



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

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AIDE-MÉMOIRE

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

Opening Session

The Opening Session will start on **Monday 3 June 2013 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 3 June 2013. 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 'Harnessing science and technology to address development challenges', will be held in the afternoon at 3:00 p.m. Please note that the Roundtables will be interactive with questions and answers.

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 31st of May from 15:00 to 17:00 hours. A note verbale from the Mission along with 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 sixteenth 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).

Security

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