

# Conference on Disarmament

23 December 2020

English only

2021 Session

## Information for member and non-member States

This document provides preliminary information for participants at the Conference on Disarmament. The United Nations Office for Disarmament Affairs Geneva Branch has migrated to a new website, available at <https://www.un.org/disarmament/>. Information and documents related to the 2021 session of the Conference will be found on <https://meetings.unoda.org>. Any necessary additional information will be provided during the session. Documentation and other information, as it becomes available, will be posted on the new Conference website.

## Dates

*First part:* 18 January–26 March

*Second part:* 10 May–25 June

*Third part:* 26 July–10 September

## List of assigned secretariat officials

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and Personal Representative of the  
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**Ms. Radha Day**

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**Ms. Radha Day**

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## **Representation, accreditation and registration procedures**

1. Section II, Rules 4 and 5 of the rules of procedure of the Conference state that the delegation of a member State of the Conference shall consist of a head of the delegation and other representatives, advisers, and experts, as may be required, and that each delegation shall be accredited by a letter on the authority of the Minister of Foreign Affairs of the member State, addressed to the President of the Conference.
2. In this connection, **member States are kindly requested to submit their letter or note verbale, with the composition of their delegation, to the Secretariat of the Conference, Palais des Nations, office C.119, e-mail: cd@un.org, before 8 January 2021.**
3. The list of participants is issued during the first part of the session and revised subsequently, as necessary. **The Secretariat should be kept informed of any changes during the entire session.**
4. **States not members of the Conference** may address their requests for participation in the Conference at any time during the session. They are requested to submit a request for participation by note verbale or letter to the Secretariat of the Conference, with the composition of their delegation (Palais des Nations, office C.119, e-mail: cd@un.org).

5. Delegates of the Permanent Missions in Geneva who are officially **accredited only to the Conference on Disarmament** and who need a new or renewed identification badge to the Palais des Nations, are kindly requested to send a note verbale from their Permanent Mission to the Secretariat (Palais des Nations, office C.119, e-mail: cd@un.org) with this request, indicating that the delegate is a member of the delegation. Such requests shall be **duly approved and signed by the heads of Permanent Missions to the Conference on Disarmament**. The Secretariat should receive the information early in advance of the meeting to forward the required data to the Pass and Identification Unit, Security and Safety Section of the United Nations Office at Geneva (Pregny Gate, 14 avenue de la Paix). To pick up their identification badge, delegates are kindly requested to come in person with the note verbale from their Mission and a valid passport from a country recognized by the United Nations or an identity card of a Schengen State. Requests for renewals of identification badges for delegates accredited to the Permanent Missions to the United Nations Office at Geneva shall be addressed in writing, duly approved and signed by the heads of Permanent Missions to the United Nations Office at Geneva, directly to the Identification Unit, Security and Safety Service (identification.security-unog@un.org).
6. Delegates not part of a Permanent Mission in Geneva and who do not already have an identification badge need to send a note verbale or letter to the Secretariat (Palais des Nations, office C.119, e-mail: cd@un.org) and register in the **online Indico system** at <https://indico.un.org/event/29584>. Please note that you need to attach **the note verbale or letter in Indico**, including your name, as a mandatory document while registering online. Without the requested attachment, the system will reject your registration. Once the application has been approved in Indico, you will receive via email an e-ticket / QR code. Identification badge will be available for collection from the Pass and Identification Unit at the Pregny Gate of the Palais des Nations.
7. **Delegations are kindly requested to provide the Secretariat with one official e-mail address for communication purposes.**

## **Documentation, including verbatim records**

8. A paper submitted by member and non-member States for issuance as an official document of the Conference must be accompanied by a note verbale addressed to the Secretary-General of the Conference or her deputy, requesting its issuance as official document of the Conference (Palais des Nations, office C.119, e-mail: cd@un.org). An electronic version of the paper and the letter should also be transmitted to the Secretariat in **MS Word format** (to the attention of Ms. Nadiya Dzyubynska at nadiya.dzyubynska@un.org with a copy to cd@un.org).
9. In light of the human resource constraints faced by the CD Secretariat, **editing services of official documentation submitted by delegations will be discontinued and all documents will be processed as submitted. Delegations will bear the primary responsibility for editing in accordance with UN editorial manual. Failure to follow the UN editorial manual may jeopardise translation of the document. If the text contains acronyms, please also provide the explanation of these acronyms in the accompanying note verbale.** Relevant information for the submission of documents and relevant editing by delegations prior to submission to the CD Secretariat will be shared with all delegations before the beginning of the 2021 session.
10. United Nations rules **do not permit the publication of statements delivered by delegations at plenary meetings as separate documents of the Conference**. Such statements are reproduced in the verbatim records and are, *ipso facto*, part of the official documentation of the Conference. The final records of the formal plenary meetings are issued in the six official languages of the United Nations in the form of verbatim records.
11. **Statements made during formal plenary meetings, will be posted** on the webpage of the Conference on Disarmament **only if received by the CD Secretariat in electronic format**. In order to optimize this service, delegations are encouraged to provide, in addition to the original language, an unofficial translation into one of the working languages of the United Nations at Geneva (English and French).

