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# First Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons

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English only

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Vienna, 21–23 June 2022

## Information for States parties, observer States and intergovernmental organizations

The present document contains preliminary information for participants in the first Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons. Any necessary additional information will be provided closer to the date of the session. Documentation and other information will be posted, as it becomes available, on the website of the Meeting of States Parties (<https://meetings.unoda.org/meeting/tpnw-msp-1-2022/>).



## I. Dates and venue

1. The first Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons will be held in Vienna from 21 to 23 June 2022.
2. The opening meeting will begin at 10 a.m. on Tuesday, 21 June, and will be held in the “D” hall of the Austria Centre Vienna. Entry into the venue will be conducted through the Vienna International Centre.<sup>1</sup>

## II. Restrictions related to the coronavirus disease pandemic

3. Owing to the ongoing coronavirus disease (COVID-19) pandemic, a number of restrictions are in place at both the Vienna International Centre and the Austria Centre Vienna in order to ensure the health of all delegates and staff. The following information was correct as of the issuance of the present document but may subsequently change. Participants are encouraged to consult the following webpage, which contains the latest COVID-19-related updates from the Vienna International Centre: <https://nucleus.iaea.org/sites/covid19/SitePages/Home.aspx>.
4. Those entering the Vienna International Centre and areas of the Austria Centre Vienna allocated for the Meeting of States Parties no longer need to have proof of low epidemiological risk (i.e., proof of vaccination or recovery, or a negative polymerase chain reaction (PCR) test). Participants are generally recommended to wear FFP2 masks when indoors in common areas at the Vienna International Centre and Austria Centre Vienna, including in meeting rooms (for a list of specific facilities that require the wearing of FFP2 masks, please consult the link above). A minimal distance of one metre must be kept to others when on the premises of the Vienna International Centre and Austria Centre Vienna. Participants are reminded to stay home if they feel ill or have respiratory symptoms, and are encouraged to continue to make use of the testing programmes provided, including the free Alles gurgelt programme at various locations in Vienna. Participants must stay at home and may not come to the meeting venue if they have tested positive or have been placed under quarantine by the local health authorities.
5. In addition, participants are strongly encouraged to consult official Austrian sources for the restrictions currently in place in the host country and host city, including those that apply to travellers entering Austria, available at the following webpage: <https://www.austria.info/en/service-and-facts/coronavirus-information>.

## III. List of speakers and general debate

6. The list of speakers for the general debate will be open from 3 p.m. (Vienna time) on 7 June 2022. States parties wishing to add the names of their representatives to the list of speakers for the general debate are invited to do so by email addressed to [tpnw@un.org](mailto:tpnw@un.org). Emails received before 3 p.m. (Vienna time) on 7 June 2022 will be disregarded.
7. Given the number of States parties expected to take part in the general debate, national statements should be limited to six minutes and statements on behalf of groups of States parties to eight minutes. Similarly, statements in the exercise of the

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<sup>1</sup> Owing to construction work on the U1 line, the “Kaisermühlen/VIC” stop will be closed in the direction of Leopoldau from 25 April to 7 August 2022. This means that trains will not stop at the Vienna International Centre. As an alternative, passengers can travel one stop further to “Alte Donau” and then take the train back one stop to “Kaisermühlen/VIC”.

right of reply should not exceed three minutes for the first intervention and two minutes for the second.

8. Delegations are kindly requested to email electronic versions of their statements to [tpnw@un.org](mailto:tpnw@un.org), as early as possible, for posting on the website of the Meeting of States Parties. The name of the State party and the title of the meeting should be indicated in the subject line of the email. The statements will be uploaded to the website of the Meeting after delivery. The secretariat kindly requests that delegations provide only 25 hard copies of official statements for the interpretation services. The United Nations does not provide photocopying services.

#### **IV. List of participants**

9. States parties, observer States and intergovernmental organizations are requested to inform the Secretary-General of the Meeting of States Parties of the composition of their delegations in writing, as soon as possible and by no later than 14 June 2022. Lists of participants should be submitted in Microsoft Word format, under the cover of a note verbale from an embassy, the Permanent Mission or the Ministry of Foreign Affairs and may be sent by email to [tpnw@un.org](mailto:tpnw@un.org).

