



# General Assembly

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## **Intergovernmental Conference on an international legally binding instrument under the United Nations Convention on the Law of the Sea on the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction**

**Organizational meeting**

New York, 16-18 April 2018

### **Information for participants**

#### **Note by the Secretariat**

#### **I. Introduction**

1. Pursuant to resolution 72/249 of 24 December 2017, the Intergovernmental Conference convened, under the auspices of the United Nations, to consider the recommendations of the Preparatory Committee established by resolution 69/292 of 19 June 2015 on the elements and to elaborate the text of an international legally binding instrument under the United Nations Convention on the Law of Sea (UNCLOS) on the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction, will hold an organizational meeting from 16 to 18 April 2018 at United Nations Headquarters in New York. The Organizational meeting will be convened at 10:00am in Conference Room 2.

2. Initially with respect to 2018, 2019 and the first half of 2020, the Conference will meet for four sessions, with the first session to be convened from 4 to 17 September 2018. The second and third sessions will take place in 2019, and the fourth session in the first half of 2020.

3. In accordance with resolution 72/249, the Conference will address the topics identified in the package agreed in 2011, namely the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction, in particular, together and as a whole, marine genetic resources, including questions on the sharing of benefits, measures such as area-based management tools, including marine protected areas, environmental impact assessments and capacity-building and the transfer of marine technology.

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## II. Secretariat

4. Mr. Miguel de Serpa Soares, Under-Secretary-General for Legal Affairs and United Nations Legal Counsel, was appointed by the Secretary-General of the United Nations as Secretary-General of the Conference.

5. Support and secretariat services are provided by the Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs, United Nations ([doalos@un.org](mailto:doalos@un.org)).

## III. Participation

6. In accordance with resolution 72/249, the Conference shall be open to all States Members of the United Nations, members of the specialized agencies and parties to UNCLOS. Invitations to the Organizational meeting were sent at the beginning of February 2018.

7. Others are entitled to participate in the Conference in the capacity of observers in accordance with resolution 72/249. Pursuant to that resolution, the following entities or organizations are entitled to participate as observers:

- (a) entities that have received a standing invitation to participate as observers in the work of the General Assembly pursuant to its relevant resolutions;
- (b) relevant specialized agencies, as well as other organs, organizations, funds and programmes of the United Nations system;
- (c) interested global and regional intergovernmental organizations and other interested international bodies that were invited to participate in any of the following conferences and summits:
  - i. the World Summit on Sustainable Development
  - ii. the United Nations Conference on Sustainable Development
  - iii. the previous United Nations conferences on sustainable development of small island developing States, held in Barbados, Mauritius and Samoa
  - iv. the United Nations Conference on Straddling Fish Stocks and Highly Migratory Fish Stocks
  - v. the Review Conference on the Agreement for the Implementation of the Provisions of the United Nations Convention on the Law of the Sea of 10 December 1982 relating to the Conservation and Management of Straddling Fish Stocks and Highly Migratory Fish Stocks
  - vi. the United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development;
- (d) relevant non-governmental organizations in consultative status with the Economic and Social Council, as well as those that were accredited to the following conferences and summits:
  - i. the World Summit on Sustainable Development
  - ii. the United Nations Conference on Sustainable Development

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- iii. the previous United Nations conferences on sustainable development of small island developing States, held in Barbados, Mauritius and Samoa
  - iv. the United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development; and
- (e) the following associate members of regional commissions: American Samoa, Anguilla, Aruba, Bermuda, the British Virgin Islands, the Cayman Islands, the Commonwealth of the Northern Mariana Islands, Curaçao, French Polynesia, Guam, Montserrat, New Caledonia, Puerto Rico, Sint Maarten, the Turks and Caicos Islands and the United States Virgin Islands.

