

The Arms Trade Treaty
Avenue de France 23
CH-1202 Geneva
08 April 2021

To : Representatives of States Parties to the Arms Trade Treaty.
: Representatives of Signatory States to the Arms Trade Treaty.
: Representatives of Observer States to the Arms Trade Treaty.
: Representatives of International and Regional Organizations.
: Representatives of Civil Society, NGOs and Industry.

Dear Distinguished Representatives,

ANNOUNCEMENT: FURTHER UPDATE REGARDING THE ATT WORKING GROUPS' MEETINGS AND CSP7 INFORMAL PREPARATORY MEETING (26-30 APRIL 2021)

1. I refer to my letter of 16 March 2021 providing details of the schedule of meetings, the duration of sessions, the meeting agendas, the online platform for the virtual meetings, arrangements for side events, and documentation for the ATT Working Groups' meetings and informal preparatory meeting for the Seventh Conference of States Parties to the ATT (CSP7) (hereafter the 'April meetings'), due to take place from 26-30 April 2021.

2. I write to provide you with a further update regarding registration for the meetings, instructions on how to access the platform, testing dates for accessing the platform, and the speakers' list for the meetings.

Registration for the meetings

3. Representatives are requested to register for the April meetings by **21 April** 2021. Registration for the meetings involves two steps:

- a. **Step 1:** Each State or organisation must send a list of all the representatives of the State or organisation that will participate in the meeting (including the Name and Surname of each person) to the ATT Secretariat at registration@thearmstradetreaty.org.
- b. **Step 2:** Each representative must complete the online registration form available at <https://www.thearmstradetreaty.org/online-registration>.

4. Registration will only be completed once both steps have been fulfilled.

How to access the online platform for the meetings

5. As I indicated in my letter of 16 March 2021, an adapted version of Zoom will be used for the April meetings, and interpretation into all six UN languages will be available. Participants who have registered for the meetings will receive the link to the meetings on the morning of 26 April 2021.

6. Once a participant has clicked on the link, she/he will be admitted to a virtual ‘waiting room’ and must wait for the host (the ATT Secretariat) to let her/him into the meeting. In the interests of privacy and security, **please be advised that anyone who has not registered for the meetings will not be admitted to the meetings** (please see paragraph 3 above).

7. Participants are strongly encouraged to ensure that the name of the State or organization they represent and their name (SURNAME, Name) are displayed in their Zoom profile, especially participants who will be speaking on behalf of their State or organization. This will help the meeting facilitators to identify participants correctly, if they are called on to speak.

Testing of the online platform

8. Representatives who wish to test or confirm their ability to access the meeting platform are invited to participate in one of the testing sessions that the ATT Secretariat will host in advance of the April meetings.

9. The ATT Secretariat will hold testing sessions on the following dates during the times indicated:

- a. **1st testing session:** 13 April 2021, 08.00 – 10.00 Geneva time (CET)
- b. **2nd testing session:** 14 April 2021, 15.00 – 17.00 Geneva time (CET)

10. Representatives may test their connectivity or access to the meeting during these session times by taking the following steps:

- a. Click on the test meeting link: <https://us02web.zoom.us/j/85757094066>
- b. Wait for the host (the ATT Secretariat) to let you in to the meeting
- c. Test the audio connection (your ability to hear and be heard) by having a short conversation with the host
- d. Leave the meeting

11. Representatives are encouraged to take advantage of this opportunity to test their access to the online platform in advance of the April meetings to ensure any connectivity issues are addressed before the meetings start. Once the meetings are running, it will be difficult for the ATT Secretariat to address access issues, and representatives run the risk of not participating in some or all of the meeting(s).

Speakers’ List

12. To maximize the use of the limited time available for the April meetings and prevent delays in giving the (virtual) floor to persons wishing to intervene during the open discussion sessions, the ATT Secretariat will establish a list of speakers in advance of the April meetings.

13. Participants wishing to be included in the list of speakers for one or more agenda items should submit a request to the ATT Secretariat by **21 April 2021** at info@thearmstradetreaty.org with the following information:

1. Subject title: April Meetings Speakers’ List
2. Name of the State or organization wishing to speak
3. Name of the delegate who will speak on behalf of the State or organization (if known)

4. The Day(s) or Date(s) the State or organization wishes to speak
5. The Agenda item(s) the State or organization wishes to speak under (e.g., WGETI Working Group on Articles 6&7, Topic 4)

14. Please also submit to the ATT Secretariat electronic copies of all statements in advance of the April meetings to facilitate interpretation, time management and enable posting on the ATT website. Copies of statements should be emailed to the ATT Secretariat at info@thearmstradetreaty.org

15. The ATT Secretariat will publish a list of speakers on the morning of each day of the meetings, indicating the order in which participants inscribed on the list will be called on to speak under the relevant agenda item(s). Anyone wishing to speak must submit a request to the ATT Secretariat by **18.00 on the day before** the day they wish to speak. Participants who submit a request to speak after this time, will not be included in the list of speakers for the next day of meetings and instead will need to request to speak during the meeting via the chat function, as described in paragraph 16.

16. Participants who have not requested to be included in the list of speakers will still be able to request to take the floor during the meetings by sending a message through the chat function requesting to take the floor and indicating the name of the State or organization that wishes to speak, as well as the name of the delegate who will speak. However, priority will be given to participants listed on the list of speakers. When the list of speakers is exhausted, participants who have expressed a desire to speak (via the chat function) will be given the floor, if there is time available.

17. I wish you all well with your preparations for the series of ATT meetings in April, and I look forward to a constructive and lively debate during the meetings.

18. I avail myself of this opportunity to renew the assurance of my highest consideration.

Yours faithfully,



Ambassador Lansana GBERIE
President: Seventh Conference of States Parties to the ATT