



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

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## AIDE-MÉMOIRE

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

### **Opening Session**

The Opening Session will start on **Monday 23 May 2011 at 10.00 a.m.** in room XIX of the Palais des Nations with opening addresses from invited speakers. Ministers will be seated at the table in front of the podium, in view of the Ministerial Roundtable (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 Roundtable**

Two ministerial roundtables will be held on Monday 23 May 2011. One on "Review of progress made in the implementation of the World Summit on the Information Society (WSIS) outcomes" will be held in the morning after the opening addresses, and 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 Roundtable 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 gate on Friday 20 May from 14.00 to 17.00 hours.

*b) access with the normal mission badge*

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

### **Protocol**

No special protocol measures shall apply for Ministers during the fourteenth session of the CSTD. If a delegation would require a small meeting room for bilateral meetings, requests should be addressed to the Head of the CSTD Secretariat, Mr. Mongi Hamdi ([mongi.hamdi@unctad.org](mailto:mongi.hamdi@unctad.org))

### **Security**

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