



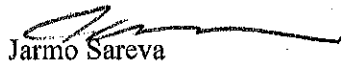
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## MEMORANDUM

Date: 3 December 2013

**To:** Mr Vladimir Gratchev  
Director, Conference Management Division, Geneva

**From:**   
Jarmo Sareva  
Deputy Secretary-General of the Conference on Disarmament  
and Director of the Office for Disarmament Affairs, Geneva Branch

**Subject:** Updated Procedures for Issuance of the Verbatim Records of  
the Conference on Disarmament

1. A few months ago the Secretariat of the Conference on Disarmament undertook in collaboration with the Translation Sections and the Documents Management Unit, a review to update the procedures for the issuance of the verbatim records (PVs) of the Conference.
2. The process has entailed reviewing the methods of work so that all those involved in the chain can carry out their functions in an efficient manner by complying with the procedure in force for the submission of documents.
3. The main objectives of this exercise were (a) to maintain the excellent collaboration between the Secretariat and all Services concerned, (b) to review the methods of work to include the new tools currently used for the transcription and the submission of documents, (c) to harmonize the language and editorial practices in all the six languages, (d) to find solutions to problems at every stage according to functions and responsibilities of each Service and/or Section and (e) to ensure a timely issuance of the verbatim records.
4. I am pleased to formally submit to you herewith the document containing the final procedures for issuance of CD PVs as adopted by the participants who attended the series of meetings that led to its adoption. I would be grateful if you could kindly ensure that all Translation Sections and other staff involved comply with these procedures in their task of producing verbatim records.
5. I take this opportunity to thank you for your kind attention and, through you, all the colleagues in your Division who participated in this exercise.

CC : Ms. Angela Kane,  
High Representative for Disarmament Affairs, New York

Ms. Virginia Gamba,  
Director and Deputy to the High Representative, ODA, New York

Ivor Fung,  
Secretary of the Conference on Disarmament

Norma Alicia Roulin-Hernandez,  
Documentation Focal Point, ODA, Geneva

DIVISION DE LA GESTION DES CONFÉRENCES Bureau du Directeur	
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10/12/13

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## Minutes and decisions of the meetings to update the procedure for processing verbatim records (CD/PVs) of the Conference on Disarmament

held on

Monday 6 May 2013 at 10.30 a.m. in conference room X

Friday 17 May 2013 at 1.30 p.m. in room E-3025

Monday 27 May 2013 at 3.00 a.m. in conference room II

Tuesday 1 October 2013 at 3.00 p.m. conference room S-1

### Participants

#### Arabic Translation Section

Abdelmadjid Alaoui

#### Chinese Translation Section

Zhao Liping  
Yang Xiaoping  
Zhao Xingmin

#### English Translation Section

Sophie Bennett  
Talvi laev

#### French Translation Section

Françoise Amirghasemi

#### Russian Translation Section

Dmitri Riabouchkine

#### Spanish Translation Section

Jaime Sánchez Ratia  
Enrique Fernández-Vernet

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**Documents Management Unit**

Nadine Mattana

**UNODA Geneva Branch**

Ivor Fung, Secretary of the Conference  
Norma Alicia Roulin-Hernandez

**I. Decisions**

*The decisions contained herewith cannot be modified unilaterally. They are not exhaustive and will be reviewed on a regular basis or as required, especially in the light of technological equipment and/or amendments to rules and regulations of the United Nations that may affect the manner of work.*

1. *Verbatim records of the Conference on Disarmament, as distinct from summary records, should faithfully reflect in full the interventions and exchanges that took place in the meeting room. Only courtesies, expressions of gratitude and other polite formulae by the President and the speakers may constitute an exception to this literalness.*
2. *The master copy is the copy that contains the compilation of all pre-edited parts prepared by the Secretariat of the Conference and forwarded to all Translation Sections.*
3. *Each Translation Section is responsible for editing the pertinent original part and for translating the other parts as edited by the respective Section.*
4. *All languages being equally original, Translation Sections should coordinate amongst themselves for the issuance of the final record. In case of need for clarification, the Secretariat of the Conference will be available for consultation.*
5. *When carrying out their functions, Translation, Documents Management, Reproduction and Distribution Sections as well as Text Processing Units and the substantive Secretariat of the Conference should bear in mind rules 17 and 40 of procedure of the Conference. Such rules state that "the Secretary-General of the United Nations will be requested to provide the staff as well as the necessary assistance and services needed by the Conference and any subsidiary bodies which it may establish." And that "verbatim records and formal and other relevant documents of the Conference shall be distributed to States Members of the United Nations normally within two weeks."*

**A. Other decisions**

6. PVs should begin with the words:

"I call to order the [1248th] meeting of the Conference on Disarmament."