12. Official documents are also available in all official languages on the Official Document System of the United Nations (ODS) (<http://documents.un.org>). Delegations can also access ODS through the webpage of the Conference on Disarmament (<https://meetings.unoda.org/meeting/cd-2021/>).

13. Under normal circumstances, delegations that have requested receipt of hard copies of the official documents, will receive one copy only, in the languages of their choice and in their pigeonholes. During the pandemic, this service will still be ensured, to the extent possible, while respecting COVID-19 health and safety guidelines.

14. Under normal circumstances, copies of documents in all languages may be obtained from the document distribution counter Door 40, Palais des Nations, telephone 022-917-4900. During the pandemic, for paper copies of parliamentary documents, a client self-service strategy has been implemented at the UN Documents Helpdesk, located at the Distribution Counter, in Building E, Door 40. In addition, delegates seeking advice on e-documentation, will be assisted by staff present at the premises from 8.30 a.m. to 12.30 p.m. & 13.30 p.m. to 17.30 p.m. For further information, please write to: [distribution-counters@un.org](mailto:distribution-counters@un.org) or call: + 41 (0)22-917-49-00.

## On-line information on the work of the Conference

15. Information related to the work of the Conference, including official documents, statements at formal plenary meetings, is available at:  
<https://meetings.unoda.org/meeting/cd-2021/>.

16. The website of the UNODA Geneva Branch, which embeds the CD Secretariat, has migrated to <https://www.un.org/disarmament/>. **Information and documents related to the 2021 session of the Conference will be found at <https://meetings.unoda.org/meeting/cd-2021/>.** All information and documents related to the meetings of preceding years will be accessible from that page.

17. The digital recordings of the formal plenary meetings are available at:  
<https://conf.unog.ch/digitalrecordings>.

## Meetings of the Conference

18. In person meetings of the Conference are normally held in the Council Chamber, which is also available to the Conference for its informal meetings and for meetings of its subsidiary bodies. However, in light of the sanitary situation caused by the COVID-19 pandemic, and the renovations ongoing in the Palais des Nations, the Conference room assigned to the CD may be subject to change. Under normal circumstances, up to ten in person meetings per week, with full services, can be provided to the Conference. **It must be noted, however, that in light of the sanitary situation caused by the COVID-19 pandemic, it is possible that the only meeting format available to the Conference would be hybrid or fully virtual formats. It is important to stress that hybrid and virtual meetings entail significant additional costs for which resources have not been included in the proposed programme budget for 2021, and the possibility to conduct meetings in this format is therefore subject to the availability of financial, technical and human resources, which is currently uncertain.** In the event that funding can be identified, hybrid meetings will take place in rooms that support remote simultaneous interpretation (RSI) platforms. Logistical information regarding these meetings, including registration in Indico, will be communicated in advance to delegations.

19. When the Conference is in session, the Conference on Disarmament Secretariat will allocate a room for use by the President of the Conference. Additional conference rooms may also be provided upon request, if available.

20. A delegation or a group of delegations wishing to hold informal meetings or consultations are requested to notify the Secretariat (phone: 022-917-2281; e-mail: [cd@un.org](mailto:cd@un.org)) well in advance so that appropriate arrangements can be made for a venue and

servicing, if available. In light of the sanitary situation caused by COVID-19, it is possible that informal consultations or meetings will need to be organised virtually.

### **List of speakers**

21. Member and non-member States wishing to inscribe their names on the list of speakers in advance are invited to contact the Secretariat front-desk, PN-C.119, tel.: 022-917-2281, e-mail: cd@un.org.

22. Delegations are encouraged, whenever possible, to provide their statements, as early as possible in advance of delivery, to the Conference Officer (for in person meetings) or to cd@un.org, so that they can be made available to the podium and to the interpreters. The United Nations does not provide photocopying services.

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