#### **IV. Credentials**

8. The credentials of representatives and the names of members of States' delegations should be addressed to the Secretary-General of the United Nations and delivered to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building (room S-3604 or S-3639), if possible not less than one week before the opening date of the Organizational meeting (9 April 2018). The credentials should be issued either by the Head of State or Government or by the Minister for Foreign Affairs. Copies of the credentials should also be transmitted to the Protocol and Liaison Service (Fax: 212 963 1921 or email: [unprotocol@un.org](mailto:unprotocol@un.org)).

#### **V. Registration**

##### **States Members of the United Nations, members of the specialized agencies and parties to UNCLOS**

9. Registration of official delegations of States Members of the United Nations, members of the specialized agencies and parties to UNCLOS will be carried out by the United Nations Protocol and Liaison Service.

10. To obtain UN grounds passes, Permanent Missions in New York may submit their requests via the online registration system "eAccreditation" at <http://delegate.un.int>. Information regarding the eAccreditation system can be found at <http://protocol.un.org>. Online requests for registration to the Organizational meeting must be received by **Monday, 9 April 2018**.

11. Those which do not have a permanent mission or office in New York or have not enrolled in the eAccreditation system should follow the registration procedure below to obtain a UN grounds pass:

- (a) Submit a letter to the Chief of Protocol (see details below), stamped and signed by the head of chancery or an authorized official, with the names and functional titles of the delegation attending the meeting. In addition, the letter must include a name and an email address of the focal point handling the request(s).

Mr. Peter Van Laere  
Chief of Protocol  
Protocol and Liaison Service  
Att. Ms. Wai Tak Chua

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Fax + 1 (212) 963 1921  
Email: [unprotocol@un.org](mailto:unprotocol@un.org)

- (b) Complete an SG.6 form for each member of the delegation; (the SG.6 form can be found at <http://protocol.un.org>, under “Registration Process → Forms”),
- (c) Send both the letter and the SG.6 form to the Protocol and Liaison Service by fax to 1-212-963-1921 or by email to [unprotocol@un.org](mailto:unprotocol@un.org),
- (d) Send a copy of the letter to the Division for Ocean Affairs and Law of the Sea (Att. Ms. Stephanie Ierino, email: [stephanie.ierino@un.org](mailto:stephanie.ierino@un.org), copied to [doalos@un.org](mailto:doalos@un.org)).

Requests for registration to the Organizational meeting following this procedure must be received by **Monday, 2 April 2018**.

12. The focal point will be notified of the registration approval(s) via email. A hard copy of that email must be presented by the participant together with a valid passport or government photo ID to the United Nations Pass and Identification Unit (located on the ground floor of the FF Building, at 320 E. 45<sup>th</sup> Street) for the issuance of a UN grounds pass.

**Organizations and other entities that have received a standing invitation from the General Assembly, interested intergovernmental organizations and other interested international bodies**

13. Registration of representatives of organizations and other entities that have received a standing invitation from the General Assembly pursuant to its relevant resolutions to participate, in the capacity of observers, in its sessions and work, and representatives of interested global and regional intergovernmental organizations and other interested international bodies that were invited to participate in relevant conferences and summits (see paragraph 7 above) will be carried out by the United Nations Protocol and Liaison Service. Those who have an office in New York or have already enrolled in the eAccreditation system, may follow the same procedure as States Members specified in paragraph 10. Online requests for registration to the Organizational meeting must be received by **Monday, 9 April 2018**.

14. Those who do not have an office in New York or have not enrolled in the eAccreditation system are required to follow the registration procedure outlined in paragraphs 11 and 12 above for issuance of a UN grounds pass, except that the letter to the Chief of Protocol must be stamped and signed by the head of the organization. Requests for registration to the Organizational meeting following this procedure must be received by **Monday, 2 April 2018**.

**Specialized agencies and related organizations of the United Nations system**

15. Representatives of specialized agencies and related organizations are required to follow the registration procedure outlined in paragraph 10 above for issuance of a UN grounds pass. Online requests for registration to the Organizational meeting must be received by **Monday, 9 April 2018**.