Je déclare ouverte la XXXX<sup>e</sup> séance plénière de la Conférence du désarmement.

"[1248-e] пленарное заседание Конференции по разоружению объявляю открытым."

Declaro abierta la [XXXX]<sup>a</sup> sesión plenaria de la Conferencia de Desarme.

"أعلن افتتاح الجلسة العامة [1248] لمؤتمر نزع السلاح."

我宣布裁军谈判会议第[1248]次会议开始。

7. PVs should end with the action line:

The meeting rose at ... a.m. / p.m.  
*La séance est levée à XX h XX / XX heures.*  
*Заседание закрывается в 15 ч. 45 м.*  
*Se levanta la sesión a las XX.XX horas.*  
.../... الساعة الساعة  
上午/下午 时 分散会。

8. When a meeting is suspended, the following phrase should be used:

*The meeting was suspended at 10.20 a.m. and resumed at 10.30 a.m.*  
*La séance est suspendue à XX h XX; elle est reprise à XX h XX.*  
*Заседание прерывается в 10 ч. 20 м. и возобновляется в 10 ч. 30 м.*  
*Se suspende la sesión a las XX.XX horas y se reanuda a las XX.XX horas.*  
.../... الساعة واستؤنفت الساعة .../...  
上午/下午 时 分停会，上午/下午 时 分复会。

9. CD should always be written in full, that is, Conference on Disarmament.

10. When a PV consists of a single language, it does not need to be sent back to the Secretariat but should be finalized by the Translation Section concerned.

11. The Conference on Disarmament Secretariat will provide an unedited version of transcriptions in English and French, giving complete names of speakers and providing country names in accordance with standard United Nations style.

## II. Review of current procedure for transcriptions of portions of the final records [CD/PV.--- (Part of .../...)]

### Preliminary editing of portions of the final records

12. DRITS cards for audio records of CD plenary meetings submitted for transcription by the relevant Text Processing Unit (TPU) will be sent first to the relevant translation section, where they will be registered and logged in.

13. The DMS Clerk will load MP3 audio files, indicating the name of the State and the language version, on the Q-drive where programming officers, translators /revisers, secretaries, technicians and TPU in the relevant translation sections can access them.

14. The list of speakers provided by the Conference on Disarmament Secretariat will be uploaded on DRITS, as a reference file. Speaker's names should be carefully checked by the TPUs and TSs concerned.

15. When a speaker provides a statement for distribution at a plenary meeting, the Conference on Disarmament Secretariat will upload the text on the Q drive with the audio files, either in MS word (if received) or as a .pdf file. The text should be checked against delivery by the TPU concerned when submitting the audio file for transcription to DMS.

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16. Transcriptions made by the TPU concerned, or by the Conference on Disarmament Secretariat in the case of English and French transcripts, will be sent to the relevant translation section, where their accuracy will be checked against the audio files. English and French transcripts will be evaluated at this point in the process, prior to being sent to the section concerned.

17. TPU should indicate the speaker's name and country name in English, in brackets, and make a page break after every new intervention. (Page breaks are eliminated in the final version of the record.)

18. The reference number of the audio file concerned will be noted at the start of each statement and is to be deleted from the final document.

19. The translation section concerned will then log out the transcription and return it to the TPU or the Conference on Disarmament Secretariat, as appropriate, which will log the job in and out, for finalization.

20. A fair copy of both .doc and .pdf files will be uploaded to the DRITS and sent in both formats by e-mail to the addressees listed in the DRITS special instructions and to the Evaluation Unit.

21. The Evaluation Unit will estimate and include statistics for editing (revision) of Arabic, Chinese, Russian and Spanish texts. DRITS cards forwarded to the Evaluation Unit should be returned to the relevant translation section with the updated statistics.

22. The translation section whose language is the main language used by the current President of the Conference will be responsible for verifying formal details such as the correct date and number of meeting of the record indicated on the cover page, correct masthead, etc.

### III. Submission of complete texts of the final records [CD/PV.---- ]

23. Evaluation Unit: The complete text of the final records of plenary meetings will be submitted first for evaluation (not through Reference).

24. Evaluation Unit: Translation sections are responsible for the revision of texts in their own language, including those transcribed and submitted by the CD Secretariat, and should be credited accordingly by the Evaluation Group.

25. Translation Section/TPU: The language used should be indicated:

- (a) after the name of a speaker<sup>1</sup> at the beginning of the first statement, or
- (b) when a speaker continues in another language, in which case the text should begin on a new line at the left margin and the language used should be indicated in italics, in brackets (at the right margin in Arabic)

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<sup>1</sup> The composition of delegations of members and observer States of the Conference can be found in the yellow book and in the list of participants issued as CD/INFORMAL ... and CD/INF...plus addenda respectively.

