

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 FIFTH CONFERENCE OF STATES PARTIES TO THE ARMS TRADE TREATY:
26 - 30 AUGUST 2019 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 States Parties and Signatory States of the Fifth Conference of States Parties to the Arms Trade Treaty (CSP5) scheduled to take place on 26 - 30 August 2019 in Geneva, Switzerland, at the Centre International de Conférences Genève (CICG), (rue de Varembe 17, 1211 Genève).
2. The Provisional Agenda for the Conference shall be distributed to States Parties and Signatory States by 24 June 2019 in accordance with Rule 15 of the Rules of Procedure and made publicly available on the ATT website.
3. Background documents for the Conference shall be distributed to States Parties and Signatory States by 26 July 2019 and subsequently made publicly available on the ATT website. In accordance with Rule 49 of the Rules of Procedure, translations into all official languages of the Conference (Arabic, French, Spanish, and Russian) shall also be posted on the website as soon as they are finalized.
4. All sessions of the Conference shall be conducted in English with simultaneous interpretation into Arabic, French, Spanish, and Russian.
5. Registration for all participants to the Conference is now open ([here](#)). Conference participants are strongly encouraged to start with the registration process now as all conference registrations should be completed by **09 August 2019**.
6. The registration process shall be conducted according to the Rules of Procedure (RoP) as detailed below:
 - a. States Parties, Signatory States and Observer States wishing to send a delegation to CSP5 (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 CSP5 (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 CSP5 (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 09 August 2019 at registration@thearmstradetreaty.org
 - e. Any changes in the composition of delegations should be submitted via Note Verbale/Formal Letter to the ATT Secretariat at registration@thearmstradetreaty.org by 09 August 2019.
 - f. Please note that the ATT Secretariat will only send out a confirmation of accreditation as soon as the two steps in the registration process are completed, i.e.:
 - i. Submission of a Note Verbale by State/Formal Letter by Organization/Company.
 - ii. Individual online registration by every member of the delegation.
 - g. Media representatives are requested to register online and submit their credentials for accreditation to the ATT Secretariat at registration@thearmstradetreaty.org by 09 August 2019.
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.

Arms Trade Treaty Secretariat
