



Twenty-First Meeting of the States Parties
20 to 24 November 2023, Geneva

Twenty-First 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

Geneva, 20-24 November 2023

Information for Participants¹



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¹ Information as of 25 September 2023.

1. Date and Venue

The Twenty-First Meeting of the States Parties (21MSP) will be held from **20 to 24 November 2023** in **Room XIX**, 3rd floor, E building of the Palais des Nations, United Nations Office at Geneva (UNOG), Avenue de la Paix 8-14, 1211 Geneva 10, Switzerland.

The 21MSP will be presided over by Thomas Göbel, Ambassador and Permanent Representative of Germany to the Conference on Disarmament in Geneva.



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2. Access to the Palais des Nations by taxi, bus or tram

The entrance of the Palais des Nations for conference participants is located at the **Pregny Gate**, 14 avenue de la Paix, 1211 Geneva, in front of the International Committee of the Red Cross (ICRC) building and next to the Geneva Hotel School.

The nearest bus stops to the Pregny Gate are *Nations* (5mn walk) and *Appia* (1mn walk).

- The *Nations* stop is located on the Place des Nations near the Broken Chair statue and the alleyway of flags. You can take a direct bus or tram to reach the *Nations* stop on the following bus lines: 5, 8, 11, 20, 22, 28, F, V and Z, as well as Tram 15.
- The *Appia* stop is located at the bottom of avenue Appia on the side of the ICRC building. You can take the 20 or F bus lines direct from Cornavin railway station.

There are no parking facilities for conference participants, except for Permanent Mission delegates in possession of a valid parking permit.

3. Accessibility

Persons with disabilities are automatically granted priority access upon arrival to Pregny Gate. They are also given a map of the Palais (see **map in Annex I**) which indicates accessible doors, elevators, and restrooms. The Palais des Nations is undergoing renovation and accessibility is currently more limited.

For more information on accessibility at the Palais des Nations, please refer to **Annex II**.

4. Programme and documents of the 21MSP

The 21MSP programme as well as all other documents of the meeting can be found on the Convention's website at <https://www.apminebanconvention.org/en/meetings-of-the-states-parties/21msp/>

5. Timing of plenary sessions

Plenary sessions will be held each day from 10:00 to 13:00 and from 15:00 to 18:00.

6. Format of the meeting

The 21MSP will be held in person.

Participants can follow the proceedings of the meeting remotely in the following manner:

Through UN Listen Live <https://listen-live.unog.ch/en/> (audio only)

7. Working Languages

In keeping with the Convention's practices, simultaneous interpretation during plenary sessions will be available in Arabic, Chinese, English, French, Russian and Spanish.

8. Statements and presentations

If your delegation wishes to speak under a particular agenda item, please send an email to the ISU to be included in the list of speakers isu@apminebanconvention.org

We kindly ask all delegations to please upload copies of their statements to <https://isu.portal.massive.app> in advance of the meeting to facilitate the work of the interpreters

9. Opening ceremony

As part of the official 21MSP programme, a ceremonial opening will take place on Monday 20 November from 10:00 to 11:00.

In keeping with past practice, brief addresses will be delivered by or on behalf of the UN Secretary General, the President of the International Committee of the Red Cross, the International Campaign to Ban Landmines and the President of the Council of Foundation of the Geneva International Centre for Humanitarian Demining.

10. Opening reception

All delegates are invited to an opening reception on Monday 20 November. Further information on the reception will be provided in the lead up to the 21MSP.

11. Participation

As per established practice, each delegation must officially notify the Executive Secretary of the Twenty-First Meeting of the States Parties (i.e. Peter Kolarov of the UNODA: apl@un.org) of the composition of its delegation.

In accordance with Article 11 of the Convention, States Parties present at the 21MSP are considered "Participants". Other States may attend as "Observers". Also according to Article 11 of the Convention and

the rules of procedure for Meetings of the States Parties, relevant international organisations or institutions and regional organisations may attend and participate as “Observers.”