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## **Other organs, organizations, funds and programmes of the United Nations system**

16. Representatives of other relevant United Nations system organs, organizations, funds and programmes without a valid UN grounds pass issued in New York, may gain access to UNHQ by presenting a valid UN Laissez-Passer at the visitor entrance at 46th Street or staff entrance at 42nd Street.

17. Registration will require a formal letter signed by entity's Principal or designated official listing the member(s) of the delegation to be sent to:

Division for Ocean Affairs and the Law of the Sea  
Secretariat of the Conference  
Att. Ms. Stephanie Ierino  
Email: [stephanie.ierino@un.org](mailto:stephanie.ierino@un.org), copied to [doalos@un.org](mailto:doalos@un.org)

Requests for registration to the Organizational meeting following this procedure must be received by **Monday, 2 April 2018**.

### **Associate members of regional commissions**

18. Representatives of associate members of regional commissions are required to follow the registration procedure outlined in paragraphs 11 and 12 above for issuance of a UN grounds pass. Requests for registration to the Organizational meeting following this procedure must be received by **Monday, 2 April 2018**.

### **Non-governmental organizations**

19. Representatives of eligible non-governmental organizations (NGOs) intending to participate in the Organizational meeting in New York, 16-18 April 2018, may register *either by letter to the Secretariat*, or through the *Indico portal*.

#### *Registration by letter*

20. NGOs wishing to register by letter should send a formal letter, signed by the principal or chief administrative officer of the organization to:

Division for Ocean Affairs and the Law of the Sea  
Secretariat of the Conference  
Att. Ms. Lika Diouf  
Email: [lika.diouf@un.org](mailto:lika.diouf@un.org), copied to [doalos@un.org](mailto:doalos@un.org)

The letter should list all the members of the delegation, include the full name of the participants (exactly as in passport), and their prefix (Mr./Ms./Mx.). Requests for registration to the Organizational meeting following this procedure must be received by **Monday, 2 April 2018**.

21. NGOs registering through this procedure will be notified of registration approval(s) via email by the Secretariat.

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*Registration through the Indico portal*

22. Representatives of NGOs wishing to register through the Indico portal may do so by creating an account at <https://reg.unog.ch/> and registering for the conference at <https://reg.unog.ch/event/23972/>.

23. The user guide for the Indico portal can be found at [https://reg.unog.ch/ihelp/pdf/unog/UNOGIndico\\_Participants\\_UserGuide.pdf](https://reg.unog.ch/ihelp/pdf/unog/UNOGIndico_Participants_UserGuide.pdf).

24. For representatives of NGOs in consultative status with the United Nations Economic and Social Council (ECOSOC), the approval process will take place through each NGO's designated conference focal point.

25. Representatives of NGOs not in consultative status with ECOSOC must attach to their registration form in Indico a formal letter, signed by the principal or chief administrative officer of the organization following the specifications in paragraph 20 above.

26. Requests for registration to the Organizational meeting following this procedure must be received by **Monday, 2 April 2018**.

27. NGOs registering through Indico will be notified of registration approval via an automatic email from the system.

*Issuance of UN grounds passes and temporary passes*

28. All participants need to be in possession of a valid UN grounds pass issued by the United Nations Pass and Identification Unit. Representatives of NGOs in consultative status with ECOSOC with valid annual United Nations grounds passes can use their existing passes to enter the United Nations premises and attend the Conference.

29. Eligible and approved NGO representatives without a valid United Nations grounds pass will be issued a temporary Conference grounds pass by the UN Pass and Identification Unit (located on the ground floor of the FF Building, at 320 E. 45th Street). To collect a grounds pass, you must bring the confirmation email from the Secretariat approving your participation and valid government-issued photographic identification (i.e., passport, driver's license).

## **VI. List of participants**

30. The Conference Secretariat will compile a list of participants and make it available on the Conference website.

31. Representatives of States Members of the United Nations, members of the specialized agencies and parties to the United Nations Convention on the Law of the Sea, and representatives of observers participating in the Conference with a permanent mission or office in New York and which have enrolled in the eAccreditation system are kindly requested to communicate the composition of their delegations to the Secretariat through the e-deleGATE electronic portal (<https://delegate.un.int>). Technical queries or difficulties in relation to the Conference e-List of participants can be directed to the Help Desk of the Department for General Assembly and Conference Management (tel: 212 963 5033; e-mail: [help-desk@un.org](mailto:help-desk@un.org)).

