

## 28th Session of the Conference of the States Parties (CSP-28)

27 November – 1 December 2023, World Forum, The Hague

### **PRACTICAL INFORMATION FOR DELEGATES**

#### **Credentials and registration<sup>1</sup>**

Delegates are requested to register for CSP-28 through the INDICO registration system no later than 16 November 2023. When using the system for the first time, participants are requested to create an individual account at: <https://indico.un.org/register/>. Subsequently, the registration is to be completed at: <https://indico.un.org/e/OPCW/CSP28>. States Parties also have the option to nominate a Focal Point for registrations who will register other members of the delegation. Nominations for Focal Points shall be sent to Protocol at [protocol@opcw.org](mailto:protocol@opcw.org).

Credentials of the Representative of a State Party, issued in accordance with Rule 26 of the Rules of Procedure of the Conference, should be submitted to OPCW Protocol no later than 20 November 2023. Questions related to the submission of Credentials should be directed to the Protocol Officer at [protocol@opcw.org](mailto:protocol@opcw.org).

All representatives must submit the required Credentials and all delegation members must complete their registration in INDICO to ensure that they are listed as participants to CSP-28.

#### **Accessibility for persons with disabilities**

Attendees with disabilities who require assistance should contact Conference Services at [conference.services@opcw.org](mailto:conference.services@opcw.org).

#### **Seating arrangements for the national delegations**

Each delegation (States Parties, Signatory State or Observer States) will be assigned four seats, two seats at a desk with a microphone and two seats in the back row, in the Plenary Room (“King Willem Alexander Theatre” or “KWA”) of the World Forum.

Additional seats for all participants will be available on a first-come, first-served basis in the balcony of the KWA.

During the meeting of the General Committee held on 16 October 2023, a lot was drawn to determine the order of the seating arrangements for CSP-28. As a result, Argentina<sup>2</sup> will lead the seating in the first position of the first row (on the right-hand side of the podium). The rest of the seating is assigned alphabetically in a counterclockwise direction, beginning on the right and moving to the left with each new row, subject to the established procedure related to the order in which the States Parties submitted their attendance registrations:

- the States Parties that registered within the deadline of 16 November 2023 as communicated by the Technical Secretariat via Note Verbale (NV/ERD/PPB-913) on 19 October 2023 will be seated in alphabetical order starting from Argentina;

---

<sup>1</sup> For more details, please consult the Note Verbale submitted by the Technical Secretariat NV/ERD/PPB-913 on 19 October 2023.

<sup>2</sup> See the minutes of the meeting of the General Committee held on 16 October 2023.

- all States Parties that submit their registration forms after this deadline will be allocated seats following the order of their registration.

### **Side-events and Exhibits**

Side events and Exhibits at the World Forum and at the OPCW HQ premises can be organized during the session at no cost to the Organisation. Detailed information and guidelines regarding the registration procedure, can be found on the OPCW website at <https://www.opcw.org/calendar/csp/side-events>.

### **Delegates' Lounge**

A coffee corner will be in the main foyer of the World Forum. Payment is by pin only. Cash payment will not be possible.

### **General debate, statements, streaming and other relevant information**

In an effort to organize the work of CSP-28 as efficiently as possible it is recommended to submit all collective and national statements in written form in advance of the Session (see paragraphs below).

If a delegation accredited to the CSP-28 is going to make an oral statement under any agenda item, such intervention should be short, highlighting the main points of the submitted written text and strictly related to the implementation of the Chemical Weapons Convention.

### **List of Speakers for the General Debate**

Delegations wishing to take the floor during the discussion of agenda item “General Debate” should submit their request via email to the Secretariat for the Policy-Making Organs (PMO) ([ContactPMO@opcw.org](mailto:ContactPMO@opcw.org)) by 12:00 hrs on 24 November 2023.

### **Regional and National Statements**

Delegations are requested to provide their regional or national statements in PDF format to the Secretariat for the Policy-Making Organs ([national.statements@opcw.org](mailto:national.statements@opcw.org)) by 18:00 hrs on 23 November 2023.

Delegations are encouraged to submit their interventions in reply to any regional or national statement to the Secretariat for the Policy-Making Organs ([national.statements@opcw.org](mailto:national.statements@opcw.org)) by 12:00 hrs on 27 November 2023.

These statements will also be distributed, as provided, to all Member States via the external server (Catalyst). Delegations providing statements in a language other than English are kindly advised to provide a courtesy translation into English. These statements will be distributed, as provided, to all States Parties via Catalyst.

### **Request to publish Regional and/or National Statements on the OPCW website**

Delegations that request their regional and/or national statements to be published on the OPCW public website ([www.opcw.org](http://www.opcw.org)) prior to the opening of the session shall send the statement in a PDF file to [web@opcw.org](mailto:web@opcw.org). In doing so, the delegation is consenting to its publication on the OPCW public website.

## **Statements of high-level representatives under the General Debate**

For high-level representatives (Deputy Minister level or higher) a time slot to speak in-person can be requested via email to [ContactPMO@opcw.org](mailto:ContactPMO@opcw.org) by no later than 12:00 hrs on 24 November 2023.

High-level representatives' statements may also be submitted in the form of pre-recorded Audio-Visual (A/V) statements. The video shall be submitted to [web@opcw.org](mailto:web@opcw.org) and will be uploaded to the public website ([www.opcw.org](http://www.opcw.org)), if requested.

The pre-recorded A/V statements shall be submitted via a downloadable link or provided on other media in one of the following video encoding formats: MP4, MOV, or AVI.

The videos may be submitted in any of the six OPCW official languages. In the case of videos submitted in a language other than English, the delegation concerned will be required to provide the Secretariat (via email to [web@opcw.org](mailto:web@opcw.org)) with a written transcript in the original language and a courtesy translation into English. The Secretariat will upload this document to the public website ([www.opcw.org](http://www.opcw.org)) along with the pre-recorded A/V statement.

## **Agenda for CSP-28**

The provisional agenda of CSP-28 (C-28/1, dated 11 July 2023) has been circulated and is available on Catalyst and the OPCW website.

## **Documentation support**

Documents will not be distributed in the meeting rooms. Delegates are requested to make full use of Catalyst and bring their own copies of the documents that they may require during the Session. Documents of the session authorised for public release are also available on the OPCW website (<https://www.opcw.org/resources/documents/conference-states-parties/twenty-eighth-session-conference-states-parties>).

The operation of the Documentation Counter will be limited to the documents that are not available on the external server.

## **Streaming of the Session**

The Session will be live streamed on the OPCW public website ([www.opcw.org](http://www.opcw.org)) in all six OPCW official languages. The A/V stream may be viewed on PCs, tablets, and smartphone devices. For any technical problems delegations can contact [conference.services@opcw.org](mailto:conference.services@opcw.org).

The A/V stream of the Session is not interactive. Members of delegations who are not in the KWA may follow the Session online but will not be able to make interventions or vote.

The recordings of the Session and High-level representatives pre-recorded A/V messages shall be available to the delegates on the OPCW public website ([www.opcw.org](http://www.opcw.org)).