



Eighth Meeting of the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines, and on Their Destruction

Dead Sea, Jordan, 18 – 22 November 2007

Administrative Information*

Introduction:

The Eighth Meeting of the States Parties (8MSP) is a formal meeting of the 155 States which have accepted the 1997 Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines, and on Their Destruction (hereafter referred to as “the Convention”) held in accordance with Article 11 of the Convention and pursuant to the decisions of the 2004 First Review Conference and the 2006 Seventh Meeting of the States Parties (7MSP).

Host, Chair and Organizer:

At the 7MSP, the State Parties agreed to designate His Royal Highness Prince Mired Raad Al-Hussein of Jordan President of the 8MSP, and decided to hold the 8MSP in Jordan the week of 18-22 November 2007. Mr. Ayman Al-Amery, Director of International Relations and Organizations at the Foreign Ministry of Jordan has been designated Secretary-General. Jordan’s National Committee for Demining and Rehabilitation (NCDR) is taking the lead for Jordan in organizing the 8MSP. Ms. Lina Abu Nuwar Ghazi, NCDR Head of International Relations, will be the Assistant Secretary General of the 8MSP and the point of contact for all interested actors:

Lina Abu Nuwar Ghazi
8MSP Assistant Secretary General & Spokesperson
8MSP-Jordan Team Leader
Tel: +962 6 5826973
Fax: +962 6 5859614
Email: l.abunuwar@ncdr.org.jo

To support the work of Jordan in hosting and presiding over the 8MSP, His Royal Highness Prince Mired Al-Hussein has requested that the Manager of the AP Mine Ban Convention Implementation Support Unit, Mr. Kerry Brinkert, serve as the 8MSP President’s Executive Coordinator. In addition, and in keeping with past practice, the United Nations Secretary-General has been requested to appoint an Executive Secretary to execute responsibilities normally accorded to the United Nations at Meetings of the States Parties. The Director of the

* As of 20 September 2007.

United Nations Office for Disarmament Affairs, Geneva Branch, Mr. Tim Caughley, has again been appointed Executive Secretary.

Website:

The 8MSP-Jordan Team has created a website that includes all necessary information on the event. Additionally, delegates and their companions can apply for their entry visas online, register for the field trip, as well as arrange their hotel bookings, transportation and excursions. (www.8mspjordan.org).

All delegates are kindly requested to fill out the online participation form on 8MSP website no later than 1 October 2007. Kindly bear in mind that this form is for the Jordan Team administrative purposes only. Official registration for the 8MSP remains with the office of the 8MSP Executive Secretary.

Venue:

The 8MSP will be held at the King Hussein Bin Talal Convention Center by the shores of the Dead Sea from 18-22 November 2007.

Program:

A draft program was distributed to the States Parties on 16 February 2007 and presented at the Meetings of the Standing Committees in April 2007. The States Parties deemed it acceptable for adoption at the beginning of the 8MSP.

Speakers' lists:

While the draft program features a general exchange of views, States Parties and observers are encouraged to refrain from making general statements but rather provide updates on implementation on thematic matters indicated in Agenda Item 11 ("Consideration of the general status and operation of the Convention"). In addition, if they wish, delegations can distribute written statements rather than deliver oral statements. Delegations still wishing to take the floor under the general exchange of views should inform the Executive Secretary by email at apl.msp@unog.ch or by fax at +41 22 917 00 34.

The agenda item, "Consideration of the general status and operation of the Convention," will feature thematic discussions related to various matters that concern the pursuit of the Convention's core aims. Should your delegation wish to participate in these discussions, it can indicate a desire to speak either by raising its nameplate or by contacting the 8MSP President's Executive Coordinator (i.e., the Manager of the Implementation Support Unit) by email at isu@gichd.ch or by fax at +41 22 906 1690.