#### **V. Credentials**

10. Article 8, paragraph 2 of the Treaty on the Prohibition of Nuclear Weapons states, inter alia, that: “The meeting of States Parties shall adopt its rules of procedure at its first session. Pending their adoption, the rules of procedure of the United Nations conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination, shall apply.” Rule 3 of the rules of procedure of the United Nations conference to negotiate a legally binding instrument to prohibit nuclear weapons, leading towards their total elimination, states that “The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of the Conference, if possible, not less than one week before the date fixed for the opening of the Conference. The credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs.” In that connection, States parties are kindly requested to deliver the original hard copy of the credentials to the Secretary-General of the Meeting of States Parties, Christopher King, Vienna office of the Office for Disarmament Affairs, Vienna International Centre, room E-1119. In addition, a scanned copy of the credentials, as well as other communications containing the names of representatives to the Meeting of States Parties (such as letters and notes verbales from the permanent missions), should be emailed to [tpnw@un.org](mailto:tpnw@un.org).

#### **VI. Registration procedures**

11. Members of delegations who are not already accredited to the United Nations Office at Vienna are requested to register using the form available at <https://forms.office.com/r/FeLZA8yuPq> no later than 14 June 2022. Registrations can only be processed for members of delegations who are included either on their delegation’s list of participants or on the list of credentials (see sects. IV and V above).

12. Delegates will receive an email confirming their registration within 1–2 days of submitting the online form. They will subsequently receive a second email containing a link that will enable each participant to upload a photograph, which is needed to

issue a pre-printed conference pass and which will therefore shorten the time needed to issue an access pass on the day of registration.

13. Identification passes will be issued at Gate One of the Vienna International Centre. Delegates who have uploaded their picture in advance will be able to collect their pass from the area marked “Pre-printed conference passes”. Delegates who have not uploaded their picture in advance will be able to collect their pass from the Pass Office. Both places are located to the right after the entrance to Gate One. Delegates will be able to collect their passes on 20 June from 8 a.m. to 3.30 p.m. Passes can continue to be collected until the end of the Meeting of States Parties on 23 June. The Pass Office will be open from 8 a.m. to 3.30 p.m. from Monday to Friday. Participants will need their passport to collect their pass.

## VII. Documentation

14. All documents and statements for the first session will be available on the website of the Meeting of States Parties (<https://meetings.unoda.org/meeting/tpnw-msp-1-2022/>).

15. Pursuant to the guidelines of the General Assembly on the submission of documents (in particular, Assembly resolutions [52/214](#), [53/208](#) and [59/265](#)), documents submitted by States parties must not exceed 20 pages (10,700 words). However, it is strongly recommended that documents not exceed five single-spaced pages (2,675 words) so as to reduce costs, facilitate translation and ensure timely issuance. States parties may submit pre-session documents, including working papers, to the secretariat at least six weeks before the start of the first session of the Meeting and by no later than 10 May 2022 in order to facilitate their issuance prior to the session. Working papers will not be translated but will be edited and issued in the language of submission only. States parties submitting working papers in a language other than English are encouraged to provide an informal translation into English. States parties are requested to email documents in Microsoft Word format to [tpnw@un.org](mailto:tpnw@un.org). It should be noted that email submissions only become valid upon acknowledgement of receipt.

## VIII. Side events and exhibitions

16. There is a limited number of rooms available for lunchtime side events during the Meeting of States Parties. However, States and organizations that plan to hold a side event utilizing the Austria Centre Vienna facilities can apply for consideration by completing the side event request form that is annexed to the present document (see annex I) and emailing it to [tpnw@un.org](mailto:tpnw@un.org) by 20 May 2022. The availability of facilities is not guaranteed, and applications will be considered with attention to the needs and requirements of the applicant. It should be noted that email submissions become valid only upon acknowledgement of receipt by the Secretariat. Please also note that, depending on the services requested, the nature of the event or the identity of participants, speakers or audience, the United Nations may request that you provide additional information or undertake additional obligations before the request is approved. Side events may involve additional costs to be borne by the requester. The Secretariat will compile a calendar of side events to be held on the margins of the Meeting of States Parties.

