

**CONVENTION ON CERTAIN CONVENTIONAL WEAPONS
AMENDED PROTOCOL II (CCW-AP2)**

**GROUP OF EXPERTS (GOE) MEETING
28-29 September 2020**

ADMINISTRATIVE GUIDELINES

1. Registration

- a. High Contracting Parties, Signatory States, Observer States and international organizations shall transmit to the Secretariat a *note verbale* conveying the following information:
 - Delegation list with the full names, titles and functions of the members, clearly indicating;
 - In-person delegate and alternates (only one person per delegation can be present in the room during the meeting);
 - Delegates that will take the floor remotely, if any (available only for segments described in “4. b. Modalities”).
- b. NGOs and academic institutions should provide an official letter with the full names, titles and functions of their participants, as well as a mission statement or summary of work of the organization. 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 non-proliferation issues. Only one in-person participant is allowed per organization or institution.
- c. Said *notes verbale*/official letter are to be transmitted to the Secretariat not later than 18 September 2020.
- d. Registration in the Indico platform (<https://indico.un.org/event/28735/>) is required for all delegates. The *note verbale*/official letter containing the delegation list shall be required during registration.
- e. A detailed user guide on the Indico registration is available for reference. For technical questions, such as the non-receipt of confirmation of the account creation or non-receipt of the quick response (QR) code, please contact support.accreditation@un.org directly.
- f. Completion of Indico registration is confirmed by email.

2. Access to the Palais des Nations

- a. Valid U.N. ground passes issued by the U.N. Office at Geneva are required for entry into the Palais des Nations. However, Indico registration is required for all in-person participants for tracing purposes.
- b. Delegates who do not already have a valid U.N. ground passes shall collect badges at the Pregny Gate of the Palais des Nations. The e-ticket or QR code issued to delegates through email upon completion of Indico registration shall be required when collecting these badges.

3. Meeting Venue

- a. The meeting will be held at Room XIX at the Palais des Nations in Geneva.
- b. Due to pandemic-related physical distancing restrictions, only one delegate per delegation will be accommodated in the meeting room. Should there be available seats in the room, other delegates may take them on a first-come, first-served basis. The Secretariat will notify the delegations if there are available seats in the room.
- c. Depending on information on registration received by the Secretariat, a listening room in the vicinity of Room XIX the Palais des Nations may be arranged. This room will accommodate delegates other than the designated in-person delegate. This arrangement will be made only on as-needed basis, i.e., if volume of Geneva-based delegates requires it.
- d. Use of masks shall be mandatory in both the meeting room and the listening room.

4. Modalities

- a. The GOE Meeting is an in-person meeting.
- b. Facilities are available for panelists and members of delegation not present in Room XIX to:
 - follow the meeting through the UN Web TV, available with interpretation in all official UN languages;
 - with prior coordination with the Secretariat, deliver presentations and statements with pre-recorded video; and,
 - with prior coordination with the Secretariat, speak real-time only:
 - during wrap-up during the panel discussions and,
 - in exercise of right of reply (if delegate in Room XIX is unable to do so).

- The total duration of real-time remote participation (panel discussion wrap-up and right of reply) cannot exceed 30 minutes per session.
- c. Pre-recorded statements must not exceed five minutes. The video file must be sent to the Secretariat at close of business on 25 September 2020. Please observe the following technical guidance on pre-recorded statements:
 - The videos should be in either AVI/WMV formats (video encoding: WMV3 or Windows Media Video 9 and audio encoding of WMA2 or Windows Media Audio 2) or MOV format (video recording of H.264 and audio recording of MP3 or AAC).
 - The video resolution of should range from 640x480 (minimum) to 1024x768 (maximum), with a frame rate of 30 fps.
 - The audio resolution should be stereo, 44100 Hz, and 16 bits.
 - The recordings should not exceed 250MB. They should be sent to the secretariat through WeTransfer. Guidelines for using WeTransfer is attached as **ANNEX A**.
 - The recordings should be accompanied by a transcript of the message. Video files sent without the transcript will not be accepted.

5. Right of Reply

- a. Delegations are requested to deliver their right of reply, if any, through their in-person delegates.
- b. In exceptional cases in which in-room delegates are unable to deliver their right of reply, delegations may deliver their right of reply live remotely. Such delegations shall notify the Secretariat through the *note verbale* that they shall send in accordance with 1(a) of these Guidelines. Only those delegations who have indicated the intention to deliver the right of reply remotely (instead of through in-person delegates) in advance on the note verbal will be given the chance to do so during the meeting.
- c. Delegations that decide to deliver their rights of reply remotely bear the responsibility to secure a stable internet connection that would allow for in-room interpretation of their statements.
- d. The President will exercise her prerogative to manage the time during deliveries of the right of reply, in accordance with the Rules of Procedure.

6. Statements for Interpreters

- a. The distribution of paper copies of statements, documents, or any other printed materials is not allowed in observance of UNOG guidance. This applies to copies that delegations used to provide in the room for interpreters.

- b. To help facilitate smooth interpretation services, delegations are encouraged to send an email to speeches@un.org copies of their statements including in pre-recorded videos in MS Word format.

ANNEX A

Guidelines on sending video messages via WeTransfer

1. Open a browser on the computer where the files you want to send are located. Go to <https://wetransfer.com/>.
2. Click on “Add your files” and select the following files:
 - a. Your video message (**see below for specifications**);
 - b. An identity document of the speaker;
 - c. A note verbale (for Member States, observer States and international organizations) or accreditation letter (for NGOs);
 - d. A transcript of your statement in Word or accessible PDF formats.
3. On the “Email to” field, add the email address of the secretariat.
4. On the “Your email” field, add your own email.
5. On the “Message field”, include:
 - a. The State or NGO on behalf of which you will be speaking;
 - b. The debate for which you are sending the video message.
6. Click on “Transfer”. You will be prompted to enter a verification code, which will be sent to your email in short (remember to check the spam folder). Copy the verification code, paste it in the transfer windows and hit verify.
7. Once the verification code has been entered, your files will be uploaded. This might take a few minutes. After that, your files will be sent to us automatically. You will receive an email confirming that your files were sent successfully. You will also receive a confirmation email once we have downloaded your files.

Please note that all video statements should be sent at least 24 hours before the debate for which it is submitted.

Add your files
Or select a folder

Email to: ccw@un.org

Your email: Type in your email

Message: Include:
a) The State or NGO on behalf of which you will be speaking;
b) The debate for which you are sending the video message.

Transfer

Then hit transfer and a verification email will be sent to you. Copy the verification code, paste it in the transfer window and hit verify!

Video specifications

1. Time limits

Time limit for video messages			
Type of discussion	Member States	Observer States / other observers	Observers for NGOs
General debates	2 minutes and 30 seconds	1 minute and 30 seconds	Video message not possible
All interactive dialogues	1 minute and 30 seconds		
All panel discussions	2 minutes		
UPR outcomes ¹	3 minutes	2 minutes	
First right of reply	3 minutes		
Second right of reply	2 minutes		

2. Technical specifications

Resolution:

- Video resolution: min 640x480; max 1024x768; frame rate 30 fps
- Audio resolution: 44100 Hz; 16 bits; stereo

AVI/WMV formats

- Video encoding: WMV3 (Windows Media Video 9,)
- Audio encoding: WMA2 (Windows Media Audio 2)

MOV format

- Video encoding: H.264
- Audio encoding: MP3 or AAC

3. File Size

The file size limit is **250MB**.