Opening Ceremony and Field Visit:

An opening ceremony will be held under the patronage of His Majesty King Abdullah II on the evening of 17 November. A cocktail reception hosted by Jordan will precede the opening ceremony. All those attending the reception and opening ceremony will need to have entered the King Hussein Bin Talal Convention Center no later than 17:00. Those failing to do so will not be admitted due to security restrictions.

A field visit is planned for the morning of 17 November for all 8MSP delegates who are interested in observing the progress made and challenges that remain in implementing the Convention in Jordan. The trip will be to the 'Baptism Site' where Jesus was baptized and which is of course one of Jordan's most important religious sites. (It is only 15-20 minutes away by car from the King Hussein bin Talal Convention Center and the hotels by the Dead Sea). The main reason for choosing this particular site is because it was once a big minefield that was totally cleared of all landmines prior to the visit of His Late Holiness the Pope John Paul II in the year 2000. Further information is available on the 8MSP website (www.8mspjordan.org).

Side Events:

A variety of rooms are available for States Parties and organizations to hold Contact Group meetings and side events. Actors wishing to acquire a space for such activities should contact the 8MSP President's Executive Coordinator (i.e., the Manager of the Implementation Support Unit) by email at isu@gichd.ch or by fax at +41 22 906 1690. Please note that side events or meetings that run concurrent to sessions of the 8MSP are discouraged.

Exhibitions:

Exhibitions will be held on the margins of the 8MSP for organizations involved in mine action. However, the 8MSP-Jordan Team is not accepting anymore exhibition space requests as the deadline for receiving such requests was 1 September 2007.

Please note that organizations that have already booked their exhibition space must provide the 8MSP-Jordan Team with a full list of all materials that will be shipped to Jordan for the purpose of the exhibition. This will enable them to inform the Customs Department of the shipment in order to facilitate its arrival in Jordan. Please send your list to Mrs. Lina Abu Nuwar Ghazi, Assistant Secretary General of the 8MSP, (Tel: +962 6 5826973, Fax: +962 6 5859614, email: l.abunuwar@ncdr.org.jo).

The official carrier of the 8MSP, The Royal Jordanian (RJ) Airlines, is pleased to offer exhibitors a 25% discount on all shipments intended for the 8MSP exhibition. For additional information including terms and conditions, please contact your local RJ office

Visas:

In all cases visas are required to enter Jordan. All delegates (plus companions; i.e. non-delegates) and representatives of the media can acquire visas free of charge before commencing travel and are advised to apply for their visa online. This service will be available for the purposes of the 8MSP only. For more information regarding this service and to apply online for a visa, please visit the Jordan 8MSP website: www.8mspjordan.org.

Arrival, Departure and Transportation:

The official carrier of the 8MSP, The Royal Jordanian Airlines, is pleased to offer participants a 25% discount on their tickets to Jordan. For bookings and other information including terms and conditions, please contact your local RJ office.

Delegates will be met at the airport by representatives of Jordan's NCDR and will be transported to selected hotels (Please see below). This service will be available from 16 November to 18 November. Delegates arriving before or after these dates will need to make their own arrangements for transportation from the airport. Special transportation for persons with disabilities will be made available upon request.

Delegates will be transported from the selected hotels to the King Hussein Bin Talal Convention Center and back daily from 17 November to 22 November.

Transportation from these hotels to the airport will be provided from 22 November to 24 November. Delegates departing before or after these dates will need to make their own arrangements for transportation to the airport.

Further information on the schedule of shuttle buses will be made available on the 8MSP website once travel itineraries are finalized.

Accommodation:

The King Hussein Bin Talal Convention Center is approximately 40 km from Amman. Jordan has negotiated special rates and blocked a number of rooms at all the hotels at the Dead Sea, as well as at some hotels in Amman. In order to benefit from preferred rates, delegations must make their reservations by filling out the appropriate on-line form which can be accessed at the 8MSP website. The deadline for making reservations through this method is **1 October 2007**. Additional information can be found at: www.8mspjordan.org.