17. Limited space is available for exhibitions. To request the use of such space, applicants should complete the exhibition request form annexed to the present document (see annex II) and email it to [tpnw@un.org](mailto:tpnw@un.org) as soon as possible and by no later than 20 May 2022. The availability of facilities is not guaranteed, and

applications will be considered with attention to the needs and requirements of the applicant. It should be noted that email submissions become valid only upon acknowledgement of receipt by the Secretariat. Exhibits may involve additional costs to be borne by the requester.

18. The holding of receptions in connection to side events and exhibitions is discouraged in accordance with the restrictions related to the COVID-19 pandemic in place at the Vienna International Centre.

## IX. Taking action on harassment, including sexual harassment

19. The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment. All conferences and events taking place on United Nations system premises 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 United Nations system event. To that end, the Code of Conduct to Prevent Harassment, Including Sexual Harassment, at United Nations System Events will apply to all persons involved in the Meeting of States Parties. The text of the Code of Conduct and further information thereon are available online ([www.un.org/en/content/codeofconduct/](http://www.un.org/en/content/codeofconduct/)).

20. If you feel you have been a victim of, or a witness to, harassment, including sexual harassment at the United Nations Office at Vienna during the Meeting of States Parties, you are encouraged to contact the Secretariat. The “Speak up” helpline and email address (+1 917 367 8910 and [speakup@un.org](mailto:speakup@un.org)) are available to provide confidential support about what to do and where to go for help.

## X. Secretariat

21. The Secretariat of the Meeting of States Parties can be contacted at [tpnw@un.org](mailto:tpnw@un.org).

22. A provisional list of secretariat officials is provided below.

<i>Area of responsibility</i>	<i>Name</i>
Secretary-General	Mr. Christopher King
Credentials/Participants list	Ms. Qi Lai
Non-governmental organizations	Ms. Diane Barnes
Side events/Documentation	Mr. René Holbach
Speakers list/Exhibits	Mr. Gabiden Laumulin

## Annex I

### Side event request form

(State parties/intergovernmental organizations only)

#### First Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons

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Please fill in all fields. This form must be returned by email to the Office for Disarmament Affairs ([tpnw@un.org](mailto:tpnw@un.org)) by 20 May 2022. Late and/or incomplete applications will not be considered under any circumstances.

<i>Profile of the organizer</i>				
<b>1. Submission date</b> (DD/MM/YYYY)				
<b>2. Organizer(s)</b>				
<i>Profile of the event</i>				
<b>3. Title of the event</b>				
<b>4. Brief description of the event</b>				
<b>5. Sponsors (if any)</b>				
<i>Planning requirements</i>				
<b>6. Proposed date and time</b>  All side events shall be held at lunch hour, beginning at 1.15 p.m. and finishing at 2.30 p.m.	<i>First preference</i>		<i>Second preference</i>	
	From:	To:	From:	To:
<b>7. Details of the intended audience and expected number of participants</b>				
<b>8. Equipment and services requested</b>				
<b>9. Name of speaker</b>	<b>Title</b>	<b>Affiliation</b>		
(1)				
(2)				
(3)				
<i>Contact information</i>				
<b>10. Main contact person</b>	Name: Address:		Tel.: Email:	
<b>11. Alternate contact person</b>	Name: Address:		Tel.: Email:	

<p><b>By submitting this request form, you shall be deemed to have accepted the following terms and conditions:</b></p> <p>(a) Side event must be open to all participants in the First Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons;</p> <p>(b) Side event organizers shall be responsible for ensuring access to the United Nations premises by their event participants. The Office for Disarmament Affairs will not facilitate these arrangements;</p> <p>(c) Side event organizers shall be responsible for delivering, storing, distributing and removing their materials for their events. The United Nations will not receive or store any materials on behalf of side event organizers;</p> <p>(d) United Nations interpretation services are not available for side events;</p> <p>(e) Side event organizers shall be responsible for publicizing their events;</p> <p>(f) Confirmation of the programme of side events for the First Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons will take place after the deadline for the submission of request forms. The United Nations will not respond to any request for earlier confirmation. All communication will be directed to the designated contact persons only;</p> <p>(g) Side event organizers shall assume full financial responsibility for event-related costs, risks and damages;</p> <p>(h) The United Nations may withdraw its confirmation of side events at any time and without incurring any liability in the event of extraordinary unforeseen circumstances.</p>	
<p>Signed by: (Authorized representative of the requester)</p>	<p>Date:</p>

