



**UNITED NATIONS  
COMMISSION ON SCIENCE AND TECHNOLOGY FOR DEVELOPMENT**

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## AIDE-MÉMOIRE

For delegations participating in the Seventeenth Session of the Commission  
on Science and Technology for Development (CSTD)  
at the ministerial level

### **Opening Session**

The Opening Session will start on **Monday 12 May 2014 at 10.00 a.m.** in room XVIII of the Palais des Nations with keynote addresses by invited speakers. Ministers will be seated at the table in front of the podium, in view of the Ministerial Roundtables (see below), which will start immediately after the opening addresses.

### **Seating Arrangements**

Each delegation from member States of the CSTD will have 4 seats, 2 at the table and 2 seats behind. A space will be reserved with free seating for additional participants from member States and for observers from non-member States of the CSTD. Additional space will be reserved for observers from Intergovernmental organizations, civil society and business.

### **Ministerial Roundtables**

Two ministerial roundtables will be held on Monday 12 May 2014. The first one on 'Review of progress made in the implementation of the World Summit on the Information Society (WSIS) outcomes', will take place in the morning after the opening addresses at 11:00 a.m., and the second one on 'Science, technology and innovation for the post-2015 development agenda', will be held in the afternoon at 3:00 p.m. Please note that both of the roundtables will be interactive with questions and answers. In order to allow as much time as possible for interaction, ministers are kindly requested to time their interventions to a maximum of ten minutes.

### **Reception**

Two receptions will be hosted during the annual session. The first day will conclude with a reception that will be co-hosted by the USA and the CSTD secretariat as of 6:00 p.m. Following the meetings of the second day, Japan will host a reception as of 6.00 p.m. Your presence in these receptions would be highly appreciated.

### **Badging**

*a) Badge for ministers and their entourage*

For delegations participating at ministerial level, a non-photo badge for the Minister and their entourage will be available. These non-photo badges will be issued by the UNOG Security Identification Unit at Pregny Gate (opposite the ICRC building) in advance and can be retrieved from UNOG Security Identification Unit at Pregny on Friday the 9<sup>th</sup> of May from 14:00 to 17:00 hours. A copy of the registration form of each delegate must be presented to the Pregny Gate security in order to be able to collect the badges.

*b) Access with the normal mission badges*

Members of the permanent Missions can enter the UNOG premises and the plenary room with their Mission badges.

**Protocol**

No special protocol measures shall apply for ministers during the seventeenth session of the CSTD. If a delegation is in need of a small meeting room for bilateral meetings, requests should be addressed to Ms. Padmashree Gehl Sampath, Chief, Science and Technology Section ([padmashree.gehl.sampath@unctad.org](mailto:padmashree.gehl.sampath@unctad.org)).

**Security**

The overall level of security will be defined by UNOG Security and Safety Section.