Registration:

A. States Parties and other States:

Each State must designate a head of delegation and such other representatives, alternate representatives and advisers as may be required. The names of these individuals should be notified to the 8MSP Executive Secretary at the following address:

Mr. Tim Caughley
Executive Secretary of the Eighth Meeting of the States Parties
Office for Disarmament Affairs (Geneva Branch)
Palais des Nations, room C-109
Avenue de la Paix 8-14
1211 Geneva 10
Switzerland
Fax: +41-22-917-0034
E-mail: apl.msp@unog.ch

B. International and Regional Organizations:

Each relevant organization, including UNHCR, UNDP, UNICEF, WHO, WFP, regional organizations, the ICRC, the International Federation of the Red Cross and Red Crescent Societies, the Sovereign Order of Malta, the ICBL, and the GICHD must designate a head of delegation and such other representatives, alternate

representatives and advisers as may be required. The names of these individuals should be submitted to the Executive Secretary.

C. ICBL and its member organizations:

ICBL and its member organizations that wish to take part in the 8th Meeting of the States Parties must fill out the online participation form at the 8MSP Jordan website (www.8mspjordan.org). Additionally, ICBL sponsored participants must also register with the ICBL. In cooperation with the 8MSP Jordan Team, the ICBL will then collect the necessary information and forward it to the 8MSP Executive Secretary. The ICBL can be reached via:

Daiana Savage
Administrative Assistant
International Campaign to Ban Landmines
7, Chemin de Balexert
1219 Geneva
Switzerland
Tel: +41 22 920 03 25
Fax: +41 22 920 01 15
Email: savage@icbl.org

D. Other organizations requesting ‘Official Observer Status:’

According to the draft rules of procedure, organizations other than those explicitly listed in the draft rules may attend the 8MSP as observers upon receipt of an invitation to do so provided by the Coordinating Committee of Co-Chairs and subject to approval of the 8MSP. Interested organizations can request an invitation by writing to the Executive Secretary, who will forward requests to the Coordinating Committee:

E. Media:

The 8MSP is open to the media. Media representatives who are not already accredited to the United Nations Office at Geneva are requested to contact Lina Abu Nuwar Ghazi, MSP Assistant Secretary General & Spokesperson, 8MSP-Jordan Team Leader (Tel: +962 6 5826973, Fax: +962 6 5859614, Email: labunuwar@ncdr.org.jo).

F. Organizations / individuals wishing to attend without ‘Official Observer Status:’

According to the draft rules of procedure, the 8MSP will be held in public, implying that interested individuals may witness the proceedings from the public gallery. For security reasons, individuals wishing to attend the 8MSP must contact the Executive Secretary to receive access to the conference venue.

Sight-seeing program and post-event activities:

Details of spouse/companion programs and post-event activities for those wishing to extend their stay in Jordan can be found on the 8MSP Website (www.8mspjordan.org). A travel and

tour operator will be present at the Convention Center throughout the Meeting to assist delegates and spouses/companions wishing to partake of such activities.

Additional information:

<p>Lina Abu Nuwar Ghazi 8MSP Assistant Secretary General & Spokesperson 8MSP-Jordan Team Leader Tel: +962 6 5826973 Fax: +962 6 5859614 Email: l.abunuwar@ncdr.org.jo</p>	<p>Peter Kolarov Political Affairs Officer UN Office for Disarmament Affairs Tel: +41 22 917 34 41 Fax: +41 22 917 00 34 Email: pkoralov@unog.ch</p>	<p>Kerry Brinkert President's Executive Coordinator Manager of the AP Mine Ban Convention Implementation Support Unit, GICHD Tel: +41 22 906 1637 Fax: +41 22 906 1690 Email: k.brinkert@gichd.org</p>
<p>www.8mspjordan.org</p>	<p>www.unog.ch/disarmament</p>	<p>www.8msp.org</p>