26. The language used should be indicated as follows:

Arabic: (تكلم بالإنكليزية)

Chinese: (以英语发言)

English: (*spoke in French*)

French: (*parle en anglais*)

Russian: (*говорит по-английски*)

Spanish: (*habla en inglés*).

27. When a statement is delivered in the language in which the CD/PV is being produced, the words (*spoke in ...*) are omitted. Thus, it is not necessary to indicate that a speaker spoke in Spanish in the Spanish version of the CD/PV.

28. Speakers who make interventions in languages other than United Nations languages are requested to submit a translation of their statement in an official language. Where no such translation is provided, the following model can be used:

**English**

“(*spoke in Japanese*)

No translation was provided.

(*spoke in English*)”

**French**

“(*L'orateur poursuit en japonais*)

Aucune traduction n'est fournie.

(*L'orateur reprend en anglais*)”

**Russian**

(*говорит по-японски*)

Перевод не представлен.

(*продолжает по-английски*)

**Spanish**

(*habla en [japonés]; no se ha proporcionado traducción*)

(*continúa en inglés*)

**Arabic**

”تكلم باليابانية”

لم تقدم أي ترجمة.

”(تكلم بالإنكليزية)“

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**Chinese**

“(以日语发言  
未提供翻译  
(以英语发言)”

29. Symbol and page number on every page should conform with United Nations standard format.
30. Cover page, masthead, right hand corner annotation should not read “original”, only the language should be mentioned.
31. There should be no form line at the end of the record.

#### **IV. DRITS instructions**

##### **For CD/PV.xxx (Part of xxx of xxx)**

###### *Instructions for English and French sections*

**EVAL/TRANS:** Text is submitted for pre-editing. Full transcription done by the Secretariat (audio files can be consulted at Q:\DMS-Forecasts\MP3-files\xxxx\MPGLANG1). The text is uploaded in DRITS in both Word and .pdf. List of speakers uploaded in DRITS under Reference.

**POOL:** Please start each intervention on a new page. Once finished please send fair copy (FC) in both Word and .pdf via e-mail to Norma Roulin. Please return the master card (MC) to Nadine Mattana, Room B.524.

###### *Instructions for Arabic, Chinese, Russian and Spanish sections*

**POOL: Action 1**

a. Please transcribe statements from the audio files at Q:\DMS\_INFORMATION\MP3 FILES\xxxx\MPGLANG1. The list of speakers is uploaded in DRITS under Reference. Please start each intervention on a **NEW PAGE**, indicating the reference number of the audio file concerned, and type the speaker's name and country name in **ENGLISH** at the beginning of intervention.

b. Please give the transcription to the **TRANSLATION SECTION** for editing.

**TRANS:** Please edit the transcription.

**POOL: Action 2:**

a. Please log in, introduce any corrections and then log out of DRITS.

b. Please send FC (Word and .pdf versions) via e-mail to Norma Roulin and to the **CSD\_EVALUATION\_UNIT**; please also send hard copies of both MC and FC to the **EVALUATION UNIT** in office E.5087.

**EVAL:** Please estimate the work of Translation Section and return MC to the Translation Section for statistical purposes.

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**For CD/PV.xxx (Final)**

*Instructions for the English section (or the section processing CD/PVs in the main language used by the President of the Conference, as appropriate)*

**ENGLISH TRANS/POOL:** Please keep day, date and time in the cover page, as indicated on the list of speakers. Note that a delegation can and may have different speakers.

**TRANS/POOL:** The A, C, E, F, R and S texts are typed and edited under job numbers, such as: 12-62686 (A), 12-62688 (C), 12-62680 (E), 12-62682 (F), 12-62690 (R) and 12-62692 (S). The Word version of the entire compilation is uploaded in DRITS. The list of speakers is also available in DRITS, under Reference.

**ENGLISH POOL:** Please send the final copy via e-mail to all translation sections (TRAD\_SEC\_A,C,E,F,R,S + REPARTITEUR\_TR\_C,E,F,R,S), + CSD\_EVALUATION + Nadine Mattana.

*Instructions for other language sections*

**TRANS:** English version (or French or Spanish version, as appropriate) to come from English (French or Spanish) Pool,

Please wait for the final (English, French or Spanish) language version to finalize the translation.

**TRANS/POOL:** The A, C, E, F, R and S texts are typed and edited under job numbers, such as: 12-62686 (A), 12-62688 (C), 12-62680 (E), 12-62682 (F), 12-62690 (R) and 12-62692 (S). The Word version of the entire compilation is uploaded in DRITS. The list of speakers is also available in DRITS, under Reference.

**POOLS:** Please type pagination as in English version.

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