Biological Weapons Convention
Ninth Review Conference
28 November – 16 December 2022

United Nations Office at Geneva
Palais des Nations
Geneva, Switzerland
Introduction

1. The Ninth Review Conference of the Biological Weapons Convention (BWC) will take place from 28 November to 16 December 2022 in Geneva, Switzerland.

2. The Review Conference will be held in-person in Room XIX, in the E Building of the Palais des Nations, United Nations Office at Geneva. Sessions will take place from 10:00-13:00 and 15:00-18:00 on the abovementioned dates.

3. The provisional agenda of the Review Conference is available online as BWC/CONF.IX/1. Additional documentation and other information will be posted, as it becomes available, at https://meetings.unoda.org/section/bwc-revcon-2022-documents/

4. This document has been prepared by the Implementation Support Unit (ISU) and provides practical information for participants in the Review Conference. The information contained in this document was correct at the time of writing (29 September 2022).

Registration

5. All participants need to be registered by 11 November 2022 in accordance with the draft Rules of Procedure and following the procedures described below:

   a. In accordance with Rule 1, States Parties wishing to participate should send, through their Permanent Missions, a letter or note verbale to the ISU notifying the full names and titles of the members of the delegations. The head of delegation should be clearly indicated. Only the names of participants listed in the letter or note verbale will be included in the official list of participants of the Review Conference.

   b. In accordance with Rule 44.1, Signatory States wishing to participate should send, through their Permanent Missions, a letter or note verbale to the ISU notifying the full names and titles of the members of the delegations. The head of delegation should be clearly indicated. Only the names of participants listed in the letter or note verbale will be included in the official list of participants of the Review Conference.

   c. In accordance with Rule 44.2(a), States which are neither parties nor signatories to the Convention may apply to participate in the Review Conference as Observer States. Observer status is granted by the decision of the Conference at its opening session. A letter or note verbale should be addressed, through their Permanent Missions, to the ISU applying for observer status and listing the full names and titles of the members of the delegation. The head of delegation should be clearly indicated. Only the names of participants listed in the letter or note verbale will be included in the official list of participants of the Review Conference.

   d. In accordance with Rule 44.4, international organizations may apply to participate in the Review Conference as observer agencies. Observer agency status is granted by the decision of the Conference, which will consider and decide on requests for observer agency status at its opening session. A letter or note verbale should be addressed to the ISU applying for observer agency status, listing the full names and titles of the members of the delegation. The name of the head of delegation should be clearly indicated. Only the names of participants listed in the


letter or note verbale will be included in the official list of participants of the Review Conference.

e. In accordance with Rule 44.5, NGOs and academic institutions may register to attend public sessions of the Review Conference. A letter on the official letterhead of the organization should be addressed to the ISU applying for attendance of the public sessions of the Conference and listing the full names and titles of the representatives who will attend. NGOs and academic institutions that have not previously attended a BWC meeting should indicate previous interactions between the organization and the United Nations in relation to disarmament and non-proliferation issues. A mission statement or summary of work of the organization should be provided. Only the names of participants listed in the letter will be included in the official list of participants of the Review Conference.

6. In order to promote gender equality, all States Parties, Signatory States, States not Party, international organizations and non-governmental organizations are strongly encouraged to strive for gender balance within their own delegations.

7. Notes verbale and letters should be submitted no later than 11 November 2022.

Credentials

8. Please note that for the Review Conference, in accordance with Rule 2 of its draft Rules of Procedure (BWC/CONF.IX/2), States Parties are required to submit formal credentials of representatives and the names of alternate representatives and advisers. Credentials must be issued either by the head of state or government or by the minister for foreign affairs. Credentials should be submitted to the Implementation Support Unit, if possible, by 21 November 2022.

9. In accordance with Rule 3, the Conference will establish a Credentials Committee which will examine the credentials of representatives and report to the Conference without delay. Pending a decision of the Conference upon their credentials, representatives will be entitled to participate provisionally in the Conference.

Access to the Palais des Nations

10. Please note that in addition to the steps described above, all participants, except those already in possession of a UNOG security badge, need to register online at https://indico.un.org/event/1001123/ by 11 November 2022.

