference.
- 8.2. As general guidance, given the short time available and the large number of participants from ratifying 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 five minutes each.
- 8.3. Participants wishing to distribute copies of their official statements are requested to provide 300 copies for distribution in the conference room. The United Nations Secretariat does not provide photocopying services.

9. OTHER STATES, SPECIALIZED AGENCIES, RELATED ORGANIZATIONS, INTERGOVERNMENTAL ORGANIZATIONS AND ENTITIES

- 9.1. Pursuant to rule 40 of the draft rules of procedure, 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. Representatives of these States shall be entitled to attend open meetings of the Conference, to address the Conference under the agenda item allocated for this purpose (item 9 of the draft provisional agenda, CTBT-Art.XIV/2011/2), to receive the documents of the Conference and to submit written contributions on matters under consideration by the Conference. Letters designating representatives to attend and/or expressing interest to address the Conference should be communicated to the Secretariat of the Conference (see sub-paragraph 3.1 and paragraph 7 above).
- 9.2. Pursuant to rule 41 of the draft rules of procedure, any specialized agency, related organization or 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 (see sub-paragraph 3.1 above). Permission to attend will be granted on the decision of the Conference. Such a specialized agency, related organization or IGO 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. Letters designating representatives should be addressed to the Secretariat of the Conference (see sub-paragraph 3.1 and paragraph 7 above).

- 9.3. 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 (see sub-paragraph 3.1 above). 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. Letters designating representatives should be addressed to the Secretariat of the Conference (see sub-paragraph 3.1 and paragraph 7 above).

10. REGISTRATION OF DELEGATIONS AND IDENTIFICATION BADGES

- 10.1. Security regulations of the United Nations in force require that each and every participant in the Conference be registered and have a valid grounds pass plus a colour-coded access card that will be required in order to access the United Nations Headquarters building and the relevant conference rooms.
- 10.2. Reference is made to the accreditation of members of delegations who are **not** already accredited to the United Nations in New York. Participating States and other States, specialized agencies, related organizations, IGOs and entities attending the Conference should address their requests for identification badges to the Protocol and Liaison Service, Room NL-2058, United Nations Headquarters, New York. They must submit a complete list of delegates and form SG.6 for each delegate requiring accreditation. Form SG.6 can be found on the website of the Protocol and Liaison Service (<http://www.un.int/protocol/formspage.htm>). When completed, it should be faxed together with a covering letter from the head of chancery/ administrative officer and the delegation list to (212) 963 1921 not later than **Tuesday, 13 September 2011**. In order to gain access to United Nations Headquarters, those delegates will be required to go to the United Nations Pass and Identification Unit (located in the UNITAR Building, East 45th Street and 1st Avenue, ground floor, tel. (212) 963 7533) for their photo identification badges to be issued. Representatives of IGOs without offices in New York, after submitting their delegation lists and SG.6 forms, may proceed directly to the Pass and Identification Unit, where their paperwork will be waiting. The Protocol and Liaison Service will return by fax a copy or copies of the authorized paperwork, which will be required by each delegate in order to pass security perimeter checkpoints that will be in effect during the high level segment of the General Assembly enabling access to the Pass and Identification Unit.
- 10.3. Any updates on security procedures related to access to United Nations Headquarters in New York will be posted on the website of the United Nations Office for Disarmament Affairs (UNODA) (<http://www.un.org/disarmament>). Information on security arrangements for access to the Vienna International Centre during the informal consultative process for preparation of the Conference can be obtained

from the Provisional Technical Secretariat of the CTBTO Preparatory Commission (see sub-paragraph 3.2 above).

- 10.4. Colour-coded access cards will be ready for collection at the Protocol and Liaison Service (Room NL-2058) starting on **Friday, 16 September 2011**.

11. MEDIA REPRESENTATIVES

Media representatives wishing to cover the Conference that are not already accredited to the United Nations in New York must apply for media accreditation through an electronic application system, the details of which can be found at <http://www.un.org/en/media/accreditation>.

Media Accreditation & Liaison Unit contact information:

Ms Isabelle Broyer
Chief, Media Accreditation & Liaison Unit
United Nations Headquarters
Room L-248
New York NY 10017
United States of America
Tel.: (212) 963 6934 or 963 6937
Fax: (212) 963 4642
Email: malu@un.org

12. CONFERENCE DOCUMENTS

All documentation for the Conference will be posted on the UNODA website (<http://www.un.org/disarmament>) and on the website of the CTBTO Preparatory Commission (<http://www.ctbto.org>) as soon as the documents become available.