- **States Parties wishing to participate** should send, through their Permanent Mission, a note verbale to the United Nations Office for Disarmament Affairs informing on their intention to participate in the 21MSP and listing all participants, with indication of full name and title of the members of the delegation. The head of delegation should be clearly indicated.
- **States not party wishing to participate as observers** should send, through their Permanent Mission, a note verbale to the United Nations Office for Disarmament Affairs informing on their intention to participate in the 21MSP and listing all participants, with indication of full name and title of the members of the delegation. The head of delegation should be clearly indicated.
- **The United Nations Secretariat, UNHCR, UNDP, UNICEF, WHO, WFP, the International Committee of the Red Cross and the International Federation of the Red Cross and Red Crescent Societies, the Sovereign Order of Malta, the International Campaign to Ban Landmines, and the Geneva International Centre for Humanitarian Demining wishing to participate as observers** should send a letter to the United Nations Office for Disarmament Affairs stating their interest to participate in the 21MSP and listing all participants, with indication of full name and title of the members of the delegation. The head of delegation should be clearly indicated.
- **Other organisations** (non-profit international organisations, regional organisations and non-governmental organisations) may request to attend as observers, subject to approval of the 21MSP. The purpose and activities of these organisations should be consistent with the object and purpose of the Convention. Such organisations wishing to participate as observers should send a letter stating the organisation’s interest in participating and requesting an observer status. The letters should list the names and titles of the members of the delegation and clearly indicate the head of delegation. Observer status will be considered by the Coordinating Committee and will be granted by a decision of the 21MSP at its opening session on 20 November.
- The notification of the representatives of non-governmental organisations, which are members of the **ICBL-CMC**, is done by the ICBL-CMC. Members of these organisations wishing to participate should contact the ICBL-CMC directly tamar@icblcmc.org
- All official notifications should be forwarded, if possible, no later than **Friday 10 November 2023** to:

APLC Secretariat, Twentieth-First Meeting of States Parties | United Nations Office for Disarmament Affairs (Geneva Branch) | Palais des Nations | 1211 Geneva 10 | Switzerland | E-mail: aplc@unog.ch

12. Registration and access to the Palais des Nations

Each delegate must have a valid United Nations grounds pass to enter the Palais des Nations. Participants already possessing a United Nations badge may proceed directly to the meeting room.

If you do not already have a UN badge, you need to register for the 21MSP in the online *Indico system* at <https://reg.unog.ch/user/register> using the following instructions:

Step 1: You must create an account if you do not have one yet.

Account creation

Recommended browsers are **Firefox, Chrome and Microsoft Edge.**

1. Go to <https://reg.unog.ch/user/register>

2. Fill out the account creation form then click on Confirm
3. You should receive an email with an activation link. Click on that activation link
4. Your account is now activated

A Youtube video tutorial of this process is available at: <https://youtu.be/AUSGE6bNKQQ>

Step 2: Register for the 21MSP

Registration

1. At this stage, you have already created and activated your account on the new UNOG online registration and accreditation system (One time exercise)
2. Go to the 21MSP registration page <https://indico.un.org/event/1001139/>
3. Click on the button "Register now" - If you are not already logged in, you will be redirected to the login page where you can log in using your username (email) and password
4. Fill out the registration form and click on Submit
5. Once you are registered, you will receive an email informing you that your registration has been received and is pending approval
6. As soon as the Secretariat approves your registration, you will receive a confirmation email with a QR code
7. Please bring your QR code along with you, on your mobile phone or printed on a paper, when you come to the Palais des Nations in Geneva. Participants can pick up their badges at the Pregny Gate, 14 Avenue de la Paix 13, 1211 Genève 10, Open Monday to Friday from 8h00 to 17h00.
8. A User Guide for participants is available for reference: <https://indicohelp.unog.ch/guides/participants/>

Frequently asked questions about Indico: <https://indicohelp.unog.ch/>
For any additional queries, please contact aplc@un.org.

Youtube video tutorial for step 1 and 2:
<https://youtu.be/MK2yizBgZVs?list=PLy384ftLF13LIX2piOvtUGItG-Wgj5hUI>

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

Participants who have already registered for a previous meeting at UNOG, can simply log in to their existing account in Indico and register for the 21MSP.

13. Press / Media

Media representatives are requested to contact the Implementation Support Unit (ISU) for further information: Tel: 0041-22-730-9346, press@apminebanconvention.org. Delegations wishing to organise a press conference should also contact the ISU.

14. Exhibition Spaces

Space will be available at the conference venue for exhibitions. For more information, please contact the ISU at isu@apminebanconvention.org.

15. Side Events

Due to major ongoing renovations at the Palais des Nations, a limited number of meeting rooms is available this year. Up to two side events can take place on most days from 20 to 24 November from 13:00 to 15:00. To request a side event space as well as catering for your side event, please contact isu@apminebanconvention.org.

16. Communications

The “UNOG_Public_Wifi” Wifi Network is open to all conference participants and does not require a password. Access to it is guaranteed in common areas of the Palais des Nations.

17. Meals

A range of foods and beverages is available at the Palais des Nations from the following places:

Main Cafeteria, Building A, Level 0
Open Monday to Friday 11:30am to 2pm

Bar Serpent, Building E, Level 1
Open Monday to Friday 8h30 to 16h00

A **vending machine** is available in Building E. It is located on Level 1 around the corner from the Bar Serpent.

Annex I: Map of UNOG



ACCESS DOORS TO THE BUILDINGS

OPEN ACCESS: 7:00 a.m. - 7:00 p.m.
C6 | A15 | A17 | E40

Open access 08.00 a.m. - 6:00 p.m.: S1

Open access for guided tours: E39

DOORS UNDER PERMANENT ACCESS CONTROL AUTHORIZED BADGES ONLY:

- Door S2
- Door C21
- Door D9
- Door A13
- Door A18
- Door B20
- Door H60

SMOKING SHELTERS

Accessibility at the Palais des Nations premises is more limited than usual due to the ongoing renovation works.