11. Participants who have already registered for a previous meeting at the United Nations Office at Geneva, can simply log in to their existing account and register for the Review Conference.

12. Participants registering for the first time will need to provide details of their passport or national identification card and upload a passport quality photo.
13. All participants will need to upload a copy of the note verbale or letter from their delegation. If the requested documents are not attached, the system will reject the application.

14. A user guide is available for reference. For any queries, please contact the Implementation Support Unit at bwc@un.org

15. Once your application has been approved, you will receive a UN Event Pass via e-mail. Please note that the Pass and Identification Unit at the Pregny Gate is closed until May 2023 and has been relocated to the Villa Les Feuillantes (see map below) which is open from 08:00 to 16:45 Monday to Friday. Participants are advised to come to the Villa Les Feuillantes well in advance to allow enough time to collect their badges.

16. Delegations from States and international organisations can collect their security badges from the Villa Les Feuillantes as of 12:00 on 25 November 2022. Please bring a copy of the delegation’s letter or note verbale or the UN Event Pass received after your successful online registration in order to facilitate the process.

17. NGO representatives can collect their badges in person from 08:00 on 28 November 2022 from the Villa Les Feuillantes. A valid passport or national identification card will have to be produced along with the UN Event Pass. Only representatives who have registered online and whose names have been properly included in the letter described above will be granted a security badge.

18. For security reasons, identification badges must always be worn and visible to UN Security staff while inside the Palais des Nations.

19. All formal sessions of the Review Conference will be held in-person in Room XIX (see map below). Details of the meetings scheduled for each day can be found on the screens opposite Door 40 in the E Building.
20. Due to the COVID-19 pandemic, the following measures¹ will be in effect and must be complied with by participants present in the meeting room:
   
a. Access to the Palais des Nations premises is not authorized for any person who has tested positive for COVID-19 within the last five days. It is also not permitted to come to the UN premises if you have any cold-, flu- or COVID-19 like symptoms, however mild (even after a negative COVID-19 test result).
   
b. Face masks are required in all conference rooms.
   
c. Important hygiene measures such as regular hand washing, cough/sneeze etiquette and keeping safe distances must be respected.

21. Information on the response to COVID-19 at UNOG is available at https://www.ungeneva.org/en/covid-19 and participants are encouraged to read it carefully. In addition, Ms. Elena Orlyk is the COVID-19 focal point during the Review Conference and can be contacted on elena.orlyk@un.org.

22. Simultaneous interpretation into the six official UN languages will be provided in the main conference room. Public sessions of the Review Conference will be broadcast live on UN Web TV. The video recordings will also be archived on UN Web TV to be watched later. Live audio from the Review Conference in any of the six official languages can also be accessed via the Listen Live website and audio recordings will be available soon after the end of each session via the Digital Recordings Portal. Automatically generated transcripts of the public sessions will be available via https://indico.un.org/event/1001123/.

23. An up-to-date timetable of events, including formal meetings, side events and informal sessions will be available at https://meetings.unoda.org/meeting/bwc-revcon-2022/.

24. Electronic boards outside each meeting room will clearly indicate whether the session in progress is public or private. All interested parties can attend public sessions. Private meetings are for States Parties only.

25. Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for this purpose.

Documentation


27. States Parties wishing to submit working papers to the Review Conference should do so by 28 October 2022 by sending Microsoft Word versions to bwc@un.org. Please get in touch to discuss any specific requirements. Working papers are not translated or edited but delegations are able to submit courtesy translations into English if they so wish. States

¹ These are the measures applicable at the time of writing on 28 September 2022. They may change by the time of the Review Conference. Participants are therefore recommended to regularly check the UNODA Meetings Place.
Parties which have submitted national working papers to past BWC meetings are invited to re-submit them to the Review Conference.

28. States and international organizations granted observer status might also wish to provide information to delegations at the Review Conference. Documents should be submitted in electronic and hard copy to the ISU. Electronic copies should be sent to bwc@un.org


**Presentations and interventions**

30. Delegations can deliver national statements during the general debate which will take place on 28 and 29 November 2022. To inscribe on the list, please send a request to the Implementation Support Unit by e-mail to bwc@un.org Where possible, please indicate the name and title of the speaker. Places on the list will be allocated in the order that requests are received, although the usual priority will be granted to speakers of ministerial or similar rank, and those speaking on behalf of groups.