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32. Those which do not have a permanent mission or office in New York or have not enrolled in the eAccreditation system are kindly requested to communicate the composition of their delegations to the Secretariat, the Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs, Att. Ms. Roxanne Lord at [lordr@un.org](mailto:lordr@un.org), copied to [doalos@un.org](mailto:doalos@un.org).

## **VII. Documentation and statements**

33. The provisional agenda and the provisional programme of work for the meeting as well as other working documents for the meeting will be made available in all official languages on the website of the Conference ([www.un.org/bbnj](http://www.un.org/bbnj)). Delegations are encouraged to bring their own mobile devices loaded with the relevant documentation. The Department for General Assembly and Conference Management will provide documents-on-demand services (printing of documents, assistance with access to online services, etc. through the Documents Assistance Centre (Conference Building, North Lounge, room CB-0264) and at the Documents Counter (Secretariat Building, Room S-1B-032).

34. Delegations are invited to submit PDF formatted versions of their statements by email to [papersmart@un.org](mailto:papersmart@un.org). Delegations wishing to circulate their statements electronically through the paper-smart services portal should provide them no later than three hours in advance of delivery to [papersmart@un.org](mailto:papersmart@un.org). Alternatively, delegations can bring a hard copy (unstapled and printed single-sided) for scanning and uploading at the Conference Officer Desk in Conference Room 2. The name of the meeting should be indicated in the subject line of the e-mail and in the heading of the statement. The statements will remain embargoed until their delivery and then posted.

35. A minimum of 20 copies of the text of statements to be delivered at the Conference should be submitted in advance to the Secretariat.

## **VIII. Interpretation**

36. The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish.

37. Statements made in the plenary in any of the six official languages will be interpreted into the other official languages. It is essential that delegations provide the interpreters with copies of their texts through the Conference Officers in the meeting room in order to assure the quality of the interpretation. Speakers are requested to deliver the statement at a speed that facilitate simultaneous interpretation (100 to 120 words per minute).

38. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the General Assembly, the delegation in question must provide either an interpreter who would interpret from the non-official language into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. This interpretation or the written text will be considered by the Secretariat as representing the official text of the statement, and will be used by the United Nations interpreters as the basis for interpretation into the other official languages. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and ensure

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synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreters' booths in the General Assembly Hall, must be made in advance through the Meetings Management Section of the Department for General Assembly and Conference Management (tel: 212 963 8114; fax: 212 963 7405; e-mail: [emeetsm@un.org](mailto:emeetsm@un.org)).

## **IX. Side events**

39. Dedicated time will be made available for side events at lunch time (1:15-2:30pm) during the meeting. Requests for side events will be accepted **until 16 March 2018**. Such requests must be made by filling-in the request form available on the website of the Intergovernmental Conference, and should be addressed to the Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs, Att. Mr. Fernando Cabrera Diaz, at [fernando.cabrera@un.org](mailto:fernando.cabrera@un.org), copied to [doalos@un.org](mailto:doalos@un.org), with an indication of the title, organizing institution(s) and preferred dates for the event. The subject of the message should specify the following: "Request for side event: Intergovernmental Conference".

40. Organizing institutions and/or sponsors of side event(s) are responsible for the payment of relevant costs associated with the use of equipment and services for the side event.

41. Owing to the limited number of time slots available, the Division may not be able to accommodate all requests for side events or preferred dates. It therefore reserves the right to suggest the organization of joint side events, should competing requests be received for the same day. Should the number of requests exceed the number of available days, the Division will exercise its discretion in selecting side events with a view to ensuring variety in the topics covered by the side events.

