

# Conference on Disarmament

19 December 2022

English only

---

**2023 Session**

## Information for member and non-member States

---

This document provides preliminary information for participants at the Conference on Disarmament. Information and documents related to the 2023 session of the Conference will be found at <https://meetings.unoda.org/cd/conference-disarmament-2023> as it becomes available.

---

### Dates

*First part:* 23 January– 31 March

*Second part:* 15 May– 30 June

*Third part:* 31 July– 15 September

### List of assigned secretariat officials

**Ms. Tatiana Valovaya**

**Secretary-General of the Conference  
and Personal Representative of the  
Secretary-General of the United  
Nations**

022-917-2281  
cd@un.org

**Ms. Carolyne-Mélanie Régimbal**

**Deputy Secretary-General of the  
Conference**

PdN, H Bldg., 2<sup>nd</sup> floor, WP-24., H-249  
022-917-2281  
regimbal2@un.org

**Vacant**

**Senior Political Affairs Officer,  
Secretary of the Conference**

**Ms. Silvia Mercogliano**

**Political Affairs Officer**

PdN, H Bldg., 2<sup>nd</sup> floor, WP-24  
022-917-2280  
silvia.mercogliano@un.org

**Mr. Peter Kolarov**

**Political Affairs Officer**

PdN, H Bldg., 2<sup>nd</sup> floor, WP-24  
022-917-3441  
peter.kolarov@un.org



<b>Ms. Erika Kawahara</b>	<b>Associate Political Affairs Officer</b> PdN, H Bldg., 2 <sup>nd</sup> floor, WP-24 022-917-1748 erika.kawahara@un.org
<b>Ms. Eunsong Choi</b>	<b>Associate Political Affairs Officer</b> PdN, H Bldg., 2 <sup>nd</sup> floor, WP-24 022-917-5435 eunsong.choi@un.org
<b>Ms. Alice Marzi</b>	<b>Associate Political Affairs Officer</b> PdN, H Bldg., 2 <sup>nd</sup> floor, WP-24 022-917-5223 alice.marzi1@un.org
<b>Ms. Natalija Erjavec</b>	<b>Staff Assistant (CD Secretariat)</b> PdN, H Bldg., 2 <sup>nd</sup> floor, WP-23 022-917-2281 natalija.erjavec@un.org; cd@un.org
<b>Mr. Brahim Benattia</b>	<b>Staff Assistant (CD Documentation)</b> PdN, H Bldg., 2 <sup>nd</sup> floor, WP-23 022-917-3355 brahim.benattia@un.org; cd@un.org
<b>Ms. Maria Jose Orellana</b>	<b>Documents Assistant</b> PdN, H Bldg., 2 <sup>nd</sup> floor, WP-23 022-917-3657 mariajose.orellana@un.org

## **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 note verbale, with the composition of their delegation, to the Secretariat of the Conference, Palais des Nations, Building H, 2<sup>nd</sup> floor, WP-23, e-mail: cd@un.org, before 16 January 2023.**
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 in the composition of delegations 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 to the Secretariat of the Conference, with the **composition of their delegation** (Palais des Nations, Building H., 2<sup>nd</sup> floor, WP-23, 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, Building H., 2<sup>nd</sup> floor, WP-23, e-mail: cd@un.org) with this request, indicating that the delegate is a member of the delegation to the Conference on Disarmament. 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 information to the Pass and Identification Unit, Security and Safety Section of the United Nations Office at Geneva (Villa Les Feuillantines, Avenue de la Paix 13, 1211 Genève 10; opening hours:

Monday to Friday from 8 a.m. to 4:45 p.m.). 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.

6. **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](mailto:identification.security-unog@un.org)).**

7. 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, Building H, 2<sup>nd</sup> floor, WP-23, e-mail: [cd@un.org](mailto:cd@un.org)) and register in the **online Indico system** at <https://indico.un.org/event/1002550/>. Please note that **in Indico** you need to attach **the note verbale** from the Mission, with a clear indication of the period for which the badge is sought, as well as names and functions of the delegates. Without the note verbale, 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 Villa Les Feuillantines, Avenue de la Paix 13, 1211 Geneva; opening hours: Monday to Friday from 8 a.m. to 4:45 p.m.).

8. **Delegations are kindly requested to provide the Secretariat with one official e-mail address for communication purposes.**

## Documentation, including verbatim records

9. 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 (each paper needs to be accompanied by a separate Note Verbale) requesting its issuance as an official document of the Conference. An electronic version of the paper and the accompanying Note verbale should also be transmitted to the Secretariat in **MS Word** (to [cd@un.org](mailto:cd@un.org), with a copy to [brahim.benattia@un.org](mailto:brahim.benattia@un.org)).

10. In light of the human resource constraints faced by the CD Secretariat, **editing services for official documentation submitted by delegations have been discontinued. Since the 2021 session all documents have been processed as submitted. Delegations continue to bear the primary responsibility for editing in accordance with the UN editorial manual. If the text contains acronyms, please also provide the explanation of these acronyms in the text of the document or 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 2023 session.

11. 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 at <https://meetings.unoda.org/cd/conference-disarmament-2023/>.

12. Hard copies of documents in all languages can be obtained from the document distribution counter at Door 40, Palais des Nations, telephone 022-917-4900 e-mail: [distribution-counters@un.org](mailto:distribution-counters@un.org).

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

13. Information related to the work of the Conference, including official documents, and statements at formal plenary meetings, is available at: <https://meetings.unoda.org/cd/conference-disarmament-2023/>.

14. The website of the UNODA Geneva Branch, which embeds the CD Secretariat, is available at <https://www.un.org/disarmament/>. **Information and documents related to the**

**2023 session of the Conference are available at <https://meetings.unoda.org/cd/conference-disarmament-2023/>. All information and documents related to the meetings of preceding years (until 2004) are accessible from <https://meetings.unoda.org/>.**

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

## Meetings of the Conference

16. **There is no provision for 2023 for the Conference to use remote simultaneous interpretation platforms. Therefore, the format of the Conference's meetings will be fully in-person meetings in line with relevant social distancing measures.** Up to ten in-person meetings per week, with full services, can be provided to the Conference. Logistical information regarding meetings will be communicated in advance to delegations.

17. 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.

18. A delegation or a group of delegations wishing to hold informal meetings or consultations are requested to notify the Secretariat (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. If a room is not available, the Secretariat can organize a virtual meeting.

## List of speakers and statements

19. Member and non-member States wishing to inscribe their names on the list of speakers in advance of a plenary meeting are invited to inform the Secretariat at [cd@un.org](mailto:cd@un.org).

20. Delegations are encouraged, whenever possible, to provide their statements, as early as possible in advance of delivery, to [cd@un.org](mailto:cd@un.org), with a copy to: [speeches@un.org](mailto:speeches@un.org) so that they can be made available to the podium and to the interpreters. The United Nations does not provide photocopying services.

21. A delegation willing to have its statement made in formal plenary meeting **posted on the CD website**, should make an explicit request to the CD Secretariat and send a PDF version of the statement to [cd@un.org](mailto:cd@un.org).

---