

1 September 2017

English only

**Tenth Conference on Facilitating the Entry into Force of the
Comprehensive Nuclear-Test-Ban Treaty**
New York, 20 September 2017

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/afc2017/>) 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 Tenth Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty (hereinafter called “the Conference”) on 20 September 2017, at 11:00 a.m. in Conference Room 2, United Nations Headquarters, New York.¹
2. The provisional agenda and proposed timetable for the work of the Conference is contained in document CTBT-Art.XIV/2017/2.

II. Secretariat of the Conference

3. The Office of Disarmament Affairs in New York and the Provisional Technical Secretariat of the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO) in Vienna serve as 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 Secretariat of the CTBTO PrepCom in Vienna. The Conference Secretariat may be contacted by telephone (+431) 26030-6534 or (+431) 26030-6113; by fax (+431) 26030-5953, or by writing to the following address:

Mr. Bozorgmehr Ziaran
CTBTO PrepCom
Legal and External Relations Division
Vienna International Centre
P.O. Box 1200
1400 Vienna, Austria
Email: bozorgmehr.ziaran@ctbto.org
(Copy: *ctbto.pmo.secretariat.support@ctbto.org*)

5. The Office of Disarmament Affairs may be contacted by email or by writing to the following address:

Mr. Ioan Tudor
Chief, Weapons of Mass Destruction Branch
Office for Disarmament Affairs
Room S-3151
United Nations, New York, N.Y. 10017
Email: tudori@un.org
(Copy: *tan1@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 28 March 2017, Japan and Kazakhstan, 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 13 July 2017, 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 13 July 2017, 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/2017/1), 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 20 March 2017 from Japan and Kazakhstan, 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 13 July 2017, 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 interest to address the Conference, should be communicated to the Policy-Making Organs Secretariat Support Section (ctbto.pmo.secretariat.support@ctbto.org), copying Ms Nadine Parsi (Nadine.parsi@ctbto.org – phone: +43 699 1459 61 13)

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 (20 September 2017) 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/2017/1), 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 Organs Secretariat Support Section (ctbto.pmo.secretariat.support@ctbto.org), copying Ms Nadine Parsi (Nadine.parsi@ctbto.org – phone: +43 699 1459 61 13).

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

14. Security regulations of the United Nations in force require that each and every participant in the Conference be officially accredited through the United Nations Protocol and Liaison Service and have both a **valid grounds pass** and a **colour-coded access card** that will be required in order to access the United Nations Headquarters building and the relevant conference rooms.

15. Additional detailed information on the accreditation of Government delegations (Member States or observers) and delegations of specialized agencies, related organizations, intergovernmental organizations (IGOs) and entities can be found on “Arrangements for the high-level meetings and the general debate of the seventy-second session of the General Assembly” ([A/INF/72/4](#)).

V. Credentials (ratifying States only)

16. In accordance with rule 3 of the draft rules of procedure (CTBT-Art.XIV/2017/1), 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 Comprehensive-Nuclear-Test Ban Treaty Organization (Attn: Mr. José Rosemberg, Library Building Room L-0335, United Nations Headquarters) as soon as possible but not later than **Tuesday, 12 September 2017**. Copies of credentials can be emailed to jose.rosemberg@ctbto.org (copy Nadine.parsi@ctbto.org and ctbto.pmo.secretariat.support@ctbto.org). **These credentials should be issued by the Head of State or Government or by the Minister for Foreign Affairs.**

VI. List of Participants

17. 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, electronic copies of the list of representatives in Microsoft Word format are kindly requested. These written notifications and their electronic copies should be provided to the Policy-Making Organs Secretariat

Support Section (ctbto.pmo.secretariat.support@ctbto.org), copying Ms Nadine Parsi (Nadine.parsi@ctbto.org – phone: +43 699 1459 61 13), as soon as possible but not later than **Tuesday, 12 September 2017**.

VII. List of Speakers

18. 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 at **9:00 a.m. (New York time) on Thursday, 07 September 2017**. Delegations wishing to inscribe their names on the list of speakers are requested to contact the Secretariat of the Conference, Mr. Hong Tan, Email: tan1@un.org; Tel.: (212) 963-7062. Delegations are asked to kindly indicate the level of representation when inscribing on the list of speakers.

19. 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 five minutes each.

20. 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.

VIII. Interpretation

21. 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.

22. 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. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the conference room, must be made in advance through the Meetings Management Section (telephone: 212 963 7351; e-mail: emeetsm@un.org). The interpreter or the guide 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

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

Distribution of Conference documents

24. 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/afc2017/>) as soon as the documents become available. A limited number of hard copy documents will be made available to participants in the conference room.

25. 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

26. Delegations are kindly requested to bring a minimum of 30 copies of their statements for the interpretation and other relevant services.

27. 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. Delegations are encouraged to limit the circulation of statements in hard copy.

28. As noted in paragraph 20, delegations wishing to distribute copies of their statements are requested to provide 300 copies of their official statements for distribution in the conference room. **The United Nations Secretariat does not provide photocopying services.**

X. Media arrangements and services

Live coverage

29. The Department of Public Information 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 at the United Nations Web TV website (<http://webtv.un.org>) and at the Conference website (<https://www.ctbto.org/the-treaty/article-xiv-conferences/afc2017/>). Press releases, official documents, statements and other information material will be made available at the Conference website (<https://www.ctbto.org/the-treaty/article-xiv-conferences/afc2017/>) The daily *Journal* of the United Nations is available at <http://www.un.org/Docs/journal/En/lateste.pdf>.

Media accreditation

30. 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 **5 September 2017** through an electronic application system, the details of which can be found at <http://www.un.org/en/media/accreditation> and <http://www.un.org/en/media/accreditation/unga.shtml>.

31. 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.

32. For additional information on media arrangements and services during the high-level meetings and the general debate of the seventieth session of the General Assembly, please consult document "Arrangements for the high-level meetings and the general debate of the seventy-second session of the General Assembly" ([A/INF/72/4](#)).