## **X. Security arrangements**

### **Department of Safety and Security**

42. The United Nations Security and Safety Service operates on a 24-hour basis. The Central Support Unit, located in the second basement of the General Assembly Building (GA-2B-555), operates on a 24-hour basis and can be contacted at 212 963 1852. The Unit will handle queries concerning lost and found items from 5 a.m. to 10 p.m. and all in-person enquiries.

### **Security Operations Centre**

43. The Security Operations Centre operates on a 24-hour basis and can be contacted at 212 963 6666 for all access requests or any general enquiries. The Centre will handle queries concerning lost and found items from 10 p.m. to 5 a.m.

44. The Centre is staffed with security and fire safety personnel. For fire or medical emergencies, first call 911 (9 911 from a United Nations telephone) and then contact 212 963 5555 (3 5555 from a United Nations telephone). For further details, see [https://iseek-newyork.un.org/webpgdept363\\_57](https://iseek-newyork.un.org/webpgdept363_57).

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45. In addition to providing security and safety services on a 24-hour basis at Headquarters, the Security and Safety Service issues grounds passes, which members of delegations may obtain between 9 a.m. and 4 p.m. from the Pass and Identification Unit, located on the ground floor of the FF Building at 320 East 45th Street, further to authorization by the Protocol and Liaison Service.

#### **General information**

46. In the interest of ensuring the safety of all concerned, members of delegations, staff members, accredited members of non-governmental organizations, the press and affiliates will no doubt appreciate the importance of maintaining the integrity of the United Nations identification that is issued, because of the access it allows.

47. Members of delegations, as with every other authorized pass holder, are reminded that their United Nations-issued identification is solely for the use of the bearer to whom it is issued and that it should not be transferred or given to any other person to use. United Nations identification found to be used in any manner other than that for which it was intended will be confiscated by Security.

48. Staff members, members of delegations and other persons who are entitled to access the premises will be admitted to Headquarters only upon presentation of valid United Nations identification cards. All persons holding such cards are reminded that, in accordance with Secretary-General's bulletin ST/SGB/259 of 2 July 1993, identification cards must be worn at all times in a clearly visible manner while on the premises. It is each card holder's responsibility to ensure that cards are current.

#### **Access information**

49. Delegates can enter through the 42nd, 45th and 46th Street entrances.

The Delegates' entrance opens at 9 a.m.

42nd Street entrance: 7 a.m.-9 p.m.

45th Street entrance: 9 a.m.-7 p.m.

46th Street entrance: 6 a.m.-7 p.m.

50. Non-United Nations guests and NGOs will enter through the 46th Street entrance between 9 a.m. and 7 p.m.

## **XI. Media access arrangements and services**

51. Media representatives in possession of a valid United Nations grounds pass will be allowed to cover the Conference without additional accreditation. All others will be asked to apply for accreditation in advance of the Conference. Media accreditation is strictly reserved for members of the press (print, photo, radio, television, film, news agencies and online media) who represent a bona fide media organization. Applicants are required to complete an online form, which is available from <http://www.un.org/en/media/accreditation/accreditation.shtml>. All members of the media submitting a registration form will be required to upload a letter of assignment from their Bureau Chief or Editor-in-Chief addressed to the Media Accreditation and Liaison Unit.

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Two pieces of identification bearing a photograph, including a passport, are also required. Samples of work may be requested.

52. All members of the media corps accompanying the delegation must apply for accreditation as described above, unless the Permanent Mission concerned applies on their behalf via the eAccreditation system, accessible from the eDelegate portal (<http://delegate.un.int>).

53. Approved media members will receive an e-mail confirmation with instructions for picking up their United Nations grounds pass. All media representatives will be required to wear their United Nations grounds pass at all times.

54. Details regarding media access to the United Nations Secretariat, liaison services for coverage of open meetings, press conferences and briefings are available at <http://www.un.org/en/media/accreditation/guidelines.shtml>.

55. A list of open intergovernmental meetings, press briefings/conferences and other outreach activities at United Nations Headquarters is posted daily at <http://www.un.org/en/media/accreditation/alert.shtml>.