*Note:* Food and drinks are strictly prohibited in the conference rooms. Activities involving food and drinks are allowed only in the areas designated for that purpose. The United Nations will not facilitate such arrangements. Please note that your event must be adjourned in a timely manner and the participants must vacate the room at the stipulated time (no exceptions). A delayed start time, regardless of the reason (e.g., delayed ending of a prior meeting), will not permit an extension of the end time of your event. The audio feed for your event will be terminated promptly at the end of the stipulated time period, and service providers will begin preparing the room for the meeting to follow; no exceptions will be made.

## Annex II

### Exhibition application form

(State parties/intergovernmental organizations only)

#### First Meeting of States Parties to the Treaty on the Prohibition of Nuclear Weapons

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Please complete clearly and fill in all fields. This form must be returned by email to the Office for Disarmament Affairs ([tpnw@un.org](mailto:tpnw@un.org)) by 20 May 2022. Late and/or incomplete applications will not be considered under any circumstances.

(Official use only) Received on (DD/MM/YYYY)		Rejected:
		Late application
		Incomplete (#)
		Other (...)
<b>1. Date of application</b> (DD/MM/YYYY)		
<i>Profile of the organizer</i>		
<b>2. Exhibitor(s)</b> (e.g., name of photographer/ artist)		
<b>3. Organizer(s)</b> (e.g., name of organization presenting the exhibit)		
<b>4. Endorsed by</b> (name of Permanent Mission)		
<i>Profile of the exhibition and planning requirements</i>		
<b>5. Title of the exhibition</b>		
<b>6. Request for support</b> (e.g., panels, hanging materials)		
<b>7. Brief description of the size and physical content of the exhibition</b>	<b>Size</b> (H × W × D in centimetres)	<b>Medium</b> (photo, sculpture, etc.)
<b>8. Proposed date and time of set-up and breakdown</b>		
<b>9. Attach a full, non-returnable portfolio in electronic format, including all exhibition items and all texts or captions to be displayed, plus audio or video if applicable.</b>		
		<input type="checkbox"/> Portfolio attached
<i>Delivery and installation</i>		
The United Nations Secretariat does not receive or store any materials on behalf of the organizers. The Secretariat refuses to take any delivery of exhibition items and shall be not responsible for such items.		



<i>Contact information</i>	
<b>10. Main contact person</b>	Name:
Mailing address:	
Email:	Tel.:
<b>11. Alternate contact person</b>	Name:
Mailing address:	
Email:	Tel.:
<p>We agree to assume full responsibility for delivering, insuring, storing, installing, maintaining, dismantling, crating, shipping and publicizing our exhibition, for the storage of shipping and packing cases during the exhibition, as well as for all related costs, including all costs incurred for the requested equipment and services.</p> <p>We agree to the following terms and conditions:</p> <p>(a) All materials must be submitted for review at least four weeks prior to the proposed date of the exhibition. If that timeline is not observed, the intended time slot may have to be changed. A PowerPoint template through which the material should be submitted will be provided by the Secretariat;</p> <p>(b) All exhibition applications must be reviewed and approved by the Secretariat;</p> <p>(c) The size of each exhibition will need to be determined based on the total number of accepted exhibitions. An exhibition request may be accepted subject to adaptation;</p> <p>(d) Confirmation of exhibitions will be sent out by email as soon as an indicative schedule of exhibitions is finalized. The United Nations will not respond to any request for earlier confirmation;</p> <p>(e) The United Nations reserves the right to determine the exact location and display of each exhibition. The United Nations may withdraw its confirmation of exhibitions at any time and without incurring any liability in the event of extraordinary unforeseen circumstances.</p>	
Signed by: (Authorized representative of the requester)	Date: