

To : Representatives of States Parties to the Arms Trade Treaty.  
: Representatives of Signatory States to the Arms Trade Treaty.

Dear Distinguished Representatives,

**NOTIFICATION OF THE THIRD CONFERENCE OF STATES PARTIES TO THE ARMS TRADE TREATY:  
11-15 SEPTEMBER 2017 AT THE CENTRE INTERNATIONAL DE CONFÉRENCES GENÈVE (CICG):  
GENEVA, SWITZERLAND**

1. Pursuant to Rule 12 of the Arms Trade Treaty (ATT) Rules of Procedure, this is to notify all ATT States Parties and Signatory States of the ATT Third Conference of States Parties scheduled for 11-15 September 2017 in Geneva, Switzerland, at the Centre International de Conférences Genève (CICG).
2. The Provisional Agenda and related documents for the Conference shall be distributed to States Parties and Signatory States by 11 July 2017 in accordance with Rule 15 of the Rules of Procedure and made publicly available on the ATT website.
3. Background documents for the ATT Third Conference of States Parties shall be distributed to States Parties and Signatory States by 11 August 2017 and subsequently made publicly available on the ATT website. As per Rule 49 of the Rules of Procedure, translations in French and Spanish shall also be posted on the website as soon as they are finalized.
4. All sessions of the ATT Third Conference of States Parties shall be conducted in English with simultaneous interpretation into French and Spanish.
5. Registration for all participants to the ATT Third Conference of States Parties is now open at <http://www.thearmstradetreaty.org/index.php/en/3rd-conference-of-states-parties/csp3/csp3-registration-process>. Conference participants are strongly encouraged to start with the registration process now as all conference registrations should be completed by **31 August 2017**.
6. The registration process shall be conducted according to the relevant Rules of Procedure (RoP) as detailed below:
  - a. States Parties, Signatory States and Observer States wishing to send a delegation to CSP3 (in accordance with RoP 1, 2 or 3) should submit a NOTE VERBALE to the Head of the ATT Secretariat listing all delegates, indicating the full name and position of each delegate. The head of the delegation, alternate(s) and advisor(s) should be clearly indicated. In addition to this, each individual member of the delegation must register online.
  - b. International and Regional Organizations wishing to send a delegation to CSP3 (in accordance with RoP 4) should submit a NOTE VERBALE to the Head of the ATT

Secretariat listing all delegates, indicating the full name and position of each delegate. The head of the delegation, alternate(s) and advisor(s) should be clearly indicated. In addition to this, each individual member of the delegation must register online.

- c. Civil Society Organizations including NGOs and Industry wishing to send a delegation to CSP3 (in accordance with RoP 5) should submit a *FORMAL LETTER* to the President of the Conference (through the ATT Secretariat) requesting to participate and listing all delegates, indicating the full name and position of each delegate. In addition to this, each individual member of the delegation must register online.
  - d. All Notes Verbales/Formal Letters should be submitted to the ATT Secretariat by 31 August 2017 at [registration@thearmstradetreaty.org](mailto:registration@thearmstradetreaty.org)
  - e. Any changes in the composition of delegations should be submitted via Note Verbale/formal letter to [registration@thearmstradetreaty.org](mailto:registration@thearmstradetreaty.org) by 31 August 2017.
  - f. Please note that the ATT Secretariat will send out a confirmation of accreditation as soon as the following two parts of the registration process are completed, i.e.:
    - i. submission of Note Verbale by State/Formal Letter by Organization/Company.
    - ii. individual online registration of all members of the delegation.
  - g. Media representatives are advised to register online and submit their credentials for accreditation to the Secretariat at [registration@thearmstradetreaty.org](mailto:registration@thearmstradetreaty.org) by 31 August 2017.
7. Matters of objections to participation at the Conference shall be dealt with in terms of the provisions of Rule 7.4 of the Rules of Procedure.

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