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NOTE BY THE TECHNICAL SECRETARIAT

AVAILABILITY OF OFFICIAL-SERIES DOCUMENTS

1. In accordance with Rule 90 of the Rules of Procedure of the Conference of the States Parties (hereinafter “the Conference”) (C-I/3/Rev.2, dated 8 April 2013), all recommendations, decisions, and other documents of the Conference shall be published in the official languages of the Conference and shall be distributed by the Technical Secretariat (hereinafter “the Secretariat”) to all Members of the Organisation as soon as possible.
2. Since 2004, all official-series documents have been published, as soon as available, on the OPCW’s secure external server (S/411/2004, dated 26 March 2004). Member States may request access by submitting a note verbale to the Secretariat’s Information Services Branch or by completing an OPCW extranet server User Account Request form, available from the Documentation Counter at OPCW Headquarters. The external server provides access to all unclassified official-series documents, categorised by language, year, and policy-making organ. In addition, the external server features a search engine, and provides access to the “What’s New” view of documents issued in the past seven days, the compilations of the decisions of the Executive Council (hereinafter “the Council”) and the Conference, and the lists of official-series documents. As announced by the Director-General in his statement at the Seventy-Ninth Session of the Council (EC-79/DG.19, dated 7 July 2015), a new feature of e-subscription has been added, to enable users to receive notifications when new official-series documents are made available. Users may subscribe on the OPCW’s external server home page, specifying their preference to receive notifications for documents in English and any additional official language.
3. In continuing to explore more ways to work towards a paperless conference environment (S/1252/2015, dated 6 March 2015) and to streamline current procedures, the Secretariat hereby wishes to inform Member States that, with effect from 1 January 2016, the regular mailings of official-series documents will cease. However, if delegations wish to continue to receive the official-series documents by regular mail, they are kindly requested to advise the Secretariat for the Policy-Making Organs (contactPMO@opcw.org) at their earliest convenience.
4. The Secretariat continues to provide printed copies of all official-series documents at the Documentation Counter at OPCW Headquarters and, since the introduction of the new conference debate system in the Ieper Room, relevant documents are uploaded and available, in English, on the delegates’ units during the formal sessions of the



Council. Furthermore, delegates are reminded that the OPCW provides a free Wi-Fi service in the public areas of the Headquarters building, which enables access to the external server.

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