

---

# Conference on Disarmament

12 January 2012

English only

---

## 2012 Session

### Information for member and non-member States

---

This document provides preliminary information for participants at the Conference. Any necessary additional information will be provided during the session. Documentation and other information, as it becomes available, will be posted on the Conference website [www.unog.ch/disarmament](http://www.unog.ch/disarmament)

---

### Dates

First part: 23 January – 30 March

Second part: 14 May – 29 June

Third part: 30 July – 14 September

### List of assigned secretariat officials

**Mr. Kassym-Jomart Tokayev**

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

PN-C.109  
022-917-2281

**Mr. Jarmo Sareva**

**Deputy Secretary-General of the  
Conference**

PN-C.107  
022-917-2281  
[jsareva@unog.ch](mailto:jsareva@unog.ch)

**Mr. Valère Mantels****Secretary of the Conference**

PN-C.119  
022-917-2275  
vmantels@unog.ch

**Ms. Sylvia Mercogliano<sup>1</sup>****Political Affairs Officer**

PN-C.117  
022-917-2280  
smercogliano@unog.ch

**Mr. Yuriy Kryvonos****Political Affairs Officer**

PN-C.129  
022-917-3442  
ykryvonos@unog.ch

**Ms. Sarka Krcalova****Associate Political Affairs Officer**

PN-C.117  
022-917-3038  
skrcalova@unog.ch

**Ms. Norma Alicia Roulin-Hernandez****Documents Assistant**

PN-C.111  
022-917-5281  
nroulin@unog.ch

**Ms. Charlotte Laut Hernandez****Front-Desk Office Assistant**

PN-C.109  
022-917-2281  
022-917-0034 (fax)<sup>2</sup>  
clauthernandez@unog.ch

## List of speakers

Member and non-member States wishing to inscribe their names on the list of speakers are invited to contact Ms. Charlotte Laut Hernandez, front-desk, PN-C.109, tel.: 022-917-2281, e-mail: cd@unog.ch.

Delegations are encouraged, whenever possible, to provide copies of their statements, as early as possible in advance of delivery, to the Conference Officer in the Council Chamber. Member and non-member States wishing to distribute copies of their statements are requested to provide at least 150 copies for distribution to the Conference Officer in the meeting room. The United Nations does not provide photocopying services.

Delegations are also encouraged to provide their statements in MS Word format to the following e-mail address: cd@unog.ch.

---

<sup>1</sup> On official leave during the first part of the 2012 session.

<sup>2</sup> In order to reduce the use of paper and noting that the Organization will be phasing out fax machines, delegation are urged to use e-mail as much as possible.

## Representation, accreditation and registration procedures

Section II, Rules 4 and 5 of the rules of procedure of the Conference stipulate 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.

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.109, e-mail: cd@unog.ch**, before the beginning of the session or within the first week after the opening of the session.

The list of participants is issued during the first part of the session and, as necessary, revised subsequently. **The Secretariat should be kept informed of any changes during the entire session.** A list of member States delegations to the Conference on Disarmament in Geneva, also known as the "yellow book," is issued once a year.

States not members of the Conference should address their requests for participation in the Conference at any time during the session. They are requested to submit a letter, with the composition of their delegation participating in the Conference, to the Secretary-General of the Conference (Palais des Nations, office C.109, e-mail: cd@unog.ch).

Those members of delegations officially accredited to the Conference who need an entrance badge to the Palais des Nations are kindly requested to complete a registration form available on the CD website and to transmit it to the Secretariat accompanied by a note verbale from the Permanent Mission indicating that the delegate is a member of the delegation. 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 entrance badge, delegates are kindly requested to present the original registration form and a valid passport or a national identity card. The badge is strictly for personal use.

## Documentation, including verbatim records

Papers submitted by member and non-member States to be issued as official documents of the Conference should be accompanied by a letter addressed to the Secretary-General of the Conference or his deputy, requesting their issuance as official documents of the Conference (Palais des Nations, office C.109, e-mail: cd@unog.ch). The electronic version of the papers and the letter should also be transmitted to the Secretariat in MS Word format for attention Ms. Norma Alicia Roulin-Hernandez, nroulin@unog.ch, copy cd@unog.ch.

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 working languages of the Conference in the form of verbatim records.

Statements made during **formal** plenary meetings shall be posted on the website of the Conference, provided a hard copy and/or an electronic version has been provided to the Secretariat. For this purpose, the Secretariat has created a specific webpage, which can be accessed by clicking the tab "Statements 2012" on the webpages of the Conference on Disarmament. In order to optimize this facility, delegations are kindly requested to provide, in addition to the original language, an unofficial translation in one of the working

languages of the United Nations (English or French). Statements will remain posted on the CD Webpages until they are reproduced in the verbatim records.

With respect to statements made during **informal** meetings of the Conference, the Secretariat will make available, on request, a compilation of the available statements.

Official documents of the Conference are distributed to delegations in boxes located on the same floor as the Council Chamber, near Conference Room III. Delegations are kindly reminded to empty these boxes on a regular basis.

Official documents are also available in all official languages both on the Official Document System of the United Nations (ODS) (<http://documents.un.org>). Delegations can also access ODS through the webpages of the Conference on Disarmament (<http://www.unog.ch/disarmament>).

Delegations have been requested, in a letter dated 11 January 2012, to indicate whether they still wish to receive a hard copy of the official documents and if so, in which language the documents have to be provided. A copy in additional languages may be obtained from the documents distribution counter, Palais des Nations, office C.337, tel.: 022-917-4252 or 022-917-2609.

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

Information related to the work of the Conference, including official documents, statements at formal plenary meetings, is available at the following URL: [www.unog.ch/disarmament](http://www.unog.ch/disarmament).

## **Conference Rooms**

Meetings of the Conference are normally held in the Council Chamber, which is also available to the Conference for its informal meetings and for the meetings of its subsidiary bodies. Up to ten meetings per week, with full services, may be provided to the Conference. It must be noted, however, that due to constraints imposed by the General Assembly, meetings beyond regular hours, meetings on non-working days and extended meetings or sessions will most likely not be serviced.

When the Conference is in session, the CD Secretariat will allocate a room for use by the President of the Conference. If required, additional conference rooms may also be provided upon request.

Delegation or a group of delegations wishing to hold informal meetings or consultations are requested to notify the Secretariat (022-917-2281) well in advance so that appropriate arrangements can be made for a venue and servicing, if necessary.

---