31. Given that a large number of States Parties are expected to take part in the general debate, the President-Designate of the Conference has requested that statements be kept to a limited duration of five minutes for national statements and seven minutes for statements made on behalf of groups. This will allow the general debate to be completed on time.

32. Copies of statements should be sent to the Implementation Support Unit at bwc@un.org if States wish them to be posted on the Review Conference webpage. In order to assist the interpreters, copies of all national statements should also be sent, prior to delivery, to speeches@un.org

33. Practical information for speakers and participants in the Review Conference can be found at https://www.ungeneva.org/en/conference-management/participant

**Side events**

34. Room availability is limited because of the renovations of the Palais des Nations under the Strategic Heritage Plan. It will only be possible to confirm the possibility of in-person side events closer to the Review Conference. However, virtual side events can be arranged by the organizers/conveners themselves and the Implementation Support Unit will compile and make available online a list of all such events communicated to it.

35. Those planning to organize in-person or virtual side events are kindly requested to fill in the online request form. All applications will be reviewed and submitted for approval to the BWC office-holders. The organizers of virtual side events are responsible for hosting and moderating their respective events and handling all associated technical issues.
**Rooms and facilities for participants**

36. The availability of private meetings for regional groups or other groups of States Parties will depend on room availability. Regional group coordinators are invited to contact the Implementation Support Unit well in advance. Room availability will be limited because of the renovations of the Palais des Nations under the Strategic Heritage Plan but the Implementation Support Unit will do its best to accommodate requests. The Implementation Support Unit will assist the coordinators of the different groups with the announcements for such meetings and participants are kindly invited to check the notice boards and the UNODA Meetings Place regularly for additional details.

37. Free wifi access is available in the meeting rooms and generally throughout the Palais des Nations.

38. Photocopying facilities will not be available to participants.

39. The closest cafeteria is the Serpent Bar which can be found behind Room XVIII on the first floor of the E Building. The main cafeteria in the Palais des Nations has also re-opened.

40. A UBS bank is located at Door 41 on the second floor of Building E (see map) and the SAFI (a general shop) can be found at Door 1, S Building (see map).

**Practical information**

41. The Palais des Nations is currently undergoing major renovations under the Strategic Heritage Plan and much of the building is therefore currently inaccessible. More information is available at [https://www.ungeneva.org/en/about/map/circulation](https://www.ungeneva.org/en/about/map/circulation)
42. Additional practical information covering access for people with disabilities, public transport, parking and taxis is available at https://www.ungeneva.org/en/practical-information/delegates

Hotel accommodation and visas

43. The ISU cannot offer financial or logistical support to assist with travel to, accommodation during, or other costs related to attending the Review Conference. Practical information about accommodation in Geneva can be found on the website of the Geneva Welcome Centre.

44. Participants are responsible for making their own arrangements for visas, travel and related costs. Further information relating to the procedures and measures concerning the issuance of visas for Switzerland is available by contacting the Swiss embassy or consulate in the participant’s country of residence or by referring to the website of the Swiss Federal Office for Migration. Further information is available from the Permanent Mission of Switzerland.

Participants’ behaviour at UN system events

45. The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. UN system events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any UN system event.

46. Advancing the Secretary-General’s “zero tolerance” vision, and priority agenda to address sexual harassment in the workplace, a Model Code of Conduct has been developed to prevent harassment, including sexual harassment, at UN system events.

47. The Model Code of Conduct is not a legal document but aims to prevent harassment from occurring at UN system events by sharing expectations of standards of conduct in advance of an event, as well as to support victims by ensuring they are aware that harassment is not tolerated at UN system events and what steps they can take if they are harassed or witness harassment.

48. The Model Code of Conduct applies to all participants of any BWC meetings.

Secretariat

49. Further enquiries regarding attendance and participation in the Review Conference should be addressed to:

BWC Implementation Support Unit
United Nations Office for Disarmament Affairs
United Nations Office at Geneva
Palais des Nations