56. Media members requiring assistance or escort to meeting rooms should visit the Media Accreditation and Liaison Unit, on the second floor of the Secretariat Building (S-250).

57. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate. The designated press entrance is at 46th Street and First Avenue.

58. Media representatives are advised to arrive early to allow sufficient time for screening.

#### **United Nations audiovisual materials**

59. Photographs in digital format (jpg) will be available for download free of charge on the United Nations photo website (<https://www.unmultimedia.org/photo/>). For further photo enquiries, contact the United Nations Photo Library ([photolib@un.org](mailto:photolib@un.org)).

60. For requests for videos (MPEG2 and MPEG4 (H.264)), contact the United Nations Audiovisual Library ([avlibrary@un.org](mailto:avlibrary@un.org)).

61. United Nations Television will provide live pool coverage of the Conference's plenary meetings, as well as official press briefings. Live television feeds will be available through commercial carriers (see [http://www.un.org/en/media/accreditation/pdf/UNTV\\_Transmission\\_Guide.pdf](http://www.un.org/en/media/accreditation/pdf/UNTV_Transmission_Guide.pdf)). For more information, contact United Nations Television (e-mail: [untv@un.org](mailto:untv@un.org); room GA1B-55; tel: 212 963 7650, 212 963 7667 or 212 963 9399). A detailed schedule of live and playback coverage will be made available to broadcast clients in advance.

62. The Conference will be available live and on-demand on the United Nations Web TV website in English and in the original language (<http://webtv.un.org/>). For webcast coverage of side events, contact the Department of Public Information (Andreas Damianou (e-mail: [damianou@un.org](mailto:damianou@un.org); tel: 212 963 6733) and Valérie Justin (e-mail: [justin@un.org](mailto:justin@un.org)).

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### **United Nations press release coverage**

63. The Department of Public Information will provide press release coverage of the public meetings in English and French. Press releases may be obtained from the media overflow/working area, the Media Documents Counter, the third floor press area or on the United Nations website (<https://www.un.org/press/en>). Further queries on press releases should be directed to the Meetings Coverage Section (tel: 212 963 7211 (English)).

### **Briefings and news conferences**

64. Notices on press conferences by the President of the Conference will be available from [www.un.org/en/media/accreditation/alert.shtml](http://www.un.org/en/media/accreditation/alert.shtml). Delegations can book press conferences by calling the Office of the Spokesperson of the Secretary-General (tel: 212 963 7707/7160).

## **XII. Accessibility services for persons with disabilities**

65. The United Nations Accessibility Centre offers assistive information and communications technology to support persons with audio, visual and/or physical impairments. The assistive devices are available on-site or as a loan to participants with disabilities. The Accessibility Centre is located in the Conference Building (level 1B, by the Secretariat Building escalators). More information is available from <https://www.un.org/accessibilitycentre/>.

## **XIII. Greening the Conference**

66. The United Nations is taking a number of measures to minimize environmental impact and maximize the social, economic and environmental sustainability of the Conference. All participants are encouraged to contribute to sustainability efforts.

67. Participants are encouraged to bring reusable bottles/mugs and avoid disposable cups and plastic water bottles.

68. Participants are encouraged to use portable devices as the main way to access Conference documentation to reduce paper consumption. All pre-Conference and in-session documentation will be made available on the Conference website ([www.un.org/bbnj](http://www.un.org/bbnj)) in a timely manner.

## **XIV. Medical services**

69. The United Nations Medical Service provides health-care support for acute injuries and illnesses and a travel medicine service at its walk-in clinic on the 5th floor of the Secretariat Building (telephone: 212 963 7080). The opening hours are 9 a.m. to 5 p.m. on weekdays. Conference attendees should ensure that they have adequate health insurance arrangements in place for referral to New York City medical practices or hospitals as the United Nations clinic does not provide routine primary care or medication for ongoing care.

## **XV. Additional information**

70. Additional information will be issued if the need arises to update and expand the information contained in the present note.

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