For accessible routes throughout the premises, please visit our updated [webpage](#).

ACCESSIBLE DOORS

Open access 7:00 a.m. - 7:00 p.m.:

Doors C6 | A15 | E40 | H60

ACCESSIBLE TOILETS

- MAIN ENTRANCE** | Ground floor, 1st floor
- Door A15 | Ground floor near the Cafeteria
- Door A13 | 2nd, 3rd and 5th floors
- Door C6 | Ground floor, 1st, 2nd, 3rd and 4th floors
- Door E40 | 1st, 3rd and 6th floors
- Door A17 | 3rd floor
- Door B20 | Ground floor
- Door H60 | All floors
- TEMPUS** | Ground floor

SERVICES CURRENT OPENING TIMES OF THESE SERVICES ARE AVAILABLE ON OUR [WEBSITE](#)

	FLOOR	DOOR
1 SAFI SHOP / POST OFFICE	-1	S1
2 MEDICAL SERVICE	1	S1
3 PRESS BAR	0	C6
4 SALON SUISSE	3	C6
5 CAFETERIA	0	A13 15
6 DELEGATES RESTAURANT	8	A13 15
7 GUIDED TOURS www.unge Geneva.org UN STAMPS	2	E39

	FLOOR	DOOR
8 BOOKSHOP / SOUVENIRS	2	E40
9 SERPENT BAR PASTA CORNER	1	E40
10 UBS BANK / UNFCU BANK	2	E40
11 BAR PALETTE	6	E40
12 GRAB 'N' GO	2	H60
13 CLIENT SUPPORT CENTRE	1	H60

CONFERENCE ROOMS

BUILDING A	FLOOR	DOOR
ROOMS III, V	1	C6
ROOMS VI, VII, VIII, IX	3	A13
ROOMS X, XI, XII	3	A15
ROOM XIV	1	A18
ROOM XV	2	A11
ROOM XVI	5	A13 15
CONCORDIA 1-5	2	A13 15
ASSEMBLY HALL	3	A13 15

BUILDING B	FLOOR	DOOR
LIBRARY 8:30 a.m. - 5:30 p.m.	1	B20
UNITED NATIONS MUSEUM AT GENEVA 9:00 a.m. - 5:00 p.m.	1	B20
ARCHIVES READING ROOM 8:30 a.m. - 5:30 p.m.	3	B20

BUILDING C	FLOOR	DOOR
ROOMS I, II	1	C6
ROOM IV	3	C6
COUNCIL CHAMBER	1	C6

BUILDING E	FLOOR	DOOR
ROOMS XVII, XVIII	1	E40
ROOMS XIX, XX	3	E40
ROOMS XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII	1	E40

BUILDING S	FLOOR	DOOR
ROOM S1	0	S2
ROOMS S2, S3, S4	3	S2
ROOM S5	4	S2

TEMPUS	FLOOR	DOOR
1, 2, 3	0	

Annex II: Palais des Nations Accessibility

Wheelchairs accessible routes:

- Accessible Doors
Open access 7:00 a.m. - 7:00p.m.: Doors A11, E40 and H60
- Accessible Toilets
Door A11, 3rd floor
Door E40, 1st, 3rd and 6th floors

Wheelchairs

The Security and Safety Service has three wheelchairs that can be made available for visiting adults with reduced mobility. They are located at the Peace Gate, Pregny Gate and Door 40. Another two pediatric wheelchairs can be made available for visiting children with reduced mobility, one at Peace Gate and one at Pregny Gate. If a participant knows in advance that he or she will require a wheelchair, he/she can make a note this when registering on Indico and a wheelchair will be booked for them in particular. The wheelchairs offered by the Security and Safety Service requires someone to assist the individuals using them.

The Visitors Center has another two wheelchairs available. They can be booked through the Visitors Center.

Accessing room XIX:

1. After entering through Pregny Gate, continue straight. Cross the yellow pedestrian path.
2. When you reach the sign marker that reads 'E39-E40', turn left.
3. Follow the path down the hill, towards the left, following a sign marker that reads 'E39 Guided Tours'.
4. Once you reach the outside of the E-building, proceed left and pass two revolving doors.
5. Enter through the next door on the left, which will be an automatic sliding door. You are entering on level 2.
6. Proceed forward to the E46 elevator near the escalators. Push the elevator button at the very bottom labelled '*pour descendre*'.
7. Go up one level to level 3.

For more detailed information on accessibility, please visit:

UNOG accessibility: <https://www.ungeneva.org/en/about/accessibility>

Accessibility in Geneva: <https://www.ohchr.org/en/hr-bodies/hrc/info-about-accessibility>